



Municipality of West Elgin

Revised Agenda

Council Meeting

Date: May 27 2021, 9:00 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. Closed Session

Recommendation:

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at _____ a.m. under Section 239 (2)(c & f) of the *Municipal Act, 2001* consideration will be given to a proposed or pending acquisition or disposition of land by the municipality or local board as well as advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

4. Report from Closed Session

5. Disclosure of Pecuniary Interest

6. Delegations

6.1. West Lorne Optimists /WECHC - Mural on Skate Park

7.	Adoption of Minutes	10
	Recommendation: That the Minutes of the Council meeting on May 13, 2021 be adopted as circulated and printed.	
8.	Business Arising from Minutes	
9.	Staff Reports	
9.1.	Water	
9.1.1.	S. Smith, OCWA - 2021 First Quarter Report	24
	Recommendation: That West Elgin Council hereby receives the report from Sam Smith, OCWA re: West Elgin Distribution System 2021 First Quarter Report for information purposes.	
9.2.	Wastewater	
9.2.1.	S. Smith, OCWA - West Lorne Wastewater Treatment Plant - 2020 Annual Report	30
	Recommendation: That West Elgin Council hereby receives the report from Sam Smith, OCWA re: West Lorne Wastewater Treatment Plant 2020 Annual Report for information purposes.	
9.2.2.	S. Smith, OCWA - West Lorne Wastewater Treatment Plant 2021 First Quarter Report	70
	Recommendation: That West Elgin Council hereby receives the report from Sam Smith, OCWA re: West Lorne Wastewater Treatment Plant 2021 First Quarter Operations Report for information purposes.	
9.2.3.	S. Smith OCWA, Rodney Wastewater Treatment Plant - 2020 Annual Report	83
	Recommendation: That West Elgin Council hereby receives the report from Sam Smith, OCWA re: Rodney Wastewater Treatment Plant 2020 Annual Report for information purposes.	

9.2.4.	S. Smith, OCWA - Rodney Wastewater Treatment Plant 2021 First Quarter Report	100
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Recommendation:

That West Elgin Council hereby receives the report from Sam Smith, OCWA re: Rodney Wastewater Treatment Plant 2021 First Quarter Operations Report for information purposes.

9.3. Operations & Community Services

9.3.1.	L. Gosnell, Manager of Operations & Community Services - Electronic Sign Placement	110
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Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations and Community Services re: Electronic Sign Placement in Rodney and West Lorne; and

That West Elgin Council hereby directs staff to place electronic signs at the following locations _____ .

9.3.2.	L. Gosnell, Manager of Operations & Community Services - West Elgin Community Pool Update	114
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Recommendation:

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

That Council allow senior staff to adjust summer programming to meet operational needs and COVID restrictions, so long as net operating costs do not exceed the budgeted amount of \$61,903.20

9.4. Planning

9.4.1.	B. Pearce, Planner - Site Plan Control Area By-law – Recommendation Report (Planning Report 2021-18)	119
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Recommendation:

That West Elgin Council hereby receives the report from Bryan Pearce, Planner, regarding Site Plan Control Area By-law – Recommendation Report (Planning Report 2021-18);

And that West Elgin Council approve a By-law for establishing a Site Plan Control Area for the Municipality of West Elgin, in accordance with the draft by-law with the revisions included, as contained within Appendix One of this Report, 2021-18.

9.5. Clerk's

9.5.1.	J. Nethercott, Clerk - Voting Method Survey	136
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Recommendation:

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Voting Method Survey; and

That West Elgin Council direct staff to _____.

Recommendation:

That West Elgin Council hereby receives the report from J. Nethercott, Clerk and Bill Tedford, By-Law Enforcement Officer re: Residential/Backyard Chickens; and

That West Elgin Council hereby direct staff to proceed with one of the following options:

Option 1

That current residential/backyard chicken restrictions remain in place.

Option 2

That staff prepare a public consultation process to determine resident interest in providing licensing and regulations for backyard/urban chickens on residential properties in West Elgin.

Option 3

That consideration of residential/backyard chickens be undertaken as part of the review of the Comprehensive Zoning By-law.

9.6. Finance/Administration

9.6.1.	M. Badura, CAO/Treasurer - Declare Surplus – 131 Main Street, West Lorne	147
	Recommendation: That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Declare Surplus – 131 Main Street, West Lorne; and That West Elgin Council hereby declares the lands legally known as Part of Lots 1 & 2, Block D Plan 100 designated as Part 4, Plan 11R-9334, Municipally known as 131 Main Street, West Lorne as surplus to the needs of the municipality; and That West Elgin Council hereby authorizes the disposition of the land without an appraisal as it is in the best interest of the municipality; and, lastly That West Elgin Council hereby offers the land for sale through a call for proposals.	
9.6.2.	M. Badura, CAO/Treasurer - Water Distribution System Modeling Study	149
	Recommendation: That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Water Distribution System Modelling Study and That West Elgin Council hereby approves transfer from Ontario Invests – Improve Service Delivery & Efficiency Grant in the amount of \$30,000 for the purpose of obtaining water distribution system modeling study.	
10.	Committee and Board Report	
10.1.	Councillor Reports from Committees	
10.1.1.	Update on PGTP Dancehall Celebration	
10.1.2.	<i>Housing Coalition Minutes - April 26, 2021</i>	152

11. Accounts

Recommendation:

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #5A amounting to \$ 398,345.13 in settlement of General, Road, Water and Arena Accounts including EFT#3901-3945, online Payments# 685-694, cheque# 25709-25711 and Payroll PP10.

12. Council Inquires/Announcements

12.1. Notice of Motion

12.1.1. M. Badura, CAO/Treasurer - Reconsideration of Method of Disposal – Gilbert Street Lands 154

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Reconsideration of Method of Disposal for the lands on Gilbert Street; and

That West Elgin Council reconsider its decision on February 25, 2021 to dispose of the property through posting of a sign and call for proposals.

12.2. Statements/Inquires by Councillors

12.3. Matters of Urgency

13. Correspondence

13.1. Minister for Seniors and Accessibility - Senior of the Year 156

13.2. County of Elgin - Notice of No Appeals - Severance E16-21, E17-21, E18-21 & E19-21 157

13.3. County of Elgin - Notice of Decision Approval of Draft Plan of Subdivision- Seaside 161

14. By-Laws

14.1. By-Law 2021-35 - Amending Clothing/Footwear Allowance Policy 175

Recommendation:

That By-law 2021-35 being a By-law to amend HR policy 1.3 with respect to Clothing and Footwear Allowance, be read a first, second and third and final time.

14.2. By-law 2021-36 - Site Plan Area Control By-law 178

Recommendation:

That By-law 2021-36 being a By-Law to designate the Municipality of West Elgin as a Site Plan Control Area pursuant to Section 41 of the Planning Act R.S.O. 1990, as amended, be read a first, second and third and final time.

14.3. By-Law 2021-37 - Elgin Group Police Services Amending Agreement 191

Recommendation:

That By-law 2021-37 being a By-law to Authorize the Execution of an Amending Agreement between Her Majesty the Queen in Right of Ontario as represented by the Solicitor General and The Corporation of the Municipality of West Elgin for the Provision of Police Services for the Elgin Group Municipalities, be read a first, second and third and final time.

15. Confirming By-Law 205

Recommendation:

That By-law 2021-38 being a By-Law to confirm the proceedings of the Regular Meeting of Council held on May 27, 2021, be read a first, second and third and final time.

16. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 9:30 a.m. on June 10, 2021 or at the call of the Chair.

From: [marsha vernon](#)
To: [Lee Gosnell](#); [Magda Badura](#); [Jana Nethercott](#)
Subject: Fw: Optimist/ Health Centre Youth Project... draft letter for u to review
Date: May 11, 2021 10:46:15 AM

See below for letter addressed to council. When is their next meeting? should I potentially attend to answer any questions?

Marsha

From: marsha vernon [REDACTED]
Sent: May 10, 2021 9:50 PM
To: Kelly Patterson <KPatterson@wechc.on.ca>
Subject: Optimist/ Health Centre Youth Project... draft letter for u to review

Dear West Elgin Counsel Members,

The Optimist club of West Lorne and the West Elgin Community Health Centre would like to propose a new Youth Project Idea.

The Community Health Centre has received some grant money to be put towards a youth project. In partnership with the West Lorne Optimist club we would like to have some youth paint murals on the skate parks located in both West Lorne and Rodney.

There would be no cost to the Municipality. We would have a contest of some kind for local youth to submit sketches of their mural ideas. Then we would select one for each project and rally some other youth to assist in the actual painting of the murals. The Optimist club would provide assistance in supervision, advertising, selection and covering any additional costs that may occur above and beyond the grant money.

We are asking for permission to move forward with this project in advertising the first stage at this point. Once we are able to we will pick a date to have the murals completed sometime this summer.

Please advise if we have permission to move forward with this project and feel free to call myself or Kelly from the Health Centre should you have any further questions.

Marsha Kalita
Secretary West Lorne Optimist Club
519-702-3452
Kelly Patterson
West Elgin Community Health Centre

Sent from my iPhone



Municipality of West Elgin

Minutes

Council Meeting

May 13, 2021, 9:00 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
Bryan Pearce, Planner

Also Present:
Meagan Ruddock, TVDSB Trustee
Bruce Smith, TVDSB Trustee
Stephanie Skelding, WECHC
Diane Arsenijevic, WECHC
Megan Harvey, WECHC

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 9:00 a.m.

3. Closed Session

Resolution No. 2021- 140

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 9:00 a.m. under Section 239 (2) (b, d & f) of the *Municipal Act, 2001* consideration will be given to personal matters about identifiable individual(s), including a municipal or local board employee(s), labour relations or employee negotiations and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

4. Report from Closed Session

Mayor McPhail reported out of Closed Session at 10:49 a.m.

Resolution No. 2021- 141

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That in Closed Session West Elgin Council hereby provided direction to staff to bring forward an updated Clothing Policy; and

That West Elgin Council hereby appoints Nicole Campbell, Cindy da Costa and Brianne Pyne to the West Elgin Recreation Committee; and

That West Elgin Council considered information and provided staff direction on information regarding identifiable individuals and information subject to solicitor client privilege.

Carried

2. Adoption of Agenda

Resolution No. 2021- 142

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That West Elgin Council hereby adopts the Agenda as presented.

Carried

7. Adoption of Minutes

Resolution No. 2021- 143

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That the Minutes of the Council meeting on April 22, 2021 be adopted as circulated and printed.

Carried

9. Staff Reports

9.1 Building

9.1.1 Jackie Morgan-Beunen, CBO - Building Activity Report April 2021

Resolution No. 2021- 144

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, CBO re: Building Permit Report for April 2021 for information purposes.

Carried

9.2 Fire

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

Resolution No. 2021- 145

Moved: Councillor Tellier

Seconded: Councillor Cammaert

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

Carried

6. Timed Delegations

6.1 11:00 a.m. M. Ruddock and B. Smith, TVDSB Trustees - West Elgin Schools Discussion Follow Up

Mayor McPhail welcomed Ms. Ruddock and Mr. Smith back to Council. Mr. Smith addressed the questions posed at the last Council meeting and provided the following updates:

The plan is that Tiny Tots will assume the new Family Age Grouping space, if and when the addition is completed. Mr. Smith and Ms. Ruddock both stated that information on the if the funding has been received for this addition should be forthcoming soon.

That administration is looking at several options for the former West Elgin Senior Elementary School and that they are willing to explore any options that would make severing the property a more viable option

TVDSB has created the Rural Education Task Force which is currently exploring the challenges and benefits offered through rural schools. The next meeting is June 7, 2021 at 5 pm.

6.2 11:30 West Elgin Community Health Centre - Community Garden Project

Ms. Arsenijevic stated that West Elgin Community Health Centre has received a grant to have a community garden in Rodney. They would like to place this garden where the horse barns used to be in Rodney Park.

Resolution No. 2021- 146

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That West Elgin Council hereby approves entering into an agreement with West Elgin Community Health Centre to lease lands in Rodney Park for a Community Garden without a fee; and

That staff be directed to bring forward a by-law to adopt an agreement at a future Council meeting.

Carried

8. Business Arising from Minutes

8.1 Support of Township of Archipelago Phragmites Resolution

Resolution No. 2021- 147

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

Whereas *Phragmites australis* (*Phragmites*) is an invasive perennial grass that continues to cause severe damage to wetlands and beaches in areas around the Great Lakes; and

Whereas *Phragmites australis* grows and spreads rapidly, allowing the plant to invade new areas and grow into large monoculture stands in a short amount of time, and is an allelopathic plant that secretes toxins from its roots into the soil which impede the growth of neighbouring plant species; and

Whereas *Phragmites australis* results in loss of biodiversity and species richness, loss of habitat, changes in hydrology due to its high metabolic rate, changes in nutrient cycling as it is slow to decompose, and increased fire hazard due to the combustibility of its dead stalks, and can have an adverse impact on agriculture, particularly in drainage ditches; and

Whereas invasive *Phragmites* has been identified as Canada's worst invasive plant species by Agriculture and AgriFood Canada;

Whereas the Ontario government has made it illegal to import, deposit, release, breed/grow, buy, sell, lease or trade invasive *Phragmites* under the Invasive Species Act; and

Whereas volunteers, non-governmental organizations and various municipalities have invested hundreds of thousands of dollars in investments and labour annually for more than eight years in executing management plans to control invasive *Phragmites* on roads, shorelines and in wetlands; and

Whereas roads and highways where *Phragmites* that are left untreated become spread vectors that continually risk new and treated wetlands and shoreline areas; and

Whereas according to "Invasive *Phragmites* Best Management Practices" by the Ontario *Phragmites* Working Group, best roadside management practices for *Phragmites australis* include detection, herbicide application, cutting, and re-treatment of re-growth as necessary; and

Whereas these best management practices are most effective when used in a multi-pronged approach as opposed to when used as stand-alone control measures; and

Whereas mother nature does not recognize political boundaries. Therefore, it is imperative that Municipalities, Districts, the Province and the Federal government work together in collaboration to eradicate Canada's worst invasive plant species *Phragmites australis*;

Whereas the Municipality of West Elgin has been implementing measures for eradication of *Phragmites* over the past 3 years, including mapping of cells along Municipal and County Roadways, applying herbicide, cutting and monitoring re-growth; and ensuring clean equipment protocols for appropriate contract tenders; and

Whereas the Ontario Ministry of Transportation (MTO) has carried out some *Phragmites* eradication along Provincial highways, however this process has not been successful because the process has not included a program to deal with surviving plants, and also has not dealt with growth beyond the road allowance, therefore enabling fast re-growth; and

Whereas in the past there has been no approved herbicide for use in wet sites; however, in 2020 a product (Habitat Aqua) has been approved for use in areas of lying water and along waterways in Ontario;

Now Therefore be it Resolved that the Municipality of West Elgin request the Ontario Ministry of Transportation (MTO) to map, treat, monitor, and eradicate re-growth of invasive *Phragmites* annually on all Provincial highways, including areas beyond the road allowances, where *Phragmites* cells extend; and

Be It Further Resolved that the Ontario Ministry of Transportation (MTO) communicates that strategy on mapping (detecting sites) and controlling invasive *Phragmites* on provincial highways, the specific highway management plans and results by each MTO region and each highway in the region and work in coordination with the Municipality of West Elgin; and

Be it Further Resolved that the Province of Ontario designate *Phragmites australis* as a noxious weed under the Noxious Weed Act; and in collaboration with the Ontario Federation of Agriculture, the Ontario *Phragmites* Working Group, and Ontario Municipalities, carry out a public education campaign regarding best practices in eradicating *Phragmites*;

and if possible, develop a system of grants to support the uptake of these best practices by citizens; and

Be it Further Resolved that the Council for the Corporation of the Municipality of West Elgin directs staff to send this resolution to all Municipalities in Ontario; Honourable Omar Alghabra, Minister of Transportation(Canada); Honourable Caroline Mulroney, Ontario Minister of Transport; James Corcoran, General Services Coordinator, vegetation, MTO West Region; Honourable Ernie Hardeman, Ontario Ministry of Agriculture, Food, and Rural Affairs; Jeff Yurek, MPP; and Karen Vecchio MP.

Carried

9. Staff Reports

9.3 Operations & Community Services

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

Council requested that staff report back on locations for electronic signs at a future meeting.

Resolution No. 2021- 148

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

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

Carried

9.3.2 L. Gosnell, Manager of Operations & Community Services - Lawn Bowling Club Veranda

Resolution No. 2021- 149

Moved: Councillor Rowe

Seconded: Councillor Cammaert

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

That West Elgin Council awards the contract for veranda replacement on the West Lorne lawn bowling club to Weekes Construction at a cost of \$17,860.00 plus applicable taxes.

Carried

9.3.3 L. Gosnell, Manager of Operations & Community Services - PGTP Pavilion Ceiling Replacement

Resolution No. 2021- 150

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

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

That West Elgin Council awards the PGTP pavilion ceiling replacement to Weekes Construction of West Lorne for the quoted amount of \$12,200.00 plus applicable tax.

Carried

9.3.4 L. Gosnell, Manager of Operations & Community Services - Municipal Office Roof Replacement

Resolution No. 2021- 151

Moved: Councillor Tellier

Seconded: Councillor Cammaert

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

That West Elgin Council awards the municipal office roof replacement to Machado's General Contracting in the amount of \$46,773.74 plus applicable taxes.

Carried

9.5 Finance/Administration

9.5.1 M. Badura, CAO/Treasurer - 2021 Water and Wastewater Rates

Resolution No. 2021- 152

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer regarding 2021 Water and Wastewater Rates for information purposes.

Carried

Council recessed at 1:09 p.m. to convene in Committee of Adjustment and reconvened at 1:21 p.m.

10. Committee and Board Report

10.1 Tri-County Water Board Minutes of Jan 26, 2021

10.2 West Elgin Recreation Committee - April 21, 2021

Resolution No. 2021- 153

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Recreation Committee recommends to West Elgin Council that the membership to the West Elgin Recreation Committee increase to six (6) members of the public.

Carried

10.2.1 Minutes of March 17, 2021

10.3 Councillor Reports from Committees

Councillor Cammaert stated that as of today there are just over 50 participants in the Optimists Road Race.

11. Accounts

Resolution No. 2021- 154

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #5 amounting to \$ 929,025.75 in settlement of General, Road, Water and Arena Accounts including EFT#3838-3900, online Payments# 668-684, cheque# 25695-25708 and Payroll PP08/09.

Carried

12. Council Inquires/Announcement

12.1 Notice of Motion

None.

12.2 Statements/Inquires by Councillors

None.

12.3 Matters of Urgency

12.3.1 Police Services Board

Resolution No. 2021- 155

Moved: Councillor Tellier

Seconded: Councillor Cammaert

Whereas Mayor Sally Martyn, Chair, Elgin Group Police Services Board and Julie Gonyou, Secretary-Administrator, Elgin Group Police Services Board provided West Elgin Council with a review of the Ontario Provincial Police (OPP) Board Composition as associated with the Community Safety and Policing Act (2022) on April 8, 2021; and

Now Therefore Be It Resolved That the Council of the Municipality of West Elgin supports maintaining the current composition of the Elgin Group Police Services Board; and

That a copy of this resolution be forwarded to the Chair and Secretary-Administrator of the Elgin Group Police Services Board.

Carried

13. Correspondence

13.1 Ministry of Municipal Affairs and Housing - Municipal Code of Conduct Consultation

13.2 County of Elgin - Thames Sydenham Source Water Protection Committee

13.3 Karen Vecchio, Elgin-Middlesex-Lambton MP - Letter to Council re Bill 988

Resolution No. 2021- 156

Moved: Councillor Rowe

Seconded: Councillor Cammaert

WHEREAS the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline; and

WHEREAS the motion calls for the federal government to consolidate all existing suicide crisis numbers into one three-digit hotline; and

WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200%; and

WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold; and

WHEREAS in 2022 the United States will have in place a national 988 crisis hotline; and

WHEREAS the Municipality of West Elgin recognized that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

NOW THEREFORE BE IT RESOLVED That the Municipality of West Elgin hereby endorses this 988 crisis line initiative; and

That staff be directed to send a letter indicating such support to Karen Vecchio, MP Elgin-Middlesex-London and the Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks, MPP Elgin-Middlesex-London and the Honourable Patty Hajdu, Federal Minister of Health.

Carried

- 13.4 Township of Springwater - Clean Fuel Standard**
- 13.5 Fort Erie - Province Investigating and Updating Source Water Protection Legislation**
- 13.6 Leamington - Advocacy for Reform of Municipal Freedom of Information and Protection of Privacy Act**
- 13.7 Chatham Kent - Time to Change MFIPPA**
- 13.8 OPP - Billing Statement**

14. By-Laws

- 14.1 By-Law 2021-30 - Agreement with City of St Thomas for Hazardous Waste Depot**

Resolution No. 2021- 157

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That By-law 2021-30 being a By-law to Authorize the Execution of an Agreement between The Corporation of the City of St Thomas and The Corporation of the Municipality of West Elgin for Use of the Community Recycling Centre – Hazardous Waste, be read a first, second, third and final time.

Carried

- 14.2 By-Law 2021-31 - Maintenance Agreement with Port Glasgow Yacht Club**

Resolution No. 2021- 158

Moved: Councillor Tellier

Seconded: Councillor Rowe

That By-law 2021-31 being a By-law to Authorize the Execution of an Agreement between The Corporation of the Municipality of West Elgin and the Port Glasgow Yacht Club governing terms and conditions of work performed on Municipal Property, be read a first, second and third and final time.

Carried

14.3 By-Law 2021-32 - 2021 Water and Wastewater Rates

Resolution No. 2021- 159

Moved: Councillor Tellier

Seconded: Councillor Rowe

That By-law 2021-32 being a By-Law to Establish Rates for Municipal Water and Wastewater Services for 2021 and to repeal By-Law 2020-42, be read a first, second and third and final time.

Carried

14.4 By-Law 2021-33 - Tax Ratios

Resolution No. 2021- 160

Moved: Councillor Tellier

Seconded: Councillor Rowe

That By-law 2021-33 being a By-Law to set the 2021 Transition Ratios and to Levy Taxes for the Year 2021, be read a first, second and third and final time.

Carried

15. Confirming By-Law

Resolution No. 2021- 161

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That By-law 2021-34 being a By-Law to confirm the proceedings of the Regular Meeting of Council held on May 13, 2021, be read a first, second and third and final time.

Carried

16. Adjournment

Resolution No. 2021- 162

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That the Council of the Municipality of West Elgin hereby adjourn at 1:34 p.m. to meet again at 9:30 a.m. on May 27, 2021 or at the call of the Chair.

Carried

Duncan McPhail, Mayor

Jana Nethercott, Clerk



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

1266 West Elgin Distribution System
Operations Report
First Quarter 2021

Ontario Clean Water Agency, Southwest Region
Sam Smith, Senior Operations Manger
Susan Budden, Business Development Manager
Issue Date: May 25, 2021

Facility Description

Facility Name: West Elgin Distribution System

Facility Type: Municipal

Classification: Class 1 Water Distribution

Drinking Water System Category: Large Municipal Residential

Title Holder: Municipality

Service Information

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

Operational Description:

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

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

Key information on the Rodney Tower:

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

Facility Name: West Elgin Distribution System
ORG#: 1266

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

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

SECTION 2: INSPECTIONS

FIRST QUARTER:

On February 24th, 2021 a routine MECF inspection took place by Angela Stroyberg. A rating of 98.53% was received. One non-compliance was received for logbooks not being maintain and/or did not contain the required information. On March 29, 2020 the online chlorine analyzers at the tower had a read out of 0.00mg/L. A communication issue happened at the Tri-County Water Treatment Plant that resulted in loss of SCADA records. This issue was noted in the Tri-County logbook but not West Elgin.

SECTION 3: QEMS UPDATE

FIRST QUARTER:

There have been no updates to QEMS at this time.

SECTION 4: PERFORMANCE ASSESSMENT REPORT

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

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

Trihalomethanes are sampled on a quarterly basis. The table below shows the current running average in 2021. The annual average in 2020 was 58 ug/L, therefore the current running average has decreased 2.6% when compared to the annual average in 2020.

	Limit (ug/L)	THM Result (ug/L)
January 2021	-	42
April 2020	-	40
July 2020	-	45
October 2020	-	99
Running Average	100	56.5

Haloacetic Acids (HAAs) are now required to be sampled on a quarterly basis in accordance with O. Reg. 170/03. The table below shows the running average so far in 2021. The annual average in 2020 was 32.25 ug/L, therefore the current running average has decreased 1.3% when compared to the annual average in 2020.

	Limit (ug/L)	HAA Result (ug/L)
January 2021	-	22.2
April 2020	-	19.9
July 2020	-	27.3
October 2020	-	57.9
Running Average	80	31.83

The Rodney Tower continuously monitors the free chlorine residual of the water. The results fluctuate based on fill cycles. During the winter months the results are usually very good, however, once there is warmer weather the chlorine residuals dissipate. In spring of 2018 the Rodney tower installed a re-chlorination facility. Chlorine residuals are taken throughout the distribution system in accordance to O. Reg. 170/03 requirements. The graph below provides the minimum, maximum and average chlorine residuals throughout the distribution system in 2021.

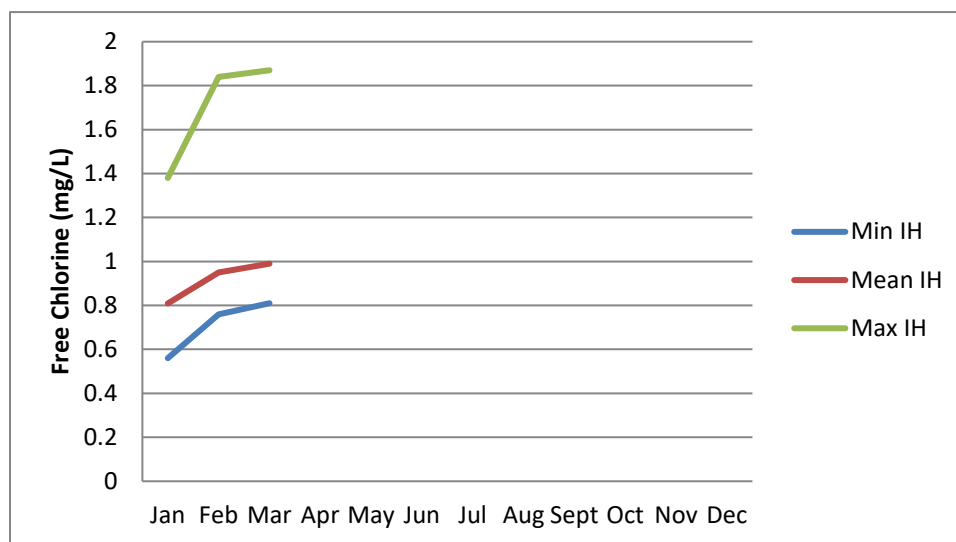


Figure 1. Free Chlorine Residuals in Distribution System

SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

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

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

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

SECTION 6: INSPECTIONS:

There were no inspections this month

SECTION 7: GENERAL MAINTENANCE:

January

01- 31 Collected weekly bacti samples and residuals throughout distribution system

01-31: Collected week end residuals and auto flushers each week throughout distribution system

06: Rodney tower overflowing, Tri County operator informed and set points adjusted.

19: sample station rounds completed.

February

01- 28: Collected weekly bacti samples and residuals throughout distribution system

01-31: Collected week end residuals and auto flushers each week throughout distribution system

01: Collected Schedules 15.1 samples for lead and alkalinity.

12: Called Prominent help desk to assist with clearing error code on chlorine analyzer.

17: replaced broken parts on auto flusher at the west dead end of Gray line.

25: Sample station monthly rounds completed.

26: verification on hand held colorimeter completed.

March

01, 08, 15, 22, and 29: Weekly bacti samples obtained and sent to SGS lab.

01, 05, 08, 12, 15, 19, 22, 26, 29: Weekly residuals obtained and recorded.

10: Inspect Hydrant #97, on the corner of Graham Road and Monroe St. after fire department used it. Hydrant is an old Concord hydrant and operated a bit stiff but is operable. Nowhere to grease the hydrant. Notified SOM

18: Delivered 2 x 20L pails of chlorine to Rodney Tower.

29: Flowmetrix onsite for annual flow meter inspection.

30: Started to work on the hydrant located on the corner of Graham Road and #3 highway. Project is put on hold due to not being able to isolate the system, old restraints are attached and will not hold the secondary valve while hydrant being replaced as they are cables attached to the hydrant boot. Running along the valve to the 14" water main along the east side of Graham rd. Notified ORO/SOM a better plan

of action is required to complete the work safely.

31: Increased chlorine dose from 0.90ppm to 1.10ppm to prep for flushing of the distribution system.

SECTION 8: ALARMS:

No alarms this month

SECTION 9: COMPLAINTS & CONCERNS:

January

07: pumped hydrant at Elgin International hall after call was received by West Elgin Fire Chief, post fire operations.

21: received call from Tri County WTP high flows on North meter chamber, investigated issue and found the controller for the auto flusher at Dymock Line had malfunctioned in the open position. Replaced controller.

February

No community complaints

March

20: Received call from SOM Sam Smith in regards to water leaking out ground at 215 Gilbert Street in West Lorne. Arrived onsite, confirmed complaint and found that service line for factory was leaking on property side of isolation valve. Throttled down valve to slow down flow as property owner could not schedule repair until tomorrow (March 21st, 2021). Notified SOM of issues and actions taken.

21: Onsite today @ 215 Gilbert Street to monitor contractors repairs to leaking service line to building. Once excavated down to leaking pipe, isolated valve to stop positive pressure flow to complete repairs. Contractor used 8" repair clamp to fix blow out hole in 8" cast iron pipe. Once repaired, opened valve slowly, flushed slowly thru building to release air from piping etc. Flushed for 25 minutes. Checked for leaks once fully re opened and all appears ok. See water main repair form for further details



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

March 31, 2021

Rob Wrigley
Ministry of the Environment, Conservation and Parks
733 Exeter Road
London, ON N6E 1L3

Attention: Mr. Wrigley

RE: West Lorne Wastewater Treatment Plant Annual Report 2020

The Ontario Clean Water Agency is the Operating Authority for the West Lorne Wastewater Treatment Plant on behalf of the Municipality of West Elgin. The system is operated under Environmental Compliance Approval 5873-B4RLEJ. Please find attached the 2020 Annual Report for the West Lorne Wastewater Treatment Plant.

Feel free to contact me should you require any additional information regarding the report. I can be reached at 519-312-0847.

Sincerely,

Terri-Lynn Thomson
Process and Compliance Technician,
Ontario Clean Water Agency

c.c. Madga Badura, Municipality of West Elgin
Dale LeBritton, OCWA Regional Hub Manager
Sam Smith, OCWA Senior Operations Manager
Cindy Sigurdson, OCWA Safety, Process and Compliance Manager
Angela Stroyberg, Ministry of the Environment, Conservation and Parks

**MUNICIPALITY OF WEST ELGIN
WEST LORNE WASTEWATER TREATMENT PLANT**

**2020 ANNUAL REPORT
January 1 to December 31, 2020**

Environmental Compliance Approval # 5873-B4RLEJ

Prepared by:



**Ontario Clean Water Agency
Agence Ontarienne Des Eaux**

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Section 1: Overview

Overall the West Lorne Wastewater Treatment Plant provided effective wastewater treatment in 2020. The wastewater treatment plant was operated under Environmental Compliance Approval 5873-B4RLEJ dated November 30, 2018. Upgrades to the plant were completed in December 2019. In January 2020 with higher flows and the plant adjusting after upgrades the plant exceeded the TSS limit but once the flow returned to normal and adjustments made to the filters the plant operated as intended.

Collection System

The collection system contains gravity sewers that lead to the Main Pumping Station located on Marsh Line. It contains a wet well with three submersible pumps that pump to the treatment plant. There is a receptacle for a portable generator should the need arise for backup power. In emergencies, the wet well contains an overflow pipe that discharges to the West Lorne Lagoon.

Plant Description

The West Lorne Wastewater Treatment Plant is an extended aeration facility which consists of: grit removal and screening, extended aeration, settling, phosphorus removal, filtration and UV disinfection (seasonal). The extended aeration process is designed to remove carbonaceous and nitrogenous organic compounds (BOD). Aluminum Sulphate is used for phosphorus removal. After the clarifier the effluent is seasonally disinfected using ultraviolet light, then discharged to Zoller Drain. Zoller Drain is connected to Brock's Creek and then from there it goes to Lake Erie. Sludge is directed to the lagoon for storage and settling. Decant liquid off the lagoon is returned to the influent of the plant for treatment.

Process Details

- Wastewater is directed into the sewage lift station from the Village of West Lorne by gravity. Wastewater is then pumped from the sewage lift station located on Mash Line into a reinforced concrete inlet channel, provided with a mechanical rake bar screen.
- The secondary treatment system consists of two trains each consisting of: aeration tank, clarifier tank, and two return activated sludge pumps.
- The phosphorous removal system consists of one 15,000L plastic tank with 2 diaphragm type metering pumps 1 duty and 1 standby.
- Lime system for pH and alkalinity control (currently not in use)
- The objective of the system is to remove organics, total Kjeldahl nitrogen (TKN), phosphorous and ammonia-nitrogen.
- Three rotary lobe blowers one duty and two standby supply low pressure air to the aeration tanks.
- The tertiary treatment system consists of three continuous back wash, up flow, deep bed, granular single media sand filtration units housed in the filter building. The disinfection system consists of a ultra-violet (UV) unit through which the effluent is discharged.
- Operations are controlled by a programmable logic controller (PLC). A data logging computer system with local monitoring capability
- Laboratory space is also located at the WWTP to allow for basic laboratory analyses to be conducted by the plant operator

Section 2: Influent Monitoring Data

Sample Collection and Testing

All samples are collected and tested as per the requirements of the Environmental Compliance Approval.

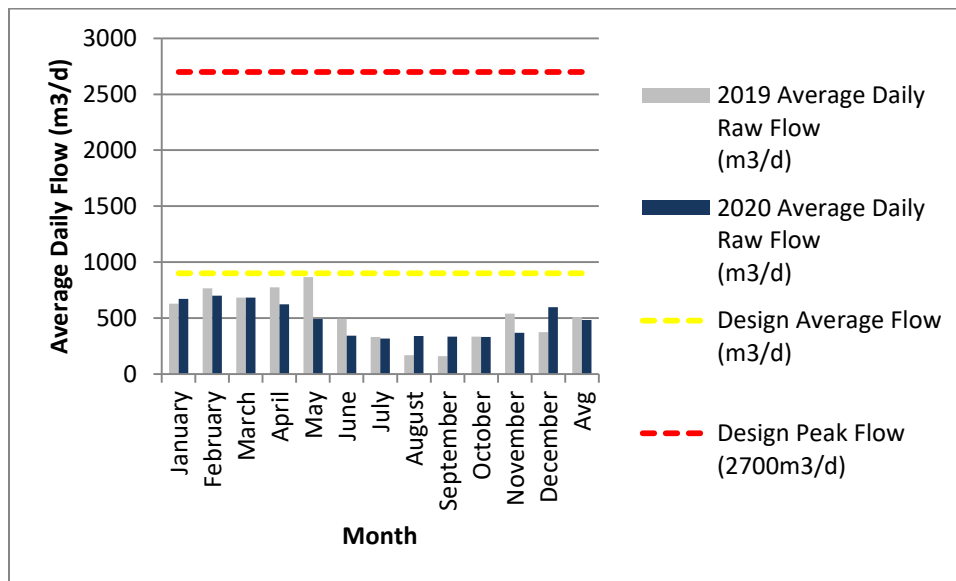
Raw sewage (influent) is sampled bi-weekly and tested for BOD₅, total suspended solids, total phosphorus, total Kjeldahl nitrogen, and alkalinity. The raw samples are collected as 24 hour composite samples.

Flows

Detailed monthly flow information is summarized in Appendix A.

The total flow in 2020 was 173,234m³, which corresponds to a 6.8% decrease from 2019 raw flows, refer to Chart 1. The annual average daily flow in 2020 was 485m³/day, or 54% of the plant's rated design capacity of 900m³/day.

Chart 1. Average daily raw flow for 2020 compared to 2019.

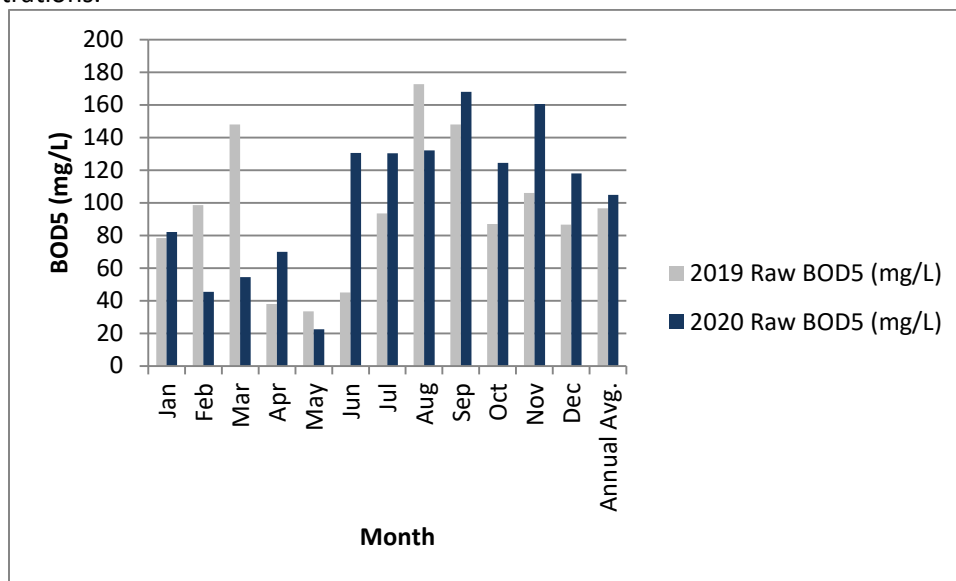


The design average daily flow for the plant was exceeded 10 times during the year, compared to 22 times in 2019. The hydraulic peak flow of 2,700m³/day for the plant was not exceeded in 2020.

Raw Sewage Quality

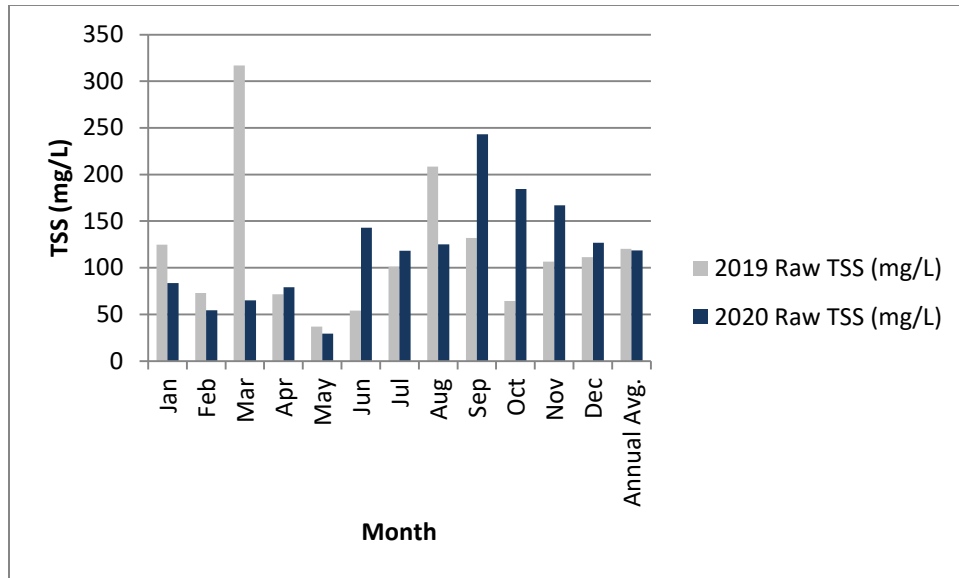
The annual average raw sewage BOD₅ concentration to the plant was 105mg/L with a maximum concentration of 243mg/L. The average concentration of BOD₅ has increased 8.6% from 2019, refer to Chart 3. The average BOD₅ loading to the plant was 49kg/d for 2020. Refer to Appendix A for detailed analytical data.

Chart 3. Raw sewage average monthly concentration of BOD₅ for 2020 compared to 2019 concentrations.



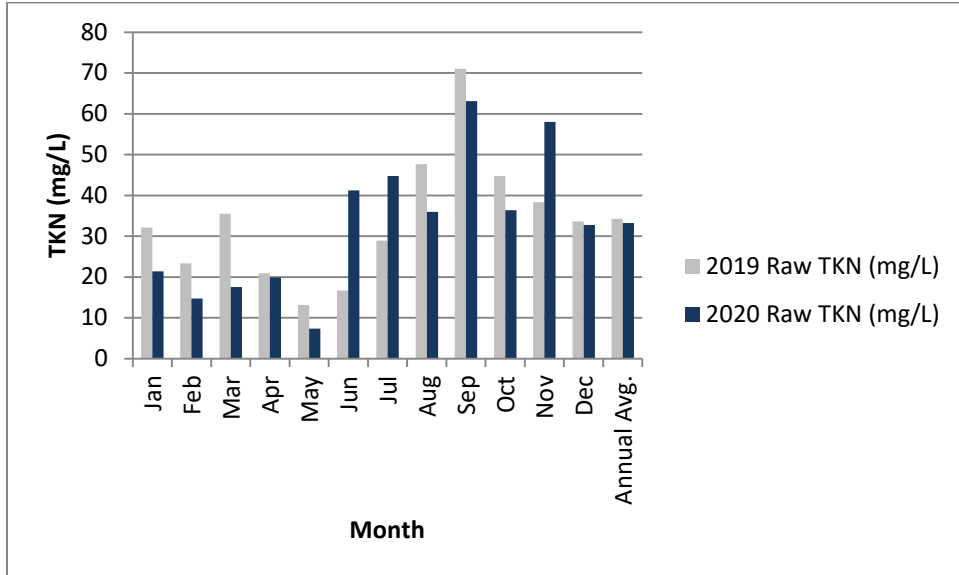
The annual average raw sewage suspended solids (TSS) concentration to the plant was 118.6mg/L, which is a 1.3% decrease from 2019 (refer to Chart 4). This corresponds to an average TSS loading to the plant of 56.1kg/day. Refer to Appendix A for detailed analytical data.

Chart 4. Raw sewage average monthly concentration of TSS for 2020 compared to 2019 concentrations.



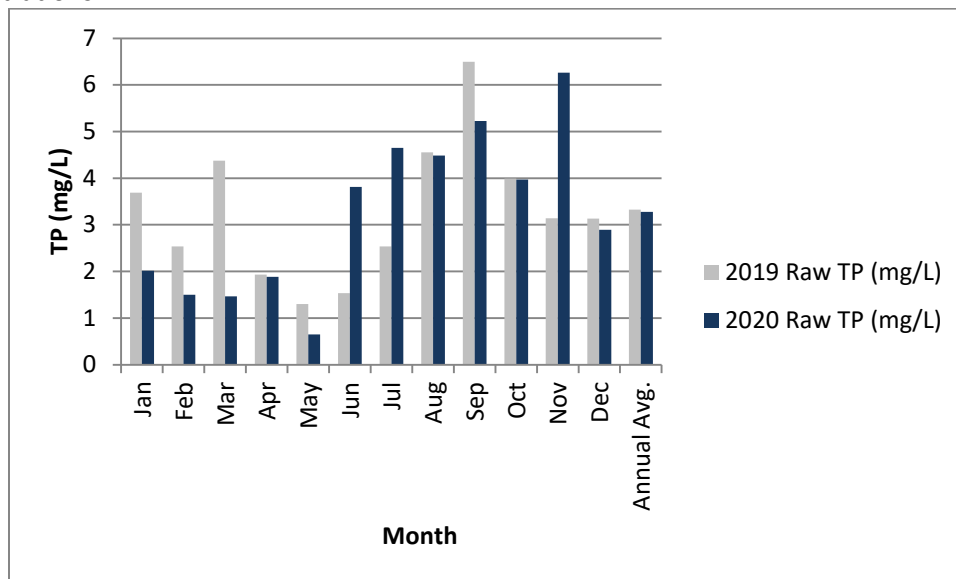
The annual average raw sewage nitrogen concentration (as represented by TKN) to the plant was 33.2mg/L with a loading of 15.7kg/d. This is a decrease of 3.1% from the 2019 annual average concentration, refer to Chart 5. Refer to Appendix A for detailed analytical data.

Chart 5. Raw sewage average monthly concentration of TKN for 2020 compared to 2019 concentrations.



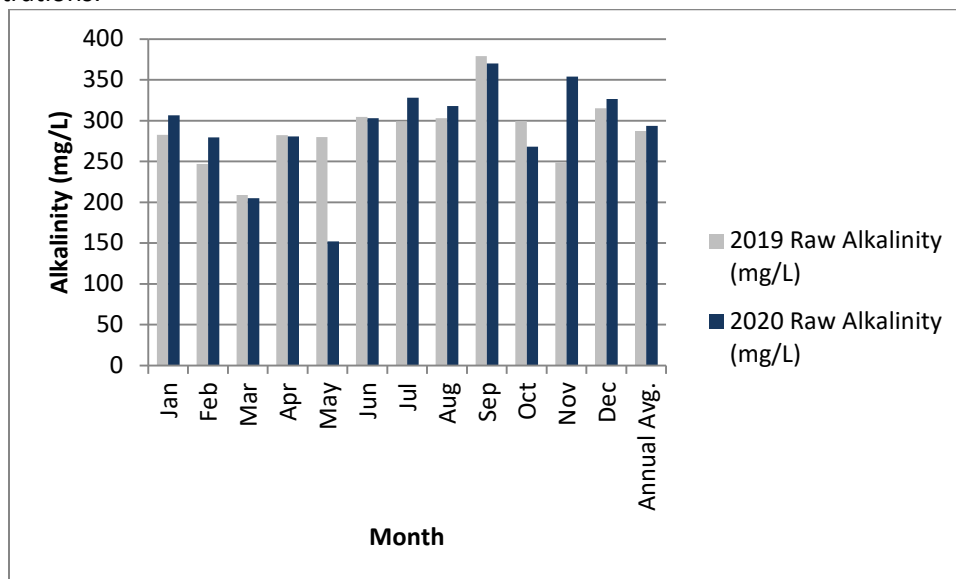
The annual average raw sewage total phosphorus (TP) to the plant was 3.28mg/L, with a loading of 1.55kg/d. This is a decrease of 1.5% from 2019 annual average of TP, refer to Chart 6. Refer to Appendix A for detailed analytical data.

Chart 6. Raw sewage monthly average concentrations of TP for 2020 compared to 2019 concentrations.



The annual average raw sewage alkalinity to the plant was 293.7mg/L. This is an increase of 2.2% from 2019 annual average alkalinity, refer to Chart 7. Refer to Appendix A for detailed analytical data.

Chart 7. Raw sewage average monthly concentrations of alkalinity for 2020 compared to 2019 concentrations.

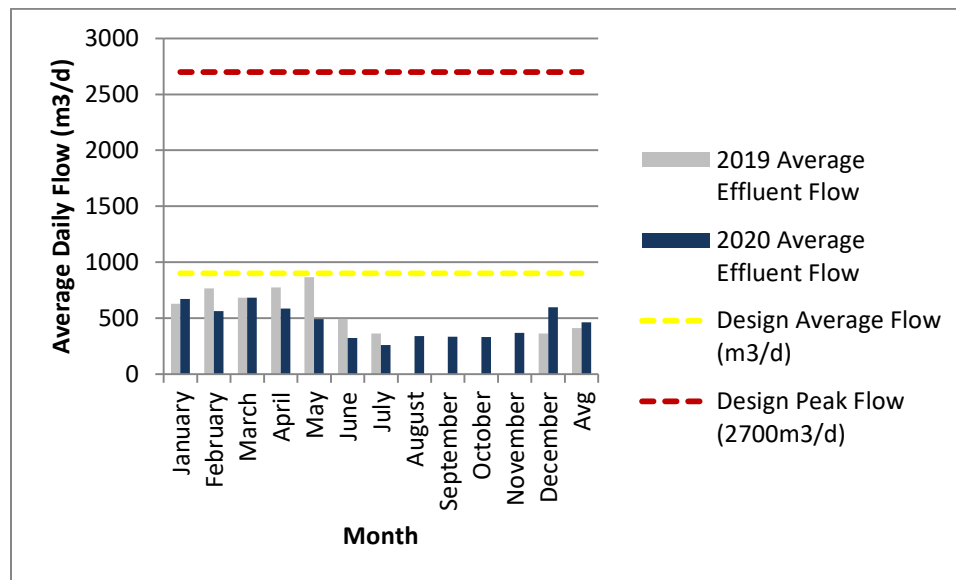


Section 3: Effluent Monitoring Data

Detailed monthly flow information is summarized in Appendix A.

The total effluent flow in 2020 was 169,797.1m³, which corresponds to a 22.7% increase from 2020 effluent flows. This increase is due to the flows being diverted to the lagoons for the plant upgrades in 2019, refer to Chart 8.

Chart 8. Average daily effluent flow for 2020 compared to 2019.



Sample Collection and Testing

Final effluent is sampled bi-weekly and tested for CBOD₅, total suspended solids, total phosphorus, free ammonia nitrogen, total Kjeldahl nitrogen, nitrite, nitrate and alkalinity. Samples are collected using an automatic composite sampler and collected over a 24 hour period. A grab sample of pH, temperature and dissolved oxygen is collected at least bi-weekly. A grab sample for E. coli is sampled bi-weekly during the disinfection period from April 15 to October 15.

In-house tests are conducted on a weekly basis on the final effluent, raw influent and the mixed liquor suspended solids at the plant to check plant performance and to make any operational changes as required.

In 2020, all chemical and microbiological sample analyses were conducted by SGS Lakefield Research. Temperature, pH and dissolved oxygen were conducted by operators at the treatment plant.

The receiving stream temperature is monitored.

Effluent Limits

Detailed analytical data is attached to this report as Appendix A. The following table provides a summary of monthly average effluent result ranges and loading ranges compared to the compliance limits in the Environmental Compliance Approval.

Summary and Comparison of Compliance Data

Table 1. Monthly average Effluent limits and monthly average loading limits compared to sample results received at the West Lorne WWTP.

Parameter	Monthly Average Effluent Limit (mg/L)	Monthly Average Effluent Result Ranges (mg/L)	Average Monthly Loading Limit (kg/d)	Monthly Average Loading Ranges (kg/d)
CBOD ₅	10	<2 – 9	9	0.7 – 6.0
Total Suspended Solids	10	<2 – 21.5	9	1.6 – 14.5
Total Phosphorus	0.5	0.07 – 0.22	0.45	0.05 – 0.15
Total (Ammonia + Ammonium) Nitrogen	3.0(a)	<0.1 – 0.12	2.7(a)	0.04 – 0.08
	5.0(b)	<0.1 – <0.1	4.5(b)	0.03 – 0.05
E. coli (geomean)	200	2 – 16.2		

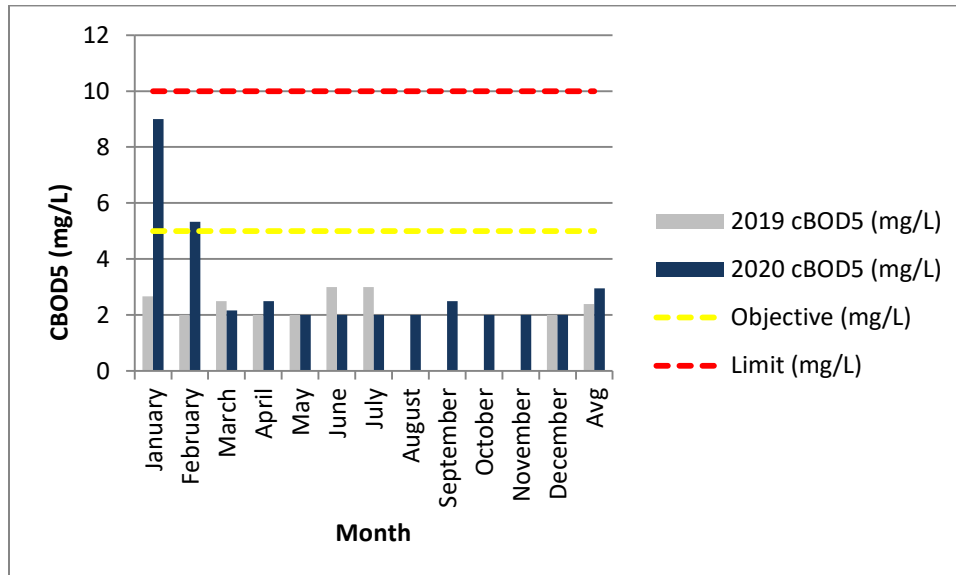
NOTE: (a) limit applies during the non-freezing period May 1 to November 30

(b) limit applies during the freezing period December 1 to April 30

Discussion on Monitoring Data as Compared to the Effluent Limits

The annual average effluent CBOD₅ in 2020 was 2.96mg/L, which is an increased by 23% from 2019 (refer to Chart 9). The annual loading of CBOD₅ was 1.63kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits. The limits identified in the ECA for cBOD5 were met in 2020.

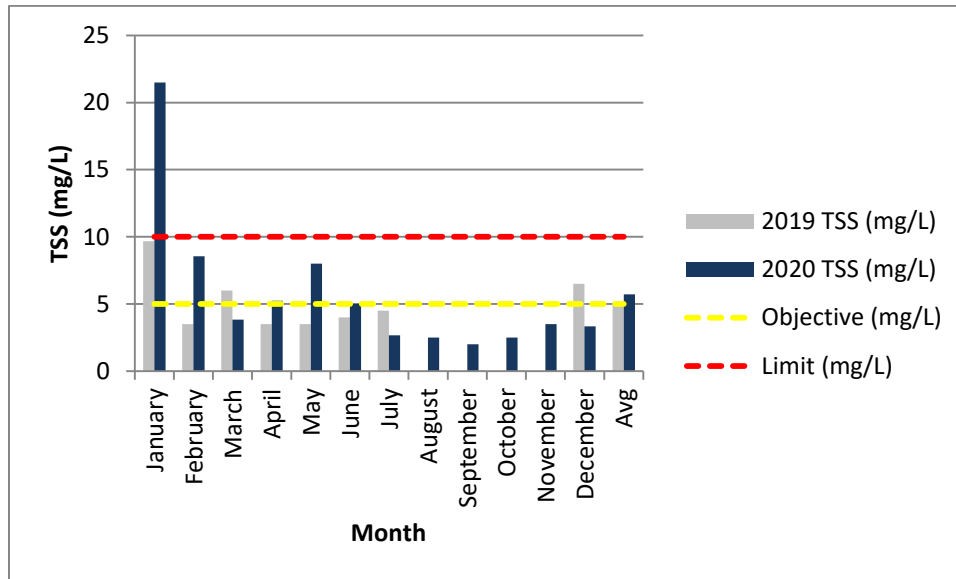
Chart 9. The effluent monthly average concentration of CBOD₅ in 2020 compared to 2019 concentrations.



The annual average effluent Total Suspended Solids (TSS) for 2020 was 5.7mg/L, which is an 11% increase from 2019 (refer to Chart 10). The annual loading of TSS at the plant in 2020 was 3.4kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits. The limits identified in the ECA for TSS were met in 2020 for all months with the exception of

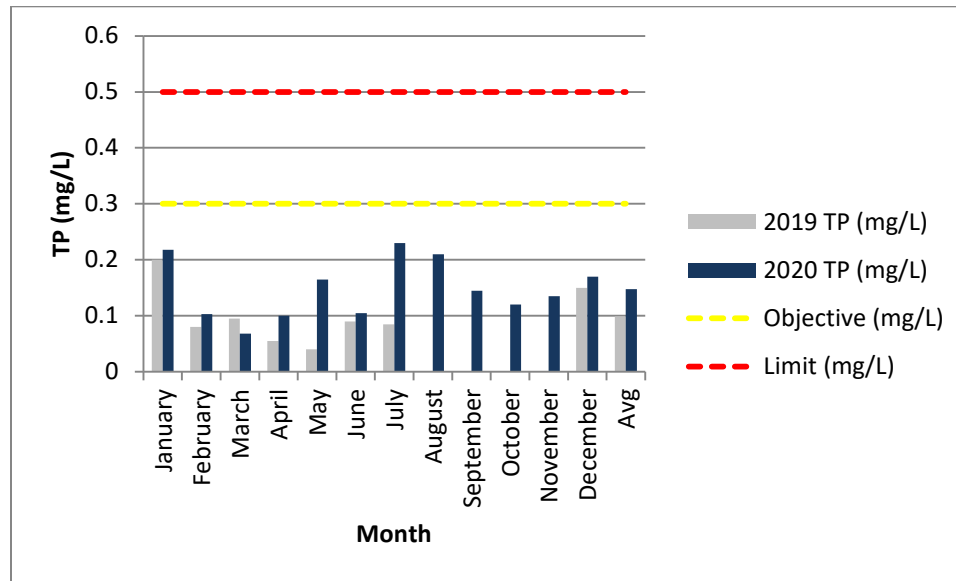
January. This exceedance was the result of commissioning the new filters and high flows being received.

Chart 10. The effluent monthly average concentration of TSS in 2020 compared to 2019 concentrations.



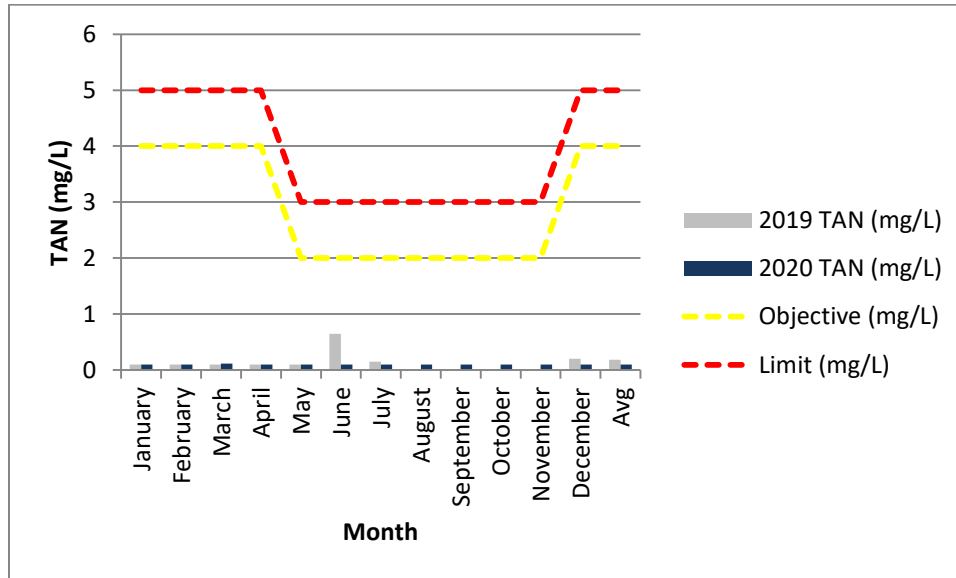
The annual average effluent Total Phosphorus (TP) for 2020 was 0.15mg/L, which is a 48% increase from 2019 (refer to Chart 11). The annual loading of TP at the plant in 2020 was 0.07kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits. The limits identified in the ECA for TP were met in 2020.

Chart 11. The effluent monthly average concentration of TP in 2020 compared to 2019 concentrations.



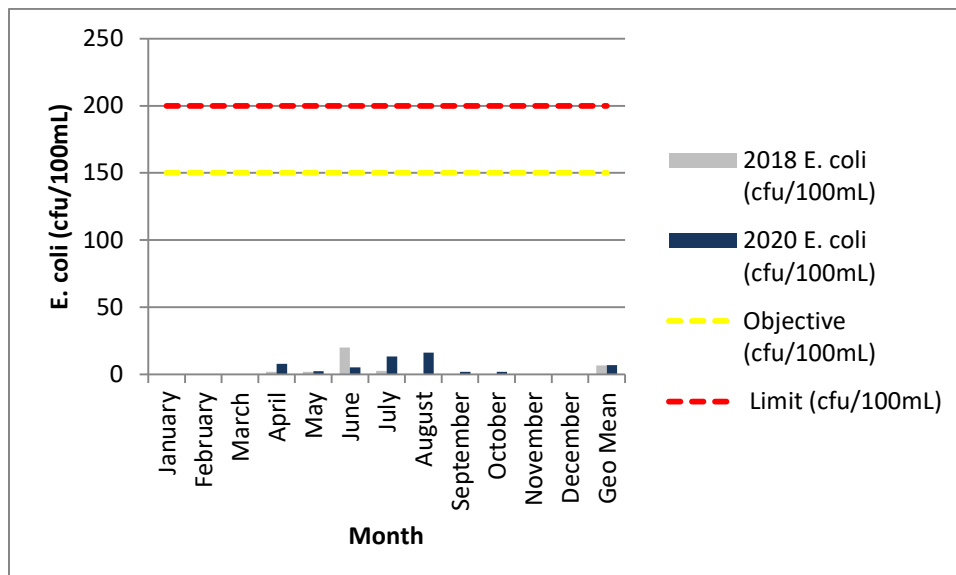
The annual average effluent Total Ammonia + Ammonium Nitrogen (TAN) for 2020 was 0.10mg/L, which is a 46% decrease from 2019 (refer to Chart 12). The annual loading of TAN at the plant in 2020 was 0.05kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits. The limits identified in the ECA for TAN were met in 2020.

Chart 12. The effluent monthly average concentration of TAN in 2020 compared to 2019 concentrations.



The annual geometric mean effluent E. coli for 2020 was 7.04cfu/100mL, which is a 5.2% increase from 2019 (refer to Chart 13). E. coli is monitored only during the disinfection season which is from April 15th to October 15th. Refer to Table 1 for a list of monthly geometric mean effluent concentrations. The limits identified in the ECA for E. coli were met in 2020.

Chart 13. The effluent monthly geometric mean concentration of E. coli in 2020 compared to 2019 concentrations.



The West Lorne WWTP provides an effective treatment process complying with all the monthly average limit requirements set out in the Environmental Compliance Approval with the exception of January. The upgrades to the plant were completed in December 2019 and in January high flows along with new sand filters caused the TSS to be elevated exceeding the monthly average limit. Once flows returned to normal the TSS was within the ECA limit.

Effluent Objectives

The following table represents the monthly average effluent result ranges and the monthly average loading ranges compared to the objectives outlined in the Environmental Compliance Approval.

Table 2. Effluent objectives compared to monthly average concentrations and loadings.

Parameter	Effluent Objective (mg/L)	Monthly Average Effluent Ranges (mg/L)	Monthly Loading Objective (kg/day)	Monthly Average Loading Ranges (kg/d)
CBOD ₅	5	<2 – 9	4.5	0.7 – 6.0
Total Suspended Solids	5	<2 – 21.5	4.5	1.6 – 14.5
Total Phosphorus	0.3	0.07 – 0.22	0.27	0.05 – 0.15
Total (Ammonia + Ammonium) Nitrogen	2.0(a)	<0.1 – 0.12	1.8(a)	0.04 – 0.08
	4.0(b)	<0.1 – <0.1	3.6(b)	0.03 – 0.05
E. coli	150	2 – 16.2		
Dissolved Oxygen*	5	4.67 – 8.73		
Design Flow (m ³ /d)**	900	0 – 1,404		

Note: (a) objective applies during the non-freezing period May 1 to November 30

(b) objective applies during the freezing period December 1 to April 30

*Dissolved Oxygen objective is expressed as a minimum, where all other parameters are expressed as maximums.

**design flow is average daily flows, not monthly average flows.

Discussion of Effluent Objectives

Table 3. Identification and best efforts made to achieve effluent objectives.

Parameter	Month	Comments/Best Efforts
Flow	January, March, April	These were all due to infiltration into the collection system when there was snow melt and/or rain. Extra sampling was completed.
CBOD	January, February	High Flows along with new filter sand.
TSS	January, February, April, May	High Flows, adjusted sand filters, increased alum dosage

DO	August	Power outage required plant to be reset including blowers.
----	--------	--

Section 4: Monitoring Schedule

Refer to Appendix B for the monitoring schedule for 2021. In June a sample date was moved due to flow being diverted to the lagoons for Maintenance. All changes and extra samples are documented on the sample calendars that are signed off by the operator.

Section 5: Operating Problems and Corrective Actions

Plant upgrades were completed in December 2019. In January 2020 while working with engineers to set the filters for optimum operation, there were high flows causing the TSS to exceed the ECA limit. Once filter optimization was completed there have been no further limit exceedances.

Section 6: Maintenance

Regular scheduled monthly preventative maintenance is assigned and monitored using the Workplace Management System (WMS) program. Refer to Appendix C for a schedule of work orders. The following is a summary of maintenance performed other than WMS work orders:
Repairs to backwash pumps

There were very little repairs outside of routine maintenance due to the upgrades that were completed in 2019.

Section 7: Effluent Quality Assurance

Effluent quality assurance is evaluated by monitoring parameters and changes throughout the plant processes. The operators monitor the aeration tank by performing weekly tests on the mixed liquor. These tests include dissolved oxygen, pH, temperature, settling tests, Mixed Liquor Suspended Solids (MLSS), and Mixed Liquor Volatile Suspended Solids (MLVSS). As well, monitoring of the alum dosages, wasting volumes and Return Activated Sludge suspended solids is completed. Data collected from these tests provide information to the operator to make the appropriate adjustments in the treatment process and take corrective actions before the plant reaches its effluent limits.

Section 8: Calibration and Maintenance

Regular scheduled monthly preventative maintenance is assigned and monitored using the Workplace Management System program.

Annual maintenance on the generator was completed in June by Albert's Generator Service. Flow Metrix Technical Services Inc. performed the annual calibration on the flow meter in March, refer to Appendix C.

In house meters for pH and dissolved oxygen are calibrated by OCWA operators as per manufacturer's instructions.

Section 9: Design Objectives

The influent flow is currently at 53% of the rated capacity. The effluent objectives were achieved more than 50% of the time in 2020 and there is no increasing trend in deterioration of final effluent quality. Therefore, there is no assessment required to meet objectives identified in the ECA.

Section 10: Sludge Generation

The lagoon is used for sludge digestion and storage as per the Environmental Compliance Approval. The waste activated sludge (WAS) is transferred to the lagoon. The sludge settles on the bottom of the lagoon and the liquid is pumped to the head of the plant for treatment. In 2020, the total amount of WAS transferred to the lagoon was approximately 2,500m³. For 2021 this amount will be approximately be the same. Due to maintenance about 3,437 m³ flow was diverted to the lagoons. The lagoon has ample storage for the sludge and will not require cleanout in the coming year.

Section 11: Community Complaints

On May 24, 2020 a complaint was received concerning a sewage smell from plant. Smell investigated but nothing found. No other complaints received.

Section 12: Bypasses, Overflow, Spills, and Other Situations Outside Normal Operating Conditions

There were no bypasses, overflows or other situations outside normal operating conditions for the West Lorne WWTP or for the Pumping Station during 2020.

On January 8, 2020, the contractors noticed bubbling water coming from the ground near the location of the barscreen. Notification was provided to the Senior Operations Manager who contacted the operator that was doing maintenance at the sewage pumping station to shut off the raw sewage pumps. The flow stopped immediately. To prevent further spill the raw sewage was diverted to the onsite lagoon instead of the treatment plant until the repair could be made. What was thought to be raw sewage froze on the ground and was shoveled into the aeration tanks at the plant for treatment. Upon repair of the line, by the contractors, it was discovered that it was actually the effluent water that feeds the barscreen when the raw sewage pumps are in operation. This is why the when the pumps were shut off the flow stopped.

Section 13: Modifications to Sewage Works

There have been no modifications to sewage works under condition 10 of the ECA.

Section 14: Bypass/Overflow Elimination

There were no bypasses or overflow events for the West Lorne Wastewater Treatment Plant in 2020. There are no projects at this time planned in the sanitary sewer system.

Section 15: Proposed Works Completion and Commissioning

There were significant replacements that took place in 2019 as identified as proposed works in the current ECA. In 2020 improvements were made to the operation of the plant with the upgrades. The flow meter has been installed but is currently not in operation and is scheduled to be completed in 2021.

Section 16: Summary

Overall the West Lorne Wastewater Treatment Plant provided effective treatment in 2020, with only one exceedance with effluent limits.

APPENDIX A

Analytical Data

						Jan-20		Feb-20		Mar-20		Apr-20		May-20		Jun-20		Jul-20		Aug-20		Sep-20		Oct-20		Nov-20		Dec-20		Summary	Annual Loading
		Objective Concentration	Objective Loading	Limits	Loading Limits	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading		
Raw Flow (m3/d)	Avg	900		900 (ann)		672.17		563.6		684.09		623.85		493.78		344.0		317.69		341.57		334.79		333.5		371.3		371.29		473.32	
	Max			2700		1352.34		686.62		1414.44		965.23		633.52		414.5		481.54		523.66		562.07		426.7		536.0		535.97		1414.44	
	Min					160.74		475.5		496.23		292.75		407.15		292.4		274.84		277.61		293.14		214.9		303.2		303.24		160.74	
	Sum					20837.4		16344		21206.9		18715.59		15307.1		10321		9848.3		10589		10044		10337		11139		11139		173233.99	
Effluent Flow (m3/d)	Avg					672.17		563.6		684.09		607.3		493.78		324.44		261.31		341.57		334.79		333.5		371.29		371.29		463.93	
	Max					1352.34		686.62		1414.44		965.23		633.52		414.53		481.54		523.66		562.07		426.7		535.97		535.97		1414.44	
	Min					160.74		475.5		496.23		0		407.15		0		0		277.61		293.14		214.9		303.24		303.24		0	
	Sum					20837.4		16344		21206.9		17611.82		15307		9733.1		8100.7		10589		10044		10337		11139		11139		169797.11	
Raw BOD5 (mg/L)	Avg					82	55.1	45.5	25.64	54.5	37.28	70	43.67	22.5	11.11	130.5	44.89	130.33	41.41	132	45.09	168	56.24	124.5	41.51	160.5	59.59	118	43.81	104.808	49.61
	Max					122		54		96		78		32		189		137		232		243		130		183		142		243	
	Min					42		37		13		62		13		72		120		32		93		119		138		72		13	
Raw SS (mg/L)	Avg					83.5	56.1	54.5	30.72	65	44.47	79	49.28	29.5	14.57	143	49.19	118.33	37.59	125	42.70	243	81.35	184.5	61.52	167	62.0	127	47.15	118.615	56.14
	Max					101		67		71		95		35		190		146		184		393		258		170		163		393	
	Min					66		42		59		63		24		96		104		66		93		111		164		87		24	
Raw TKN (mg/L)	Avg					21.35	14.4	14.7	8.3	17.55	12.0	19.9	12.4	7.35	3.6	41.25	14.2	44.767	14.2	36	12.3	63.1	21.1	36.4	12.1	58	21.5	32.733	12.2	33.219	15.7
	Max					26.6		17.4		32.2		26.4		12.1		50		49.4		57.4		79.7		45.5		67		35.2		79.7	
	Min					16.1		12		2.9		13.4		2.6		32.5		36.1		14.6		46.5		27.3		49		29.9		2.6	
Raw TP (mg/L)	Avg					2.015	1.35	1.5	0.85	1.465	1.00	1.885	1.18	0.65	0.32	3.815	1.31	4.653	1.48	4.485	1.53	5.225	1.75	3.97	1.32	6.26	2.32	2.893	1.07	3.276	1.55
	Max					2.5		1.54		2.86		2.41		1.13		4.88		5.26		6.19		6.18		4.61		7.3		3.11		7.3	
	Min					1.53		1.46		0.07		1.36		0.17		2.75		3.58		2.78		4.27		3.33		5.22		2.72		0.07	
Raw Alkalinity (mg/L)	Avg					306.5		279.5		205		280.5		152		303		328		318		370		268		354		326.33		293.692	
	Max					319		280		313		292		219		330		339		386		395		304		359		347		395	
	Min					294		279		97		269		85		276		311		250		345		232		349		310		85	
Effluent CBOD5 (mg/L)	Avg	5	4.5	10	9	< 9	6.0	< 5.333	3.0	< 2.167	1.5	< 2.5	1.5	< 2	1.0	< 2	0.6	< 2	0.5	< 2	0.7	< 2.5	0.8	< 2	0.7	< 2	0.7	< 2	0.7	< 3.514	1.63
	Max					16		< 12		< 3		< 4		< 2		< 2		< 2		< 2		3		< 2		< 2		< 2		< 16	
	Min					< 2		< 2		< 2		< 2		< 2		< 2		< 2		< 2		< 2		< 2		< 2		< 2		< 2	
Effluent TSS (mg/L)	Avg	5	4.5	10	9	21.5	14.5	8.556	4.8	3.833	2.6	5.25	3.2	8	4.0	5	1.6	2.667	0.7	2.5	0.9	< 2	0.7	< 2.5	0.8	< 3.5	1.3	3.333	1.2	< 7.338	3.40
	Max					29		26		6		7		10		6		3		3		< 2		3		4		4		29	
	Min					3		3		2		4		6		4		2		2		< 2		< 2		3		3		< 2	
Effluent TAN (mg/L)	Avg	2 (4)	1.8 (3.6)	3 (5)	2.7 (4.5)	< 0.1	0.07	< 0.1	0.06	< 0.117	0.08	< 0.1	0.06	< 0.1	0.05	< 0.1	0.03	< 0.1	0.03	< 0.1	0.03	< 0.1	0.03	< 0.1	0.03	< 0.1	0.04	< 0.1	0.04	< 0.103	0.05
	Max					< 0.1		< 0.1		< 0.2		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.2	
	Min					< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1	
Effluent TKN (mg/L)	Avg					1.3		< 2.033		< 0.733		< 0.7		< 1.1		1.4		0.967		< 0.7		< 0.5		< 0.8		< 1.85		< 1.4		< 1.105	
	Max					2.2		< 2.9		< 1.2		1.1		< 1.7		1.5		1.2		0.9		< 0.5		< 1.1		< 3.2		< 2.6		< 3.2	
	Min					0.6		< 0.5		< 0.5		< 0.5		< 0.5		1.3		0.6		< 0.5		< 0.5		< 0.5		< 0.5		< 0.5		< 0.5	
Effluent NO2 (mg/L)	Avg					< 0.03		< 0.03		< 0.03		< 0.035		< 0.03		< 0.035		< 0.033		< 0.05		0.065		< 0.03		< 0.03		< 0.03		< 0.034	
	Max					< 0.03		< 0.03		< 0.03		0.05		< 0.03		0.04		< 0.04		< 0.07		0.10		< 0.03		< 0.03		< 0.03		0.1	
	Min					< 0.03		< 0.03		< 0.03		< 0.03		< 0.03		< 0.03		< 0.03		< 0.03		< 0.03		< 0.03		< 0.03		< 0.03		< 0.03	
Effluent NO3 (mg/L)	Avg					8.907		16.953		14.417		16.275		20.65		25.35		43.033		40.65		33.95		38.4		34.8		22.667		22.719	
	Max					13.6		24.2		18.2		20.4		21		34.9		44.9		41.8		36.6		39.3		35.7		27.7		44.9	
	Min					7.83		7.86		11.2		12.4		20.3		15.8		39.7		39.5		31.3		37.5		33.9		19.7		7.83	
Effluent TP (mg/L)	Avg	0.3	0.27	0.5	0.45	< 0.218	0.15	< 0.103	0.06	0.068	0.05	0.1	0.06	0.165	0.08	0.105	0.03	0.23	0.06	0.21	0.07	0.145	0.05	0.12	0.04	0.135	0.05	0.17	0.06	< 0.146	0.07
	Max					0.33		< 0.24		0.11		0.14		0.19		0.11															

APPENDIX B

Monitoring Schedule

Reviewed by: QEMS Representative

Approved by: Operations Management

January 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 STAT	2
3	4 IH Reduced	5	6 IH Full	7	8 IH Reduced	9
10	11 IH Full Raw & Effluent Samples	12	13 IH Reduced	14	15 IH Reduced	16
17	18 IH Reduced	19	20 IH Full	21	22 IH Reduced	23
24	25 IH Full Raw & Effluent Samples	26	27 IH Reduced	28	29 IH Reduced	30
31						

IH (In House) Full:

Raw 24hr Composite (pH, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, NH₃+NH₄, pH, DO)
Effluent 24hr Composite (TP, NH₃+NH₄, Alk, SS); Grab (pH, DO, Temp.)
Receiving Stream (pH, Temp.)
Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH₃+NH₄)
24hr Composite (BOD₅, SS, TP, TKN, Alkalinity)
24hr Composite (cBOD₅, SS, NH₃+NH₄, TKN, NO₃, NO₂, TP, Alkalinity, pH)
Grab (E. coli—Apr 15 to Oct 15, DO, Temp.)

IH (In House) Reduced:

Raw Samples:

Effluent Samples:

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2020-12-24	0	Create Schedule	Terri-Lynn Thomson

Reviewed by: QEMS Representative

Approved by: Operations Management

February 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 IH Reduced	2	3 IH Full	4	5 IH Reduced	6
7	8 IH Full Raw & Effluent Samples	9	10 IH Reduced	11	12 IH Reduced	13
14	15 STAT	16	17 IH Full	18	19 IH Reduced	20
21	22 IH Full Raw & Effluent Samples	23	24 IH Reduced	25	26 IH Reduced	27
28						

IH (In House) Full:

Raw 24hr Composite (pH, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, NH₃+NH₄, pH, DO)
Effluent 24hr Composite (TP, NH₃+NH₄, Alk, SS); Grab (pH, DO, Temp.)
Receiving Stream (pH, Temp.)
Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH₃+NH₄)
24hr Composite (BOD₅, SS, TP, TKN, Alkalinity)
24hr Composite (cBOD₅, SS, NH₃+NH₄, TKN, NO₃, NO₂, TP, Alkalinity, pH)
Grab (E. coli—Apr 15 to Oct 15, DO, Temp.)

IH (In House) Reduced:

Raw Samples:

Effluent Samples:

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2020-12-24	0	Create Schedule	Terri-Lynn Thomson

Reviewed by: QEMS Representative

Approved by: Operations Management

March 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 IH Reduced	2	3 IH Full	4	5 IH Reduced	6
7	8 IH Full Raw & Effluent Samples	9	10 IH Reduced	11	12 IH Reduced	13
14	15 IH Reduced	16	17 IH Full	18	19 IH Reduced	20
21	22 IH Full Raw & Effluent Samples	23	24 IH Reduced	25	26 IH Reduced	27
28	29 IH Reduced	30	31 IH Full			

IH (In House) Full:

Raw 24hr Composite (pH, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, NH₃+NH₄, pH, DO)
Effluent 24hr Composite (TP, NH₃+NH₄, Alk, SS); Grab (pH, DO, Temp.)
Receiving Stream (pH, Temp.)

IH (In House) Reduced:

Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH₃+NH₄)

Raw Samples:

24hr Composite (BOD₅, SS, TP, TKN, Alkalinity)

Effluent Samples:

24hr Composite (cBOD₅, SS, NH₃+NH₄, TKN, NO₃, NO₂, TP, Alkalinity, pH)
Grab (E. coli—Apr 15 to Oct 15, DO, Temp.)

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2020-12-24	0	Create Schedule	Terri-Lynn Thomson

Reviewed by: QEMS Representative

Approved by: Operations Management

April 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 STAT	3
4	5 STAT	6 IH Full Raw & Effluent Samples	7	8	9 IH Reduced	10
11	12 IH Reduced	13	14 IH Full	15	16 IH Reduced	17
18	19 IH Full Raw & Effluent Samples	20	21 IH Reduced	22	23 IH Reduced	24
25	26 IH Reduced	27	28 IH Full	29	30 IH Reduced	

IH (In House) Full:

Raw 24hr Composite (pH, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, NH₃+NH₄, pH, DO)
Effluent 24hr Composite (TP, NH₃+NH₄, Alk, SS); Grab (pH, DO, Temp.)
Receiving Stream (pH, Temp.)

IH (In House) Reduced:

Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH₃+NH₄)
24hr Composite (BOD₅, SS, TP, TKN, Alkalinity)
24hr Composite (cBOD₅, SS, NH₃+NH₄, TKN, NO₃, NO₂, TP, Alkalinity, pH)
Grab (E. coli—Apr 15 to Oct 15, DO, Temp.)

Raw Samples:

Effluent Samples:

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2020-12-24	0	Create Schedule	Terri-Lynn Thomson

Reviewed by: QEMS Representative

Approved by: Operations Management

May 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 IH Full Raw & Effluent Samples	4	5 IH Reduced	6	7 IH Reduced	8
9	10 IH Reduced	11	12 IH Full Annual H&S Walkthrough	13	14 IH Reduced	15
16	17 IH Full Raw & Effluent Samples	18	19 IH Reduced	20	21 IH Reduced	22
23	24 STAT	25	26 IH Full	27	28 IH Reduced	29
30	31 IH Full Raw & Effluent Samples					

IH (In House) Full:

Raw 24hr Composite (pH, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, NH₃+NH₄, pH, DO)
Effluent 24hr Composite (TP, NH₃+NH₄, Alk, SS); Grab (pH, DO, Temp.)
Receiving Stream (pH, Temp.)
Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH₃+NH₄)
24hr Composite (BOD₅, SS, TP, TKN, Alkalinity)
24hr Composite (cBOD₅, SS, NH₃+NH₄, TKN, NO₃, NO₂, TP, Alkalinity, pH)
Grab (E. coli—Apr 15 to Oct 15, DO, Temp.)

IH (In House) Reduced:

Raw Samples:

Effluent Samples:

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2020-12-24	0	Create Schedule	Terri-Lynn Thomson

Reviewed by: QEMS Representative

Approved by: Operations Management

June 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 IH Reduced	3	4 IH Reduced	5
6	7 IH Reduced	8	9 IH Full	10	11 IH Reduced	12
13	14 IH Full Raw & Effluent Samples	15	16 IH Reduced	17	18 IH Reduced	19
20	21 IH Reduced	22	23 IH Full	24	25 IH Reduced	26
27	28 IH Full Raw & Effluent Samples	29	30 IH Reduced			

IH (In House) Full:

Raw 24hr Composite (pH, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, NH₃+NH₄, pH, DO)
Effluent 24hr Composite (TP, NH₃+NH₄, Alk, SS); Grab (pH, DO, Temp.)
Receiving Stream (pH, Temp.)
Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH₃+NH₄)
24hr Composite (BOD₅, SS, TP, TKN, Alkalinity)
24hr Composite (cBOD₅, SS, NH₃+NH₄, TKN, NO₃, NO₂, TP, Alkalinity, pH)
Grab (E. coli—Apr 15 to Oct 15, DO, Temp.)

IH (In House) Reduced:

Raw Samples:

Effluent Samples:

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2020-12-24	0	Create Schedule	Terri-Lynn Thomson

Reviewed by: QEMS Representative

Approved by: Operations Management

July 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 STAT	2 IH Reduced	3
4	5 IH Reduced	6	7 IH Full	8	9 IH Reduced	10
11	12 IH Full Raw & Effluent Samples	13	14 IH Reduced	15	16 IH Reduced	17
18	19 IH Reduced	20	21 IH Full	22	23 IH Reduced	24
25	26 IH Full Raw & Effluent Samples	27	28 IH Reduced	29	30 IH Reduced	31

IH (In House) Full:

Raw 24hr Composite (pH, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, NH₃+NH₄, pH, DO)
Effluent 24hr Composite (TP, NH₃+NH₄, Alk, SS); Grab (pH, DO, Temp.)
Receiving Stream (pH, Temp.)
Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH₃+NH₄)
24hr Composite (BOD₅, SS, TP, TKN, Alkalinity)
24hr Composite (cBOD₅, SS, NH₃+NH₄, TKN, NO₃, NO₂, TP, Alkalinity, pH)
Grab (E. coli—Apr 15 to Oct 15, DO, Temp.)

IH (In House) Reduced:

Raw Samples:

Effluent Samples:

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2020-12-24	0	Create Schedule	Terri-Lynn Thomson

Reviewed by: QEMS Representative

Approved by: Operations Management

August 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 STAT	3	4 IH Full	5	6 IH Reduced	7
8	9 IH Full Raw & Effluent Samples	10	11 IH Reduced	12	13 IH Reduced	14
15	16 IH Reduced	17	18 IH Full	19	20 IH Reduced	21
22	23 IH Full Raw & Effluent Samples	24	25 IH Reduced	26	27 IH Reduced	28
29	30 IH Reduced	31				

IH (In House) Full:

Raw 24hr Composite (pH, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, NH₃+NH₄, pH, DO)
Effluent 24hr Composite (TP, NH₃+NH₄, Alk, SS); Grab (pH, DO, Temp.)
Receiving Stream (pH, Temp.)
Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH₃+NH₄)
24hr Composite (BOD₅, SS, TP, TKN, Alkalinity)
24hr Composite (cBOD₅, SS, NH₃+NH₄, TKN, NO₃, NO₂, TP, Alkalinity, pH)
Grab (E. coli—Apr 15 to Oct 15, DO, Temp.)

IH (In House) Reduced:

Raw Samples:

Effluent Samples:

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2020-12-24	0	Create Schedule	Terri-Lynn Thomson

Reviewed by: QEMS Representative

Approved by: Operations Management

September 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 IH Full	2	3 IH Reduced	4
5	6 STAT	7 IH Full Raw & Effluent Samples	8	9	10 IH Reduced	11
12	13 IH Reduced	14	15 IH Full	16	17 IH Reduced	18
19	20 IH Full Raw & Effluent Samples	21	22 IH Reduced	23	24 IH Reduced	25
26	27 IH Reduced	28	29 IH Full	30		

IH (In House) Full:

Raw 24hr Composite (pH, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, NH₃+NH₄, pH, DO)
Effluent 24hr Composite (TP, NH₃+NH₄, Alk, SS); Grab (pH, DO, Temp.)
Receiving Stream (pH, Temp.)

IH (In House) Reduced:

Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH₃+NH₄)
24hr Composite (BOD₅, SS, TP, TKN, Alkalinity)
24hr Composite (cBOD₅, SS, NH₃+NH₄, TKN, NO₃, NO₂, TP, Alkalinity, pH)
Grab (E. coli—Apr 15 to Oct 15, DO, Temp.)

Raw Samples:

Effluent Samples:

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2020-12-24	0	Create Schedule	Terri-Lynn Thomson

Reviewed by: QEMS Representative

Approved by: Operations Management

October 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 IH Reduced	2
3	4 IH Full Raw & Effluent Samples	5	6 IH Reduced	7	8 IH Reduced	9
10	11 STAT	12	13 IH Full	14	15 IH Reduced	16
17	18 IH Full Raw & Effluent Samples	19	20 IH Reduced	21	22 IH Reduced	23
24	25 IH Reduced	26	27 IH Full	28	29 IH Reduced	30
31						

IH (In House) Full:

Raw 24hr Composite (pH, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, NH₃+NH₄, pH, DO)
Effluent 24hr Composite (TP, NH₃+NH₄, Alk, SS); Grab (pH, DO, Temp.)
Receiving Stream (pH, Temp.)
Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH₃+NH₄)
24hr Composite (BOD₅, SS, TP, TKN, Alkalinity)
24hr Composite (cBOD₅, SS, NH₃+NH₄, TKN, NO₃, NO₂, TP, Alkalinity, pH)
Grab (E. coli—Apr 15 to Oct 15, DO, Temp.)

IH (In House) Reduced:

Raw Samples:

Effluent Samples:

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2020-12-24	0	Create Schedule	Terri-Lynn Thomson

Reviewed by: QEMS Representative

Approved by: Operations Management

November 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 IH Full Raw & Effluent Samples	2	3 IH Reduced	4	5 IH Reduced	6
7	8 IH Reduced	9	10 IH Full	11 STAT	12 IH Reduced	13
14	15 IH Full Raw & Effluent Samples	16	17 IH Reduced	18	19	20
21	22 IH Reduced	23	24 IH Full	25	26 IH Reduced	27
28	29 IH Full Raw & Effluent Samples	30				

IH (In House) Full:

Raw 24hr Composite (pH, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, NH₃+NH₄, pH, DO)
Effluent 24hr Composite (TP, NH₃+NH₄, Alk, SS); Grab (pH, DO, Temp.)
Receiving Stream (pH, Temp.)

IH (In House) Reduced:

Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH₃+NH₄)
24hr Composite (BOD₅, SS, TP, TKN, Alkalinity)
24hr Composite (cBOD₅, SS, NH₃+NH₄, TKN, NO₃, NO₂, TP, Alkalinity, pH)
Grab (E. coli—Apr 15 to Oct 15, DO, Temp.)

Raw Samples:

Effluent Samples:

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2020-12-24	0	Create Schedule	Terri-Lynn Thomson

Reviewed by: QEMS Representative

Approved by: Operations Management

December 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 IH Reduced	2	3 IH Reduced	4
5	6 IH Reduced	7	8 IH Full	9	10 IH Reduced	11
12	13 IH Full Raw & Effluent Samples	14	15 IH Reduced	16	17 IH Reduced	18
19	20 IH Reduced	21	22 IH Full	23	24 IH Reduced	25
26	27 STAT	28 STAT	29 IH Full Raw & Effluent Samples	30	31 IH Reduced	

IH (In House) Full:

Raw 24hr Composite (pH, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, NH₃+NH₄, pH, DO)
Effluent 24hr Composite (TP, NH₃+NH₄, Alk, SS); Grab (pH, DO, Temp.)
Receiving Stream (pH, Temp.)
Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, NH₃+NH₄)
24hr Composite (BOD₅, SS, TP, TKN, Alkalinity)
24hr Composite (cBOD₅, SS, NH₃+NH₄, TKN, NO₃, NO₂, TP, Alkalinity, pH)
Grab (E. coli—Apr 15 to Oct 15, DO, Temp.)

IH (In House) Reduced:

Raw Samples:

Effluent Samples:

Notes: Initial on date when sample was taken. Add any additional sampling completed for the facility. At the end of the month hand in to the PCT with folder.

Revision History

Date	Revision #	Reason for Revision	Revision By
2020-12-24	0	Create Schedule	Terri-Lynn Thomson

APPENDIX C

Flow Meter Verification



AS FOUND CERTIFICATION

FORWARD FLOW DIRECTION

PASS

CLIENT DETAIL

CUSTOMER CONTACT OCWA - West Elgin Middlesex
Cindy Sigurdson
Compliance Manager
9210 Graham Road, West Lorne
c: 226-377-3563
e: csigurdson@ocwa.com

EQUIPMENT DETAIL

[MUT] MANUFACTURER	ROSEMOUNT
MODEL	8712EM
CONVERTER SERIAL NUMBER	14974744
FUSE	Filter Building Panel WLN1 - Breaker CB5140

PLANT ID	West Lorne WWTP	
METER ID	Influent Raw Meter	
FIT ID	FIT-170	
CLIENT TAG	OCWA# 123540	
OTHER	ORG# 5526	
GPS COORDINATES	N42 35.162	W081 35.77

VERIFICATION DATE	March 18, 2020
CAL. FREQUENCY	Annual
CAL. DUE DATE	March, 2021

VER. BY - FM Paris Machuk / Parth Patel

Quality Management Standards Information -
Reference equipment and instrumentation used to
conduct this verification test is found in our AC-
QMS document at the time this test was

PROGRAMMING PARAMETERS

DIAMETER (DN)	mm	200
F.S. FLOW - MAG	LPS	n/a
F.S. RANGE - O/P	LPS	60.000
TUBE CAL. FACTOR		0956005409440005

FORWARD TOTALIZER INFORMATION

AS FOUND	55198	M3
AS LEFT	55234	M3
DIFFERENCE	36	M3

TEST CRITERIA

AS FOUND CERTIFICATION TEST	Yes
FORWARD FLOW DIRECTION	Yes
ALLOWABLE [%] ERROR	5

COMPONENTS TESTED

CONVERTER DISPLAY	Yes
mA OUTPUT	Yes
TOTALIZER	Yes
ACCURACY BASED ON [% o.r.]	Yes
ERROR DOCUMENTED IN THIS REPORT: BASED ON % o.r.	

VERIFICATOR CAL. FACTOR	1000015010000000
[16-digits]	

FLOW TUBE SIMULATION

			0	3	10	30	ft/s
DISPLAY			0.00	3.00	10.00	30.00	ft/s
MUT Reading			0.00	3.00	10.00	30.01	ft/s
MUT % Error			n/a	0.00	0.00	0.03	%
mA OUTPUT			4.000	5.600	9.333	20.000	mA
MUT Reading 4 mA			3.999	5.600	9.334	20.000	mA
MUT % Error 20 mA			-0.02	0.00	0.01	0.00	%
TOTALIZER						30.00	ft/s
TEST Accumulation						2000.00	ft
TIME						66.65	seconds
CALC. Velocity						30.01	ft/s
% Error						0.03	%
			QUALITY MANAGEMENT STANDARDS INFO.				
			<u>[QMS] INFORMATION</u>		<u>IDENT.</u>	<u>ID #</u>	
			[REFERENCE] FTS		ROS	1	

*All values are for "As Found" values.

COMMENTS

NOTE: new unit - this unit is replacement of Fischer+Porter

RESULTS

TEST	AVG % o.r.	PASS FAIL
DISPLAY	0.01	PASS
mA OUTPUT	0.00	PASS
TOTALIZER	0.03	PASS

This report reflects the test results of the overall accuracy for the above flow converter using the specified manufacturers flow tube simulator to within the specified tolerance as identified within this report.

APPENDIX D

Work Order Schedule

Workorder Summary Report

Report Start Date: Jan 1, 2020 12:00 AM
Report End Date: Dec 31, 2020 11:59 PM
Location: 5526*
Work Order Type: CAP,CORR,EMER,OPER,PM
Work Order Class:

				WorkOrder		PM Schedule		Workorder Details				
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh
1894159			5526, West Lorne WWT P	PM	Health and Safety	3	MONTHS	OHSA Inspection & Report West Lorne (3m) - 5526	CLOSE	9/1/20 12:00 AM	10/19/20 07:41 AM	10/19/20 07:41 AM
1894295			5526, West Lorne WWT P	PM	Health and Safety	1	MONTHS	OHSA Inspection West Lorne (1m) - 5526	CLOSE	9/1/20 12:00 AM	9/15/20 01:22 PM	9/15/20 01:22 PM
1854165			5526, West Lorne WWT P	PM	Health and Safety	1	MONTHS	OHSA Inspection West Lorne (1m) - 5526	CLOSE	8/1/20 12:00 AM	8/31/20 07:33 AM	8/31/20 07:33 AM
1813199			5526, West Lorne WWT P	PM	Health and Safety	1	MONTHS	OHSA Inspection West Lorne (1m) - 5526	CLOSE	7/1/20 12:00 AM	7/29/20 08:10 AM	7/29/20 08:10 AM
1770003			5526, West Lorne WWT P	PM	Health and Safety	3	MONTHS	OHSA Inspection & Report West Lorne (3m) - 5526	CLOSE	6/1/20 12:00 AM	10/19/20 07:38 AM	10/19/20 07:38 AM
1770137			5526, West Lorne WWT P	PM	Health and Safety	1	MONTHS	OHSA Inspection West Lorne (1m) - 5526	CLOSE	6/1/20 12:00 AM	6/16/20 08:04 AM	6/16/20 08:04 AM
1728576			5526, West Lorne WWT P	PM	Health and Safety	1	MONTHS	OHSA Inspection West Lorne (1m) - 5526	CLOSE	5/1/20 12:00 AM	6/2/20 08:25 AM	6/2/20 08:25 AM
1642792			5526, West Lorne WWT P	PM	Health and Safety	3	MONTHS	OHSA Inspection & Report West Lorne (3m) - 5526	CLOSE	3/1/20 12:00 AM	4/30/20 11:08 AM	4/30/20 11:08 AM
1642923			5526, West Lorne WWT P	PM	Health and Safety	1	MONTHS	OHSA Inspection West Lorne (1m) - 5526	CLOSE	3/1/20 12:00 AM	3/24/20 11:01 AM	3/24/20 11:01 AM
1685077			5526, West Lorne WWT P	PM	Health and Safety	1	MONTHS	OHSA Inspection West Lorne (1m) - 5526	CLOSE	4/1/20 12:00 AM	4/27/20 01:26 PM	4/27/20 01:26 PM
1604234			5526, West Lorne WWT P	PM	Health and Safety	1	MONTHS	OHSA Inspection West Lorne (1m) - 5526	CLOSE	2/1/20 12:00 AM	2/18/20 10:05 AM	2/18/20 10:05 AM
1560949			5526, West Lorne WWT P	PM	Health and Safety	1	YEARS	Lifting Device Insp Route (1y) - 5526	CLOSE	1/1/20 12:00 AM	2/13/20 11:42 AM	2/13/20 11:42 AM
1560388			5526, West Lorne WWT P	PM	Health and Safety	1	MONTHS	OHSA Inspection West Lorne (1m) - 5526	CLOSE	1/1/20 12:00 AM	1/28/20 02:39 PM	1/28/20 02:39 PM
1938556			5526, West Lorne WWT P	PM	Health and Safety	1	MONTHS	OHSA Inspection West Lorne (1m) - 5526	CLOSE	10/1/20 12:00 AM	10/13/20 02:53 PM	10/13/20 02:53 PM
1983969			5526, West Lorne WWT P	PM	Compliance	6	MONTHS	FEP Contact List Review West Lorne (6m) - 5526	CLOSE	11/2/20 12:00 AM	12/7/20 11:40 AM	12/7/20 11:40 AM
1985493			5526, West Lorne WWT P	PM	Compliance	1	YEARS	FEP Review West Lorne (1y) - 5526	CLOSE	11/2/20 12:00 AM	12/7/20 11:41 AM	12/7/20 11:41 AM
1732854			5526, West Lorne WWT P	PM	Compliance	6	MONTHS	FEP Contact List Review West Lorne (6m) - 5526	CLOSE	5/1/20 12:00 AM	12/7/20 11:27 AM	12/7/20 11:27 AM
1706133	0000123677	ENGINE DIESEL STAND-BY LIFE	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	4/2/20 12:00 AM	4/8/20 01:03 PM	4/8/20 01:03 PM
1710046	0000123677	ENGINE DIESEL STAND-BY LIFE	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	4/30/20 12:00 AM	5/1/20 02:20 PM	5/1/20 02:20 PM
1727407	0000123216	PANEL ALARM/DIALER PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	5/1/20 12:00 AM	5/14/20 02:36 PM	5/14/20 02:36 PM
1660886	0000123677	ENGINE DIESEL STAND-BY LIFE	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	3/2/20 12:00 AM	3/3/20 03:12 PM	3/3/20 03:12 PM
1683882	0000123216	PANEL ALARM/DIALER PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	4/1/20 12:00 AM	5/1/20 02:21 PM	5/1/20 02:21 PM
1684406	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	4/1/20 12:00 AM	4/20/20 07:57 AM	4/20/20 07:57 AM

1752124	0000123677	ENGINE DIESEL STAND-BY LIFE	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	5/30/20 12:00 AM	6/2/20 08:29 AM	6/2/20 08:29 AM
1768750	0000123216	PANEL ALARM/DIALER PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	6/1/20 12:00 AM	6/16/20 08:08 AM	6/16/20 08:08 AM
1769359	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	6/1/20 12:00 AM	6/16/20 07:56 AM	6/16/20 07:56 AM
1794878	0000123677	ENGINE DIESEL STAND-BY LIFE	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	6/30/20 12:00 AM	7/3/20 08:27 AM	7/3/20 08:27 AM
1812004	0000123216	PANEL ALARM/DIALER PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	7/1/20 12:00 AM	8/4/20 08:21 AM	8/4/20 08:21 AM
1769923			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	6/1/20 12:00 AM	7/3/20 07:51 AM	7/3/20 07:51 AM
1727904	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	5/1/20 12:00 AM	5/21/20 12:40 PM	5/21/20 12:40 PM
1853985			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	8/1/20 12:00 AM	9/8/20 07:50 AM	9/8/20 07:50 AM
1812528	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	7/1/20 12:00 AM	7/29/20 08:08 AM	7/29/20 08:08 AM
1875650	0000123677	ENGINE DIESEL STAND-BY LIFE	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	8/30/20 12:00 AM	8/31/20 11:27 AM	8/31/20 11:27 AM
1892986	0000123216	PANEL ALARM/DIALER PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	9/1/20 12:00 AM	10/15/20 01:44 PM	10/15/20 01:44 PM
1893551	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	9/1/20 12:00 AM	9/14/20 07:40 AM	9/14/20 07:40 AM
1836912	0000123677	ENGINE DIESEL STAND-BY LIFE	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	7/30/20 12:00 AM	8/4/20 08:16 AM	8/4/20 08:16 AM
1853026	0000123216	PANEL ALARM/DIALER PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	8/1/20 12:00 AM	8/31/20 11:59 AM	8/31/20 11:59 AM
1853494	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	8/1/20 12:00 AM	8/31/20 07:15 AM	8/31/20 07:15 AM
1894073			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	9/1/20 12:00 AM	10/19/20 01:08 PM	10/19/20 01:08 PM
1906436			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	9/1/20 12:00 AM	9/24/20 01:38 PM	9/24/20 01:38 PM
1919303	0000123677	ENGINE DIESEL STAND-BY LIFE	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	9/30/20 12:00 AM	10/27/20 11:58 AM	10/27/20 11:58 AM
1937384	0000123216	PANEL ALARM/DIALER PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	10/1/20 12:00 AM	10/30/20 11:42 AM	10/30/20 11:42 AM
1937879	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	10/1/20 12:00 AM	10/27/20 11:59 AM	10/27/20 11:59 AM
1906438			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	9/1/20 12:00 AM	9/25/20 01:58 PM	9/25/20 01:58 PM
1906444	0000334524	SCADA COMPUTER COMMUNICATION	5526, West Lorne WWT P	PM	Inspection	1	YEARS	Scada Server Insp/Service (1y) 5526	CLOSE	9/1/20 12:00 AM	10/19/20 01:09 PM	10/19/20 01:09 PM
1937391	0000123533	PANEL ALARM/DIALER 01 PS	5526, West Lorne Sewa ge Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	10/1/20 12:00 AM	10/30/20 11:41 AM	10/30/20 11:41 AM
1979579	0000123533	PANEL ALARM/DIALER 01 PS	5526, West Lorne Sewa ge Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	11/2/20 12:00 AM	11/6/20 02:44 PM	11/6/20 02:44 PM
1985548	0000123532	UPS	5526, West Lorne Sewa ge Pumping Stn	PM	Inspection	1	YEARS	UPS Insp/Service (1y) - 5526	CLOSE	11/2/20 12:00 AM	11/5/20 02:48 PM	11/5/20 02:48 PM
2017399	0000123533	PANEL ALARM/DIALER 01 PS	5526, West Lorne Sewa ge Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	COMP	12/1/20 12:00 AM	12/23/20 12:29 PM	12/23/20 12:29 PM
1892993	0000123533	PANEL ALARM/DIALER 01 PS	5526, West Lorne Sewa ge Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	9/1/20 12:00 AM	10/15/20 01:46 PM	10/15/20 01:46 PM
1812011	0000123533	PANEL ALARM/DIALER 01 PS	5526, West Lorne Sewa ge Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	7/1/20 12:00 AM	8/4/20 08:20 AM	8/4/20 08:20 AM
1853033	0000123533	PANEL ALARM/DIALER 01 PS	5526, West Lorne Sewa ge Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	8/1/20 12:00 AM	8/31/20 11:51 AM	8/31/20 11:51 AM
1558884	0000123533	PANEL ALARM/DIALER 01 PS	5526, West Lorne Sewa ge Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	1/1/20 12:00 AM	1/24/20 07:31 AM	1/24/20 07:31 AM
1603048	0000123533	PANEL ALARM/DIALER 01 PS	5526, West Lorne Sewa ge Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	2/1/20 12:00 AM	3/2/20 07:45 AM	3/2/20 07:45 AM
1641573	0000123533	PANEL ALARM/DIALER 01 PS	5526, West Lorne Sewa ge Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	3/1/20 12:00 AM	3/24/20 03:08 PM	3/24/20 03:08 PM

1683889	0000123533	PANEL ALARM/DIALER 01 PS	5526, West Lorne Sewa ge Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	4/1/20 12:00 AM	4/8/20 01:21 PM	4/8/20 01:21 PM
1727414	0000123533	PANEL ALARM/DIALER 01 PS	5526, West Lorne Sewa ge Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	5/1/20 12:00 AM	5/20/20 10:51 AM	5/20/20 10:51 AM
1768757	0000123533	PANEL ALARM/DIALER 01 PS	5526, West Lorne Sewa ge Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	6/1/20 12:00 AM	6/16/20 08:09 AM	6/16/20 08:09 AM
1985494			5526, West Lorne WWT P	PM	Inspection	1	YEARS	Emergency Generator Trailer Insp/Service (1y) - 5526	CLOSE	11/2/20 12:00 AM	11/3/20 10:30 AM	11/3/20 10:30 AM
1985537	0000123502	UPS BATTERY BANK PLANT	5526, West Lorne WWT P	PM	Inspection	1	YEARS	UPS Battery Bank Plant Insp/Service (1y) - 5526	CLOSE	11/2/20 12:00 AM	11/5/20 02:47 PM	11/5/20 02:47 PM
1990151			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	11/2/20 12:00 AM	11/5/20 03:00 PM	11/5/20 03:00 PM
1990153			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	11/2/20 12:00 AM	11/5/20 03:03 PM	11/5/20 03:03 PM
2018879			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	COMP	12/1/20 12:00 AM	12/23/20 12:33 PM	12/23/20 12:33 PM
2028070			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	COMP	12/1/20 12:00 AM	12/21/20 03:29 PM	12/21/20 03:29 PM
2017392	0000123216	PANEL ALARM/DIALER PLANT P	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	COMP	12/1/20 12:00 AM	12/21/20 03:24 PM	12/21/20 03:24 PM
2018073	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	COMP	12/1/20 12:00 AM	12/23/20 12:29 PM	12/23/20 12:29 PM
2018092	0000123677	ENGINE DIESEL STAND-BY LIFE	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	COMP	12/1/20 12:00 AM	12/23/20 12:30 PM	12/23/20 12:30 PM
1980551			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	11/2/20 12:00 AM	11/30/20 07:49 AM	11/30/20 07:49 AM
1938370			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	10/1/20 12:00 AM	11/2/20 08:37 AM	11/2/20 08:37 AM
1979572	0000123216	PANEL ALARM/DIALER PLANT P	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	11/2/20 12:00 AM	11/6/20 02:45 PM	11/6/20 02:45 PM
1980041	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	11/2/20 12:00 AM	11/6/20 02:42 PM	11/6/20 02:42 PM
1980060	0000123677	ENGINE DIESEL STAND-BY LIFE	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	11/2/20 12:00 AM	11/6/20 02:43 PM	11/6/20 02:43 PM
1951190			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	10/1/20 12:00 AM	10/27/20 12:25 PM	10/27/20 12:25 PM
1951192			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	10/1/20 12:00 AM	10/27/20 12:26 PM	10/27/20 12:26 PM
2028072			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	COMP	12/1/20 12:00 AM	12/21/20 03:30 PM	12/21/20 03:30 PM
1558877	0000123216	PANEL ALARM/DIALER PLANT P	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	1/1/20 12:00 AM	1/24/20 07:34 AM	1/24/20 07:34 AM
1559951			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	1/1/20 12:00 AM	2/3/20 07:51 AM	2/3/20 07:51 AM
1560170			5526, West Lorne WWT P	OPER	Inspection	1	YEARS	Daily O&M Activities West Lorne WWTP (1y) - 5526	COMP	1/1/20 12:00 AM	12/23/20 12:59 PM	12/23/20 12:59 PM
1603041	0000123216	PANEL ALARM/DIALER PLANT P	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	2/1/20 12:00 AM	2/24/20 08:43 AM	2/24/20 08:43 AM
1603544	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	2/1/20 12:00 AM	2/4/20 02:01 PM	2/4/20 02:01 PM
1603563	0000123677	ENGINE DIESEL STAND-BY LIFE	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	2/1/20 12:00 AM	2/20/20 03:26 PM	2/20/20 03:26 PM
1559424	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	1/1/20 12:00 AM	1/28/20 09:20 AM	1/28/20 09:20 AM
1559450	0000123677	ENGINE DIESEL STAND-BY LIFE	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	1/1/20 12:00 AM	1/24/20 08:02 AM	1/24/20 08:02 AM
1641566	0000123216	PANEL ALARM/DIALER PLANT P	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	3/1/20 12:00 AM	4/6/20 09:33 AM	4/6/20 09:33 AM
1642165	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	3/1/20 12:00 AM	3/9/20 07:48 AM	3/9/20 07:48 AM

1642706			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	3/1/20 12:00 AM	4/6/20 09:30 AM	4/6/20 09:30 AM
1604054			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	2/1/20 12:00 AM	3/2/20 07:48 AM	3/2/20 07:48 AM
1813019			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	7/1/20 12:00 AM	8/4/20 08:20 AM	8/4/20 08:20 AM
1728396			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	5/1/20 12:00 AM	6/2/20 08:34 AM	6/2/20 08:34 AM
1684897			5526, West Lorne WWT P	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	4/1/20 12:00 AM	5/1/20 02:21 PM	5/1/20 02:21 PM
1689407	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	YEARS	UV Light Effluent Insp/Service (1y) - 5526	CLOSE	4/1/20 12:00 AM	10/15/20 01:47 PM	10/15/20 01:47 PM
1646088	0000123478	PUMP CENT 110 EFFLUENT	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	YEARS	Pump Cent 110 Effluent Insp/Service (1y) - 5526	CLOSE	3/1/20 12:00 AM	3/30/20 02:24 PM	3/30/20 02:24 PM
1646091	0000123480	PUMP CENT P120 FOAM CONTROL	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	YEARS	Pump Cent P120 Foam Control Insp/Service (1y) - 5526	CLOSE	3/1/20 12:00 AM	3/30/20 02:26 PM	3/30/20 02:26 PM
1604001	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	2/1/20 12:00 AM	2/13/20 11:54 AM	2/13/20 11:54 AM
1642653	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	3/1/20 12:00 AM	3/2/20 08:31 AM	3/2/20 08:31 AM
1605087	0000123549	SEPARATOR GRIT CYCLONE	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	YEARS	Separator Grit Cyclone Insp/Service (1y) - 5526	CLOSE	2/1/20 12:00 AM	2/24/20 08:44 AM	2/24/20 08:44 AM
1559898	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	1/1/20 12:00 AM	1/24/20 07:35 AM	1/24/20 07:35 AM
1561097	0000123605	BLOWER POSITIVE DISPLACEMENT B100 AERATION	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	0		Blower B100 Aeration Insp/Service (1y) - 5526	CLOSE	1/1/20 12:00 AM	1/2/20 08:52 AM	1/2/20 08:52 AM
1561102	0000123608	BLOWER POSITIVE DISPLACEMENT B101	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	0		Blower B101 Aeration Insp/Service (1y) - 5526	CLOSE	1/1/20 12:00 AM	1/2/20 08:51 AM	1/2/20 08:51 AM
2018474	0000123505	MCC MCCN1 NORMAL	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	3	YEARS	MCC Insp/Service (3y) - 5526	COMP	12/1/20 12:00 AM	12/21/20 03:26 PM	12/21/20 03:26 PM
2018633	0000123586	PUMP 01 ALUM CHEMIC RM	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	YEARS	Pump Diaphragm 01 Insp/Service (1y) - 5526	COMP	12/1/20 12:00 AM	12/21/20 03:27 PM	12/21/20 03:27 PM
2018651	0000123585	PUMP DIAPHRAGM 02 ALUM CHEMIC RM	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	YEARS	Pump Diaphragm 02 Insp/Service (1y) - 5526	CLOSE	12/1/20 12:00 AM	12/14/20 03:26 PM	12/14/20 03:26 PM
2018788	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	12/1/20 12:00 AM	12/14/20 03:27 PM	12/14/20 03:27 PM
2028086	0000334543	TANK PROCESS CLARIFIER EAST	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	Tank Process Clarifier East Insp/Service (1m) - 5526	COMP	12/1/20 12:00 AM	12/23/20 12:31 PM	12/23/20 12:31 PM
2028089	0000334544	TANK PROCESS CLARIFIER WEST	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	Tank Process Clarifier West Insp/Service (1m) - 5526	COMP	12/1/20 12:00 AM	12/23/20 12:32 PM	12/23/20 12:32 PM
2028092			5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	COMP	12/1/20 12:00 AM	12/21/20 03:31 PM	12/21/20 03:31 PM
2029257			5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	Monthly H&S Checklist-5526(1m)	COMP	12/1/20 12:00 AM	1/11/21 10:30 AM	1/11/21 10:30 AM
1938317	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	10/1/20 12:00 AM	10/27/20 12:06 PM	10/27/20 12:06 PM
1942297	0000123193	ANALYZER 02 TRI-DETECTOR	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	6	MONTHS	Analyzer Gas Insp/Service (6m) - 5526	CLOSE	10/1/20 12:00 AM	10/15/20 01:49 PM	10/15/20 01:49 PM
2018471	0000123506	MCC MCCE1 EMERGENCY	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	3	YEARS	MCC Insp/Service (3y) - 5526	COMP	12/1/20 12:00 AM	12/23/20 12:31 PM	12/23/20 12:31 PM
1985559	0000123557	PUMP SUBMERSIBLE	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	YEARS	Pump Submersible Insp/Service (1y) - 5526	CLOSE	11/2/20 12:00 AM	11/3/20 10:46 AM	11/3/20 10:46 AM
1985568	0000123571	PUMP SUBMERSIBLE CP7 SCUM PIT	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	YEARS	Pump Submersible Cp7 Scum Pit Insp/Service (1y) - 5526	CLOSE	11/2/20 12:00 AM	11/3/20 10:49 AM	11/3/20 10:49 AM
1985577	0000123693	PUMP SUBMERSIBLE SPARE	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	YEARS	Pump Submersible Spare Insp/Service (1y) - 5526	CLOSE	11/2/20 12:00 AM	11/3/20 10:45 AM	11/3/20 10:45 AM
1990170	0000334544	TANK PROCESS CLARIFIER WEST	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	Tank Process Clarifier West Insp/Service (1m) - 5526	CLOSE	11/2/20 12:00 AM	11/5/20 03:05 PM	11/5/20 03:05 PM
1990173			5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	11/2/20 12:00 AM	11/30/20 07:37 AM	11/30/20 07:37 AM
1990167	0000334543	TANK PROCESS CLARIFIER EAST	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	Tank Process Clarifier East Insp/Service (1m) - 5526	CLOSE	11/2/20 12:00 AM	11/5/20 03:04 PM	11/5/20 03:04 PM

1980498	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	11/2/20 12:00 AM	11/3/20 10:31 AM	11/3/20 10:31 AM
1951207	0000334543	TANK PROCESS CLARIFIER EAST	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	Tank Process Clarifier East Insp/Service (1m) - 5526	CLOSE	10/1/20 12:00 AM	10/27/20 12:24 PM	10/27/20 12:24 PM
1951210	0000334544	TANK PROCESS CLARIFIER WEST	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	Tank Process Clarifier West Insp/Service (1m) - 5526	CLOSE	10/1/20 12:00 AM	10/27/20 12:23 PM	10/27/20 12:23 PM
1951213			5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	10/1/20 12:00 AM	10/27/20 12:26 PM	10/27/20 12:26 PM
1750430	0000123216	PANEL ALARM/DIALER PLANT	5526, West Lorne WWT P	CORR	Refurbish/Replac e/Repair	0		Replace battery for low power situations	CLOSE		5/15/20 08:34 AM	5/15/20 08:34 AM
1586939			5526, West Lorne WWT P	EMER	Refurbish/Replac e/Repair	0		5526 - Filter building sump	CLOSE		1/21/20 04:00 PM	1/21/20 07:00 PM
1709299			5526, West Lorne WWT P	OPER	Refurbish/Replac e/Repair	0		West Lorne WWTP Effluent Meter Installation	CLOSE		10/19/20 11:33 AM	10/19/20 11:33 AM
1859424	0000123536	PUMP SUBMERSIBLE P102 RAW PS-1	5526, West Lorne Sewa ge Pumping Stn	PM	Refurbish/Replac e/Repair	1	YEARS	Pump Submersible P102 Raw Ps-1 Insp/Service (1y) - 5526	CLOSE	8/1/20 12:00 AM	8/10/20 07:38 AM	8/10/20 07:38 AM
1859433	0000123537	PUMP SUBMERSIBLE P101 RAW PS-1	5526, West Lorne Sewa ge Pumping Stn	PM	Refurbish/Replac e/Repair	1	YEARS	Pump Submersible P101 Raw Ps-1 Insp/Service (1y) - 5526	CLOSE	8/1/20 12:00 AM	8/10/20 07:42 AM	8/10/20 07:42 AM
1859442	0000123538	PUMP SUBMERSIBLE P100 PS-1	5526, West Lorne Sewa ge Pumping Stn	PM	Refurbish/Replac e/Repair	1	YEARS	Pump Submersible P100 Ps-1 Insp/Service (1y) - 5526	CLOSE	8/1/20 12:00 AM	8/10/20 07:55 AM	8/10/20 07:55 AM
1859469	0000123692	PUMP SUBMERSIBLE PS PUMP 100 SPARE	5526, West Lorne Sewa ge Pumping Stn	PM	Refurbish/Replac e/Repair	1	YEARS	Pump Submersible Ps Pump 100 Sp are Scum Insp/Service (1y) - 5526	CLOSE	8/1/20 12:00 AM	10/19/20 12:56 PM	10/19/20 12:56 PM
1906459	0000334543	TANK PROCESS CLARIFIER EAST	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	Tank Process Clarifier East Insp/Service (1m) - 5526	CLOSE	9/1/20 12:00 AM	9/15/20 01:25 PM	9/15/20 01:25 PM
1906462	0000334544	TANK PROCESS CLARIFIER WEST	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	Tank Process Clarifier West Insp/Service (1m) - 5526	CLOSE	9/1/20 12:00 AM	9/15/20 01:24 PM	9/15/20 01:24 PM
1906465			5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	9/1/20 12:00 AM	9/25/20 02:00 PM	9/25/20 02:00 PM
1894020	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	9/1/20 12:00 AM	9/8/20 07:53 AM	9/8/20 07:53 AM
1859451	0000123565	PUMP 02 SANITARY SUMP	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	YEARS	Pump 02 Sanitary Sump Insp/Service (1y) - 5526	CLOSE	8/1/20 12:00 AM	10/15/20 01:41 PM	10/15/20 01:41 PM
1859460	0000123566	PUMP SUBMERSIBLE 01 SANITARY SUMP	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	YEARS	Pump Submersible 01 Sanitary Sum p Insp/Service (1y) - 5526	CLOSE	8/1/20 12:00 AM	10/15/20 01:41 PM	10/15/20 01:41 PM
1792332			5526, West Lorne Sewa ge Pumping Stn	CAP	Refurbish/Replac e/Repair	0		5526 Installation new auto samplers	CLOSE		6/11/20 12:00 PM	6/11/20 12:00 PM
1918171			5526, West Lorne Sewa ge Pumping Stn	CAP	Refurbish/Replac e/Repair	0		5526 - Hurricane Hydrovac cleanout of WL PS Wet well	CLOSE		10/19/20 11:22 AM	10/19/20 11:22 AM
1853932	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	8/1/20 12:00 AM	8/31/20 11:50 AM	8/31/20 11:50 AM
1818294	0000164709	VALVE BACKFLOW PREVENTER	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	YEARS	Valve Backflow Preventer Insp (1y) - 5526	CLOSE	7/1/20 12:00 AM	10/19/20 12:37 PM	10/19/20 12:37 PM
1812966	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	7/1/20 12:00 AM	7/16/20 02:29 PM	7/16/20 02:29 PM
1818288	0000123009	TANK PROCESS CLARIFIER EAST	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	YEARS	Tank Process Clarifier East Insp/Service (1y) - 5526	CLOSE	7/1/20 12:00 AM	7/16/20 02:18 PM	7/16/20 02:18 PM
1818291	0000123010	TANK PROCESS CLARIFIER WEST	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	YEARS	Tank Process Clarifier West Insp/Service (1y) - 5526	CLOSE	7/1/20 12:00 AM	7/16/20 02:22 PM	7/16/20 02:22 PM
1775492	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	YEARS	Engine Diesel Stand-By Plant Insp/Service (1y) - 5526	CLOSE	6/1/20 12:00 AM	6/22/20 10:15 AM	6/22/20 10:15 AM
1775536	0000123677	ENGINE DIESEL STAND-BY LIFE STATION	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	YEARS	Engine Diesel Stand-By Life Station Insp/Service (1y) - 5526	CLOSE	6/1/20 12:00 AM	6/22/20 10:18 AM	6/22/20 10:18 AM
1728343	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	5/1/20 12:00 AM	5/14/20 02:41 PM	5/14/20 02:41 PM
1732927	0000123415	SAMPLER RAW SEWAGE	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	YEARS	Sampler Raw Sewage Insp/Service (1y) - 5526	CLOSE	5/1/20 12:00 AM	5/29/20 02:57 PM	5/29/20 02:57 PM
1769849	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	6/1/20 12:00 AM	6/22/20 10:19 AM	6/22/20 10:19 AM
1684844	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	4/1/20 12:00 AM	4/6/20 09:39 AM	4/6/20 09:39 AM

1732924	0000123443	SAMPLER FINAL EFFLUENT	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	1	YEARS	Sampler Final Effluent Insp/Service (1y) - 5526	CLOSE	5/1/20 12:00 AM	5/29/20 03:01 PM	5/29/20 03:01 PM
1689387	0000123193	ANALYZER 02 TRI-DETECTOR	5526, West Lorne WWT P	PM	Refurbish/Replac e/Repair	6	MONTHS	Analyzer Gas Insp/Service (6m) - 5526	CLOSE	4/1/20 12:00 AM	10/15/20 01:47 PM	10/15/20 01:47 PM
1689402	0000123215	METER FLOW FE170 RAW SEWAGE	5526, West Lorne WWT P	PM	Calibration	1	YEARS	Meter Flow Insp/Service (1y) - 5526	CLOSE	4/1/20 12:00 AM	4/28/20 08:11 AM	4/28/20 08:11 AM
1900445	0000123592	METER FLOW FIT300 AIR	5526, West Lorne WWT P	PM	Calibration	1	YEARS	Meter Flow Insp/Service (1y) - 5526	CLOSE	9/1/20 12:00 AM	10/19/20 02:22 PM	10/19/20 02:22 PM



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

5526 West Lorne Wastewater Treatment Plant Operations Report First Quarter 2021

Ontario Clean Water Agency, Southwest Region

Sam Smith, Senior Operations Manager

Susan Budden, Business Development Manager

Issue Date: May 25, 2021

Facility Information:

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

Operational Description:

The village of West Lorne is served by an extended aeration Wastewater Treatment Plant, comprised of aeration, clarification, filtration, disinfection and sludge disposal. Also included is the collection system with one pumping station and a sanitary sewer system. The operations are in accordance to ECA # 5873-B4RLEJ, which covers the entire plant including the pumping stations.

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

Service Information

Areas Served: Village of West Lorne

Design Capacity:

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

Treatment Process Features:

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

Contacts:

Regional Manager: Dale LeBritton 519: 476-5898

Sr. Operations Manager:	Sam Smith	226-377-1540
Business Development Manager:	Susan Budden	519: 318-3271

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

There were no non-compliances reported this quarter.

SECTION 2: INSPECTIONS

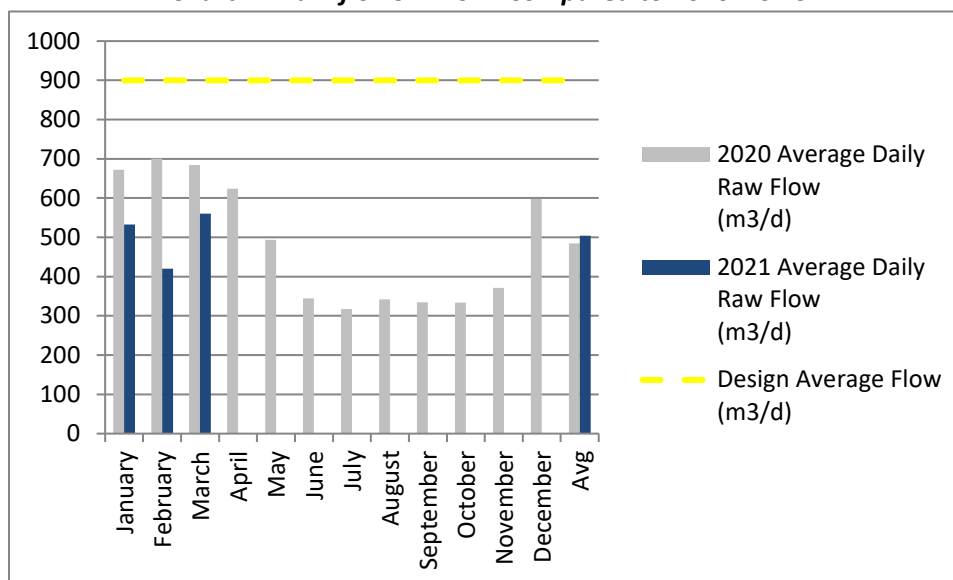
FIRST QUARTER:

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

SECTION 3: PERFORMANCE ASSESSMENT REPORT

The average daily raw flow for the wastewater treatment plant in 2021 is 504.48 m³/d. The average daily flow in 2020 was 484.67 m³/d, therefore the flow for 2021 is up 4.1% when compared to 2020. The plant is currently at 56 % of its rated capacity of 900m³/d.

Chart 1. Raw flows in 2021 Compared to 2020 Flows



Raw samples are taken on a biweekly basis following the ECA requirements. The table below shows the raw sample results for 2021 so far.

Table 1. Raw Water Sample Results for 2021.

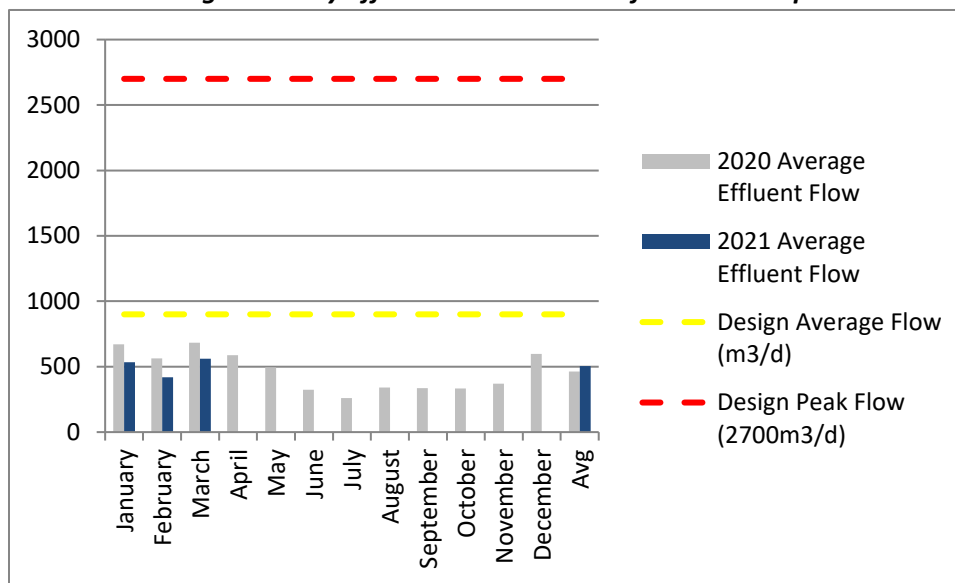
	BOD5 (mg/L)	TKN (mg/L)	TP (mg/L)	TSS (mg/L)	Alkalinity (mg/L)
January Results	177.5	32.25	3.895	139.5	293
February Results	216	44.85	5.345	269.5	349.5
March Results	92.5	31.7	4.005	211	243.5
April Results					
May Results					
June Results					

	BOD5 (mg/L)	TKN (mg/L)	TP (mg/L)	TSS (mg/L)	Alkalinity (mg/L)
July Results					
August Results					
September Results					
October Results					
November Results					
December Results					
Annual Average	162	36.267	4.415	206.667	295.333

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

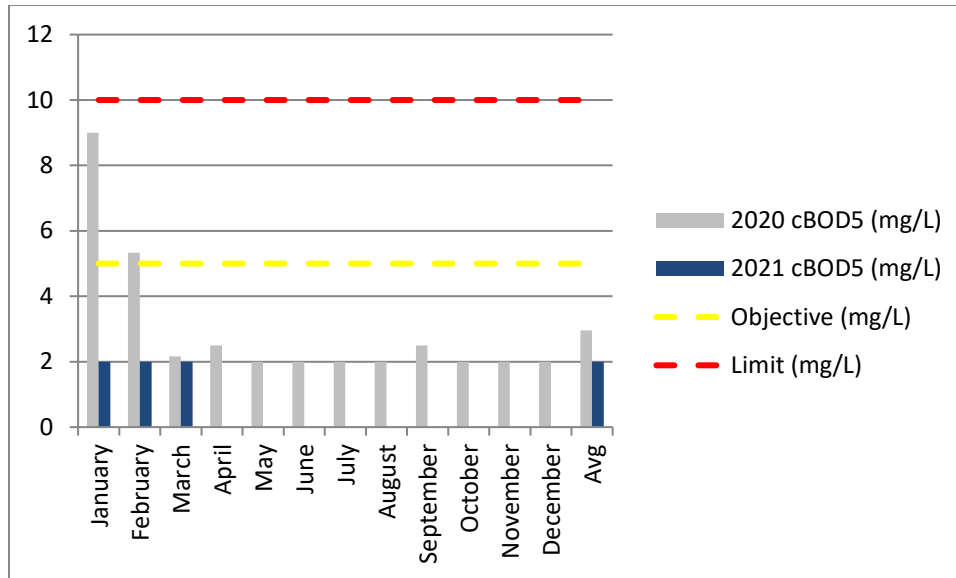
The average effluent cBOD5 for 2021 is 2 mg/L, meeting the objective and limits identified in the ECA. The annual average result for cBOD5 in 2020 was 2.96mg/L, therefore the results for 2021 are down by 32% when compared to 2020 (refer to Chart 2).

Chart 2. Average Monthly Effluent cBOD5 Results for 2021 Compared to 2020



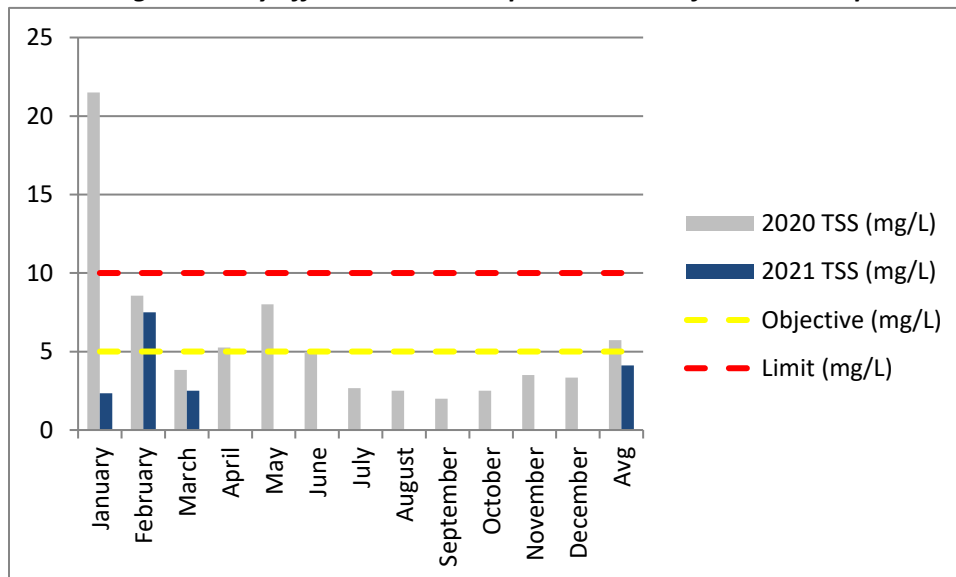
The average effluent TSS for 2021 is 4.1mg/L, meeting the effluent limits identified in the ECA, exceeding the effluent objective in February due to improper alum dosage. The annual average result for TSS in 2020 was 5.2mg/L; therefore the results for 2021 are down by 28% when compared to 2020 (refer to Chart 3).

Chart 3. Average Monthly Effluent Total Suspended Solids Results for 2021 Compared to 2020



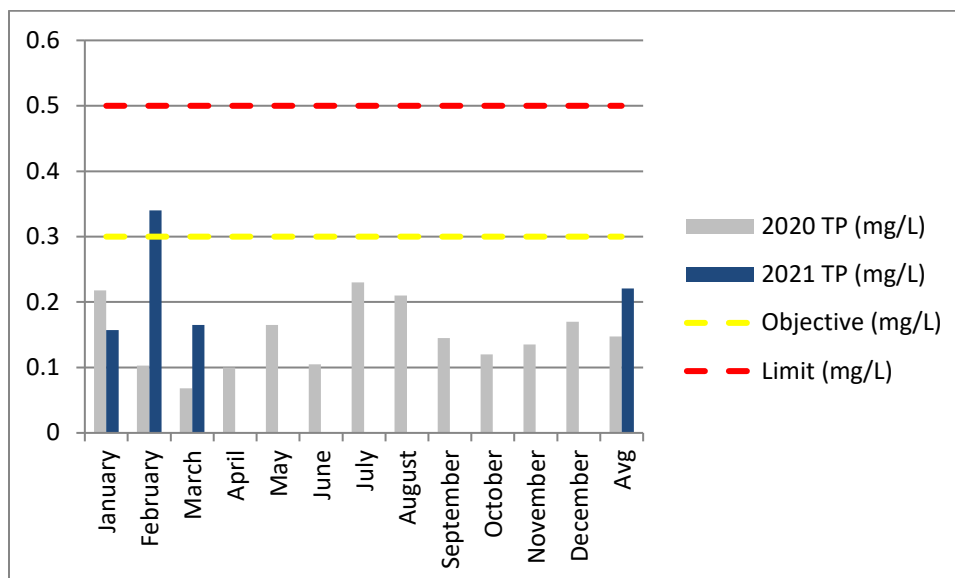
The average effluent TP for 2021 is 0.22 mg/L, meeting effluent limits identified in the ECA, objective was exceeded in February due to improper alum dosage. The annual average result for TP in 2020 was 0.15mg/L, therefore the results for 2021 is up 50% when compared to 2020 (refer to Chart 4).

Chart 4. Average Monthly Effluent Total Phosphorus Results for 2021 Compared to 2020



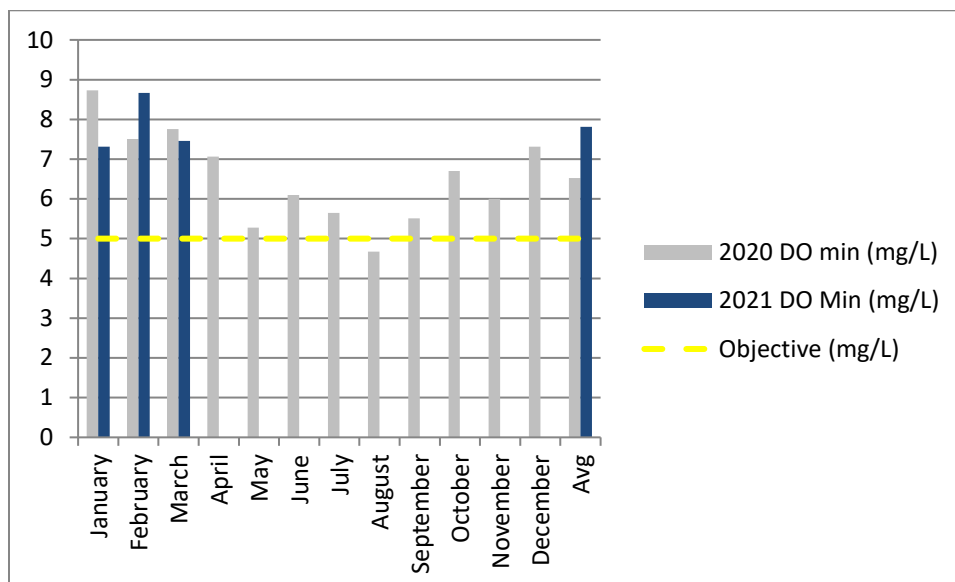
The average effluent TAN for 2021 is 0.10mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TAN in 2020 was 0.1mg/L, therefore the results for 2021 are the same compared to 2020 (refer to Chart 5).

Chart 5. Average Monthly Effluent Total Ammonia Nitrogen Results for 2021 Compared to 2020



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

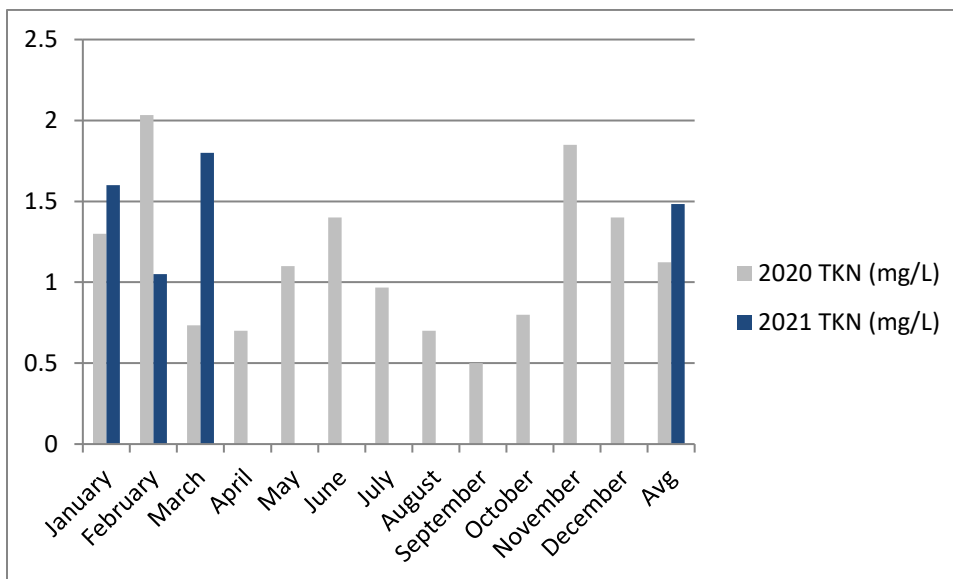
Chart 7. Minimum Dissolved Oxygen (DO) Results for 2021 Compared to 2020



Total Kjeldahl Nitrogen (TKN) is sampled biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. The average effluent TKN for 2021 is 1.48mg/L. The annual average

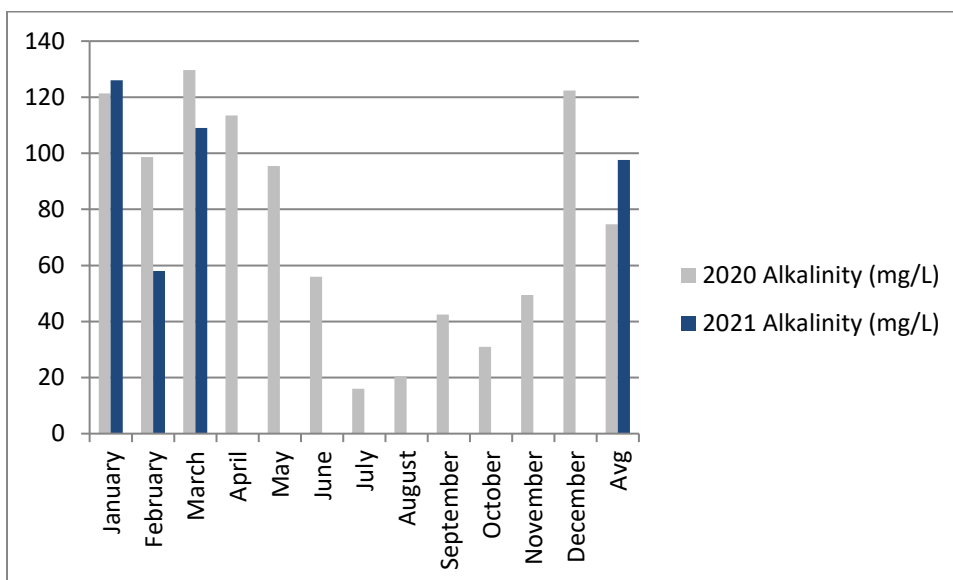
result for TKN in 2020 was 1.12mg/L, therefore the results for 2021 are up by 32% when compared to 2020 (refer to Chart 8).

Chart 8. Average TKN Results for 2021 Compared to 2020



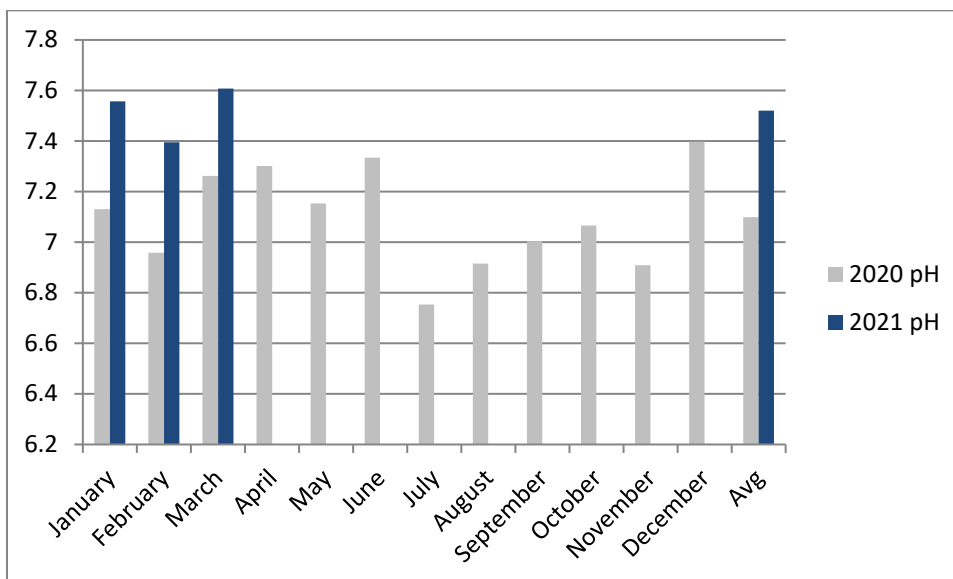
Alkalinity is sampled biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. It is recommended that at least 50mg/L is present in the effluent. The average effluent alkalinity for 2021 is 97.7mg/L. The annual average result for alkalinity in 2020 was 74.7mg/L, therefore the results for 2021 are up by 31% when compared to 2020(refer to Chart 9).

Chart 9. Average Alkalinity Results for 2020 Compared to 2020



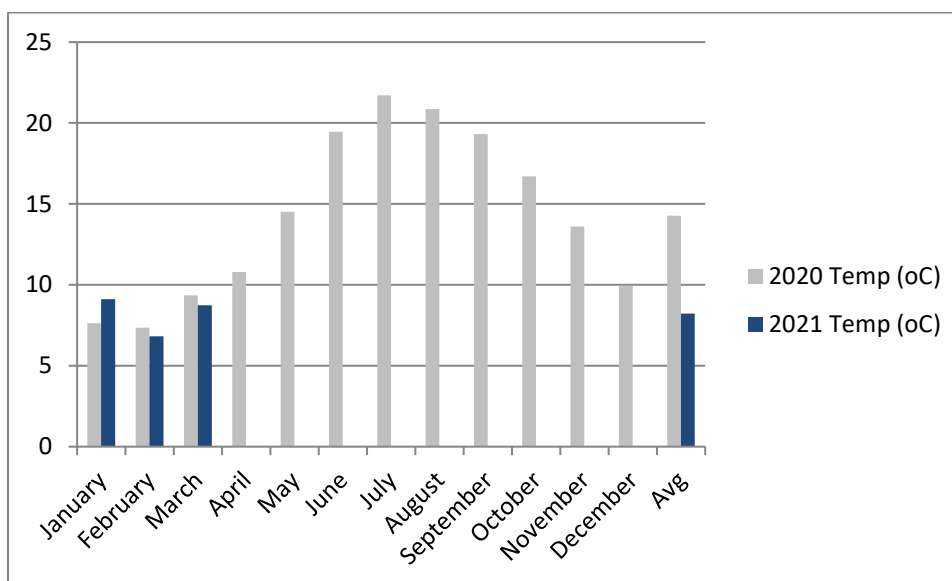
pH is sampled at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. It is recommended that the pH is in the range of 6.5-8.5. The average effluent pH for 2021 is 7.52. The annual average result for pH in 2020 was 7.10, therefore the results for 2021 are up by 6% when compared to 2020 (refer to Chart 10).

Chart 10. Average pH Results for 2021 Compared to 2020



Temperature is measured at least biweekly in accordance with ECA requirements; there are not any objectives or limits imposed on this parameter. The temperature of the effluent fluctuates based on outdoor temperatures. The average effluent temperature for 2021 is 8.2°C. The annual average temperature in 2020 was 14.3°C, therefore the results for 2021 are down by 42% when compared to 2020 (refer to Chart 11).

Chart 11. Average Temperature Results for 2021 Compared to 2020



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

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

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

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

SECTION 5: INSPECTIONS:

There were no inspections completed this month.

SECTION 6: GENERAL MAINTENANCE:

January

01, 04-08, 11-15, 18-22, and 25-29: Daily rounds and readings that include; removing scum from clarifier, draining moisture off blower air system for aeration cells, ensuring sand filters are working properly, inspecting UV channel and reviewing SCADA.

01, 04, 05, 08, 11, 15, 19, 21,28: Marsh Street pumping station inspection/readings. Operated pump(s) in hade-mode to ensure proper operation.

04: Reprogrammed dialer to send to the SWM crew.

04: Collected sample to send to SGS lab because of high flows Jan 02 (987.52m3)

07: Cleaned the clarifier

11, 25: Obtained compliance samples to send to SGS lab.

12: Chemtrade onsite for alum delivery (7000gal)

21: Monthly generator run test at March Street pumping station.

21: Monthly generator run test at West Lorne Wastewater Treatment Plant.

21: Monthly aeration DO probe cleaning/inspection completed.

26: T&T Power onsite to investigate issues with the SCADA computer freezing.

February

01-05,08-12, 15-19, 22-26: Daily rounds and readings that include; removing scum from clarifier, draining moisture off blower air system for aeration cells, ensuring sand filters are working properly, inspecting UV channel and reviewing SCADA.

02, 04, 09, 16, 23: Marsh Street pumping station inspection/readings. Operated pump(s) in hade-mode to ensure proper operation.

03: T&T Power on-site to investigate the issues with the scada freezing, they are updating the server and will monitor to see if it fixes the issue.

04: Monthly generator run test at March Street pumping station.

04: Monthly generator run test at West Lorne Wastewater Treatment Plant.

08, 22: Obtained compliance samples to send to SGS lab.

17: Matt from T&T Power on-site to investigate the issues with the Scada computer. He deleted the "trending" off of the scada because it was obsolete anyways and figured that could be the cause of the alarms.

23: Power flicker- acknowledged and reset all systems.

24: Cleaned the clarifier/process

26: T&T Power onsite to investigate issues with the SCADA computer freezing

March

01-05, 08-12, 15-19, 22-26, 29-31: Daily rounds and readings that include; removing scum from clarifier, draining moisture off blower air system for aeration cells, ensuring sand filters are working properly, inspecting UV channel and reviewing SCADA.

02, 09, 16, 23, 30: Marsh Street pumping station inspection/readings. Operated pump(s) in hade-mode to ensure proper operation.

09: Put the aeration sprayers back online for the season

11: Monthly generator run test at March Street pumping station.

11: Monthly generator run test at West Lorne Wastewater Treatment Plant.

08, 22: Obtained compliance samples to send to SGS lab.

19: Reset the SCADA computer due to it faulting out and causing an alarm this morning. Ensured all systems are working properly after resetting. Notified T&T about the issue so they can investigate.

23: Glover-Hill contractor's offsite now. Installed new air receiver and piping and is now online, raw flow is now going through the plant as per normal and the valve to divert to the lagoons is now closed.

23: NCA on-site for general maintenance on the air compressor. Full service; cleaned cooler, replaced drain kit, oil change. Tested and ensured proper operation

17: Cleaned the clarifier/process

24: Grover-Hill and T&T Power on-site today to install/connect new auto samplers. They are now installed and the old ones are removed.

25: Replaced light bulbs in office building that were burnt out. 2 sets of lights not working due to faulted ballasts.

25: Grover-Hill onsite to finish up the auto-sampler installations.

26: Grover-hill on-site to make adjustments to the auto samplers. Syntec on-site to commission the new auto samplers and give training on the programming. Engineer onsite to oversee work being completed.

29: Flowmetrix onsite for annual flowmeter inspections.

30: Franklin Empire and T&T onsite for the installation of the level sensor for the grit channel. It is now in operation and the grit removal system is now working

SECTION 7: ALARMS:

January

03: SCADA; Operator onsite to restart the SCADA computer and ensure proper operation.

08: Backwash high level; operator onsite found that filters were not allowing proper amount of flow through and were not throwing sand as designed. Was able to get filters working properly and plant flowing as designed through filters and plant is no longer backed up. Filter backwash tank is now out of high level alarm and operating in normal range

19: SCADA; Operator onsite to restart the SCADA computer and ensure proper operation.

February

03: Received page at 02:55 for communication lost, arrived onsite and reset scada computer, communication is now normal and all systems appear to be operating properly at time

08: Onsite for a power flicker, reset compressor, exhaust fans and reviewed SCADA rounds. Completed plant walk through.

11: Onsite due to call out for the SCADA server freezing. Reset the system and ensured all systems are working properly. Notified T&T Power that this issue occurred again.

28: Received channel 2 alarm upon arrival AIT-302A dissolved oxygen for west aeration was at 1.7mg/L, increased minimum blower speed from 30hz to 35 hz. Blew out air lines and monitored system. Air seems to not want to increase. Set the min hz from 35 to 40. At 40 hz the do on AIT-302A. Is holding at 3.5mg/L

March

03: Onsite for communication failure channel 1

Found SCADA Computer - All Good

Completed Site Checks

11: Received page for gateway alarm at 17:40, arrived onsite and reset SCADA computer all systems are now normal

26: Called in for comm. fail to filter building channel 2. Reset desk top in lab and cleared the alarm. Completed plant walk through all appears normal.

28: Onsite for low DO in the west aeration tank but was out of alarm upon arrival. All other DOs appeared normal on SCADA. Cleaned the DO probe and ensured it was reading accurate

SECTION 8: COMPLAINTS & CONCERNS:

There were no complaints or concerns this quarter.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

March 31, 2021

Lee Orphan
Ministry of the Environment, Conservations and Parks
733 Exeter Road
London, ON N6E 1L3

Attention: Mr. Orphan

RE: Rodney Wastewater Treatment Plant Annual Report 2020

The Ontario Clean Water Agency is the Operating Authority for the Rodney Wastewater Treatment Plant on behalf of the Municipality of West Elgin. The system is operated under Environmental Compliance Approval 3-0871-88-949. Please find attached the 2020 Annual Report for the Rodney Wastewater Treatment Plant.

Feel free to contact me should you require any additional information regarding the report. I can be reached at 519-312-0847.

Sincerely,

Terri-Lynn Thomson
Process and Compliance Technician,
Ontario Clean Water Agency

C.c. Madga Badura, Municipality of West Elgin
Dale LeBritton, OCWA's Regional Hub Manager
Sam Smith, OCWA's Senior Operations Manager
Cindy Sigurdson, OCWA's Safety, Process and Compliance Manager
Angela Stroyberg, Ministry of the Environment, Conservation and Parks

MUNICIPALITY OF WEST ELGIN

RODNEY WASTEWATER TREATMENT PLANT

2020 ANNUAL REPORT
January 1 to December 31, 2020

Environmental Compliance Approval # 3-0871-88-949

Prepared by:



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

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Appendix A: Analytical Data

Section 1: Overview

The wastewater treatment plant was operated under Environmental Compliance Approval 3-0871-88-949 dated April 12, 1994 with amendments September 24, 1998.

Collection System

The collection system contains gravity sewers that lead to the Main Pumping Station located on Furnival Road. It contains a wet well with two submersible pumps that pump to the treatment plant. Backup power is supplied by an onsite generator.

Plant Description

The Rodney Wastewater Treatment Plant is an extended aeration facility which consists of: extended aeration, settling, UV disinfection (seasonal), phosphorus removal, and filtration. The extended aeration process is designed to remove carbonaceous and nitrogenous organic compounds (BOD). Aluminum Sulphate is used for phosphorus removal. After the clarifier the effluent is filtered and seasonally disinfected using ultraviolet light, then discharged to Sixteen Mile Creek. Sludge is directed to the lagoon for storage and settling. Decant liquid off the lagoon is returned to the influent of the plant.

Process Details

- Wastewater is directed into the sewage lift station from the Village of Rodney by gravity. Wastewater is pumped from the sewage lift station located near the junction of Furnival Road and King Street by force main into a reinforced concrete splitter chamber, provided with a mechanical rake bar screen.
- The secondary treatment system consists of two aeration basins, one reinforced concrete clarifier tank and two return activated sludge pumps.
- The phosphorous removal system consists of one 30,000 L fiber reinforced tank with spills containment equipped with 2 diaphragm type metering pumps (1 duty and 1 standby).
- Three mechanical aerators in each aeration tank provide oxygen at a low pressure in the aeration tanks.
- The tertiary treatment system consists of four (4) continuous back wash 2 metre deep bed, granular single media sand filtration units housed in the filter building. Hydrogen peroxide is introduced for filter cleaning when necessary.
- The disinfection system consists of a ultra-violet (UV) unit through which the effluent is discharged seasonally.
- A concrete V-notch weir flow measuring chamber is installed between the clarifier and the filter building.
- Operations are controlled by a programmable logic controller (PLC). A data logging computer system with local monitoring capability is used to monitor, trend, and record select process parameters.
- Laboratory space is also located at the WWTP to allow for basic laboratory analyses to be conducted by the plant operator.
- Process control is monitored by SCADA.

Section 2: Monitoring Data

Sample Collection and Testing

All samples are collected and tested as per the requirements of the Environmental Compliance Approval.

Raw sewage is sampled bi-weekly and tested for BOD₅, total suspended solids, total phosphorus, and total Kjeldahl nitrogen. The raw samples are collected as 24 hour composite samples.

Final effluent is sampled bi-weekly and tested for BOD₅, total suspended solids, total phosphorus, free ammonia nitrogen, total Kjeldahl nitrogen, nitrite, nitrate, pH and alkalinity. Samples are collected using an automatic composite sampler and collected over a twenty-four hour period. Grab samples for dissolved oxygen and temperature are collected bi-weekly. A grab sample for E. coli is sampled bi-weekly during the disinfection period from April 15 to October 15.

In-house tests are conducted on a weekly basis on the final effluent, raw influent and the mixed liquor suspended solids at the plant to check plant performance and to make any operational changes required.

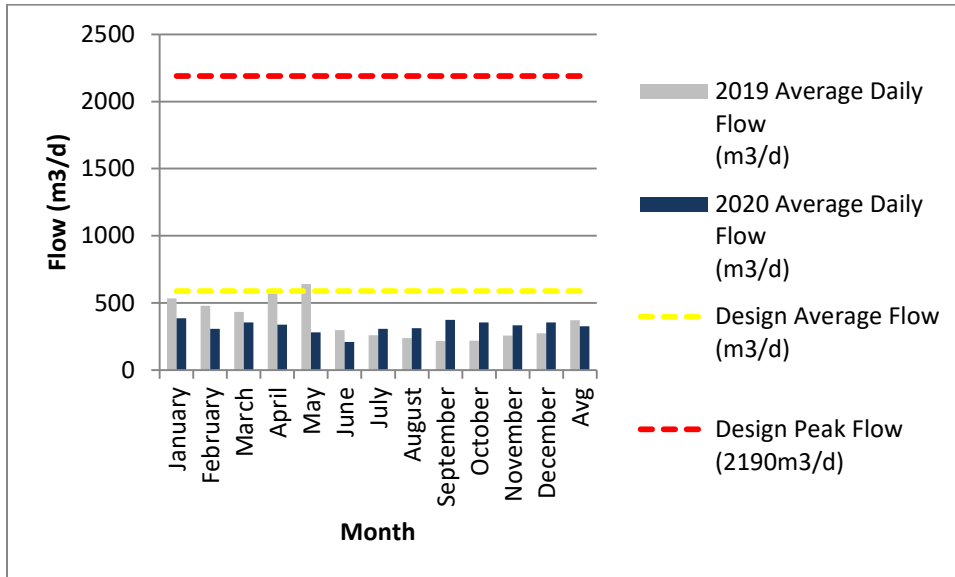
In 2020, all chemical and microbiological sample analyses were conducted by SGS Lakefield Research. Temperature, pH and dissolved oxygen were conducted by staff at the treatment plant.

The receiving stream temperature is performed at Sixteen Mile Creek.

Flows

Detailed monthly flow information is summarized in Appendix A. The total flow treated in 2020 was 119,794m³, which corresponds to a 12% decrease from 2019 raw flows. The annual average daily flow for the reporting period was 327.1m³/day, or 55% of the plant's rated design capacity of 590m³/day (refer to Chart 1).

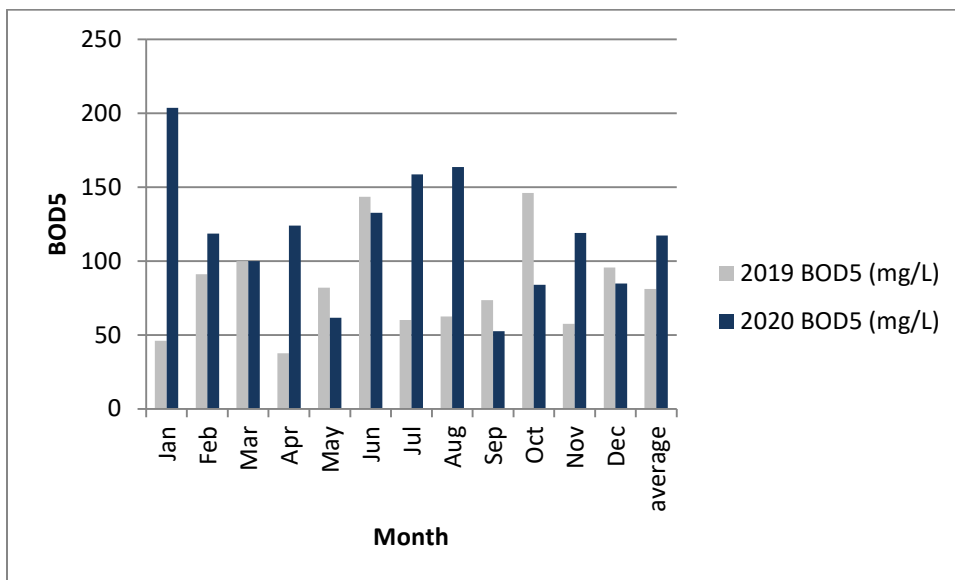
Chart 1. The average daily raw sewage flow to the plant in 2020 compared to 2019.



Raw Sewage Quality

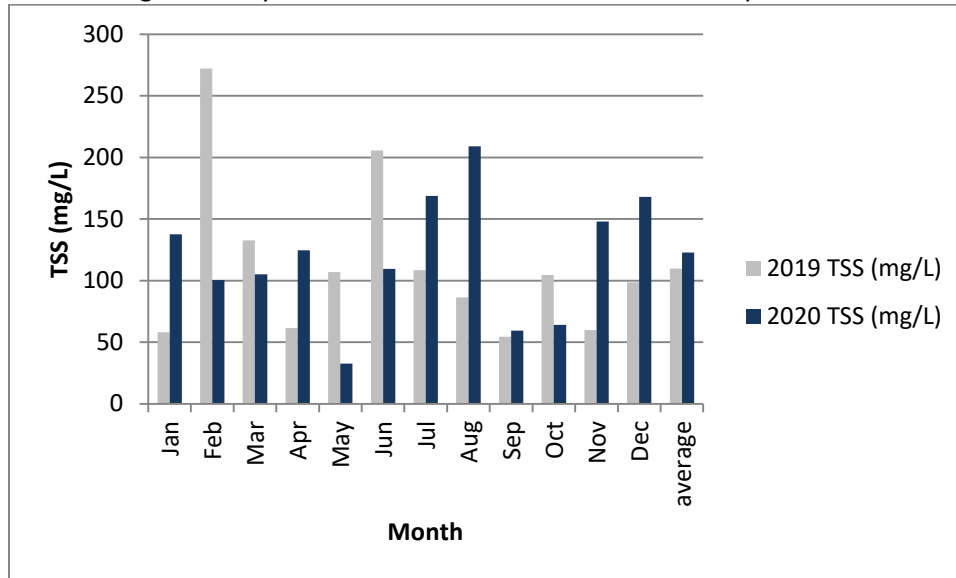
The annual average raw sewage BOD₅ concentration to the plant was 117.2mg/L with a maximum concentration of 289mg/L. The average BOD₅ loading to the plant was 38.4kg/d for 2020. The annual average concentration of BOD₅ has increased 44.4% from 2019, refer to Chart 2.

Chart 2. Average monthly raw concentration of BOD₅ for 2020 compared to 2019.



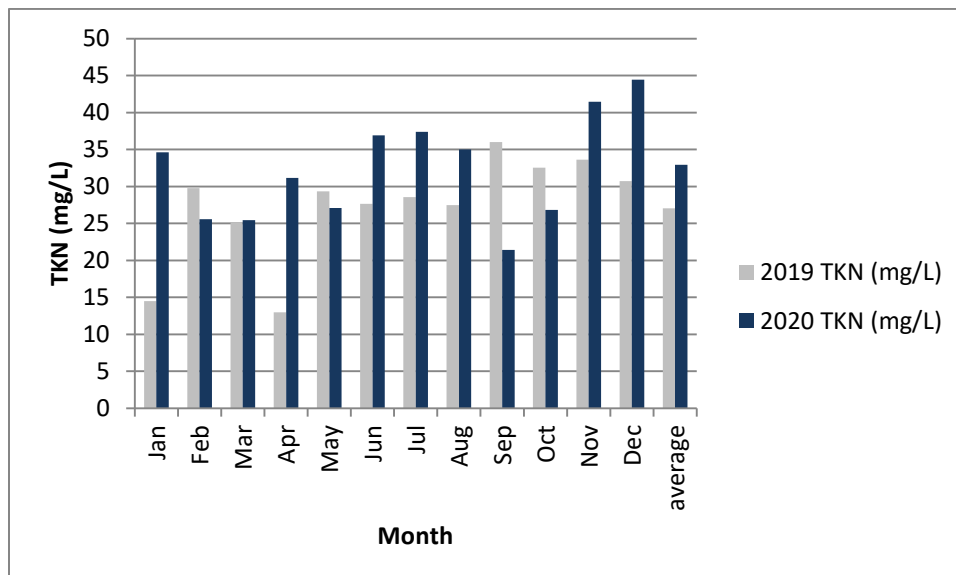
The annual average raw sewage suspended solids (TSS) concentration to the plant was 122.7mg/L, with a maximum of 257mg/L. This corresponds to an average TSS loading to the plant of 40.2kg/day. The average concentration of TSS has increased 11.8% from 2019, refer to Chart 3.

Chart 3. The average monthly raw concentration of TSS for 2020 compared to 2019.



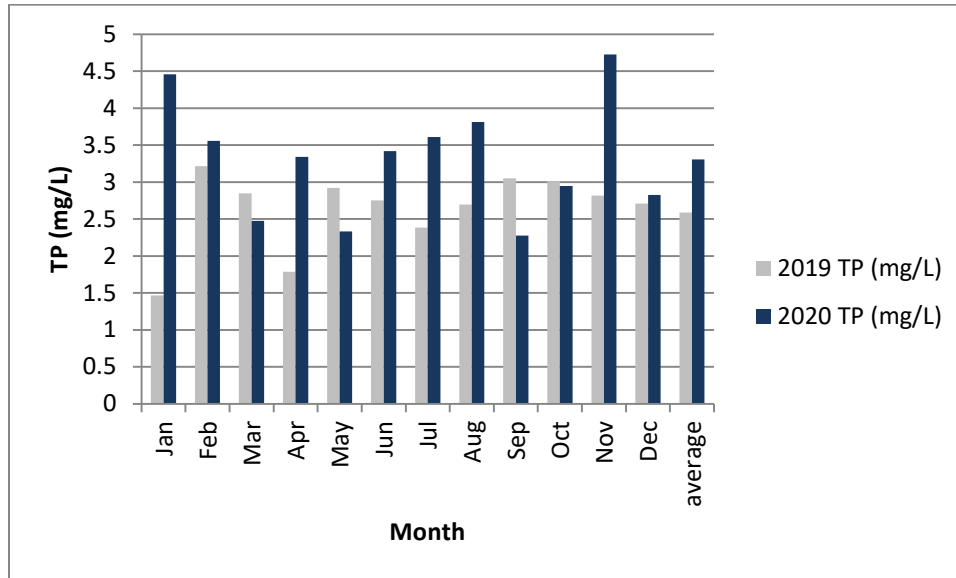
The annual average raw sewage Total Kjeldahl Nitrogen (TKN) concentration to the plant was 32.9mg/L, with a maximum of 82.2mg/L. This corresponds to an average TKN loading to the plant of 10.8kg/day. The average concentration of TKN has increased 21.8% from 2019, refer to Chart 4.

Chart 4. The average monthly raw concentration of TKN for 2020 compared to 2019.



The annual average raw sewage Total Phosphorus (TP) concentration to the plant was 3.31mg/L, with a maximum of 5.9mg/L. This corresponds to an average TP loading to the plant of 1.08kg/day. The average concentration of TP has increased 27.8% from 2019, refer to Chart 5.

Chart 5. The average monthly raw concentration of TP for 2020 compared to 2019.



Effluent Limits

Detailed analytical data is attached to this report as Appendix A. The following table provides a summary of the monthly average concentration and loading ranges compared to the limits set in the Environmental Compliance Approval.

Summary and Comparison of Compliance Data

Table 1. Monthly average concentration and loading ranges for 2019.

Parameter	Monthly Average Effluent Limit (mg/L)	Monthly Average Effluent Result Ranges (mg/L)	Monthly Average Loading Limit (kg/d)	Monthly Average Loading Result Ranges (kg/d)
BOD ₅	10(a)	<2 – 4.5	6.9	0.6 – 3.2
	15(b)	<2 – 9		
Suspended Solids	10(a)	<2 – 9	6.9	0.528 – 3.93
	15(b)	3 – 11		
Total Phosphorus	0.5(a)	0.12 - 0.257	0.4	0.01 -0.09
	1.0(b)	0.055 – 0.43		
Total (Ammonia + Ammonium) Nitrogen	3.0(a)	<0.1 – 0.25	2.2	0.02 – 0.57
	5.0(b)	<0.1 –1.6		
E. coli	200	<2 – <2		
Unionized Ammonia*	0.1	0.001– 0.014		

NOTE: (a) limit applies during the non-freezing period

(b) limit applies during the freezing period

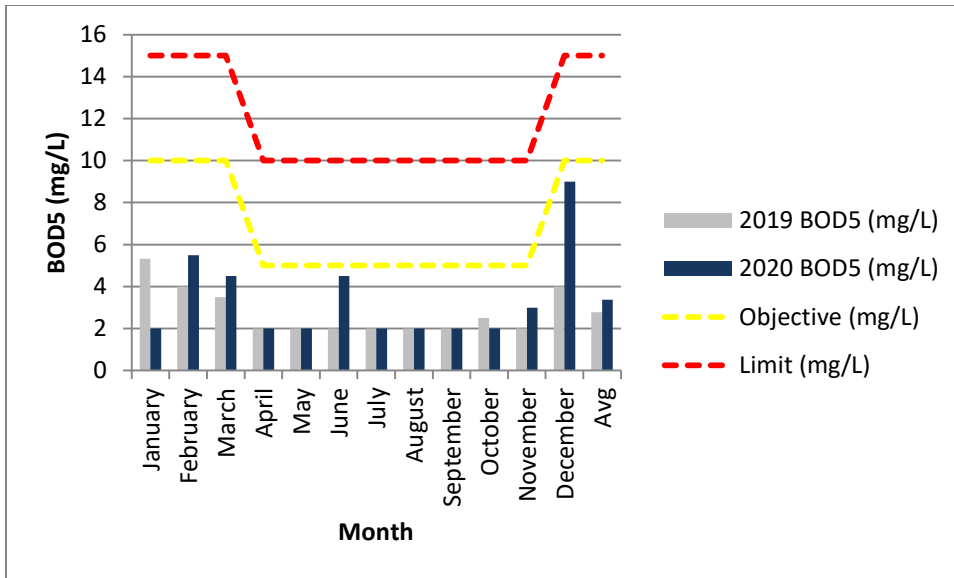
*single sample results

Discussion on Monitoring Data as Compared to the Effluent Limits

There were no non-compliances with Environmental Compliance Approval limits.

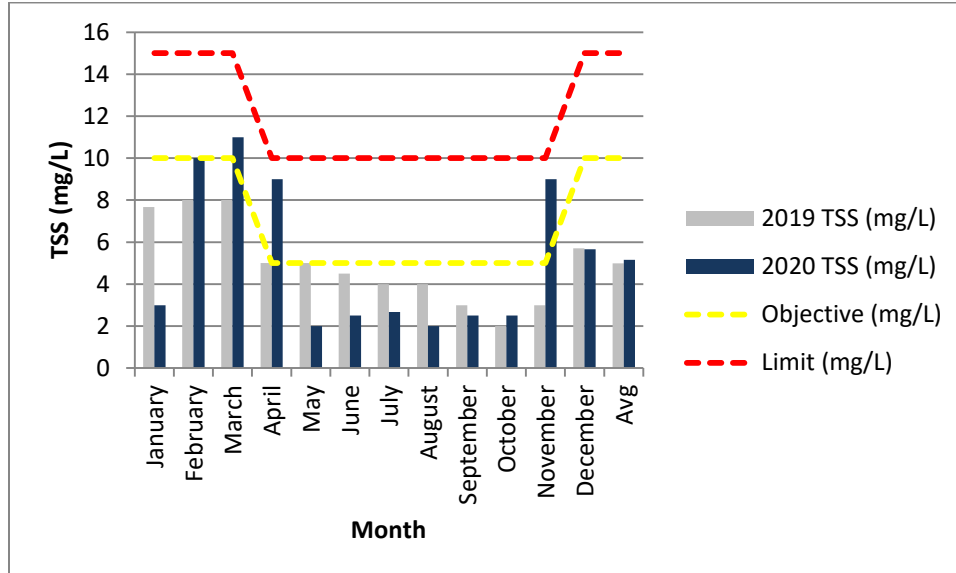
The annual average effluent BOD₅ for 2020 was 3.4mg/L, which is a 21.5% increase from 2019 (refer to Chart 6). The annual loading of BOD₅ at the plant in 2020 was 1.2kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits.

Chart 6. The effluent monthly average concentration of BOD₅ in 2020 compared to 2019 concentrations.



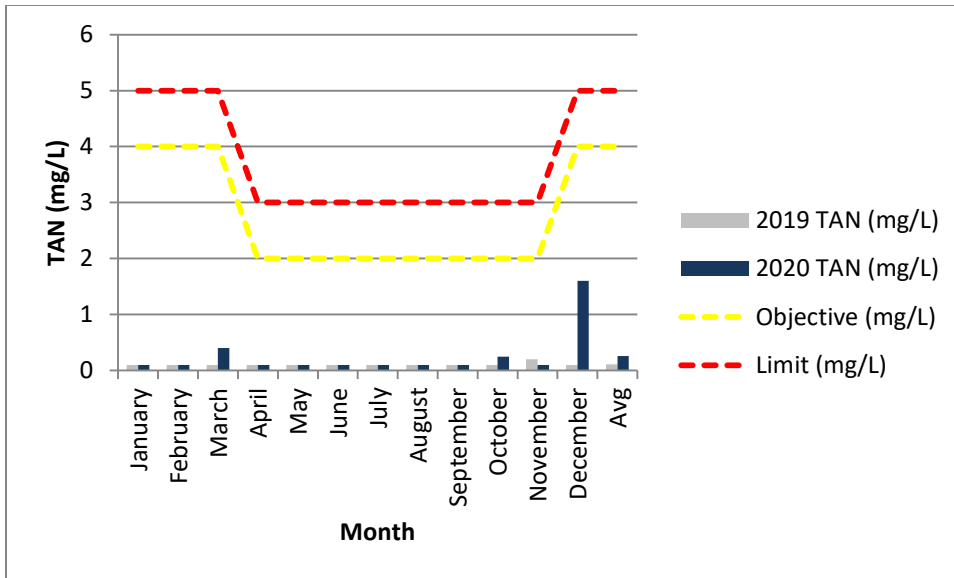
The annual average effluent Total Suspended Solids (TSS) for 2020 was 5.2mg/L, which is an increase from 2019 by 3.3% (refer to Chart 7). The annual loading of TSS at the plant in 2020 was 1.7kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits.

Chart 7. The effluent monthly average concentration of TSS in 2020 compared to 2019 concentrations.



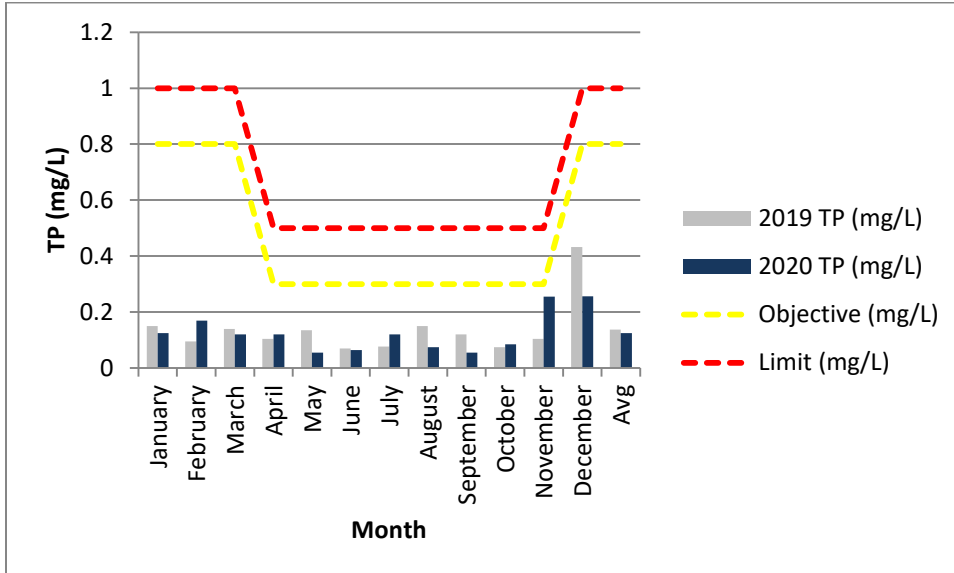
The annual average effluent Total Ammonia + Ammonium Nitrogen (TAN) for 2020 was 0.26mg/L, which is a 142% increase from 2019 (refer to Chart 8). The annual loading of TAN at the plant in 2020 was 0.1kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits.

Chart 8. The effluent monthly average concentration of TAN in 2020 compared to 2019 concentrations.



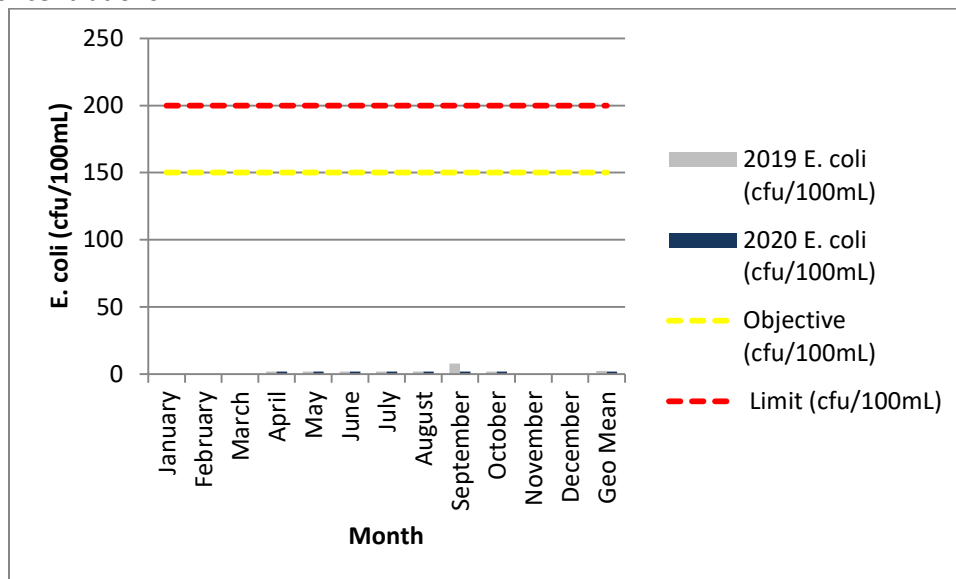
The annual average effluent Total Phosphorus (TP) for 2020 was 0.13mg/L, which is a 9.2% decrease from 2019 (refer to Chart 9). The annual loading of TP at the plant in 2020 was 0.04kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits.

Chart 9. The effluent monthly average concentration of TP in 2020 compared to 2019 concentrations.



The annual geometric mean effluent E. coli for 2020 was 2.0cfu/100mL, which is a 20% decrease from 2019 (refer to Chart 10). Refer to Table 1 for a list of monthly geometric mean effluent limits.

Chart 10. The effluent monthly geometric mean concentration of E. coli in 2020 compared to 2019 concentrations.



Section 3: Operating Problems and Corrective Actions

The SCADA system was upgraded in 2019 and commissioned in 2020 to help with communication issues and overall use of the system.

Cold temperatures can affect the treatment of the sewage. The mechanical surface aerators in the aeration tanks lowers the temperature of the contents further. Usually, adjustments to the mixed liquor suspended solids at the plant is enough to remain in compliance during these cold periods, however in extreme winters this is not enough. A replacement of the mechanical aerators is proposed in the future. Not only should this improve treatment but will be more energy efficient.

The collection system on Third Street has required frequent monitoring due to backing up of sewage in the area. This area is inspected and flushed routinely.

Section 4: Maintenance

Regular scheduled monthly preventative maintenance is assigned and monitored using the Workplace Management System (WMS) program. The following is a summary of maintenance performed other than WMS work orders:

- Repairs to pump station power supply
- Bar Screen float and scraper repairs
- Repairs to scum pump
- Replaced auto samplers
- Sand filter media replaced
- Air compressor repairs

Section 5: Effluent Quality Assurance

Effluent quality assurance is evaluated by monitoring parameters and changes throughout the plant processes. The operators monitor the aeration tank by performing weekly tests on the mixed liquor. These tests include dissolved oxygen, pH, temperature, settling tests, Mixed Liquor Suspended Solids (MLSS), and Mixed Liquor Volatile Suspended Solids (MLVSS). As well, monitoring of the alum dosages, wasting volumes and Return Activated Sludge Suspended Solids is completed. Data collected from these tests provide information to the operator to make the appropriate adjustments in the treatment process and take corrective actions before the plant reaches its effluent limits.

Section 6: Calibration and Maintenance

Annual maintenance on the generator was completed by Albert's Generator Services. Flowmetrix Technical Services Inc. performed the annual calibration on the flow meter in March. In house meters for pH and dissolved oxygen are calibrated by OCWA operators as per manufacturer's instructions.

Section 7: Effluent Quality

Effluent Objectives

The following table shows the monthly average effluent concentrations ranges and loadings to the effluent objectives outlined in the Environmental Compliance Approval.

Table 3. Monthly average effluent concentration and loadings compared to objectives.

Parameter	Average Monthly Effluent Objective (mg/L)	Average Monthly Effluent Result Ranges (mg/L)	Average Monthly Loading Objectives (kg/day)	Average Monthly Loading Result Ranges (kg/day)
BOD ₅	5(a)	<2 – 4.5	3.9	0.6 – 3.2
	10(b)	<2 – 9		
Suspended Solids	5(a)	<2 – 9	3.9	0.528 – 3.9
	10(b)	3 – 11		
Total Phosphorus	0.3(a)	0.12 - 0.257	0.28	0.01 -0.09
	0.8(b)	0.055 – 0.43		
Total (Ammonia + Ammonium) Nitrogen	2.0(a)	<0.1 – 0.25	1.57	0.02 – 0.57
	4.0(b)	<0.1 –1.6		
E. coli	150	<2 – <2		
Dissolved Oxygen	5 (minimum)	5.96 – 10.15		

Discussion of Effluent Objectives

The Rodney WWTP met all the monthly averaging loading objectives and monthly average concentration objectives in 2020 set out in the Environmental Compliance Approval with a few exceptions.

TSS was exceeded in March, April and November. High suspended solids were experienced in March and April due to a malfunction in the new SCADA controller causing the system to waste too much. In November it was due to RAS/WAS pump issues. The operator responded and took corrective action to slowly return the mixed liquor to normal levels.

The annual average flow for 2020 was $327.3\text{m}^3/\text{d}$, which is below the design flow of $590\text{m}^3/\text{d}$. The design average daily flow for the plant was exceeded 6 days in 2020. The hydraulic peak flow of $2,190\text{m}^3/\text{day}$ for the plant was not exceeded 2020.

Section 8: Biosolids

The lagoon is used for sludge digestion and storage as per the Environmental Compliance Approval. The waste activated sludge (WAS) process transfers to the lagoon. The sludge is allowed to settle at the bottom of the lagoon and the liquid is pumped back to the head of the plant for treatment. There is sludge build up at the discharge pipe from the plant to the lagoon, this is being considered for removal in 2021. In 2020, the amount of WAS transferred to the lagoon was approximately $1,460\text{m}^3$. It is anticipated that a similar amount will be transferred in 2021.

Section 9: Community Complaints

No community complaints were received in 2020.

Section 10: Bypasses, Spills, and Abnormal Discharges

There were no by-pass events for the Rodney WWTP during 2020.

The Rodney Wastewater Treatment Plant can direct raw sewage from the pump station to the lagoon when there is a power failure of long duration or if there is high flow to the plant.

Section 11: Alterations, Extensions or Replacement of the Works

The SCADA system was upgraded in 2019 with commissioning in 2020. In July, the sand filter media was replaced.

Recommended capital upgrades to the system for 2021 include: clarifier overhaul, alum tank replacement (including building work), lagoon decant upgrade, dissolved oxygen analyzer, lagoon dredging, facility Lighting, valve Replacement, collection system flushing/inspection and pump station clean out. A substantial funding application was submitted by OCWA on behalf of the municipality to help fund the above upgrades.

Section 12: Summary

Overall the Rodney Wastewater Treatment Plant provided effective treatment in 2020, with no non-compliances and very few objective exceedances. Capital improvements to the system will ensure continued success in the operation of the plant and to improve the effluent quality.

APPENDIX A

Analytical Data

						January 2020 Stream < 5°C		February 2020 Stream < 5°C		March 2020 Stream <5°C		April 2020 Stream >5oC		May 2020 Stream < 5oC		June 2020 Stream >5oC		July 2020 Stream >5oC		August 2020 Stream >5oC		September 2020 Stream >5oC		October 2020 Stream >5oC		November 2020 Stream >5oC		December 2020 Stream <5oC		Summary	Annual Loading
		Objective Concentration	Objective Loading	Limits	Loading Limits	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading		
Raw Flow (m3/d)	Avg	590		590 (ann)		387.19		308.54		357.02		338.2		280.87		211.06		307.88		312.56		375.55		354.96		335.29		355.75		327.31	
	Max			2190		619		391		727		439.1		347.7		267.1		618.3		613		555.2		517.9		396.6		467		727	
	Min					177		265.4		0		277.7		226.1		151.5		170.9		175.3		274.2		0		262.4		221.5		0	
	Sum					12002.88		8947.7		11067.6		10146		8706.9		6331.8		9544.3		9689.51		11266.5		11003.9		10058.7		11028.2		119793.99	
Effluent Flow (m3/d)	Avg					387.19		308.54		357.02		338.2		280.87		211.06		307.88		312.56		375.55		354.96		335.29		355.75		327.31	
	Max					619		391		727		439.1		347.7		267.1		618.3		613		555.2		517.9		396.6		467		727	
	Min					177		265.4		0		277.7		226.1		151.5		170.9		175.3		274.2		0		262.4		221.5		0	
	Sum					12002.88		8947.7		11067.6		10146		8706.9		6331.8		9544.3		9689.51		11266.5		11003.9		10058.7		11028.2		119793.99	
Raw BOD5 (mg/L)	Avg					203.5	78.79	118.5	36.6	100	35.7	124	41.9	61.5	17.3	132.5	28.0	158.667	48.9	163.5	51.1	52.5	19.7	84	29.8	119	39.9	84.667	30.1	117.231	38.4
	Max					289		187		117		158		71		177		191		203		63		103		151		103		289	
	Min					118		50		83		90		52		88		131		124		42		65		87		51		42	
Raw SS (mg/L)	Avg					137.5	53.24	100.5	31.0	105	37.5	124.5	42.1	32.5	9.1	109.5	23.1	168.667	51.9	209	65.3	59.5	22.3	64	22.7	148	49.6	168	59.8	122.692	40.2
	Max					158		144		156		127		43		166		182		257		72		89		219		253		257	
	Min					117		57		54		122		22		53		152		161		47		39		77		74		22	
Raw TKN (mg/L)	Avg					34.6	13.40	25.55	7.9	25.45	9.1	31.15	10.5	27.1	7.6	36.9	7.8	37.4	11.5	35	10.9	21.4	8.0	26.8	9.5	41.45	13.9	44.433	15.8	32.935	10.8
	Max					38.1		34.9		31.5		32.1		31.9		42.6		42.5		40.7		23.2		33.8		50.5		82.2		82.2	
	Min					31.1		16.2		19.4		30.2		22.3		31.2		28.8		29.3		19.6		19.8		32.4		21.3		16.2	
Raw TP (mg/L)	Avg					4.455	1.72	3.555	1.10	2.475	0.88	3.34	1.13	2.33	0.65	3.42	0.72	3.61	1.11	3.81	1.19	2.275	0.85	2.945	1.05	4.725	1.58	2.827	1.01	3.307	1.08
	Max					5.49		3.6		3.09		3.36		2.54		4.02		4.34		3.98		2.4		3.33		5.9		3.71		5.9	
	Min					3.42		3.51		1.86		3.32		2.12		2.82		2.78		3.64		2.15		2.56		3.55		1.95		1.86	
Effluent BOD5 (mg/L)	Avg	5 (10)	3.9	10 (15)	6.9	< 2	0.77	5.5	1.7	< 4.5	1.6	< 2	0.7	< 2	0.6	< 4.5	0.9	< 2	0.6	< 2	0.6	< 2	0.8	< 2	0.7	< 3	1.0	< 9	3.2	< 3.538	1.2
	Max					< 2		7		< 7		< 2		< 2		< 7		< 2		< 2		< 2		< 2		< 4		< 22		< 22	
	Min					< 2		4		< 2		< 2		< 2		< 2		< 2		< 2		< 2		< 2		< 2		< 2		< 2	
Effluent SS (mg/L)	Avg	5 (10)	3.9	10 (15)	6.9	3	1.16	10	3.09	11	3.92722	9	3.044	< 2	0.562	< 2.5	0.528	< 2.667	0.821	2	0.625	< 2.5	0.939	< 2.5	0.887	9	3.018	< 5.667	2.016	< 5.077	1.662
	Max					4		11		12		10		< 2		3		4		2		3		3		9		8		12	
	Min					2		9		10		8		< 2		< 2		< 2		2		< 2		< 2		9		< 2		< 2	
Effluent TAN (mg/L)	Avg	2 (4)	1.57	3.0 (5.0)	2.2	< 0.1	0.04	< 0.1	0.03	0.4	0.14	< 0.1	0.03	< 0.1	0.03	< 0.1	0.02	< 0.1	0.03	< 0.1	0.03	< 0.1	0.04	< 0.25	0.09	< 0.1	0.03	< 1.6	0.57	< 0.308	0.10
	Max					< 0.1		< 0.1		0.7		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.4		< 0.1		< 4.6		< 4.6	
	Min					< 0.1		< 0.1		0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1		< 0.1	
Effluent TKN (mg/L)	Avg					< 0.55	0.21	< 0.55	0.17	0.9	0.32	< 0.5	0.17	1.55	0.44	< 0.95	0.20	< 1.067	0.33	< 0.5	0.16	1.5	0.56	< 1.4	0.50	< 2.6	0.87	< 2.3	0.82	< 1.235	0.40
	Max					< 0.6		< 0.6		1.2		< 0.5		1.7		1.4		< 2.2		< 0.5		2.3		2		< 3.2		< 5.4		< 5.4	
	Min					< 0.5		< 0.5		0.6		< 0.5		1.4		0.5		< 0.5		< 0.5		0.7		0.8		< 2		< 0.5		< 0.5	
Effluent NO2 (mg/L)	Avg					< 0.03	0.01	< 0.03	0.01	0.585	0.21	< 0.03	0.01	0.04	0.01	0.04	0.01	0.113	0.03	0.105	0.03	0.05	0.02	0.72	0.26	< 0.03	0.01	0.593	0.21	< 0.209	0.07
	Max					< 0.03		< 0.03		1.14		< 0.03		0.04		0.04		0.14		0.13		0.06		1.4		< 0.03		0.97		< 1.4	
	Min					< 0.03		< 0.03		0.03		< 0.03		0.04		0.04		0.06		0.08		0.04		0.04		< 0.03		0.03		< 0.03	
Effluent NO3 (mg/L)	Avg					20.95	8.11	22.5	6.9	17.45	6.2	22.4	7.6	29.25	8.2	33.2	7.0	36.7	11.3	30.25	9.5	27.85	10.5	29.05	10.3	29.2	9.8	23.067	8.2	27.058	8.9
	Max					25.9		24.4		18.7		23.6		29.9		34.5		38.6		31.3		29		29.1		30.8		29.8		38.6	
	Min					16		20.6		16.2		21.2		28.6		31.9		33.8		29.2		26.7		29		27.6		16.5		16	
Effluent TP (mg/L)	Avg	0.3 (0.8)	0.28	0.5 (1.0)	0.4	0.125	0.05	0.17	0.05	0.12	0.04	0.12	0.04	0.055	0.02	0.065	0.01	0.12	0.04	0.075	0.02	< 0.055	0.02	0.085	0.03	0.255	0.09	0.257	0.09	< 0.13	0.04
	Max					0.14		0.18		0.18		0.13		0.06		0.07		0.17		0.08		< 0.08		0.11		0.36		0.57		0.57	
	Min					0.11		0.16		0.06		0.11		0.05		0.06		0.09		0.07		< 0.03		0.06							



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

5834 Rodney Wastewater Treatment Plant Operations Report First Quarter 2021

Ontario Clean Water Agency, Southwest Region
Sam Smith, Senior Operations Manger
Susan Budden, Business Development Manager
Issue Date: May 25, 2021

Facility Information:

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

Operational Description:

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

Service Information

Areas: Serviced:	Village of Rodney
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Design Capacity:

Total Design Capacity:	590 m ³ /day
Total Annual Flow (2017 Data):	127,060 m ³ /year
Average Day Flow (2017 Data):	348.1 m ³ /day
Maximum Day Flow (2017 Data):	588 m ³ /day

Treatment Process Features:

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

Contacts:

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

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

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

SECTION 2: INSPECTIONS

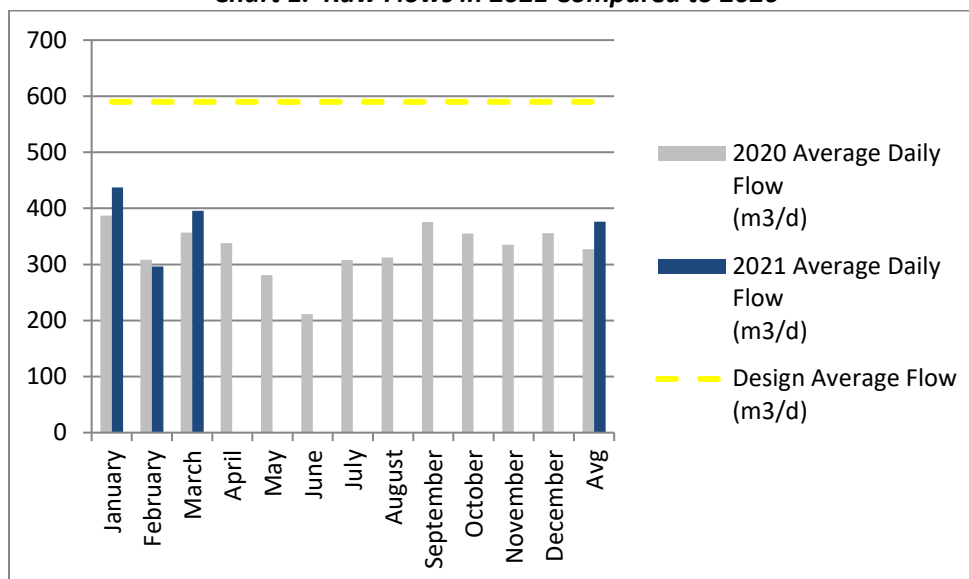
FIRST QUARTER:

There were no MECP or MOL inspections during this quarter.

SECTION 3: PERFORMANCE ASSESSMENT REPORT

The average daily flow for the wastewater treatment plant in 2021 is 376.33m³/d. The average daily flow in 2020 was 327.1 m³/d, therefore the flow for 2021 is up by 15% when compared to 2020. The plant is currently at 64% of its rated capacity of 590m³/d.

Chart 1. Raw Flows in 2021 Compared to 2020



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

Table 1. Raw water sample results for 2020.

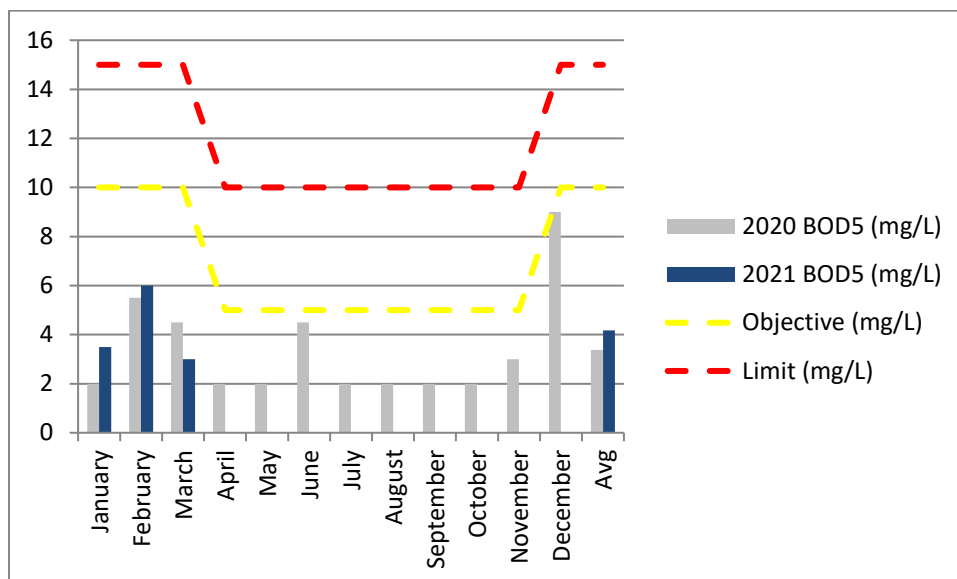
	BOD5 (mg/L)	TKN (mg/L)	TP(mg/L)	TSS (mg/L)
January Results	83.5	30.3	2.995	59.5
February Results	165	39.15	2.62	231.5
March Results	100	21	2.7	104
April Results				
May Results				
June Results				
July Results				
August Results				

	BOD5 (mg/L)	TKN (mg/L)	TP(mg/L)	TSS (mg/L)
September Results				
October Results				
November Results				
December Results				
Annual Average	116.167	30.15	2.772	131.667

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

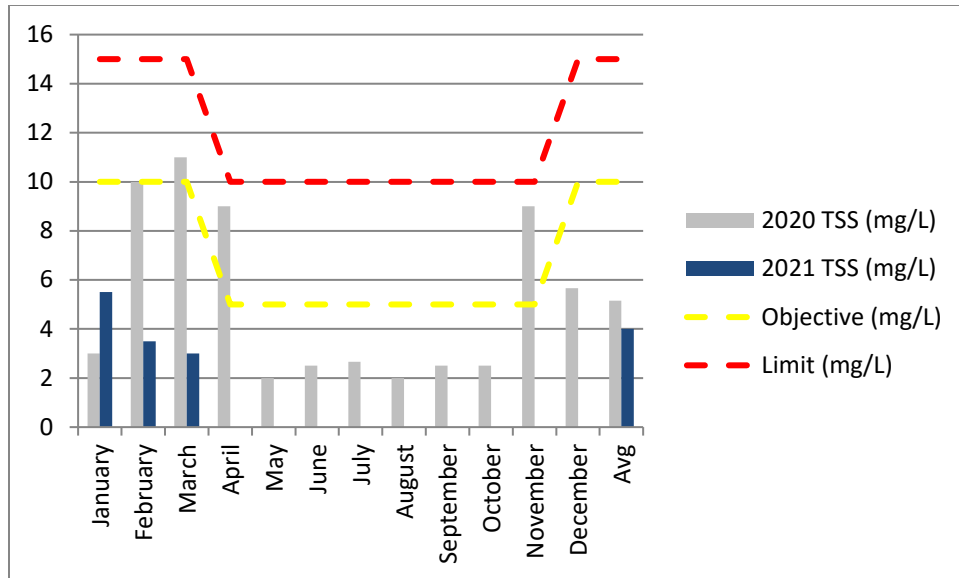
The average effluent BOD5 for 2021 is 4.2mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for BOD5 in 2020 was 3.4mg/L, therefore the results for 2021 so far are up by 23.5% when compared to 2020 (refer to Chart 2).

Chart 2. Average Monthly Effluent BOD5 results for 2021 compared to 2020.



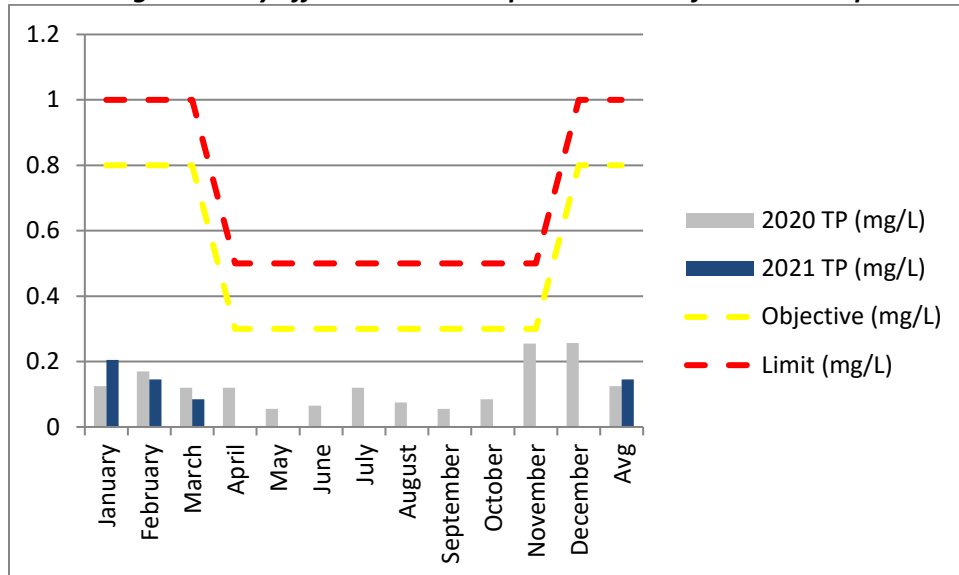
The average effluent TSS for 2021 is 4 mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TSS in 2020 was 5.2mg/L, therefore the results for 2021 are down by 22% when compared to 2020 (refer to Chart 3).

Chart 3. Average Monthly Effluent Total Suspended Solids Results for 2021 Compared to 2020



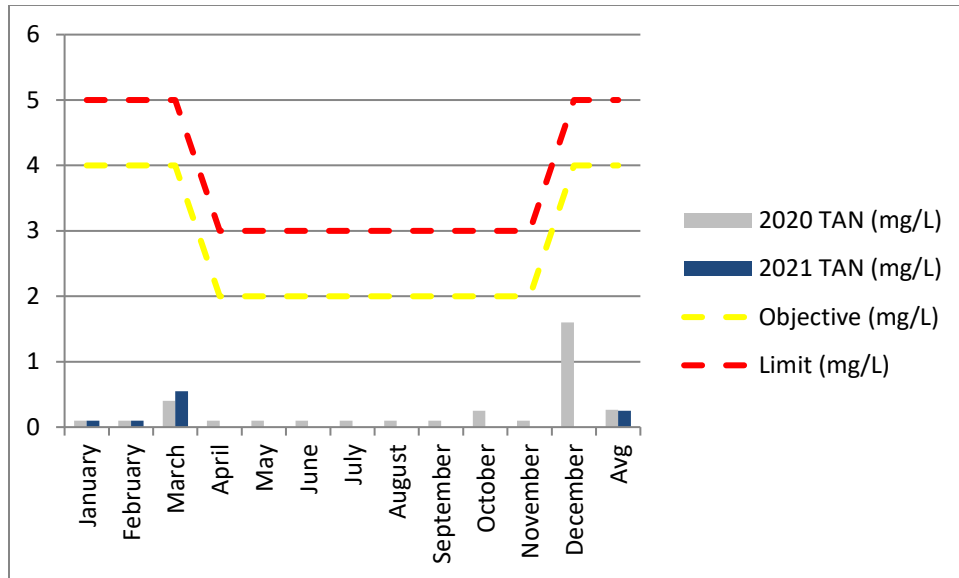
The average effluent TP for 2021 is 0.15mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TP in 2020 was 0.13mg/L, therefore the results for 2021 are up 16% when compared to 2020 (refer to Chart 4).

Chart 4. Average Monthly Effluent Total Phosphorus Results for 2021 Compared to 2020



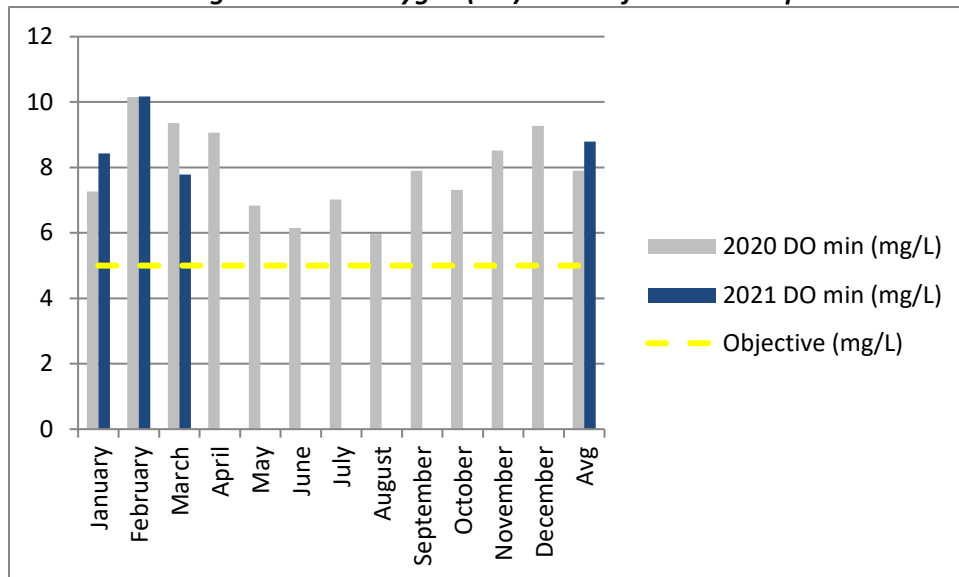
The average effluent TAN for 2021 is 0.25 mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TAN in 2020 was 0.26mg/L, therefore the results for 2021 so far are down by 4.8% when compared to 2020 (refer to Chart 5).

Chart 5. Average monthly Effluent Total Ammonia Nitrogen Results for 2021 Compared to 2020



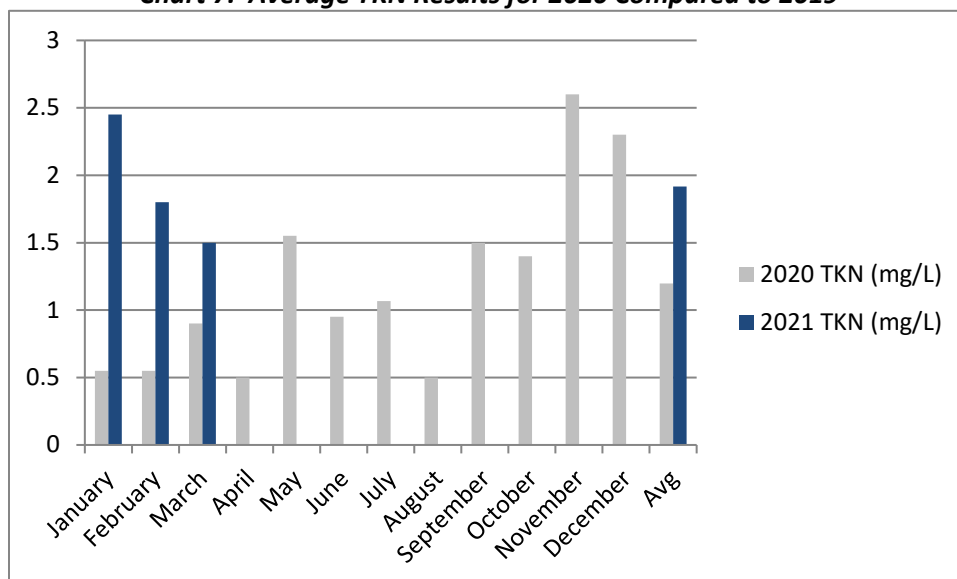
Dissolved oxygen (DO) of the effluent is tested on site at the plant; the ECA identifies a minimum level required as an objective. This objective is 5mg/L. The chart below (Chart 6) shows the minimum DO concentrations, there have been no objective exceedances.

Chart 6. Average Dissolved Oxygen (DO) Results for 2021 Compared to 2020



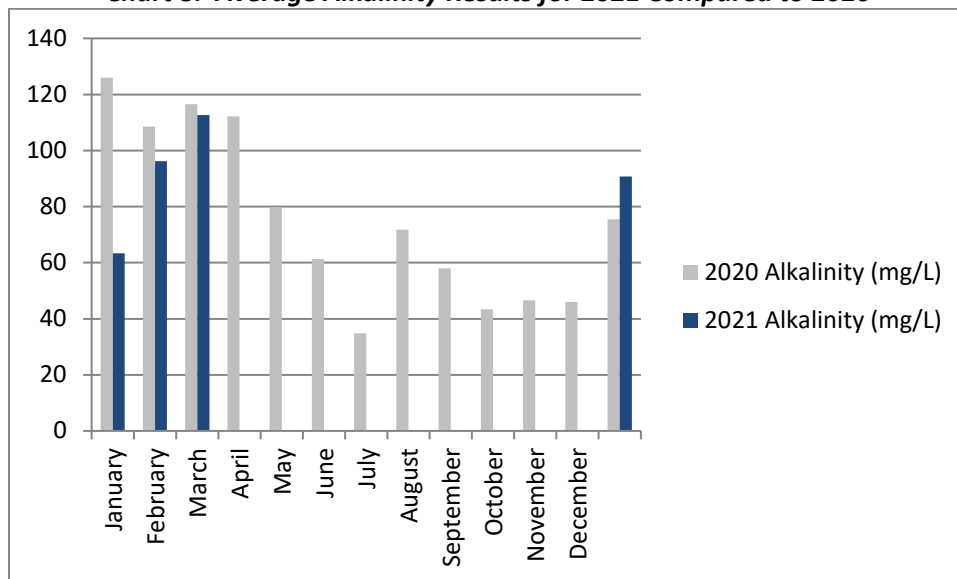
Total Kjeldahl Nitrogen (TKN) is sampled biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. The average effluent TKN for 2021 is 1.92 mg/L. The annual average result for TKN in 2020 was 1.20mg/L; therefore the results for 2021 so far are up by 60% when compared to 2020 (refer to Chart 7).

Chart 7. Average TKN Results for 2020 Compared to 2019



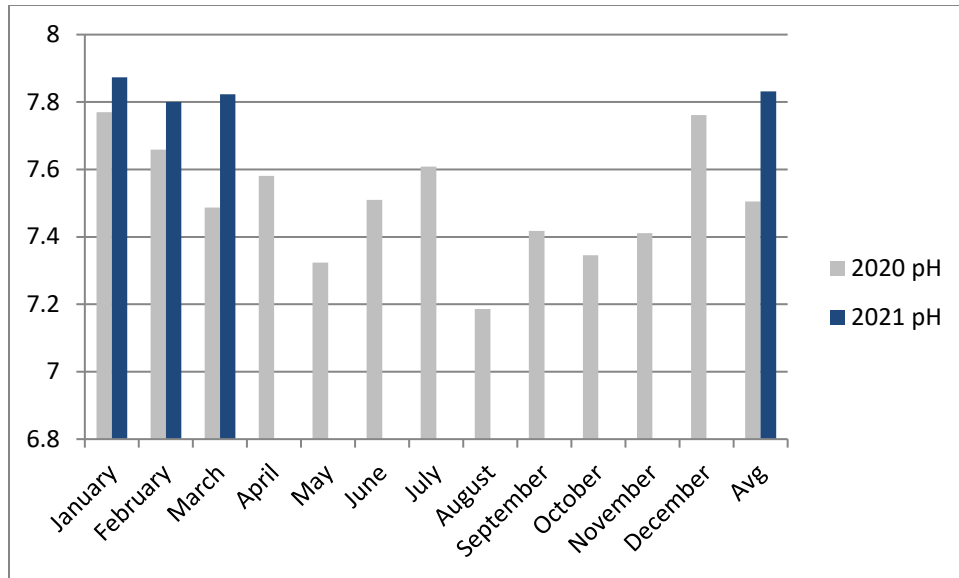
Alkalinity is sampled at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. It is recommended that at least 50mg/L is present in the effluent. The average effluent alkalinity for 2021 is 91mg/L. The annual average result for alkalinity in 2020 was 75mg/L, therefore the results for 2021 so far are up by 20% when compared to 2020 (refer to Chart 8).

Chart 8. Average Alkalinity Results for 2021 Compared to 2020



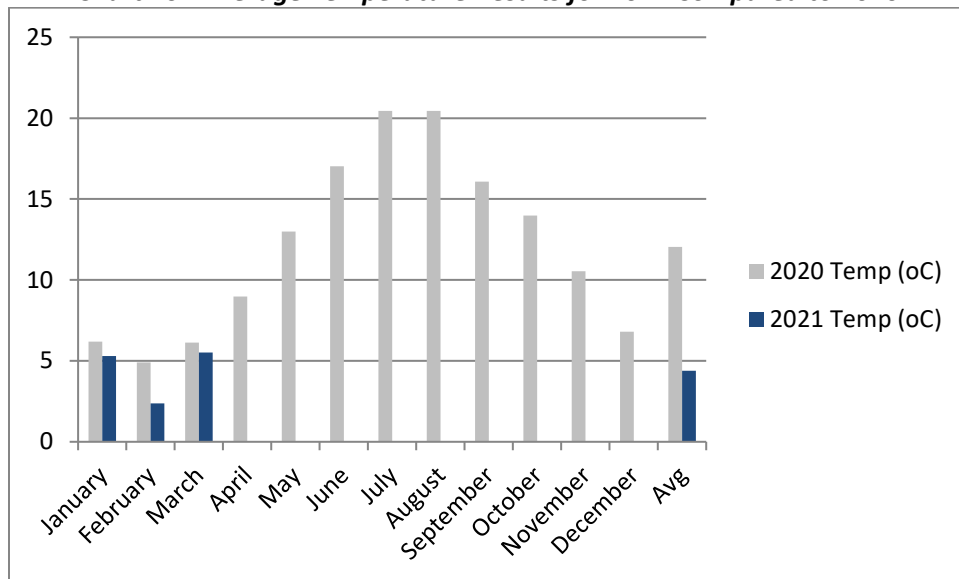
pH is sampled at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. It is recommended that the pH is in the range of 6.5-8.5. The average effluent pH for 2021 so far is 7.83. The annual average result for pH in 2020 was 7.50; therefore the results for 2021 is up by 4.4% when compared to 2020 (refer to Chart 10).

Chart 9. Average pH Results for 2020 Compared to 2019



Temperature is measured at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. The temperature of the effluent fluctuates based on outdoor temperatures. The average effluent temperature for 2021 is 4.4°C. The annual average temperature in 2020 was 12°C, therefore the results for 2021 are down 63% when compared to 2020 (refer to Chart 11).

Chart 10. Average Temperature Results for 2021 Compared to 2020



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

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

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

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

SECTION 5: INSPECTIONS:

There were no inspections completed this month.

SECTION 6: GENERAL MAINTENANCE:

January

01, 04-08, 11-15, 18-22, and 25-29: Daily rounds and readings include; clearing debris from bar screen, inspecting clarifier and process, alum dose check, manually wasting, cleaning sand filters and UV channel and, recording data from SCADA.

04,08,15,19,21,28: Rodney pump station inspection. Operated pump(s) in hade-mode to ensure proper operation.

04: Reprogrammed dialer to send to the SWM crew.

07: Flushed alum line with hot water.

08, 15, 21: Manhole inspections at Third Street and Stinson Street. Adequate flow through both at the time of the inspection.

11, 25: Obtained compliance samples to send to SGS lab.

12: Chemtrade onsite for alum delivery of 7000gal.

13: Sprayed clarifier down, cleaned weirs at the end of the aeration.

19: Transferred alum

19: Monthly generator run test at Rodney pump station.

26: Repair plugged / inoperable center filter reject piping for sand filter. Removed clogged section of piping and replaced with new pipe , 90 degree fitting and 2 ferco couplings. Installed repaired sand filter lance in SW sand filter. Nevro onsite today to deliver parts and air lance system.

29: Nevro onsite to install #1 RAS pump.

February

01-05, 08-12, 15-19, 22-26: Daily rounds and readings include; clearing debris from bar screen, inspecting clarifier and process, alum dose check, manually wasting, cleaning sand filters and UV channel and, recording data from SCADA.

02, 04, 09, 16, 23: Rodney pump station inspection. Operated pump(s) in hade-mode to ensure proper operation.

04: Monthly generator run test at Rodney pump station.

02, 25: Manhole inspections at Third Street and Stinson Street. Adequate flow through both at the time of the inspection.

08,22: Obtained compliance samples to send to SGS lab.

22: Nevro pumps onsite today to install back wash pump #1 in filter room. Pump was removed and rebuilt.

Mike from Nevro to pick up 2 air lances from sand filters tomorrow to take for repairs

23: Sprayed clarifier down, cleaned weirs at the end of the aeration.

March

01-05, 08-12, 15-19, 22-26, 29-31: Daily rounds and readings include; clearing debris from bar screen, inspecting clarifier and process, alum dose check, manually wasting, cleaning sand filters and UV channel and, recording data from SCADA.

02, 09, 16, 23, 30: Rodney pump station inspection. Operated pump(s) in hade-mode to ensure proper operation.

02,09,16,23,30: Manhole inspections at Third Street and Stinson Street. Adequate flow through both at the time of the inspection.

05: Nevtro on-site to quote repairs on the scum trough arm as well as pick up the sand filter lances for repair.

08, 22: Obtained compliance samples to send to SGS lab.

11: Monthly generator run test at Rodney pump station.

12: UV lights are back online and working properly for the season.

17: Nevtro on-site to install fixed clarifier scum arm. It is now back online

17, 24: Sprayed clarifier down, cleaned weirs at the end of the aeration.

26: Arrived onsite for high effluent flow alarm due to heavy rain over night. Monitored until it was out of high alarm and operating properly.

29: Flowmetrix onsite for annual inspection on the flowmeter

SECTION 7: ALARMS:

There were no alarms this quarter.

SECTION 8: COMPLAINTS & CONCERNS:

There were no complaints or concerns this quarter.



Staff Report

Report To: Council Meeting

From: Lee Gosnell, Manager of Operations & Community Services

Date: 2021-05-27

Subject: Electronic Sign Placement

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations and Community Services re: Electronic Sign Placement in Rodney and West Lorne; and

That West Elgin Council hereby directs staff to place electronic signs at the following locations

_____.

Purpose:

The purpose of this report is to inform Council of possible locations for electronic signs in the towns of Rodney and West Lorne.

Background:

During 2021 budget deliberations, Council expressed interest in having electronic information signs installed in the towns of Rodney and West Lorne. Staff were asked to identify possible locations for these signs, where they would be visible to the public and have access to necessary servicing. All locations below have the proper services required to install electronic signs, including internet and electricity, however an agreement would need to be negotiated with NFTC for these services at the two railway sites.

Rodney Locations

Rodney Recreation Centre- Queen Street
Former Railway Crossing- Furnival Road.

West Lorne Locations

Former Railway Crossing- Graham Road
West Elgin Arena- Graham Road.

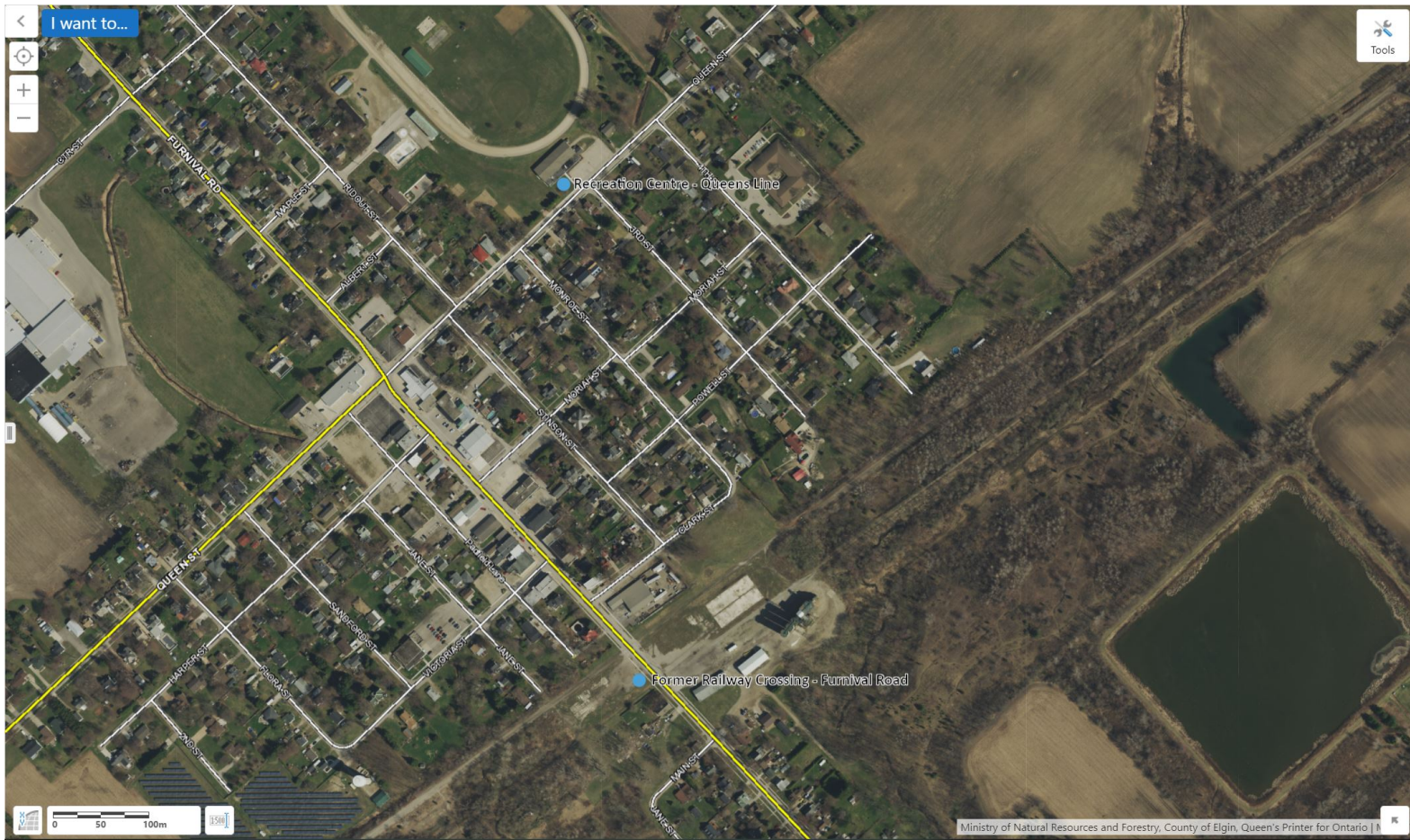
Three of the four locations will offer high amounts of vehicle traffic due to main connections to highway 401, while the Queen Street location may experience a lower volume of traffic as it is located off the main road. The two locations in front of Municipal buildings are able to reach more foot traffic when indoor programming is offered and could also be used to promote activities within the facilities. All four locations would see the signs installed on property which is owned by the municipality, which will eliminate the need for land use/lease agreements.

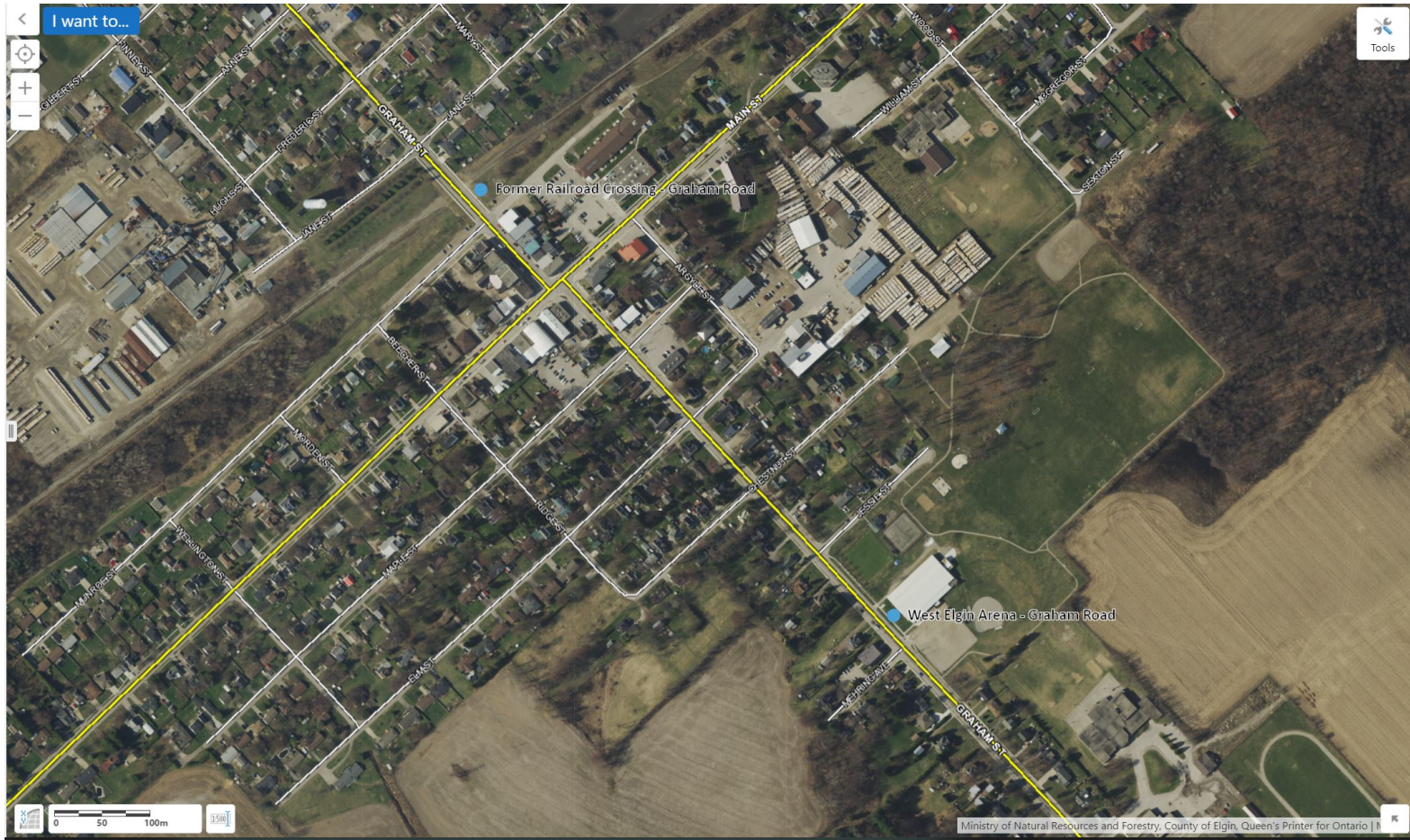
Report Approval Details

Document Title:	Electronic Sign Placement - 2021-18-Operations Community Services.docx
Attachments:	<ul style="list-style-type: none">- Rodney Electronic Signs.JPG- West Lorne Electronic Signs.JPG
Final Approval Date:	May 25, 2021

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

Jana Nethercott







Staff Report

Report To: Council Meeting

From: Lee Gosnell, Manager of Operations & Community Services

Date: 2021-05-27

Subject: West Elgin Community Pool Update

Recommendation:

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

That Council allow senior staff to adjust summer programming to meet operational needs and COVID restrictions, so long as net operating costs do not exceed the budgeted amount of \$61,903.20

Purpose:

The purpose of this report is to provide Council with an update on plans for the West Elgin Community Pool.

Background:

During 2021 budget deliberations, and under the uncertainty of COVID-19, Council committed to a pool budget of \$61,903.20. Staff calculated this amount would provide approx. four operating days per week, based on eight hours per day. Programming would be limited to public/family swims and aquafit classes.

Since that time, new opportunities have risen in the form of 2 full season rental agreements totaling eight hours per week. These would run Monday – Friday during the early afternoon and would generate revenue of approx. \$3700.00. Additionally, ongoing talks with The Lifesaving Society have identified the possibility of offering swimming lessons this summer, provided provincial restrictions allow outdoor swimming facilities to be open. This would be done on a semi-private basis and be offered to the younger age categories to start.

As Council can appreciate, this is a very fluid situation which changes daily. Staff have worked hard to draft multiple schedules which may be used depending on operating restrictions during the pool season. As per the government's latest announcement, outdoor pools will be allowed to open in mid-June. In the event this takes place, staff would like to begin preparing now for a July 1 start date, keeping in mind that things may need to be adjusted if re-opening plans change over the next few weeks. Unfortunately, if we wait until mid-June, it will not allow enough time for scheduling the initial swimming lesson sessions.

The attached pool schedule is considered to be the best option given the time and resources available. Staff feel this can be accomplished without an increase to the overall operating budget and are seeking Council's support to offer the most programming possible for the funds available.

As mentioned previously, there are many factors which will need to be continually adjusted for, including the capital cost of liner repairs, swimming lesson registration numbers and additional revenue sources being explored including sponsored swims, rentals etc.

Financial Implications:

Staff have reviewed costs for the various options and understand what benchmarks need to be achieved in order to make this programming possible. With close financial oversight, creative thinking from our recreation staff and flexibility from our guards, we feel this is an achievable goal based on the original budget amount.

Report Approval Details

Document Title:	West Elgin Community Pool Update - 2021-19-Operations Community Services.docx
Attachments:	- Draft Pool Schedule.pdf
Final Approval Date:	May 25, 2021

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

Jana Nethercott

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Open/ Clean	Open/ Clean	Open/ Clean	Open/ Clean	Open/ Clean
8:15	AquaFit	AquaFit	AquaFit	AquaFit	AquaFit
8:30	AquaFit	AquaFit	AquaFit	AquaFit	AquaFit
8:45	AquaFit	AquaFit	AquaFit	AquaFit	AquaFit
9:00	AquaFit	AquaFit	AquaFit	AquaFit	AquaFit
9:15	Clean				
9:30	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
9:45	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
10:00	Clean	Clean	Clean	Clean	Clean
10:15	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:30	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
10:45	Clean	Clean	Clean	Clean	Clean
11:00	Lesson3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:15	Lesson3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
11:30	Clean	Clean	Clean	Clean	Clean
11:45	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:00	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
12:15	Clean	Clean	Clean	Clean	Clean
12:30	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
12:45	Lesson 5	Lesson 5	Lesson 5	Lesson 5	Lesson 5
13:00	Clean/ Break	Clean/ Break	Clean/ Break	Clean/ Break	Clean/ Break
13:15	Clean/ Break	Clean/ Break	Clean/ Break	Clean/ Break	Clean/ Break
13:30	Rental	Rental	Rental	Rental	Rental
13:45	Rental	Rental	Rental	Rental	Rental
14:00	Rental	Rental	Rental	Rental	Rental
14:15	Rental	Rental	Rental	Rental	Rental
14:30	Clean	Rental	Rental	Clean	Rental
14:45	Parents & Tots	Rental	Rental	Parents & Tots	Rental
15:00	Parents & Tots	Rental	Rental	Parents & Tots	Rental
3:15	Parents & Tots	Rental	Rental	Parents & Tots	Rental
3:30	Clean	Clean	Clean	Clean	Clean
3:45	Open swim	Open swim	Open swim	Open swim	Open swim
4:00	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim
4:15	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim
4:30	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim
4:45	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim
5:00	Open Swim	Open Swim	Open Swim	Open Swim	Open Swim
5:15	Clean/ Break	Clean/ Break	Clean/ Break	Clean/ Break	Clean/ Break
5:30	Clean/ Break	Clean/ Break	Clean/ Break	Clean/ Break	Clean/ Break
5:45	Family Swim	Family Swim	Family Swim	Family Swim	Family Swim
6:00	Family Swim	Family Swim	Family Swim	Family Swim	Family Swim
6:15	Family Swim	Family Swim	Family Swim	Family Swim	Family Swim
6:30	Family Swim	Family Swim	Family Swim	Family Swim	Family Swim
6:45	Family Swim	Family Swim	Family Swim	Family Swim	Family Swim

7:00	Family Swim	Family Swim	Family Swim	Family Swim	Family Swim
7:15	Clean	Clean	Clean	Clean	Clean
7:30	AquaFit	AquaFit	AquaFit	AquaFit	AquaFit
7:45	AquaFit	AquaFit	AquaFit	AquaFit	AquaFit
8:00	Aquafit	Aquafit	Aquafit	Aquafit	Aquafit
8:15	Aquafit	Aquafit	Aquafit	Aquafit	Aquafit
8:30	Clean/ Closed	Clean/ Closed	Clean/ Closed	Clean/ Closed	Clean/ Closed



Staff Report

Report To: Council Meeting
From: Bryan Pearce, Planner
Date: 2021-05-27
Subject: Site Plan Control Area By-law – Recommendation Report (Planning Report 2021-18)

Recommendation:

That West Elgin Council hereby receives the report from Bryan Pearce, Planner, regarding Site Plan Control Area By-law – Recommendation Report (Planning Report 2021-18);

And that West Elgin Council approve a By-law for establishing a Site Plan Control Area for the Municipality of West Elgin, in accordance with the draft by-law with the revisions included, as contained within Appendix One of this Report, 2021-18.

Purpose:

To present Council with a Site Plan Control Area By-law for enactment, following up from the Preliminary Report that went before West Elgin Council on April 8, 2021.

Background:

As a result of April 8, 2021 Council Resolution 2021-109, Administration posted the draft by-law and report for comments on the website to engage with interested stakeholders, as shown below: <https://www.westelgin.net/en/news/site-plan-area-control-by-law-comments.aspx>

No formal comments were received from stakeholders (Council, public and developers, etc) on the draft by-law.

With the proposed Site Plan Control Area By-law will align planning and building reviews to aid in streamlining development through the Municipal approvals and Approval Authorities Having Jurisdiction (ie. MTO, MCEP, MNRF, County and LTVCA), as required. Site Plan Approval would be required prior to issuance of a building permit, in order to commence construction, as part as all applicable law requirements pursuant to the *Building Code Act*.

Site plan control is a way for municipalities to guide development on a site-specific basis, to ensure that:

- Developments are built and maintained in a proper manner;
- New developments meet certain standards of quality and appearance;
- Proper servicing and infrastructure is provided;
- There is safe and easy access for pedestrians and vehicles;
- The appearance and design features of buildings, and their sustainable design, are satisfactory;
- There is adequate landscaping, parking and drainage; and

- Nearby properties are protected from incompatible development through noise abatement, screening and landscape design.

Typically, site plan control involves the review of:

- Drawings that illustrate the physical arrangements of structures on the site and the location of access points, parking areas, pedestrian linkages, landscaping, lighting, fencing and signage; and
- Drawings for the development's municipal servicing (water, storm water drainage and sanitary) design.

Developments not requiring Site Plan Approval would be focused predominately on low density residential and agricultural uses, as further detailed in Section 4.1 of the Draft By-law, in accordance with the West Elgin Official Plan policies.

Contrarily, developments requiring Site Plan Approval would include, but not limited to, industrial, commercial, institutional, agri-commercial, agri-industrial, medium and high-density residential development (being uses not listed under Section 4.1 of the By-law), for new, expansion, conversions and redevelopment.

Some examples of Developments that would undergo a Site Plan Review process, include but not limited to:

- Conversion of an institutional building into a residential building;
- New gas station;
- Expansion of an existing school;
- Multi-unit apartment building;
- Townhouse; and
- Warehouse Facility.

Administration has proposed minor edits to the draft by-law from the draft presented to Council on April 8, 2021. The revisions are shown through the red-lined version as appended to this report.

Financial Implications:

Site Plan Review is an applicant-based process and Administration's time is considered through the collection of fees in accordance with the Municipality's Fees & Charges By-law, as amended time to time.

Policies/Legislation:

Planning Act
County of Elgin Official Plan
Municipality of West Elgin Official Plan

Summary:

Planning Staff advises that the by-law is in compliance with the Planning Act and conforms to the policies of the County of Elgin Official Plan and Municipality of West Elgin Official Plan.

Planning Staff recommends that Council approve the draft by-law with the revisions included, as appended to this report.

Respectfully Submitted,

Bryan Pearce, HBA, CPT, MCIP, RPP
Planner
Municipality of West Elgin

Report Approval Details

Document Title:	Site Plan Control Area By-law - Recommendation Report - 2021-18-Planning.docx
Attachments:	- Appendix One - Planning Report 2021-18 - Site Plan Control Area By-law - Final Draft for Council.pdf
Final Approval Date:	May 25, 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 designate the Municipality of West Elgin as a Site Plan Control Area pursuant to Section 41 of the Planning Act R.S.O. 1990, as amended.

WHEREAS Section 41 of the *Planning Act* R.S.O. 1990, as amended, provides that where an area is described in the Municipality's Official Plan as a Site Plan Control Area, Council may, by By-law, designate such area as a Site Plan Control Area;

AND WHEREAS the Official Plan for the Municipality of West Elgin identifies lands in the entire Municipality as a Site Plan Control Area;

AND WHEREAS Section 41 (13) of the *Planning Act* R.S.O. 1990, as amended authorizes Council to (a) define any class or classes of Development that may be undertaken without the approval of plans and drawings otherwise required under subsection 41(4) or 41(5); and (b) delegate to either a committee of the Council or to an appointed officer of the Municipality any of the Council's powers or authority under Section 41, except the authority to define any class or classes of Development as mentioned in clause 41 (13);

AND WHEREAS Council deems it advisable to exempt certain classes of Development from Site Plan control, and further to delegate certain powers and authority to an appointed officer of the Municipality.

NOW THEREFORE the Council of the Municipality of West Elgin enacts as follows:

Site Plan Control Area By-law

1. DEFINITIONS

In this By-law:

"Act" means the *Planning Act*, R.S.O. 1990 as amended from time to time;

"Applicant" means the Owner of the property that is the subject of Site Plan approval or the person who is authorized in writing by the Owner to make an application for Site Plan

approval. Authorization is provided through declaration on the application form, which has been provided by the Municipality;

“Chief Building Official” means the Chief Building Official of the Municipality appointed pursuant to the *Building Code Act*;

“Council” means the Council of the Municipality;

“County” means the Corporation of the County of Elgin;

“Development” means development as defined within Subsection 41(1) of the Act, as amended time to time;

“Development Application Review Team” means a working group made up of Municipal staff or consultants that provides review and comment about an application for approval under this by-law;

“Municipality” means the Corporation of the Municipality of West Elgin;

“Owner” means a person(s), corporation(s) or partnership who is the registered Owner of the relevant property, as recorded in the local registry office;

“Planner” means the Planner of the Municipality, that is registered in accordance with the *Ontario Professional Planners Institute Act* and any successors thereto;

“Province” means the Government of the Province of Ontario;

“Site Plan” means those plans and/or drawings as contemplated by subsection 41(4) of the Act; and

“Zoning By-law” means By-law No. 2015-36 of the Municipality and any successors thereto.

2. INTERPRETATION

- 2.1. The requirements of this By-law are in addition to requirements contained in any other applicable by-laws of the Municipality or applicable provincial or federal statutes or regulations.
- 2.2. This By-law shall not be construed so as to reduce or mitigate any restrictions or regulations lawfully imposed by the Municipality or by any governmental authority having jurisdiction to make such restrictions or regulations.
- 2.3. Nothing in this By-law or in any Site Plan Agreement entered into hereunder shall be construed as relieving any Owner of lands within the Site Plan Control Area from the obligation of complying fully with the provisions of the Zoning By-law, nor shall the Zoning By-law be construed so as to reduce or mitigate any restrictions or regulations lawfully imposed hereby.

- 2.4. Terms used in this By-law, that are defined within the Zoning By-law are deemed to have the same meaning for consistency purposes, unless otherwise defined within this By-law.

3. SCOPE OF BY-LAW

- 3.1. The provisions of this By-law shall apply to all lands within the Municipality which are hereby designated as constituting a Site Plan Control Area pursuant to Section 41 of the Act.

4. EXEMPTIONS

- 4.1. The following classes of Development are hereby exempted from Site Plan control and may be undertaken without the approval of plans and drawings otherwise required under Section 5 hereof:
- (a) Single Unit Dwellings;
 - (b) Duplex Dwellings;
 - (c) Semi-detached Dwellings;
 - (d) Group home
 - (e) Seasonal Dwelling;
 - (f) Converted Dwelling;
 - (g) Garden Suite;
 - (h) Cabins;
 - (i) Accessory buildings;
 - (j) Buildings and structures for Agricultural Use and/or Restricted Agricultural Use and accessory buildings, structures and uses to these Agricultural Uses, excepting that this exemption shall not apply to cannabis cultivation, greenhouses, nurseries as defined on the Zoning By-law, or mushroom production facilities. For the purposes of clarity:
 - i. An accessory use may include a home occupation, provided that such use is clearly secondary and subordinate to the Agricultural Use;
 - ii. Agriculture-Related Uses are not exempt from Site Plan control or the provisions of this by-law whether or not they are located on a farm or on a separately held parcel.
 - iii. Agri-tourism uses are not exempt from Site Plan Control or the provisions of this by-law.
 - (k) Hunting Preserve;
 - (l) Site alteration where the conversion of vegetated or bare soil area to hard cover (gravel, paving, buildings) results in an increase of less than twenty percent (20%), calculated as the cumulative increase on the site since the effective date of this By-law;
 - (m) Additions to buildings or structures that do not exceed twenty percent (20%) of the existing gross floor area as defined in the Zoning By-law of said building up to a maximum of 250 square metres gross floor area, calculated as the cumulative area of all additions to said building since the effective day of this By-law;
 - (n) Underground storage tanks and septic systems;

- (o) Tents, marquees, trailers, mobile food outlets, and similar temporary structures to be erected for a period not exceeding 180 days, consisting of consecutive days and/or cumulative days in a calendar year;
- (p) Buildings or structures, and additions or alterations to buildings and structures, that are used for the purpose of enclosing staircases, passageways, entrances, porches, verandahs and similar structures; and mechanical equipment that is incidental or accessory to the main use;
- (q) Buildings and structures used for flood control, and preservation or Conservation of natural resources that are the result of an order, an approval or specific advisement of a Conservation Authority; or
- (r) Any addition required in order to comply with the *Fire Protection and Prevention Act, 1997*, as amended.

5. REQUIREMENTS FOR SITE PLAN APPROVAL

5.1. No person shall undertake any Development, and no building permit shall be issued for any Development, within the Municipality's Site Plan Control Area unless Council or its delegate under Section 6.2 of this by-law has first approved, in writing, one or both of the following:

- (a) Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction therewith and of all facilities and works required under Section 41(7)(a) of the Act, as amended from time to time, which at the time of passing this by-law are:
 - i. Widening of highways that abut on the land;
 - ii. Subject to the *Public Transportation and Highway Improvement Act*, facilities to provide access to and from the land such as access ramps and curbs and traffic direction signs;
 - iii. Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways;
 - iv. Walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access;
 - v. Facilities designed to have regard for accessibility for persons with disabilities;
 - vi. Facilities for the lighting, including floodlighting, of the land or of any buildings or structures thereon;
 - vii. Walls, fences hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands;
 - viii. Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other wastes material;
 - ix. Easements conveyed to the Municipality for the construction, maintenance or improvement of watercourse, ditches, land drainage works, sanitary sewage facilities and other public utilities of the Municipality or local board thereof on the land;

- x. Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon;
 - xi. Fire hydrants on the subject property and/or the closest fire hydrant(s) to the subject property.
- (b) The County has been advised of the proposed development and afforded a reasonable opportunity to require the Owner to provide to the satisfaction of and at no expense to the County any or all of the following:
- i. Widenings of highways and that abut the land;
 - ii. Subject to the *Public Transportation and Highway Improvement Act*, facilities to provide access to and from the land such as access ramps and curbing and traffic direction signs;
 - iii. Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways;
 - iv. Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land;
 - v. Facilities designed to have regard for accessibility for persons with disabilities.
- (c) Drawings showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing fewer than 25 units, which drawings are sufficient to display:
- i. the massing and conceptual design of the proposed building;
 - ii. the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;
 - iii. the provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings,
 - iv. matters related to exterior design, including without limitation, the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design;
 - v. matters relating to exterior access to each building that will contain affordable housing units or to any part of such building, but only to the extent that it is a matter of exterior design;
 - vi. the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation, trees shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and
 - vii. facilities designed to have regard for accessibility for persons with disabilities.

5.2. Plans and Drawing Requirements

Plans and Drawings submitted in accordance with this By-law or under any Site Plan Agreement are subject to the following:

5.2.1. Plans and Drawings may exclude the layout and design of interior areas, other than the interior walkways, stairs, elevators and escalators referred to in clause 5.1 (c) iii.

5.2.2. Plans and Drawings may exclude the manner of construction and standards for construction.

5.2.3. All Drawings and Plans shall be submitted in a manner and a scale to show with clarity and accuracy all buildings, structures, facilities and works described in Section 5.1(a).

5.3. The Municipality may require an Owner or Applicant to produce studies, plans and calculations that validate the location, dimensions and nature of the buildings, structures, facilities and works proposed in Site Plans or drawings, requiring the following:

- (a) Such studies plans and calculations shall be completed by a qualified professional; and
- (b) The cost of any required studies, plans and calculations will be the responsibility of the Owner.

6. SITE PLAN PROCEDURES REVIEW AND APPROVAL

6.1. Site Plan Application Review

6.1.1. Pre-~~Application~~ Consultation

Pursuant to subsection 41(3.1) of the Act, Applicants are required to consult with the Municipality prior to submitting plans and drawings for approval and further in accordance with the Municipality's Pre-Application Consultation By-law, as amended time to time.

6.1.2. Development Application Review Team

All Plans submitted in accordance with this By-law or under any Site Plan Agreement required shall be reviewed by the Development Application Review Team and comments resulting from said review shall be provided in writing to the Planner, the Owner and/or the Applicant.

6.1.3. Review of Site Plan

- (a) Site Plan review shall be coordinated by the Municipality's Planner.

- (b) A determination of forms and documents that may constitute a complete application will be at the discretion of the Planner.
- (c) Consultation is required with the adjacent landowners, in order to review and provide comment, unless in the opinion of the Planner, where Development is minor and without significant adverse impact on adjacent landowners.

6.1.4. Site Plan Design Guidelines

Site Plan Design Guidelines adopted by Council of the Municipality, shall apply to all Development subject to this By-law.

6.2. Site Plan Approval

6.2.1. Delegation of Site Plan Approval

For the purposes of this By-law, 'delegation' includes: Approval of Site Plans; the imposing of conditions; and the Approval and Execution of Site Plan Control Agreements and amendments thereto. The powers and authority given to Council under Section 41 of the Act, are hereby delegated to the Planner.

6.2.2. General Provisions of Delegation

The exercise of the powers, authority or appointment delegated in this By-law are subject to the following:

- (a) The Planner shall provide a decision, in writing, to the Owner and/or Applicant, in respect of the application that is either:
 - i. Approval;
 - ii. Approval with Conditions; or
 - iii. Refusal.
- (b) The Planner shall approve the plans and drawings referred to in Section 41(4) of the Act except where, in the opinion of the appointed delegate the proposed buildings, structures, facilities and works shown on the plans and drawings are not consistent with the Provincial Policy Statement, does not conform to the Official Plan of the County and Municipality, and other policy and By-laws approved by Council, including but not limited to, the Zoning By-law.
- (c) The Planner may request that Council consider any given Site Plan Application for Approval.

6.2.3. Conditions of Site Plan Approval

As a condition to the approval of any plans and/or drawings referred to in Section 5, the Planner may require that the Owner of the lands:

- (a) provide at no cost to the Municipality, any or all of the facilities and works required under Section 41(7)(a) of the Act and listed in Section 5.1(a) of this By-law;
- (b) Maintain to the satisfaction of the Municipality and at the sole risk and expense of the other any or all of the facilities or works mentioned in Section 5.1(a) including the removal of snow from access ramps and driveways, parking and loading areas and walkways;
- (c) Enter into one or more Agreements with the Municipality dealing with and ensuring the provision of any or all of the facilities, works or matters mentioned in Section 5.1 of the by-law or with the provision and approval of the plans and drawings referred to in Section 6 of this by-law
- (d) Enter into one or more Agreements with the Municipality ensuring that Development proceeds in accordance with the approved plans and drawings.
- (e) Convey part of the land to the Municipality to the satisfaction of and at no expense to the Municipality for a public transit right of way.
- (f) Enter into one or more Agreements with the County dealing with and ensuring the provision of any or all of the facilities, works or matters mentioned in Section 5.1 of the by-law or with the provision and approval of the plans and drawings referred to in Section 6 of this by-law.
- (g) Convey part of the land to the County to the satisfaction of and at no expense to the Municipality for a public transit right of way.

6.2.4. Appeals

Pursuant to Subsection (12) of the Act an appeal related to a decision, timing of a decision, or terms and requirements of any approval or agreement may be filed in accordance with the Act.

6.3. Fees

- 6.3.1. A fee for the review and approval of a Site Plan application is established by the Municipality through the Fees and Charges By-law, and any successors thereto.
- 6.3.2. Additional fees may be collected by the Municipality as reimbursement for the Municipality's costs for additional professional assistance, legal or otherwise incurred during the review of the Site Plan Application. Owners and/or Applicants will provide acknowledgment of this reimbursement through declaration on the application form, which has been provided by the Municipality.
- 6.3.3. Fees referred to in this section are non-refundable.

7. ADMINISTRATION OF APPROVED SITE PLANS

7.1. Site Plan Agreements

7.1.1. Site Plan Agreements entered into as a condition of Site Plan Approval between the Owner and the Municipality, shall be in a registerable form and at the option of the Municipality may be registered against the land to which it applies, all at the expense of the Owner.

7.1.2. The Municipality may enforce the provisions of a Site Plan Agreement against the Owner of the lands in respect of which such Site Plan Agreement was entered into by the Municipality and, subject to the provision of the *Registry Act* and the *Land Titles Act*, and any and all subsequent Owners of the said lands.

7.2. Site Plan Amendments

7.2.1. Notwithstanding any other provisions to the contrary, the Planner, in consultation of the Chief Building Official, shall be authorized to approve changes to the Approved Plans attached to a Site Plan Agreement, where requested by the Owner of the lands in respect of which the said Site Plan Agreement has been entered into by the Municipality. Such changes shall only be approved where they are considered by the Planner to be minor, which is determined in accordance with all of the following:

- (a) The amendment does not significantly alter:
 - i. The location, size or height of any buildings and structures;
 - ii. The design and appearance of the Development; and
 - iii. The location or function of any works required under Subsection (7)(a) of Section 41 of the Act.
- (b) There is no amendment to the Site Plan Agreement;
- (c) There is no amendment to any conditions of the Site Plan Approval; and
- (d) There is no change in the level of municipal servicing required by the Development.

7.3. Securities

7.3.1. Where a Site Plan Agreement has been entered into, the Municipality may require that the Owner provide financial security to ensure the satisfactory completion of certain works required by the Agreement and approved plans listed therein. Securities shall be calculated and collected as follows:

- (a) The amount of securities shall be determined by the Municipality and be based on estimates of the works to be completed.

- (b) Prior to the issuance of a building permit securities will be collected that are equal to 100 percent of the estimated costs of structures, facilities and works to be completed on land owned by the Municipality, County and/or Province.
- (c) Prior to the issuance of an occupancy permit securities will be collected that are equal to 100 percent of the estimated costs of any unfinished works the Municipality deems necessary that are within the site and have been identified in approved plans, approved drawings and the Agreement.

7.3.2. Securities will be presented to the Municipality as an irrevocable letter of credit, cash or certified cheque to the satisfaction of the Municipality.

7.4. Release

7.4.1. The value of the any remaining security deemed necessary by the Municipality shall be repaid to the Owner when, in the opinion of the Municipality all the terms and conditions of the Site Plan Agreement have been fulfilled.

7.4.2. It shall be the responsibility of the Planner to have discretion on the completeness of terms and conditions of the Agreement.

7.5. Rights of Entry

Unless prohibited by law, the Owner signing each Site Plan Agreement shall be required to agree to a provision whereby the Planner, Chief Building Official, or other person to whom the Planner delegates the responsibility, may enter on land subject to the Agreement to inspect same for compliance with the Agreement. Nothing in this provision authorizes the entry into any building. The right of entry described in this section is in addition to any statutory rights of entry the Municipality may otherwise specifically have.

7.6. Compliance and Enforcement

7.6.1. Concordance with Procedures

The provision of required facilities, works or matters shall be in accordance with the approved Site Plan and Site Plan Agreement.

7.6.2. Conformity to Plans

All buildings, structures, facilities and works shown on any Site Plans or drawings approved by the Municipality and attached to and forming part of a Site Plan Agreement shall be provided, erected, constructed, used and maintained in good repair in accordance with such plans at the sole risk and expense of the Owner of the lands.

7.6.3. Failure to Comply

In the event that an Owner of lands in respect of which a Site Plan Agreement was entered into, fails to comply with any of the provisions of such Site Plan Agreement, then the Planner may take any or all of the following steps:

- (a) Completion, to its satisfaction, any work required by the said Site Plan Agreement;
- (b) Apply all or any portion of the money deposited by the Owner with the Municipality in accordance with Subsection 7.3 hereof towards the payment of costs and expenses for the completion of any works required by the Site Plan Agreement on land owned by the Municipality, County and/or Province; and/or
- (c) Collect reimbursement from the Owner, in a like manner as municipal taxes, any expenses paid by the Municipality to complete works, left uncompleted by the Owner, where said works are referred to in the Site Plans, drawings or agreement and located on the Owner's lands and necessary for the function of the related works on the Municipality's lands.

7.7. Abandoned Files

Site Plans, drawings and agreements with no action for a period of 12 months will be considered to be abandoned and subsequently closed by the Municipality, upon which written notice will be given to the Owner by the Municipality. Upon entering abandoned and closed status, a new application with applicable fees is required for future consideration of the Development.

7.8. Violations and Penalties

Every person who contravenes Section 41 of the Act, or its successors thereto is guilty of an offence, and upon conviction is liable to the fines set out in Section 67(1) and (2) of the Act.

7.9 Lapsing of Approval

7.9.1. Lapsing Provisions

Site plan approval lapses,

- (a) Where a building permit is required for development:
 - i. At the expiration of one year from the date of approval if, within the one-year period, no building permit is issued for the development;
 - ii. A building permit is issued for the development, but the Owner has not started construction within one year of date of approval.
 - iii. Upon the revocation of a building permit issued for the development, in accordance with the Municipality's Building By-law and Section 8(10) of the Building Code Act, 1992, as amended time to time.
- (b) Where no building permit is required but the Owner:

- I. Has not started development within one year of date of site plan approval; or
 - II. Has not completed the construction of the development within two years of the date of approval.
- (c) Where the Municipality has granted approval to the plan and drawings and an Agreement is necessary to implement the development, but no Agreement has been executed within one year of the said approval.

7.9.2. Notice of Lapsed Approval

Written Notice of lapse of approval shall be given by the Municipality to the Owner, that the approval has been revoked within 30 days of the approval lapsing; and where an Agreement has been executed and/or registered, the Agreement shall be terminated and Registration of a Notice that the approval is revoked.

7.9.3. Extension Requests

Written Request from the Owner to the Municipality 30 days prior to the lapse date of the approval, justifying the need for the extension and identifies what the Owner has completed since approval was given by the Municipality.

7.9.4. Extension Request Decision

The Municipality's Planner, shall review the request and advise if the request is granted or refused, based on the information received in the Notice from the Owner, while having regard to legislative, policy and regulatory changes that has occurred since the approval was given.

8. GENERAL PROVISIONS

- 8.1. This By-law may be referred to as the Municipality's Site Plan Control Area By-law.
- 8.2. If a court of competent jurisdiction declares any provision or part of a provision of this By-law invalid, the provision or part of a provision is deemed severable from this By-law and it is the intention of Council that the remainder of the By-law shall continue to be in force.

9. REPEALS, AMENDMENTS, TRANSITION AND ENACTMENT

- 9.1. This By-law shall come into effect upon the finally passing thereof.

Read a first, second, and third time and finally passed this ____th day of _____ 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk

DRAFT



Staff Report

Report To: Council Meeting
From: Jana Nethercott, Clerk
Date: 2021-05-27
Subject: Voting Method Survey

Recommendation:

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Voting Method Survey; and

That West Elgin Council direct staff to _____.

Purpose:

The purpose of this report is to provide Council with options for a Voting Method Survey and receive their direction as to which survey should be distributed to residents.

Background:

At the Council meeting on April 22, 2021 Council directed staff to prepare a survey to be sent to residents in the Final Tax Bill mailing and placed online to gather information on voting methods for the 2022 Municipal and School Board Election.

Staff have prepared two options for this survey and wish to receive Council's feedback prior to distributing these surveys.

To be effective and to be in a position to receive a higher number of responses a survey needs to be short (average 6 questions or less) and to the point of what information is being asked of a resident. These surveys are going to go online and a paper version in the final tax bill to be mailed out in August.

Policies/Legislation:

N/A

2022 Municipal and School Board Elections

Voting Method Survey

The Municipal Council of West Elgin would like to know the method of voting that residents prefer for the 2022 Municipal and School Board Elections. This survey is being sent to all residents of West Elgin and will close by September 30, 2021. For any questions regarding this survey please contact the Municipal Clerk at clerk@westelgin.net or 519-785-0560 ext 222.

In the 2018 Municipal and School Board Election which method did you use to vote? *

- ☐ Paper Ballot
- ☐ On-line Ballot
- ☐ Telephone Ballot
- ☐ Don't know/Unsure
- ☐ Did not vote

If you voted by Telephone or On-Line Ballot in 2018, how likely are you to vote by that method in the upcoming Municipal and School Board Election? *

- ☐ Very Likely
- ☐ Likely
- ☐ Unsure
- ☐ Not Likely
- ☐ Not at All
- ☐ Did not vote

If you voted by Paper Ballot in 2018, how likely are you to switch to Telephone or On-line Voting in 2022? *

- ☐ Very Likely
- ☐ Likely
- ☐ Unsure
- ☐ Not Likely
- ☐ Not at all
- ☐ Did not vote

The Municipality of West Elgin is considering three (3) options for voting methods in the 2022 Municipal and School Board Election.

Option 1

Election run the same as in 2018. Hybrid voting with On-line, Telephone and Paper Ballots, hand counted. This will include two (2) polling stations on election day with social distancing procedures and full PPE required and advanced voting On-line and Telephone only. **Estimated cost to the Municipality for this is \$27,000**

Option 2

On-Line and Telephone ballots only. This will include two (2) polling stations run by municipal staff in advance of election day to assist voters, with social distancing procedures and full PPE required. Tablets would be used to provide voting options to congregate living areas and to assist any voter without internet access. **Estimated cost to the Municipality for this is \$17,750**

Option 3

Hybrid election run with On-line, Telephone and paper ballots, using a tabulator to ensure results are obtained faster and accurately. This will include two (2) polling stations on election day with social distancing procedures and full PPE required and advanced voting On-line and Telephone only. **Estimated cost to the Municipality for this is \$32,100**

Of the above options which of the three voting methods would you prefer? *

- ☐ Option 1 (same as 2018 Election)
- ☐ Option 2 (On-line and Telephone Only)
- ☐ Option 3 (same as 2018 using tabulators to count)

Should the cost to the Municipality factor into the decision on the method of voting? *

- ☐ Yes
- ☐ No
- ☐ Unsure

Comments

Thank You

Thank you for completing the survey on methods for voting in the 2022 Municipal and School Board Elections. West Elgin Council will be making their decisions on voting methods at the Council meeting on October 14, 2021. The 2022 Municipal and School Board Elections are being held on October 24, 2022.

To see a copy of the report to Council regarding the three options please click [here](#) or visit the municipal website: www.westelgin.net

2022 Municipal and School Board Elections

Voting Method Survey

The Municipal Council of West Elgin would like to know the method of voting that residents prefer for the 2022 Municipal and School Board Elections. This survey is being sent to all residents of West Elgin and will close by September 30, 2021. For any questions regarding this survey please contact the Municipal Clerk at clerk@westelgin.net or 519-785-0560 ext 222.

The Municipality of West Elgin is considering three (3) options for voting methods in the 2022 Municipal and School Board Election.

Option 1

Election run the same as in 2018. Hybrid voting with Electronic Voting Options (online and telephone) and Paper Ballots (hand counted). This will include two (2) polling stations on election day with social distancing procedures and full PPE required and advanced voting On-line and Telephone only. **Estimated cost to the Municipality for this is \$27,000**

Option 2

Electronic Voting (online and telephone) only. This will include two (2) polling stations (which can provide guidance to voters), with social distancing procedures and full PPE required. Tablets would be used to provide voting options to congregate living areas and to assist any voter without internet access. **Estimated cost to the Municipality for this is \$17,750**

Option 3

Hybrid election run with electronic voting (online and telephone) and paper ballots, using a tabulator to ensure results are obtained faster and accurately. This will include two (2) polling stations on election day with social distancing procedures and full PPE required and advanced electronic voting (online and telephone) only. **Estimated cost to the Municipality for this is \$32,100**

Should the cost to the Municipality factor into the decision on the method of voting? *

☐ Yes

☐ No

☐ Unsure

Would you be comfortable attending a polling station and voting electronically? *

☐ Yes

☐ No

☐ unsure

Which Option of Voting do you think should be offered for the 2022 Municipal and School Board Election? *

☐ Online and Telephone voting with Polling Stations

☐ Same as 2018 (Online, Telephone and paper ballots hand counted)

☐ Hybrid (Online, Telephone and paper ballots with tabulator)

☐ Undecided

Comments

Thank You

Thank you for completing the survey on methods for voting in the 2022 Municipal and School Board Elections. West Elgin Council will be making their decisions on voting methods at the Council meeting on October 14, 2021. The 2022 Municipal and School Board Elections are being held on October 24, 2022.

To see a copy of the report to Council regarding the three options please click [here](#) or visit the municipal website: www.westelgin.net



Staff Report

Report To: Council Meeting

From: Jana Nethercott, Clerk and Bill Tedford, By-Law Enforcement Officer

Date: 2021-05-27

Subject: Residential/Backyard Chickens

Recommendation:

That West Elgin Council hereby receives the report from J. Nethercott, Clerk and Bill Tedford, By-Law Enforcement Officer re: Residential/Backyard Chickens; and

That West Elgin Council hereby direct staff to proceed with one of the following options:

Option 1

That current residential/backyard chicken restrictions remain in place.

Option 2

That staff prepare a public consultation process to determine resident interest in providing licensing and regulations for backyard/urban chickens on residential properties in West Elgin.

Option 3

That consideration of residential/backyard chickens be undertaken as part of the review of the Comprehensive Zoning By-law.

Purpose:

The purpose of this report is to provide information to West Elgin Council regarding option for residential/backyard chickens within the Municipality.

Background:

At the Council meeting on April 8, 2021 West Elgin Council requested staff report back to them with options for licensing residential/backyard chickens, along with costs associated with bringing in a program and providing enforcement of said program.

Municipalities have the ability to permit residential/backyard chickens in non-agricultural zones through the *Planning Act* and the *Municipal Act* thru an Animal Control By-law. Currently West Elgin Comprehensive Zoning By-law does not permit keeping of livestock on properties zoned residential and our Animal Control By-law does not address livestock. Enforcement of this is done on a complaint basis.

Staff have reached out to the municipalities in Elgin and Middlesex County to see if they allow residential/backyard chickens:

Municipality	Allows on Residentially Zoned Property
Dutton Dunwich	No
Southwold	No
Aylmer	No
Malahide	No
Central Elgin	No
Bayham	No
Strathroy Caradoc	No
Middlesex Centre	No
Thames Centre	No
North Middlesex	No
Lucan-Bidduph	No
Adelaide Metcalfe	No
Newbury	No
Southwest Middlesex	No – currently undertaking consultation with residents to determine interest.

All municipalities contacted currently restrict livestock to agriculturally zoned properties only through their comprehensive zoning by-law.

Analysis:

Pro's and Cons of permitting residential/backyard chickens are noted below:

Pro's

- Greater control over food sources
- Potential reduction in food waste as table scraps can be fed to hens
- Perception of increased food quality
- Manure can be composted and used as fertilizer
- Teaching children about where food comes from and the responsibility of caring for animals

Cons

- Nuisances such as odours and noise
- Poultry can be a source of disease and require health management and basic biosecurity measures to minimize occurrences and spread of diseases
- Attraction of predators and pests
- Abandonment of animals – hens only lay eggs between the ages of 5 months and 2 years
- Livestock in settlement areas are not subject to Minimum Distance Separations (MDS) requirements
- Slaughter of animals and disposal of dead animals in municipal garbage

Other Considerations

- Lot sizes – generally residential lots are smaller than those in agricultural zones. What size is appropriate to house residential/backyard chickens? Some municipalities who have pilot programs limit the number of chickens proportionally to the size of the lot, others restrict allowing chickens to lots 500 m² or greater. Some municipalities require an inspection of the lot and coop prior to issuing a license.
- Neighbour disputes – if residential/backyard chickens are allowed, should neighbour notification be required? For instance, in North Dumfries, their pilot project requires each applicant to supply information to neighbours and submit a sign off sheet from each adjacent property owner to prove this.
- Locations, size and setbacks for coops – municipalities that permit residential/backyard chickens have restrictions typical to other zoning requirements, such as setbacks from lot lines, lot coverage and the size of any accessory structure (Coop and run).
- Prohibitions – all municipalities prohibit roosters in residential areas; almost all also prohibit slaughtering of residential/backyard chickens and prohibit the sale of eggs.
- Animal control – how do we ensure the safe and ethical treatment of animals? Animal control is not able to house abandoned or maltreated birds.

Summary:

In summary, while we have the ability to allow residential/backyard chickens, to be successful stringent regulation would be needed. Regulation requires enforcement staff to manage complaints from neighbours and to ensure the well being of the birds. In addition, the municipality would have to ensure that eggs aren't sold, that slaughter and the disposal regulations are followed, along with ensuring the disposal of the manure is handled appropriately.

At this time, the municipality isn't set up to manage these requirements and this needs to be taken into consideration before embarking on a change to the Zoning By-law and a licensing program.

A public engagement process could gauge interest in the licensing of such a program, however in speaking with some of the other municipalities, they went through extensive engagement only to have very little interest in obtaining the license. During the pandemic online and paper

survey's would be the only option for feedback, holding a public meeting on the topic would need to wait until the pandemic restrictions have been lifted.

Financial Implications:

Staff researched smaller municipalities in Ontario that allow for residential/backyard chickens and have found many municipalities that have created programs recently, have done so on a temporary basis. The municipalities of Springwater (three year pilot program 2020-2023); North Dumbfries (2 year pilot program 2018-2020); and Tecumseh (2 year pilot program Feb 2020 - 2022). Staff reached out and most of these municipalities have not reported back to council on the cost of these programs as of yet due to the pandemic. However, licensing fees for allowing residential/backyard chickens range from \$25.00 to \$250.00, as these fees are the only way to recoup the administration and enforcement costs for such a program.

The largest costs would be for administration of a licensing program for inspections, determining lot size, location of accessory buildings and for enforcement of noise and mitigating neighbour disputes.

Policies/Legislation:

Municipal Act

Planning Act

West Elgin Comprehensive Zoning By-law 2015-36

West Elgin Animal Control By-law 2020-74

Links to other Municipal Programs

North Dumbfries: <https://www.northdumbfries.ca/en/living-here/urban-hens-pilot-by-law.aspx>

Tecumseh: <https://www.tecumseh.ca/en/living-here/urban-hens.aspx>

Springwater: <https://www.springwater.ca/en/business-and-development/backyard-chickens.aspx>

Meaford: <https://www.meaford.ca/en/living-here/backyard-chickens.aspx>

Clearview: <https://www.clearview.ca/pay-register-apply/permits-licences/animal-licensing>



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2021-05-27
Subject: Declare Surplus – 131 Main Street, West Lorne

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Declare Surplus – 131 Main Street, West Lorne; and

That West Elgin Council hereby declares the lands legally known as Part of Lots 1 & 2, Block D Plan 100 designated as Part 4, Plan 11R-9334, Municipally known as 131 Main Street, West Lorne as surplus to the needs of the municipality; and

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

That West Elgin Council hereby offers the land for sale through a call for proposals.

Purpose:

The purpose of this report is to provide Council with information and 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 Part of Lots 1 & 2, Block D Plan 100 designated as Part 4, Plan 11R-9334 (as shown on attached location map).

Background:

The municipality owned lands were recently acquired through a land swap. These lands 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.

There is no known municipal use for these lands at this time. The lands can be disposed of as a residential building lot.

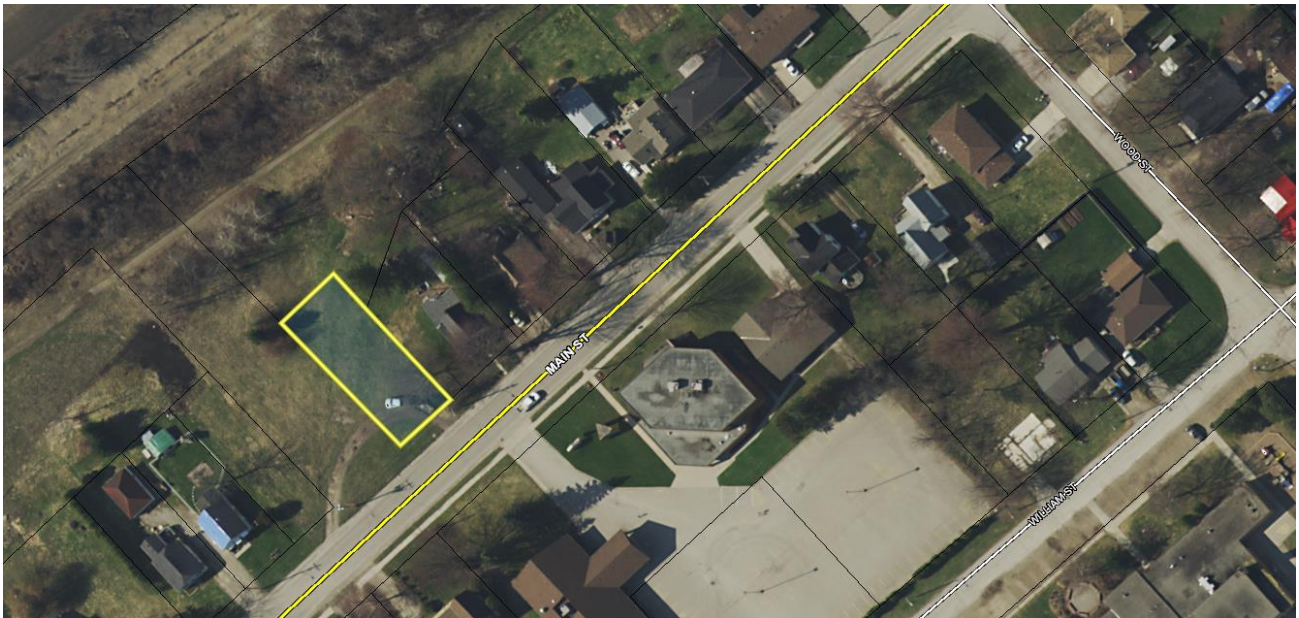
Financial Implications:

Minimum bid of \$40,000 will be set for this

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.

Location Map



Part of Lots 1 & 2, Block D Plan 100 designated as Part 4, Plan 11R-9334

Municipally known as 131 Main Street, West Lorne



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2021-05-27
Subject: Water Distribution System Modeling Study

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Water Distribution System Modelling Study and
That West Elgin Council hereby approves transfer from Ontario Invests – Improve Service Delivery & Efficiency Grant in the amount of \$30,000 for the purpose of obtaining water distribution system modeling study.

Purpose:

The purpose of the report is to receive council's approval on developing a model of the Municipality's overall water distribution network.

Background:

The water distribution system includes all parts of the water system past treatment. Typical components of the distribution system are storage tanks, pipes, valves, and hydrants.

The function of a water distribution system is to deliver water to all customers of the system in sufficient quantity for potable drinking water and fire protection purposes, at the appropriate pressure, with minimal loss, of safe and acceptable quality, and as economically as possible.

With the increasing residential growth and other possible future development, updates to the Asset Management plan and Official Plan, it is vital to know and understand our water distribution system. Our plan is to retain an engineering company to develop a model of the Municipality's overall water distribution network. This modelling system will provide a computer numeric simulation of the distribution network hydraulic performance and will be based on geographic information system (GIS) data, historic water consumption data, agreements for water supply, as well as operational data provided by the Municipality.

The main objective of this study is to:

- document the model set-up and the parameters used for validation of the model performance
- summarize of the observed operating conditions of the existing West Elgin water system,
- provide a projection of the model results under future demand scenarios.
- report hydraulic deficiencies within the system based on model review of existing and proposed future conditions,
- provide recommendations for upgrades as appropriate.

For our small water system to be sustainable, we have to have sound financial management to ensure funds are used effectively and efficiently and customers are not caught in financial surprises.

This study will help us to meet our objectives with the focus on priorities without compromising existing and future service.

Financial Implications:

Cost of the study will be covered by Ontario Invests – Improve Service Delivery & Efficiency.

Report Approval Details

Document Title:	Water Modeling Study - 2021-17-Administration Finance.docx
Attachments:	
Final Approval Date:	May 25, 2021

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

Jana Nethercott



Long Term and Transitional Housing Task Force

Minutes of Meeting via Zoom

April 26, 2021 @10:30 am

Present on Line: Diane Arsenijevic; Barry Fellingner; David James; Jim Patterson; Linda Long; Danielle Neilson; Trish Corneil

Regrets: Linda Funk, Ruleen Lilley, Taraesa Tellier

Minutes recorded by Diane Arsenijevic.

1. Welcome
2. Introductions – no new members
3. Approval of Minutes of March 22nd meeting. Moved by Jim, Seconded by Trish.
4. Strategies for affordable housing in Elgin County – Nothing new to report.
5. Update from Danielle Neilson – Danielle reported that she spoke with Tim Welch from Tim Welch Consulting. He has expressed interest in working with our Team. Tim emailed Danielle a 2019 report that he completed with a focus on Central Elgin. Danielle has offered to share the report with this team.

Danielle has a meeting today with Nancy Pasato regarding the Elgin County official plan. Danielle let her know about our task team and will connect her with Barry or David. David asked if there is a timeline for input to the official plan.

Discussion took place about the \$20,000 earmarked to update the 2018 needs assessment. The team would like the updated needs assessment to have an emphasis on rural Elgin County. Danielle will suggest to Nancy that a letter be sent to lower tier municipalities to notify them of the upcoming needs assessment.

David has requested a meeting be set up with Tim to discuss the needs assessment TOR, budget and timelines. David, Barry and Danielle to attend.

6. Official Plan updates:
 - a. For Elgin County- underway
 - b. For West Elgin – just about to start
 - c. For Dutton Dunwich – Recently completed.

There may be a need for other lower tier municipalities to revise their official plans, depending on what comes out of the Elgin County OP.

7. Contacts at Habitat for Humanity and Indwell.

- a. Indwell – Barry emailed Graham Cubitt, Director of Projects and Development. Graham responded that he would be happy to attend one of our upcoming meetings. He would like to understand what the challenges look like in West Elgin and Dutton/Dunwich prior to preparing his presentation. Barry suggested that Sara and Stephanie could possibly provide this information. David also requested that we ask Sara for an update of where we are with the clients that we are assisting in respect to housing.

The need to offer community awareness was highlighted. Diane shared that Sara has prepared a poster offering systems navigation services to individuals who are or know someone who is currently or at risk of experiencing homelessness. The poster will be disseminated in the 3 communities. SSRF funds can be used to advertise the poster in the Chronicle.

- 8. More brain storming around “Transitional Housing” – This item will be kept on the agenda.
- 9. Funding. Should we start applying? – deferred
- 10. Next Steps: Populate the work plan. - deferred
- 11. Any other business. (Volunteer secretary?)
- 12. Next Meeting – Scheduled for May 25th from 10:00 – 11-30. Jim Patterson has offered to record.



Staff Report

Report To: Council Meeting

From: Magda Badura, CAO/Treasurer

Date: 2021-05-27

Subject: Reconsideration of Method of Disposal – Gilbert Street Lands

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Reconsideration of Method of Disposal for the lands on Gilbert Street; and
That West Elgin Council reconsider its decision on February 25, 2021 to dispose of the property through posting of a sign and call for proposals.

Purpose:

The purpose of this report is to provide information to Council on the reasons for a reconsideration of the resolution disposing of the surplus property on Gilbert street through posting of a sign and call for proposals.

Background:

At the Council meeting on February 25, 2021 West Elgin Council declared the property on Gilbert Street, legally known as Plan 75 Lot 318, surplus to the needs of the municipality and chose the method of disposition as posting of a sign and call for proposals as per by-law 2019-14.

Staff proceeded with this course of action and received no proposals. Staff have investigated the option of posting this property and potentially others on the website www.govdeals.com which disposes of surplus equipment and land for government bodies and has zero cost to the municipality. West Elgin has used this website in the past to dispose of surplus equipment. However, as this is a public auction site a new recommendation would need to be approved to allow for sale through public auction.

Staff would advertise through our website and social media that this land is posted on this website.

Financial Implications:

Land currently has an MPAC value of \$38,000

Policies/Legislation:

Council Procedure By-law 2018-43
Sale and Disposition of Land By-law 2019-14



The Municipality of West Elgin

22413 Hoskins Line, Rodney Ontario N0L 2C0

February 25, 2021

At the Regular Meeting of Council on February 25, 2021 the Council of the Municipality of West Elgin passed the following Resolution:

Resolution No. 2021- 48

Moved: Councillor Tellier

Seconded: Councillor Cammaert

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.

Carried

Jana Nethercott
Clerk

**Ministry for
Seniors
and Accessibility**

**Ministère des Services
aux aînés et de
l'Accessibilité**



Minister

Ministre

College Park
777 Bay Street
5th Floor
Toronto ON M7A 1S5

College Park
777, rue Bay
5^e étage
Toronto (Ontario) M7A 1S5

May 7, 2021

Dear Mayor, Reeve and Members of Council:

I am writing to invite you to submit a nomination for the 2021 [Senior of the Year Award](#).

Our seniors have worked hard to help to build this great province that all Ontarians enjoy today. This award gives each municipality in Ontario the opportunity to honour one of their outstanding local seniors and the contributions they've made to enrich the social, cultural, or civic life of their community.

This year, the nomination deadline has been extended to May 31, 2021.

For more information and to download the nomination form, please visit the [Senior of the Year](#) webpage. Once you submit a nomination, a personalized certificate with your nominee's name will be sent to you. I encourage you to present it to your nominee in June in conjunction with Seniors' Month.

I would also encourage you to promote Seniors Month in your community, as much as possible. This year's theme is Stay Safe, Active and Connected. For more information, keep checking the Seniors' Month webpage: [Celebrating seniors in Ontario](#).

The government of Ontario is proud to work with municipalities on this initiative. Seniors have generously offered their time, knowledge and expertise to make this province a great place to live, and it is important we recognize those valuable contributions.

If you have any questions about the 2021 Senior of the Year Award, please contact the Volunteer Recognition team at OntarioVolunteerServiceAwards@ontario.ca.

Thank you in advance for your support of local seniors and Seniors' Month.

Sincerely,



Raymond Cho
Minister for Seniors and Accessibility



May 20, 2021

Parezanovic Farms Inc
Peter Parezanovic
25468 Talbot Line
West Lorne ON N0L 2P0

Dear Peter Parezanovic:

RE: Severance Application E 16-21
Parezanovic Farms Inc
Furnival Rd
Part of Lot 6, Concession 7
Municipality of West Elgin

You are advised in respect to the subject submissions of the Land Division Committee that the period for the giving of notice of appeal has now expired and that no appeal has been received. If no notice of appeal is given within the specified period, the decision of the Land Division Committee is final and binding.

Where conditions have been imposed and the applicant has not, within a period of one year from the date of the decision fulfilled the conditions, the application for consent shall thereupon be refused. Confirmation of conditions being fulfilled requires original correspondence only; faxed copies will not be accepted. Under the Planning Act, the Elgin County Land Division Committee cannot grant any extensions to the one-year period.

I believe that you have already received a copy of the decision containing the conditions of the Committee in respect to the above-mentioned application and once proof of those conditions have been met, it will be in order for you to submit the necessary documents for the consent to register to be affixed by this office. You must submit all documents for certification by **April 28, 2022**, or your consent will lapse and you will be required to make a new application for consent, if you wish to proceed with the transaction.

I would request that three signed copies of the necessary documents be forwarded together with the \$300.00 fee charged for affixing the consent stamp. Two originals will be stamped and returned; the third copy will be retained for our file. In the event it is necessary to have a survey, two copies of the reference plan are required, one copy to accompany the documents, one copy to be forwarded electronically.

Sincerely,

Nancy Pasato
Acting Secretary-Treasurer
Land Division Committee

c.c. Municipality of West Elgin, jnethercott@westelgin.net, planning@westelgin.net
Agent: Gary Merritt, gmerritt@eastlink.ca

NOTE: PLEASE REMOVE IDENTIFICATION SIGNS FROM THE SUBJECT LANDS

County of Elgin
Planning Department
450 Sunset Drive
St. Thomas, Ontario
N5R 5V1 Canada
Phone: 519-631-1460
Fax: 519-631-4549



May 20, 2021

Parezanovic Farms Inc
Peter Parezanovic
25468 Talbot Line
West Lorne ON N0L 2P0

Dear Peter Parezanovic:

RE: Severance Application E 17-21
Parezanovic Farms Inc
Furnival Rd
Part of Lot 6, Concession 7
Municipality of West Elgin

You are advised in respect to the subject submissions of the Land Division Committee that the period for the giving of notice of appeal has now expired and that no appeal has been received. If no notice of appeal is given within the specified period, the decision of the Land Division Committee is final and binding.

Where conditions have been imposed and the applicant has not, within a period of one year from the date of the decision fulfilled the conditions, the application for consent shall thereupon be refused. Confirmation of conditions being fulfilled requires original correspondence only; faxed copies will not be accepted. Under the Planning Act, the Elgin County Land Division Committee cannot grant any extensions to the one-year period.

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Land Division Committee

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Agent: Gary Merritt, gmerritt@eastlink.ca

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May 20, 2021

Parezanovic Farms Inc
Peter Parezanovic
25468 Talbot Line
West Lorne ON N0L 2P0

Dear Peter Parezanovic:

RE: Severance Application E 18-21
Parezanovic Farms Inc
Furnival Rd
Part of Lot 6, Concession 7
Municipality of West Elgin

You are advised in respect to the subject submissions of the Land Division Committee that the period for the giving of notice of appeal has now expired and that no appeal has been received. If no notice of appeal is given within the specified period, the decision of the Land Division Committee is final and binding.

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Sincerely,

Nancy Pasato
Acting Secretary-Treasurer
Land Division Committee

c.c. Municipality of West Elgin, jnethercott@westelgin.net, planning@westelgin.net
Agent: Gary Merritt, gmerritt@eastlink.ca

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450 Sunset Drive
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N5R 5V1 Canada
Phone: 519-631-1460
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May 20, 2021

Parezanovic Farms Inc
Peter Parezanovic
25468 Talbot Line
West Lorne ON N0L 2P0

Dear Peter Parezanovic:

RE: Severance Application E 19-21
Parezanovic Farms Inc
Furnival Rd
Part of Lot 6, Concession 7
Municipality of West Elgin

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Sincerely,

Nancy Pasato
Acting Secretary-Treasurer
Land Division Committee

c.c. Municipality of West Elgin, jnethercott@westelgin.net, planning@westelgin.net
Agent: Gary Merritt, gmerritt@eastlink.ca

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Planning Department**
450 Sunset Drive
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N5R 5V1 Canada
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NOTE: PLEASE REMOVE IDENTIFICATION SIGNS FROM THE SUBJECT LANDS

Owner: Seaside Waterfronts Inc.
Applicant: Seaside Waterfronts Inc.
File No.: 34T- WE1501
Municipality: West Elgin
Subject Lands: Concession 14, Part of Lot 6
(former Township of Aldborough), Port Glasgow,
Municipality of West Elgin

Date of Decision: May 11, 2021
Date of Notice: May 20, 2021
Last Date of Appeal: June 9, 2021
Lapsing Date: May 11, 2024

NOTICE OF DECISION

On Application for Approval of Draft Plan of Subdivision
Subsection 51(37) of the *Planning Act*

Approval of a Draft Plan of Subdivision in respect of the subject lands noted above was given by the County of Elgin on May 11, 2021. A copy of the conditions for final approval and the draft approved plan is attached. Council considered all written and oral submissions received on this application, the effect of which helped Council to make an informed decision.

When and How to File an Appeal

Notice to appeal the decision to the Local Planning Appeal Tribunal (LPAT) must be filed with the County of Elgin no later than 20 days from the date of this notice as shown above as the last date of appeal.

The notice of appeal should be sent to the attention of the Manager of Planning, at the address shown below and it must,

- (1) set out the reasons for the appeal, and
- (2) be accompanied by the fee prescribed under the Local Planning Appeal Tribunal Act in the amount of \$1100.00, payable by certified cheque to the Minister of Finance, Province of Ontario.

Who Can File an Appeal

Only individuals, corporations or public bodies may appeal the decision in respect of a proposed plan of subdivision to the Local Planning Appeal Tribunal. An appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group.

Right of Applicant or Public Body to Appeal Conditions

The applicant or any public body may, at any time before the final plan of subdivision is approved, appeal any of the conditions imposed by the County of Elgin by filing with the Manager of Planning a notice of appeal.

How to receive Notice of Changed Conditions

The conditions of an approval of draft plan of subdivision may be changed at any time before the final approval is given.

You will be entitled to receive notice of any changes to the conditions of approval of draft plan of subdivision if you have either,

- (1) made a written request to be notified of the decision, or
- (2) made a written request to be notified of changes to the conditions of approval of the draft plan of subdivision.

Other Related Applications:

None.

Getting Additional Information

Additional Information about the application is available for public inspection during regular office hours at the County of Elgin at the address noted below.

Mailing address for Filing a Notice of Appeal

County of Elgin
450 Sunset Drive, 1st Floor
St. Thomas, ON N5R 5V1
Attention: Manager of Planning
Telephone: (519) 631-1460
Fax: (519) 633-7661
Email: npasato@elgin.ca

Owner: Seaside Waterfronts Inc.
Applicant: Seaside Waterfronts Inc.
File No.: 34T- WE1501
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The conditions and amendments to final plan of approval for registration of this Subdivision as provided by the County of Elgin are as follows:

No.	CONDITIONS
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1. This approval applies to the draft plan of subdivision, prepared by MTE Ontario Land Surveyors Limited, dated March 29, 2021, as redlined, which shows:
 - Thirteen (13) Residential Blocks;
 - One (1) Cluster Townhome Block;
 - Four (4) Street Row Housing Blocks;
 - Four (4) Street Row Housing or Quadraplex Blocks;
 - Four (4) Mixed Use Blocks;
 - One (1) Community Centre Block;
 - Two (2) Private Road Blocks;
 - Three (3) Open Space Blocks;
 - One (1) Open Space/SWM Block;
 - Five (5) Walkway and Services Blocks;
 - One (1) Walkway Block; and
 - Four (4) One-foot Reserve Blocks,all serviced by Haven's Lake Road, Gray Line, Furnival Road and Douglas Street.
2. The approval for the draft plan of subdivision lapse after three years pursuant to section 51(32) of the Planning Act.
3. The municipal road allowances included on the draft plan shall meet the standards of the Municipality of West Elgin and be shown and dedicated as public highways on the final plan submitted for approval and registration.
4. The owner enters into a subdivision agreement, pursuant to the authority of section 51(26) of the *Planning Act*, as amended, with the Municipality of West Elgin wherein the owner agrees to satisfy all the requirements, financial and

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otherwise, of the Municipality of West Elgin concerning the installation of services including roads, sanitary sewerage collection system, water distribution system, utilities and stormwater management facilities for the development of the lands within the plan.

5. That the Owner must enter into a subdivision agreement, pursuant to the authority of section 51(26) of the *Planning Act*, as amended, with the Municipality wherein the owner agrees to satisfy all the requirements, financial and otherwise, of the Municipality respecting the conditions of approval set out herein, and the laying out and development of the site, the installation of facilities and services including roads, on-site sewage collection systems, which includes the following:
- a) The owner agrees to satisfy all financial requirements including outstanding Municipal Property taxes and invoices for services provided prior to issuance of building permits;
 - b) All development and onsite services must be constructed and maintained in accordance with the Municipal Class Environmental Assessment, Environmental Study Report Update, prepared by Gary Blazak and MTE, January 2020;
 - c) The development shall be serviced by municipal water with a connection and meter chamber at the property line at the developer's expense. The Municipality shall confirm that there is uncommitted reserve water treatment capacity to service the development;
 - d) The development shall be serviced by a privately owned and operated sewage system and sewage treatment plant as per the Municipal Class Environmental Assessment and shall be operated by a Ministry of the Environment, Conservation and Parks (MECP) licensed operator;
 - e) The development shall be serviced by Low Impact Development (LID) stormwater management measures, combined with decentralized stormwater management facilities for water quantity and quality and erosion control on the site's three sub-catchment areas;
 - f) Approval and license must be obtained from MECP for the privately owned and operated sewage treatment plant prior to any development requiring a building permit;

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- g) An Environmental Compliance Approval must be obtained from the MECP for storm water management in advance of any development same as above. That the Owner obtain an Environmental Compliance Approval from the Ministry of the Environment and Climate Change for storm water management prior to any development requiring a building permit. The subdivision agreement shall contain provisions regarding the development, implementation, installation, and maintenance of the storm water management facilities;
 - h) Any unplugged oil or gas wells discovered during the development process must be plugged in accordance with the Oil, Gas and Salt Resources Act;
 - i) Permits must be obtained for all Blocks within the regulation area from Lower Thames Valley Conservation Authority (LTVCA), as defined by the regulation under the Conservation Authority's Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, O. Reg. 152/06 under the Conservation Authorities, prior to commencing any construction, as defined by the Conservation Authorities Act, and/or grading on the site;
 - j) On-site archaeological monitoring must be provided at the developer's expense during any physical excavation of the subject lands in accordance with the recommendations of the Archaeological assessment (stage 4), prepared by Mayer Heritage Consultants Inc., February 2008; Addendum to archaeological assessment (stages 1 to 3), March 2010 and 2013 (stage 4 investigation of location 15); Archaeological assessment (stages 1 & 2), Port Glasgow commercial block, prepared by Mayer Heritage Consultants Inc., February 2012; and, Archaeological assessment (stages 1 & 2), Port Glasgow stormwater management pond, prepared by Mayer Heritage Consultants Inc., October 2013;
 - k) Implementation of the recommendations of the environmental impact study (EIS), completed by Biologic Inc., May 2015 and November 2015 addendum, including on-site construction and post-construction monitoring program;
 - l) Erosion and sediment control plan(s) applicable to the proposed phase, to the satisfaction of the Municipality and the Lower Thames Valley Conservation Authority prior to commencement of any development, as defined under the Conservation Authorities Act, including grading and /or

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- site alteration works upon the subject lands;
- m) Regular inspection and reporting to the Municipality and the Conservation Authority for their approval. This condition only applies to construction of land within the Conservation Authority's Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, O. Reg 152/06 under the Conservation Authorities Act;
 - n) Develop the property in accordance with the recommendations from the geotechnical assessment revised report, prepared by Golder Associates, May 2016;
 - o) Installation of geodetic monuments within the subdivision. The number, specifications and location of the monuments are to be approved by the Municipality; and
 - p) Phasing plans or details on timing of the development.

The subdivision agreement between the owner and the Municipality of West Elgin shall be registered against the lands to which it applies once any phase of the plan of subdivision has been registered.

- 6. That a lot grading plan for the perimeter of the blocks has been prepared and approved by the Municipality as part of the subdivision agreement.
- 7. Prior to final approval the Municipality shall advise that appropriate zoning is in effect for the plan of subdivision.
- 8. The owner shall provide easements as may be required for services, utility or drainage purposes in a form satisfactory to the Municipality or utility and where required by the Municipality, daylight corners and street reserves shall be shown on the final plan and conveyed in a form satisfactory to the Municipality.
- 9. That the owner conveys up to five (5%) of the land included in this plan for the Municipality for park or other recreational purposes or alternatively the Municipality may require cash-in-lieu of all or a portion of the conveyance.
- 10. That the Owner shall be responsible for implementing and maintaining sediment and erosion controls on the subject lands until such time as the subject lands are fully developed.

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11. That the Owner explore other options for accessing Block 12 to the satisfaction of the Municipality.
 12. Prior to final approval, a Zoning by-law amendment is required to address the following:
 - a) A Holding provision for access is to be placed on Block 12 and Block 13;
 - b) A Holding provision to address setback from the Lake Erie shoreline and ravine and requiring a permit from Lower Thames Valley Conservation Authority (LTVCA) prior to site grading/development on Block 12; and
 - c) Type of permitted uses on Block 12.
 13. Prior to final plan approval, the owner shall undertake an evaluation of the downstream outlet into Lake Erie to determine how treated effluent flows from the SWM and waste water treatment facility will have sustained outlet into the lake (current issue of sand bar blocking the creek) to the satisfaction of the Municipality, the Ministry of the Environment, Conservation and Parks (MECP) and the Lower Thames Valley Conservation Authority.
 14. That the owner has entered into a Municipal Responsibility Agreement between the owner and the Municipality which will require sufficient financial assurance should the Municipality be required to assume the operation of the sewage collection and treatment systems (sanitary and storm) in the event of default by the owner prior to final approval of any phase of the plan.
 15. Prior to final approval, arrangements shall be made to the satisfaction of the Municipality for the relocation of any utilities that may be required as a result of the development of the subject lands, such relocation shall be undertaken at the expense of the Owner.
 16. Prior to final approval, a revised Traffic Impact Study will be required to address traffic on County Roads and any improvements or recommendations required, to the satisfaction of the County Engineer. The subdivision agreement between the owner and the Municipality shall contain provisions

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requiring the implementation of the recommendations.

17. The owner agrees to satisfy all financial requirements including outstanding Municipal Property taxes and invoices for services provided prior to final approval of the any phase.
18. That the owner shall provide easements as may be required for utility, servicing, or drainage purposes in a form satisfactory to the Municipality or utility.
19. Prior to final approval, the owner will provide to Enbridge the necessary easements and/or agreements required by Enbridge for the provision of gas services for this project, in a form satisfactory to Enbridge. Prior to final approval, Enbridge shall advise in writing how their conditions have been satisfied.
20. Prior to final approval, the owner will provide to Bell Canada the necessary easements and/or agreements required by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada. The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost. Prior to final approval, Bell Canada shall advise in writing how their conditions have been satisfied.
21. Prior to final approval the Owner shall ensure that the requirements of Canada Post have been satisfied:
 - a) The developer will consult with Canada Post to determine suitable permanent locations for the Community Mail Boxes. The developer will then indicate these locations on the appropriate servicing plans;
 - b) The developer agrees, prior to offering any units for sale/rent, to display a map on the wall of the sales office in a place readily accessible to potential owners/renters that indicates the location of all Community Mail Boxes within the development, as approved by Canada Post;
 - c) The developer agrees to include in all offers of purchase/rental a

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- statement which advises the purchaser/renter that mail will be delivered via Community Mail Box. The developer also agrees to note the locations of all Community Mail Boxes within the development, and to notify affected owners/renters of any established easements granted to Canada Post to permit access to the Community Mail Box.
- d) The developer will provide a suitable and safe temporary site for a Community Mail Box until curbs, sidewalks and final grading are completed at the permanent Community Mail Box locations. Canada Post will provide mail delivery to new residents/tenants as soon as the homes/businesses are occupied; and
 - e) The developer agrees to provide the following for each Community Mail Box site and to include these requirements on the appropriate servicing plans:
 - i. Any required walkway across the boulevard, per municipal standards;
 - ii. Any required curb depressions for wheelchair access, with an opening of at least two to three metres (consult Canada Post for detailed specifications);
 - iii. A Community Mailbox concrete base pad per Canada Post specifications.

Canada Post shall advise in writing how their conditions have been satisfied.

- 22. Prior to final approval of the plan of subdivision, the Lower Thames Valley Conservation Authority shall advise in writing how conditions 5 i) and m), 12 b), and 13, have been satisfied.
- 23. Prior to final approval of the plan of subdivision, the Clerk of the Municipality of West Elgin shall advise in writing how conditions 1 to 15, 17 and 18 have been satisfied.

NOTES TO DRAFT APPROVAL:

- 1. It is the applicant's responsibility to fulfill the conditions of draft approval.

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2. It is suggested that the applicant be aware of section 144 of the *Land Titles Act* and subsection 78(10) of the *Registry Act*.

Subsection 144 (1) of the *Land Titles Act* requires that a plan of subdivision of land that is located in a land titles division be registered under the *Land Titles Act*. Exceptions to this provision are set out in subsection 144(2).

Subsection 78(10) of the *Registry Act* requires that a plan of subdivision of land that is located only in a registry division cannot be registered under the *Registry Act* unless that title of the owner of the land has been certified under the *Certification of Titles Act*. Exceptions to this provision are set out in clauses (b) and (c) of subsection 78(10).

3. The owner is advised that in the event that deeply buried archaeological remains should be discovered during construction, it is recommended that archaeological staff of the Ontario Ministry of Tourism, Culture and Sport be notified immediately. Similarly, in the event that human remains should be encountered during construction, it is recommended that the proponent immediately notify the Ontario Ministry of Tourism, Culture and Sport and the Registrar of the Cemeteries Regulation Unit of the Cemeteries Branch.
4. The Ontario Land Surveyor responsible for preparing the final plan for registration should contact the Municipality of Central Elgin regarding the preparation of the final plan to ensure the requirements of draft approval are properly addressed in the preparation of the final plan and that the final plan prepared contains sufficient geodetic information to locate the plan within the UTM Coordinate System, North American Datum 1983, prior to submitting the plan for final approval. A digital copy of the final plan, in a form satisfactory to the Municipality, is required as part of the final plan submission.
5. Inauguration, or extension of a piped water supply, a sewage system or a storm drainage system, is subject to the approval of the Ministry of the Environment under Sections 52 and Section 53 of the *Ontario Water Resources Act*.

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6. The owner is hereby advised that the review of this plan of subdivision did not include groundwater, soil or atmosphere testing to fully discount the possibility that waste materials and/or other contaminants are present within or in close proximity to this subdivision. If either the owner or the Municipality requires such assurance before proceeding with this plan of subdivision, a team of consultants should be retained to conduct any necessary investigations.
 7. The Ministry of the Environment and Climate Change must be advised immediately should waste materials or other contaminants be discovered during the development of this plan of subdivision. If waste materials or contaminants are discovered, a further approval under Section 46 of the *Environmental Protection Act* may be required from that Minister.
 8. The owner is advised that if any unplugged petroleum wells or associated works are identified during the development of the site, the owner shall notify the Petroleum Resources Centre of the Ministry of Natural Resources and Forestry. The owner shall plug the wells and rehabilitate the surface according to the Provincial Standards of the *Oil, Gas and Salt Resources Act*. The Ministry of Natural Resources and Forestry recommends that no structures be built immediately over a plugged petroleum well.
 9. Should the owner or the Municipality require underground Bell Canada facilities to serve this subdivision, the owner must confirm with the Municipality that satisfactory arrangements have been made with Bell Canada for underground services. The owner is also advised that, should any conflicts with the existing Bell Canada facilities or easements arise, the owner shall be responsible for realignments or relocation. Further, the owner is to provide easements as required to service this subdivision.
 10. It is suggested that the Municipality register the subdivision agreement as provided by subsection 51(26) of the *Planning Act*, against the land to which it applies, as notice to prospective purchasers.

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12. Clearances are required from the following agencies:

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

Enbridge Gas Inc.
50 Keil Dr N
Chatham ON N7M 5M1

Hydro One Networks Inc.
Facilities & Real Estate
P.O. Box 4300
Markham, ON L3R 5Z5

Delivery Services Officer
Delivery Planning
Canada Post Corporation
955 Highbury Ave
London, ON N5Y 1A3

If the agency's condition concerns a clause in the subdivision agreement, a copy of the agreement should be sent to them. This will expedite clearance of the final plan. A copy of the agreement is also required by the County of Elgin.

13. All measurements on subdivision and condominium final plans must be presented in metric units.

The final plan must be submitted digitally in AutoCAD (DWG) and Portable Document Format (PDF) with the appropriate citation from the Planning Act used.

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The AutoCAD (DWG) file must be consistent with the following standards:

- Georeferenced to the NAD83 UTM Zone 17M coordinate system.
- All classes of features must be separated into different layers.
- Each layer should be given a descriptive name so that the class of feature it contains is recognizable.

The final plan approved by the County of Elgin must include the following paragraph on all copies (3 mylars and 4 paper) for signature purposes:

Approval Authority Certificate

This final plan of subdivision is approved by the County of Elgin under Section 51 (58) of the Planning Act, R.S.O. 1990, on this ____ day of _____ 20____.

Manager of Planning

14. The approval of this draft plan of subdivision File No. 34T-WE1501 will lapse on **May 11, 2024**, pursuant to subsection 51(32) of the *Planning Act*, as amended. It is the responsibility of the owner to request an extension of the draft approval if one is needed. A request for extension should be made at least 60 days before the approval lapses since no extension can be given after the lapsing date. The request should include the reasons why an extension is needed and a resolution in support of the extension from Council of the Municipality of West Elgin.
15. The final plan approved by the County of Elgin must be registered within 30 days or the County may withdraw its approval under subsection 51(59) of the *Planning Act*.

Date of Decision: May 11, 2021
Date of Notice: May 20, 2021
Last Date of Appeal: June 9, 2021
Lapsing Date: May 11, 2024



Owner: Seaside Waterfronts Inc.
Applicant: Seaside Waterfronts Inc.
File No.: 34T- WE1501
Municipality: West Elgin
Subject Lands: Concession 14, Part of Lot 6
(former Township of Aldborough), Port Glasgow, Municipality of West Elgin

Date of Decision: May 11, 2021
Date of Notice: May 20, 2021
Last Date of Appeal: June 9, 2021
Lapsing Date: May 11, 2024

Notice circulated to:

Mail

Seaside Waterfronts Inc
62 Ontario Road
Mitchell ON N0K 1N0

Caroline Baker Consulting
PO Box 23002
Stratford ON N5A 7V8

Warren Sheridan
707 Eagle Drive
Burlington ON L7T 2Z8

E-mail

Bill Veitch, Director, MTE BVeitch@mte85.com
Jana Nethercott, Clerk, Municipality of West Elgin jnethercott@westelgin.net
Magda Badura, CAO/Treasurer, Municipality of West Elgin mbadura@westelgin.net
Bryan Pearce, Planner, Municipality of West Elgin planning@westelgin.net
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Regional Director, MMAH (Erick Boyd), Southwest Erick.Boyd@ontario.ca
Ryan Courville, Bell Canada planninganddevelopment@bell.ca
Jessica Hughes, Enbridge ONTUGLLandsINQ@enbridge.com
Dolly Shetty, Hydro One, Dolly.Shetty@HydroOne.com
Valerie Towsley, Lower Thames Valley Conservation Authority valerie.towsley@ltvca.ca

*public emails on separate list



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2021-35

A By-law to amend HR policy 1.3 with respect to Clothing and Footwear Allowance

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 adopted policy HR 1.3 Clothing/Footwear Allowance on February 17, 1998; and

Whereas the Council of The Corporation of the Municipality of West Elgin has deemed it expedient to amend policy HR 1.3 Clothing/Footwear Allowance Policy;

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

1. That the amended Policy HR 1.3 regarding Clothing/Footwear Allowance, 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 27th day of May, 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk

Municipality of West Elgin

Schedule “A” to By-Law #2021-XX

Policy HR-1.3 Clothing/Footwear Allowance Policy

Effective Date: February 17, 1998

Last Review Date: May 27, 2021

Policy Statement

- 1.01 To establish a clothing and footwear allowance for full-time employees and volunteer fire fighters.

Policy

- 2.01 All full-time employees will receive a footwear allowance as follows:
- (a) At the beginning of each calendar year the amount of \$150.00
 - (b) An additional \$50.00 for staff required to wear safety boots.
 - (c) Full-time employees who have not completed their probation period will receive the above noted compensation \$150.00 upon completion of their probationary period.
- 2.02 Uniformed clothing to be supplied to employees of the Operations and Community Services Department.
- 2.03 In lieu of a clothing allowance full time office staff will receive \$150.00.
- 2.04 For the Public Works Department employees, summer coveralls will be supplied. Winter coveralls will be supplied as required and approved by the Department Head.
- 2.05 The Head of each Department shall ensure that all uniformed clothing shall be returned by employees who no longer work for the municipality.
- 2.06 Volunteer Firefighters shall receive clothing as follows:
- (a) Station wear to be purchased for all firefighters during their probation, after having served for a minimum of three (3) months. Individual items will be replaced on an as needed basis, at the discretion of the Fire Chief.
 - (b) Dress uniforms purchased after three (3) years of continuous service. Individual items will be replaced on an as needed basis, at the discretion of the Fire Chief.

- (c) Station and dress wear uniforms are to be returned to the fire department for anyone serving less than ten (10) years.



MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality of West Elgin

By-Law No. 2021-36

Being a By-Law to designate the Municipality of West Elgin as a Site Plan Control Area pursuant to Section 41 of the Planning Act R.S.O. 1990, as amended.

Whereas Section 41 of the *Planning Act* R.S.O. 1990, as amended, provides that where an area is described in the Municipality's Official Plan as a Site Plan Control Area, Council may, by By-law, designate such area as a Site Plan Control Area; and

Whereas the Official Plan for the Municipality of West Elgin identifies lands in the entire Municipality as a Site Plan Control Area; and

Whereas Section 41 (13) of the *Planning Act* R.S.O. 1990, as amended authorizes Council to (a) define any class or classes of Development that may be undertaken without the approval of plans and drawings otherwise required under subsection 41(4) or 41(5); and (b) delegate to either a committee of the Council or to an appointed officer of the Municipality any of the Council's powers or authority under Section 41, except the authority to define any class or classes of Development as mentioned in clause 41 (13); and

Whereas Council deems it advisable to exempt certain classes of Development from Site Plan control, and further to delegate certain powers and authority to an appointed officer of the Municipality.

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

Site Plan Control Area By-law

1. DEFINITIONS

In this By-law:

"Act" means the *Planning Act*, R.S.O. 1990 as amended from time to time;

"Applicant" means the Owner of the property that is the subject of Site Plan approval or the person who is authorized in writing by the Owner to make an application for Site Plan

approval. Authorization is provided through declaration on the application form, which has been provided by the Municipality;

“Chief Building Official” means the Chief Building Official of the Municipality appointed pursuant to the *Building Code Act*;

“Council” means the Council of the Municipality;

“County” means the Corporation of the County of Elgin;

“Development” means development as defined within Subsection 41(1) of the Act, as amended time to time;

“Development Application Review Team” means a working group made up of Municipal staff or consultants that provides review and comment about an application for approval under this by-law;

“Municipality” means the Corporation of the Municipality of West Elgin;

“Owner” means a person(s), corporation(s) or partnership who is the registered Owner of the relevant property, as recorded in the local registry office;

“Planner” means the Planner of the Municipality, that is registered in accordance with the *Ontario Professional Planners Institute Act* and any successors thereto;

“Province” means the Government of the Province of Ontario;

“Site Plan” means those plans and/or drawings as contemplated by subsection 41(4) of the Act; and

“Zoning By-law” means By-law No. 2015-36 of the Municipality and any successors thereto.

2. INTERPRETATION

- 2.1. The requirements of this By-law are in addition to requirements contained in any other applicable by-laws of the Municipality or applicable provincial or federal statutes or regulations.
- 2.2. This By-law shall not be construed so as to reduce or mitigate any restrictions or regulations lawfully imposed by the Municipality or by any governmental authority having jurisdiction to make such restrictions or regulations.
- 2.3. Nothing in this By-law or in any Site Plan Agreement entered into hereunder shall be construed as relieving any Owner of lands within the Site Plan Control Area from the obligation of complying fully with the provisions of the Zoning By-law, nor shall the Zoning By-law be construed so as to reduce or mitigate any restrictions or regulations lawfully imposed hereby.

- 2.4. Terms used in this By-law, that are defined within the Zoning By-law are deemed to have the same meaning for consistency purposes, unless otherwise defined within this By-law.

3. SCOPE OF BY-LAW

- 3.1. The provisions of this By-law shall apply to all lands within the Municipality which are hereby designated as constituting a Site Plan Control Area pursuant to Section 41 of the Act.

4. EXEMPTIONS

- 4.1. The following classes of Development are hereby exempted from Site Plan control and may be undertaken without the approval of plans and drawings otherwise required under Section 5 hereof:
- (a) Single Unit Dwellings;
 - (b) Duplex Dwellings;
 - (c) Semi-detached Dwellings;
 - (d) Group home
 - (e) Seasonal Dwelling;
 - (f) Converted Dwelling;
 - (g) Garden Suite;
 - (h) Cabins;
 - (i) Accessory buildings;
 - (j) Buildings and structures for Agricultural Use and/or Restricted Agricultural Use and accessory buildings, structures and uses to these Agricultural Uses, excepting that this exemption shall not apply to cannabis cultivation, greenhouses, nurseries as defined on the Zoning By-law, or mushroom production facilities. For the purposes of clarity:
 - i. An accessory use may include a home occupation, provided that such use is clearly secondary and subordinate to the Agricultural Use;
 - ii. Agriculture-Related Uses are not exempt from Site Plan control or the provisions of this by-law whether or not they are located on a farm or on a separately held parcel.
 - iii. Agri-tourism uses are not exempt from Site Plan Control or the provisions of this by-law.
 - (k) Hunting Preserve;
 - (l) Site alteration where the conversion of vegetated or bare soil area to hard cover (gravel, paving, buildings) results in an increase of less than twenty percent (20%), calculated as the cumulative increase on the site since the effective date of this By-law;
 - (m) Additions to buildings or structures that do not exceed twenty percent (20%) of the existing gross floor area as defined in the Zoning By-law of said building up to a maximum of 250 square metres gross floor area, calculated as the cumulative area of all additions to said building since the effective day of this By-law;
 - (n) Underground storage tanks and septic systems;

- (o) Tents, marquees, trailers, mobile food outlets, and similar temporary structures to be erected for a period not exceeding 180 days, consisting of consecutive days and/or cumulative days in a calendar year;
- (p) Buildings or structures, and additions or alterations to buildings and structures, that are used for the purpose of enclosing staircases, passageways, entrances, porches, verandahs and similar structures; and mechanical equipment that is incidental or accessory to the main use;
- (q) Buildings and structures used for flood control, and preservation or Conservation of natural resources that are the result of an order, an approval or specific advisement of a Conservation Authority; or
- (r) Any addition required in order to comply with the *Fire Protection and Prevention Act, 1997*, as amended.

5. REQUIREMENTS FOR SITE PLAN APPROVAL

5.1. No person shall undertake any Development, and no building permit shall be issued for any Development, within the Municipality's Site Plan Control Area unless Council or its delegate under Section 6.2 of this by-law has first approved, in writing, one or both of the following:

- (a) Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction therewith and of all facilities and works required under Section 41(7)(a) of the Act, as amended from time to time, which at the time of passing this by-law are:
 - i. Widening of highways that abut on the land;
 - ii. Subject to the *Public Transportation and Highway Improvement Act*, facilities to provide access to and from the land such as access ramps and curbs and traffic direction signs;
 - iii. Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways;
 - iv. Walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access;
 - v. Facilities designed to have regard for accessibility for persons with disabilities;
 - vi. Facilities for the lighting, including floodlighting, of the land or of any buildings or structures thereon;
 - vii. Walls, fences hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands;
 - viii. Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other wastes material;
 - ix. Easements conveyed to the Municipality for the construction, maintenance or improvement of watercourse, ditches, land drainage works, sanitary sewage facilities and other public utilities of the Municipality or local board thereof on the land;

- x. Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon;
 - xi. Fire hydrants on the subject property and/or the closest fire hydrant(s) to the subject property.
- (b) The County has been advised of the proposed development and afforded a reasonable opportunity to require the Owner to provide to the satisfaction of and at no expense to the County any or all of the following:
- i. Widenings of highways and that abut the land;
 - ii. Subject to the *Public Transportation and Highway Improvement Act*, facilities to provide access to and from the land such as access ramps and curbing and traffic direction signs;
 - iii. Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways;
 - iv. Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land;
 - v. Facilities designed to have regard for accessibility for persons with disabilities.
- (c) Drawings showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing fewer than 25 units, which drawings are sufficient to display:
- i. the massing and conceptual design of the proposed building;
 - ii. the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;
 - iii. the provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings,
 - iv. matters related to exterior design, including without limitation, the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design;
 - v. matters relating to exterior access to each building that will contain affordable housing units or to any part of such building, but only to the extent that it is a matter of exterior design;
 - vi. the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation, trees shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and
 - vii. facilities designed to have regard for accessibility for persons with disabilities.

5.2. Plans and Drawing Requirements

Plans and Drawings submitted in accordance with this By-law or under any Site Plan Agreement are subject to the following:

5.2.1. Plans and Drawings may exclude the layout and design of interior areas, other than the interior walkways, stairs, elevators and escalators referred to in clause 5.1 (c) iii.

5.2.2. Plans and Drawings may exclude the manner of construction and standards for construction.

5.2.3. All Drawings and Plans shall be submitted in a manner and a scale to show with clarity and accuracy all buildings, structures, facilities and works described in Section 5.1(a).

5.3. The Municipality may require an Owner or Applicant to produce studies, plans and calculations that validate the location, dimensions and nature of the buildings, structures, facilities and works proposed in Site Plans or drawings, requiring the following:

- (a) Such studies plans and calculations shall be completed by a qualified professional; and
- (b) The cost of any required studies, plans and calculations will be the responsibility of the Owner.

6. SITE PLAN PROCEDURES REVIEW AND APPROVAL

6.1. Site Plan Application Review

6.1.1. Pre-Application Consultation

Pursuant to subsection 41(3.1) of the Act, Applicants are required to consult with the Municipality prior to submitting plans and drawings for approval and further in accordance with the Municipality's Pre-Application Consultation By-law, as amended time to time.

6.1.2. Development Application Review Team

All Plans submitted in accordance with this By-law or under any Site Plan Agreement required shall be reviewed by the Development Application Review Team and comments resulting from said review shall be provided in writing to the Planner, the Owner and/or the Applicant.

6.1.3. Review of Site Plan

- (a) Site Plan review shall be coordinated by the Municipality's Planner.
- (b) A determination of forms and documents that may constitute a complete application will be at the discretion of the Planner.
- (c) Consultation is required with the adjacent landowners, in order to review and provide comment, unless in the opinion of the Planner, where Development is minor and without significant adverse impact on adjacent landowners.

6.1.4. Site Plan Design Guidelines

Site Plan Design Guidelines adopted by Council of the Municipality, shall apply to all Development subject to this By-law.

6.2. Site Plan Approval

6.2.1. Delegation of Site Plan Approval

For the purposes of this By-law, 'delegation' includes: Approval of Site Plans; the imposing of conditions; and the Approval and Execution of Site Plan Control Agreements and amendments thereto. The powers and authority given to Council under Section 41 of the Act, are hereby delegated to the Planner.

6.2.2. General Provisions of Delegation

The exercise of the powers, authority or appointment delegated in this By-law are subject to the following:

- (a) The Planner shall provide a decision, in writing, to the Owner and/or Applicant, in respect of the application that is either:
 - i. Approval;
 - ii. Approval with Conditions; or
 - iii. Refusal.
- (b) The Planner shall approve the plans and drawings referred to in Section 41(4) of the Act except where, in the opinion of the appointed delegate the proposed buildings, structures, facilities and works shown on the plans and drawings are not consistent with the Provincial Policy Statement, does not conform to the Official Plan of the County and Municipality, and other policy and By-laws approved by Council, including but not limited to, the Zoning By-law.
- (c) The Planner may request that Council consider any given Site Plan Application for Approval.

6.2.3. Conditions of Site Plan Approval

As a condition to the approval of any plans and/or drawings referred to in Section 5, the Planner may require that the Owner of the lands:

- (a) provide at no cost to the Municipality, any or all of the facilities and works required under Section 41(7)(a) of the Act and listed in Section 5.1(a) of this By-law;
- (b) Maintain to the satisfaction of the Municipality and at the sole risk and expense of the owner any or all of the facilities or works mentioned in Section 5.1(a) including the removal of snow from access ramps and driveways, parking and loading areas and walkways;
- (c) Enter into one or more Agreements with the Municipality dealing with and ensuring the provision of any or all of the facilities, works or matters mentioned in Section 5.1 of the by-law or with the provision and approval of the plans and drawings referred to in Section 6 of this by-law
- (d) Enter into one or more Agreements with the Municipality ensuring that Development proceeds in accordance with the approved plans and drawings.
- (e) Convey part of the land to the Municipality to the satisfaction of and at no expense to the Municipality for a public transit right of way.
- (f) Enter into one or more Agreements with the County dealing with and ensuring the provision of any or all of the facilities, works or matters mentioned in Section 5.1 of the by-law or with the provision and approval of the plans and drawings referred to in Section 6 of this by-law.
- (g) Convey part of the land to the County to the satisfaction of and at no expense to the Municipality for a public transit right of way.

6.2.4. Appeals

Pursuant to Subsection (12) of the Act an appeal related to a decision, timing of a decision, or terms and requirements of any approval or agreement may be filed in accordance with the Act.

6.3. Fees

- 6.3.1. A fee for the review and approval of a Site Plan application is established by the Municipality through the Fees and Charges By-law, and any successors thereto.
- 6.3.2. Additional fees may be collected by the Municipality as reimbursement for the Municipality's costs for additional professional assistance, legal or otherwise incurred during the review of the Site Plan Application. Owners and/or

Applicants will provide acknowledgment of this reimbursement through declaration on the application form, which has been provided by the Municipality.

6.3.3. Fees referred to in this section are non-refundable.

7. ADMINISTRATION OF APPROVED SITE PLANS

7.1. Site Plan Agreements

7.1.1. Site Plan Agreements entered into as a condition of Site Plan Approval between the Owner and the Municipality, shall be in a registerable form and at the option of the Municipality may be registered against the land to which it applies, all at the expense of the Owner.

7.1.2. The Municipality may enforce the provisions of a Site Plan Agreement against the Owner of the lands in respect of which such Site Plan Agreement was entered into by the Municipality and, subject to the provision of the *Registry Act* and the *Land Titles Act*, and any and all subsequent Owners of the said lands.

7.2. Site Plan Amendments

7.2.1. Notwithstanding any other provisions to the contrary, the Planner, in consultation of the Chief Building Official, shall be authorized to approve changes to the Approved Plans attached to a Site Plan Agreement, where requested by the Owner of the lands in respect of which the said Site Plan Agreement has been entered into by the Municipality. Such changes shall only be approved where they are considered by the Planner to be minor, which is determined in accordance with all of the following:

- (a) The amendment does not significantly alter:
 - i. The location, size or height of any buildings and structures;
 - ii. The design and appearance of the Development; and
 - iii. The location or function of any works required under Subsection (7)(a) of Section 41 of the Act.
- (b) There is no amendment to the Site Plan Agreement;
- (c) There is no amendment to any conditions of the Site Plan Approval; and
- (d) There is no change in the level of municipal servicing required by the Development.

7.3. Securities

7.3.1. Where a Site Plan Agreement has been entered into, the Municipality may require that the Owner provide financial security to ensure the satisfactory completion of certain works required by the Agreement and approved plans listed therein. Securities shall be calculated and collected as follows:

- (a) The amount of securities shall be determined by the Municipality and be based on estimates of the works to be completed.
- (b) Prior to the issuance of a building permit securities will be collected that are equal to 100 percent of the estimated costs of structures, facilities and works to be completed on land owned by the Municipality, County and/or Province.
- (c) Prior to the issuance of an occupancy permit securities will be collected that are equal to 100 percent of the estimated costs of any unfinished works the Municipality deems necessary that are within the site and have been identified in approved plans, approved drawings and the Agreement.

7.3.2. Securities will be presented to the Municipality as an irrevocable letter of credit, cash or certified cheque to the satisfaction of the Municipality.

7.4. Release

7.4.1. The value of the any remaining security deemed necessary by the Municipality shall be repaid to the Owner when, in the opinion of the Municipality all the terms and conditions of the Site Plan Agreement have been fulfilled.

7.4.2. It shall be the responsibility of the Planner to have discretion on the completeness of terms and conditions of the Agreement.

7.5. Rights of Entry

Unless prohibited by law, the Owner signing each Site Plan Agreement shall be required to agree to a provision whereby the Planner, Chief Building Official, or other person to whom the Planner delegates the responsibility, may enter on land subject to the Agreement to inspect same for compliance with the Agreement. Nothing in this provision authorizes the entry into any building. The right of entry described in this section is in addition to any statutory rights of entry the Municipality may otherwise specifically have.

7.6. Compliance and Enforcement

7.6.1. Concordance with Procedures

The provision of required facilities, works or matters shall be in accordance with the approved Site Plan and Site Plan Agreement.

7.6.2. Conformity to Plans

All buildings, structures, facilities and works shown on any Site Plans or drawings approved by the Municipality and attached to and forming part of a Site Plan Agreement shall be provided, erected, constructed, used and maintained in good repair in accordance with such plans at the sole risk and expense of the Owner of the lands.

7.6.3. Failure to Comply

In the event that an Owner of lands in respect of which a Site Plan Agreement was entered into, fails to comply with any of the provisions of such Site Plan Agreement, then the Planner may take any or all of the following steps:

- (a) Completion, to its satisfaction, any work required by the said Site Plan Agreement;
- (b) Apply all or any portion of the money deposited by the Owner with the Municipality in accordance with Subsection 7.3 hereof towards the payment of costs and expenses for the completion of any works required by the Site Plan Agreement on land owned by the Municipality, County and/or Province; and/or
- (c) Collect reimbursement from the Owner, in a like manner as municipal taxes, any expenses paid by the Municipality to complete works, left uncompleted by the Owner, where said works are referred to in the Site Plans, drawings or agreement and located on the Owner's lands and necessary for the function of the related works on the Municipality's lands.

7.7. Abandoned Files

Site Plans, drawings and agreements with no action for a period of 12 months will be considered to be abandoned and subsequently closed by the Municipality, upon which written notice will be given to the Owner by the Municipality. Upon entering abandoned and closed status, a new application with applicable fees is required for future consideration of the Development.

7.8. Violations and Penalties

Every person who contravenes Section 41 of the Act, or its successors thereto is guilty of an offence, and upon conviction is liable to the fines set out in Section 67(1) and (2) of the Act.

7.9 Lapsing of Approval

7.9.1. Lapsing Provisions

Site plan approval lapses,

- (a) Where a building permit is required for development:
 - i. At the expiration of one year from the date of approval if, within the one-year period, no building permit is issued for the development;
 - ii. A building permit is issued for the development, but the Owner has not started construction within one year of date of approval.
 - iii. Upon the revocation of a building permit issued for the development, in accordance with the Municipality's Building By-law and Section 8(10) of the Building Code Act, 1992, as amended time to time.
- (b) Where no building permit is required but the Owner:
 - I. Has not started development within one year of date of site plan approval; or
 - II. Has not completed the construction of the development within two years of the date of approval.
- (c) Where the Municipality has granted approval to the plan and drawings and an Agreement is necessary to implement the development, but no Agreement has been executed within one year of the said approval.

7.9.2. Notice of Lapsed Approval

Written Notice of lapse of approval shall be given by the Municipality to the Owner, that the approval has been revoked within 30 days of the approval lapsing; and where an Agreement has been executed and/or registered, the Agreement shall be terminated and Registration of a Notice that the approval is revoked.

7.9.3. Extension Requests

Written Request from the Owner to the Municipality 30 days prior to the lapse date of the approval, justifying the need for the extension and identifies what the Owner has completed since approval was given by the Municipality.

7.9.4. Extension Request Decision

The Municipality's Planner, shall review the request and advise if the request is granted or refused, based on the information received in the Notice from the Owner, while having regard to legislative, policy and regulatory changes that has occurred since the approval was given.

8. GENERAL PROVISIONS

- 8.1. This By-law may be referred to as the Municipality's Site Plan Control Area By-law.
- 8.2. If a court of competent jurisdiction declares any provision or part of a provision of this By-law invalid, the provision or part of a provision is deemed severable from this By-law and it is the intention of Council that the remainder of the By-law shall continue to be in force.

9. REPEALS, AMENDMENTS, TRANSITION AND ENACTMENT

- 9.1. This By-law shall come into effect upon the finally passing thereof.

Read a first, second, and third time and finally passed this 27th day of May, 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk



MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality of West Elgin

By-Law No. 2021-37

A By-law to Authorize the Execution of an Amending Agreement between Her Majesty the Queen in Right of Ontario as represented by the Solicitor General and The Corporation of the Municipality of West Elgin for the Provision of Police Services for the Elgin Group Municipalities

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 Section 4(1) of the *Police Services Act*, R.S.O. 1990, cP.15, municipalities are required to provide adequate and effective police services in accordance with its needs; and

Whereas Section 10 of the *Police Services Act*, R.S.O. 1990, cP.15, the Solicitor General may enter into an agreement with the council of a municipality or jointly with the councils of two or more municipalities for the provision of police services for the municipality or municipalities by the Ontario Provincial Police; and

Whereas under Section 29, of the *Police Services Act*, R.S.O. 1990, cP.15 the Parties may amend the Agreement by written agreement; and

Whereas the Corporation of the Municipality of West Elgin, the Corporation of the Municipality of Bayham, the Corporation of the Municipality of the Township of Southwold, the Corporation of the Municipality of Central Elgin, the Corporation of the Township of Malahdie and the Corporation of the Municipality of Dutton Dunwich (herein after called the "Elgin Group") seek to enter into a single amending agreement for the provision of Police Services by the Ontario Provincial Police;

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

1. The Mayor and Clerk are hereby authorized, on behalf of the Corporation of the Municipality of West Elgin to enter into and execute under its corporate seal an agreement for the provision of Police Services with the Solicitor General of Ontario.

2. The Police Services agreement with the Solicitor General of Ontario shall also be authorized by the five (5) other Municipalities, being the other members of the Elgin Group
3. The Polices Services Amending Agreement will commence on the 1st day of July 2021 and will conclude on the 31st day of December 2021.
4. A copy of said amending agreement shall remain attached to and form part of this by-law.
5. This by-law shall come into force and effect on upon final reading and passing thereof.

Read a first, second, and third time and passed this 27th day of May, 2021

Duncan McPhail
Mayor

Jana Nethercott
Clerk

BETWEEN:

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY
THE SOLICITOR GENERAL
("Ontario")**

-and-

**THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN
THE CORPORATION OF THE MUNICIPALITY OF BAYHAM
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD
THE CORPORATION OF THE MUNICIPALITY OF CENTRAL ELGIN
THE CORPORATION OF THE MUNICIPALITY OF DUTTON/DUNWICH
THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**

(Herein after collectively called the "Elgin Group")

BACKGROUND

- A. The Parties entered into the Agreement for the provision of Police Services under Section 10 of the *Police Services Act* (the "Agreement") which commenced on the 01st day of July 2015 and expires on the 30th of June 2021.
- B. The Agreement includes all the Schedules and Appendices to the Agreement.
- C. Pursuant to Section 29, the Parties may amend the Agreement by written agreement.
- D. The Parties wish to amend the Agreement as set out in this Amending Agreement, by extending the contract until the 31st of December 2021 as supported by: Bylaw # 5668-20, THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN
THE CORPORATION OF THE MUNICIPALITY OF BAYHAM
THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD
THE CORPORATION OF THE MUNICIPALITY OF CENTRAL ELGIN
THE CORPORATION OF THE MUNICIPALITY OF DUTTON/DUNWICH
THE CORPORATION OF THE TOWNSHIP OF MALAHIDE
(attached as Schedule A,

NOW THEREFORE, the Parties agree as follows:

- 1. Section 26 of the Agreement shall be replaced with the following:

26. Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the 1st day of July 2021, and shall conclude on the 31st day of December 2021.

Relevant terms and conditions of the Agreement, that are not specifically amended but that relate to the amendments set out in this Amending Agreement shall be deemed to be amended so as to give effect to the changes herein.

Except for the amendments set out herein, the terms and conditions of the Agreement remain in full force and effect and time shall remain of the essence.

Notwithstanding the date upon which this Amending Agreement is signed, this Amending Agreement is effective from the 1st day of July 2021 to the 31st day of December, 2021.

FOR ONTARIO

Deputy Solicitor General Community Safety

FOR THE Corporation of
the Municipality of West Elgin

Mayor

Chief Administrative Officer

Date signed by Municipality: _____

FOR THE Corporation of
the Municipality of Bayham

Mayor

Chief Administrative Officer

Date signed by Municipality: _____

FOR THE Corporation of
the Township of Southwold

Mayor

Chief Administrative Officer

Date signed by Municipality: _____

FOR THE Corporation of
the Municipality of Central
Elgin

Mayor

Chief Administrative Officer

Date signed by Municipality: _____

FOR THE Corporation of
the Municipality Dutton/
Dunwich

Mayor

Chief Administrative Officer

Date signed by Municipality: _____

FOR THE Corporation of
the Township of Malahide

Mayor

Chief Administrative Officer

Date signed by Municipality: _____

Schedule A

BY-LAW OF THE MUNICIPAL COUNCIL

Schedule B

OPP 2021 ANNUAL BILLING STATEMENT

OPP 2021 Annual Billing Statement

Elgin Group

Estimated costs for the period January 1 to December 31, 2021

Please refer to www.opp.ca for 2021 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	18,079		
	Commercial and Industrial	885		
	Total Properties	<u>18,964</u>	177.48	3,365,653
Calls for Service				
	Total all municipalities	168,336,779		
	Municipal portion	1.4900%	132.26	2,508,169
Overtime			11.20	212,308
Court Security			9.54	180,918
Prisoner Transportation	(per property cost)		2.11	40,014
Accommodation/Cleaning Services	(per property cost)		4.68	88,752
Total 2021 Estimated Cost			<u>337.26</u>	<u>6,395,813</u>
2019 Year-End Adjustment				123,458
Grand Total Billing for 2021				<u>6,519,271</u>
2021 Monthly Billing Amount				543,273

OPP 2021 Annual Billing Statement

West Elgin M

Estimated costs for the period January 1 to December 31, 2021

Please refer to www.opp.ca for 2021 Municipal Policing Billing General Information summary for further details.

		Cost per Property \$	Total Cost \$
Base Service	Property Counts		
	Household	2,978	
	Commercial and Industrial	179	
	Total Properties	<u>3,157</u>	560,291
Calls for Service	Total all municipalities	168,336,779	
	Municipal portion	0.2165%	115.43
			364,398
Overtime		8.34	26,340
Prisoner Transportation		2.11	6,661
Accommodation/Cleaning Services		<u>4.68</u>	<u>14,775</u>
Total 2021 Estimated Cost		<u>308.03</u>	<u>972,466</u>

OPP 2021 Annual Billing Statement

Bayham M

Estimated costs for the period January 1 to December 31, 2021

Please refer to www.opp.ca for 2021 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	2,717		
	Commercial and Industrial	136		
	Total Properties	<u>2,853</u>	177.48	506,339
Calls for Service				
	Total all municipalities	168,336,779		
	Municipal portion	0.2147%	126.67	361,403
Overtime			14.10	40,218
Prisoner Transportation			2.11	6,020
Accommodation/Cleaning Services			<u>4.68</u>	<u>13,352</u>
Total 2021 Estimated Cost			<u>325.04</u>	<u>927,332</u>

OPP 2021 Annual Billing Statement

Southwold Tp

Estimated costs for the period January 1 to December 31, 2021

Please refer to www.opp.ca for 2021 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	1,772		
	Commercial and Industrial	65		
	Total Properties	<u>1,837</u>	177.48	326,023
Calls for Service	Total all municipalities	168,336,779		
	Municipal portion	0.1701%	155.90	286,396
Overtime			10.48	19,260
Prisoner Transportation			2.11	3,876
Accommodation/Cleaning Services			<u>4.68</u>	<u>8,597</u>
Total 2021 Estimated Cost			<u>350.65</u>	<u>644,153</u>

OPP 2021 Annual Billing Statement

Central Elgin M

Estimated costs for the period January 1 to December 31, 2021

Please refer to www.opp.ca for 2021 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	5,708		
	Commercial and Industrial	257		
	Total Properties	<u>5,965</u>	177.48	1,058,644
Calls for Service				
	Total all municipalities	168,336,779		
	Municipal portion	0.5018%	141.62	844,788
Overtime			11.93	71,133
Court Security			30.33	180,918
Prisoner Transportation			2.11	12,586
Accommodation/Cleaning Services			<u>4.68</u>	<u>27,916</u>
Total 2021 Estimated Cost			<u>368.14</u>	<u>2,195,985</u>

OPP 2021 Annual Billing Statement

Dutton Dunwich M

Estimated costs for the period January 1 to December 31, 2021

Please refer to www.opp.ca for 2021 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	1,673		
	Commercial and Industrial	73		
	Total Properties	<u>1,746</u>	177.48	309,873
Calls for Service				
	Total all municipalities	168,336,779		
	Municipal portion	0.1472%	141.90	247,759
Overtime			13.43	23,455
Prisoner Transportation			2.11	3,684
Accommodation/Cleaning Services			<u>4.68</u>	<u>8,171</u>
Total 2021 Estimated Cost			<u>339.60</u>	<u>592,942</u>

OPP 2021 Annual Billing Statement

Malahide Tp

Estimated costs for the period January 1 to December 31, 2021

Please refer to www.opp.ca for 2021 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	3,231		
	Commercial and Industrial	175		
	Total Properties	<u>3,406</u>	177.48	604,483
Calls for Service	Total all municipalities	168,336,779		
	Municipal portion	0.2397%	118.45	403,426
Overtime			9.37	31,901
Prisoner Transportation			2.11	7,187
Accommodation/Cleaning Services			<u>4.68</u>	<u>15,940</u>
Total 2021 Estimated Cost			<u>312.08</u>	<u>1,062,937</u>



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2021-38

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on May 27, 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 May 27, 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 27th day of May, 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk