



Municipality of West Elgin

Agenda

Council Meeting

Date: November 18 2021, 9:30 a.m.
Location: West Elgin Community Complex - Hybrid Meeting
160 Main Street
West Lorne
Electronic Hybrid Meeting

Due to Orders under *Reopening Ontario Act*, 2020 this meeting broadcasted electronically. If you wish to view this meeting please contact the Clerk's Department also if you require an alternate format or accessible communication support or wish to receive the link to the meeting, at 519-785-0560 or by email at clerk@westelgin.net.

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Agenda as presented.

3. Disclosure of Pecuniary Interest

4. Delegations 9:30 am

4.1. Detachment Commander Inspector Mark Loucas - Elgin Group Police Services Board Update

5

4.2. T. Arts - Ontario Federation of Agriculture Regional Director

14

5. Adoption of Minutes

29

Recommendation:

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

6. Business Arising from Minutes

7. Staff Reports

7.1. Water

7.1.1. West Elgin Distribution System Q3 Report 42

Recommendation:

That West Elgin Council hereby receives the report from Sam Smith, OCWA re: West Elgin Drinking Water Distribution System 2021 Third Quarter Report for information purposes.

7.2. Wastewater

7.2.1. Rodney Wastewater Treatment Plant Q3 Report 51

Recommendation:

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

7.2.2. West Lorne Wastewater Treatment Plant Q3 Report 64

Recommendation:

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

7.3. Building

7.3.1. J. Morgan-Beunen, CBO - Building Activity Report October 2021 79

Recommendation:

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

7.4. Fire

7.4.1.	J. McArthur, Fire Chief - Monthly Report - October 2021	82
	Recommendation: That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief re: October Monthly Fire Report for information purposes.	
7.5.	Emergency Management	
7.5.1.	J. Nethercott, Clerk - 2021 Annual Emergency Exercise	84
	Recommendation: That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: 2021 Annual Emergency Exercise for information purposes.	
7.6.	Operations & Community Services	
7.6.1.	L. Gosnell, Manager of Operations & Community Services - Monthly Operations Update – October 2021	86
	Recommendation: That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services for information purposes	
7.7.	Clerk's	
7.7.1.	J. Nethercott, Clerk - 2022 Council & Committee Meeting Dates	89
	Recommendation: That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: 2022 Council Meeting Dates; and That West Elgin Council hereby approves the Council and Committee meeting dates as presented.	
7.8.	Finance/Administration	
7.8.1.	M. Badura, CAO/Treasurer & J. Nethercott, Clerk - Administration Monthly Update – October 2021	
	Recommendation: That West Elgin Council hereby receives the report from Magda Badura and Jana Nethercott re: Administration Monthly Update for October 2021 for information purposes.	

8. Committee and Board Report

8.1. Councillor Reports from Committees

9. Council Announcements/Inquires

9.1. Notice of Motion

9.2. Councillor Announcements

9.3. Matters of Urgency

10. Accounts

Recommendation:

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #11 amounting to \$ 647,588.89 in settlement of General, Road, Water and Arena Accounts including EFT#4492-4575, online Payments# 798-816, cheque# 25794-25805 and Payroll PP22.

11. Correspondence

12. By-Laws

13. 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)(b & d) of the *Municipal Act, R.S.O. 2001* consideration will be given to matters pertaining to an identifiable individual, including a municipal or local board employee and labour relations or employee negotiations.

14. Report from Closed Session

Elgin Group Police Services Board

Reporting On Our Progress



MONDAY, NOVEMBER 18, 2021

Inspector Mark Loucas, Detachment Commander
Mayor Sally Martyn, PSB Chair
CAO Julie Gonyou, PSB Secretary-Administrator

Agenda

Part 1: Message from
Inspector Mark Loucas

.....

Part 2: OPP Strategic
Priorities

.....

Part 3: Police Services
Board Update

.....



Message from Inspector Loucas

2020-2022
STRATEGIC PLAN
Ontario Provincial Police

Our Vision

Safe Communities...
A Secure Ontario

Our Mission

To serve our province by
protecting its citizens,
upholding the law and
preserving public safety.

Our Values

Serving with PRIDE,
PROFESSIONALISM &
HONOUR

Interacting with RESPECT,
COMPASSION & FAIRNESS

Leading with INTEGRITY,
HONESTY & COURAGE

Our Priorities

Always doing the right things for the right reasons

Our People

A healthy and resilient OPP

Our Work

A responsive and evolving OPP

Our Communities

A collaborative and progressive OPP

Action Plan Commitment Summary

The OPP’s action planning process ensures compliance with the Adequacy and Effectiveness of Police Services Regulation (Adequacy Standards) filed as O. Reg. 3/99 in 1999.

Through analysis and consultation, the following areas of focus were identified for the next three years. These are reflective of local issues; activities will be addressed, monitored and adjusted as needed.

Crime	Roadways, Waterways and Trails	Other
.....
Prevent and investigate property crime.	To sustain a continuous focus and year-round focus on the causal factors of motorized collisions.	Streamline collision reporting through the implementation of a Detachment Collision Reporting Centre.
Continued support and engagement in the Intelligence-led policing policy - Crime Abatement Strategy.	To educate and promote public awareness in relation to collisions involving wildlife.	Identify and implement co-response solutions, such as MCRRT, for non-police related demands for service.
Work in collaboration with local community resources/groups to facilitate a trusted and victim-centric approach in processes, policies and programs.	To sustain a continuous focus on the causal factors of marine collisions on Lake Erie throughout the season.	Develop and finalize a transfer of care protocol with the St. Thomas-Elgin General Hospital

PSB Update

Community Safety and Policing Act (CSPA) - 2022

Section 10 (OPP) Agreements will be terminated and Section 10 (OPP) Boards will be dissolved.

Section 10 municipalities were required to submit a proposal indicating the preferred composition for their new OPP detachment boards.

On behalf of the participating municipalities, the Secretary-Administrator submitted an application for status quo board composition in June 2021:

- one (1) elected representative appointed by resolution from Eastern Elgin, alternating every three (3) years between the Township of Malahide and the Municipality of Bayham;
- one (1) elected representative appointed by resolution of the Council of the Municipality of Central Elgin for a three (3) year term;
- one (1) community representative from Western Elgin, appointed by resolution jointly by the Township of Southwold, the Municipality of Dutton/Dunwich, and the Municipality of West Elgin for a three (3) year term; and
- two (2) persons appointed by the Lieutenant Governor in Council.

Next Steps

1 Ministry Approval of Board Composition

.....

Anticipated Fall 2021.

3 Review Board Member Compensation

.....

2 Establish New OPP Board

.....

4 Establish Board Budget

.....

Elgin Group Police Services Board

Feedback

- We want to hear from you!

Home Grown Campaign Farmland Preservation

Tracey Arts
OFA Zone Director
Oxford-Elgin County

Our Mission: Farms and Food Forever

- Over 38,000 farm business members
- 51 local federations for strong, grassroots leadership
- 45 knowledgeable and experienced staff strategically located across Ontario
- 31 commodity and industry organizational members
- 18 member-elected Board of Directors



Home Grown Campaign



Campaign – homegrown.ofa.on.ca
– an advocacy campaign focused on protection and preserving Ontario’s farmland and domestic food production.



Purpose – increase awareness, educate the public, and enhance consumer knowledge on the threat and negative impacts urban development poses to Ontario’s agri-food system.



Call-to-Action – engage in the campaign on social media, sign the online petition and share our message in support of the protection and preservation of Ontario’s farmland.



Online Petition – Change.org – has received signatures from more than 5,900 supporters.

Based on data from the Census of Agriculture, Ontario is losing 175 acres of farmland every day to urban development.

It's a concerning number. Roughly the size of 135 football fields. Every day.

Whether you are talking about your morning toast, an apple in your lunch or grilled chicken for dinner, it all comes from Ontario farmland.

We get it – urban development matters. But where our food comes from matters too.

175 acres

=

5 family farms every week



Agriculture in 2021

- Produce more than 200 commodities
- The agri-food sector (field-to-fork) employs more than 860,494 Ontarians and grosses 47.3 billion in GDP
- 1 in 8 people are employed in agriculture and agri-food

**Once farmland is paved over,
it's gone forever.**



What kind of food and farms are we talking about?

Although Ontario farmers do a lot with a little, only about 5% of land in the province can actually produce food.

More than 200 different fruits, vegetables, grains and livestock are grown or raised right here at home.

The land that supports this food production is a finite resource¹. It needs to be protected now.



Long-term land use planning needs to focus on protecting agricultural land to ensure we have the resources available to continue producing food for the future

Peggy Brekveld,
President

Local Planning Process

Land Use Planning

- Protecting farmland because of urban pressures for growth
- Approach agriculture as a system, including the need for infrastructure and economic viability of farming



Minister's Zoning Orders (MZOs)

- Frequent use undermines the local planning process
- Bypasses long-standing processes intended to protect farmland
- Eliminates local input or any type of appeal mechanism
- OFA recognizes need for MZOs to be executed in certain circumstances – but not when they impact productive farmland

Recent Planning Act Amendments

- Ontario cannot sustain continuing losses of agricultural land – it is a limited and declining land base.
- OFA recommends higher density development should be mandated province-wide to take advantage of existing infrastructure and reduce demand on agricultural land for future development.



Local Input

- Imperative for MZOs and amendments to them to solicit local input
- Advanced public notice should be provided before MZOs are issued
- MZOs need to be posted on the environmental registry for consultation, not just as decisions

An aerial photograph of a rural landscape. A winding river flows through the center, bordered by lush green fields and dense trees. A dirt road runs along the right side of the river. In the background, more fields and small farm buildings are visible under a cloudy sky.

Benefits of Agricultural Lands

- OFA understands the importance of urban growth and expansion – but where our food comes from matters too.
- Focus needs to be on protecting agricultural land to ensure we have the resources available to continue producing food for future generations.



Environmental Benefits

- Carbon sequestration, reduced soil erosion and watershed and wildlife habitat protection
- Aesthetic and recreational space, air quality & climate change mitigation
- Nutrient cycling, pollination services, soil erosion control
- Water cycling, groundwater recharge



Access to Local Food

- Food security
- Food access
- Enhancing agricultural productivity
- Urban-rural connections

Economic Opportunity in Agriculture

- **Attract & Retain Youth** to grow a skilled future workforce and fill current critical job vacancies
- **Enable Diversification** through value-added, direct farm marketing and agri-tourism



The slide features a collage of three images. The largest image, on the left, shows a blue tractor with a red implement driving away on a gravel road, with a forest in the background. Two smaller hexagonal images are positioned above the tractor image: one showing a dense green forest and the other showing a close-up of green foliage.

Thank You

Tracey Arts
OFA Director,
Oxford & Elgin County
Tracey.arts@ofa.on.ca



Municipality of West Elgin

Minutes

Committee of the Whole Meeting

November 4, 2021, 9:30 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main Street

West Lorne

Electronic Hybrid Meeting

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
B. Pearce, Planner

1. Call to Order

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

2. Adoption of Agenda

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

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

Carried

3. Disclosure of Pecuniary Interest

None.

4. Closed Session

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That the Committee of the Whole of the Municipality of West Elgin hereby adjourn into Closed Session at 9:32 a.m. under Section 239(2)(d) of the *Municipal Act R.S.O. 2001* consideration will be given to matters pertaining to labour relations or employee negotiations.

Carried

5. Report from Closed Session

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Committee of the Whole provided direction to staff with regards to labour relations or employee negotiations.

Carried

6. Staff Reports

6.3 Proposed 2022 Fees and Charges

Staff went through each departmental changes to the fees proposed for 2022.

Committee of the Whole recessed at 11:10 a.m. and reconvened at 11:21 a.m.

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Committee of the Whole hereby receives the report from Magda Badura, CAO/Treasurer re: Proposed 2022 Fees and Charges; and

That West Elgin Committee of the Whole provide direction to staff update the proposed fees and charges as directed and host a public meeting as required and bring forward a by-law at an upcoming Council meeting.

Carried

6.2 Council Grant Program and Waiver of Fees

Direction was provided to staff to place \$25,000 for Council Grants in the Draft 2022 Budget as a place holder and that Council Grant Applications remain closed until the Budget has been finalized.

6.1 Verbal update from Staff on 2022 Budget Process

Staff provided an update to Council on the Budget process moving forward.

7. Adjournment

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Committee of the Whole hereby adjourn at 12:14 p.m. to meet again at 9:30 a.m. on November 18, 2021 as Council or at the call of the Chair.

Carried

Duncan McPhail, Mayor

Jana Nethercott, Clerk



Municipality of West Elgin

Minutes

Council Meeting

October 28, 2021, 9:00 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main Street

West Lorne

Electronic Hybrid Meeting

Present:

- Mayor D. McPhail**
- Deputy Mayor R. Leatham**
- Councillor T. Tellier**
- Councillor A. Cammaert**
- Councillor B. Rowe**
- Bryan Pearce, Planner**

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**
- Mike Kalita, Utilities Supervisor**

Also Present:

- Tom Marks, Elgin County Warden**
- Julie Gonyou, CAO/Clerk, Elgin County**

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.

2. Adoption of Agenda

Resolution No. 2021- 338

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That West Elgin Council hereby adopts the Agenda as presented.

Carried

3. Closed Session - 9 a.m.

Resolution No. 2021- 339

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 9:01 a.m. under Section 239(2)(b) of the *Municipal Act R.S.O. 2001* consideration will be given to matters pertaining to an identifiable individual, including a municipal or local board employee.

Carried

4. Report from Closed Session

Mayor McPhail reported out at 2:29 a.m.

Resolution No. 2021- 340

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That West Elgin Council provided direction to staff regarding matters pertaining to an identifiable individual.

Carried

5. Disclosure of Pecuniary Interest

No disclosures

6. Delegations - 9:30 a.m.

6.1 Elgin County Update - Warden T. Marks and J. Gonyou CAO/Clerk

Warden Marks and Ms. Gonyou provided an update on services and partnerships from the County of Elgin.

7. Adoption of Minutes

Resolution No. 2021- 341

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That the Minutes of the Council meeting on October 14, 2021 be adopted as circulated and printed.

Carried

8. Business Arising from Minutes

None.

9. Staff Reports

9.1 Building

9.1.1 J. Morgan-Beunen, CBO - Authorize Execution of Conditional Permit Agreement – Permit No. 2021-83

Resolution No. 2021- 342

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, Chief Building Official, be received for information purposes; and

That the proposed By-law, being a By-law to authorize execution of an Agreement with Carlos Azevedo for the issuance of a Conditional Building Permit at 24803 Pioneer Line, West Lorne, Ontario in the Municipality of West Elgin, be considered in the By-Law portion of the agenda.

Carried

9.1.2 J. Morgan-Beunen, CBO - Delegation of Authority for Conditional Building Permits and Approval of Draft Agreement

Resolution No. 2021- 343

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, Chief Building Official, be received for information purposes; and

That the proposed By-law, being a By-law to Delegate Authority to Enter into Conditional Building Permit Agreements to the Chief Building Official, be considered in the By-Law portion of the agenda.

Carried

9.2 Water

9.2.1 M. Kalita, Utilities Supervisor - Mistele Side Road Water Line Extension

Resolution No. 2021- 344

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Mike Kalita, Utilities Supervisor re: Mistele Side Road Water Line Extension; and

That West Elgin Council hereby approve the waiver of penalty and interest of \$346.35 outstanding as a result of the engineering for the Mistele Side Road Waterline for Mr. R. Van Every.

Carried

9.3 Fire

9.3.1 J. McArthur, Fire Chief - Monthly Report – September 2021

Resolution No. 2021- 345

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

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

Carried

Council recessed at 10:27 a.m. and reconvened at 10:40 a.m.

9.4 Municipal Drains

9.4.1 J. Nethercott, Clerk - Appoint Engineer for Drainage Works – DK Andrews Drain

Resolution No. 2021- 346

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Appoint Drainage Engineer for Drainage Works- DK Andrews Drain; and

That West Elgin Council hereby appoints Spriet & Associates Engineers to prepare a report for the major improvement of the DK Andrews Municipal Drain;

Carried

9.5 Planning

9.5.1 B. Pearce, Planner - Consent Application E86-21 – Comments to County of Elgin (Planning Report 2021-31)

Resolution No. 2021- 347

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from Bryan Pearce regarding the consent application, File E86-21 – Comments to County of Elgin (Planning Report 2021-31);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for the severance application, File E86-21, subject to the Lower-Tier Municipal conditions in Appendix Two of this report;

And further that West Elgin Council directs Administration to provide this report as Municipal comments to the County of Elgin.

Carried

9.6 Clerks

9.6.1 J. Nethercott, Clerk - Delegation Request – Dutton Dunwich/West Elgin Housing Stability Task Force

Resolution No. 2021- 348

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Delegation Request from Dutton Dunwich/West Elgin Housing Stability Task Force for information purposes; and

That West Elgin Council hereby direct staff to issue a letter to the Task Force detailing the information that is being requested prior to inviting them back as a delegation.

Carried

10. Committee and Board Report

10.1 Councillor Reports from Committees

None.

11. Council Announcements/Inquires

11.1 Notice of Motion

None.

11.2 Councillor Announcements

None.

11.3 Matters of Urgency

Resolution No. 2021- 349

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby approve the Mayor and Clerk to sign the Transfer Payment Agreement for Investing in Canada Infrastructure Program: COVID-19 Resilience Infrastructure Stream - Local Government Intake.

Carried

12. Accounts

Resolution No. 2021- 350

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #10A amounting to \$ 230,945.13 in settlement of General, Road, Water and Arena Accounts including EFT#4452-4491, online Payments# 792-797, cheque# 25777-25793 and Payroll PP21.

Carried

13. Correspondence

13.1 Elgin County - Council Highlights October 12, 2021

13.2 Municipality of Leamington - Support AMO's recommendations to Long-Term Care COVID-19 Commission

Resolution No. 2021- 351

Moved: Councillor Rowe

Seconded: Councillor Cammaert

Whereas the Association of Municipalities of Ontario (AMO) has provided Board-approved submission, Improving Long-Term Care Outbreak Response in Ontario: Submission to the Long-Term Care COVID-19 Commission, on January 29, 2021, outlining recommendations to the Commission on behalf of the municipal governments that operate 100 of the 626 long-term care homes in Ontario; and

Whereas AMO's submission puts forward 48 recommendations for action in both public and private long-term care homes across nine themes: Vision for Long-Term Care and Leadership Culture, Public Health and Safety, Planning and Communications, Staffing Measures, Care for Residents, Funding, Inspections-Enforcement and Compliance, and Mental Health and Well-Being; and

Now Therefore the Municipality of West Elgin endorses AMO's recommendations contained in its submission to the Long-Term Care COVID-19 Commission; and

That West Elgin Council endorses the Municipality of Leamington's resolution C-279-21.

Carried

13.3 Ontario Provincial Police - Memorial dedicated to Officers who died by suicide

13.4 West Lorne Optimist - Request to Close Road

Resolution No. 2021- 352

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby supports the closure of Graham Road between Gilbert Street and West Elgin Community Centre, on Friday November 26, 2021 between 7:00 p.m. and 8:30 p.m.

Carried

13.5 Royal Canadian Legion - Remembrance Day Request

Resolution No. 2021- 353

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby supports the closure of Graham Road between Jessie Street and Marsh Line, on November 11, 2021 between 10:30 a.m. and 11:30 a.m.

Carried

Resolution No. 2021- 354

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That West Elgin Council support the closure of Furnival Road between Victoria Street and Clark Street, on November 7, 2021 between 10:30 a.m. and 11:30 a.m.

Carried

14. Up Coming Meeting Dates

Correction to the Date of the Council meeting in December it should be December 16.

15. By-Laws

15.1 By-Law 2021-58 - ICIP Community, Culture and Recreation Grant Transfer Payment Agreement

Resolution No. 2021- 355

Moved: Councillor Rowe

Seconded: Councillor Tellier

That By-Law 2021-58 being a By-law to Authorize the Execution of the Transfer Payment Agreement for the Investing in Canada Infrastructure Program (ICIP): Community, Culture and Recreation Stream Project between Her Majesty the Queen Right in Ontario represented by the Minister of Infrastructure and the Corporation of the Municipality of West Elgin, be read a first, second and third and final time.

Carried

15.2 By-law 2021-59 - Conditional Building Permit Agreement

Resolution No. 2021- 356

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That By-law 2021-59 being a Bylaw to authorize execution of an Agreement with Carlos Azevedo for the issuance of a Conditional Building Permit at 24803 Pioneer Line, West Lorne, Ontario in the Municipality of West Elgin, be read a first, second and third and final time.

Carried

15.3 By-Law 2021-61 - Delegation of Authority for Conditional Building Permit Agreements

Resolution No. 2021- 357

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That By-law 2021-61 being a By-law to Delegate Authority to Enter into Conditional Building Permit Agreements to the Chief Building Official, be read a first, second and third and final time.

Carried

16. Confirming By-Law

Resolution No. 2021- 358

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That By-Law 2021-60 being a By-Law to confirm the proceedings of the Regular Meeting of Council held on October 28, 2021, be read a first second and third and final time.

Carried

17. Adjournment

Resolution No. 2021- 359

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That the Council of the Municipality of West Elgin hereby adjourn at 11:32 a.m. to meet again at 9:00 a.m. on November 4, 2021 as Committee of the Whole and November 18, 2021 as Council 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
Third Quarter 2021

Ontario Clean Water Agency, Southwest Region
Sam Smith, Senior Operations Manager
Susan Budden, Business Development Manager
Issue Date: November 15, 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 this quarter.

SECOND QUARTER:

There were no compliance or exceedance issues reported for this quarter.

THIRD QUARTER:

There were no compliance or exceedance issues reported for this quarter.

SECTION 2: INSPECTIONS

FIRST QUARTER:

On February 24th, 2021 a routine MECP 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.

SECOND QUARTER:

There were no MECP or MOL inspections this quarter.

THIRD QUARTER:

There were no MECP or MOL inspections this quarter.

SECTION 3: QEMS UPDATE

FIRST QUARTER:

There have been no updates to QEMS at this time.

SECOND QUARTER:

An internal audit took place on June 25, 2021 by Terri-Lynn Thomson. 5 opportunities for improvements and 0 non conformances were found.

THIRD QUARTER:

A Management review took place on July 22, 2021.

An external audit by Sandra Tavares of SAI Global took place on July 28, 2021, there were 0 non-conformances and 2 OFI's found.

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	16	0 - 0	0 - 0	8	<10 – 1030
May	20	0 - 0	0 - 0	10	<10 – <10
June	17	0 - 0	0 - 0	9	<10 – <10
July	16	0 - 0	0 - 0	8	<10 – <10
August	20	0 - 0	0 - 0	10	<10 – <10
September	16	0 - 0	0 - 0	8	<10 – <10
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 0.43% when compared to the annual average in 2020.

	Limit (ug/L)	THM Result (ug/L)
January 2021	-	42
April 2021	-	43
July 2021	-	47
October 2020	-	99
Running Average	100	57.75

Haloacetic Acids (HAAs) are 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 2.1% when compared to the annual average in 2020.

	Limit (ug/L)	HAA Result (ug/L)
January 2021	-	22.2
April 2021	-	26.2
July 2021	-	21.6
October 2020	-	57.9
Running Average	80	32

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.

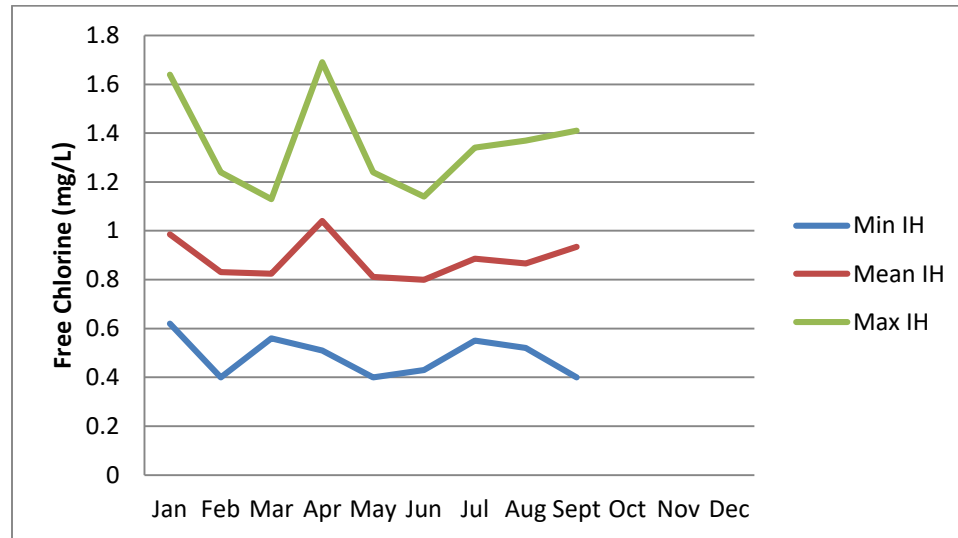


Figure 1. Free Chlorine Residuals in Distribution System

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.

SECOND QUARTER:

There have been no additional health and Safety concerns this quarter.

THIRD QUARTER:

There have been no additional health and Safety concerns this quarter.

SECTION 6: GENERAL MAINTENANCE:

FIRST QUARTER:

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 Schedule 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.

SECOND QUARTER:

APRIL

05, 12, 19, 26: Weekly bacti samples obtained and sent to SGS lab.
02, 09, 16, 23, 30: Weekly residuals obtained and recorded.
05-16: hydrant flushing
06: Completed 2nd quarter THM'S and HAA'S.
13: Completed blow off at 23973 Downie line. 0.86mg/L
20: Driving past auto-flusher at the dead end of line on Graham Rd. by the river. Noticed the auto flusher bubbling up and ditch full of water. Stopped and found the wires disconnected. Fixed the connection and turned off auto flusher. Called TCWTP operator and found trending of the broken wire from Friday. Approx. 1200-1400 m3 per day in north meter chamber. Notified them that it was caused by broken wires. Notified SOM via text.
20: Auto-flusher at the end of Carrol Line is having the drain re-routed to avoid flooding farmer's field. West Elgin completing work themselves. Auto-flusher will be off until tomorrow to allow for work to be completed.

22. Onsite at the dead end of Carrol Line to run the auto flusher so the municipality could ensure the new drainage system works properly. Turned the auto-flusher off after inspection.
23. Completed auto flusher rounds. Auto flusher at 20615 Gray Line was off, caused by the rain sensor wires being broken. Programmed unit that the rain sensor is off now. Dead end of Carrol auto flusher turned off as the new drain is flooding the roadway. Notified SOM and turn unit off till municipality finishes the ditching work.

MAY

03, 10, 17, 24, 31: Weekly Bacti samples obtained and sent to SGS.
07, 14, 21, 28: Distribution residuals obtained and recorded.
13: Exercise blow offs.
20: Greg Penny and Triton Group onsite of hydrant 8 to install back flow preventer for hydro seeding.
20: 24029 Stalker Line live tap new service.
25: Completed exercising blow offs.

JUNE

07, 14, 21, 28: Weekly bacti samples obtained and sent to SGS lab.
4, 11, 18, 25: Weekly residuals obtained and recorded.
01: 24801 Pioneer Line live tap.
05: Raised water line on Furnival Rd at Center street for new storm drain.
10: Called Prominent Tech support to assist with 4-20m amp signal adjustment on chlorine analyzer at Rodney Tower.
16: Assist VanBree Construction with moving a hydrant on Queens Line west of Furnival Rd for new storm drain.
22: Landmark completed ROV inspection of tower.

THIRD QUARTER:

JULY

05, 12, 19, 26: Weekly bacti samples obtained and sent to SGS lab.
02, 09, 16, 23, 30: Weekly residuals obtained and recorded.
27: 23088 Pioneer Line - live tap new service.
28: Fixed chlorine leak on chlorine panel at Rodney tower.
30: Blow offs completed.

AUGUST

02, 09, 16, 23, 30: Weekly bacti samples obtained and sent to SGS lab.
06, 13, 20, 27: Weekly residuals obtained and recorded.
27: Site meeting with VanBree to discuss off sets at Flora and Sanford along Queens.

SEPTEMBER

06, 13, 20, 27: Weekly bacti samples obtained and sent to SGS lab.
03, 10, 17, 24: Weekly residuals obtained and recorded.
02: VanBree completed offsets at Flora and Sanford along Queens.
08: ORO notes in log book Tri Country Water Treatment Plant experiencing colored water due to raw water quality.
16: VanBree onsite at end of water main on Queens Line by cemetery to complete offset.
20: Hydrant flushing started.

SECTION 7: ALARMS:

FIRST QUARTER:

No alarms this quarter.

SECOND QUARTER:

No alarms this quarter.

THIRD QUARTER:

JULY

No alarms this month.

AUGUST

No alarms this month.

SEPTEMBER

17: William at Wood Street; leak caused by contractors digging in the area looking for the sanitary for a new house being built. They pulled the service from the main. Reviewed locates; it was not marked as it's an old abandoned service. Throttled down the water main at the intersection of Wood and William St. and notified the 2 houses of the potential of low water pressure. Repaired with a repair sleeve and flushed hydrant at the cemetery. Obtained 1.90mg/L residual. Notified ORO of all operations.

SECTION 8: COMPLAINTS & CONCERNS:

FIRST QUARTER:

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 this month.

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

SECOND QUARTER:

No community complaints this quarter.

THIRD QUARTER:

JULY

No community complaints this month.

AUGUST

27: 208 James Street - high chlorination complaint. Operator attended site and tested water got 0.50mg/l residual. Asked home owners to call asap if the chlorine goes high again so we can figure out the issue.

SEPTEMBER

07: 9532 Graham Rd yellow water complaint.

27: 210 Elm St. - colored water complaint - flushed hydrant and notified home owner.

27: 24173 Gray Line - colored water complaint. Flushed blow off at 24067 Gray Line.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

5834 Rodney Wastewater Treatment Plant
Operations Report
Third Quarter 2021

Ontario Clean Water Agency, Southwest Region
Sam Smith, Senior Operations Manager
Susan Budden, Business Development Manager
Issue Date: November 15, 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

Design Capacity:

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

Treatment Process Features:

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

Contacts:

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

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

SECTION 2: INSPECTIONS

FIRST QUARTER:

There were no MECP or MOL inspections during this quarter.

SECOND QUARTER:

There were no MECP or MOL inspections during this quarter.

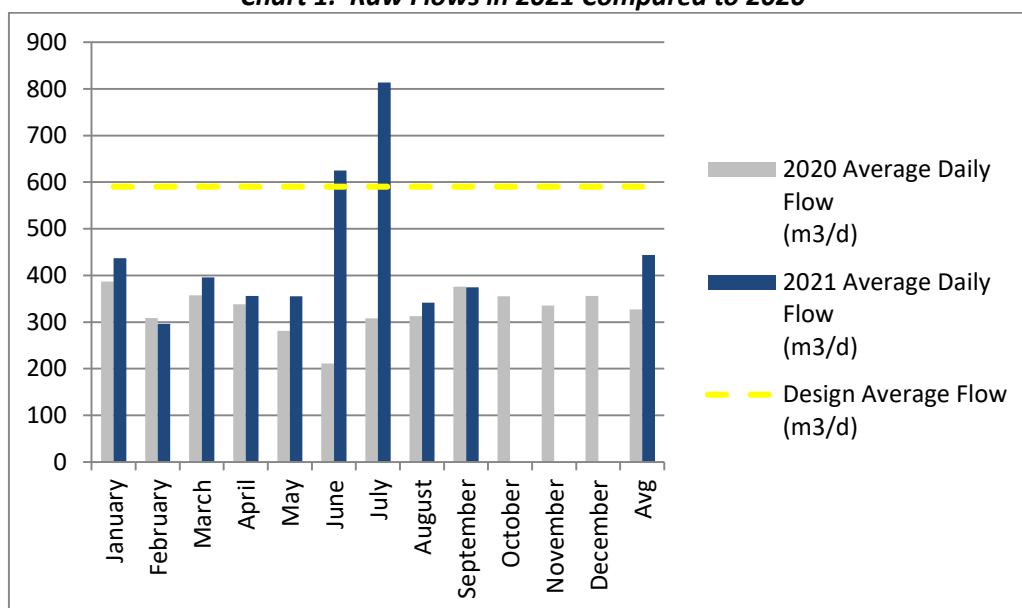
THIRD QUARTER:

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 443.85m³/d. The average daily flow in 2020 was 327.1 m³/d, therefore the flow for 2021 is up by 36% when compared to 2020. The plant is currently at 75% 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 2021.

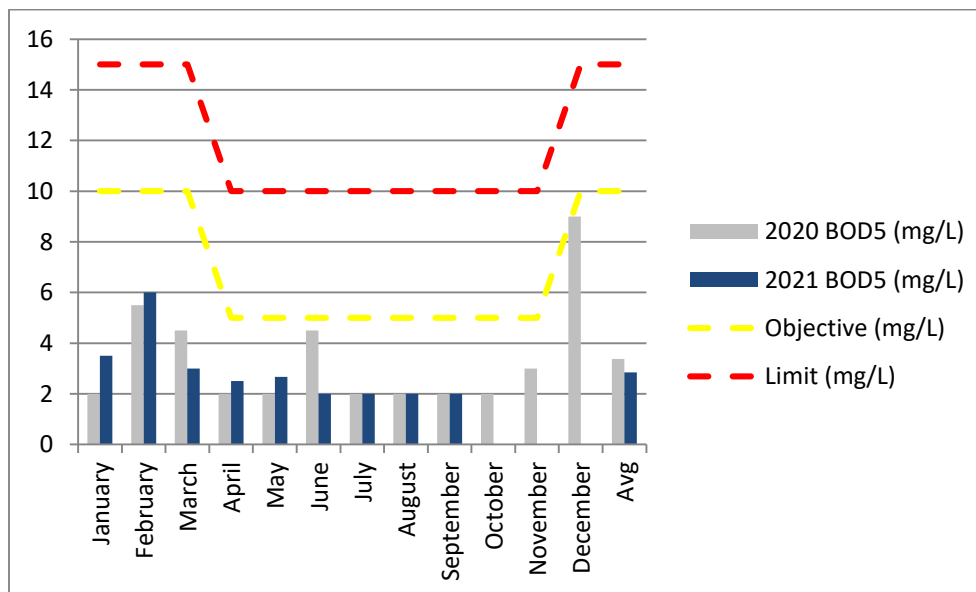
Table 1. Raw water sample results for 2021.

	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	103	29.3	3.25	94
May Results	178	34.733	4.323	138.333
June Results	112.5	37.75	3.675	135.5
July Results	184	36.05	4.215	137
August Results	112	40.15	4.535	99.5
September Results	134.5	39.55	4.345	242
October Results				
November Results				
December Results				
Annual Average	132.789	34.247	3.665	137.947

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

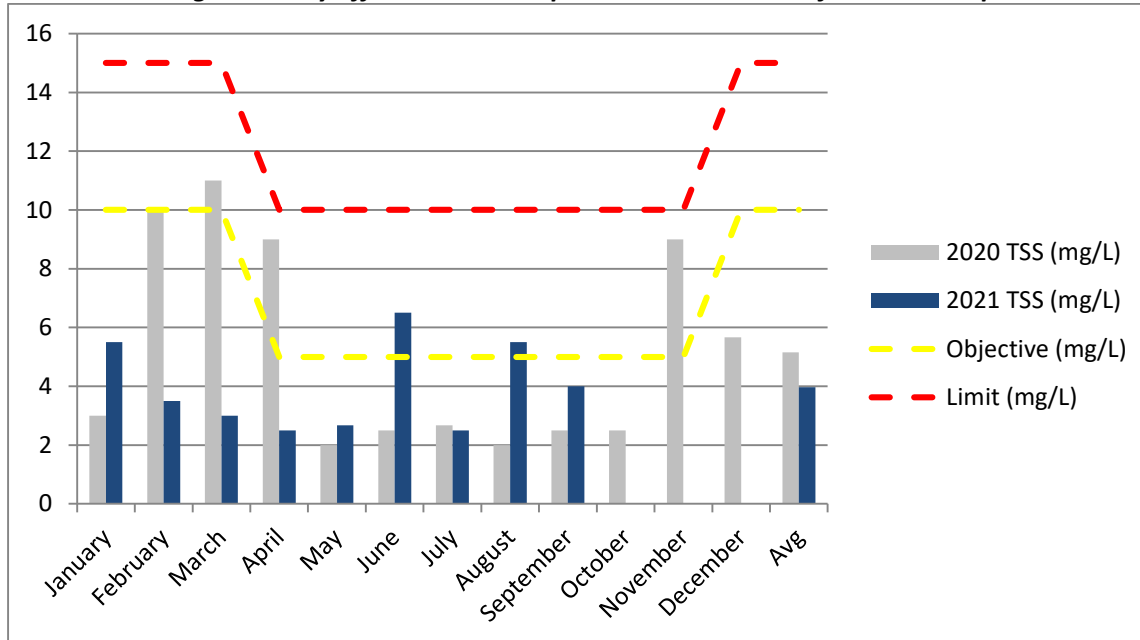
The average effluent BOD5 for 2021 is 2.85mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for BOD5 in 2020 was 3.4mg/L, therefore the results for 2021 so far are down by 15.5% when compared to 2020 (refer to Chart 2).

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



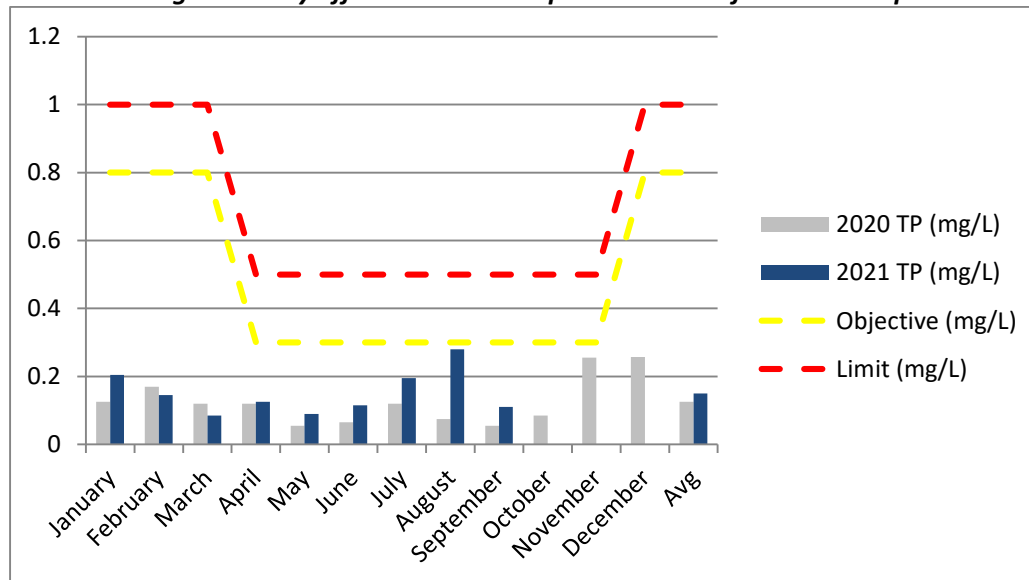
The average effluent TSS for 2021 is 3.96 mg/L, meeting effluent limits identified in the ECA, but exceeding the objective in June and July due to high flows. The annual average result for TSS in 2020 was 5.2mg/L, therefore the results for 2021 are down by 23% when compared to 2020 (refer to Chart 3).

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



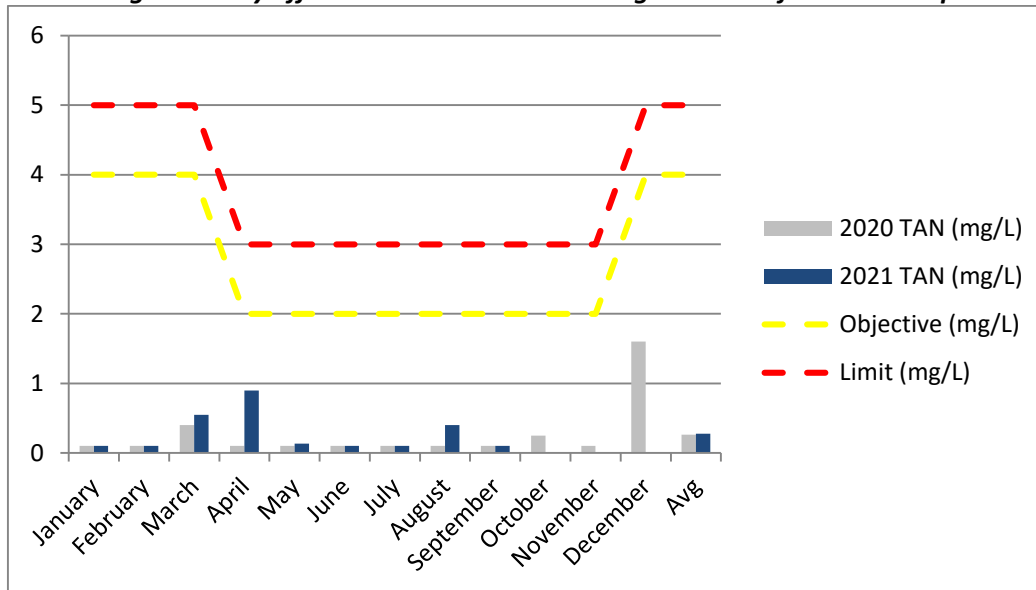
The average effluent TP for 2021 is 0.15mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TP in 2020 was 0.13mg/L, therefore the results for 2021 are up 20% when compared to 2020 (refer to Chart 4).

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



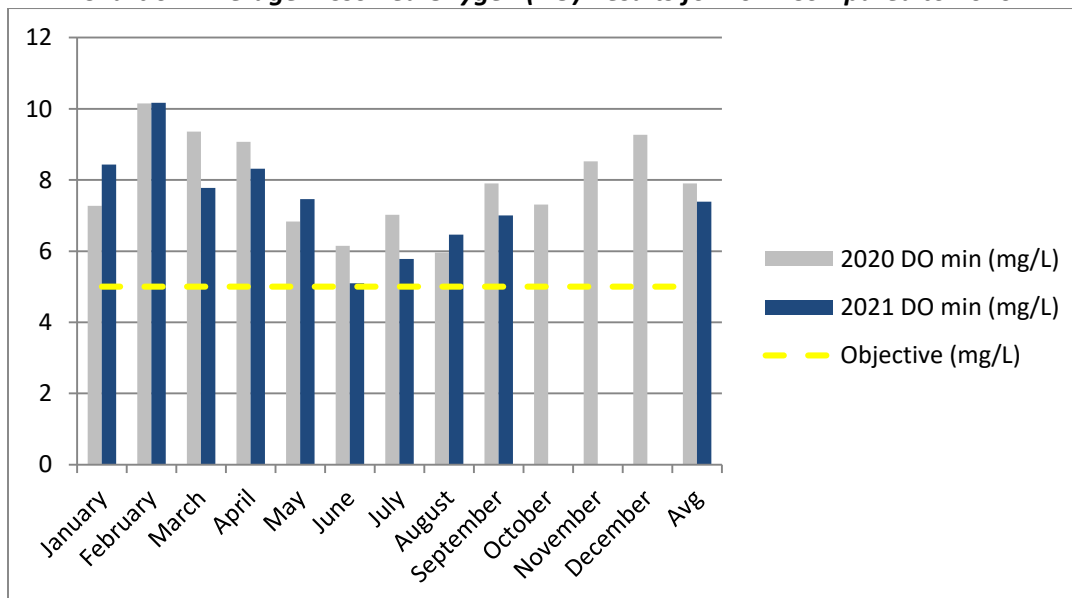
The average effluent TAN for 2021 is 0.28 mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TAN in 2020 was 0.26mg/L, therefore the results for 2021 so far are up by 5% when compared to 2020 (refer to Chart 5).

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



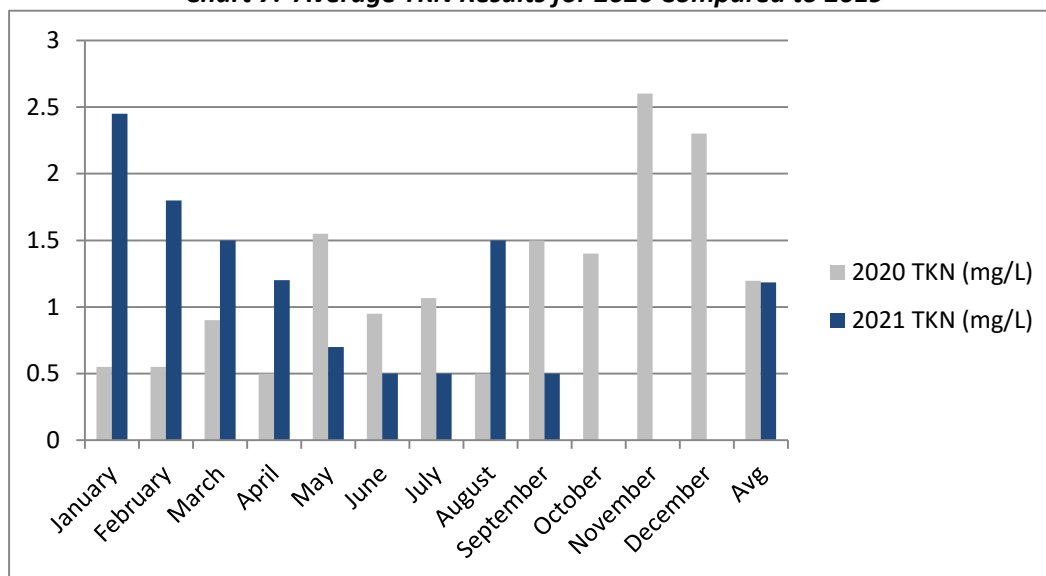
Dissolved oxygen (DO) of the effluent is tested onsite at the plant; the ECA identifies a minimum level required as an objective. This objective is 5mg/L. The chart below (Chart 6) shows the minimum DO concentrations, there have been no objective exceedances.

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



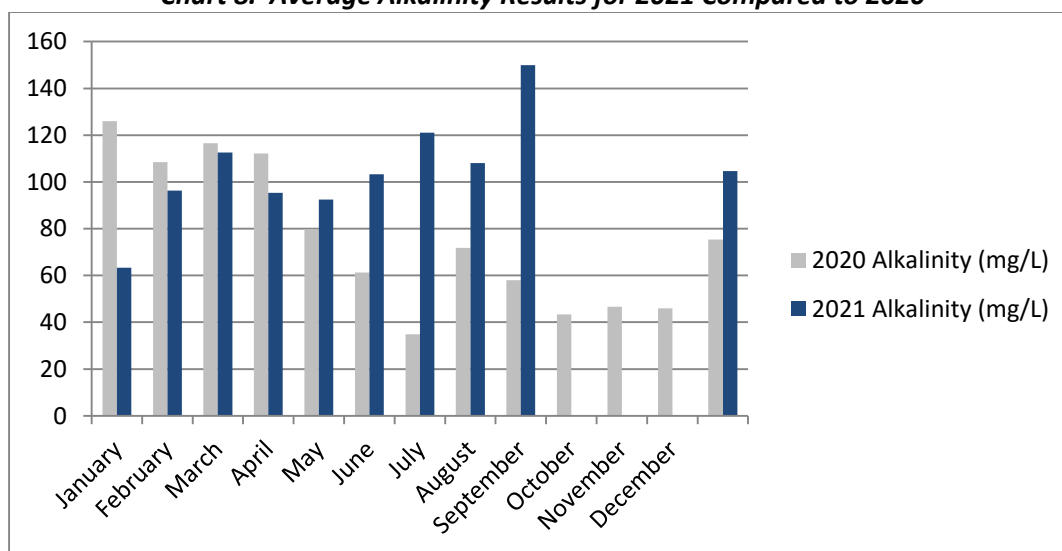
Total Kjeldahl Nitrogen (TKN) is sampled biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. The average effluent TKN for 2021 is 1.18 mg/L. The annual average result for TKN in 2020 was 1.20mg/L; therefore the results for 2021 so far are down by 1% 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 105mg/L. The annual average result for alkalinity in 2020 was 75mg/L, therefore the results for 2021 so far are up by 39% when compared to 2020 (refer to Chart 8).

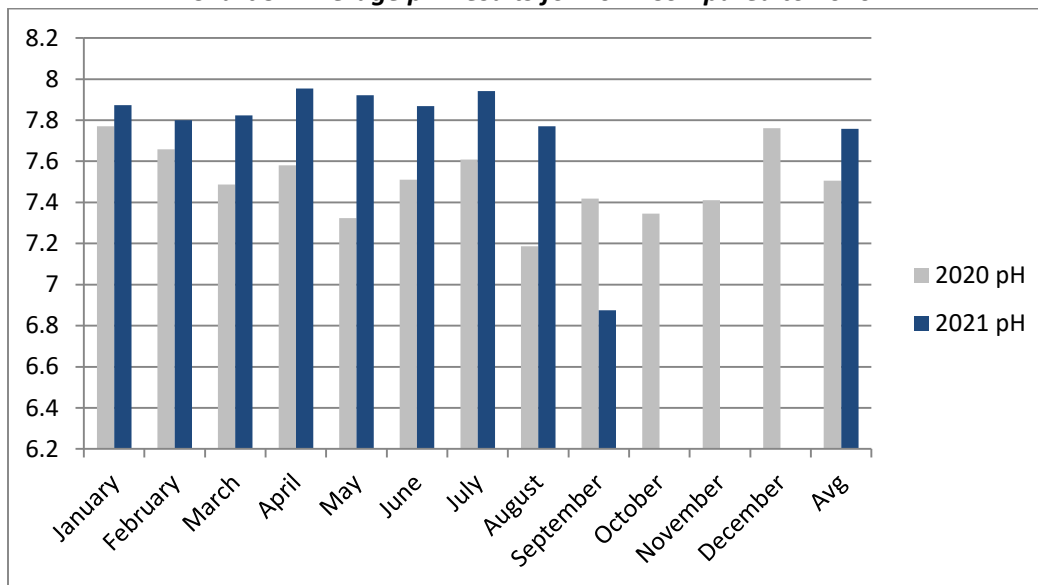
Chart 8. Average Alkalinity Results for 2021 Compared to 2020



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

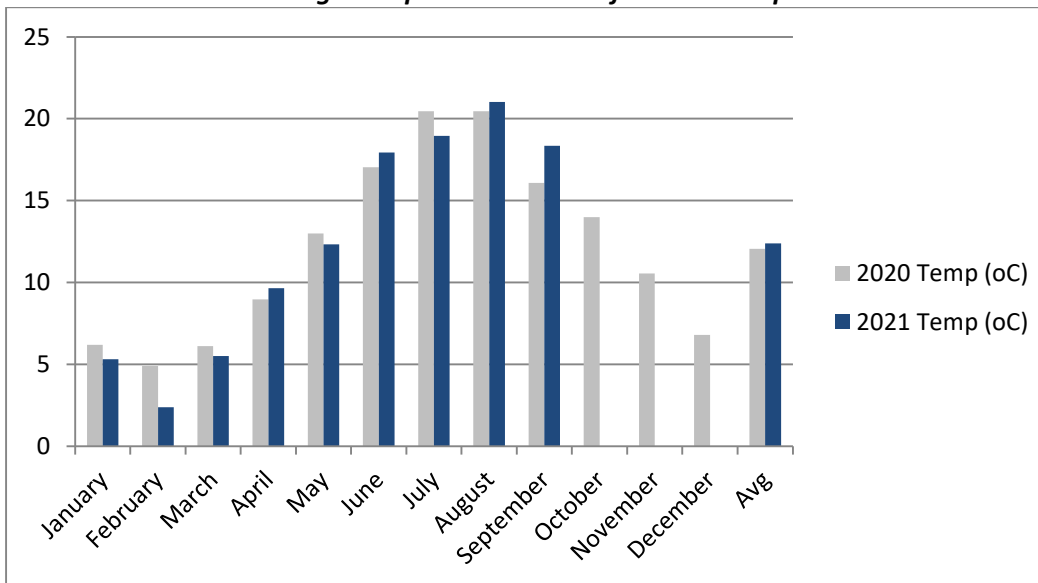
so far is 7.76. The annual average result for pH in 2020 was 7.50; therefore the results for 2021 is up by 3.4% when compared to 2020 (refer to Chart 9).

Chart 9. Average pH Results for 2021 Compared to 2020



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 12.4°C. The annual average temperature in 2020 was 12°C, therefore the results for 2021 are up 2.8% when compared to 2020 (refer to Chart 10).

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.

SECOND QUARTER:

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

THIRD QUARTER:

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

SECTION 5: GENERAL MAINTENANCE:

FIRST QUARTER:

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: Nevro onsite 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: Nevro onsite 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.

SECOND QUARTER:

APRIL

01-02,06-09,12-16,19-23,26-30: 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.

06,13,20,27: Rodney pump station inspection. Operated pump(s) in hade-mode to ensure proper operation.

06,13,20,27: Manhole inspections at Third Street and Stinson Street. Adequate flow through both at the time of the inspection.

06,19: Obtained compliance samples to send to SGS lab.

09,12: pumped out rain water from alum containment.

09: Chemtrade onsite for alum delivery.

20: Monthly generator run test at Rodney pump station.

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

19: Konecranes onsite for annual lifting device inspections.

19: Lawn maintenance and grass cutting.

21: Building and grounds maintenance work order completed, cleaned office building, filter building, and RAS building.

MAY

03-07, 10-14, 17-21, 25-28, 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.

04, 11, 18, and 25: Rodney pumps station inspection. Operated pump(s) in hade-mode to ensure proper operation.

04, 11, 18, 25: Manhole inspections at Third Street and Stinson Street. Adequate flow through both at the time of the inspection.

06: Monthly WO#2243436 (UV light inspection) completed. Replaced 2 UV bulbs, 1 sleeve and, cleaned.

06: Completed monthly generator run test for the facility WO#2243436. All systems operated properly, filled out proper paper work. Tested out high level for the pump station for the monthly alarm check WO#2242908.

07: Brian from Gerber Electric onsite to help troubleshoot an issue with the scum pit pump not turning on. After checking the electrical side of things he has suggested we pull the pump and go from there. I have talked with Josh to set up a day early next week to assist in pulling the pump to further investigate the problem

12: Onsite today to pull scum pit pump to inspect why it's inoperable. Locked out, pulled pump with winch system. Found that impeller appears to be spinning free but when powered will just trip out. Called SOM and as per discussion, scheduled NEVTRO to come pick up pump and diagnose issues. Gerber Electric was onsite previous and determined all electrical tested ok from MCC to disconnect and issue must be within pump.

14: Nevtro onsite to take the scum pump to their shop to investigate the issue with it not operating properly.

27: Sanitary Sewer onsite to pump out the scum pit.

JUNE

01-04, 07-11, 14-18, 21-25, 28-30: 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.

01, 08, 15, 22, 29: Rodney pumps station inspection. Operated pump(s) in hade-mode to ensure proper operation.

01, 08, 15, 22, 29: Manhole inspections at Third Street and Stinson Street. Adequate flow through both at the time of the inspection.

10, 30: Transferred alum to the day tank.

24: Cleaned the UV racks.

30: Pumped out alum containment of all the rain water from the past week.

30: Completed monthly generator run test for the facility WO#2243436. All systems operated properly, filled out proper paper work. Tested out high level for the pump station for the monthly alarm check WO#2242908.

THIRD QUARTER:

JULY

02, 05, 12, 19, 26: Completed in House Labs.

Completed Plant Maintenance, Weekly on Fridays.

Completed Filter Maintenance Bi weekly.

Completed UV Cleaning Bi weekly.

AUGUST

03-06, 09-13, 16-20, 23-27, 30: 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.

03, 10, 17, 24, 31: Rodney pumps station inspection. Operated pump(s) in hade-mode to ensure proper operation.

03, 10, 17, 24, 31: Manhole inspections at Third Street and Stinson Street. Adequate flow through both at the time of the inspection.

03, 04, 06, 16, 26: Cleaned the process including the UV channel.

06: Alberts generator service onsite today at Rodney PS to complete annual maintenance & testing.

09: Replaced Fuse On Flowmeter Milltronics due to the screen being blank upon arrival. - All Good
12: Assisted operator with sand filter maintenance and rounds.
19: Pumped down south side filter chamber to investigate problem with filter. Removed copper bar stuck in the sand. All four filters in service.

SEPTEMBER

01-03, 06-10, 13-17, 20-24, 27,30: 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 pumps 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.
02, 09, 16, 23, 30: Cleaned the process including the UV channel.
09: Nevro Onsite at Pump Station to install Pump # 2.
13: Cleaned sand out of sand filter found plugged, once sand is clear filter put back in normal process.
17: Found Sump Pump broken in RAS pit, Contacted SOM & Ordered New Pump for replacement.
24: Reset overloaded Bar Screen mechanical rake arm.

SECTION 6: ALARMS:

FIRST QUARTER:

There were no alarms this quarter.

SECOND QUARTER:

APRIL

04: channel 7 alarm operator onsite noticed high flow, monitored until out of high level and out of alarm

MAY

No alarms this month.

JUNE

03: Channel 7 alarm, high flow after clarifier, found sand filter backed up. Diverted to lagoon to let system catch up.
09: Arrived onsite @ 16:25 found FIT002 flow meter from clarifier to sand filters faulted out. Notified SOM and diverted flow to sand filters at his request. Reviewed electrical drawing found the breaker in cabinet, in admin building. Wires not hooked up to kill power so opened the flow meter covering removing only the positive terminal to cycle power. Powered up unit and it started working. The chamber was backed up possibly caused by filter back up. System is left to divert overnight. Notified ORO via phone.

THIRD QUARTER:

JULY

No alarms this month.

AUGUST

No alarms this month.

SEPTEMBER

14: Alarm received for Power outage. Operator onsite to reset main breaker. Restart alum pump, restart RAS/WAS pump 1. Pump 2 faulted and plugged; unable to get it to run, shut the check valve so it doesn't leak from seals.

SECTION 7: COMPLAINTS & CONCERNS:**FIRST QUARTER:**

There were no complaints or concerns this quarter.

SECOND QUARTER:

There were no complaints or concerns this quarter.

THIRD QUARTER:

There were no complaints or concerns this quarter.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

5526 West Lorne Wastewater Treatment Plant Operations Report Third Quarter 2021

Ontario Clean Water Agency, Southwest Region
Sam Smith, Senior Operations Manager
Susan Budden, Business Development Manager
Issue Date: November 15, 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.

SECOND QUARTER:

There were no non-compliances reported this quarter.

THIRD 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.

SECOND QUARTER:

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

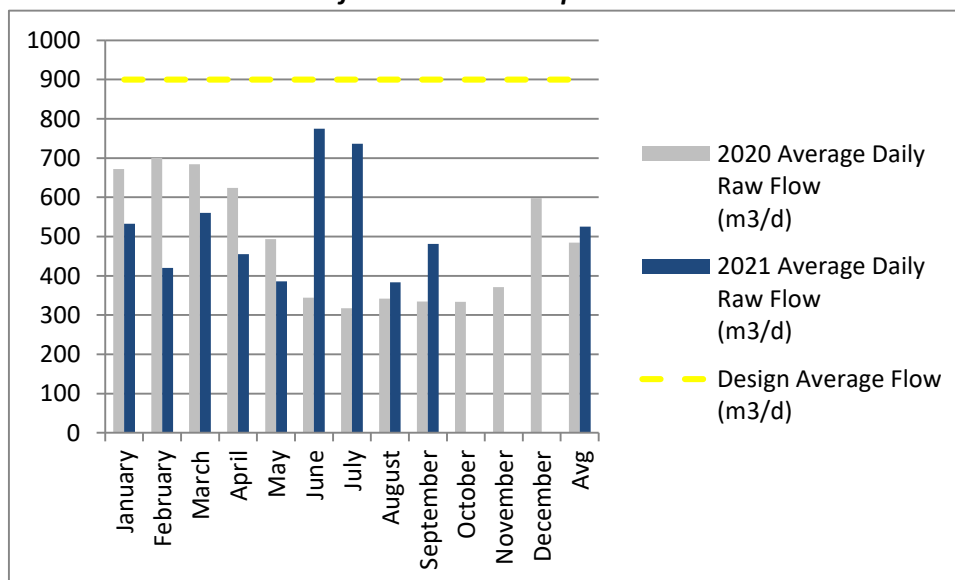
THIRD QUARTER:

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

SECTION 3: PERFORMANCE ASSESSMENT REPORT

The average daily raw flow for the wastewater treatment plant in 2021 is 525.78m³/d. The average daily flow in 2020 was 484.67 m³/d, therefore the flow for 2021 is up 8.5% when compared to 2020. The plant is currently at 58% of its rated capacity of 900m³/d.

Chart 1. Raw flows in 2021 Compared to 2020 Flows



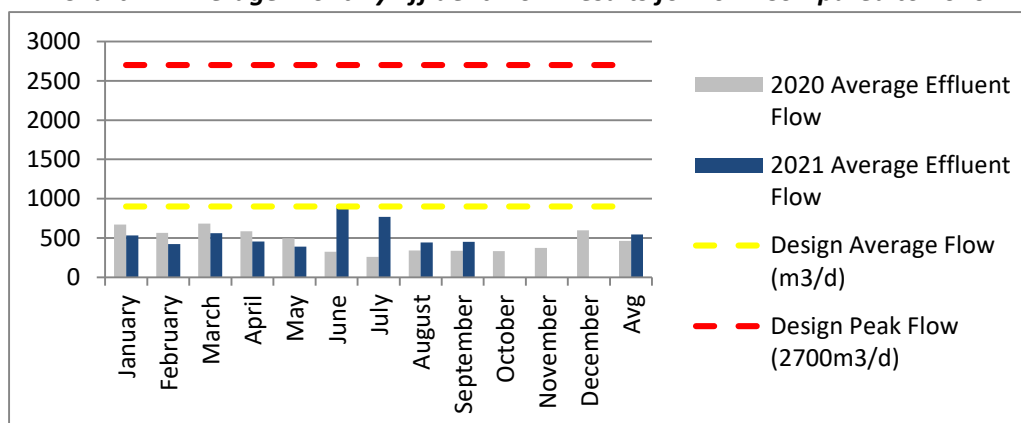
Raw samples are taken on a biweekly basis following the ECA requirements. The table below shows the raw sample results for 2021 so far.

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	120	36.85	4.11	123	368.5
May Results	173	46.9	5.267	135	335.3
June Results	92.5	12.8	1.85	140.5	213.5
July Results	49	20.2	2.145	33	295.5
August Results	152	36.8	3.455	93.5	312
September Results	143.5	48.7	4.825	181.5	321
October Results					
November Results					
December Results					
Annual Average	137.11	35.21	3.951	146.74	305.2

The average daily effluent flow for the wastewater treatment plant in 2021 is 545.29 m³/d. The average daily flow in 2020 was 463.8 m³/d, therefore the flow for 2021 is up 17.6% when compared to 2020. The plant is currently at 60.6 % of its rated capacity of 900m³/d.

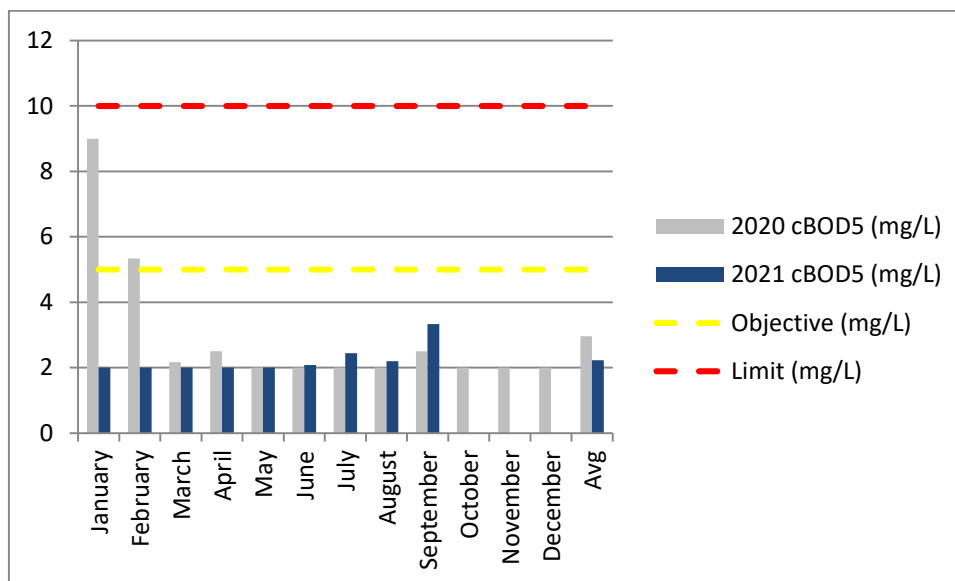
Chart 2. Average Monthly Effluent Flow Results for 2021 Compared to 2020



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

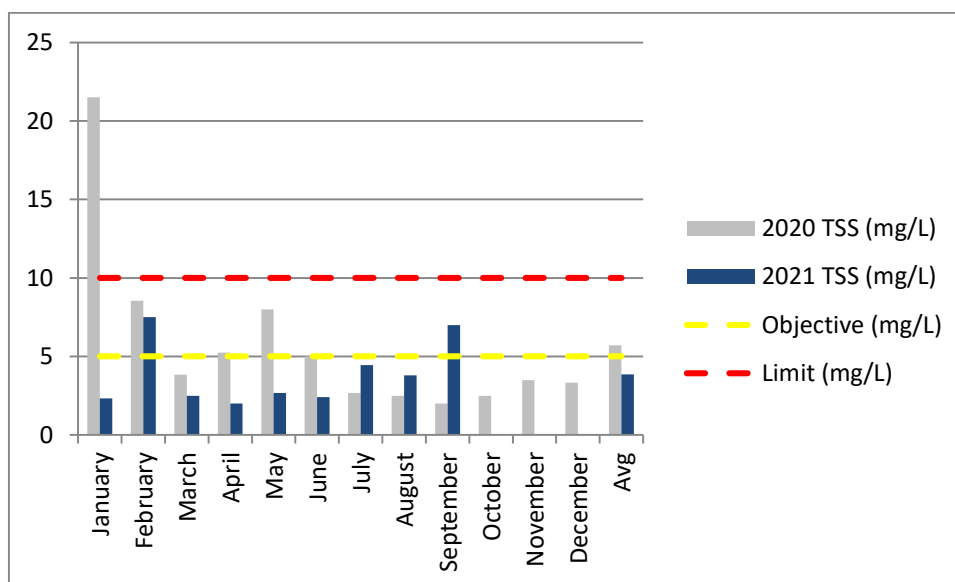
The average effluent cBOD5 for 2021 is 2.2 mg/L, meeting the objective and limits identified in the ECA. The annual average result for cBOD5 in 2020 was 2.96mg/L, therefore the results for 2021 are down by 25% when compared to 2020 (refer to Chart 3).

Chart 3. Average Monthly Effluent cBOD5 Results for 2021 Compared to 2020



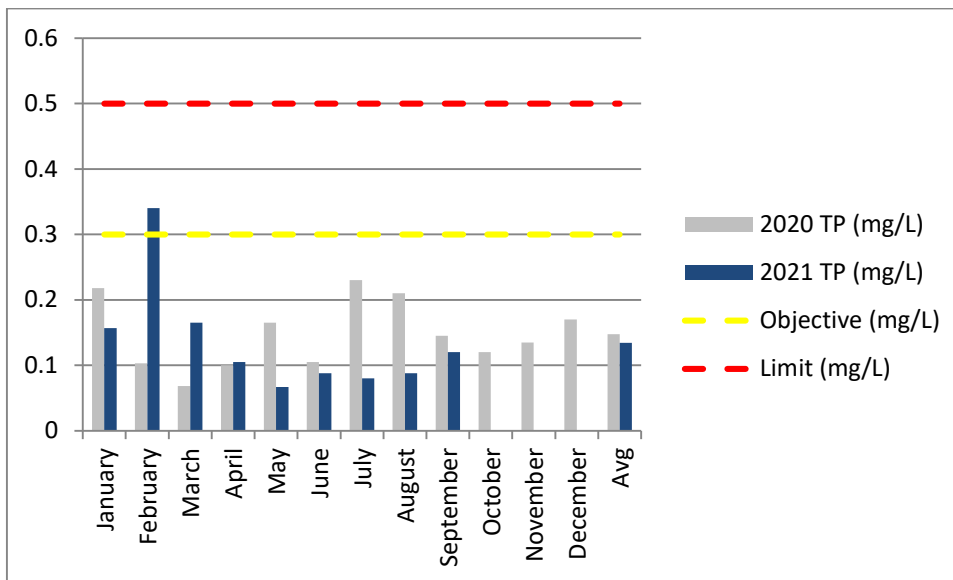
The average effluent TSS for 2021 is 3.9mg/L, meeting the effluent limits identified in the ECA, exceeding the effluent objective in February and September due to improper alum dosage and high flows. The annual average result for TSS in 2020 was 5.7mg/L; therefore the results for 2021 are down by 33% when compared to 2020 (refer to Chart 4).

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



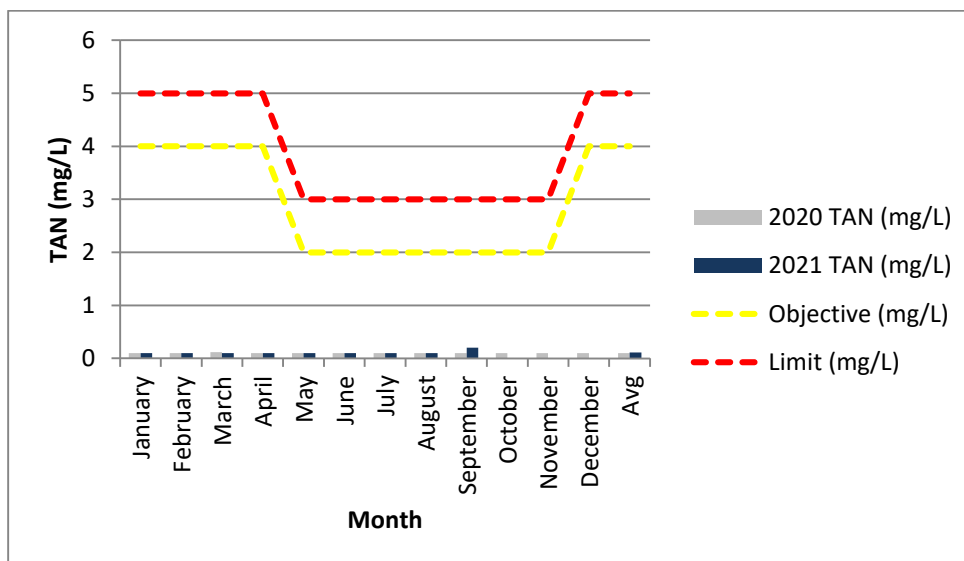
The average effluent TP for 2021 is 0.13 mg/L, meeting effluent limits identified in the ECA, objective was exceeded in February due to improper alum dosage. The annual average result for TP in 2020 was 0.15mg/L, therefore the results for 2021 is down 8.8% when compared to 2020 (refer to Chart 5).

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



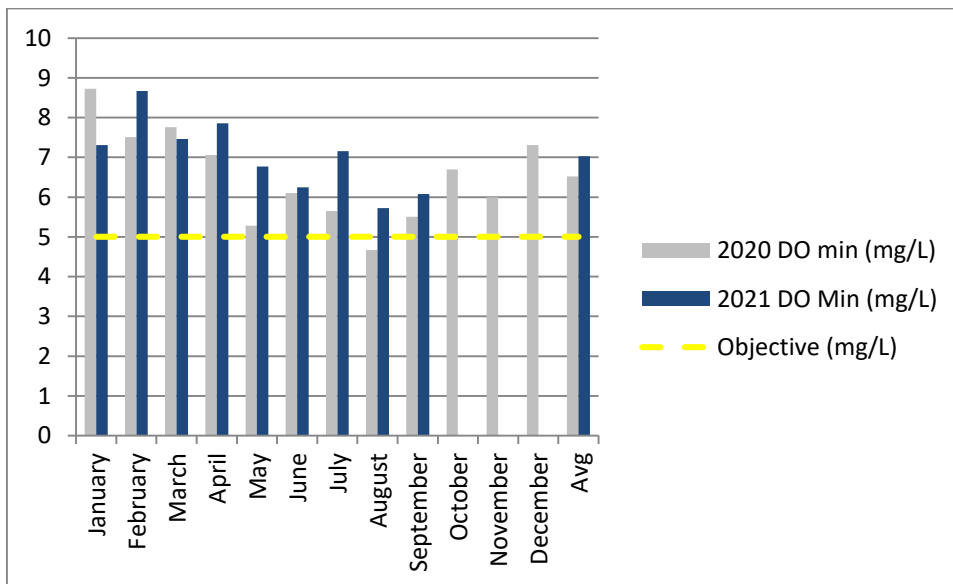
The average effluent TAN for 2021 is 0.11mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TAN in 2020 was 0.10mg/L, therefore the results for 2021 are up 9.6% compared to 2020 (refer to Chart 6).

Chart 6. Average Monthly Effluent Total Ammonia Nitrogen Results for 2021 Compared to 2020



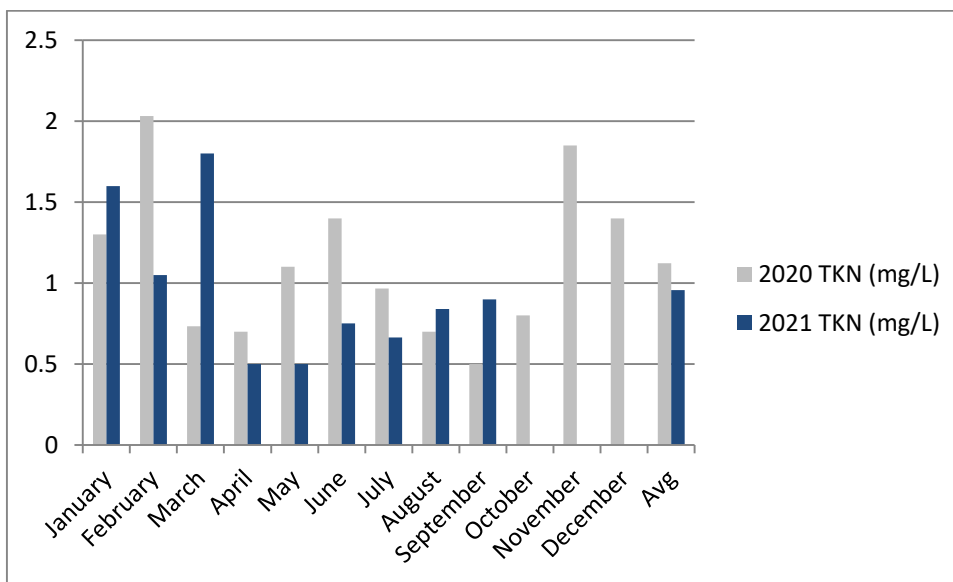
Dissolved oxygen (DO) of the effluent is tested on site at the plant, the ECA identifies a minimum level required as an objective. This objective is 5mg/L. The chart below (chart 7) shows the minimum DO concentrations; there have been no objective exceedances.

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



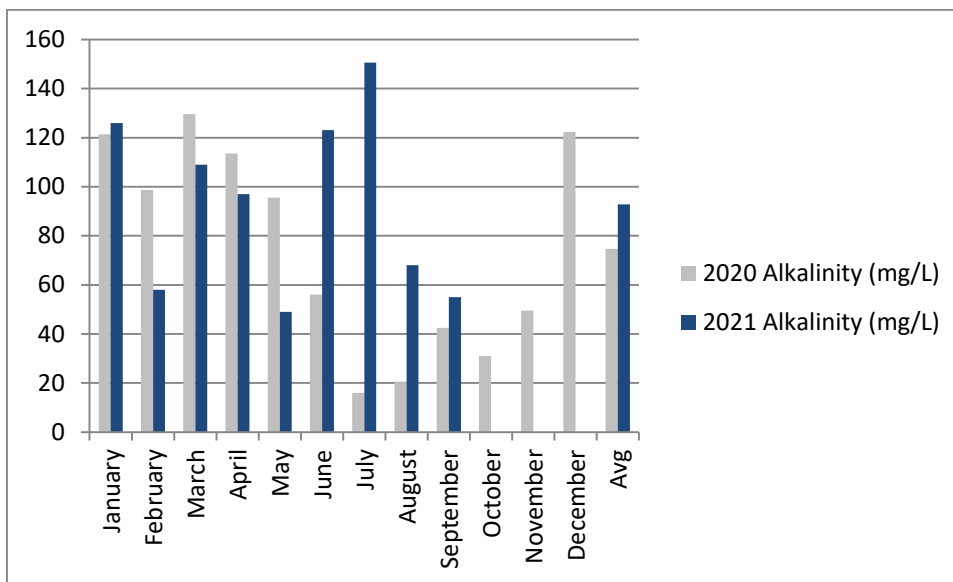
Total Kjeldahl Nitrogen (TKN) is sampled biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. The average effluent TKN for 2021 is 0.96mg/L. The annual average result for TKN in 2020 was 1.12mg/L, therefore the results for 2021 are down by 15% when compared to 2020 (refer to Chart 8).

Chart 8. Average TKN Results for 2021 Compared to 2020



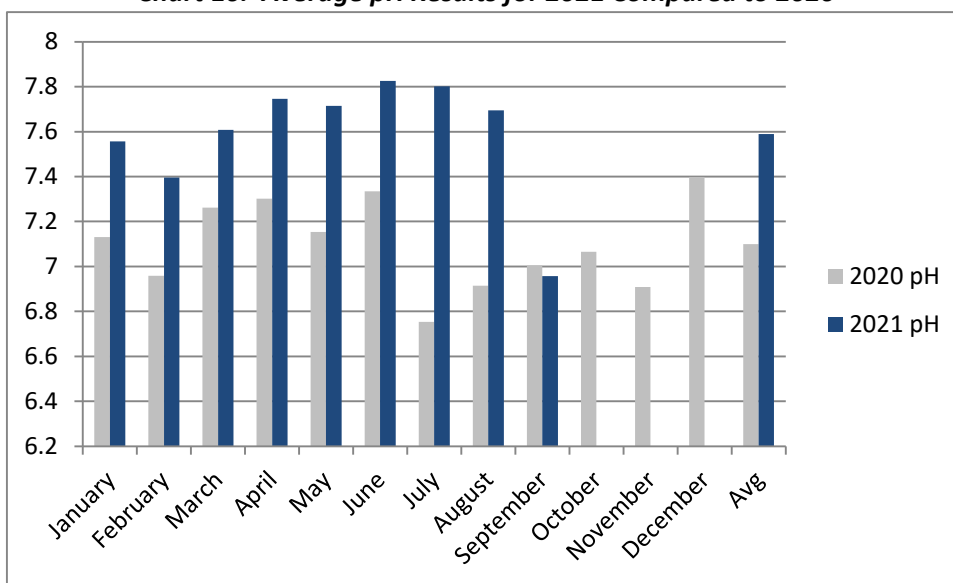
Alkalinity is sampled biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. It is recommended that at least 50mg/L is present in the effluent. The average effluent alkalinity for 2021 is 92.8mg/L. The annual average result for alkalinity in 2020 was 74.7mg/L, therefore the results for 2021 are up by 24% when compared to 2020(refer to Chart 9).

Chart 9. Average Alkalinity Results for 2021 Compared to 2020



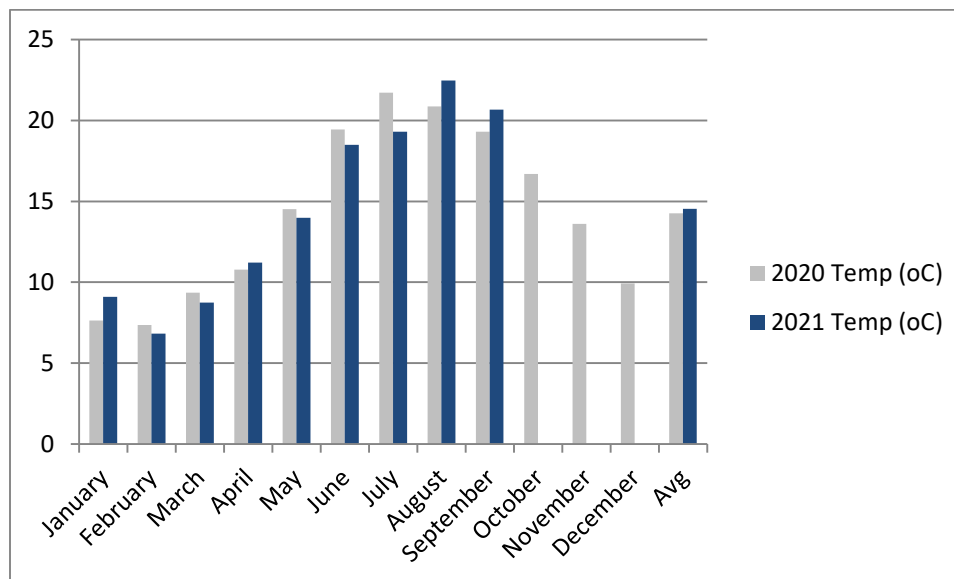
pH is sampled at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. It is recommended that the pH is in the range of 6.5-8.5. The average effluent pH for 2021 is 7.59. The annual average result for pH in 2020 was 7.10, therefore the results for 2021 are up by 6.9% 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 14.5°C. The annual average temperature in 2020 was 14.3°C, therefore the results for 2021 are up by 1.9% 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.

SECOND QUARTER:

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

THIRD QUARTER:

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

SECTION 5: GENERAL MAINTENANCE:

FIRST QUARTER:

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

SECOND QUARTER:

APRIL

1, 06-09, 12-16, 19-23, 26-30: 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.
06, 13, 20, 27: Marsh Street pumping station inspection/readings. Operated pump(s) in hade-mode to ensure proper operation.
05,06,27: Cleaned the clarifier/process
06, 19: Obtained compliance samples to send to SGS lab.
09: Chemtrade onsite for alum delivery.
12: Contractors replacing air blower lines needed blowers off. Shut down blowers and disabled all associated alarms on SCADA while work is being completed. Changed valves so we are now diverting raw flow to the lagoons while contractors have the blowers off for repairs to the air lines. As per SOM. All systems back to normal operation at the end of the work day.
13: Contractors are onsite today replacing air blower lines and needed blowers turned off. Shut down blowers and disabled alarms on SCADA while work is being completed. Changed valves so we are now diverting raw flow to the lagoons while contractors have the blowers off for repairs to the air lines. As per SOM. All systems back to normal operation at the end of the work day.
19: Konecranes onsite for annual lifting device inspections
20: Monthly generator run test at March Street pumping station.
20: Monthly generator run test at West Lorne Wastewater Treatment Plant.
20: Lafarge onsite to pour cement pad at the bottom of the stairs to the aeration tanks.
26: Contacted T&T Power about the communication failure last night for them to investigate the ongoing issue

MAY

03-07, 10-14, 17-21, 25-28, 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.
03, 17, and 31: Obtained compliance samples to send to SGS lab.
04, 11, 18, 25: Marsh Street pumping station inspection/readings. Operated pump(s) in hade-mode to ensure proper operation.
06: Completed monthly generator run test. WO#2243322. Proper forms filled out. Tested high level alarms for the pump station as well (WO#2242848)
19: Hetek onsite for gas detector inspection/calibration
21, 27: Angelo from ACI was onsite to calibrate and inspect the effluent flow meter. All systems appear to be working properly at this time.

27: Cleaned the clarifier/process

31: Started decanting now that the flowmeter is calibrated and reading correctly, as per SOM.

JUNE

01-04, 07-11, 14-18, 21,25, 28-30: 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.

03, 04, 08,09,14,15,18,21,23,28,30: : Obtained compliance samples to send to SGS lab.

01, 08, 15, 22, 29: Marsh Street pumping station inspection/readings. Operated pump(s) in hade-mode to ensure proper operation.

09: Pump station high level called out due to heavy rain fall and the pump couldn't keep up.

11: Cleaned the UV bulbs.

24: Onsite at WL pump station to pull & inspect inoperable pumps. Removed P102 & P100 and found both full of rags etc. Removed debris and was able to get impeller spinning on pump P102 once debris was removed but still would trip breaker as soon as it started. Spoke to SOM and as per instruction arranged with NEVTRO to pick up pumps on morning to take for inspection/repair.

21, 25: Cleaned the clarifier/process

25: Changed the majority of UV bulbs.

28: Nevtro onsite this morning and removed pumps P102 & P100 to take to shop for inspection/repairs

30: Completed monthly generator run test. Proper forms filled out. Tested high level alarms for the pump station as well.

THIRD QUARTER:

JULY

Completed In House Labs July 2nd, July 5th, 12th, 19th, 26th.

01: Collected sample for Flow Exceedance As Per ECA.

02: Collected sample for Flow Exceedance As Per ECA.

08: Hydro One onsite for missing phase, fuse inside main disconnect faulty & was blown.

Gerbers Electric Onsite.

08: Pump failure at WL pump station, Flows diverted to lagoon.

09: Nevtro Onsite for new pump installation.

13: Collected sample for Flow Exceedance As Per ECA.

14: Collected sample for Flow Exceedance As Per ECA.

15: Collected sample for Flow Exceedance As Per ECA.

15: Gerbers on site to replace transducer.

19: Collected sample for Flow Exceedance As Per ECA.

22: Completed Gen Test.

AUGUST

03-06, 09-13, 16-20, 23-27, 30: 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.

09, 23: Obtained compliance samples to send to SGS lab.

03: Pulled the pump at the pump station due to low flow. Cleaned out rags and debris from the pump and put back online.

04: NCA onsite to inspect the air compressor due to it faulting out. Found a bad connection that was burnt in the junction box. Contacted Gerber Electric and they will be onsite first thing tomorrow morning (August 05, 2021)

05: Glover Hill onsite to install a new gauge on the air holding tank for the compressor.

05: Gerber electric onsite to replace burned wires on the compressor. The compressor is now running properly. The original conduit box was too small. Gerber's are replacing with the proper size one, once it arrives.

05: Gerber Electric onsite to install the new milltronic programmer at the pump station. After installing the new Milltronic system we have found that the PanelView Plus 1250 (SCADA programmer) isn't responding properly causing the Milltronics to be inoperable at this time. I contacted T&T Power to help walk me through the issues with the SCADA system

06: Alberts generator service onsite today to complete annual generator maintenance and servicing

10: Onsite to troubleshoot the Panelview and why it wouldn't clear the faults. Contacted T&T Power and found that the PLC was showing a fault between the PLC and the pump breakers. Gerber Electric onsite to troubleshoot and was able to clear the fault which was caused by the pump temperature controls. After that the pump wouldn't turn ON/OFF in Auto as it should. Contacted Franklin Empire tech that was able to figure out that the transducer was sending the wrong signal to the milltronics due to 'noise' being caused underground in the wire conduit. Gerber Electric ran a new cable above ground and we were able to get the proper signal. Set the milltronics back to the original start-stop and low-high level set points. Monitored for a full cycle and ensured the alarms would call out on the dialer. At this point the pump is now running in Auto and all systems appear to be in proper operation. Pump station weekly rounds are completed as well. Notified SOM of the work.

11: Gerber Electric onsite and wired pump P101 into P102 due to the breaker on P101 faulting out. Monitored the pump cycle and ensured proper operation. All systems are now working properly.

13: Gerber onsite at the pump station to replace the old milltronics wiring with the new one from above ground to underground in the conduit.

13: Gerber's onsite to troubleshoot the issue with the sand filters not starting up properly. Found the sensor on filter 'B' has faulted out so it is now wired to by-pass the sensor and it can be turned on or off on the panel instead. The sand filters are now up and running correctly.

03, 06, 17, 23: Cleaned the process (clarifier, UV channel and bulbs)

18, 25, 26: ECA samples sent to the lab due to high flows.

SEPTEMBER

Completed In House Labs, 3rd,7th,13th,20th,27th.

Completed Plant maintenance & cleaning. 3rd,10th,17th,24th.

September 9th, Nevro onsite to install pump station pump P100- 5hp.

UV removed and cleaned.

SECTION 6: ALARMS:

FIRST QUARTER:

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

SECOND QUARTER:

APRIL

03: Comm. Fail to the SCADA computer; operator reset the computer, deleted unnecessary data in hopes the system won't freeze again as per T&T Power suggestions. Ensured it was out of alarm and completed plant walk through. All systems in 'normal' operation before leaving the facility.

04: Low DO – West Aeration; Operator noticed the west aeration was reading low, cleaned the probe and monitored until out of alarm. All systems operating 'normal' before leaving the facility.

10: Received call for channel 1 alarm, upon arrival found that the alarm was for communication loss. Reset SCADA computer. All systems back to normal.

18: Onsite for Communications Error. Restarted SCADA Computer, completed Plant Walk Throughs All Appears Normal.

26: Received page for "communication failure", arrived onsite and reset SCADA computer all systems are now normal

27: Received alarm page out to site for net 2 communication alarm. Arrived onsite, logged onto SCADA and found alarm for filter backwash high level alarm. Found pump running and level dropping. Completed plant walk thru and all appears ok with filters, clarifiers etc with no issues to report. Monitored until out of high level. Notified SOM of issues and actions taken to rectify.

MAY

11: Onsite for communication fail to the SCADA computer. Reset SCADA and ensured proper operation.

26: Onsite for communication failure to SCADA. Re set computer, and regained communication. Checked operation of system and all appears ok again.

JUNE

10: Received call for comm. fail. Reset computer and plant walk through all is normal.

13: Called for power flicker, caused by heavy storm that hit the area. Completed plant walk through and started air compressor for sand filters.

25: Received call for Channel 1 alarm, SCADA computer froze. Reset the system and completed plant walk through.

27: Received call from on-call operator that West Lorne Pump Station was in high level due to large rain event (Sam Smith). Instructed operator to carry on with duties in other area as West Lorne P.S has an overflow to the West Lorne Treatment plant lagoons.

27: Received a call from Mike Kalita (West Elgin) regarding a possible sewer blockage at Graham and Jesse St. Arrived onsite to investigate and look for the actual blockage (Sam Smith). Upon further investigation, it was realized that it was not in fact a blockage but a backup from the main P.S being in high level. As there were no reports of property damage resulting from the back up, it was decided to leave the system and allow the P.S to catch up. Onsite at Jesse St. and Graham Rd to confirm that there is no sewer blockage but the issue was in fact the High Level at the West Lorne P.S. West Lorne P.S no longer in high level and sewer mains are flowing freely.

THIRD QUARTER:

JULY

07: Power failure alarm. Onsite due to power failure at WWTP and Pump station contacted Hydro One about outage. Transferred power to generator at pump station. Found pump 2 not operating at pump station, notified ORO and contacted Gerber Electric. Gerber Electric onsite to troubleshoot issues with pump at pump station, found pump to no longer be operable. Diverted raw flow to lagoon at West Lorne WWTP. Power restored at WWTP, all systems are now normal at WWTP.

11: Onsite as requested by Sr. Operations Manager to check pump station level due to pump being in hand and milltronics not working. Wetwell still in high level and milltronics still not operating. Notified Sr. Operations Manager, told to leave pump in hand and come back Sunday morning.

12: Pump station high level. Onsite to check pump station wet well level as requested by Sr. Operations Manager. Wet well still in high level, ORO requested pump to be left in hand for the night.

AUGUST

04: Channel 1 alarm communication failure. Arrived onsite and reset SCADA computer. All appears to be normal.

11: Onsite due to the pump faulting the breaker causing a high level. Turned the pump on in "hand". Monitored until the level started to come down.

20: Received Call For Communications Error Channel 2. Onsite To Restart And Reset Computer. Completed Site Checks - All Good

SEPTEMBER

08: Operator onsite for pump station high level & channel 1. Pumps caught up and wet well is no longer in high level when arriving onsite. Reset SCADA and completed plant walk through.

13: Operator onsite for power failure, operator exhausts his options. Gerbers called onsite for further inspection. Power Restored UPS switched modes due to power flicker.

14: Operator onsite for power flicker, power restored and all good.

September 20th communications failure, reset SCADA computer, completed plant walk through.

SECTION 7: COMPLAINTS & CONCERNS:

FIRST QUARTER:

There were no complaints or concerns this quarter.

SECOND QUARTER:

There were no complaints or concerns this quarter.

THIRD QUARTER:

There were no complaints or concerns this quarter.



Staff Report

Report To: Council Meeting
From: Jackie Morgan-Beunen, CBO
Date: 2021-11-18
Subject: Building Activity Report October 2021

Recommendation:

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

Purpose:

The purpose of this report is to provide Council with information regarding the type of permits issued between October 1st to 31st, 2021 in West Elgin, as well as the permit value and permit fees collected.

Background:

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

- Total Number of Building Permits Issued in the month of October: **8**
- Total Number of those being Demolition Permits issued: **1**
- Number of New Residence Building Permits within: **0**

Summary of Permits issued Year-To-Date:

- 2021: Number of Permits Issued to end of October: **100**
- 2020: Number of Permits Issued to end of October: **87**
- 2021: Total Construction Value to end of October: **\$9,068,792.00**
- 2020: Total Construction Value to end of October: **\$6,067,206.45**
- 2021: Total Permit Fees to end of October: **\$46,732.43**
- 2020: Total Permit Fees to end of October: **\$54,429.60**

Financial Implications:

There are no financial implications associated with this report.

Report Approval Details

Document Title:	Building Activity Report October 2021 - 2021-13-Building.docx
Attachments:	
Final Approval Date:	Nov 2, 2021

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

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2021-11-18
Report: 2021-22
Subject: Monthly Report - October 2021

Recommendation:

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

Purpose:

To provide Council with an update on fire department activities in the month of October 2021.

Background:

Emergency Responses

Fire	1	Structure - house
Mutual Aid	1	Dutton-Dunwich
MVC	2	Both on Hwy 401
Other	2	Medical, pre-fire conditions on vehicle
<i>TOTAL</i>	6	

Training & Meetings

Training topics included ventilation, fire development, flow paths and a dual station session on relay pumping.

Six members attended NFPA 1002 Pumper Operations through the Elgin County Regional Fire School and one attended in Oxford County.

One member is completing NFPA 1521 Incident Safety Officer online through the Ontario Fire College.

Fire Prevention

Public Education material was distributed at the West Lorne Shopping Event at Miller Park.

Other Activities/Information

Interviews were conducted for probationary firefighters for each station. Offers being made and a wait list to be created. Most recruits will be attending NFPA 1001 in Elgin with a January 2022 start.

Bunker gear order for 2022 to be placed this fall to accommodate for long order timelines. A joint order with other Elgin County Departments is planned which will provide a quantity discount.

Financial Implications:

There are no financial implications associated with this report.



Staff Report

Report To: Council Meeting
From: Jana Nethercott, Clerk
Date: 2021-11-18
Subject: 2021 Annual Emergency Exercise

Recommendation:

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: 2021 Annual Emergency Exercise for information purposes.

Purpose:

The purpose of this report is to provide Council with an update from the 2021 Annual Emergency Exercise, which was held on Wednesday November 3, 2021

Background:

The *Emergency Management and Civil Protection Act* requires that all Municipalities run an annual emergency exercise, to ensure they are prepared for a real emergency. In 2020 this requirement was waived due to the pandemic, however in 2021 the requirement was reinstated.

Jeff VanRybroeck (County of Elgin CEMC and West Elgin's CEMC, led the half day exercise on November 3, 2021. This year's scenario was an unexpected Algae bloom on Lake Erie, which lead to a do not use order for water. This scenario was modeled after a true life emergency experienced in Ohio a few years ago and was create with the assistance of OCWA. The exercise was kicked off at 8 am and flowed like a real emergency would have with the initiation of the call tree to the Emergency Control Group by the CAO.

This exercised did reveal some work that needs to be done to the current plan, mainly updating the contact information of staff and contractors due to turn over. The one big take away is that a secondary emergency plan for water, that takes the Tri-County Water Board into consideration is necessary and will be discussed at the upcoming Tri-County Water Board. Staff were able to come up with a plan to notify residents, source bottled water and plan a distribution system for it, develop an ongoing communication plan with residents and identify what outside agencies assistance may be required from.

Members of the Emergency Control Group are laid out in the Emergency Plan, and the members are partially dictated by the Act. West Elgin's Emergency Control Group (with their ECG roles) are:

Magda Badura, CAO/Treasurer
Duncan McPhail, Mayor
Lee Gosnell, Alternate CEMC
Jeff McArthur, Alternate CEMC/Fire Chief
Jeff VanRybroeck, CEMC

Jana Nethercott, Information Officer
Mike Kalita, Utilities
Adam Ecker, Parks and Recreation
Chad Yokom, Public Works
Emily Jocius, Scribe

An incident debrief is being held on November 17, 2021 to go over the exercise and summarize the findings of the exercise.

Financial Implications:

N/A

Policies/Legislation:

Emergency Management and Civil Protection Act



Staff Report

Report To: Council Meeting

From: Lee Gosnell, Manager of Operations & Community Services

Date: 2021-11-18

Subject: Monthly Operations Update – October 2021

Recommendation:

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

Purpose:

The purpose of this report is to provide Council with an update on municipal operations during the month of October.

Background:

Utilities

- Many locates were received during the month, which were completed along with all other regular maintenance duties.
- Assisted with the winterization of municipal facilities including washrooms, lawn bowling and the trailer park.
- Completed service leak repairs on Queen Street in Rodney and William Street in West Lorne.
- Worked with VanBree Drainage during watermain offsets on Queen Street. These were required as part of the Rodney reconstruction project.
- Staff spent time on water re-reads, which included meter repairs and replacements at certain locations.
- Four curb stop replacements were completed during the month.
- DR Roofing replaced shingles and all associated metal flashings at the West Lorne Complex. A roofing contractor from London will be attending the site this week to provide an assessment of the flat roof above the library.

Public Works

- Completed painting of stop blocks and turns arrows on County roads
- Roadside grass mowing was wrapped up for the season with one last top cut to aid in winter maintenance activities. Mowers were cleaned and put in storage for winter.
- Municipal staff worked on dead tree removal and cleanup in the rural areas and assisted the contractor with pruning, removal and cleanup in the urban areas.
- Public works sent a dump truck to Arkona to pick sand for the West Lorne lawn bowling greens. Parks operators unloaded and Lawn Bowling members spread as necessary.

- Fall grading of roads continued as weather permitted. Frequent rainfall has posed a challenge to grading operations this summer/fall
- Crews completed basin repair on Furnival Road at Downie Line and basin flushing at various locations within the municipality
- Crews installed a new 6" drain at the corner of Elm and Ridge in West Lorne to correct a water ponding issue.
- Bridge #1 on Fleming Line was inspected for delamination of the concrete deck. While this does not pose a structural threat, restoration work will need to be included in the 2022 budget.
- Staff installed deer warning signs/lights on Queens Line (Kerr – Graham) and Graham Road (north of West Lorne).
- Cable guiderail was inspected, and any crack/damaged posts or missing fasteners were replaced.
- Equipment was cleaned/oiled before the winter season and trucks were prepared for the first snowfall

Parks and Recreation

- Parks staff were busy at the arena during October as the remaining user groups have now started using their ice time. Training was provided for the new part-time arena operator who will be required to work 1-2 shifts per week now that the schedule has filled in.
- Grass cutting and park cleanup took place during the month as weather permitted.
- Parks staff assisted with sand application on the lawn bowling green and winterization of the clubhouse. The contractor responsible for completing installation of a new veranda at the site hopes to have the work completed by mid-December.
- Winter sidewalk equipment was prepped for the upcoming season.
- Recreation staff assisted the organizers of the Miller Park 'Spooktacular' shopping event. Miller Park washrooms were kept open and monitored by staff as well as garbage cans and picnic tables. Public Works staff handled the closure of Jessie Street to facilitate safe parking for food trucks and vendors.
- Nature walks continued in Joe's Bush during October with participants enjoying the fall colors of trees turning
- The Halloween Ghost Walk held on the trails in Miller Park was well received. A total of 94 participants enjoyed the Halloween themed walk on Saturday, October 30.
- Indoor recreation is going well, with card players, shuffle boarders, and pickle ball players all utilizing the Recreation Centre in Rodney. Indoor walking will start in November as the weather becomes colder and snow sets in. Public skating, adult skates and parent/tot skate times have also started at the arena in West Lorne.

Report Approval Details

Document Title:	Monthly Operations Update - October 2021 - 2021-55-Operations Community Services.docx
Attachments:	
Final Approval Date:	Nov 16, 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: 2021-11-18

Subject: Memorial Park Entrance

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services, regarding rehabilitation of the stone pillars/walls at the entrance to Memorial Park, And

That West Elgin Council provides direction to staff on the extent of work they would like to see completed on these features in the spring of 2022 to assist in upcoming budget preparation.

Purpose:

The purpose of this report is to provide an update on the masonry contractor's recommendations regarding the stone pillars/walls which make up the entrance to Memorial Park.

Background:

Restoration of the Cairn at Memorial Park has now been completed, beating the onset of cold weather by a matter of days. This is a time-consuming process, but when done properly, it will ensure the monument will last for future generations to enjoy. While on site, the masonry contractor was asked to provide an assessment of the stone pillars/walls. After inspection, he feels these structures are in poor condition, structurally, and that complete disassembly/rebuild is necessary to properly restore these to their original condition. If the municipality decides to proceed with these repairs, work could be completed in early spring and the new gate installed.

Financial Implications:

The contractor was asked to give an estimated cost to rebuild these structures and show amounts for the walls and pillars separately. The following pricing was submitted to give Council an idea of the financial implications associated with restoring the entrance features –

1. Disassembly of the two stone pillars, foundation repair and rebuild \$18-\$20,000.00
2. Disassembly of the two stone walls, foundation repair and rebuild \$30,000.00

If Council chooses to include money in the 2022 budget for this restoration work, additional pricing could be sought out (although it has been difficult to find contractors available for this type of work). Based on the quality of workmanship put into Cairn restoration, staff feel this contractor has provided a fair assessment of the additional work required and a justified budget number for Council's consideration.

Report Approval Details

Document Title:	Memorial Park Entrance - 2021-56-Operations Community Services.docx
Attachments:	<ul style="list-style-type: none">- Memorial Park Stone Pillars.jpg- Memorial Park Stone Walls.jpg
Final Approval Date:	Nov 16, 2021

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

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Jana Nethercott, Clerk
Date: 2021-11-18
Subject: 2022 Council & Committee Meeting Dates

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: 2022 Council Meeting Dates; and
That West Elgin Council hereby approves the Council and Committee meeting dates as presented.

Purpose:

The purpose of this report is to set dates for Council and some committee meetings for the 2022 calendar year.

Background:

Staff have compiled a calendar for 2022 for the Regular Meetings of Council, Committee of the Whole meetings for Budget as well as statutory holidays and election related dates.

With 2022 being an election year, there are some minor changes to the traditional schedule. The August meeting is traditionally the third week of August, but that would put the meeting the day before the final date for filing nomination papers and so staff have moved it to the second Thursday, which also allows for a meeting on the fourth Thursday should one be needed for planning issues. Also, October dates have switched to the first and third Thursday to accommodate two meetings and avoid having a council meeting three days after an election, which would be impossible for staff to pull off.

The final day for this term of Council is Monday November 14, 2022, with the new Council term starting on November 15, 2022 as per the latest amendment to the *Municipal Elections Act* and the Inaugural Council meeting, is scheduled for November 17, 2022 at 7 pm. This is a mainly ceremonial meeting, with the taking of the Oaths of Office and formal pictures.

Also tentatively scheduled on the calendar are the dates for Voting Help Centres for advanced voting and training dates for new the new Council after the election. These training dates may not all be required, depending on the make up the next Council, however as they are technically public meetings, its best to be transparent with the training dates.

JANUARY 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 New Year's Day (Observed)	4	5	6 Council	7	8
9	10	11	12	13 Committee of the Whole – Budget	14	15
16	17	18	19	20 Council	21	22
23	24	25	26	27 Committee of the Whole – Budget (if necessary)	28	29
30	31	1	2	3	4	5

FEBRUARY 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10 Council (Budget Approval - Tenative)	11	12
13	14	15	16	17	18	19
20	21 Family Day	22	23	24 Council	25	26
27	28					

MARCH 2022

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

APRIL 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 Council	15 Good Friday	16
17	18 Easter Monday	19	20	21	22	23
24	25	26	27	28 Council	29	30

MAY 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Nominations Open (Election)	3	4	5	6	7
8	9	10	11	12 Council	13	14
15	16	17	18	19	20	21
22	23 Victoria Day	24	25	26 Council	27	28
29	30	31				

JUNE 2022

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

JULY 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Canada Day	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 Council	22	23
24	25	26	27	28	29	30
31						

AUGUST 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Civic Holiday	2	3	4	5	6
7	8	9	10	11 Council	12	13
14	15	16	17	18	19 Nomination Day (Nominations Close at 2 pm)	20
21	22 Certify Candidates – 4 pm	23	24 Finalize all withdrawals of Nominations – 4 pm	25 Declare Acclimations	26	27
28	29	30	31	1	2	3

SEPTEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Labour Day	6	7	8 Council	9	10
11	12	13	14	15	16	17
18	19	20	21	22 Council	23	24
25	26	27	28	29	30	

OCTOBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6 Council	7	8 Advanced Voting Opens Voter Help Centres
9	10 Thanksgiving Day	11	12	13	14	15 Voter Help Centres
16	17	18	19	20 Council	21	22 Advanced Voting Closes Voter Help Centres
23	24 Election Day Voting closes at 8 pm	25	26	27	28	29
30	31	1	2	3	4	5

NOVEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10 Council	11 Remembrance Day	12
13	14	15 First day of New Term of Council	16	17 Inaugural Council 7 pm	18	19
20	21 Committee of the Whole – Council Training Session #1	22	23	24 Council Committee Assignments	25	26
27	28 Committee of the Whole – Council Training Session #2	29	30			

DECEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Committee of the Whole – Fees and Charges	2	3
4	5 Committee of the Whole – Council Training Session #3	6	7	8 Council	9	10
11	12	13	14	15	16	17
18	19	20	21	22 Council (tentative)	23	24
25	26 Christmas Day (Observed)	27 Boxing Day (Observed)	28 Office Closed	29 Office Closed	30 Office Closed	31



Staff Report

Report To: Council Meeting

From: Jana Nethercott, Clerk

Date: 2021-11-18

Subject: Appoint Engineer – Update the Assessment Schedule for Axford Drain

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Appoint Drainage Engineer – Update the Assessment Schedule for Axford Drain; and

That West Elgin Council hereby appoints Spriet's & Associates to prepare an updated assessment schedule for the Axford Drain.

Purpose:

To provide request Council's approval to appoint Spriet's & Associates to prepare an updated assessment schedule for the Axford Drain.

Background:

The Drainage Superintendent did some minor maintenance on the Axford Drain recently and discovered that the assessment schedule is from 1961 and still has the 401 and Talbot Line both being King's Highway's and there have been a number of severances, that haven't been taken into account in the assessment schedule, therefore in speaking with John Spriet, P.Eng. it made more sense to prepare an updated Engineers Report and Assessment Schedule under Section 76.1 of the Drainage Act.

Section 76.1 states that if the drain is wholly within the boundaries of the municipality, Council may appoint an Engineer to produce a report to vary the assessment and may adopt the report. The property owners on the drain will be provided notice and chances to appeal the same as if this report was requested the more common way, under Section 78.

Policies/Legislation:

Drainage Act

Related Documents:



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2021-11-18
Subject: 2021 YTD Financials as of October 31, 2021

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2021 YTD Financials as of October 31, 2021 for information only.

Purpose:

The purpose of this report is to provide Council with the status of the year to date operational and capital budget.

Background:

Many municipal service costs are not spent equally over the fiscal year and therefore operating budget is developed on annual basis instead of split over the 12 months.

As we are halfway through Q4 of the annual budget we see that the majority of the departments have exhausted their budgets due to the timing of activities expensed. Attached to this report is a budget to actual for the operations and capital which results in a surplus. It is important to note that under full accrual accounting, capital grants are recognized as revenues while the cost of capital acquisitions are not recognized as expenses but rather recorded as assets and amortized. Capital grants contribute to the surplus under the full accrual budget.

An analysis of the budget numbers has shown the following variances for the 2021 year to date:

- The overall decrease of \$65K in wages is mainly due to 5 vacancies in Administration and Public Works.
- Increase of \$250K in revenue is attributed to the additional grant revenue.
- Additional increase in revenue in the amount of \$150K is attributed to proceeds on asset disposal
- Securing cost effective supplier for dust control resulted in \$100K savings.

The attached schedule provides an update on the financial progress of the approved operating and capital budgets.

Report Approval Details

Document Title:	Financial Statements as of October 31, 2021 - 2021-53-Administration Finance.docx
Attachments:	- Financials as of October 31, 2021.pdf
Final Approval Date:	Nov 16, 2021

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

Jana Nethercott

Municipality of West Elgin

As at October 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>	
01-6000-6001 Taxation	- 3,649,019.84	- 3,681,300.14	
01-6000-6040 Local Improvements	- 64,718.31	- 58,128.71	
01-6000-6050 PIL	- 93,952.44	- 90,000.00	
	<u>-\$ 3,807,690.59</u>	<u>-\$ 3,829,428.85</u>	
Miscellaneous Revenue			
01-6100-6101 TAX CERTIFICATES	- 10,650.00	- 7,000.00	
01-6100-6102 PHOTOCOPIES	- 140.00	- 100.00	
01-6100-6103 911 SIGNS	- 990.00	- 400.00	
01-6100-6104 BURIAL PERMITS	- 2,880.00	- 1,730.00	
01-6100-6105 MARRIAGE LICENCES	- 6,300.00	- 4,000.00	
01-6100-6106 PARKING TICKETS - ELGIN CTY	- -	- 18,000.00	
01-6100-6107 YACHT CLUB-SEWAGE AGREEME	- 2,500.00	- 2,500.00	
01-6100-6108 MISC - NSF CHEQUES-MAPS-	- 1,436.29	- 1,000.00	
01-6100-6109 DO NOT USE - MOVE TO 01-6100-6120	- 84.80	- -	
01-6100-6110 INTEREST	- 34,458.24	- 60,000.00	
01-6100-6111 TAX - PENALTY & INTEREST - CURRENT	- 26,244.93	- 19,000.00	
01-6100-6112 TAX - PENALTY & INTEREST - PREVIOUS	- 61,023.49	- 50,000.00	
01-6100-6113 Agreement - Juice Connect 5yr 2021-2026	- 1,200.00	- -	
01-6100-6120 ADMINISTRATION FEES	- 4,000.00	- 24,500.00	
01-6100-6121 REPRINT OF TAX/WATER BILL	- 130.00	- 500.00	
01-6100-6190 REBATES	- -	- 5,000.00	
01-6100-6200 GRANT - OMPF	- 1,920,000.00	- 1,920,000.00	
01-6100-6201 GRANT - OPERATING GRANT - SAFE RESTART	- 36,000.00	- 36,000.00	
01-6100-6204 GRANT - OCIF	- 188,185.00	- 225,822.00	
01-6100-6205 GRANT - Ontario Cannabis	- 5,000.00	- -	
01-6100-6206 GRANT - CANADA DAY	- 5,000.00	- 5,000.00	
01-6100-6208 GRANT - SUMMER STUDENT	- 11,963.00	- 3,500.00	
01-6100-6210 GRANT - ICIP: COVID Stream - Local Government	- 115,045.00	- 100,000.00	
01-6100-6212 GRANT - Enabling Accessibility	- 71,709.00	- -	allocated to office renovations
01-6100-6353 Proceeds on Assest Disposal	- 147,434.96	- -	2 vacant lots - allocated to office renovations
01-6100-7900 TRANSFER TO RESERVES	- -	- 225,822.00	
01-6100-7901 TRANSFER FROM RESERVES	- -	- 30,000.00	
	<u>-\$ 2,652,374.71</u>	<u>-\$ 2,288,230.00</u>	

Municipality of West Elgin

As at October 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>	
Council			
01-7000-7400 WAGES	60,833.30	73,000.00	As of October 31st
01-7000-7401 CPP EXPENSE	863.00	934.40	
01-7000-7403 EHT EXPENSE	1,186.10	1,423.50	
01-7000-7440 CONFERENCES/SEMINARS/MEETINGS	1,827.36	7,000.00	
01-7000-7442 MILEAGE	-	2,000.00	
01-7000-7443 MEALS	65.54	1,000.00	
01-7000-7444 RECOGNITION AWARD	-	8,000.00	
01-7000-7447 ELECTION EXPENSE	1,582.32	1,500.00	
01-7000-7660 OTHER SUPPLIES	2,864.60	4,000.00	
01-7000-7900 TRANSFER TO RESERVES	-	10,000.00	JE done at Year-End
	<u>\$ 69,222.22</u>	<u>\$ 108,857.90</u>	

Municipality of West Elgin

As at October 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>	
Administration			
01-7010-7400 WAGES	363,944.80	502,136.12	
01-7010-7401 CPP EXPENSE	16,942.89	18,679.46	
01-7010-7402 EI EXPENSE	5,774.11	7,230.76	
01-7010-7403 EHT EXPENSE	7,285.77	9,038.45	
01-7010-7404 WSIB	10,648.44	13,206.18	
01-7010-7405 LIFE INSURANCE	2,819.40	4,017.09	
01-7010-7406 BENEFITS EXPENSE	25,670.68	45,192.25	
01-7010-7407 OMERS EXPENSE	38,200.01	49,108.91	
01-7010-7408 POST RETIREMENT BENEFITS	3,210.09	2,500.00	
01-7010-7411 COVID-19	3,290.71	40,000.00	
01-7010-7415 TRAINING	2,035.24	5,000.00	
01-7010-7430 WAGES TRANSFER-IN	305.33	-	
01-7010-7440 CONFERENCES/SEMINARS/MEETINGS	335.81	1,000.00	
01-7010-7441 MEMBERSHIPS & DUES	5,006.08	5,500.00	
01-7010-7442 MILEAGE	198.33	200.00	
01-7010-7443 MEALS	25.39	500.00	
01-7010-7444 Employee Recognition	665.23	500.00	
01-7010-7445 GRANTS/DONATIONS	35,334.06	56,000.00	
01-7010-7446 Staff Recruitment	539.33	500.00	
01-7010-7448 TAX SALES	- 76.07	-	
01-7010-7449 ASSET MANAGEMENT	-	5,000.00	
01-7010-7450 HEALTH & SAFETY	180.04	1,000.00	
01-7010-7451 MARRIAGE LICENSE	1,440.00	1,000.00	
01-7010-7452 BOOT & CLOTHING ALLOWANCE	1,395.87	1,194.69	
01-7010-7463 RODNEY FAIR	-	-	
01-7010-7470 911 EMERGENCY	2,375.20	2,500.00	
01-7010-7601 PHONE & INTERNET	5,040.11	8,000.00	
01-7010-7602 SOFTWARE LICENSE	33,981.91	25,000.00	
01-7010-7610 EQUIPMENT LEASES	1,367.91	1,824.00	
01-7010-7611 EQUIPMENT MAINTENACE	2,353.23	4,000.00	
01-7010-7613 EQUIPMENT PURCHASE	12,371.88	25,000.00	4 computers on order.
01-7010-7618 SUBSCRIPTIONS	356.16	300.00	
01-7010-7650 OFFICE SUPPLIES	4,577.74	8,000.00	
01-7010-7651 POSTAGE & COURIER	9,608.82	10,000.00	
01-7010-7652 ADVERTISING	1,303.18	3,000.00	
01-7010-7653 BANK CHARGES	6,400.44	7,000.00	
01-7010-7675 LEGAL	17,907.32	38,000.00	
01-7010-7676 AUDIT	12,034.70	21,369.60	Final Audit scheduled for March-2022
01-7010-7677 CONSULTING SERVICES	45,512.64	50,074.00	OSG, HR Consulting, DBG - IT Audit
01-7010-7678 SPECIAL PROJECTS - Surplus Lands	88.91	5,000.00	
01-7010-7680 CONTRACTED SERVICES	8,914.22	10,000.00	IT Support
01-7010-7681 ASSET MANAGEMENT	16,013.46	15,000.00	Street scan project completed

Municipality of West Elgin

As at October 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>	
01-7010-7682 STRATEGIC PLAN	-	20,000.00	Deferred to 2022
01-7010-7699 BILLABLE	2,023.10	-	
01-7010-7901 TRANSFER FROM RESERVES	-	-	412,000.00 JE done at year-end
01-7010-8003 CAPITAL - ASSET MANAGEMENT SOFTWARE	201,072.68	250,000.00	In progress - on going staff and training, data verification
01-7010-8005 CAPITAL - KEYLESS ACCESS CONTROL	-	20,000.00	In progress - to be completed with Office renovations
01-7010-8006 CAPITAL - CONFERENCING EQUIPMENT	26,341.59	30,000.00	Completed
01-7010-8007 CAPITAL - Laserfiche	9,158.40	10,000.00	Software purchased, at the stage of implementation
01-7010-8008 CAPITAL - Electronic Signs	250.00	82,000.00	In progress - to be completed by end of November.
	\$ 944,225.14	\$ 1,002,571.51	

Municipality of West Elgin

As at October 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>	
Municipal Office & Backshop			
01-7011-6322 BACK ST LOT (BELL)RENT	- 8,200.00	- 7,900.00	
01-7011-7500 HYDRO	2,906.93	4,000.00	
01-7011-7501 GAS	1,641.85	2,500.00	
01-7011-7502 WATER	146.83	250.00	
01-7011-7510 INSURANCE	44,629.47	45,359.51	
01-7011-7515 BUILDING REPAIRS & MAINTENANCE	4,922.97	5,000.00	
01-7011-7516 JANITORIAL	4,476.14	11,112.40	
01-7011-7520 GROUNDS MAINTENANCE	36.62	2,000.00	
01-7011-7611 EQUIPMENT MAINTENANCE	281.19	-	
01-7011-7901 TRANSFER FROM RESERVES	-	- 200,000.00	JE done at year-end
01-7011-8000 CAPITAL - MUNICIPAL BUILDING RENOVATIONS	84,214.36	300,000.00	
01-7011-8002 CAPITAL - OLD TOWN BUILDING	-	-	
	<u>\$ 135,056.36</u>	<u>\$ 162,321.91</u>	
Town Hall Building			
01-7012-7500 HYDRO	741.79	1,500.00	
01-7012-7501 GAS	1,950.12	2,000.00	
01-7012-7510 INSURANCE	3,805.92	2,000.00	
01-7012-7515 BUILDING REPAIR & MAINTENANCE	2,395.31	2,000.00	
01-7012-7900 TRANSFER TO RESERVES	-	50,000.00	JE done at year-end
	<u>\$ 8,893.14</u>	<u>\$ 57,500.00</u>	

Municipality of West Elgin

As at October 31, 2021

		<u>2021 Actuals</u>	<u>2021 Budget</u>	
Fire				
01-7070-6310	REVENUE - MTO	- 11,477.40	- 10,000.00	
01-7070-6350	GRANT - Fire Safety	- 5,800.00	-	
01-7070-6800	PROCEEDS ON ASSET DISPOSAL	- 1,200.00	-	sale of fitness equipment
01-7070-7400	WAGES	468.00	135,000.00	Payroll will be processed week of Dec 6th
01-7070-7402	EI	10.35	-	
01-7070-7403	EHT EXPENSE	9.13	1,890.00	
01-7070-7404	WSIB	13.34	10,800.00	
01-7070-7405	LIFE INSURANCE	8,312.76	10,000.00	
01-7070-7410	PUBLIC EDUCATION	1,328.29	2,500.00	
01-7070-7415	TRAINING	19,821.04	12,500.00	
01-7070-7440	CONFERENCES/SEMINARS/MEETINGS	-	500.00	
01-7070-7441	MEMBERSHIPS & DUES	41.67	500.00	
01-7070-7442	MILEAGE	5,699.93	4,050.00	
01-7070-7443	MEALS	481.78	1,500.00	
01-7070-7444	EMPLOYEE RECOGNITION	340.00	1,000.00	
01-7070-7450	HEALTH & SAFETY	2,832.04	1,000.00	
01-7070-7451	Personal Protective Equipment	30,939.27	29,400.00	Bunker gear, helmets, boots
01-7070-7452	UNIFORMS	-	4,200.00	
01-7070-7500	HYDRO	5,785.37	6,000.00	
01-7070-7501	GAS	2,998.86	3,500.00	
01-7070-7502	WATER	667.17	1,000.00	
01-7070-7510	INSURANCE	20,008.84	20,000.00	
01-7070-7515	BUILDING REPAIRS & MAINTENANCE	3,145.10	5,000.00	
01-7070-7516	JANITORIAL	654.26	500.00	
01-7070-7529	Administration Expense	-	200.00	
01-7070-7601	PHONE & INTERNET	3,833.69	5,000.00	
01-7070-7602	SOFTWARE LICENSE	4,169.09	5,850.00	
01-7070-7611	EQUIPMENT MAINTENANCE	10,649.24	17,000.00	
01-7070-7613	EQUIPMENT PURCHASE	17,374.69	26,075.00	
01-7070-7614	EQUIPMENT RENTAL	1,544.31	350.00	
01-7070-7615	RADIO LICENCING	10,416.86	13,000.00	
01-7070-7621	HYDRANTS RENTAL	-	19,600.00	
01-7070-7650	OFFICE SUPPLIES	497.95	1,000.00	
01-7070-7651	POSTAGE & COURIER	71.37	100.00	
01-7070-7652	ADVERTISING	261.32	1,000.00	
01-7070-7660	OTHER SUPPLIES	1,630.65	500.00	
01-7070-7680	CONTRACTED SERVICES	59,013.61	86,408.00	
01-7070-7701	FUEL - GAS	18.02	600.00	Allocation done at year-end
01-7070-7702	FUEL - DIESEL	-	2,500.00	Allocation done at year-end
01-7070-7705	VEHICLE - REPAIRS & MAINTENANCE	20,886.95	18,500.00	

Municipality of West Elgin

As at October 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>	
01-7070-7900 TRANSFER TO RESERVES	-	30,000.00	
01-7070-8000 CAPITAL - Compressor	-	60,000.00	In progress - quotes requested
	\$ 215,447.55	\$ 528,523.00	
Police Services			
01-7090-7680 CONTRACTED SERVICES	485,687.72	972,466.00	billing delayed, catching up in November.
01-7090-7681 COURT COSTS	-	6,000.00	not billed yet.
	\$ 485,687.72	\$ 978,466.00	
Lower Thames Conservation Authority			
01-7100-7695 GENERAL LEVY - CONSERVATION AUTHORITY	\$ 63,853.00	\$ 63,853.00	
Building Inspection			
01-7120-6330 SEPTIC PERMITS	- 7,200.00	- 7,000.00	
01-7120-6331 BUILDING PERMITS	- 46,025.26	- 60,000.00	
01-7120-6332 PLUMBING PERMITS	-	600.00	
01-7120-6333 SEPTIC - CLEARANCE CERTIFICATE	-	250.00	
01-7120-6334 Building Certificates	-	500.00	
01-7120-7415 TRAINING	66.14	400.00	
01-7120-7440 CONFERENCES/SEMINARS/MEETINGS	-	500.00	
01-7120-7441 MEMBERSHIPS & DUES	235.97	200.00	
01-7120-7442 MILEAGE	1,597.78	3,000.00	
01-7120-7452 BOOT & CLOTHING ALLOWANCE	-	100.00	
01-7120-7601 PHONE & INTERNET	181.52	300.00	
01-7120-7602 Software License	6,105.60	6,780.00	
01-7120-7618 SUBSCRIPTIONS & PUBLICATIONS	-	200.00	
01-7120-7650 OFFICE SUPPLIES	-	500.00	
01-7120-7652 Advertising	-	300.00	
01-7120-7675 Legal Expense	-	1,000.00	
01-7120-7680 CONTRACTED SERVICES & Plans Review	43,692.15	60,962.00	Building inspector wages and 3rd party plans review
01-7120-7901 Transfer from Reserves	-	6,780.00	JE done at year-end
	-\$ 1,346.10	-\$ 888.00	

Municipality of West Elgin

As at October 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>	
By-law Enforcement			
01-7140-6108 BY-LAW ENFORCEMENT	- 125.00	-	
01-7140-7400 WAGES	13,834.33	13,215.00	
01-7140-7402 EI EXPENSE	306.01	264.30	
01-7140-7403 EHT EXPENSE	269.78	264.30	
01-7140-7404 WSIB	394.27	396.45	
01-7140-7415 Training	78.14	100.00	
01-7140-7650 OFFICE SUPPLIES	185.26	100.00	
01-7140-7651 POSTAGE & COURIER	41.27	50.00	
	<u>\$ 14,984.06</u>	<u>\$ 14,390.05</u>	
Animal Control			
01-7150-6340 DOG LICENCES	- 34,685.00	- 37,000.00	
01-7150-6341 KENNEL LICENSE	- 300.00	- 200.00	
01-7150-6342 LIVESTOCK CLAIMS	- 1,929.00	- 2,000.00	
01-7150-7476 LIVESTOCK CLAIMS	2,073.15	3,000.00	
01-7150-7602 SOFTWARE LICENSE	-	1,000.00	
01-7150-7651 Postage & Courier	1,420.95	-	
01-7150-7680 CONTRACTED SERVICES	16,701.00	19,694.53	
01-7150-7681 Animal Control - Cats	-	2,000.00	Invoiced in December.
01-7150-7777 BAD DEBT EXPENSE	-	500.00	
01-7150-7900 TRANSFER TO RESERVES	-	13,005.47	
	<u>-\$ 16,718.90</u>	<u>\$ -</u>	

Municipality of West Elgin

As at October 31, 2021

		<u>2021 Actuals</u>	<u>2021 Budget</u>	
Roads - Municipal				
01-7200-6211	GRANT - GAS TAX	- 310,708.13	- 158,417.00	FGT funding \$158,417 + Top-up \$152,290.94
01-7200-6350	FSC - ROADS	- 141,508.61	- 150,000.00	
01-7200-6351	COUNTY SHARE OF ADMIN OH	- -	- 23,035.93	Allocation done at year-end
01-7200-6352	LICENCE FEES - AGGREGATE PRODUCERS	- 10,983.35	- 8,000.00	
01-7200-6353	Proceeds on Asset Disposal	- 44,492.50	- 27,500.00	Sale of 2009 Plow Truck & Rotary disc mower
01-7200-7001	A-BRIDGES/CULVTS-WAGES	10,173.34	20,000.00	
01-7200-7002	A-BRIDGES/CULVTS-MT	11,519.39	20,000.00	
01-7200-7003	A-BRIDGES/CULVTS-MATERIAL	1,795.83	15,000.00	
01-7200-7011	B-1-MOWING/SPRAY-WAGES	21,497.18	22,500.00	
01-7200-7012	B-1-MOWING/SPRAY-MT	11,844.56	12,500.00	
01-7200-7013	B-1-MOWING/SPRAY-MATERIAL	3,086.23	10,000.00	
01-7200-7021	B-2-BRUSHING-WAGES	43,785.08	40,000.00	
01-7200-7022	B-2-BRUSHING-MT	31,911.21	30,000.00	
01-7200-7023	B-2-BRUSHING-MATERIAL	24,352.34	37,500.00	Tree removal by third party
01-7200-7031	B-3-DITCHING-WAGES	5,597.74	10,000.00	
01-7200-7032	B-3-DITCHING-MT	4,819.08	12,500.00	
01-7200-7033	B-3-DITCHING-MATERIAL	635.01	1,000.00	
01-7200-7041	B-4-CATCHBASINS-WAGES	9,437.63	15,000.00	
01-7200-7042	B-4-CATCHBASINS-MT	6,928.70	10,000.00	
01-7200-7043	B-4-CATCHBASINS-MATERIAL	192.42	5,000.00	
01-7200-7051	B-5-DEBRIS/LITTER-WAGES	3,149.96	5,000.00	
01-7200-7052	B-5-DEBRIS/LITTER-MT	1,955.75	3,500.00	
01-7200-7053	B-5-DEBRIS/LITTER-MATERIA	30.51	1,000.00	
01-7200-7061	C-1-HARDTOP-WAGES	4,891.80	12,500.00	
01-7200-7062	C-1-HARDTOP-MT	3,185.36	7,500.00	
01-7200-7063	C-1-HARDTOP-MATERIAL	-	12,500.00	
01-7200-7071	C-2-ROD/WL ST-WAGES	758.92	1,000.00	
01-7200-7072	C-2-ROD/WL ST-MT	784.84	1,000.00	
01-7200-7073	C-2-ROD/WL ST-MATERIAL	1,679.04	500.00	Street sweeping Rodney & West Lorne
01-7200-7081	C-3-SHOULDER MAINT-WAGES	4,778.33	2,500.00	
01-7200-7082	C-3-SHOULDER MAINT-MT	3,620.48	2,500.00	
01-7200-7083	C-3-SHOULDER MAINT-MATERI	-	500.00	
01-7200-7091	C-4-RESURFACING-WAGES	486.49	-	
01-7200-7092	C-4-RESURFACING-MT	925.26	-	
01-7200-7101	D-2 GRADING/SCARIFI-WAGES	35,012.87	40,000.00	
01-7200-7102	D-2 GRADING/SCARI-MT	57,847.38	47,500.00	
01-7200-7103	D-2 GRADING/SCARI-MATERIAL	-	7,500.00	
01-7200-7111	D-3 DUST LAYER-WAGES	3,320.78	3,000.00	
01-7200-7112	D-3 DUST LAYER-MT	1,606.54	1,500.00	
01-7200-7113	D-3 DUST LAYER-MATERIAL	70,190.52	180,000.00	
01-7200-7121	D-5 GRAVEL RESURFACE-WAGE	7,534.26	8,000.00	

Municipality of West Elgin

As at October 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>
01-7200-7122 D-5 GRAVEL RESURFACE-MT	14,698.00	10,000.00
01-7200-7123 D-5 GRAVEL RESUR-MATERIAL	254,489.19	250,000.00
01-7200-7131 E-1 SNOW PLOW/REMOV-WAGES	22,082.33	30,000.00
01-7200-7132 E-1 SNOW PLOW/REMOV-MT	21,512.20	30,000.00
01-7200-7133 E-1 SNOW PLOW/REM-MATERIA	70.00	5,000.00
01-7200-7141 E-2 SANDING/SALTING-WAGES	4,317.81	7,500.00
01-7200-7142 E-2 SANDING/SALTING-MT	4,277.86	7,500.00
01-7200-7143 E-2 SANDING/SALT-MATERIAL	25,890.75	20,000.00
01-7200-7151 E-3 PLOW/SAND/SALT-WAGES	10,806.41	15,000.00
01-7200-7152 E-3 PLOW/SAND/SALT-MT	9,421.29	15,000.00
01-7200-7161 F SAFETY-WAGES	13,674.37	20,000.00
01-7200-7162 F SAFETY-MT	5,071.13	10,000.00
01-7200-7163 F SAFETY-MATERIAL	10,046.75	25,000.00
01-7200-7171 G-1 MUN DR REPAIR-WAGES	2,263.18	10,000.00
01-7200-7172 G-1 MUN DR REPAIR-MT	1,594.22	5,000.00
01-7200-7173 G-1 MUN DR REPAIR-MATERIA	17,351.85	80,000.00
01-7200-7181 J SHOP-WAGES	11,183.81	15,000.00
01-7200-7182 J SHOP-MT	654.24	1,000.00
01-7200-7183 J SHOP-MATERIAL	496.04	500.00
01-7200-7191 K-EQUIP REPAIR-WAGES	30,095.63	20,000.00
01-7200-7192 K-EQUIP REPAIR-MT	809.57	1,500.00
01-7200-7193 K-EQUIP REPAIR-MATERIAL	2,317.63	500.00
01-7200-7201 R-GRAVEL PITS REHAB-WAGES	1,641.59	5,000.00
01-7200-7202 R-GRAVEL PITS REHAB-MT	2,480.01	5,000.00
01-7200-7203 R-GRAVEL PIT REHAB-MATERI	1,518.00	2,500.00
01-7200-7211 RP-PATROL-WAGES	13,185.70	15,000.00
01-7200-7212 RP-PATROL-MT	5,566.70	7,500.00
01-7200-7213 RP-PATROL-MATERIAL	-	500.00
01-7200-7220 WAGES - ADMIN	27,282.55	33,217.17
01-7200-7231 M-MISC Wages	68,597.23	80,000.00
01-7200-7232 M-MISC MT	70,955.44	70,000.00
01-7200-7250 BACKHOE #10	561.80	2,500.00
01-7200-7251 BULLDOZER	3,116.95	2,500.00
01-7200-7252 EXCAVATOR	215.26	2,500.00
01-7200-7253 GRADER #1	4,841.65	4,000.00
01-7200-7254 GRADER #2	1,497.99	4,000.00
01-7200-7255 LOADER #18	2,815.25	2,500.00
01-7200-7256 LOADER #6	901.68	6,000.00
01-7200-7257 MOWERS	614.00	175.00
01-7200-7258 PICKUP #1	2,385.43	3,500.00
01-7200-7259 PICKUP#15	2,539.25	2,500.00
01-7200-7260 PICKUP #3	646.82	-
01-7200-7261 PICKUP#4	2,831.21	3,500.00

Municipality of West Elgin

As at October 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>	
01-7200-7262 TRACTOR#5	3,290.70	1,000.00	
01-7200-7263 TRAILERS	4,601.20	2,500.00	
01-7200-7264 TRUCK#11	1,985.63	5,000.00	
01-7200-7266 TRUCK#12	6,819.41	6,000.00	
01-7200-7267 TRUCK#17	12,762.89	10,000.00	
01-7200-7268 TRUCK #7	3,895.78	10,000.00	
01-7200-7270 TRUCK #8	7,546.60	12,500.00	
01-7200-7272 TRUCK#9	11,821.37	7,500.00	
01-7200-7273 VAC TRAILER#19	1,107.47	2,000.00	
01-7200-7415 TRAINING	5,188.84	5,000.00	
01-7200-7441 MEMBERSHIPS & DUES	1,245.34	1,500.00	
01-7200-7446 STAFF RECRUITMENT	1,481.96	1,000.00	
01-7200-7450 HEALTH & SAFETY	2,718.95	5,000.00	
01-7200-7452 UNIFORMS	4,427.00	6,000.00	
01-7200-7500 HYDRO	2,906.94	4,000.00	
01-7200-7501 GAS	1,641.79	2,500.00	
01-7200-7502 WATER	705.35	1,000.00	
01-7200-7510 INSURANCE	100,781.36	91,089.84	
01-7200-7515 BUILDING REPAIRS & MAINTENANCE	2,056.18	7,500.00	
01-7200-7516 JANITORIAL	475.17	2,500.00	
01-7200-7601 PHONE & INTERNET	1,157.90	2,000.00	
01-7200-7609 TOOLS	1,252.71	7,500.00	
01-7200-7610 EQUIPMENT LEASE	-	300.00	
01-7200-7611 EQUIPMENT REPAIR & MAINTENANCE	6,606.44	5,000.00	
01-7200-7630 COMPUTER SOFTWARE & LICENSES	4,833.60	6,000.00	
01-7200-7650 OFFICE SUPPLIES	255.01	1,000.00	
01-7200-7660 OTHER SUPPLIES	381.91	1,500.00	
01-7200-7699 BILLABLE	2,261.58	-	
01-7200-7701 FUEL - GAS	27,679.16	22,500.00	Allocation done at year-end
01-7200-7702 FUEL - DIESEL	31,133.24	35,000.00	Allocation done at year-end
01-7200-7703 FUEL - COLOUR DIESEL	30,837.81	35,000.00	Allocation done at year-end
01-7200-7900 TRANSFER TO RESERVES	-	427,675.05	Allocation done at year-end
01-7200-7901 TRANSFER FROM RESERVES	-	- 1,539,000.00	Allocation done at year-end
01-7200-8000 CAPITAL - EQUIPMENT OVER \$10,000	330,100.28	339,000.00	Truck 12, Backhoe & JD Tractor replacement
01-7200-8108 CAPITAL - RIDOUT ST PAVING	5,752.45	-	2020 Holdback
01-7200-8109 CAPITAL - MUNROE ST PAVING	6,497.24	-	2020 Holdback
01-7200-8112 CAPITAL - CULVERT#6 REPLACEMENT - BLACKS@KINTYRE	12,151.04	-	Engineering
01-7200-8114 CAPITAL - Rodney Furnival Rd Reconstruction	7,557.72	1,200,000.00	Awaiting billing from the County
01-7200-8115 CAPITAL - Public Works Shed	-	75,000.00	Defer to 2022
	<u>\$ 850,650.88</u>	<u>\$ 1,681,829.13</u>	

Municipality of West Elgin

As at October 31, 2021

		<u>2021 Actuals</u>	<u>2021 Budget</u>
County Roads			
01-7220-6351	ELGIN COUNTY	- 338,125.18 -	483,035.93
01-7220-7001	A-BRIDGES/CULVTS-WAGES	3,473.80	5,000.00
01-7220-7002	A-BRIDGES/CULVTS-MT	3,500.15	4,000.00
01-7220-7003	A-BRIDGES/CULVTS-MATERIAL	2,200.32	1,500.00
01-7220-7011	B-1-MOWING/SPRAY-WAGES	15,171.70	17,500.00
01-7220-7012	B-1-MOWING/SPRAY-MT	6,071.65	10,000.00
01-7220-7013	B-1-MOWING/SPRAY-MATERIAL	3,649.11	15,000.00
01-7220-7021	B-2-BRUSHING-WAGES	8,652.42	17,500.00
01-7220-7022	B-2-BRUSHING-MT	4,880.23	15,000.00
01-7220-7023	B-2-BRUSHING-MATERIAL	7,823.68	10,000.00
01-7220-7031	B-3-DITCHING-WAGES	462.01	8,000.00
01-7220-7032	B-3-DITCHING-MT	364.53	8,000.00
01-7220-7033	B-3-DITCHING-MATERIAL	595.70	1,000.00
01-7220-7041	B-4-CATCHBASINS-WAGES	1,999.63	7,500.00
01-7220-7042	B-4-CATCHBASINS-MT	1,292.72	7,500.00
01-7220-7043	B-4-CATCHBASINS-MATERIAL	295.57	1,500.00
01-7220-7051	B-5-DEBRIS/LITTER-WAGES	2,543.28	2,000.00
01-7220-7052	B-5-DEBRIS/LITTER-MT	1,289.07	1,500.00
01-7220-7053	B-5-DEBRIS/LITTER-MATERIA	-	500.00
01-7220-7061	C-1-HARDTOP-WAGES	1,579.53	2,000.00
01-7220-7062	C-1-HARDTOP-MT	949.04	1,500.00
01-7220-7063	C-1-HARDTOP-MATERIAL	2,951.72	2,000.00
01-7220-7071	C-2-ROD/WL ST-WAGES	3,074.55	5,000.00
01-7220-7072	C-2-ROD/WL ST-MT	2,420.23	5,000.00
01-7220-7073	C-2-ROD/WL ST-MATERIAL	2,798.40	7,500.00
01-7220-7081	C-3-SHOULDER MAINT-WAGES	6,766.05	6,000.00
01-7220-7082	C-3-SHOULDER MAINT-MT	7,969.37	8,500.00
01-7220-7083	C-3-SHOULDER MAINT-MATERI	52.46	1,000.00
01-7220-7131	E-1 SNOW PLOW/REMOV-WAGES	6,173.38	7,500.00
01-7220-7132	E-1 SNOW PLOW/REMOV-MT	2,739.41	5,000.00
01-7220-7133	E-1 SNOW PLOW/REM-MATERIA	4,598.33	5,000.00
01-7220-7141	E-2 SANDING/SALTING-WAGES	3,881.18	7,500.00
01-7220-7142	E-2 SANDING/SALTING-MT	3,070.15	7,500.00
01-7220-7143	E-2 SANDING/SALT-MATERIAL	73,316.55	60,000.00
01-7220-7151	E-3 PLOW/SAND/SALT-WAGES	19,140.40	22,500.00
01-7220-7152	E-3 PLOW/SAND/SALT-MT	24,094.47	27,500.00
01-7220-7161	F SAFETY-WAGES	10,275.74	7,000.00
01-7220-7162	F SAFETY-MT	4,027.88	4,000.00
01-7220-7163	F SAFETY-MATERIAL	5,160.78	50,000.00
01-7220-7171	G-1 MUNICIPAL DRAIN REPAIR - WAGES	856.95	3,000.00

Municipality of West Elgin

As at October 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>	
01-7220-7172 G-1 MUN DR REPAIR - MT	663.01	2,000.00	
01-7220-7173 G-1 MUN DR REPAIR - MATERIALS	-	2,500.00	
01-7220-7211 RP-PATROL-WAGES	48,218.97	60,000.00	
01-7220-7212 RP-PATROL-MT	10,618.44	12,500.00	
01-7220-7213 RP-PATROL-MATERIAL	3,040.59	5,000.00	
01-7220-7225 ADMINISTRATIVE OVERHEAD	-	23,035.93	Allocation done at year-end
	<u>- \$ 25,422.03</u>	<u>\$ -</u>	

Service Ontario

01-7240-6210 MTO - MGCS FUNDING	- 27,505.37	- 4,000.00	Service continuity compensation, wicket stipend
01-7240-6345 MTO - DRIVER LICENSE COMMISSION	- 7,480.01	- 8,250.00	
01-7240-6346 MTO - HEALTH CARD SERVICES COMMISSION	- 1,090.93	- 850.50	
01-7240-6347 MTO - HUNTING LICENCE COMMISSION	- 494.85	- 368.72	
01-7240-6348 MTO - MISCELLANEOUS	- 222.35	- 243.75	
01-7240-7400 WAGES	17,030.90	20,088.00	
01-7240-7401 CPP EXPENSE	822.19	976.28	
01-7240-7402 EI EXPENSE	380.54	413.81	
01-7240-7403 EHT EXPENSE	338.22	395.73	
01-7240-7404 WSIB	494.32	578.53	
01-7240-7405 LIFE INSURANCE	14.78	-	
01-7240-7406 BENEFITS EXPENSE	229.68	-	
01-7240-7407 OMERS EXPENSE	1,572.85	1,807.92	
01-7240-7415 Training	40.70	100.00	
01-7240-7450 HEALTH & SAFETY	162.60	100.00	
01-7240-7650 OFFICE SUPPLIES	179.80	150.00	
01-7240-7651 POSTAGE & COURIER	-	50.00	
01-7240-7652 ADVERTISING	1,284.41	500.00	
01-7240-7660 OTHER SUPPLIES	161.34	500.00	
	<u>- \$ 14,081.18</u>	<u>\$ 11,947.30</u>	

Municipality of West Elgin

As at October 31, 2021

		<u>2021 Actuals</u>	<u>2021 Budget</u>	
Transit				
01-7280-6212	GRANT - PROVINCIAL GAS TAX	- 30,563.00	- 30,563.00	
01-7280-6213	GRANTS - PUBLIC TRANSIT STREAM	- 1,807.12	-	
01-7280-6214	GRANT - SAFE RESTART	- 3,369.00	- 33,544.00	
01-7280-6355	BUS TRIP FEES	- 3,528.00	- 4,000.00	
01-7280-6356	SPECIAL TRIP & MILEAGE BUS FEES	- 902.00	- 500.00	
01-7280-7400	WAGES	19,152.74	26,858.00	
01-7280-7401	CPP EXPENSE	868.91	1,128.04	
01-7280-7402	EI EXPENSE	423.65	590.88	
01-7280-7403	EHT EXPENSE	373.47	537.15	
01-7280-7404	WSIB	545.84	778.88	
01-7280-7415	Training	151.14	200.00	
01-7280-7510	INSURANCE	2,044.00	2,207.52	
01-7280-7601	PHONE & INTERNET	1,173.18	1,200.00	
01-7280-7651	POSTAGE & COURIER	192.64	50.00	
01-7280-7652	ADVERTISING	4,368.78	3,500.00	
01-7280-7660	OTHER SUPPLIES	193.45	500.00	
01-7280-7675	LEGAL	-	2,000.00	
01-7280-7701	FUEL - GAS	4,300.38	5,000.00	
01-7280-7705	REPAIRS & MAINTENANCE	3,069.42	5,000.00	
01-7280-7900	TRANSFER TO RESERVES	-	19,056.53	
		-\$ 3,311.52	\$ -	
Sidewalks				
01-7290-7500	HYDRO	16,491.75	22,500.00	
01-7290-7611	REPAIR & MAINTENANCE	8,515.34	10,000.00	
01-7290-7613	EQUIPMENT PURCHASE	-	5,000.00	
01-7290-8310	STREETLIGHTS - CAPITAL OVER \$10,000	824.26	15,000.00	
		\$ 25,831.35	\$ 52,500.00	
Streetlights				
01-7295-7274	SUMMER MAINTENANCE	1,819.49	2,500.00	
01-7295-7275	WINTER MAINTENANCE	-	1,000.00	
01-7295-7430	WAGES TRANSFER IN	2,005.84	5,426.25	
01-7295-7520	Repair & Maintenance - Sidewalks	410.50	-	
01-7295-8000	SIDEWALKS - CAPITAL OVER \$10,000	-	60,000.00	Defer to 2022
		\$ 4,235.83	\$ 68,926.25	

Municipality of West Elgin

As at October 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>	
Sewer - Rodney			
01-7300-6100 SEWER BILLINGS	- 174,643.79	- 366,753.84	Billed up to Sep 16, 2021
01-7300-6211 GRANT - Green Stream Intake 1	- -	- 1,094,413.58	Billed up to Sep 16, 2021
01-7300-6371 Sewer Billings - Flat Charge	- 145,723.15	-	
01-7300-7500 HYDRO	42,533.72	61,802.85	
01-7300-7502 WATER	2,074.16	9,000.00	
01-7300-7510 INSURANCE	7,159.33	6,097.41	
01-7300-7511 TAXES	26,044.64	28,500.00	
01-7300-7520 GROUNDS MAINTENANCE	170.18	1,500.00	
01-7300-7602 SOFTWARE LICENSE	610.56	500.00	
01-7300-7611 SEWER MAINTENANCE	21,955.70	61,787.00	
01-7300-7651 POSTAGE & COURIER	4.58	-	
01-7300-7675 Legal	- 2.37	-	
01-7300-7680 CONTRACTED SERVICES	133,940.00	160,728.00	
01-7300-7901 TRANSFER FROM RESERVES	- -	361,197.84	
01-7300-8000 CAPITAL - RODNEY SEWAGE UPGRADES	-	1,492,450.00	Phase 1 - Engineering design started.
	-\$ 85,876.44	\$ -	
Sewer - West Lorne			
01-7301-6370 SEWER BILLINGS	- 237,647.27	- 631,886.80	Billed up to Sep 16, 2021
01-7301-6371 Sewer Billings - Flat Charge	- 183,813.77	-	Billed up to Sep 16, 2021
01-7301-7500 HYDRO	31,994.86	42,586.69	
01-7301-7502 WATER	220.50	500.00	
01-7301-7510 INSURANCE	6,739.21	6,021.48	
01-7301-7511 TAXES	19,462.00	20,195.15	
01-7301-7520 GROUNDS MAINTENANCE	60.38	1,000.00	
01-7301-7602 SOFTWARE LICENSE	610.56	500.00	
01-7301-7611 SEWER MAINTENANCE	10,396.66	22,000.00	
01-7301-7654 INTEREST EXPENSE	1,451.30	3,000.00	
01-7301-7675 Legal	- 2.37	-	
01-7301-7680 CONTRACTED SERVICES	149,563.30	179,476.00	
01-7301-7900 TRANSFER TO RESERVES	-	132,607.48	
01-7301-8000 CAPITAL - WEST LORNE SEWAGE UPGRADES	170,902.38	224,000.00	
	-\$ 30,062.26	\$ -	

Municipality of West Elgin

As at October 31, 2021

		<u>2021 Actuals</u>	<u>2021 Budget</u>	
Water				
01-7310-6111	PENALTY & INTEREST	- 14,622.89	- 9,500.00	
01-7310-6120	WATER REV - MISC.	- 6,857.16	- 5,000.00	
01-7310-6360	WATER REV - RESIDENTIAL	- 389,413.64	- 917,164.13	Billed up to Sep 16, 2021
01-7310-6361	WATER REV-NON RESIDENTIAL	- 62,111.77	- 118,810.57	Billed up to Sep 16, 2021
01-7310-6362	WATERLINE CAP PAYMENT	- 14,981.89	-	
01-7310-6363	WATER - FEES-MATERIALS	- 3,718.49	-	
01-7310-6364	WATER - FEES-NEW WATER SERVICES	- 6,000.00	- 10,000.00	
01-7310-6365	WATER - FEES-DISCONNECT/RECONNECT	- 7,040.00	- 10,000.00	
01-7310-6370	WATER - MISCELLANEOUS REVENUE	- 60.00	-	
01-7310-6371	Water - Flat Charge	- 320,052.79	-	Billed up to Sep 16, 2021
01-7310-7145	VEHICLE EXP	2,101.58	5,000.00	
01-7310-7281	WATERMAIN REPAIR & MAINTENANCE	10,226.74	55,000.00	
01-7310-7282	HYDRANT REPAIR & MAINTENANCE	4,597.54	7,500.00	
01-7310-7400	WAGES	132,343.24	159,860.00	
01-7310-7401	CPP EXPENSE	6,886.76	7,578.57	
01-7310-7402	EI EXPENSE	2,488.16	2,949.94	
01-7310-7403	EHT EXPENSE	2,637.08	3,210.71	
01-7310-7404	WSIB	3,854.24	4,677.53	
01-7310-7405	LIFE INSURANCE	1,073.58	1,369.03	
01-7310-7406	BENEFITS EXPENSE	14,063.70	14,912.67	
01-7310-7407	OMERS EXPENSE	12,050.57	14,847.48	
01-7310-7415	Training	198.43	1,000.00	
01-7310-7430	WAGES TRANSFER-IN	-	13,480.96	
01-7310-7440	CONFERENCES/SEMINARS/MEETINGS	125.00	-	
01-7310-7442	MILEAGE	904.38	1,000.00	
01-7310-7450	HEALTH & SAFETY	154.60	500.00	
01-7310-7452	UNIFORMS	1,635.20	1,500.00	
01-7310-7500	HYDRO	4,387.36	6,000.00	
01-7310-7501	GAS	741.26	1,000.00	
01-7310-7502	WATER	651.41	1,000.00	
01-7310-7510	INSURANCE	14,967.41	15,944.36	
01-7310-7511	TAXES	848.93	1,000.00	
01-7310-7515	BUILDING REPAIRS & MAINTENANCE	4,258.91	7,500.00	
01-7310-7516	JANITORIAL	183.58	200.00	
01-7310-7519	METER REPAIR & MAINTENANCE	18,001.89	20,000.00	
01-7310-7529	METER READS	1,160.14	-	
01-7310-7531	CONTRACTS & AGREEMENTS	-	10,000.00	
01-7310-7601	PHONE & INTERNET	2,039.58	1,750.00	
01-7310-7602	SOFTWARE LICENSE	1,404.54	3,500.00	
01-7310-7609	TOOLS	978.78	2,500.00	
01-7310-7611	EQUIPMENT MAINTENANCE	10,390.81	13,000.00	

Municipality of West Elgin

As at October 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>	
01-7310-7613 EQUIPMENT PURCHASE	-	7,500.00	
01-7310-7650 OFFICE SUPPLIES	2,092.76	1,500.00	
01-7310-7651 POSTAGE & COURIER	8,547.99	11,000.00	
01-7310-7652 ADVERTISING EXP	803.00	500.00	
01-7310-7675 LEGAL	- 2.37	-	
01-7310-7676 AUDIT FEES	-	1,000.00	
01-7310-7680 CONTRACTED SERVICES	123,271.67	150,635.00	
01-7310-7682 PAYMENTS TO MUNICIPALITIES	365,704.11	558,468.40	
01-7310-7701 FUEL - GAS	-	5,000.00	Allocation done at year-end
01-7310-7777 BAD DEBT EXPENSE	16.38	500.00	
01-7310-7901 TRANSFER FROM RESERVES	- -	318,409.95	
01-7310-8001 CAPITAL - WATER LINE EXT	-	50,000.00	No requests received in 2021
01-7310-8002 CAPITAL - WATERLINE REPLACEMENT (CHESTNUT/WOOD)	2,251.08	-	Preperation of pmt cert & engineering services
01-7310-8004 CAPITAL - AMR SOFTWARE & HARDWARE	-	200,000.00	Defer to 2022
01-7310-8006 CAPITAL - CAST IRON MAIN BEHIND RODNEY LIBRARY	4,688.83	-	Holdback
01-7310-8007 CAPITAL - RODNEY TOWER CLEAN & INSPECT	20,744.79	25,000.00	Complete
	-\$ 41,384.99	-\$ 0.00	
Landfill			
01-7350-6374 FSC - REFRIGERANT FEES	- 2,820.00	- 3,000.00	
01-7350-6375 FSC - TIPPING FEES	- 24,521.00	- 10,000.00	
01-7350-6376 Recycling/London Salvage	- 19,046.81	- 12,000.00	
01-7350-6377 Stewardship Ontario - Composter	- 318.60	- 500.00	
01-7350-6378 Stewardship Ontario - Recycling Box/Data Call	- 22,342.23	- 44,596.98	
01-7350-6379 HAZARDOUS WASTE	-	15,000.00	Budget was based under assumption that no changes will be made in 2021
01-7350-6381 MRF Fees - City of London	- 17,455.98	- 15,000.00	
01-7350-7307 RECYCLING EXPENSE	7,917.38	12,500.00	
01-7350-7308 MRF FEES EXPENSE	29,209.18	30,000.00	
01-7350-7309 HAZARDOUS WASTE DAY	-	22,000.00	Awaiting invoice.
01-7350-7310 FREON REMOVAL	1,506.04	2,442.00	
01-7350-7350 GARBAGE COLLECTION	211,409.63	254,880.25	
01-7350-7355 RECYCLING COLLECTION	102,263.32	123,707.72	
01-7350-7400 WAGES	21,706.03	20,939.52	
01-7350-7401 CPP EXPENSE	1,028.91	942.28	
01-7350-7402 EI EXPENSE	480.20	418.79	
01-7350-7403 EHT EXPENSE	423.28	418.79	
01-7350-7404 WSIB	618.59	628.19	
01-7350-7415 TRAINING EXPENSE	40.70	-	
01-7350-7516 JANITORIAL	239.14	250.00	
01-7350-7519 MATERIALS	27.06	2,000.00	

Municipality of West Elgin

As at October 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>	
01-7350-7520 GROUNDS MAINTENANCE	72,693.62	45,000.00	
01-7350-7530 GREEN LANE DISPOSAL	51,471.55	80,000.00	
01-7350-7531 CONTRACTS & AGREEMENTS	21,898.97	37,500.00	
01-7350-7601 PHONE & INTERNET	-	150.00	
01-7350-7611 EQUIPMENT MAINTENACE	152.64	250.00	
01-7350-7613 EQUIPMENT PURCHASE	-	250.00	
01-7350-7650 OFFICE SUPPLIES	1,586.29	500.00	postage, tipping fee books, signs, cost of debtit machine
01-7350-7652 ADVERTISING EXP	783.96	1,500.00	
01-7350-7777 BAD DEBT EXPENSE	74.20	-	
	\$ 439,026.07	\$ 536,180.56	

Cemetery

01-7400-7430 WAGES TRANSFER IN	\$ 354.24	\$ 500.00
--------------------------------	------------------	------------------

Arena

01-7600-6121 DONATIONS - ARENA RENAMING	-	5,520.00	-	2020/2021 donations
01-7600-6202 GRANT FROM DUTTON/DUNWICH	-	30,963.62	-	81,439.13
01-7600-6501 ICE RENTAL	-	43,634.24	-	75,000.00
01-7600-6502 SIGN RENTAL	-	3,950.00	-	3,000.00
01-7600-6504 PUBLIC SKATING	-	152.00	-	1,000.00
01-7600-6505 SKATE SHARPENING	-	140.00	-	1,000.00
01-7600-7350 GARBAGE COLLECTION		-		2,500.00
01-7600-7411 COVID-19		2,449.03		- Security guard
01-7600-7415 TRAINING		-		2,000.00
01-7600-7430 Wages Transfer In		61,112.66		90,769.41
01-7600-7441 MEMBERSHIPS & DUES		256.67		500.00
01-7600-7450 HEALTH & SAFETY		1,417.60		1,500.00
01-7600-7452 UNIFORMS		-		1,000.00
01-7600-7500 HYDRO		21,568.82		70,000.00
01-7600-7501 GAS		3,881.99		7,000.00
01-7600-7502 ARENA - WATER		3,675.15		5,000.00
01-7600-7510 INSURANCE		32,098.70		31,210.30
01-7600-7515 BUILDING REPAIRS & MAINTENANCE		4,747.71		20,000.00
01-7600-7516 JANITORIAL		244.49		1,500.00
01-7600-7529 ADMINISTRATION EXPENSE		-		2,500.00
01-7600-7531 CONTRACTS & AGREEMENTS		2,299.80		2,500.00
01-7600-7601 PHONE & INTERNET		2,975.49		3,600.00
01-7600-7602 SOFTWARE LICENSE		-		150.00
01-7600-7609 TOOLS		23.09		250.00
01-7600-7611 EQUIPMENT MAINTENACE		7,175.17		15,000.00
01-7600-7613 EQUIPMENT PURCHASE		3,353.11		10,000.00

Municipality of West Elgin

As at October 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>	
01-7600-7614 EQUIPMENT RENTAL	271.85	350.00	
01-7600-7618 SUBSCRIPTIONS	- 77.95	-	
01-7600-7650 OFFICE SUPPLIES	49.96	750.00	
01-7600-7652 ADVERTISING	392.08	1,000.00	
01-7600-7660 OTHER SUPPLIES	35.99	750.00	
01-7600-7701 FUEL - GAS	531.00	2,400.00	
01-7600-8003 CAPITAL - DRAIN REPAIR & EAVESTROUGH	-	10,000.00	Defer to 2022
01-7600-8006 CAPITAL - Roof Painting	-	25,000.00	Defer to 2022
	<u>\$ 64,122.61</u>	<u>\$ 145,790.58</u>	
Parks & Recreation - Marina			
01-7610-7430 WAGES - TRANSFER IN	8,509.07	5,439.47	
01-7610-7500 HYDRO	686.87	2,000.00	
01-7610-7502 WATER	339.09	1,500.00	
01-7610-7503 SEWAGE EXPENSE	324.19	2,500.00	
01-7610-7511 PROPERTY TAXES	2,280.71	2,500.00	
01-7610-7515 BUILDING REPAIRS & MAINTENANCE	17.22	1,000.00	
01-7610-7516 JANITORIAL	183.06	1,000.00	
01-7610-7520 GROUNDS MAINTENANCE	41,504.19	15,000.00	
01-7610-7521 EROSION CONTROL - SHORELINE PROTECTION	1,093.83	20,000.00	
01-7610-7901 TRANSFER FROM RESERVES	-	15,448.71	Allocation done at year-end
01-7610-8000 CAPITAL - FISH CLEANING STATION	18,834.27	20,000.00	Complete
01-7610-8001 CAPITAL - BRIDGE	-	20,000.00	Defer to 2022
	<u>\$ 73,772.50</u>	<u>\$ 75,490.76</u>	

Municipality of West Elgin

As at October 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>	
Parks & Recreation - Programming			
01-7611-6401 SOCCER	- 3,292.05	- 1,500.00	
01-7611-6402 FSC - DAYCAMP	- -	- 1,000.00	
01-7611-6403 BASEBALL	- 200.00	- 1,200.00	
01-7611-6404 HANGING BASKETS DONATIONS	- 200.00	- 1,200.00	
01-7611-7329 VOLLEYBALL	- -	- 500.00	
01-7611-7330 SOCCER	1,515.20	3,500.00	
01-7611-7331 BASEBALL	258.72	1,000.00	
01-7611-7332 TENNIS	- -	1,000.00	
01-7611-7333 BASKETBALL	- -	500.00	
01-7611-7334 LAWNBOWLING	424.89	1,000.00	
01-7611-7335 PLAYGROUND EQUIPMENT	- -	5,000.00	
01-7611-7336 SPLASHPAD	7,759.99	7,500.00	
01-7611-7340 CHRISTMAS PARADE	0.01	5,000.00	
01-7611-7341 CIVIC HOLIDAY	- -	5,000.00	
01-7611-7342 CANADA DAY	2,611.63	5,000.00	
01-7611-7343 RODNEY FAIR	- -	10,000.00	
01-7611-7430 WAGES - TRANSFER IN	3,560.80	5,439.47	
01-7611-7510 Insurance	111.24	- -	
01-7611-7517 EQUIPMENT RENTAL	- -	2,000.00	
01-7611-7532 PERMITS & REGISTRATIONS	- -	500.00	
01-7611-8000 CAPITAL - LAWN BOWLING ROOF & PORCH	- -	15,000.00	to be completed in December-2021
	\$ 12,550.43	\$ 63,039.47	
Parks & Recreation - Recreation Center			
01-7612-6401 FSC - REC CENTRE	- 9,360.00	- 6,000.00	
01-7612-7430 WAGES TRANSFER IN	9,070.93	10,878.93	
01-7612-7441 MEMBERSHIPS & DUES	202.08	250.00	
01-7612-7442 PROGRAMMING	- -	250.00	
01-7612-7500 HYDRO	4,619.98	10,000.00	
01-7612-7501 GAS	3,127.52	5,000.00	
01-7612-7502 WATER	1,582.13	3,000.00	
01-7612-7515 BUILDING REPAIRS & MAINTENANCE	2,302.83	15,000.00	
01-7612-7516 JANITORIAL	- -	2,000.00	
01-7612-7520 GROUNDS MAINTENANCE	374.19	1,000.00	
01-7612-7601 PHONE & INTERNET	1,130.06	1,500.00	
01-7612-7611 EQUIPMENT MAINTENANCE	35.59	1,500.00	
01-7612-7613 EQUIPMENT PURCHASE	- -	2,500.00	
01-7612-7652 ADVERTISING	- -	500.00	
	\$ 13,085.31	\$ 47,378.93	

Municipality of West Elgin

As at October 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>	
Parks & Recreation - Pool			
01-7613-6403 FSC - POOL	- 15,477.00	- 4,080.00	
01-7613-7400 WAGES	20,503.34	8,400.00	
01-7613-7401 CPP EXPENSE	666.33	336.00	
01-7613-7402 EI EXPENSE	453.56	168.00	
01-7613-7403 EHT EXPENSE	399.84	168.00	
01-7613-7404 WSIB	584.36	252.00	
01-7613-7415 TRAINING EXPENSE	606.38	1,000.00	
01-7613-7430 WAGES TRANSFER IN	7,333.64	8,159.20	
01-7613-7450 HEALTH & SAFETY	68.92	250.00	
01-7613-7452 UNIFORMS	120.08	250.00	
01-7613-7500 HYDRO	4,150.15	6,000.00	
01-7613-7501 GAS	2,843.38	4,000.00	
01-7613-7502 WATER	5,476.82	4,000.00	
01-7613-7515 BUILDING REPAIRS & MAINTENANCE	809.84	1,000.00	
01-7613-7520 POOL MAINTENANCE	1,858.71	5,000.00	
01-7613-7531 CONTRACTS & AGREEMENTS	1,474.55	1,000.00	
01-7613-7601 PHONE & INTERNET	713.75	1,000.00	
01-7613-7612 POOL CHEMICALS	4,733.14	7,000.00	
01-7613-7613 EQUIPMENT PURCHASE	-	1,000.00	
01-7613-7650 OFFICE SUPPLIES	193.13	500.00	
01-7613-7652 ADVERTISING	473.30	1,000.00	
01-7613-7660 OTHER SUPPLIES	2.99	500.00	
01-7613-8002 CAPITAL - Liner Replacement	1,434.82	15,000.00	Complete
	\$ 39,424.03	\$ 61,903.20	

Municipality of West Elgin

As at October 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>	
Parks & Recreation - Operations			
01-7614-6406 FSC -SAND RING RENT	-	500.00	
01-7614-6407 PARKS - PAVILLION RENTAL	- 125.00	250.00	
01-7614-7335 JOE'S BUSH	90.79	5,000.00	
01-7614-7336 OLD JAIL	-	1,000.00	
01-7614-7337 SCOUT HALL	899.49	20,000.00	Renovations started, to be completed by Dec 31, 2021.
01-7614-7338 FLOWER BASKETS	1,006.19	1,500.00	
01-7614-7415 TRAINING	859.87	1,000.00	
01-7614-7430 Wages Transfer-In	153,697.37	164,405.03	
01-7614-7440 CONFERENCES/SEMINARS/MEETINGS	545.00	-	
01-7614-7441 MEMBERSHIPS & DUES	522.36	500.00	
01-7614-7442 MILEAGE	102.96	-	
01-7614-7450 HEALTH & SAFETY	486.61	1,000.00	
01-7614-7452 UNIFORMS	1,505.54	1,000.00	
01-7614-7500 HYDRO	1,482.42	1,500.00	
01-7614-7501 GAS	886.15	1,000.00	
01-7614-7502 WATER	999.75	1,500.00	
01-7614-7510 INSURANCE	30,273.20	30,600.51	
01-7614-7515 BUILDING REPAIR & MAINTENANCE	782.18	3,000.00	
01-7614-7516 JANITORIAL	911.21	1,500.00	
01-7614-7520 GROUNDS MAINTENANCE	11,767.45	15,000.00	
01-7614-7601 PHONE & INTERNET	1,942.17	3,000.00	
01-7614-7609 TOOLS	234.76	1,000.00	
01-7614-7611 EQUIPMENT MAINTENANCE	3,238.27	5,000.00	
01-7614-7613 EQUIPMENT PURCHASE	-	2,500.00	
01-7614-7614 EQUIPMENT RENTAL	-	2,500.00	
01-7614-7650 OFFICE SUPPLIES	101.06	1,000.00	
01-7614-7652 ADVERTISING	105.98	750.00	
01-7614-7660 OTHER SUPPLIES	105.39	1,000.00	
01-7614-7701 FUEL- GAS	242.40	7,000.00	
01-7614-7705 VEHICLE - REPAIR & MAINTENANCE	360.00	7,500.00	
01-7614-8004 CAPITAL - PLAYGROUND EQUIPMENT	2,240.98	-	replacement of damaged part
	\$ 215,264.55	\$ 280,005.54	

Municipality of West Elgin

As at October 31, 2021

	<u>2021 Actuals</u>	<u>2021 Budget</u>	
Port Glasgow Trailer Park			
01-7620-6378 FSC - MISCELLANEOUS	- 70.00	- 200.00	
01-7620-6411 PGTP - CAMP FEES SEASONAL	- 321,650.00	- 308,930.00	
01-7620-6412 FSC - CAMP FEES-TRANSIENT	- 26,515.00	- 19,000.00	
01-7620-6413 FSC - LAUNDROMAT	- 3,042.00	- 3,000.00	
01-7620-7300 GARBAGE COLLECTION	6,125.00	7,000.00	
01-7620-7400 WAGES	43,013.38	46,085.37	
01-7620-7401 CPP EXPENSE	2,611.75	2,626.86	
01-7620-7402 EI EXPENSE	1,086.96	1,152.13	
01-7620-7403 EHT EXPENSE	1,005.37	1,059.92	
01-7620-7404 WSIB	1,469.29	1,520.82	
01-7620-7407 OMERS EXPENSE	3,509.78	-	
01-7620-7415 TRAINING	130.88	300.00	
01-7620-7430 WAGES TRANSFER IN	1,934.47	500.00	
01-7620-7442 MILEAGE	-	150.00	
01-7620-7452 BOOT & CLOTHING ALLOWANCE	-	500.00	
01-7620-7453 CUSTOMER APPRECIATION	-	2,000.00	
01-7620-7500 HYDRO	43,898.08	55,000.00	
01-7620-7501 GAS	406.30	700.00	
01-7620-7502 WATER	6,750.70	4,500.00	
01-7620-7503 SEWAGE EXPENSE	1,091.96	7,500.00	
01-7620-7510 INSURANCE	15,461.30	15,100.07	
01-7620-7511 PROPERTY TAXES	4,302.19	4,300.00	
01-7620-7515 Building Repair & Maintenance	1,782.95	15,000.00	
01-7620-7516 JANITORIAL	478.19	1,000.00	
01-7620-7520 GROUNDS MAINTENANCE	31,931.90	40,000.00	
01-7620-7529 ADMINISTRATION EXPENSE	-	10,000.00	
01-7620-7531 CONTRACTS & AGREEMENTS	-	700.00	
01-7620-7601 PHONE & INTERNET	404.13	1,000.00	
01-7620-7611 EQUIPMENT MAINTENACE	2,432.28	3,000.00	
01-7620-7613 EQUIPMENT PURCHASE	11,333.92	15,200.00	
01-7620-7650 OFFICE SUPPLIES	604.60	500.00	
01-7620-7651 POSTAGE & COURIER	472.80	700.00	
01-7620-7652 ADVERTISING	513.60	500.00	
01-7620-7653 Bank Charges	470.00	-	
01-7620-7660 OTHER SUPPLIES	-	200.00	
01-7620-7701 FUEL EXP	645.19	500.00	
01-7620-7901 TRANSFER FROM RESERVES	-	- 166,665.21	
01-7620-8001 CAPITAL - Consult & Engineering for Septic System	62,758.28	209,500.00	Complete
01-7620-8002 CAPITAL - WAR MONUMENT & GATES	-	25,000.00	War monument completed, gates deferred to 2022
01-7620-8004 CAPITAL - PAVILLION CEILING	1,925.39	25,000.00	Complete, not invoiced.
	<u>-\$ 102,726.36</u>	<u>29 0.04</u>	

Municipality of West Elgin

As at October 31, 2021

		<u>2021 Actuals</u>	<u>2021 Budget</u>	
Library - Rodney				
01-7650-6321	RENT - LIBRARY - RODNEY	- 16,363.65	- 21,818.19	
01-7650-7500	HYDRO	1,126.21	1,500.00	
01-7650-7501	GAS	459.50	1,000.00	
01-7650-7502	WATER	618.88	600.00	
01-7650-7510	INSURANCE	899.63	1,000.00	
01-7650-7515	BUILDING REPAIRS & MAINTENANCE	713.53	1,500.00	
01-7650-7516	JANITORIAL	4,499.97	11,500.00	
		-\$ 8,045.93	-\$ 4,718.19	
Library - West Lorne				
01-7655-6108	WEST ELGIN SUPPORT SERVICES	-	11,300.00	to be billed at year-end
01-7655-6321	RENT - LIBRARY WL	- 20,546.19	- 27,394.93	
01-7655-7500	HYDRO	3,547.24	6,200.00	
01-7655-7501	GAS	1,446.54	2,000.00	
01-7655-7502	WATER	1,084.05	1,000.00	
01-7655-7510	INSURANCE	1,358.63	700.00	
01-7655-7515	BUILDING REPAIRS & MAINTENANCE	1,732.34	2,000.00	Roof replacement completed not invoiced. Duct cleaning will be done t
01-7655-7516	JANITORIAL	7,411.12	20,000.00	
01-7655-7601	PHONE & INTERNET	1,405.42	2,000.00	
		-\$ 2,560.85	-\$ 4,794.93	

Municipality of West Elgin

As at October 31, 2021

		<u>2021 Actuals</u>	<u>2021 Budget</u>	
Planning				
01-7700-6430	PLANNING FEES	- 19,500.00	- 18,000.00	
01-7700-6432	BILLINGS - SWD	- 12,077.52	- 9,837.16	
01-7700-7400	WAGES	17,201.58	15,358.56	
01-7700-7401	CPP EXPENSE	969.36	522.19	
01-7700-7402	EI EXPENSE	339.54	199.66	
01-7700-7403	EHT EXPENSE	362.58	307.17	
01-7700-7404	WSIB	529.92	445.40	
01-7700-7405	LIFE INSURANCE	163.70	138.23	
01-7700-7406	BENEFITS EXPENSE	1,440.98	5,000.00	
01-7700-7407	OMERS EXPENSE	1,918.66	1,643.37	
01-7700-7415	TRAINING EXPENSE	66.14	-	
01-7700-7441	MEMBERSHIPS & DUES	138.77	613.00	
01-7700-7452	UNIFORMS	270.17	265.49	
01-7700-7602	SOFTWARE LICENSES	529.25	-	
01-7700-7651	POSTAGE & COURIER	241.15	1,000.00	
01-7700-7652	ADVERTISING	-	1,000.00	
01-7700-7675	LEGAL - Official Plan	60,315.05	86,000.00	
01-7700-7680	CONTRACTED SERVICES	21,952.71	50,000.00	County shared services
01-7700-7901	TRANSFER FROM RESERVES	-	85,630.00	Allocation done at year-end
		<u>\$ 74,862.04</u>	<u>\$ 49,025.91</u>	
Economic Development				
01-7710-6751	ELGINCENTIVES	- 11,346.00	-	
01-7710-7360	ELGINCENTIVES	6,218.00	-	
01-7710-7441	MEMBERSHIPS & DUES	100.00	-	
01-7710-7652	ADVERTISING	-	1,000.00	
01-7710-7900	TRANSFER TO RESERVES	-	50,000.00	Allocation done at year-end
		<u>-\$ 5,028.00</u>	<u>\$ 51,000.00</u>	

Municipality of West Elgin

As at October 31, 2021

		<u>2021 Actuals</u>	<u>2021 Budget</u>	
Drains				
01-7720-6390	OSG - MD INSPECTOR	-	-	14,000.00 to be received in 2022
01-7720-6392	DRAIN MAINTENACE - ADMINISTRATION FEE	- 605.41	- 2,000.00	
01-7720-7400	WAGES	19,915.86	27,487.20	
01-7720-7401	CPP EXPENSE	1,233.27	1,649.23	
01-7720-7402	EI EXPENSE	563.13	824.62	
01-7720-7403	EHT EXPENSE	496.39	824.62	
01-7720-7404	WSIB	725.49	1,099.49	
01-7720-7406	BENEFITS IN LIEU	5,539.59	7,971.29	
01-7720-7407	OMERS	1,792.44	2,473.85	
01-7720-7415	TRAINING EXPENSE	66.14	100.00	
01-7720-7442	MILEAGE	683.11	200.00	
01-7720-7601	PHONE & INTERNET	196.64	500.00	
01-7720-7651	POSTAGE & COURIER	37.03	600.00	
01-7720-7652	ADVERTISING	-	200.00	
01-7720-7777	DRAIN WRITE OFFS	35.95	-	
		<u>\$ 30,679.63</u>	<u>\$ 27,930.30</u>	
Debentures				
01-8000-7480	TILE DRAINS EXP	4,789.08	25,040.72	
01-8000-7481	MUNICIPAL DRAINS	16,313.06	16,358.51	
01-8000-7482	WATERLINE	8,678.34	16,729.48	
01-8000-7582	WATERLINE - INTEREST	3,408.97	-	
01-8000-7583	TILE DRAINS - INTEREST	2,004.32	-	
		<u>\$ 35,193.77</u>	<u>\$ 58,128.71</u>	
		-\$ 2,980,207.43	\$ -	



Municipality of West Elgin

Minutes

West Elgin Community Centre Board of Management

October 13, 2021, 9:00 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main Street

West Lorne

Electronic Hybrid Meeting

Present: Duncan McPhail
Ken Loveland
Jim Hathaway
Jeff Carmichael

Staff Present: Lee Gosnell, Manager of Operations and Community Services
Emily Jocius
Adam Ecker, Recreation Supervisor

1. Call to Order

Chair K. Loveland called the meeting to order at 9:10 a.m.

2. Adoption of Agenda

Moved: Jim Hathaway

Seconded: Duncan McPhail

That West Elgin Community Centre Board of Management hereby adopts the Agenda as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Moved: Jim Hathaway

Seconded: Jeff Carmichael

That West Elgin Community Centre Board of Management Committee adopt the minutes of September 8, 2021 as circulated and printed.

Carried

5. Business Arising from Minutes

No business arising from the minutes.

6. Financials

Lee Gosnell, Manager of Operations and Community Services spoke on the financials and noted the security guard contract will be allocated under the Contracts and Agreements. The security guard is attending the arena to help check proof of vaccination.

Moved: Duncan McPhail

Seconded: Jim Hathaway

The West Elgin Community Centre Board of Management hereby receives the arena financials as September 30, 2021.

Carried

7. Staff Reports

7.1 Verbal Concession Stand update

L. Gosnell provided the West Elgin Community Centre Board of Management with a verbal update regarding the concession stand. A call for proposal was advertised for four weeks and no submissions were received. Jeff Carmichael noted at the previous meeting that Minor Hockey would not be interested in running the concession. It is unfortunate but the concession stand will be closed for the 2021-2022 season. Once we are out of COVID-19 more options could become available.

7.2 Cooling System Cleaning

Adam Ecker, Recreation Supervisor reported that Drennan Refrigeration recommended the cleaning of the cooling system to prevent scale build up and maintain the compressor equipment.

7.2.1 Cooling Water System Cleaning/Disinfection Services

Moved: Duncan McPhail

Seconded: Jim Hathaway

That West Elgin Community Centre Board of Management hereby receives the report from Lee Gosnell, Manager of Operations and Community Services re: Cooling Water System Cleaning Disinfection Services; and

That West Elgin Community Centre Board of Management hereby direct staff to enter into a contract with Jutzi Water Technologies for the provision of Cooling Water System Cleaning/Disinfection Services at a cost of \$1430 plus applicable taxes, as supplied in attached quote.

Carried

7.3 COVID-19 Update

7.3.1 Covid-19 vaccination requirements

Emily Jocius, Operations and Community Service Coordinator gave a brief update on the Letter of Instruction issued by Southwestern Public Health. Minor Hockey and the Skating Club will not be affected by the letter of instruction. Jeff Carmichael noted that additional staff may be required on Sunday October 17, 2021 as Minor Hockey will start game play.

Moved: Duncan McPhail

Seconded: Jim Hathaway

That West Elgin Community Centre Board of Management hereby receives the report from Emily Jocius, Operations and Community Services Coordinator regarding the recent change in Vaccination Requirements

Carried

8. New Business

L. Gosnell updated the West Elgin Community Centre Board of Management as a part-time arena operator has been hired to help with day to day operations. There was original 2 persons to be hired the second person sent their regrets. The best solution to help with COVID-19 protocols is to extend the security guards contract.

Ken Loveland noted that would be a wise decision to extend the contract of the security guard for assistance in monitoring the COVID-19 protocols.

The West Elgin Community Centre Board of Management gave staff direction on continuing the Security Guards Contract and were hopeful to continue to receive the same guard as it adds familiarity during these times.

L. Gosnell spoke on the proposed capital project for 2021. The West Elgin Community Centre Board of Management directed to hold off until spring of 2022.

9. Adjournment

Moved: Duncan McPhail

Seconded: Jim Hathaway

That the West Elgin Community Centre Board of Management hereby adjourn at 9:40 a.m. to meet again on November 10, 2021 at 9:00 a.m. or at the call of the chair.

Carried

Ken Loveland, Chair

Emily Jocius, Recording Secretary

October 26, 2021

Sandra MacDonald, President AMCTO
2680 Skymark Avenue, Suite 610
Mississauga ON L4W 5L6

**Re: Professional Development Day on Municipal and School Board Election Day,
October 24, 2022.**

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on October 25, 2021 passed the following motion:

WHEREAS Monday, October 24 2022 is Municipal and School Board election day, and municipal clerks who administer Municipal and School Board elections are in the middle of planning for this important democratic event.

AND WHEREAS municipalities have statutory authority to use schools as polling places under section 45 of the Municipal Elections Act, 1996.

AND WHEREAS schools are often the largest, most centrally located and accessible facility in communities which make them ideal locations to host polling stations.

AND WHEREAS many school boards across the Province already work with municipalities to schedule a Professional Development Days (PD Days) on municipal election day every four years.

AND WHEREAS the Municipality of Chatham-Kent's municipal clerk runs the elections for St. Clair Catholic District School Board, Lambton-Kent District School Board, Conseil Scolaire Catholique Providence and Conseil Scolaire Viamonde.

AND WHEREAS in 2018, approximately 25% of school boards agreed to make Municipal and School Board Election Day a PD Day. Approximately another 60% had PD days in October already. Almost 30% of had days within a week of municipal election day and there are a number of school boards that schedule PD Days on Mondays already. And therefore, it is possible to make arrangements for a PD Day to fall on Municipal and School Board Election Day.

AND WHEREAS school boards and municipalities can work together, to increase these rates and make it easier for local voters to cast their ballots while ensuring student safety.

AND WHEREAS partnering with municipalities once every four years to ensure that municipal and school board elections fall on a PD Day has a number of benefits to School boards, schools and the broader community including:

- Easing the facilitation of Election Day so that Clerks can ensure a smooth democratic process which elects school board trustees as well as local council members.
- Ensuring public health promotion and protection through more adequate physical distancing in these larger venues.
- Enhancing the principles of safe schools for both students and teachers by reducing the number of people in the school.
- Providing voters with a large, accessible location to cast their votes for their school board and municipal representatives.

AND WHEREAS school boards are entering into deliberations about the 2022-2023 School year calendar in order to submit their proposed calendars to the Ministry of Education by May 2022.

THEREFORE, Administration is recommending Council pass a motion that requests that St. Clair Catholic District School Board, Lambton-Kent District School Board, Conseil Scolaire Catholique Providence and Conseil Scolaire Viamonde schedule a Professional Development Day on Municipal and School Board Election Day, October 24, 2022.

If you have any questions or comments, please contact Judy Smith at ckclerk@chatham-kent.ca

Sincerely,



Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

C

Lambton Kent District School Board (LKDSB)
St. Clair Catholic District School Board (SCDSB)
Conseil scolaire Viamonde
Conseil Scolaire Catholique Providence
Ontario Municipalities



CHRISTINE TARLING

Director of Legislated Services & City Clerk

Corporate Services Department

Kitchener City Hall, 2nd Floor

200 King Street West, P.O. Box 1118

Kitchener, ON N2G 4G7

Phone: 519.741.2200 x 7809 Fax: 519.741.2705

christine.tarling@kitchener.ca

TTY: 519-741-2385

November 1, 2021

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

Dear Premier Ford:

This is to advise that City Council, at a meeting held on October 18, 2021, passed the following resolution regarding the vaccine passport program:

"WHEREAS the Covid-19 pandemic has been both a health crisis and an economic crisis; and,

WHEREAS lockdown and physical distancing measures have caused significant hardship to businesses, particularly those dependent on in-person delivery or experience (ex: retail, restaurant, hospitality, personal service, etc.); and,

WHEREAS vaccinations have proven to be an effective means of keeping Ontarians safe and can enable businesses to safely remain open without compromising the health of their customers and employees; and,

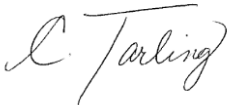
WHEREAS the Province of Ontario and the Regional Municipality of Waterloo are the primary authorities governing public health in the city of Kitchener;

WHEREAS the Economic Development Advisory Committee expressed concerns about financial supports for businesses and the City's ability to support, maintain and grow the economy;

THEREFORE BE IT RESOLVED that the City of Kitchener thank the Province of Ontario for developing the vaccine passport program, but urge the Province to provide financial supports for businesses to cover capital and human resource costs necessary to execute the program; and,

THEREFORE BE IT FINALLY RESOLVED that a copy of this resolution be forwarded to the Honourable Premier of Ontario, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario; and, all other Ontario municipalities."

Yours truly,

A handwritten signature in cursive script, appearing to read "C. Tarling".

C. Tarling
Director of Legislated Services
& City Clerk

c: Honourable Steve Clark, Minister of Municipal Affairs and Housing
Monika Turner, Association of Municipalities of Ontario
Ontario Municipalities



COUNCIL RESOLUTION



Res: 2021.20. 11

Wednesday, October 27, 2021

Moved by: ____ Loveland _____

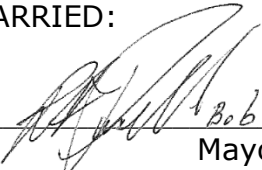
Seconded by: ____ Hentz _____

THAT the Council of the Municipality of Dutton Dunwich supports the Backus-Page House Museum and Tyrconnell Heritage Society proposal to move St. Henry's Catholic Church to the Backus-Page House Museum; and

THAT a copy of this resolution be forwarded to Jeff Yurek, MPP, Karen Vecchio, MP, The Municipality of West Elgin, The Backus-Page House Museum, and The Tyrconnell Heritage Society.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
P. Corneil	<u> x </u>	<u> </u>
A. Drouillard	<u> x </u>	<u> </u>
K. Loveland	<u> x </u>	<u> </u>
M. Hentz	<u> x </u>	<u> </u>
B. Purcell – Mayor	<u> x </u>	<u> </u>

CARRIED:



Mayor

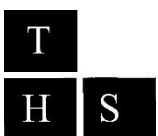
DEFEATED:

Mayor

PROPOSAL FOR ST. HENRY'S CATHOLIC CHURCH MOVE & RESTORATION

Multi-use space for children's schoolhouse programming, exhibit, speakers, workshops, and rentable to others.

Proposal is conditional upon approval from Ontario Parks.



Tyrconnell Heritage Society
P.O. Box 26, Wallacetown, ON, N0L 2M0 519-762-3072

Backus-Page House Museum

TYRONNELL HERITAGE SOCIETY

Tyrconnell Heritage Society is a local independent society incorporated in 1994 to restore and preserve the Backus-Page House and grounds situated in the heart of the Talbot Settlement in western Elgin County.

Our mission is to preserve and promote the history, culture and area surrounding the Backus-Page House Museum within the Talbot Settlement for the greater community and future generations while celebrating the past.

BACKUS-PAGE HOUSE MUSEUM

Backus-Page House Museum is located within the grounds of the John E. Pearce Provincial Park in the heart of what was once known as the Talbot Settlement. The museum is situated within a restored Georgian style house that was constructed in 1850 by Robert Morris. Mr. Morris would be responsible for building a number of homes in the area but this one would have particular significance as it would be one of the first brick homes built in Dunwich Township, now the Municipality of Dutton Dunwich.

The house was commissioned by Andrew and Mary Jane Backus. The Backus family was one of several families that had obtained land from Colonel Thomas Talbot. The property that Andrew built his house on was given to him by his grandmother, Mary Storey, who received her original land grant in 1809.

That the Backus's prospered can be attested to by the quality of the house built (as well as surviving business records) but that did not translate to an opulent lifestyle. Written correspondence from that time period seems to indicate that though the house was handsomely built it was plainly appointed. During the time the Backus Family lived within the house it was referred to as Lakeview. The Ministry of Natural Resources has since reforested the area between the house and Lake Erie but during the Backus era that land was cleared and afforded an excellent view of the shoreline and lake.

The Backus-Page House and property was obtained by Jonas A. Page in 1925 and sold to his son Morley. The Page family had settled in the area in the early 19th century and the family homestead further up Lakeview Line remains in the family to this day. Morley and Grace Page resided on the estate and farmed the property for over 50 years - managing a small dairy herd, producing eggs, pork, beef, cash crops and maple syrup. The house underwent a number of physical changes as it aged moving it away from its original 1850s state. Neither Morley and Grace's son Bill, nor daughter Iris were involved with farming, so they were the last of the Pages to live on the farm. They sold it to the Ministry of Natural Resources in 1968 but continued to live on the farm until the summer of 1976.

Ontario Parks currently retains ownership of the Backus Page-House. The Ministry has entered into a lease agreement with the Tyrconnell Heritage Society. The society was incorporated in 1994 with the express purpose of restoring the house and property to its 1850s condition. In 1998 the society undertook a restoration of the property, renamed the house in tribute to both its long time owners and undertook a mandate of preservation and historical education regarding the estate and the Talbot Settlement in general.

FUTURE OF TYRCONNELL HERITAGE SOCIETY HISTORIC INTERPRETATION

What sets us apart from other museums? What makes us unique?

- Only museum in the west end of Elgin County
- One of the few in southern Ontario to showcase agricultural history
- Only museum in southern Ontario to represent the small family farm
- Represent a rural example of Victorian values and lifestyle rarely showcased for the public

Closest museums or heritage societies with an historic church are in Ailsa Craig, Sparta (United Church), Norwich (Quaker Meeting House), Bright (Chesterfield Church), London (Fanshawe Pioneer Village) and historic schoolhouses are in Ingersoll (Oxford County Museum School) and London (Fanshawe Pioneer Village). None are former Catholic Churches and we are an hour drive or more from school house programming.

IMPORTANCE OF ST. HENRY'S TO WEST ELGIN AND ELGIN COUNTY

From Blair Ferguson's draft "A Testament to Faith An Early History of Elgin's Family of Parish" (still to be edited we have left spelling, font and grammar as is).

Early Catholic History in Elgin

A history of this family of parishes would be incomplete if we didn't first talk about when and who first brought Catholicism to Elgin. I have found in my research for this answer many books, thoughts and stories about the indigenous people of this area and the missionaries. Most of these resources contradict one another and most I'm afraid lack any real evidence, until now.

In the abundance of information provided to me by Evelyn McCaffery on the churches of west Elgin is a speech given by Father J.H.Chisholm in 1945. The speech is on the history of the Dunwich Parish up to that time and was quite thorough in his research. Thankfully he quotes his resources and the resource he used for the early part of the history came from the Jesuit archives in France and consists of early maps and journals of those brave missionaries who travelled the unknown to bring the faith to the indigenous people of now Southern Ontario.

In 1615 the Recollect Fathers of Quebec established their mission on Georgian Bay among the Huron's. South of this area from Niagara to Detroit was inhabited by aboriginals known as the Attiwandarons or Neutral Nation. This tribe is described as exceedingly tall and very powerfully built. their name derives not from their neutrality but by the fact that this very powerful and war like race compelled the Hurons to the north and the Iroquois of New York both

sworn enemies of one another, to behave themselves while travelling in the Neutral's territory.

Shortly after the missions had been established among the Huron, Father Joseph La Caron sent a French fur trader named Etien Brule to travel and trade with the Neutrals to investigate on the possibility of introducing Christianity to them. He returned and reported on the beauty of the area and the receptiveness of the aboriginals.

On All Saints Day 1632 Father's Breboeuf and Chaumouot set out south for the Neutral held territory. These brave men's letters and hand drawn maps are preserved and give enough detail that it is possible to trace their course through our area. They state that after travelling south from what is now Brantford they pick up a well worn Native trail which in time would become Talbot Road/street or line and even then one could travel from Niagara to Windsor on it.

The Jesuit Fathers gave the native communities they came across Catholic names. On their map is shown a valley with a small creek running through it. Laying a current map over it you would be located just east of the St Thomas airport and the creek is Catfish Creek, on the top of the valley was a native village and the Father's renamed it Notre Dame des Anges. The map than clearly shows Kettle Creek and a village some distance west. On the map shows as a palisade community which they named St Alexis. This corresponds to the Sothwold pre-historic earthworks south of Iona. Approximately 15 km west of that the map shows another community within a palisade which they called St Joseph. Again this lines up with the known historical site near the village of Clearville and finally a village far west on a fast running river they named St. Michael, this we know as Windsor.

These Father's letters tell of the hardships they had to endure. The Neutral's shaman or medicine men encouraged hostility towards these men of God and even went as far as at the Village south of Iona to vow death on anyone showing these men friendship. They were forced to survive winter without shelter and without food and by 1641 the Jesuits where forced to retreat back to their mission.

It was always the Jesuits intention to return and try again. Around 1650 the opportunity to return was removed forever. The Iroquois now part of a five nation confederacy felt strong enough to attack these giants and enemy and they did so without mercy. The Neutrals suffered a almost complete genocide with only a handful escaping south to Michigan to tell the tale. Catholic Mass would not be said again in Elgin County for almost 200 years

St Colomkille

Catholic settlers of the Wallacetown, Dunwich area had to travel the 35 km journey to St Thomas to hear Mass and receive the Sacraments. In 1827 Colonel Talbot asked the Right Rev A. McDonnell, Bishop of Kingston to visit him in order to accommodate the Catholic settlers. In 1827 the Bishop Alexander Mc Donnell said mass to a small group of Catholic settlers in the log cabin of Col. Talbot. From this point on Mass was said by a travelling Priest in the home of various settlers. Most times Mass was said in the home of Michael Hooley.

In 1869 Michael Hooley donated a portion of his farm for a Catholic church to be constructed. On Feb 5th 1869 an agreement was made between Mr Hooley and Bishop John Walsh for a 1 acre parcel of land located at lot 17 concession 9, in Dunwich Township. This land now sits on the corner of Willey's side road and Walnut line in Dutton Dunwich Township.

Construction was started in the spring of 1869, it was to be a 24 foot by 30 foot building. The contractor was Mr. McFarlane and the total cost was to be approximately \$500.

Mass was celebrated once a month until 1876 when it was said twice a month. Father McCrae from Holy Angels St. Thomas was appointed Curate for Fingal, Dunwich and Bismarck and held that post from 1883 to 84. On July 28th 1884 Bishop Walsh blessed and officially named it St Colomkille.

The first Baptism in Dunwich was held on June 19th 1859 by Father Trachon a visiting priest. The child was John Crowley, son of Timothy and Catherine Crowley

In 1887 Wardsville, Dunwich and Bismarck were made into one Parish and in 1894 Father Quinlin became the first Parish priest. He lived in a rectory in Bismarck (West Lorne).

In the late 1890's the hamlet of Wallacetown had grown into a thriving village. Residents of Wallacetown of the Catholic faith found it difficult to get to St Colomkille as most town dwellers didn't own a horse. Winter weather made it difficult for most to get to the 9th concession so it was decided to build a larger church within the village of Wallacetown. This move would also cut 3 km off the Priest's round trip.

When the new church of St Helens was built St Colomkille was closed and the building was sold to Michael Delaney. It was moved across the road and converted into a hay barn and in 1903 the land was sold to James Tracey.

I was told that the name change for the new church was prompted by the fact that not many people spoke Gaelic anymore and the name was difficult for non Gaelic speaking people to pronounce. Gaelic would have been many of the settler's first language and for some their only language



Unfortunately no photo is known to exist of St Colomkille. This photo was taken after the church was sold and moved across the road. The building seen in back of photo was once St Colomkille.

St Henry's

Brothers Henry and Wendelin Schnekenburger, German immigrants settled in Aldborough Township, in a area that came to be known as Churchville in the 1850's. This area now the cross roads of Kerr road and Thomson Line south of West Lorne, was settled by German and Irish immigrants and eventually three churches were built on opposing corners, Lutheran, Episcopalian and Roman Catholic. Thus the moniker Churchville.

The first years of pioneer life Mass was said by a travelling priest that travelled by horse back from Chatham. Mass was said mostly in the log cabin of Henry and Regina Schnekenburger.

In June of 1938 Robert, son of Henry and Regina wrote out his memories of pioneer life, the following is a excerpt from that letter.

'I remember well the first Missioners' a Father Laufaber came to our house to say Mass. We delivered the message to the closest Catholic family and they inturn ran and told the next that Mass was being said in our parlour the following day. Mass was said and Mom's bureau was the alter, my Mother was the server and sometimes interrupter in the confession, for some old Germans didn't speak English. When Father died he expressed a wish for a church to built on the farm so that the travelling Fathers would have a place to say Mass and when not everyone could gather on Sunday and sing hymns and pray together. This wish was carried out by my mother and uncle Wendlin about five years after dad died"

In the fall of 1866 Henry went to plough a garden for a neighbour. Loading the plough in the back of his wagon, he set out, down the road when a dog barked at the horse it bolted and threw the plough sliding forward crushing Henry's leg.

It took approximately Six months for the injury to eventually take Henry's life. The exact date of the building of St Henrys is unknown but sometime between 1870 and 1872. It measures 22 feet by 30 ½ feet and was built by Xavier Pheifer along with his sons John and Frank. The cost was approximately \$450. As the church was being built Regina and her sister-in-law Josephine, travelled to Buffalo New York to purchase the Alter, Vestments and statues for the outfitting of their new church. This would have been a gruelling journey for two elderly women on their own in the 1870's. This shows the true determination and devotion of these pioneer women.



Above photo of the interior of St Henry's shows the Alter and statues brought back from Buffalo NY.

The items were shipped back by train to Newbury and then brought by wagon to St. Henrys by Regina's three sons Joseph, John and Henry Jr.

By 1876 St. Henrys and St Colomkille were united and Father Flannery of St Thomas came once a month. Each family contributed \$4.00 annually to cover these cost.

Mrs Adam Miller Daubs donated oak timber from which Adolph Mansale made a cross that was placed at the back of the property that had been set aside for a cemetery. The first burial was Frederick Pichette who died in 1874.

I was told by a man who was an Altar boy at St Henrys that many of the original grave markers were wooden crosses or wooden slabs and over time rotted away. If families were still around the wooden markers were eventually replaced with stone slabs or monuments. Many were never replaced. So not all graves are marked at the back of St Henrys.

In 1922 William Schnekenburger built the impressive gateway with money provided by Robert Schnekenburger of Buffalo New York at the cost of \$350. In 1930 Robert and John Cowan dug out the basement and a "bee" was held to pour the concrete foundation and basement floor, all done with monies left by Luban Schnekenburger.

St Henrys though small has been huge in the amount of love and adoration that has gone not only to building and outfitting the church but in maintenance and

safe keeping to this day. In 1953 Joseph Pheifer put insul-brick siding on the exterior. In 1963 the base of the original cross in the cemetery had rotted, it was sawed off at the base, extended and then encased in concrete base with metal supports. At some point this cross has been encased in aluminium flashing in hopes of preserving it. In 1978 Father Joe Denys and youth and volunteers re-sided it in cedar shakes.

Mass was said at St. Henrys on its name sakes feast day of July 13th up until the early 1980's.

St Henrys still stands today, although in need of a financial injection. It stands and shines amongst the cedars and crows that surround it. It stands as a testament to the Catholic pioneers who came to this land, to grow crops and families, to escape religious prosecution, intolerance and bigotry.

St. Henrys is the oldest standing Catholic church in the family of Parishes



Front entrance of St Henry's as it stands today



St Henry's after it was first closed. It stands today in much the same state.

MOVING AND RESTORATION PLANS

St. Henry's Catholic Church was built between 1870-1872 by a group of mostly German settlers who arrived around 1855. Of the Catholic churches still standing in Elgin County, this is the oldest and should be restored and enjoyed by the public. Tyrconnell Heritage Society proposes to move the church including all current contents (pews, organ, tables, chairs, candle holder, etc.) to the Backus-Page House Museum grounds within John E. Pearce Provincial Park.

Conditional upon approval by Ontario Parks and permission of the church's western neighbour to move the church through their property onto Thomson Line for transportation, the church would be moved to 29424 Lakeview Line, Wallacetown and set on a foundation (most likely a concrete pad).

An accessible chips and dust walkway with accessible ramp will be added to make the space available and accessible to all visitors.

Utilities will include hydro, water, security system with built in smoke detectors, heating and cooling. All modern amenities will be kept to a minimum and out of site or disguised for the time period as best as possible.

A barrier free washroom will be added, possibly in the location where the basement stairs are currently.

The exterior will be insulated and most likely be a clapboard siding finish. We are still searching records for a photograph of the church to confirm what it looked like, but the picture of St. Colomkille included in the history is a good resource as well.

It is assumed a new roof will be needed and cedar shake style lifetime warranty roofing made from recycled materials may be used as it matches what is on the house museum.

Inside the tin walls, ceiling and chestnut wood wainscoting will be cleaned and repaired as needed. Floors will be cleaned, repaired and stain or oil applied. Windows will be maintained and restored as necessary. The confessional and storage space on either side of the altar we hope to leave as they are now unless this impacts the barrier free washroom access.

The church pews are built similar to desks in the time period so we propose to repair and restore the church pews and use them in our school house interpretation and general seating.

Museum Uses: School House interpretation daily
 Exhibit inside the vestibule about St. Henry's and Churchville history
 Children's programming, hands on activities, and school field trips
 Speakers and workshops, music, art and artisan demonstrations
 Rentable for special occasions, meetings, birthdays, and events
 Board and committee meetings

Project Timeline

When permission is granted from Ontario Parks.

Hire the project manager.-

Complete the Hydro One survey, quote and moving route.

Prepare site and foundation at Backus-Page House Museum.

When HydroOne and the moving contractor schedule the move

Continental Movers, moves church from Thomson Line to Backus-Page House Museum on Lakeview Line.

Tyrconnell Heritage Society agrees to contract a qualified person to fill in the church foundation, grade the land and plant grass seed. The current church foundation cement and concrete will not be dug out or removed from the site.

2022-2023

Restoration of interior and exterior of St. Henry's.

2024

Open to the public during the regular museum season.

SUPPORT AND PLEDGES TO DATE

Former St. Henry's Catholic Church Members or Descendants

Evelyn McCaffery
Joe Casey
Larry & Mona Wilkins
Dave McArthur
Blair Ferguson
Mike Hentz

Local Catholic Parish Historian
Deputy Mayor of the Municipality of Dutton Dunwich
Board of Directors of Tyrconnell Heritage Society
Staff of Backus-Page House Museum

FOR MORE INFORMATION

Please contact Cultural Manager, Angela Bobier
519-762-3072
info@backuspagehouse.ca



Corporation of the Town of LaSalle

5950 Malden Road, LaSalle, Ontario N9H 1S4
Phone: 519-969-7770 Fax: 519-969-4029 www.lasalle.ca

November 15, 2021

The Right Honourable Justin Trudeau
Prime Minister of Canada
House of Commons
Ottawa, Ontario K1A 0A6
justin.trudeau@parl.gc.ca

Dear Prime Minister Trudeau,

Re: COVID-19 Testing Requirement at Land Border

At the November 9, 2021 Regular Meeting of Council, Town of LaSalle Council gave consideration to correspondence received from a resident, dated November 2, 2021, regarding the COVID-19 testing requirement for travelers crossing the land border into Canada.

The following points were considered:

- The vast majority of the population of Essex County, including the Town of LaSalle, is fully vaccinated against COVID-19;
- Essex County, including the Town of LaSalle, has strong economic and social ties to Metropolitan Detroit and southeast Michigan;
- The United States has opened their land border to fully vaccinated Canadians without COVID-19 testing requirements; and
- The City of Windsor has asked the federal government to remove COVID-19 testing as a requirement for fully vaccinated travelers crossing the land border into Canada.

At the Meeting, the following Resolution was passed:

698/21

Moved by: Councillor Renaud

Seconded by: Councillor Carrick

That the Corporation of the Town of LaSalle requests that the Federal Government remove the requirement for Canadian Travelers to be tested for COVID-19 when using a land border crossing into the United States and then returning to Canada after the November 8, 2021 re-opening.



Your favourable consideration of this request is respectfully requested.

Yours Truly,



Jennifer Astrologo
Director of Council Services/Clerk
Town of LaSalle
jastrologo@lasalle.ca

cc. The Honourable Doug Ford
Chris Lewis, MP, Essex
Taras Natyshak, MPP, Essex
Gary McNamara, Warden, County of Essex
All Members of Parliament
All Members of Provincial Parliament
All Ontario Municipalities





CHRISTINE TARLING
Director of Legislated Services & City Clerk
Corporate Services Department
Kitchener City Hall, 2nd Floor
200 King Street West, P.O. Box 1118
Kitchener, ON N2G 4G7
Phone: 519.741.2200 x 7809 Fax: 519.741.2705
christine.tarling@kitchener.ca
TTY: 519-741-2385

November 15, 2021

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

Dear Premier Ford:

This is to advise that City Council, at a meeting held on October 18, 2021, passed the following resolution regarding liquor licence sales and patio extensions:

"WHEREAS the Covid-19 pandemic has been both a health crisis and an economic crisis; and,

WHEREAS the Alcohol and Gaming Commission of Ontario (AGCO), an agency of the Province of Ontario, regulates licensed establishments; and,

WHEREAS the requirements for temporary extension of a liquor licence sales and temporary patio extensions have been relaxed throughout the pandemic, including downloading of certain approvals to the municipality, and proved beneficial to business operators; and,

WHEREAS the Downtown Kitchener BIA has invested \$600,000 into new downtown restaurant patios and the Belmont Village BIA invested in creating a new pedestrian-only patio experience; and,

WHEREAS the City of Kitchener has provided \$100,000 in business recovery grants to support Kitchener restaurants in adapting their patios to respond to the pandemic; and,

WHEREAS the City of Kitchener has developed a seamless system for approving patio expansion during the pandemic, supporting more than 60 restaurant owners across the city; and,

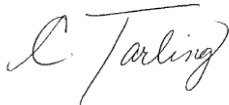
WHEREAS the City of Kitchener would like to provide further opportunities for helping strengthen our economy, continue to support local businesses, and have successfully managed the new licensed-area extension approvals delegated to the municipality;

THEREFORE BE IT RESOLVED that the City of Kitchener strongly encourages the Province of Ontario to continue the relaxed regulations in perpetuity, including, but not limited to, the following: i) permitting extensions of licensed areas without requiring AGCO approval, subject to municipal authorization; and, ii) flexibility on the requirements for demarcation of the limits of a patio, such as not requiring a prescribed physical barrier;

THEREFORE BE IT RESOLVED that should the AGCO propose to complete a comprehensive review of the temporary extension of a liquor licence sales and temporary patio extension regulations, The City of Kitchener wishes to volunteer to participate in any pilot programs that would allow the current regulations that are in effect until 3:00 a.m. on January 1, 2022 to be maintained, as the City would like to continue to show support to our local businesses;

THEREFORE BE IT FINALLY RESOLVED that a copy of this resolution be forwarded to the Premier of Ontario, Tom Mungham, Chief Executive Officer, AGCO, the Association of Municipalities of Ontario, Federation of Canadian Municipalities and all other municipalities in Ontario."

Yours truly,



C. Tarling
Director of Legislated Services
& City Clerk

c: Tom Mungham, Chief Executive Officer, AGCO
Monika Turner, Association of Municipalities of Ontario
Joanne Vanderheyden, President, Federation of Canadian
Municipalities
Ontario Municipalities



RESOLUTION NO. 21-247

Moved by: Marc Dupuis
Seconded by: Steve Brousseau

WHEREAS the government of Ontario recently announced the continued postponement of the province-wide assessment update for the 2022 and 2023 taxation years, and;

WHEREAS this means that property values will continue to be based on the January 1, 2016 valuation date until at least 2024, and;

WHEREAS the Municipality of Mattice – Val Côté is aware of the important increase in property values throughout the province and within its own jurisdiction and;

WHEREAS the continued postponement of property valuation translates into a significant loss of taxation revenue for Municipalities;

NOW THEREFORE BE IT RESOLVED THAT Council for the Municipality of Mattice – Val Côté urges the government of Ontario to reconsider its decision and to direct MPAC to proceed with a province-wide assessment update in order for Ontario Municipalities to be able to collect property taxes based upon actual property values, and;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, to MPAC, to AMO, to all Ontario municipalities and to our federal and provincial government representatives, Carol Hughes and Guy Bourgouin.

- CARRIED -

I, Guylaine Coulombe, CAO/Clerk of the Municipality of Mattice – Val Côté, do hereby certify this to be a true and complete copy of Resolution 21-247, passed by the Council of the Municipality of Mattice – Val Côté at its meeting held the 8th day of November 2021.

DATED at Mattice, Ontario
This 10th day of November 2021


Guylaine Coulombe

From: [Barb Ross](#)
To: [Duncan McPhail](#)
Cc: [Jana Nethercott](#)
Subject: Crinan Community Centre Thank You
Date: October 29, 2021 4:01:20 PM
Attachments: [Crinan Community Centre Lot Newspaper.docx](#)

Good Afternoon

On behalf of the Crinan Community Centre, we would like to extend a huge thank you to the Municipality of Dutton Dunwich and Municipality of West Elgin for joining forces to construct a parking lot for the Crinan Community Centre. We can't wait to host events at our facility and hear the compliments about how much safer and accessible our building is with a parking lot. No more worries about safety.

We look forward to inviting you to our next event when we can formally acknowledge your contribution and properly thank you in person. We will hang an acknowledgement in our hall so that patrons are aware of the origin of the parking lot.

Attached is a "good news story" giving a brief history of our building and acknowledging your contribution. We would be happy to have this published in The Chronicle if ;we have your permission to do so.

I'm hoping that this email can be forwarded to Mayor Purcell and Mayor McPhail and shared with Council.

Thanks.

Ron and Barb Ross

Crinan Community Centre Parking Lot

The Crinan Community Centre (CCC), located at 13568 Dunborough Road, had another line added to its history book on October 12, 2020, when the municipalities of Dutton-Dunwich and West Elgin partnered in the construction of a parking lot on the grounds of the Centre.

The Crinan Community Centre (CCC) has been an important part of the West Elgin and Dutton-Dunwich communities since the early 1900s. It was one of four one-room schools built on the Dunwich Aldborough townline so that children living between Lake Erie and the Thames River did not have to walk so far to school. The CCC, originally known as Union School Section No. 3, was opened on October 22, 1913. This one-room school continued until 1964, when Dutton Dunwich and Aldborough Public schools were opened. In 1965, it ceased to be a Section School and was purchased by the community and supported by the Crinan Womens' Institute. It is the last USS school on the Aldborough Dunwich townline that is not a residence. The Centre was one of the stops on the Heritage Committee's Doors Open event held in October 2019. Its history is well illustrated and documented on its walls.

The Community Centre continues to be at the heart of both communities, hosting birthday parties, card parties, bridal and baby showers, Hallowee'en, Thanksgiving, Christmas, and New Years' parties and other family functions. These events are attended by residents from West Elgin, Dutton-Dunwich, and surrounding areas. Unfortunately, the only parking available was along Dunborough Road making it dangerous not only for participants using the CCC, but also for commuters travelling the road, and emergency vehicles.

The CCC is grateful for the support of the two municipalities in partnering on this venture to ensure everyone's safety. Continuing to follow guidance from Public Health and once people feel safe holding functions again, the Crinan Community Centre is looking forward to adding to both its history pages and yours by continuing to be the host of many more family and community functions.



MUNICIPALITY OF **West Elgin**

The Corporation Of the Municipality Of West Elgin

By-Law No. 2021-55

Being A By-Law to provide for the reconstruction of the Pool Outlet Drain in the Municipality of West Elgin.

Whereas the Council of the Municipality of West Elgin has procured a report under Section 78 of the *Drainage Act, R.S.O. 1990*, as amended, for the improvement of the Pool Outlet Drain; and

Whereas the reported dated September 8, 2021 has been authored by J.M Spriet of Spriet Associates Engineers and Architects and the attached report forms part of this By-Law; and

Whereas the estimated total cost of the drainage work is \$50,000; and

Whereas \$0.00 is the estimated amount to be contributed by the Municipality of West Elgin for the drainage works; and

Whereas the Council of The Corporation of the Municipality of West Elgin is of the opinion that the improvement of drainage of the area is desirable;

Now Therefore be it resolved that the Council of The Corporation of the Municipality of West Elgin pursuant to the *Drainage Act, R.S.O. 1990*, as amended, enacts as follows:

1. That the report dated September 08, 2021 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. The Corporation may issue debenture(s) for the amount borrowed less the total amount of:
 - a) grants received under Section 85 of the *Drainage Act*;
 - b) monies paid as allowances;
 - c) commuted payments made in respect of lands and roads assessed with the municipality;
 - d) money paid under subsection 61(3) of the *Drainage Act*; and
 - e) money assessed in and payable by another municipality.

4. Such debenture(s) shall be made payable within 5 years from the date of the debenture(s) and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of the sale of such debenture(s).
5. A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) and shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this By-Law.
6. All assessments of \$1,000.00 or less are payable in the first year in which assessments are imposed.
7. That this By-Law comes into force and effect upon the final reading thereof.

Read a first and second time and provisionally adopted this 14th day of October 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk

Read for a third and final time this 18th day of November

Duncan McPhail
Mayor

Jana Nethercott
Clerk

POOL OUTLET DRAIN
Municipality of West Elgin



**SPRIET
ASSOCIATES**
ENGINEERS & ARCHITECTS

155 York Street
London, Ontario N6A 1A8
Tel. (519) 672-4100
Fax (519) 433-9351
E-mail MAIL@SPRIET.ON.CA

Our Job No. 220248

September 8, 2021

POOL OUTLET DRAIN

Municipality of West Elgin

To the Mayor and Council of
the Municipality of West Elgin

Mayor and Council:

We are pleased to present our report on the reconstruction of parts of the Pool Outlet Municipal Drain serving parts of Lots 10 to 18, Concessions 5 and 6 and parts of Lots 12 to 21, Concessions 6 and 7, and parts of Lots 21 to 25, Concession 9 in the Municipality of Chatham-Kent and parts of Lots A and B, in the Gore Concession and Concessions 5 and 6 in the Municipality of West Elgin. The total watershed area contains approximately 1860 hectares.

AUTHORIZATION

This report was prepared pursuant to Section 78 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a request signed by one of the affected landowners.

HISTORY

The Pool Drain was last reconstructed pursuant to a report submitted by W.D. Colby, P. Eng. dated January 30, 1990, and consisted of the cleanout and brushing of the open drain from Lot 7, Concession 4 to the westerly limits of the drain located just north of Highway 401 in Lot A, Concession 6. In total, 3,400 lineal meters of open cleanout and brushing were performed as well as the installation of 3 rigid frame culverts.

EXISTING DRAINAGE CONDITIONS

A site meeting held with respect to the project and through later discussions, the owners reported the following:

- that the landowner, Fleuren Agri Inc. (Roll No. 20-005), indicated that a portion of the Pool Drain in their lands significantly affects their ability to work the lands. They requested that this portion be relocated to the north and west

A field investigation and survey were completed. Upon reviewing our findings, we note the following:

- that the lands would benefit from the relocation of the open drain in a north-easterly direction. This would allow the lands located north of the existing drain to be more efficiently farmed

Preliminary design, cost estimates and assessments were prepared and, based on those, it was decided to proceed with the report.



DESIGN CONSIDERATIONS

The proposed drain was designed, with respect to capacity, using the Drainage Coefficient method contained in the "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Rural Affairs.

We would like to point out that there have been no indications of any adverse soil conditions, but no formal soil investigation has been made.

All of the proposed work has been generally designed and shall be constructed in accordance with the DESIGN AND CONSTRUCTION GUIDELINES FOR WORK UNDER THE DRAINAGE ACT.

RECOMMENDATIONS

We are therefore recommending the following:

- that the Pool Outlet Drain, in the lands of Fleuren Agri Inc. (Roll No. 20-005), be relocated to allow the landowner to farm their lands more effectively. The drain shall be relocated to the westerly property lines through the lands of Fleuren Agri Inc. to the Cruickshank Drain, for a total length of 337 lineal meters
- that the existing open drain be backfilled with materials from the existing drain
- that the Cruickshank Drain, from Sta. 0+050 to Sta. 0+198 be officially referred to as the Pool Drain and maintained under the Pool Drain Maintenance Schedules

ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

We have reviewed the proposed work with the Department of Fisheries and Oceans (File No. 20-HCAA-02161) and they recommend the following mitigation measure be followed in their letter of advice dated August 30, 2021:

- Complete the works outside of the restricted activity timing window for spring spawning fish (March 15- July 15)
- Complete the proposed works during low or no flow
- Implement and maintain appropriate erosion and sediment control measures, enhancing them if necessary
- Remove all non-biodegradable erosion and sediment control equipment upon completion of the project
- Develop and implement a response plan to avoid a spill of deleterious substances and report any spills of deleterious substances



ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES (cont'd)

- Seed the realigned channel and allow vegetation to establish prior to diverting flows
- Backfill existing drain when it is dry after flows are diverted to the realigned channel

We are also recommending that the following erosion and sediment control measures be included as part of our reconstruction proposal to help mitigate any potential adverse impacts of the proposed drainage works on water quality and fishery habitat:

- quarry stone rock chutes are to be constructed at surface inlet points to reduce erosion from direct surface water access into the ditch
- some severe bends in the drain are to be protected from erosion with the installation of quarry stone rip-rap on the ditch bank as specified on the plans
- all new tile drain outlets are to be installed with quarry stone rip-rap protection
- some existing tile outlets along the course of the drain are to be repaired using an outlet pipe with a rodent gate with quarry stone rip-rap protection

SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 535 lineal meters of open ditch cleanout and reconstruction including quarry stone rip-rap bank protection, rock chutes, and bank seeding.

SCHEDULES

Two schedules are attached hereto and form part of this report, being Schedule 'A' – Allowances and Schedule 'B' - Cost Estimate.

Schedule 'A' - Allowances. In accordance with Section 30 of the Drainage Act, allowances are provided for damages to lands and crops along the route of the drain as defined below. Note that no allowance for right-of-way has been paid as it is deemed transferred from the existing open drain that is to be backfilled.

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 50,000.00. This estimate includes engineering and administrative costs associated with this project.

Drawing No.'s 1 and 2, Job No. 220248, and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

ALLOWANCES

DAMAGES: Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain. The amount granted is based on \$3,613.00/ha. for closed drain installed with wheel machine. This base rate is multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.



ASSESSMENT DEFINITIONS

In accordance with the Drainage Act, lands that make use of a drainage works are liable for assessment for part of the cost of constructing and maintaining the system. These liabilities are known as benefit, outlet liability and special benefit liability as set out under Sections 22, 23, 24 and 26 of the Act.

BENEFIT as defined in the Drainage Act means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair, or maintenance of a drainage works such as will result in a higher market value or increased crop production or improved appearance or better control of surface or sub-surface water, or any other advantages relating to the betterment of lands, roads, buildings or other structures.

OUTLET liability is assessed to lands or roads that may make use of a drainage works as an outlet either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek or watercourse.

In addition, a Public Utility or Road Authority shall be assessed for and pay all the increased cost to a drainage works due to the construction and operation of the Public Utility or Road Authority. This may be shown as either benefit or special assessment.

ASSESSMENT

We assess the entire cost of this report to the landowner, Fleuren Agri Inc. (Roll No. 20-005).

GRANTS

In accordance with the provisions of Section 85 of the Drainage Act, a grant **may** be available for assessments against privately owned parcels of land which are used for agricultural purposes and eligible for the Farm Property Class Tax rate. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of completion of this drain. The Municipality will then deduct the grant from the assessments prior to collecting the final assessments.

MAINTENANCE

Upon completion of construction, all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain.

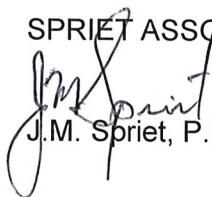
After completion, the entire Pool Outlet Drain, including the newly constructed drain, shall be maintained by the Municipality of West Elgin at the expense of all upstream lands and roads assessed in the report by W.D. Colby, P.Eng., dated January 30, 1990, until such time as the assessment is changed under the Drainage Act.

JMS:bv



Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED


J.M. Spriet, P.Eng.



SPRIET ASSOCIATES
engineers & architects

SCHEDULE 'A' - ALLOWANCES

POOL OUTLET DRAIN

Municipality of West Elgin

In accordance with Sections 30 of the Drainage Act, we determine the allowances payable to owners entitled thereto as follows:

CONCESSION	LOT	ROLL NUMBER (Owner)	Section 30 Damages	TOTALS
MAIN DRAIN				
5	S Pt. B	20-005 (Fleuren Agri Inc.)	\$ 2,350.00	\$ 2,350.00
			=====	
Total Allowances			\$ 2,350.00	\$ 2,350.00
			=====	
TOTAL ALLOWANCES ON THE MAIN DRAIN				\$ 2,350.00

POOL OUTLET DRAIN**Municipality of West Elgin**

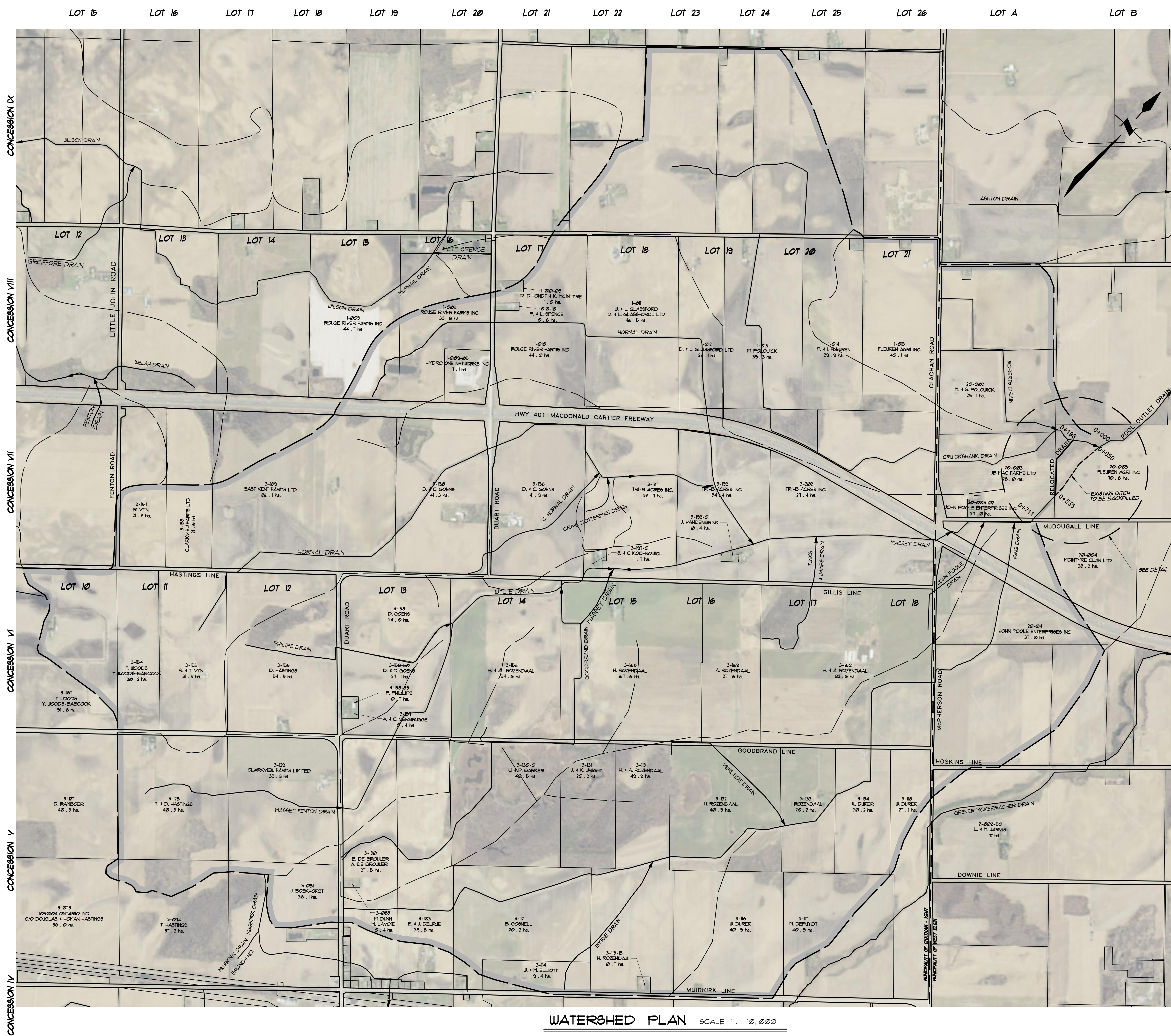
We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

MAIN DRAIN

148 meters of open ditch re-construction (Approx. 800m³)	\$ 3,000.00
337 meters of open ditch construction (Approx. 4500m³)	\$ 12,500.00
Backfill existing ditch using excavated material from new ditch including hauling	\$ 12,000.00
Seeding of ditch banks and buffer strips. (Approx 6000m³)	\$ 2,000.00
Supply and Install quarry stone rip-rap on outside banks at bends of new alignment 3 locations (Approx. 18m³ req'd)	\$ 3,000.00
Removal and Disposal of Existing Culvert	\$ 500.00
Contingencies	\$ 2,000.00
Allowances under Sections 30 of the Drainage Act	\$ 2,350.00

ADMINISTRATION

Interest and Net Harmonized Sales Tax	\$ 1,160.00
Survey, Plan and Final Report	\$ 7,900.00
Expenses	\$ 740.00
Supervision and Final Inspection	\$ <u>2,850.00</u>
TOTAL ESTIMATED COST	\$ <u><u>50,000.00</u></u>



- GENERAL NOTES
- 1/ OUR SPECIFICATIONS DATED JANUARY 2020 APPLY TO THIS PROJECT.

2/ THE WORKING WIDTH AVAILABLE TO THE CONTRACTOR TO CONSTRUCT THE NEW DRAINS SHALL CONSIST OF THOSE LANDS IMMEDIATELY ADJACENT TO THE DRAIN AND CONNECTIONS AND SHALL NOT EXCEED THE FOLLOWING AVERAGE WIDTHS:
OPEN PORTIONS - 10 meters (INCLUDING 3m BUFFER)
THE WORKING WIDTH FOR PURPOSES OF FUTURE MAINTENANCE SHALL BE THE SAME AS ABOVE

3/ ALL OWNERS ALONG THE COURSE OF THE DRAIN SHALL MAKE AN ACCESS ROUTE FROM THE NEAREST ROAD TO THE DRAIN LOCATION AVAILABLE TO THE CONTRACTOR THE AVERAGE WIDTH OF THIS ROUTE SHALL NOT EXCEED 8 METERS. THE ACCESS ROUTE SHALL ALSO APPLY FOR FUTURE MAINTENANCE PURPOSES.

4/ a) ALL UTILITIES TO BE LOCATED AND EXPOSED PRIOR TO CONSTRUCTION SO THAT THE NEW TILE GRADES CAN BE CONFIRMED. IF THERE IS A CONFLICT IN ELEVATION BETWEEN THE PROPOSED DRAIN AND THE UTILITY, THE ENGINEER IS TO BE NOTIFIED IMMEDIATELY.
b) CONTRACTOR TO NOTIFY ALL UTILITIES 12 HOURS PRIOR TO HIS SCHEDULED TIME FOR STARTING THE ABOVE WORK.
c) THE COST FOR THIS WORK SHALL BE INCLUDED IN THE ITEM ON THE EXTENT OF WORK AND NO EXTRA PAYMENT SHALL BE MADE TO THE CONTRACTOR, EXCEPT IF ROAD RESTORATION IS REQUIRED.

5/ ALL TREES, SCRUB, BRUSH, ETC. TO BE CLEARED AND GRUBBED IN ACCORDANCE WITH "SECTION B.3 AND C.4" SPECIFICATIONS.

6/ RIP-RAP TO BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH "SECTION A.20" IN THE SPECIFICATIONS.

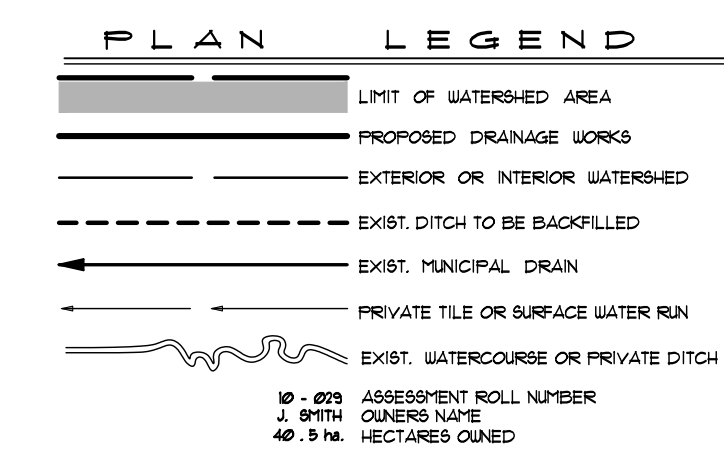
7/ CONTRACTOR TO ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEER, DRAINAGE SUPERINTENDENT, AND THE AFFECTED OWNERS. ALL PARTIES SHALL RECEIVE 48 HOURS NOTICE TO THE MEETING.

8/ EXACT LOCATION TO BE CONFIRMED.
- OPEN PORTIONS

9/ A 3 METER WIDE BUFFER STRIP OF NEW & EXISTING VEGETATION BETWEEN THE TOP OF THE BANK AND THE CULTIVATED LANDS ON WEST SIDES OF THE DITCH SHALL BE MAINTAINED AS PART OF THE OPEN PORTION OF THE DRAIN.

10/ NEWLY EXPOSED DITCH BANKS ARE TO BE HAND SEEDDED UPON COMPLETION OF CONSTRUCTION IN ACCORDANCE WITH "SECTION B.11" IN THE SPECIFICATIONS

11/ SILT FENCE TO BE PLACED ACROSS DITCH BOTTOM AT STA. 0 + 453 DURING CONSTRUCTION TO PREVENT SILT FROM FLUSHING DOWNSIDE, AND ARE TO BE MAINTAINED AS NECESSARY DURING CONSTRUCTION. SILT FENCE AND SILT TO BE REMOVED AND DISPOSED OF AFTER CONSTRUCTION.



POOL OUTLET DRAIN

Municipality of West Elgin

Drainage Superintendent:
TOM MOHAN
519-785-0560

1050/04 ONTARIO INC
C/O DOUGLAS & HOGAN HASTINGS
36.0 ha.

1050/04 ONTARIO INC
C/O DOUGLAS & HOGAN HASTINGS
36.0 ha.

3-073
T. HASTINGS
31.2 ha.

Drawn By: AP
Date: SEPT. 8, 2021

Field Book
D-GFS

JOB No.
220248

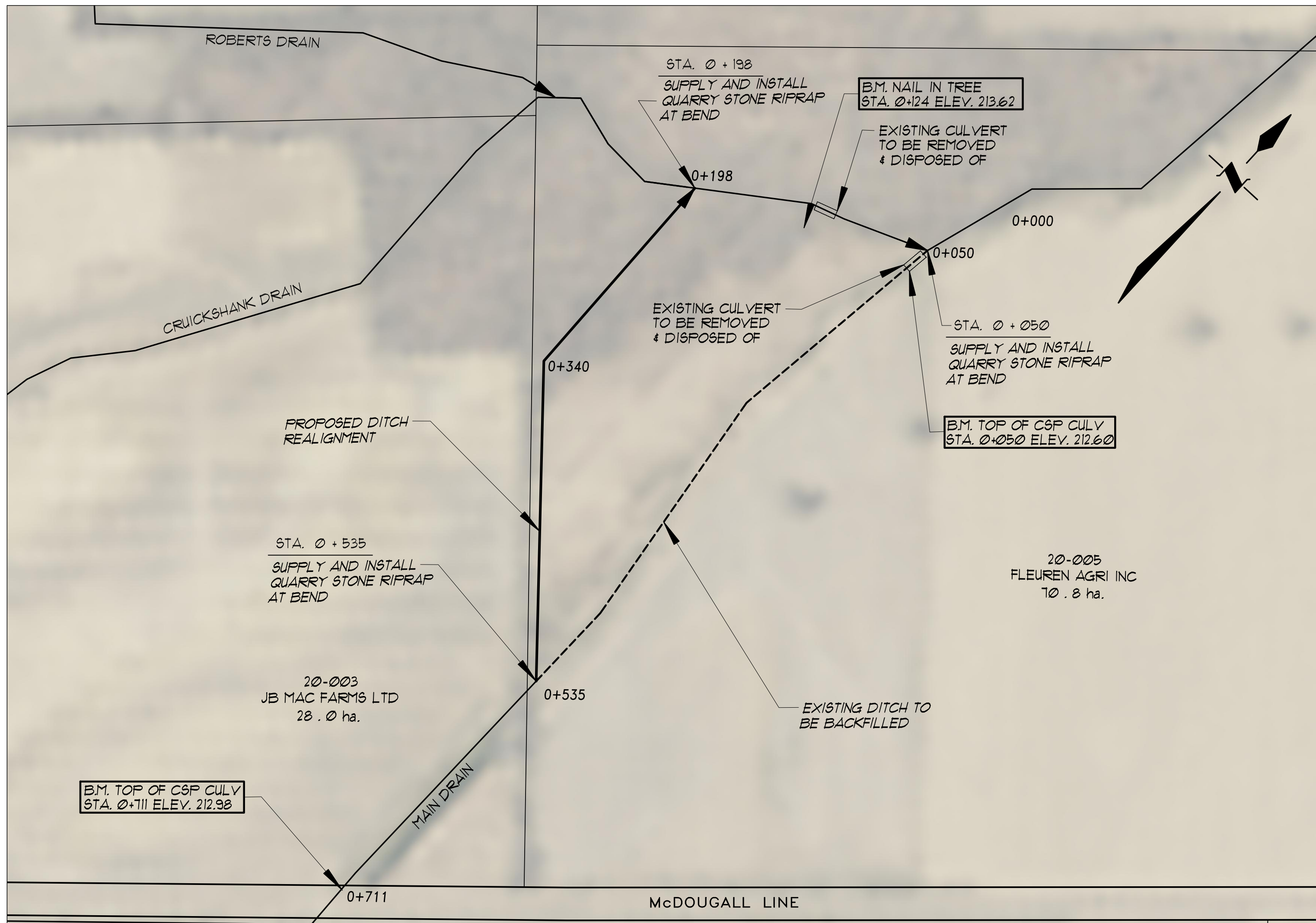
Drawing No.
1 of 2

PLAN & NOTES

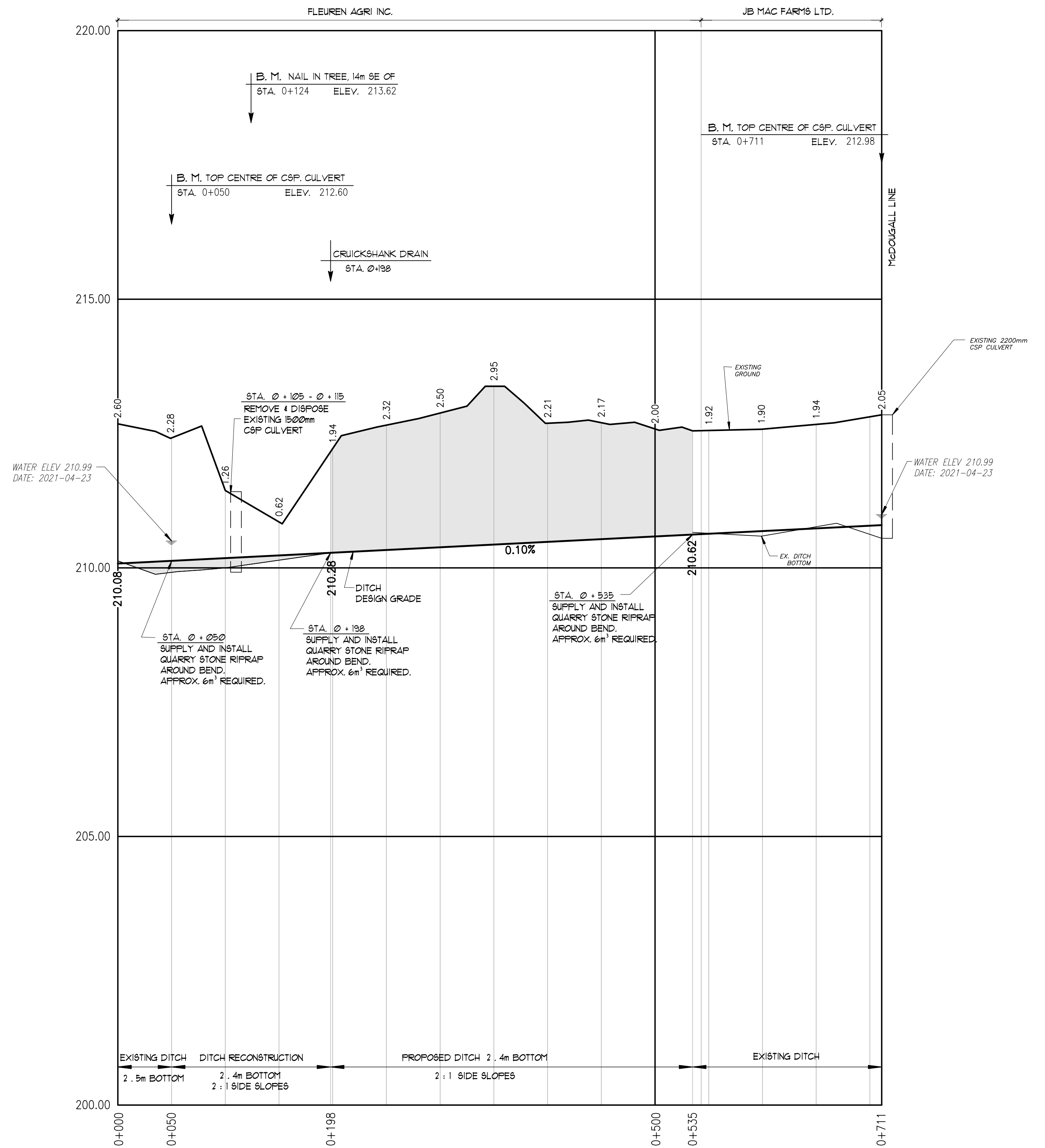
SPRIET ASSOCIATES LIMITED

CONSULTING ENGINEERS

WATERSHED PLAN SCALE 1 : 10,000

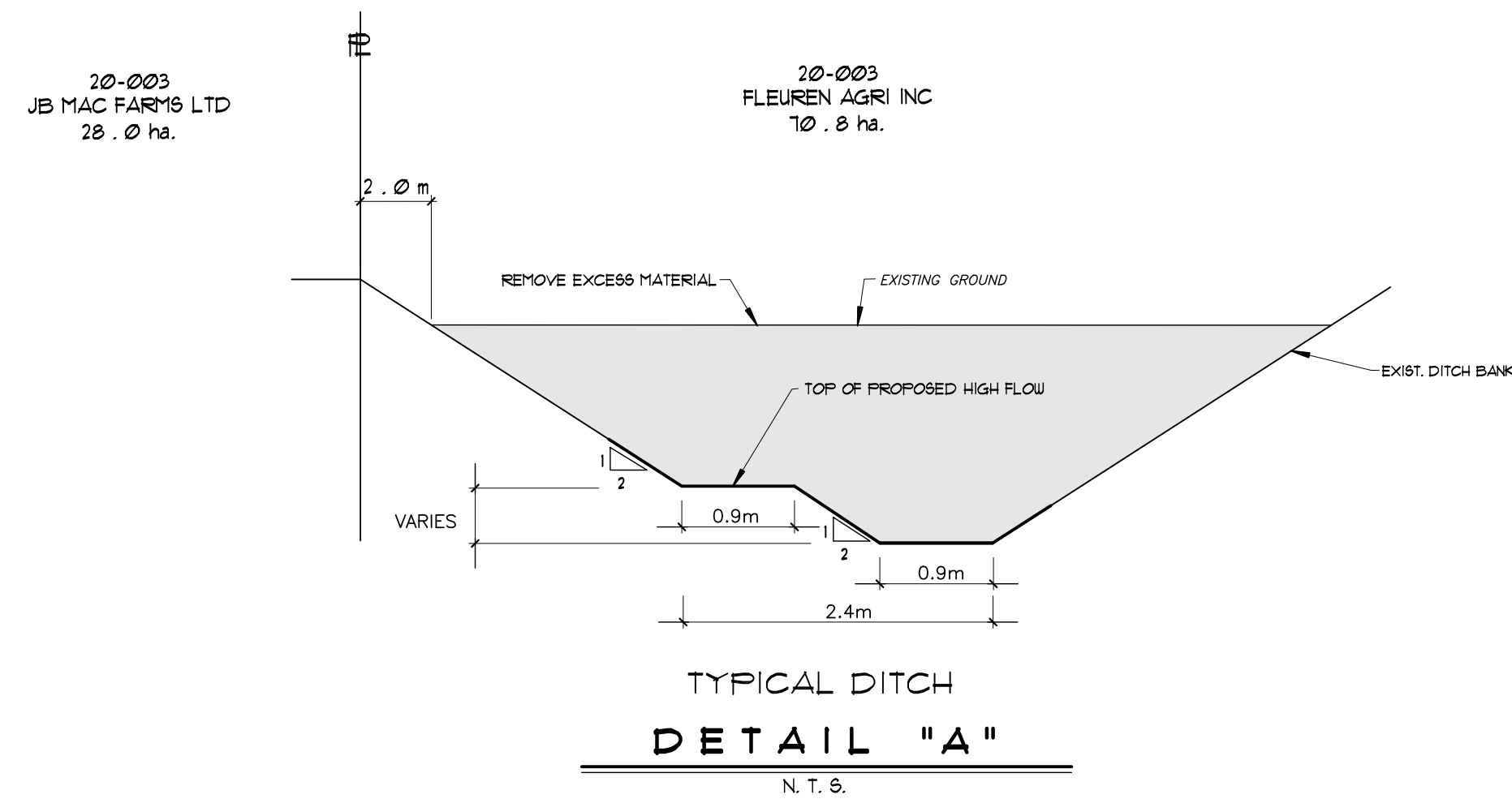


DETAIL PLAN SCALE 1 : 2,000



MAIN DRAIN

SCALE : HOR. 1 : 2,500
VERT. 1 : 50



POOL OUTLET DRAIN			
Municipality of West Elgin			
Drainage Superintendent: TOM MOHAN 519-785-0560	No.	REVISIONS	DATE
Drawn By: AP Date: SEPT. 8, 2021	Field Book D-GFS	JOB No. 220248	Drawing No. 2 of 2
PLAN, PROFILE, & DETAIL			
SPRIET ASSOCIATES LONDON CONSULTING ENGINEERS 155 YORK STREET - LONDON (519) 672-4100 - NEA 1A8			



MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality of West Elgin

By-Law No. 2021-62

Being a By-Law to Create a Joint Municipal Services Board for the Provision of Water Utility Services

Whereas Section 196 of the *Municipal Act, 2001*, S.O. 2001, c.25, (the “Act”) as amended, permits a municipality to establish a municipal service board; and

Whereas Section 198 of the Act states a municipality may give a municipal service board the control and management of such services and activities of the municipality as the municipality considers appropriate and shall do so by delegating powers and duties of the municipality to the board; and

Whereas Section 202 of the Act authorizes two or more municipalities to enter into an agreement to establish a joint municipal services board and to provide for those matters which, in the opinion of the participating municipalities, are necessary or desirable to facilitate the establishment and operation of the joint municipal services board; and

Whereas The Corporation of the Municipality of West Elgin (“West Elgin”) together with The Corporation of the Municipality of Southwest Middlesex, The Corporation of the Municipality of Dutton Dunwich, The Corporation of the Municipality of Chatham-Kent and The Corporation of the Village of Newbury (the Parties) created a Joint Municipal Service Board (the “Tri-County Water Board”) on July 22, 2014 with the signing of the 2014 Master Agreement, for the provision of water utility services (the services); and

Whereas the parties wish to terminate the July 22, 2014 and replace it with a new Agreement, which is attached hereto;

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

1. That the Corporation of the Municipality of West Elgin hereby delegates to the Tri-County Water Board, all its rights, obligations and responsibilities to provide the Services as contemplated in the Agreement as laid out in Schedule “A”, attached hereto and forming an integral part of this By-law, subject to the limits, procedural requirements and conditions that would apply to the provision of the Services if West Elgin and the Parties had rendered the Services directly.

2. The Tri-County Water Board shall provide all necessary accommodations, equipment, supplies, employees and labour to provide the Services in accordance with the attached Agreement, as may be amended from time to time.
3. The powers delegated to the Tri-County Water Board pursuant to this By-Law and the By-Laws of the Parties to the Tri-County Water Board may be revoked at any time in the sole and absolute discretion of West Elgin and the Parties, subject to obligations in the Agreement.
4. If the Parties to the Agreement revoke all powers of the Tri-County Water Board, West Elgin shall take any and all necessary steps to dissolve the Tri-County Water Board pursuant to Section 216 of the Act.
5. The Mayor and Clerk are hereby authorized to sign the Agreement attached hereto as Schedule "A" and take such further actions that may be required to give effect to the foregoing By-Law.
6. That this By-Law shall come into force and take effect on the later of (i) the date of its final passing; or (ii) the date of all the Parties have passed a By-Law substantially in the form of this By-Law.
7. That By-Law 2014-31, being a by-law to create a Joint Municipal Services Board for the provision of water utility services, is hereby repealed and replaced.

Read a first, second, and third time and passed this 18th day of November, 2021

Duncan McPhail
Mayor

Jana Nethercott
Clerk

AND WHEREAS the Tri-County Water Board oversees the operation of the Tri-County Water System;

AND WHEREAS on July 22, 2014 the Parties entered into an Agreement with respect to the water recovery and treatment system of the Parties;

AND WHEREAS the Parties wish to terminate that July 22, 2014 Agreement and replace it with the herein Agreement;

NOW THEREFORE IN CONSIDERATION OF the mutual covenants contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby irrevocably acknowledged, the Parties agree as follows:

1. Definitions

- a) "Administering Municipality" or "Administering Authority" means the Party to whom the responsibilities of day-to-day management and administration have been assigned.
- b) "Agreement" means this Agreement including all Schedules annexed hereto and any future amendments to the Agreement.
- c) "Tri-County Water Board" shall have the meaning ascribed thereto in Section 2 herein.
- d) "Members" means Members of the Tri-County Water Board duly appointed by the Parties.
- e) "Operator" means any third-party contractor duly appointed by the Tri-County Water Board to operate all or part of the System.
- f) "Regulatory Directive" means any Order or a letter from the Province of Ontario or any other regulatory authority directing the Tri-County Water Board, the Administering

Municipality, the Administering Authority or the Parties to take certain actions in connection with the System.

- g) "System" means the water recovery, water treatment system and related watermains and more particularly described in Schedule "A" to this Agreement.
- h) " System Service Rate(s)" shall have the meaning ascribed thereto in Section 25 herein.

2. Tri-County Water Board

Pursuant to Section 202 of the *Municipal Act*, 2001, R.S.O. 2001, c. 25, as amended from time to time (the "Municipal Act, 2001") the parties have established a separate and distinct Joint Municipal Service Board known as the Tri-County Water Board (the "Tri-County Water Board") composed of Members from each of the Parties, with the composition of the Tri-County Water Board to be as set out in section 7 of this Agreement and in the Procedural By-Law adopted and amended, from time to time, by the Tri-County Water Board. The Parties intend that Members of the Tri-County Water Board shall act in the best interests of the System and all users of the System.

3. Purpose of this Agreement and Termination of Prior Agreements

By this Agreement, the Parties intend to provide for those matters which, in their opinion, are necessary to establish one updated, comprehensive agreement that governs all matters relating to the Tri-County Water Board and the System, save and except the sub-agreements referenced in Section 22(e), to the limited extent they deal explicitly with Tri-County Water Board matters. The Parties hereby terminate the Agreement between them dated July 22, 2014.

4. Delegation of Control and Management

Subject to Section 2 and the other terms of this Agreement, the Parties hereby confer responsibility for the control and management of the System upon the Tri-County Water Board pursuant to Section 202 of the *Municipal Act*, 2001. For clarity, each Party's distribution system shall not form part of the System and the management of each Parties' stand-alone distribution systems shall not be subject to this Agreement.

5. Allocation of Capacity to the Parties

The Parties hereby acknowledge that the capacity of the System shall be allocated and the percentages of the Parties' ownership of the System shall be allocated in accordance with Schedule "C" attached to this Agreement. The Parties' ownership of the System may change over time in accordance with this Agreement. For clarity, as of this date, the ownership of the System and the capacity allocation shall be based on the following proportions:

- (a) West Elgin shall be allocated 43.24% of the System;
- (b) Southwest Middlesex shall be allocated 24.72% of the System;
- (c) Dutton Dunwich shall be allocated 19.14% of the System;
- (d) Chatham-Kent shall be allocated 7.95% of the System; and
- (e) Newbury shall be allocated 4.95% of the System.

6. Agency

The Tri-County Water Board shall be the agent of the Parties for all actions taken within the Tri-County Water Board's scope of authority as set forth in paragraph 9 hereof. The Tri-County Water Board shall not otherwise be the agent of the Parties.

7. Procedural By-Law

The Tri-County Water Board shall pass a Procedural By-Law governing the procedural matters relating to the Tri-County Water Board as required under Section 238 of the *Municipal Act*, 2001. The Procedural By-Law may supplement the terms set out in this Agreement but shall, at a minimum, confirm the following:

- (a) Each Party may appoint one (1) Member to the Tri-County Water Board at the beginning of the term of Council following a municipal election. Each Party may also, at the beginning of the term of Council following a municipal election, appoint one (1) additional Member to the Tri-County Water Board for every ten (10%) percent of the total water consumption of the System consumed by that Party in the three (3) full previous years. Each Party may appoint one of their Members who is not an elected official. For clarity, if a Party has only one (1) representative, that representative is not required to be an elected official. Apart from the one (1) Member appointed by a Party who is not an elected official, all other Members representing that Party must be elected officials. The initial appointments shall be made no later than sixty (60) days from the date of this Agreement and shall be for the remainder of the term of the Municipal Councils.
- (b) The term of office of a Tri-County Water Board Member shall be the same as their term of Council, unless their appointment to the Tri-County Water Board is otherwise terminated or revoked by the Party that appointed them. If a Member is appointed following a mid-term by-election, their term cannot exceed the balance of the term of Council until the next regular municipal election. Members may be re-appointed to the Tri-County Water Board if they are re-elected to the Council of one of the Parties. The term of each Tri-County Water Board Member continues until his or her successor has been appointed;

- (c) Each Party will appoint Tri-County Water Board Members as often as necessary to ensure that vacancies are minimized and that the functions of the Tri-County Water Board will be facilitated;
- (d) A Party may revoke the appointment of any Tri-County Water Board Member appointed by it for such reasons as it considers advisable, but may not leave any such position vacant for more than fifteen (15) days;
- (e) An alternate member appointed by a Party may attend a meeting in place of any Tri-County Water Board Member appointed by that Party;
- (f) Each Member (or Alternate Member) shall have one (1) vote with respect to any question. The Tri-County Water Board will make decisions by a simple majority vote, except where otherwise specified in this Agreement;
- (g) Notwithstanding Subsection 7(a), a Party may not have more than fifty (50) percent of the total number of Members, nor more than fifty (50) percent of all eligible votes for the Tri-County Water Board;
- (h) Based on the above, the initial number of Members and votes apportioned to the Parties comprising the Tri-County Water Board will be the following based on the 2017-2019 average consumption numbers as noted in Schedule "B":

<u>Party</u>	<u>Member/Votes</u>
West Elgin	Four (4)
Southwest Middlesex	Three (3)
Dutton Dunwich	Three (3)
Chatham-Kent	One (1)
Newbury	One (1)

- (i) Members will not receive any remuneration from the System from sitting on the Tri-County Water Board, other than for reimbursement of expenses, which shall require approval of the Tri-County Water Board. This does not prevent a Member who is also a member of a municipal Council or any other board from receiving remuneration as a municipal Councillor or member of any other board;
- j) If additional municipalities are added to the System, or a municipality wishes to withdraw from the System, or in the event of municipal restructuring, membership on the Tri-County Water Board may be altered along with such terms and conditions as are determined by a simple majority vote of the Area Water Board at a meeting called for that purpose;
- (k) The quorum for any meeting of the Tri-County Water Board shall be at least fifty-one (51%) per cent of the Members. An alternate Member shall be included when determining quorum for any meeting of the Tri-County Water Board;
- (l) The Chair and Vice-Chair of the Tri-County Water Board will be elected from among the Members to serve for a one (1) year term. The Chair and Vice-Chair shall not be from the same municipality and shall not serve consecutive terms unless expressly approved by a resolution of the Tri-County Water Board. Elections will be conducted during the January meeting annually;
- (m) In the absence of the Chair, the Vice-Chair will act as Chair of the Tri-County Water Board;
- (n) The Tri-County Water Board will meet quarterly, or more often as requested by a majority of the Members, or at the call of the Chair or Vice-Chair. A minimum of five (5) working days' notice of meetings will be provided, unless the meeting has been called on an emergency basis. At the December meeting, an

annual schedule of meeting dates will be determined, subject to the conditions above;

- (o) Any of the Parties shall have the right to call a Meeting of the Tri-County Water Board by providing written notice of the meeting to each of the other Parties. The Parties shall provide five (5) working days' notice of the Meeting, unless the Meeting has been called on an emergency basis. The requisite notice for all meetings shall include a summary of the business to be transacted at the meeting. The summary of the business to be transacted at the meeting shall be sufficient for all Parties to determine the business that will be addressed at the meeting, failing which the business transacted at the meeting shall be null and void unless otherwise agreed by the Parties;
- (p) The Parties acknowledge that the provisions of the *Municipal Act* relating to in camera and open meetings in Sections 239 to 246, inclusive shall apply to the meetings of the Tri-County Water Board;
- (q) Meetings of the Tri-County Water Board shall be conducted in accordance with Roberts Rules of Order, except as set out in this Agreement or as required by law; and
- (r) Minutes of all Meetings shall be circulated without any of the Parties reviewing the content of the Minutes prior to distribution. Any objections to the content of the Minutes shall be noted by the objecting Party at the following meeting.

8. Proceeds of Disposition

The Parties hereby delegate to the Tri-County Water Board the power to make decisions as to whether any asset forming part of the System is surplus to the needs of the Tri-County Water System and the Tri-County Water Board and whether and how any such surplus asset(s) should be disposed of. The proceeds of disposition of any surplus assets used for the System shall be applied in a manner determined by the Tri-County Water

Board in accordance with its sale and disposition of property policy in place from time to time.

9. Duties of the Tri-County Water Board

The Tri-County Water Board shall be responsible for the management and control of the System, subject only to the duties specifically delegated to the Administering Municipality or the Administering Authority. Without limiting the above, the Tri-County Water Board shall be responsible for:

- i. Obtaining approvals;
- ii. Contracting for services;
- iii. Operating bank accounts and carrying out other financial transactions;
- iv. Approval of all operational policies for the System;
- v. Approving and controlling annual Operating Budgets and Capital Budgets;
- vi. Setting the System Service Rates;
- vii. Considering and approving any New Capacity Proposals and New Capacity Budgets and the draft Financial Plan;
- viii. Receiving and reviewing all Ministry correspondence and reports relating to the Tri-County Water Board and the System;
- ix. Appointing the Administering Municipality, the Administering Authority and Operator, if applicable, for the System;

- x. Determining matters relating to permitting new municipalities to join the System or to receive water from the System;
- xi. Acquiring new property, or disposing of surplus property for the System;
- xii. Setting cost sharing formulas for payments by the Parties for projects relating to the System;
- xiii. Determining the level of the Reserve Fund(s) and the manner of maintaining such fund(s);
- xiv. Preparing and submitting regular reports to the Parties;
- xv. All personnel matters including hiring, termination, compensation and all other relevant personnel matters for employees of the Tri-County Water Board;
- xvi. Considering all applications for service connections or water main extensions to the System from the Parties;
- xvii. Procuring insurance coverage for the Members;
- xviii. Entering into agreements with individuals, corporations and other governments or agencies for the activities listed above; and
- xix. any other duties and functions required to be managed for the System unless those functions are specifically delegated to the Administering Municipality or the Administering Authority.

Unless an agreement is within the Administering Municipality's or the Administering Authority's scope of authority, all agreements for the System shall be entered into by the

Tri-County Water Board and shall be signed by the Chair of the Tri-County Water Board after authorization by resolution of the Tri-County Water Board.

10. Appointment of Administering Municipality and Administering Authority

The parties hereby appoint West Elgin as the Administering Municipality. The Administering Municipality may, at any time, be removed and replaced by one of the other parties or an independent Administering Authority by a majority vote of members of the Tri-County Water Board, or by an Order of the Local Planning Appeal Tribunal. In the event of an Local Planning Appeal Tribunal Order replacing the Administering Municipality, the new Administering Municipality or Administering Authority, as the case may be, cannot be replaced by a vote of the Tri-County Water Board within three (3) years of the date of the said Order unless the Administering Municipality is in default under this Agreement and has failed to cure such default within a reasonable time of receiving a default notice from one or more of the Parties.

11. Duties of the Administering Municipality or the Administering Authority

(a) The Administering Municipality or the Administering Authority may only execute agreements on behalf of the Tri-County Water Board that are within its authority under this section. Unless otherwise agreed by the parties, the administrative functions are as follows:

- i. keeping separate books, records and accounts. Such books, records and accounts shall kept separately from the books, records and accounts of any of the Parties;
- ii. liaison with Ministry of the Environment staff on matters of compliance;
- iii. liaison with any Operator and administering any Operating Agreement, if applicable;

- iv. negotiating agreements with any Operator and administration of such agreements, subject to the approval of such agreements by the Tri-County Water Board;
- v. preparing annual Capital Budgets, annual Operating Budgets, all other Budgets as well as the proposed System Service Rates;
- vi. billing and receiving payments from the Parties in accordance with the approved System Service Rates and volumes of water taken;
- vii. making payments to any Operator;
- viii. making payments on any provincial capital debt and other financing payments (principal and interest payments);
- ix. preparing and keeping Minutes of Tri-County Water Board Meetings and circulating the Minutes in a timely manner to the Members on the Tri-County Water Board and the Parties;
- x. administering any Reserve Funds;
- xi. raising capital financing;
- xii. invoicing the Parties for amounts payable under this Agreement;
- xiii. operating bank accounts for the purposes set out in this Section 11;
- xiv. making day-to-day operation and maintenance decisions and implementing or providing for the implementation of those decisions, where they are not being implemented by the Operator, up to a maximum value of Ten Thousand (\$10,000.00) Dollars or any other value as determined by the Tri-County Water Board from time to time;
- xv. providing quarterly and annual reports to the Tri-County Water Board regarding water use and a comparison of the budgeted versus actual water use;

- xvi. provide quarterly and annual financial reports including budgeted versus actual operating and capital revenue and expenses;
- xvii. following the resolutions and direction of the Tri-County Water Board;
- xviii. provide the Members with copies of this Master Agreement and any amendments thereto as well as any studies, licenses, permits and other documents relevant to the System; and
- xix. such other functions as are recommended and approved by the Tri-County Water Board.

(b) The management arrangements in this Agreement and the delegation of tasks to the

Administering Municipality, the Administering Authority or the Tri-County Water Board as set out in this Agreement may be amended by a three-quarter (3/4) majority vote of the Members of the Tri-County Water Board in a meeting called for this purpose.

12. Compliance with Provincial Licenses

All Parties are jointly and severally responsible for compliance with Regulatory Directives for the System as well as any approvals and operating licenses for the System

13. Obligations of the Parties

(a) Each Party shall repair, maintain and keep in good state of repair, and in accordance with good engineering practices, its water distribution system and any common elements within their Municipal boundaries that belongs to or is under the control of the Party and that is supplied with water from the System.

- (b) Each Party shall use its best efforts to prevent the contamination of any kind to enter its water distribution system. In the event that any contamination enters the distribution system, the Party shall forthwith:
 - (i) take such steps as may be necessary to correct such contamination and to prevent such a condition in the future; and
 - (ii) notify the Administering Municipality of such contamination, which Administering Municipality shall then notify the other Parties in accordance with the Tri-County Water Board's contamination notification policy in place from time to time.
- (c) In the event that a Party shall be required to install recording equipment in its distribution system, the Party shall permit System staff, or its servants or agents, access at or near the point the primary part of the System enters the Party's distribution system, to employ such equipment at any time or times for the purpose of reading or testing same.
- (d) Each Party shall provide to the Tri-County Water Board its water demand forecast by September 1st of each year for the subsequent year.
- (e) Each Party shall report its ownership in the System in accordance with the applicable public sector accounting principals and requirements in place from time to time during the course of this Agreement.
- (f) The Tri-County Water Board may charge interest to the Parties at 1.25% per month (or 15% per annum) or such other rate as determined by the Tri-County Water Board, if amounts due to it from a Party are not paid within thirty (30) days of the date they are invoiced to the Parties.

14. Auditing of Tri-County Water Board Records

The Tri-County Water Board shall direct that its Records be audited at least

annually or upon the request of any of the Parties. In the event that one of the Parties requests an audit over and above the annual audit required under this Section 15, that Party shall bear the costs of the requested audit. The Board shall approve audited financial statements as prepared by the auditor for the Tri-County Water Board.

15. Auditing of Administering Municipality Records

The Records of the Administering Municipality and/or the Administering Authority which pertain to its responsibilities under this Agreement shall be audited at least annually or upon the request of any of the Parties. In the event that one of the Parties requests an audit over and above the annual audit required under this Section 16, that Party shall bear the costs of the requested audit.

16. Annual Remuneration

The Tri-County Water Board shall establish and approve the annual remuneration of the Administering Municipality or Administering Authority for its tasks pursuant to this Agreement by a simple majority vote.

17. Budget Approval

- (a) The Administering Municipality or the Administering Authority will, in accordance with guidelines prepared by the Tri-County Water Board, prepare and submit to the Tri-County Water Board:
 - i. a draft Operating Budget for the next following calendar year;
 - ii. a draft Capital Replacement and Rehabilitation Budget for that same period;
 - iii. a draft System Service Rate; and
 - iv. a draft Financial Plan for a minimum of five (5) years.

- (b) The draft budgets and System Service Rate must be submitted by the Administering Municipality or Administering Authority to the Tri-County Water Board no later than December 15th of the year preceding the year for which the Budgets or System Service Rates are prepared.
- (c) The Tri-County Water Board will review and approve an annual budget and System Service Rate.

18. Operating Budget

- (a) Operating budgets will include both direct and indirect costs normally associated with operating and maintaining the System, including routine and minor replacement parts, and the costs incurred by the Administering Municipality or Administering Authority in administering the System as well as the costs of the Operator. Operating costs will exclude those items agreed by the Tri-County Water Board to be capital. The Operating Budget prepared and approved shall detail all items of expected revenue and expense, in accordance with accepted accounting practice and as may be required by the Tri-County Water Board.
- (b) In the event that the Tri-County Water Board does not approve a draft Operating Budget for a year prior to December 31st of the year previous the year for which the draft Operating Budget is prepared, then the default new Operating Budget will be the prior year's Operating Budget, adjusted by the increase over a twelve-month period for the All-items Index (1981 = 100) for Ontario in Table 8, Consumer Price Index Major Components (Not Seasonally Adjusted), of Consumer Price Indexes published by Statistics Canada (Catalogue No. 62-010-XPB) for the most recent twelve-month period for which the Index is available ending prior to November 1st of the year prior to the year for which the draft Budget is proposed. The Tri-County Water Board may from time to time choose a new Index for the purposes of this provision. If the Tri-County Water Board subsequently approves the draft Budget, such approved Budget shall supersede the default Budget.

- (c) In the event that there are payments required to be made under an agreement with an Operator, and the applicable agreement provides for higher payments than would be covered by applying the twelve-month increase in the Index referred to in section 18(b) to the previous year's payments under the agreement with the Operator or its predecessor, the default Operating Budget will be further increased by an amount sufficient to cover the payments to the Operator.

19. Capital Replacement and Rehabilitation Budget (Capital Budget)

- (a) The Capital Replacement and Rehabilitation Budget will project capital replacement and rehabilitation expenditures in accordance with all legislative requirements for the System.
- (b) In the event that the Tri-County Water Board does not approve a draft capital budget for a year prior to December 31st of the year prior to the year for which the draft Capital Budget is proposed, then the default new Capital Budget will be the lesser of the capital costs established in the Financial Plan or the Capital Budget for the previous year (for which the draft Capital Budget is prepared), adjusted by the increase over a twelve-month period in the All-items Index (1981=100) for Ontario in Table 8, Consumer Price Index Major Components (Not Seasonally Adjusted), of Consumer Price Indexes published by Statistics Canada (Catalogue No. 62-010-XPB) for the most recent twelve-month period for which the Index is available ending prior to November 1st of the year preceding the year for which the draft budget is proposed. The Tri-County Water Board may from time to time choose a new Index for the purposes of this provision. If the Tri-County Water Board subsequently approves the draft Capital Budget, such approved budget shall supplant the default Capital Budget.

20. Capital Repairs - Emergency Requirements

This Section 20 shall only apply when there is an urgent risk to the system or an emergency repair that must be completed. In the event that an emergency replacement or rehabilitation expenditure must, in the opinion of the Administering Municipality or the Administering Authority, be made during the course of the year, to address an emergent or urgent risk to the System, that is not provided for in the Capital Replacement and Rehabilitation Budget, or an expenditure is required under a statute that is not provided for in the Operating Budget or Capital Replacement and Rehabilitation Budget, then the Tri-County Water Board or Administering Municipality or the Administering Authority may incur such expenditure and the Tri-County Water Board will recover it as an addition to the Capital Replacement and Rehabilitation Budget in one or more subsequent years, to the extent that it is not provided for in the Capital Replacement and Rehabilitation Reserve Fund.

21. Tri-County Water Board Approval

The Tri-County Water Board shall take all necessary steps to have the draft Budgets completed and approved by December 31st in each preceding calendar year. For clarity, the draft Budgets shall not be submitted to the Parties' Municipal Councils for approval as the Tri-County Water Board shall have the sole responsibility for approving the draft Budgets.

22. Water Billing and Collection

(a) The Tri-County Water Board (through the Administering Authority or Administering Municipality) shall invoice the Parties at the System Service Rates for all costs relating to the System in accordance with this Agreement. Each Party shall be responsible to bill and collect fees for the services provided by the System to individual properties within its geographic boundaries.

(b) Each Party shall be invoiced herein for the water used in the System in accordance with the following:

i. Chatham-Kent

Chatham-Kent shall be invoiced for the monthly water which goes through the Chatham-Kent Meter. Chatham-Kent hereby agrees to a minimum annual purchase of water sixty-three thousand nine hundred and nine (63,909 m³) cubic metres from the System. The Operator will read this meter and supply the reading to the Administering Municipality or Administering Authority.

ii. Dutton Dunwich

Dutton Dunwich will be invoiced for the total water which goes through the Eagle meter, Marsh Line meter and Pioneer Line Meters. These meters will be read by The Operator who will supply the reading to the Administering Municipality or Administering Authority. In return for being granted full ownership of the Iona Chamber/Interconnect, Dutton Dunwich hereby agrees to a minimum annual purchase of water of two hundred and fifty-six thousand, eight hundred and eighty one (256,881) cubic metres from the System.


iii. Southwest Middlesex


Southwest Middlesex will be invoiced for the total water which goes through the Southwest Middlesex meter, less the amounts that are invoiced to West Elgin, Chatham-Kent and the Village of Newbury as calculated by the Administering Municipality. The meter located at the reservoir shall be read by the Operator who will supply the reading to the Administering Municipality or Administering Authority. Southwest Middlesex hereby agrees to a minimum annual purchase of water of two hundred and sixty-three thousand three hundred and forty-two hundred (263,342 m³) cubic metres from the System. For the purposes of this

covenant, the water volumes supplied by Southwest Middlesex to Chatham-Kent and the Village of Newbury and West Elgin for Beattie Line, from the System shall not be considered.

Southwest Middlesex conveys water to the municipalities of Chatham-Kent (for the Bothwell Service Area), Newbury and West Elgin (for the Beattie Line area) through the use of its water distribution system and agrees that it shall enter into separate sub-agreements with each of these three other member municipalities to address the use of Southwest Middlesex's water distribution system, including the operating, capital, distribution and other costs associated with that distribution of water. For the purposes of this covenant, the water volumes supplied through the Southwest Middlesex distribution system to Chatham-Kent, Newbury and West Elgin from the System shall not be considered.

iv. Village of Newbury

The Village of Newbury shall be invoiced for the monthly water which goes through the Village of Newbury meter. The Village of Newbury hereby agrees to a minimum annual purchase of water of  Twenty-nine thousand and seven hundred and twenty five (29,725 m³) cubic metres from the System. The Operator will read this meter and supply the reading to the Administering Municipality or Administering Authority.

Newbury conveys water to Southwest Middlesex (for the Newbury Service Area and the Southwest Middlesex System on Coltsfoot Drive) through the use of its water distribution and agrees that it shall enter into a sub-agreement with Southwest Middlesex to address the use of Newbury's water distribution system, including the operating, capital, distribution and other costs associated with that distribution of water. For the purposes of this covenant, the water volumes supplied through the Newbury distribution system to Southwest Middlesex from the System shall not be considered. 

v. West Elgin

West Elgin shall be invoiced for the total water that goes through the Marsh Line West Meter, Eagle West Meter, Finney St. Meter, Silver Clay Meter, Beattie Line Meter and the Consumption of West Lorne & Graham Road (South of West Lorne) distribution water customers plus the actual system loss. The Operator will read these meters and supply the reading to the Administering Municipality or Administering Authority. The Tri-County Water Board shall establish the initial average system loss percentage. The Tri-County Water Board shall review the annual system loss percentage annually and shall make amendments to the annual system loss percentage as necessary. West Elgin hereby agrees to a minimum annual purchase of water of three hundred and ninety-five thousand and twenty-eight (395,028m³) cubic metres from the System.

- (c) The Parties acknowledge that the minimum purchase volumes set out in this Section 22 represent seventy-five (75%) per cent of the average consumption numbers for each Party in 2017, 2018 and 2019. The said minimum purchase volumes have been determined based on the calculations set out in Schedule "D" of this Agreement. If in any year the total volume of water purchased by any of the Parties is less than the minimum specified above, the Party shall pay to the Tri-County Water Board the difference between (i) the amount achieved by multiplying the rate for water and the minimum purchase volume, and (ii) the total of the monthly charges paid by the Party during the applicable year.
- (d) The Parties agree that should there be significant new development or a significant closure of a water consumer within the boundaries of any of the Parties, then that Party shall have the right to request a review of the minimum annual purchase volume specified in this agreement and the Tri-County Water Board shall agree to such a review.

- (e) The Parties acknowledge and agree that sub agreements between them are integral to the proper administration and operation of the System. In recognition of that reality, the Parties agree that they shall enter into sub-agreements to this Agreement to provide for the sharing of water system infrastructure and shall provide copies of those sub agreements to the Administering Municipality of Administering Authority on behalf of the Tri-County Water Board. Where there is any dispute in respect of any such sub-agreement that is not resolved within a period of ninety (90) days from when the dispute arose, the Parties agree to address the dispute in accordance with the Dispute Resolution provisions of this Agreement as set out in paragraph 30 hereof. In any event, the Parties shall not include any provision(s) in any sub-agreement that purports to bind the Tri-County Water Board or otherwise assign obligations to the Tri-County Water Board without first obtaining the prior written consent of the Tri-County Water Board to any such provisions and without also having the Tri-County Water Board included as a signatory to any such sub-agreement for the purpose of evidencing such consent.

23. Reserve Fund

- (a) A Capital Replacement and Rehabilitation Reserve Fund will be held by the Tri-County Water Board for the purpose of ensuring that sufficient funds are held to properly maintain the System. The Tri-County Water Board will hold this fund in a dedicated interest-bearing account.
- (b) The Tri-County Water Board may collect funds for the said Reserve Fund through the System Service Rates, or in some other manner that the Tri-County Water Board may decide from time to time.
- (c) The Parties agree that the costs of any Capital Maintenance, Replacement or Rehabilitation undertaken to the System by or at the direction of the Tri-County Water Board shall be paid from the Capital Replacement and Rehabilitation Reserve Fund

and/or any through financing for same arranged by the Tri-County Water Board in accordance with its delegated powers.

24. New Capacity in the System

- (a) Optimization Study. Prior to any capital expansion or increase in capacity for the System, an Optimization Study will be undertaken for the possible reallocation or more efficient use of the existing System.
- (b) System Capacity. The Tri-County Water Board shall, from time to time, review the capacity requirements for the System and make recommendations to the Parties to reallocate capacities as may be identified by that review, subject to Section 24 herein.
- (c) Schedule "C" sets out each Party's percentage ownership of the capacity allocation in the System. Schedule "C" shall be amended from time to time to reflect changes in each Party's ownership of the said capacity. Each Party will be allowed to draw water up to the maximum capacity that was originally purchased by that Party in the System as shown in Schedule "C", subject only to that Party's agreement to sell capacity to one of the Parties or to a new municipality that is accepted into this System by the Tri-County Water Board.
 - i. The reserve capacity in the intake and/or the System over and above the total purchased by the Parties shall be allocated by the Tri-County Water Board to either the parties to this Agreement or additional parties who connect to the System. The Tri-County Water Board shall establish the purchase price. The purchase price shall be set at fair market value and a professional opinion shall support the purchase price. Any money received from the sale of the Reserve Capacity shall be placed into a capital Reserve in accordance with the Reserve Fund section of this Agreement.

- ii. Any party to this Agreement may sell a portion of their original capacity as identified in Schedule "C" to another Party to this agreement or purchase capacity from another Party to this Agreement, subject to the approval of the Tri-County Water Board and compliance with this Agreement. Any such transfer of capacity shall occur at fair market value and a professional opinion shall support the value assigned to the transaction. The Tri-County Water Board shall establish the fair market value of the capacity based on this information.
- (d) The Tri-County Water Board shall prepare, or have prepared, a draft Financial Plan for the System, forecasting future capital expansion requirements for the System over a minimum five (5) year period. The draft Financial Plan will be developed based on demand forecasts by the Parties. The draft Financial Plan will be updated or reviewed every year.
- (e) Based on the draft Financial Plan, the Tri-County Water Board will prepare, or have prepared, a new capacity capital plan to address future new capacity capital requirements for the System over a ten (10) year period or such other time period determined by the Tri-County Water Board.
- (f) Intentionally deleted
- (g) Subject to Sections 24(a) through (d) herein, the Tri-County Water Board will provide new capacity on an as-required basis sufficiently in advance of growth as to not impede development for any Party. In any event, the Tri-County Water Board will initiate the design and construction of works required for System optimization, or capital expansion of the System, when recorded water flow demand on the System reaches eighty-five (85) percent of the System capacity, or as otherwise determined by the Tri-County Water Board.

- (h) The Tri-County Water Board shall decide how to finance and recover the costs of providing new capacity.
- (i) No Party will make changes or permit changes to works connected to the System that will have an adverse effect on the System or result in a larger demand being placed on the System than the System is designed to meet, and for the purposes of this section, the Tri-County Water Board may, from time to time, allocate and reallocate any unallocated capacity in the System among the Parties.
- (j) Further work required to expand the System's capacity beyond the work described in "Schedule A" would require the participation of only those municipalities that require additional capacity in excess of their allocated capacities.

25. System Service Rate

- (a) The Tri-County Water Board will establish a "System Service Rate" for the System that will be charged to the Parties to pay the costs of the System. The System Service Rate will be amended from time to time as agreed to by the Tri-County Water Board. The System Service Rate (in dollars per cubic metre) will be determined on the basis of dividing the total budgeted costs of the System by the total forecast water usage. The costs of the System shall include:
 - i. the Operating Budget costs;
 - ii. the Capital Budget costs;
 - iii. the Reserve Fund costs;
 - iv. the cost of repaying any capital debt and interest for the System; and
 - v. any other costs that the Tri-County Water Board decides to include in the System Service Rate.

- (b) In the event that the Tri-County Water Board does not approve the draft System Service Rate for a year prior to December 31st of the previous year, the lesser of the rate established in the proposed System Service Rate or the previous System Service Rate plus an increase equal to the average rate increase in the Consumer Price Index would apply until such times as that year's System Service Rate is approved by the Board.

26. New Municipalities (Parties)

A new municipality to the System shall be required to purchase capacity in the System prior to: (i) becoming a Party to this Agreement; (ii) appointing Members to the Tri-County Water Board; and (iii) connecting to the System. Admission of a new municipality to the System will require a simple majority vote of the Tri-County Water Board. The Tri-County Water Board's approval of the new municipality shall be subject to the new municipality's purchase of capacity in the System. Where the requests of any new municipality for a volume of water from the System is approved by the Tri-County Water Board, and such supply of water would affect the System Service Rate adversely for the Parties, the Tri-County Water Board shall require a capital payment from the new municipality in order to stabilize the System Service Rate to the level which existed prior to the approved entry of the new municipality to the System. Further, any new municipality must first become a Party and agree to be bound by all the terms and conditions of this Agreement. If the entry of a new municipality would cause the System Service Rate to decrease, such a benefit must be conferred rateably upon all Parties based on their capacity allocation.

27. Parties Leaving the System

- (a) Any Party wishing to withdraw from the System shall provide the other Parties with a minimum of eighteen (18) months' prior written notice of its intention to do so. Such notice is to be effective on December 31st of the year in which the eighteen

(18) month period ends. Any such Party shall continue to be responsible annually for its portion of the outstanding capital debt of the System as it exists at the date of departure. The Party that leaves the System shall pay an annual charge based on the percentage calculation of their share of the total flows from the System during the final full year in which the Party was a participant in the System (Party's total annual flow divided by the Total System flow times the annual debt charge), or the percentage calculation of their share of total flow, whichever is the greater. However, if arrangements can be made for a new municipality or another existing Party to assume the capital obligations of an existing Party, then the existing Party shall be released from such obligations. A Party leaving the System will not be entitled to any capital payment or payment of equity in the System upon leaving. Such Party may be entitled to a proportion of any Reserve Fund in the sole and absolute discretion of the Tri-County Water Board, such payment to be based upon: (i) the proportions referred to in Schedule "B"; (ii) the amount of the Reserve Fund; (iii) the liabilities of the System; (iv) any need to expand, maintain or repair the System in the future and corresponding costs of same; and (v) such other factors as the Tri-County Water Board may reasonably consider having regard to the best interests of the System. A party that leaves the System will not be responsible at date of departure from the System for debt incurred after the departure date but shall remain responsible for its share of the debt relating to the System as of the date of departure.

- (b) A party that has given notice of its intention to withdraw from the System shall be responsible for the cost of a modelling study by a qualified and independent engineering body to determine what, if any, operational changes to the System are required to ensure the safety and viability of the System.
- (c) The Party referenced in 27(b) above shall submit a proposed Terms of Reference for the modelling study and the name of the engineering body proposed to undertake the study to the Tri-County Water Board which shall approve or reject the proposals. Should the Tri-County Water Board reject the proposal(s), it shall

state in detail the reasons for its rejection. The Party referenced in 27(b) shall then revise its proposal(s) and make a subsequent submission to the Tri-County Water Board. Should the Tri-County Water Board again fail to approve the subsequent submission, the issue shall be resolved through the Dispute Resolution process described in Section 30.

- (d) A party withdrawing from the System shall in addition, be responsible for capital costs which have been identified in the modelling study.
- (e) In the event that a Party leaves the System, the Party shall transfer all of its right, title and interest in its ownership of the System to the Parties remaining in the System rateably in accordance with their ownership of the capacity based on Schedule "C", as amended from time to time. The remaining Parties shall not be required to remit payment to the Party withdrawing from the System for the transfer of the withdrawing Party's capacity contemplated in this Section 27(e).

28. Prohibited Actions

Unless otherwise determined by the Parties or by this Agreement, the Parties hereby agree as follows:

- (a) No additional municipality shall be admitted as an owner or user of the System;
- (b) Apart from the System's unallocated capacity, the capacity allocations set out in Section 5 and Schedule "C" herein shall not be reallocated; and
- (c) There shall be no sale or transfer of all or part of the System.

29. Parties Right to Information

The Parties acknowledge that the following information relating to the System shall be fully disclosed and shared among the Parties:

- (a) Ministry Orders (MOE, Labour, etc.);
- (b) Serious Occurrence Reports;
- (c) Ministry Inspection Reports;
- (d) Monthly Use/Capacity Calculations;
- (e) Annual Report;
- (f) Correspondence re: System operations;
- (g) Legal correspondence;
- (h) Annual Available Capacity Report;
- (i) Operator's Reports;
- (j) Annual Proof of Insurance;
- (k) Quarterly Financial Report; and
- (l) Administering Municipality or Administering Authority Report. (the "Listed Information").

In the event that the Administering Municipality or the Tri-County Water Board receives a request for the Listed Information from any of the Parties, the Listed Information shall be delivered to the requesting party within fifteen (15) business days. If the request is vague or requires clarification, the Administering Municipality or the Tri-County Water Board shall, within fifteen (15) business days, send to the requesting party a notice for more particulars about the request. Assuming a clear request is made, the Listed Information shall be provided within the timelines contemplated herein. If the Listed Information is relevant to a decision of the Tri-County Water Board, the decision shall not be made until such time as the Listed information has been produced. The Parties shall have a further general right to all information relevant to the System.

30. Dispute Resolution

(a) All disputes, claims, controversies or questions arising out of, under, or in connection with, or in relation to this Agreement or its interpretation, performance or non-performance, or any breach of it, shall be submitted to binding arbitration as follows:

- i. the Party and the Tri-County Water Board may agree to appoint a single arbitrator, who has experience in drinking water treatment systems whose decision shall be final and binding; or
- ii. in the event that the Party and the Tri-County Water Board cannot agree upon a single arbitrator, then the Party shall select one individual and the Board shall select one individual and the resulting two individuals shall select a third individual who shall be the sole arbitrator. If either the Party or the Tri-County Water Board fails to appoint a nominee within fifteen (15) days after receipt of a written notice from the other of them requiring that such appointment be made, then the individual chosen by either the Party or the Tri-County Water Board, as the case may be, shall be the sole arbitrator.

(b) In all other respects, the rules and procedures to be used by the arbitrator shall be as set out in the *Arbitrations Act*, (Ontario), as amended, and every statutory provision that may be substituted for it or for any provision in it. The parties agree that the decision of the arbitrator shall be final and binding and that there shall be no appeal from it. The arbitrator shall have the discretion to award the non-offending party its costs and expenses incurred in connection with or as a result of such arbitration and on a substantial indemnity basis. The decision and award of the arbitrator may be entered and enforced in the relevant courts having jurisdiction.

(c) The Party(ies) who initiate the arbitration shall pay 50% of the costs of the arbitrator and the Tri-County Water Board shall be responsible for the remaining 50%. Each Party shall be responsible for its own costs including but not limited to legal,

Page | 30

engineering and other expenses.

31. Default

If the Administering Municipality is in default of this Agreement, the other Parties shall have the right to provide the Administering Municipality with notice of default ("Default Notice"). The Default Notice will set out the particulars of the default and specify the actions to be undertaken to remedy the default. The remedial efforts shall be completed within thirty (30) days of the Administering Municipality's receipt of the Default Notice or such reasonable time that may be required to remedy the default, failing which any non-defaulting Party shall have the right to make application to the Ontario Land Tribunal to replace the Administering Municipality with one of the non-defaulting Parties or an Administering Authority deemed acceptable by the Ontario Land Tribunal. If the Administering Municipality is also the Operator of the System, any non-defaulting Party shall also have the right to apply to the Ontario Municipal Board for the removal of the Administering Municipality as the System's Operator.

32. Liabilities Upon Dissolution.

The Parties hereby confirm that upon dissolution of the Tri-County Water Board, all rights, claims, undertakings, obligations, assets and liabilities of the Tri-County Water Board shall vest in the Parties and shall be shared by the Parties in accordance with each Party's ownership interest in the capacity allocation of the System as of the date of the Tri-County Water Board's dissolution. The Parties' current ownership interests in the System are set out in Schedule "C".

33. General

(a) This Agreement and its interpretation shall be governed by the laws of the Province of Ontario.

- (b) The headings and captions appearing in this Agreement have been inserted for convenience of reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or a provision hereof.
- (c) No amendment to this Agreement shall be effective unless in writing and signed by all Parties to this Agreement.
- (d) This Agreement constitutes the entire agreement between the Parties and supersedes all previous or contemporaneous communications, representations or agreements. No oral agreement or conversation with any officer, agent or employee of any of the Parties, either before or after the execution of this Agreement, shall affect or modify any of its terms or obligations herein contained.
- (e) This Agreement shall enure to the benefit of the Parties and be binding upon their respective successors and assigns.
- (f) Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to that jurisdiction, be ineffective to the extent of such prohibition or unenforceability and shall be severed from the balance of this Agreement, all without affecting the remaining provisions of this Agreement or affecting the validity or enforceability of such provisions in any other jurisdiction.
- (g) The failure on the part of one Party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provision in the future.
- (h) Any notice required to be or maybe given or made by one of the Parties hereto to the other shall be in writing and shall be delivered to the office of the Clerk of each of the other Parties and may be delivered by hand or by courier, by registered mail, or by facsimile or e-mail that provides a record of the text of the notice, addressed to the party for whom it is intended at their address or at the last address of which the sender has received notice in accordance with this Section. Any notice shall be deemed to be effective five (5) days from the day it is mailed or the date of delivery if the notice

is delivered by courier, facsimile or by e- mail. E- mail delivery shall require a receipt response.

- (i) The Parties hereto agree that they will do all acts and things and execute and deliver such further and other papers and documents and pass all resolutions and enact such by-laws as may be necessary and desirable or reasonably required by a party hereto to carry out the intent and purpose of and give full effect to this Agreement and every part thereof.

34. No Assignment.

This Agreement may not be assigned by any Party without the prior written consent of the other Parties, which consent may be arbitrarily withheld.

35. Compliance with Agreement and Applicable Laws

The Tri-County Water Board and the Parties shall comply with all terms, covenants and provisions of this Agreement and, with respect to the System and the subject matter of this Agreement, shall also comply with all applicable by-laws, statutes, regulations, ordinances and all other applicable laws. The contract with the Administering Authority or Administering Municipality and the contract with any Operator shall include a provision substantially similar to this Section 67.

36. Reporting to the Parties.

The Parties acknowledge that they may be obliged to include their proportionate shares of assets and liabilities of the System in their financial statements. The Tri-County Water Board and the Parties shall make reasonable commercial efforts to report to the Parties' Treasurers all financial information that may be required for each Party to meet their obligations to report their share of the System's assets and liabilities on their financial statements. Reasonable commercial efforts shall be made to provide each Party's

Treasurer with this information on or before March 31st each year.

37. Review of Agreement.

The Parties agree to conduct a review of this Agreement prior to the end of the expiry of every fifth year from the date first set forth above. IN WITNESS WHEREOF the Parties have caused this Agreement to be executed by affixing their proper seals attested by the signature of proper persons duly authorized in that behalf:

THE CORPORATION OF THE MUNICIPALITY
OF WEST ELGIN

Mayor

Clerk
We have authority to bind the Corporation

THE CORPORATION OF THE MUNICIPALITY
OF SOUTHWEST MIDDLESEX

Mayor

Clerk
We have authority to bind the Corporation

THE CORPORATION OF THE MUNICIPALITY
OF DUTTON DUNWICH

Mayor

Clerk

We have authority to bind the Corporation

THE CORPORATION OF THE MUNICIPALITY
OF CHATHAM- KENT

Mayor

Clerk

We have authority to bind the Corporation

THE CORPORATION OF THE VILLAGE OF
NEWBURY

Reeve

Clerk

We have authority to bind the Corporation

SCHEDULE "A"

DESCRIPTION OF THE SYSTEM

- 2 Raw water intakes (main and back up)
- Low lift Pumping Station and Grounds – (Chlorination Building, Low Lift Pump building and Electrical Building)- 8662 Graham Road, West Lorne
- 2 Raw water transmission Lines
- Water Treatment Plant and Grounds (one building and 2 storage tanks, plus 2 naturalized ponds) – 9210 Graham Road, West Lorne
- Water Mains (as outlined below):
 - 400mm from Water Treatment Plant to Eagle Meter Pit
 - 400mm from Water Treatment Plant to Stand Pipe in West Lorne
 - 400mm from Stand Pipe in West Lorne to Pumping Station and Reservoir owned by Southwest Middlesex
- West Lorne Stand Pipe and Grounds – 1173 Jane Street, West Lorne
- Fiber Optic Communication Equipment located in the following meter pits:
 - Eagle West
 - Eagle East
 - Silver Clay Line
 - Marsh Line
 - Pioneer Line
 - Finney Street
- Tri-County Billing Meters and Valves
 - Eagle East (Billed to D/D)
 - Marsh East (Billed to D/D)
 - Pioneer East (Billed to D/D)
 - Finney St. (Billed to SWM)
 - Hagerty Rd#1 (Billed to Newbury)
 - Hagerty Rd#2 (Billed to C/K)

Exclusions

- (a) All connections to the 400mm watermain between the Water Treatment Plant and the SWM Reservoir
- (b) All meters except those listed above and those in the Water Treatment Plant

NOTE: Item(s) can be added or deleted from the System through amendments to this Schedule as decided by the Tri-County Water Board.

SCHEDULE "B"
PROPORTIONAL WATER CONSUMPTION AND REPRESENTATION ON TRI-COUNTY WATER BOARD

Party	2017 Water Consumption m ³	2018 Water Consumption m ³	2019 Water Consumption m ³	Total Consumption m ³	3 Year Average Water Consumption m ³	Percentage
West Elgin	479,101.00	532,751.00	568,262.00	1,580,114.00	526,704.67	39.15%
Southwest Middlesex	346,014.00	345,114.00	362,240.00	1,053,368.00	351,122.67	26.10%
Dutton Dunwich	341,549.00	365,410.00	320,566.00	1,027,525.00	342,508.33	25.46%
Chatham-Kent	85,139.00	90,849.00	79,651.00	255,639.00	85,213.00	6.33%
Newbury	42,792.00	43,034.00	33,076.00	118,902.00	39,634.00	2.95%
Total	1,294,595.00	1,377,158.00	1,363,795.00	4,035,548.00	1,345,182.67	100.00%

Notes: Relates to Section 7(a) of agreement. Each party has one member plus one additional member for every 10% of Total Consumption

1. The interests of the Parties in the System shall be as tenants-in-common, each as to the undivided interest according to their proportional water consumption.
2. This schedule will be updated for each Council term on the basis of the water consumption of each Party over the previous three (3) full years. For clarity, the election year shall be excluded because data will not be available for the year of the election (the election will be held prior to the completion of that year).

SCHEDULE "C"
CAPACITY AND OWNERSHIP AMONGST PARTIES

Party	Capacity in m³	Percentage
West Elgin	1,714,857.32	43.24%
Southwest Middlesex	980,371.72	24.72%
Dutton Dunwich	759,074.22	19.14%
Chatham-Kent	315,289.45	7.95%
Newbury	196,312.30	4.95%
TOTAL PURCHASED CAPACITY	3,965,905.00	
Capacity in the Plant	4,438,400.00	
Reserve Capacity	472,495.00	

Note:

Capacity is calculated using the percentage of Purchased Capacity

SCHEDULE "D"
MINIMUM PURCHASE VOLUME

	2017	2018	2019	Total	Average	Minimum Purchase *
<u>Section 22 (i) - Chatham-Kent</u>						
Water Consumption:	85,139.00	90,849.00	79,651.00	255,639.00	85,213.00	63,909.75
<u>Section 22 (ii) - Dutton Dunwich</u>						
Water Consumption:						
Eagle	276,911.00	348,568.00	309,993.00	935,472.00	311,824.00	
Marsh	17,958.00	7,945.00	9,971.00	35,874.00	11,958.00	
Pioneer**	46,680.00	8,897.00	602.00	56,179.00	18,726.33	
Amount for Section 22	341,549.00	365,410.00	320,566.00	1,027,525.00	342,508.33	256,881.25
<u>Section 22 (iii) - Southwest Middlesex</u>						
Water Consumption:						
Total Billed	473,945.00	478,997.00	474,967.00	1,427,909.00	475,969.67	
Adjust for Newbury	42,792.00	43,034.00	33,076.00	118,902.00	39,634.00	
Adjust for Chatham-Kent	85,139.00	90,849.00	79,651.00	255,639.00	85,213.00	
Adust for Beattie Line						
Amount for Section 22	346,014.00	345,114.00	362,240.00	1,053,368.00	351,122.67	263,342.00
<u>Section 22 (iv) - Newbury</u>						
Water Consumption:						
Amount for Section 22	42,792.00	43,034.00	33,076.00	118,902.00	39,634.00	29,725.50
<u>Section 22 (v) West Elgin</u>						
Water Consumption:						
Water Billed	454,723.00	507,859.00	545,205.00	1,507,787.00	502,595.67	
Water Loss	24,378.00	24,892.00	23,057.00	72,327.00	24,109.00	
Beattie Line						
Amount for Section 22	479,101.00	532,751.00	568,262.00	1,580,114.00	526,704.67	395,028.50

SCHEDULE “E”
TRI-COUNTY AND MEMBER MUNICIPALITY WATER LINE MAPS

Provided as PDF's as a separate attachment



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2021-63

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on November 18, 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 November 18, 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 18th day of November, 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk