



Municipality of West Elgin

Agenda

Council Meeting

Date: **April 27 2023, 9:30 a.m.**
Location: **West Elgin Community Complex - Hybrid Meeting**
160 Main St
West Lorne
Electronic Hybrid Meeting

This meeting will be held in a Hybrid format. This meeting is broadcasted and the recording made available after the meeting on the municipal website, pending any technical difficulties. If you require an alternate format or accessible communication support or wish to receive the link to the meeting via email please contact the Clerk, at 519-785-0560 or by email at clerk@westelgin.net.

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

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

3. Disclosure of Pecuniary Interest

4. Delegations

4.1 Elgin County Update - Warden Ketchebaw and CAO Gonyou

7

5. Adoption of Minutes

39

Recommendation:

That the Minutes of the April 13, 2023 meeting of Council be adopted as circulated and printed.

6. Business Arising from Minutes

7. Consent Agenda

51

Recommendation:

That the Council of the Municipality of West Elgin Council hereby receive and file the Consent Agenda of April 27, 2023.

7.1 Monthly Staff Reports

7.2 Communications from Other Municipalities

7.3 Procurement Items within Budget

7.4 Other Items

7.5 Elgin County Highlights - April 11, 2023

8. Staff Reports

8.1 Planning

8.1.1 Minor Development Agreement – Recommendation Report (2023-018)

54

Recommendation:

That the Council of the Municipality of West Elgin hereby receives the report from Robert Brown, Planner regarding approval of a minor development agreement for property located at 24665 Pioneer Line, Recommendation Report 2023-018.

That the Council of the Municipality of West Elgin approve the proposed minor development agreement, (Appendix B to this report) to temporarily permit a second dwelling at 24665 Pioneer Line during the relocation of a new dwelling on the property and authorize the Mayor and Clerk to sign the minor development agreement and register it on title.

8.2 Wastewater

8.2.1 S. Smith OCWA - Rodney Wastewater Treatment Plant Annual Report

61

Recommendation:

That the Council of the Municipality of West Elgin hereby receives and files the Rodney Wastewater Treatment Plant Annual Report

8.2.2	S. Smith, OCWA - West Lorne Wastewater Treatment Plant Annual Report	78
	Recommendation: That the Council of the Municipality of West Elgin hereby receives and files the West Lorne Wastewater Treatment Plant Annual Report.	
8.3	Clerk's	
8.3.1	Request for Declaring a Municipally Significant Event	142
	Recommendation: That the Council of the Municipality of West Elgin hereby receives the report from H. Bouw, Clerk re: Request for Declaring a Municipally Significant Event; and That West Elgin Council hereby _____.	
8.4	Finance/Administration	
8.4.1	Investment Policy	156
	Recommendation: That the Council of the Municipality of West Elgin hereby receives the report from M. Badura, CAO/Treasurer re: Investment Policy be received; And That the Investment Policy be approved as presented; And That the CAO/Treasurer be authorized to invest funds from time to time as deemed appropriate and as directed within the Investment Policy.	
8.4.2	Filling the Vacancy of the Office of the Mayor Report	163
	Recommendation: THAT the Council of the Municipality of West Elgin hereby receives the report from Magda Badura, CAO/Trasurer re: Filling the Vacancy of the Office of the Mayor for information purposes; AND THAT West Elgin Council decides to proceed with Option # _____ as set out in this report	

9. Committee and Board Report

9.1 Councillor Reports from Committees

10. Accounts

Recommendation:

THAT the Deputy Mayor and Treasurer are hereby authorized to sign Payment Voucher #4A amounting to \$206,813.17 in settlement of General, Road, Water and Arena Accounts including EFT#6561-6590, online Payments#1142-1158, and Payroll PP08.

11. Consideration of Items Requiring Discussion

11.1 Flag Request on Town Hall

170

Recommendation:

That the Council of the Municipality of West Elgin _____

12. Council Inquires/Announcements

12.1 Notice of Motion

12.2 Statements/Inquires by Councillors

13. By-Laws

13.1 By-Law 2023-29 - Municipal Investment Policy

171

Recommendation:

That By-law 2023-29 being a By-Law to adopt the Policy AD-3.5 – Municipal Investment Policy, be read a first, second and third and final time.

13.2 By-Law 2023-30 - Tax Ratio By-law

174

Recommendation:

That By-law 2023-30 being a By-Law to set the Transition Ratios and to Levy Taxes for the Year 2023, be read a first, second and third and final time.

13.3 By-Law 2023-31 - Adopt 2023 Budget

181

Recommendation:

That By-law 2023-31 being a By-Law to Adopt the 2023 Operating and Capital Budgets for the Municipality of West Elgin, be read a first, second and third and final time.

13.4 By-law 2023-32 - Adopt Water and Wastewater Rates for 2023 182

Recommendation:

That By-law 2023-32 being a By-Law to Establish Rates for Municipal Water and Wastewater Services for 2023 and to repeal By-Law 2022-14 is read a first, second and third and final time.

13.5 By-law 2023-33 - Development Agreement By-Law -24665 Pioneer - Keech 184

Recommendation:

That By-Law 2023-33, being a by-law to authorize the execution of an Agreement between The Corporation of the Municipality of West Elgin and Joseph Charles Keech be read a first, second and third and final time.

13.6 By-law 2023-34 - Memorandum of Settlement - Canadian Union of Public Employees 188

Recommendation:

THAT By-Law 2023-34, being a by-law to approve and authorize execution of a Memorandum of Settlement between The Corporation of the Municipality of West Elgin and the Canadian Union of Public Employees and its Local 35.7

14. Closed Session

Recommendation:

That the Council of the Municipality of West Elgin hereby proceeds into a session of the meeting that shall be closed to the public at _____ a.m.in accordance with Section 239(2) of the Municipal Act, S.O. 2001, c.25 for discussion of the following matters:

1. Labour relations or employee negotiations - Section 239(2)(d) of the Municipal Act - Public Works Employees
2. Labour relations or employee negotiations - Section 239(2)(d) of the Municipal Act - All Departments
3. Labour relations or employee negotiations - Section 239(2)(d) of the Municipal Act - Administrative Employee

15. Report from Closed Session

Recommendation:

That the Council of the Municipality of West Elgin hereby comes out of the Closed Session at _____ and the regular meeting re-convenes.

16. Confirming By-Law

190

Recommendation:

That By-law 2023-35 being a By-law to confirm the proceeding of the Regular Meeting of Council held on April 27, 2023, be read a first, second and third and final time.

17. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 9:30 a.m. on May 12, 2023, or at the call of the Chair.



ELGIN COUNTY

2023 UPDATE

Warden Ed Ketchabaw

Julie Gonyou, Chief Administrative Officer



OUR AGENDA

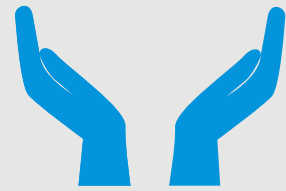
- ◆ Message from the Warden
- ◆ Strategic Plan
- ◆ What's New & Exciting
- ◆ Local Priorities/Questions



WARDEN'S MESSAGE

Ed Ketchabaw
2023 Warden

STRATEGIC PLAN: 2020 - 2022



To re-design how we respond to community needs in a creative, sustainable way.

We do this by focusing on:

1. Ensuring alignment of current programs and services with community need.
2. Exploring different ways of addressing community need.
3. Engaging with our community and other stakeholders.



To be the place where people want to live, work and play.

We do this by focusing on:

1. Planning for and facilitating commercial, industrial, residential, and agricultural growth.
2. Fostering a healthy environment.
3. Enhancing quality of place.

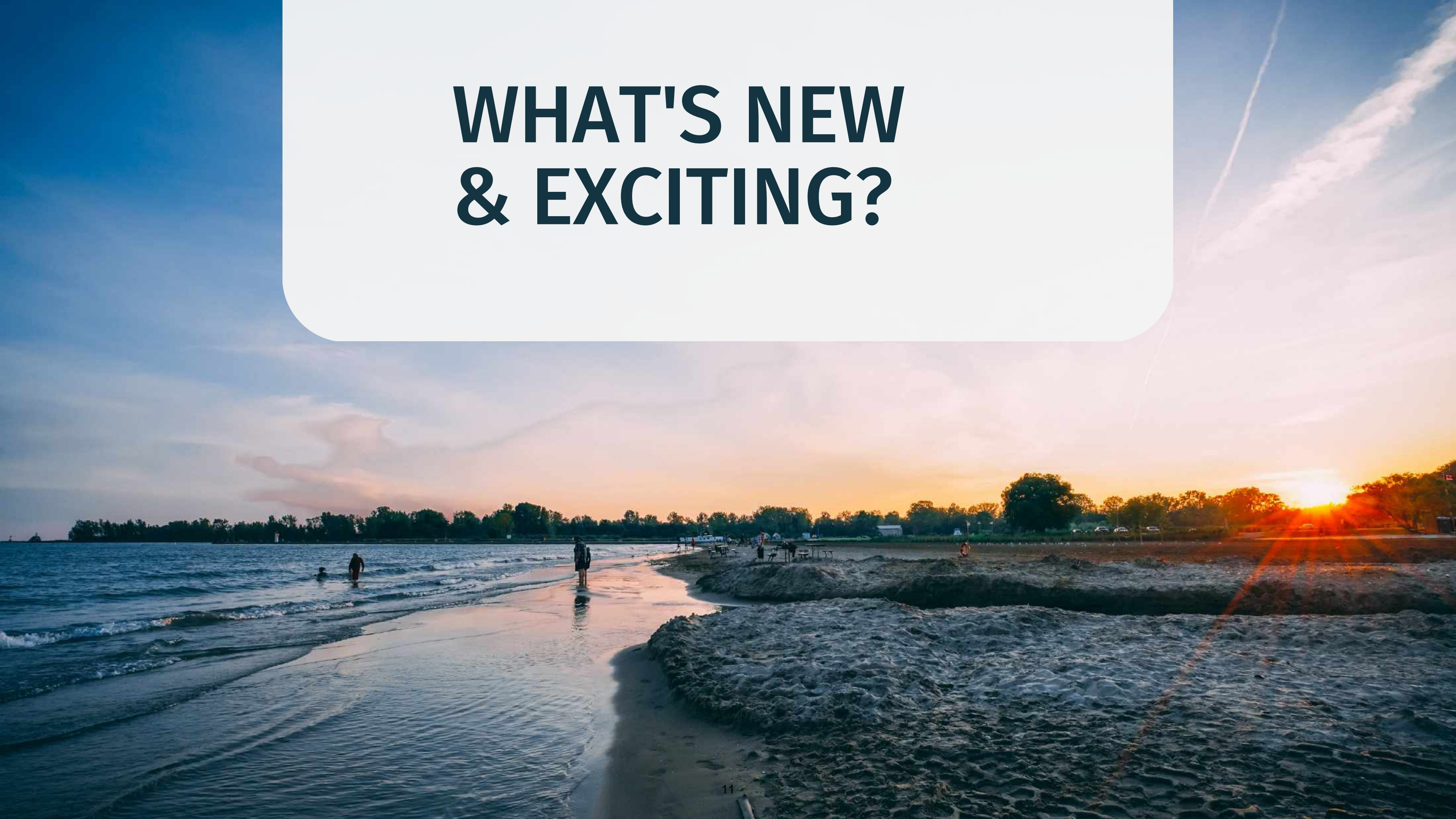


To make responsible financial decisions.

We do this by focusing on:

1. Ensuring we have the necessary tools, resources and infrastructure to deliver programs and services now and in the future.
2. Delivering mandated programs and services efficiently and effectively.

WHAT'S NEW & EXCITING?





WESTERN ONTARIO
WOWC
WARDENS CAUCUS

- ◆ The Western Ontario Wardens Caucus Inc. (WOWC) is a not-for-profit organization representing 15 upper and single tier municipalities in Southwestern Ontario with more than three million residents.
- ◆ WOWC aims to enhance the prosperity and overall well-being of rural and small urban communities across the region.
- ◆ WOWC advocates on behalf of Counties on key items such as; infrastructure, transportation, long-term care, broadband and economic development.



- ◆ Elgin County is a member of SCOR EDC - a regional partnership comprised of the Counties of Brant, Elgin, Middlesex, Norfolk and Oxford.
- ◆ Provides planning coordination for regional issues, implements regional economic development priorities, identifies funding sources, partners with other levels of government, and acts as a regional catalyst for investment.

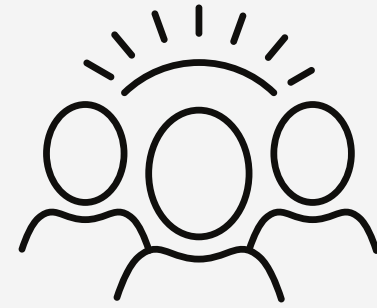


HEALTH RECRUITMENT PARTNERSHIP (HRP)

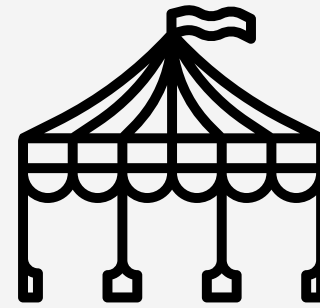


- ◆ In 2023, Elgin County will invest \$71,790 to support the Elgin-St. Thomas HRP.
- ◆ In response to the growing local demand for primary physicians in the community, this joint initiative aims to attract new Family Physicians to the area and offer new physicians support as they join the community.
- ◆ At least 1M Ontarians do not have access to primary care, and at least one (1) in five (5) family doctors in the province plan to retire in the next five (5) years.
- ◆ In 2021-22, five (5) physicians retired, approximately ten (10) local physicians will retire in the next five (5) years, and three (3) may retire in 2023.
- ◆ In Elgin, there were at least 10,000 unattached patients in 2020.
- ◆ The Committee offers an annual Scholarship Program for local students pursuing a family medicine career.
- ◆ Initiated in 2008, this Committee provides physicians with grants to help attract them to the Elgin-St. Thomas area.
- ◆ To date, a total of \$1,123,280 has been allocated to support 36 physicians and 1 nurse practitioner from 2008 - 2023.
- ◆ The majority of recipients have received the current maximum amount of \$33,000.

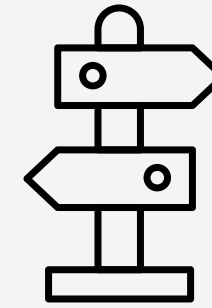
COMMUNITY GRANT PROGRAM (CGP)



COMMUNITY
SERVICES



FESTIVALS
& EVENTS



COMMUNITY
SIGNAGE

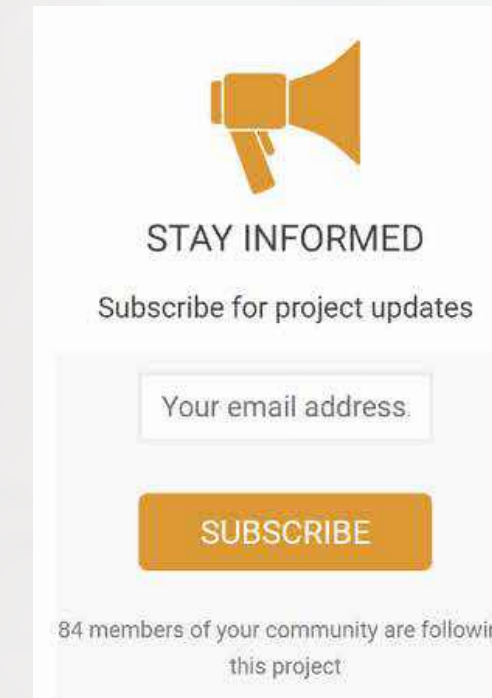
- ◆ In 2023, Elgin County will invest \$72,900 (\$3.68 per household x 19,800) towards the CGP.
- ◆ Eligible non-profit community groups can apply for up to 50% of their program, service or event up to a maximum of \$10,000.
- ◆ The CGP invests in both established and emerging community programs and events that meet identified community need, build capacity, and support Elgin County's Strategic Plan 2020-2022.
- ◆ Through this program, organizations and services can apply for supplementary funds to strengthen their responsiveness, effectiveness and resilience.



ADMINISTRATION BUILDING ELEVATOR & ACCESSIBILITY UPGRADES

- ◆ In 2023, Elgin County is investing \$2.9M in upgrades to its Administration Building.
- ◆ Upgrades to the original 1930s vintage elevator systems at the Administration Building are required to address accessibility deficiencies on the main level to ensure compliance with the Province's Accessibility for Ontarians with Disabilities Act.

COMMUNITY ENGAGEMENT



- ◆ Engage Elgin encourages the community to follow and participate in engagement opportunities to help shape projects, policies and initiatives.
- ◆ Councillors, staff, residents, community partners and businesses are encouraged to share ideas that will make Elgin County a better place to "live, work and play."

www.engageelgin.ca



- ◆ The County of Elgin is developing a Transportation Master Plan (TMP).
- ◆ The TMP is the first comprehensive master planning exercise for the County's transportation network and will be coordinated with the County's ongoing Official Plan update.
- ◆ This Plan will be designed to look at "the big picture", identifying challenges, alternatives, steps and actions to take the County of Elgin from where we are today to the multi-modal transportation network and the landscape we envision for our future.
- ◆ The Plan will span 30 years and focus on developing an integrated vehicular transportation network, enhancing active transportation amenities (cycling), and exploring transit options for Elgin's communities.

www.engageelgin.ca/transportationmasterplan



- ◆ Terrace Lodge Long-Term Care Home is located in Malahide Township.
- ◆ Terrace Lodge was originally built in 1977 and has been home to hundreds of Elgin County residents over the past 40 years.
- ◆ The redevelopment has been designed to better meet the complex needs of Long-Term Care residents in 2021 and beyond.
- ◆ The redevelopment will maintain the 100 beds currently available at Terrace Lodge and consist of an addition and significant renovations to existing areas.
- ◆ Anticipated completion is mid-year 2024
- ◆ Project cost ~\$36M

www.engageelgin.ca/tlredevelopment



Terrace Lodge
COMFORTS OF HOME

- ◆ Fundraising campaign aimed at creating an inviting and state-of-the-art Home with a more familiar physical environment.
- ◆ Fundraising goal: \$675 (almost 1/2 way there!)
 - Beautifying the courtyards
 - Provide the "Comforts of Home"
 - Enhance resident enjoyment and activities
 - Support families

www.donatetoterracelodge.ca



- ◆ We are pleased to announce that the Draft Elgin County Official Plan (OP) was endorsed by Rural Initiatives Planning Advisory Committee in February 2023 and is now available for public review and comment.
- ◆ This document is the culmination of over two years of research, analysis, and community consultation, resulting in an updated and refreshed vision for Elgin County's future.
- ◆ The draft OP is built around ten strategic directions that will help to guide policies and decision-making on important matters such as but not limited to: housing; economic development; the rural area; and natural resource management.

www.engageelgin.ca/officialplanreview

POPULATION, HOUSING AND EMPLOYMENT FORECASTS & ASSOCIATED LAND NEEDS ANALYSIS

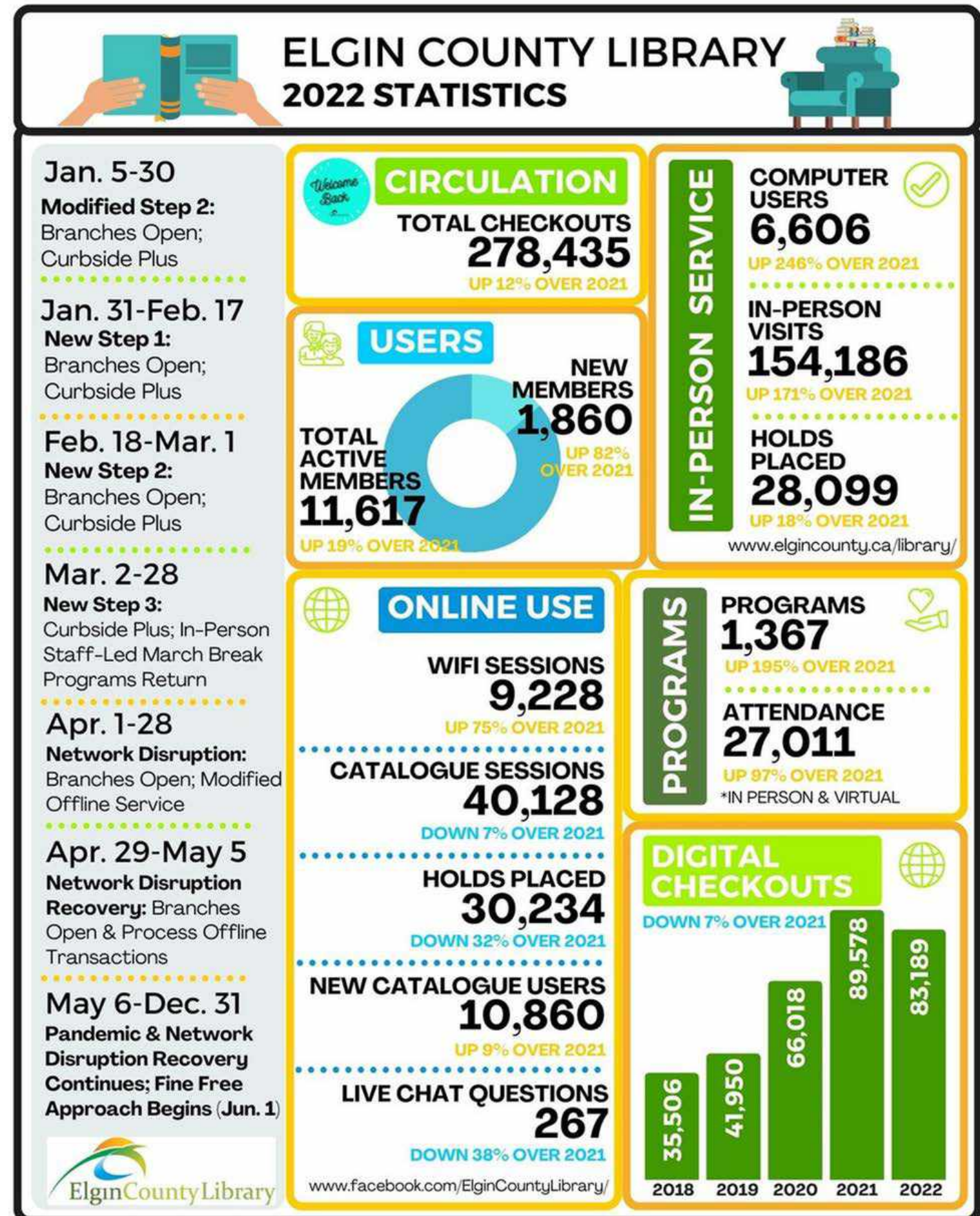
- ◆ This report (Discussion Paper #3) is a key background document to the Official Plan Review. It provides a long-range growth outlook for the County and its lower-tier municipalities and assesses urban land requirements to 2051. It also provides Official Plan policy recommendations to managing growth over the next 30 years consistent with the Provincial Policy Statement, 2020 (PPS).
- ◆ The report also provides population, housing, and employment forecasts for the County of Elgin to 2051.



A PATH FORWARD ON LIBRARY FINES

at  ElginCountyLibrary

- ◆ The Fine Free movement seeks to remove barriers of access to everyone in a community. Research shows that fines are not as much of an incentive to return materials as once believed. Materials that are overdue for a long time will still be subject to replacement costs.
- ◆ We are taking a phased in approach to going "fine-free" over the next few years.





- ◆ On March 28, 2023, Elgin County Council approved its 2023 operational and capital budget of \$92.6M. For this year, residents can expect a 3.76% increase in the County portion of their municipal property taxes. This share of municipal taxes supports road and bridge maintenance on county roads, paramedic services, community planning, long-term care homes, libraries, and more.
- ◆ Homeowners will see a slight addition of \$23.88 for every \$100,000 of residential property assessment.

Budget Highlights:

- ◆ Continuing with existing services and operations, including a non-union salary increase of 2.5%;
- ◆ Enhanced land ambulance services by implementing a transport-capable ambulance in the Municipality of Bayham;
- ◆ Recognizing impact of high rate of inflation cost-cutting measures and efforts to modernize services are included across service areas; and
- ◆ Ongoing investment in transportation and critical infrastructure.



COMMUNITY PARAMEDICINE

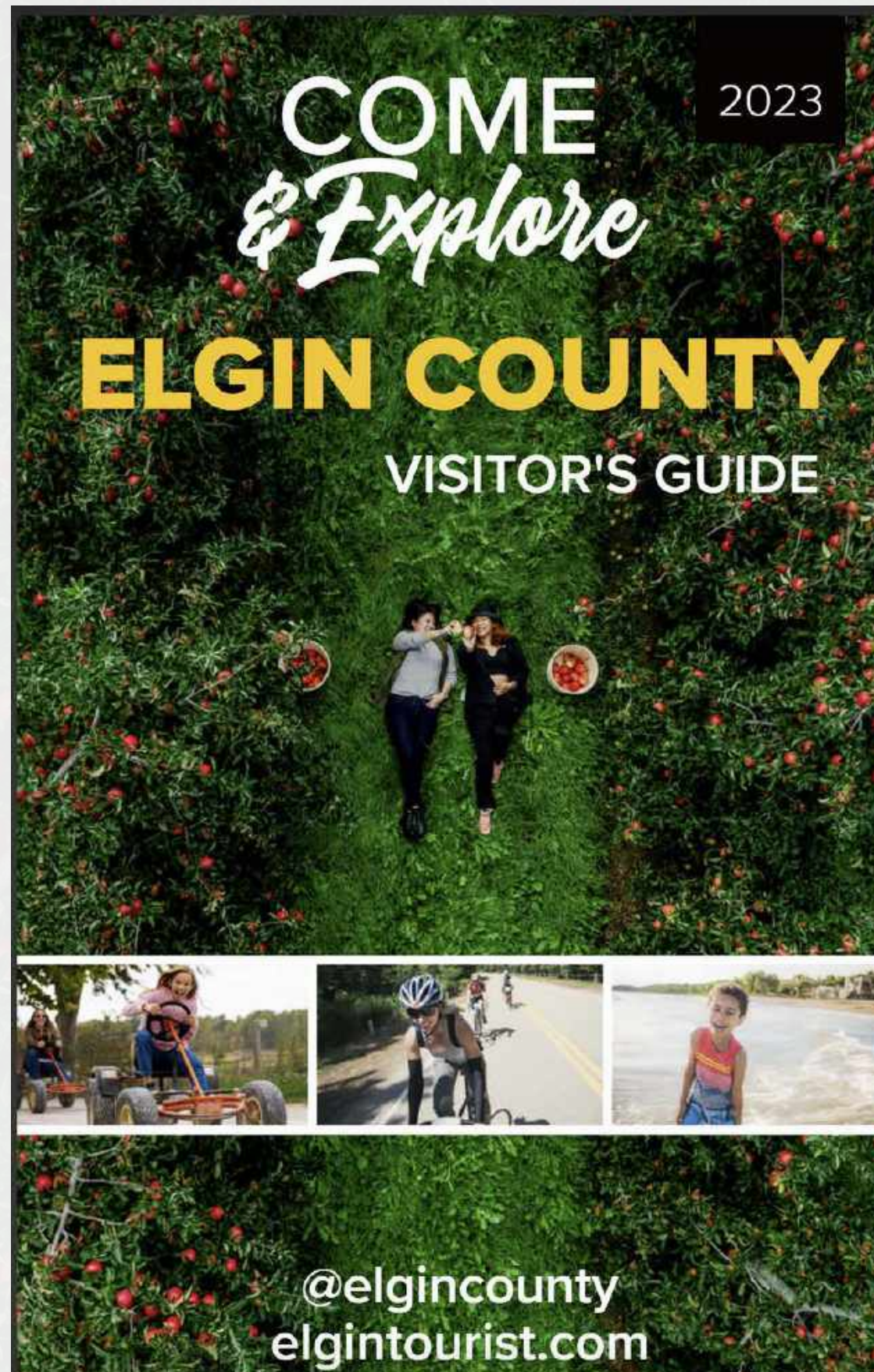


- ◆ Beginning March 1, 2023, eligible residents in Elgin County and St. Thomas will have access to Community Paramedicine.
- ◆ This referral-based program is entirely funded by the Province and will bring high-quality care to residents living in seniors housing and retirement homes while offering accessible home-based care for our community's most vulnerable population.
- ◆ Community paramedics will work collaboratively with primary care and community care providers to deliver the following mobile support to residents:
 - In-person and Remote Patient Monitoring services
 - Chronic/complex disease monitoring /surveillance
 - Medication safety and reconciliation
 - In-home visits and point-of-care testing capabilities; and
 - Client and family navigation, coordinated care planning to various services, agencies and resources.



www.engageelgin.ca/connectedelgin

- ◆ The need to improve high-speed internet connectivity across Elgin is a key priority for Elgin County Council. Work is underway to support availability, affordability, speed, and awareness.
- ◆ Input and data was collected from the community regarding current internet availability, access and usage.
- ◆ Elgin County engaged IBI Group to complete an analysis of current state and provide recommendations for future state.
- ◆ An advocacy plan was developed and supported by County Council. Work is ongoing.
- ◆ Work is underway by Southwestern Integrated Fibre Technology Inc (SWIFT) to expand broadband service to 1,132 locations throughout West Elgin, Dutton Dunwich and the Township of Southwold. SWIFT has partnered with North Frontenac Telephone Corporation and EH!tel Networks on these projects.
- ◆ In 2021, Ontario passed the Supporting Broadband and Infrastructure Expansion Act, 2021 to help speed up construction of broadband projects. To build upon this legislation, the Ontario government passed the Getting Ontario Connected Act, 2022, which further reduces barriers, duplication and delays. In 2022, the Province announced the Accelerated High-Speed Internet Program, and Xplornet will undertake the work required to bring fibre to more areas in Elgin County.



ECONOMIC DEVELOPMENT & TOURISM

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Scan here to be directed to the online version



elgintourist.com



www.elgintourist.com

www.progressivebynature.com

BUSINESS RETENTION & EXPANSION

- ◆ Elgin County's Economic Development and Tourism will be launching a community engagement project later this year. The project will see staff visiting local businesses to understand their needs and concerns in order to help retain and create jobs.
- ◆ The initiative aims to build relationships with existing businesses, strengthen community capacity and identify positive and negative aspects of the business environment. The team will also address immediate concerns of individual businesses and collect data to inform economic planning.
- ◆ This data will inform our action plan to increase competitiveness, enable business development, investment and job creation, and enhance the overall business environment.



Funding up to \$15,000 per year
for Commercial and Agricultural
Business Improvements!

- ◆ Elgin County invests \$80,000 in a Community Improvement Plan called "Elgincntives".
- ◆ A Community Improvement Plan (CIP) is a tool that allows municipalities to direct funds and implement policy initiatives toward specifically defined project areas.
- ◆ The Elgin County Economic Development office has prepared this CIP in order to achieve important community goals such as:
 - Facilitating and coordinating the improvement of neighbourhoods and designated areas;
 - Stimulating economic growth and development;
 - Assisting businesses and property owners with repairs, restorations and redevelopment projects; and,
 - Raising awareness of local needs and priorities.
- ◆ Having a CIP in place allows the municipality to assist financially with improvements to private properties.



taste

EXPERIENCE THE
FLAVOURS OF ELGIN
AND ST. THOMAS



savour ELGIN

- ◆ We are redesigning our Savour Elgin guide. With a fresh new logo and a magazine-style layout, the Savour Elgin Guide will highlight our signature culinary experiences.
- ◆ To reach a wider audience, we are not only printing the new Savour Elgin Guide but also creating a digital version complete with interactive links and easy sharing functions.

WELCOME HOME CAMPAIGN



- ◆ In 2022, Elgin County launched a "Welcome Home Campaign" to celebrate our communities and inspire a sense of pride in residents, as well as attract future residents, visitors, and investors.
- ◆ The next phase of the campaign involves furnishing a model home in Elgin County with locally sourced furnishings, decor, and art. This initiative aims to promote the unique products of the county while continuing to market it as a great place to live, work, and play.

www.facebook.com/watch/?v=1110594976159617



- ◆ Elgin County was thrilled to work with the Township of Southwold as it supported Broccolini and the development of the former Ford Assembly Plant in Talbotville.
- ◆ This 2M square foot facility is slated to be among the top six highly automated plants Amazon operates globally.
- ◆ The fulfillment centre is anticipated to need 1,500 workers.



CENTENNIAL / ELM INTERSECTION IMPROVEMENTS

- The County of Elgin, in partnership with the Municipality of Central Elgin and the City of St Thomas, will be constructing a roundabout at the intersection of Centennial Road and Elm Street.
- Work includes the removal of existing infrastructure, minor storm and sanitary sewer works, the installation of new curbs, asphalt and sidewalks.
- The circulating island will be naturalized with native pollinator plantings. The intersection will be closed for the duration of the construction, and a signed detour route will be established.
- Project cost: \$1.78M

ELM LINE



- ◆ Elgin County received provincial designation as a regional training centre for firefighters in 2021.
- ◆ The training centre provides firefighters from Elgin County, Middlesex County and Southwestern Ontario with the opportunity to receive new recruit training and higher-level training courses.





- ◆ Work is underway to support a renewed Age Friendly Network for Elgin and St. Thomas.
- ◆ Elgin County undertook a Seniors Services Study in 2022.
- ◆ More to come!



LOCAL PRIORITIES



QUESTIONS?





Municipality of West Elgin

Minutes

Council Meeting

April 13, 2023, 9:30 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main St

West Lorne

Electronic Hybrid Meeting

Present:
Deputy Mayor R. Leatham
Councillor T. Tellier
Councillor Navackas
Councillor Denning

Staff Present:
M. Badura, CAO/ Treasurer
J. Nethercott, Clerk
L. Gosnell, Manager of Operations & Community Services
Robert Brown, Planner
Heather Bouw, Clerk

**This Meeting was held in Hybrid format and the recording available at
www.westelgin.net (pending no technical difficulties)**

1. Call to Order

Deputy Mayor Leatham called the meeting to order at 9:30 a.m.

2. Adoption of Agenda

Resolution No. 2023- 123

Moved: Councillor Navackas

Seconded: Councillor Denning

That West Elgin Council hereby adopts the Agenda as presented.

Carried

3. Disclosure of Pecuniary Interest

3.1 Councillor Denning - M. Badura, CAO/Treasurer Establishment of Trust Fund - Agenda Item #9.3.1

Councillor Denning is the Secretary/Treasurer of the Rodney Cemetery Board.

4. Delegations

4.1 P. Kennedy and K. Martel, Dillon Consulting - Draft Official Plan Update

Dillon Consulting representatives reviewed the presentation with Council and staff and discussed next steps including a timeline for scheduling an Open House and Public meeting

Resolution No. 2023- 124

Moved: Councillor Tellier

Seconded: Councillor Navackas

That West Elgin Council hereby direct Staff and the Consultant to host public engagement sessions regarding the Draft Official Plan presented on April 13, 2023, to garner feedback from the public.

Carried

Council recessed from 10:31a.m. to 10:38 a.m.

5. Public Meeting

Resolution No. 2023- 125

Moved: Councillor Tellier

Seconded: Councillor Denning

That Council hereby recess at 10:38 a.m. in order to proceed into a Committee of Adjustment Meeting.

Carried

6. Adoption of Minutes

Resolution No. 2023- 126

Moved: Councillor Navackas

Seconded: Councillor Denning

That the Minutes of the Regular Meeting of Council on March 23, 2023, the Special Meeting of Council on March 27, 2023 and the Committee of the Whole Meetings on March 30 and April 6, 2023 be adopted as circulated and printed.

Carried

7. Business Arising from Minutes

Resolution No. 2023- 127

Moved: Councillor Tellier

Seconded: Councillor Navackas

COUNCIL AMENDED THE RESOLUTION AS FOLLOWS:

That West Elgin Council hereby create the Old Town Hall Ad Hoc Committee for the purposes of reviewing and discussing options for the repurposing of the Old Town Hall building in Rodney;

And That Councillor Navackas and Councillor Denning be appointed to the Ad Hoc Old Town Hall Committee;

And That West Elgin Council hereby direct staff to advertise for two (2) members of the public to represent the community on the Old Town Hall Committee;

And that appropriate staff sit on this Committee.

Carried

8. Consent Agenda

Resolution No. 2023- 128

Moved: Councillor Denning

Seconded: Councillor Navackas

That the Consent Agenda for April 13, 2023 be received and filed

Carried

8.1 Monthly Staff Reports

8.1.1 Building Department Summary Report – March 2023

**8.1.2 L. Gosnell, Manager of Operations & Community Services -
Monthly Operations Update – March 2023**

8.1.3 J. McArthur - Fire Chief - Monthly Report – March 2023

8.2 Communications from Other Municipalities

8.2.1 Elgin County - Notice of Decision 21179 Clachan Road

8.3 Other Items

8.3.1 AORS - Letter Regarding Enbridge Gas Locate Fee

**8.3.2 International Day Against Homophobia and Transphobia - May
17**

**8.3.3 Municipal Elections Act – Report to Public on Financial Filing
Compliance**

8.3.4 Invitation to Official Opening of Child Care Centre

9. Staff Reports

9.1 Planning

**9.1.1 Severance Application E12-23 – Comments to Elgin County –
20387 Pioneer Line**

Resolution No. 2023- 129

Moved: Councillor Tellier

Seconded: Councillor Denning

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application, File E12-23 – Comments to Elgin County (Planning Report 2023-12);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application, File E12-23, 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

9.1.2 Severance Application E 14 – 23 & E 15 – 23 – Comments to Elgin County –25361 Talbot Line

Resolution No. 2023- 130

Moved: Councillor Tellier

Seconded: Councillor Navackas

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding consent application File E14-23 and E15-23 – Comments to the County of Elgin (Planning Report 2023-13);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application, File E14-23 and E15-23, subject to the Lower-Tier Municipal conditions in Appendix Two A and B of this report;

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

Carried

9.1.3 Severance Application E19-2023 – Comments to Elgin County – 13941 Colley Road

Resolution No. 2023- 131

Moved: Councillor Navackas

Seconded: Councillor Denning

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application, File E19-23 – Comments to Elgin County (Planning Report 2023-14);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application, File E19-23, 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

9.1.4 R. Brown, Planner - Site Alteration By-law – Information and Recommendation Report

Resolution No. 2023- 132

Moved: Councillor Navackas

Seconded: Councillor Denning

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding development and implementation of a site alteration by-law;

And that West Elgin Council review the draft site alternation by-law and direct administration to proceed with development of the necessary support materials, i.e. forms, agreement template and set fines and to bring forward the completed by-law at a future Council meeting.

Carried

9.2 Clerk's

9.2.1 J. Nethercott, Clerk - 2023 Inclusive Community Grant

Resolution No. 2023- 133

Moved: Councillor Denning

Seconded: Councillor Navackas

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: 2023 Inclusive Community Grant; and

That West Elgin Council hereby requests Staff proceed with applying for the 2023 Inclusive Community Grant for the creation of Multi Use Pathways in Miller Park and to continue the partnership with the Optimist Club of West Lorne for this project.

Carried

9.3 Finance/Administration

Councillor Denning recused himself from the meeting at 11:16 a.m. for this agenda item, and returned to the meeting at 11:21 a.m. for the next agenda item.

9.3.1 M. Badura, CAO/Treasurer Establishment of Trust Fund

Resolution No. 2023- 134

Moved: Councillor Tellier

Seconded: Councillor Navackas

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Establishment of Trust Fund; And

That West Elgin Council grants permission to accept the funds from the Rodney Cemetery Board with understanding to establish a trust fund; And

That West Elgin Council directs staff to prepare documentation and legal agreement outlining the management of the funds.

Carried

10. Committee and Board Report

10.1 Councillor Reports from Committees

Deputy Mayor Leatham reported that he was sworn in at the April 11th County Council meeting.

10.2 Recreation Committee - Terms of Reference

Resolution No. 2023- 135

Moved: Councillor Denning

Seconded: Councillor Navackas

That West Elgin Council hereby adopt the Terms of Reference for the West Elgin Recreation Committee as recommended by the West Elgin Recreation Committee on March 22, 2023.

Carried

11. Accounts

Resolution No. 2023- 136

Moved: Councillor Tellier

Seconded: Councillor Denning

THAT the Deputy Mayor and Treasurer are hereby authorized to sign Payment Voucher #4 amounting to \$2,023,707.43 in settlement of General, Road, Water and Arena Accounts including EFT #6476-6560, online Payments #1129-1141, cheque # 26148-26157 and Payroll PP06/07.

Carried

12. Consideration of Items Requiring Discussion

None

13. Council Inquires/Announcements

13.1 Notice of Motion

The Manager of Operations reported that after having discussions with County staff, he is recommending adding a Community Safety Zone which should enhance signage as well as the intent to slow traffic.

Resolution No. 2023- 137

Moved: Councillor Tellier

Seconded: Councillor Navackas

COUNCIL AMENDED THE RESOLUTION AS FOLLOWS:

West Elgin Council hereby requests the County of Elgin adjust the location of the speed limit sign on Furnival Road on the southern limits of the Village of Rodney, to be set back a safe distance from the newly created entrance to Aldborough Public School and that a sign indicating school zone ahead be erected to warn drivers coming into Rodney from Talbot Line, to provide added notice especially, during an EDR;

And That West Elgin Council hereby requests to designate the area as a Community Safety Zone.

Carried

13.2 Statements/Inquires by Councillors

Councillor Navackas has received a number of requests to activate the Economic Development Committee. Council agreed to proceed with advertising for a call for committee members.

Councillor Denning attended a meeting with representatives of Hockeyville and the NHL. Plans are underway for community events - with more information to come.

CAO/Treasurer commented that the Clerk, Jana Nethercott will be leaving the Municipality for a new municipal adventure. The CAO thanked Jana for her service and loyalty to West Elgin and wished her well in the future.

13.3 Matters of Urgency

None

14. By-Laws

14.1 By-Law 2023-25 - Technology Maintenance and Support Agreement

Resolution No. 2023- 138

Moved: Councillor Navackas

Seconded: Councillor Denning

That By-law 2023-25 being, a By-law to Authorize The Corporation of the Municipality of West Elgin and Zouling Technologies Inc for the Provision of Technology Maintenance and Support Services, be read a first, second and third and final time.

Carried

14.2 By-Law 2023-26 - Appoint Clerk

Resolution No. 2023- 139

Moved: Councillor Tellier

Seconded: Councillor Denning

That By-law 2023-26, being a By-law to Appoint a Clerk for the Municipality of West Elgin, be read a first, second and third and final time.

Carried

14.3 By-Law 2023-27 - Appoint Deputy Treasurer

Resolution No. 2023- 140

Moved: Councillor Tellier

Seconded: Councillor Navackas

That By-Law 2023-27, being a By-law to appoint a Deputy Treasurer for the Municipality of West Elgin, be read a first, second and third and final time.

Carried

15. Closed Session

The Operations Manager and Clerks left the meeting prior to the closed session at 11:35 a.m.

Resolution No. 2023- 141

Moved: Councillor Navackas

Seconded: Councillor Tellier

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 11:35 a.m. under Section 239 2(f) consideration will be given to items pertaining to advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

16. Report from Closed Session

Deputy Mayor Leatham reported out at 12:04 p.m., that West Elgin Council proceed as directed by Council.

Resolution No. 2023- 142

Moved: Councillor Navackas

Seconded: Councillor Denning

That West Elgin Council provided direction to staff on items pertaining to advice that is subject to solicitor-client privilege

Carried

17. Confirming By-Law

Resolution No. 2023- 143

Moved: Councillor Navackas

Seconded: Councillor Tellier

That By-law 2023-28 being a By-law to confirm the proceeding of the Regular Meeting of Council held on April 13, 2023, be read a first, second and third and final time.

Carried

18. Adjournment

Resolution No. 2023- 144

Moved: Councillor Denning

Seconded: Councillor Navackas

That the Council of the Municipality of West Elgin hereby adjourn at 12:05 p.m. to meet again at 9:30 a.m. on April 27, 2023 or at the call of the Chair.

Carried

Richard Leatham, Deputy Mayor

Heather Bouw, Clerk

COUNCIL HIGHLIGHTS

TUESDAY,
APRIL 11, 2023

IN THIS ISSUE:

Richard Leatham sworn in as the
interim County Councillor
from West Elgin

Ensuring Quality Care: Elgin
County's long-term care homes
renew their service agreements
with Ontario Health

Collaboration for community:
Elgin & St. Thomas to enhance
engagement efforts for shared
services

Savouring success: Elgin County
Tourism updates Culinary
Program with \$35K FedDev
Ontario grant



RICHARD LEATHAM SWORN IN AS THE INTERIM COUNTY COUNCILLOR FROM WEST ELGIN

On April 11, 2023, Richard Leatham (pictured below) was officially sworn in as an Interim Elgin County Councillor from the Municipality of West Elgin.

The passing of Elgin County's Deputy Warden Duncan McPhail last month left a vacancy for not only a seat on Elgin County Council but for the position of Mayor at the Municipality of West Elgin.

At their last Council Meeting, the Municipality of West Elgin appointed Richard Leatham as their Interim Mayor. The Mayor of each Municipality is required to fill the the role of County Councillor for the County of Elgin for their respective Municipality.

Elgin's Chief Administrative Officer administered the Oath of Office to Mr. Leatham to become an Interm Elgin County Councillor at the April 11 Council Meeting.

Elgin County Councillor Grant Jones has accepted the position of Deputy Warden for 2023. This position is held by the most recent past Warden currently serving on County Council.



ENSURING QUALITY CARE: ELGIN COUNTY'S LONG-TERM CARE HOMES RENEW THEIR SERVICE AGREEMENTS WITH ONTARIO HEALTH

The Corporation of the County of Elgin has a Multi-Homes Long-Term Care Home Service Accountability Agreement (L-SAA) and a Multi-Sector Service Accountability Agreement (M-SAA) with Ontario Health for its three long-term care homes, which includes Bobier Villa, Elgin Manor and Terrace Lodge. The Director of Homes & Seniors Services presented these agreements to County Council for approval to execute the amended 2023-2024 agreements.

Both of these agreements include terms and conditions for care and services, reporting requirements (including sector-specific schedules), performance requirements, and an annual compliance declaration.

To view these agreements, please access the [April 11 County Council Agenda](#).



COLLABORATION FOR COMMUNITY: ELGIN & ST. THOMAS TO ENHANCE ENGAGEMENT EFFORTS FOR SHARED SERVICES

In the late 90s, the County of Elgin and the City of St. Thomas executed a Joint Services Agreement for the operations of Land Ambulance, Ontario Works, Childcare and Social Housing.

This agreement allows for the City of St. Thomas, through the St. Thomas-Elgin Social Services Department, to be the Consolidated Municipal Service Manager (CMSM) for St. Thomas and Elgin County, providing social services for residents of the City and County for Ontario Works, children's services, and housing and homelessness prevention services. In addition, Elgin County is the Designated Delivery Agent for the provision of Land Ambulance and Community Paramedicine Services to the City of St. Thomas.

Elgin's Chief Administrative Officer recommended strategies to County Council to support enhanced information sharing between the City and the County to ensure everyone's needs for information are met. The full report can be found in the [April 11 County Council Agenda](#).

SAVOURING SUCCESS: ELGIN COUNTY TOURISM UPDATES CULINARY PROGRAM WITH \$35K FEDDEV ONTARIO GRANT

In late January, Elgin County Tourism received \$35,000 from the Government of Canada through the Federal Economic Development Agency for Southern Ontario (FedDev Ontario) to update its Savour Elgin program.

Elgin's award-winning Savour Elgin program was initially launched in 2010 to promote Elgin County's restaurants, agri-tourism operations, farmers' markets, wineries, and breweries through a membership-based approach. The program's main goal was to strengthen the local food supply chain while building awareness of culinary tourism in Elgin County.

The Manager of Economic Development, Tourism & Enterprise presented Council with a refreshed magazine-style booklet that focuses on culinary tourism and agritourism experiences throughout Elgin County and St. Thomas.



taste

Experience the flavours
of Elgin & St. Thomas



2023

Drawing upon the program's original intent, this new Guide focuses on the experiences that make Elgin and St. Thomas' culinary attractions unique, at no cost to those featured. Experiences include Sweet Maple Syrup Stops, Reel-y Good Fish & Chips, Love Our Local Markets, Raise a Glass or Two, Pick Your Own Passions, and Far & Away Flavours.

Taste, Experience the Flavours of Elgin & St. Thomas is now available for the public to savour the flavours of Elgin County. Follow Elgin County Economic Development & Tourism on Facebook (@elgincounty) to get access to your digital copy, or visit www.elgintourist.com.

For the complete April 11, 2023, County Council Agenda Package, please visit the Elgin County [website](http://www.elgincounty.ca).



Staff Report

Report To: Council Meeting

From: Robert Brown, Planner

Date: 2023-04-19

Subject: Minor Development Agreement – Recommendation Report (2023-018)

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding approval of a minor development agreement for property located at 24665 Pioneer Line, Recommendation Report 2023-018.

That West Elgin Council approve the proposed minor development agreement, (Appendix B to this report) to temporarily permit a second dwelling at 24665 Pioneer Line during the relocation of a new dwelling on the property and authorize the Mayor and Clerk to sign the minor development agreement and register it on title.

Purpose:

To West Elgin Council with details regarding a proposed minor development agreement on lands known as 24665 Pioneer Line to temporarily permit a second dwelling.

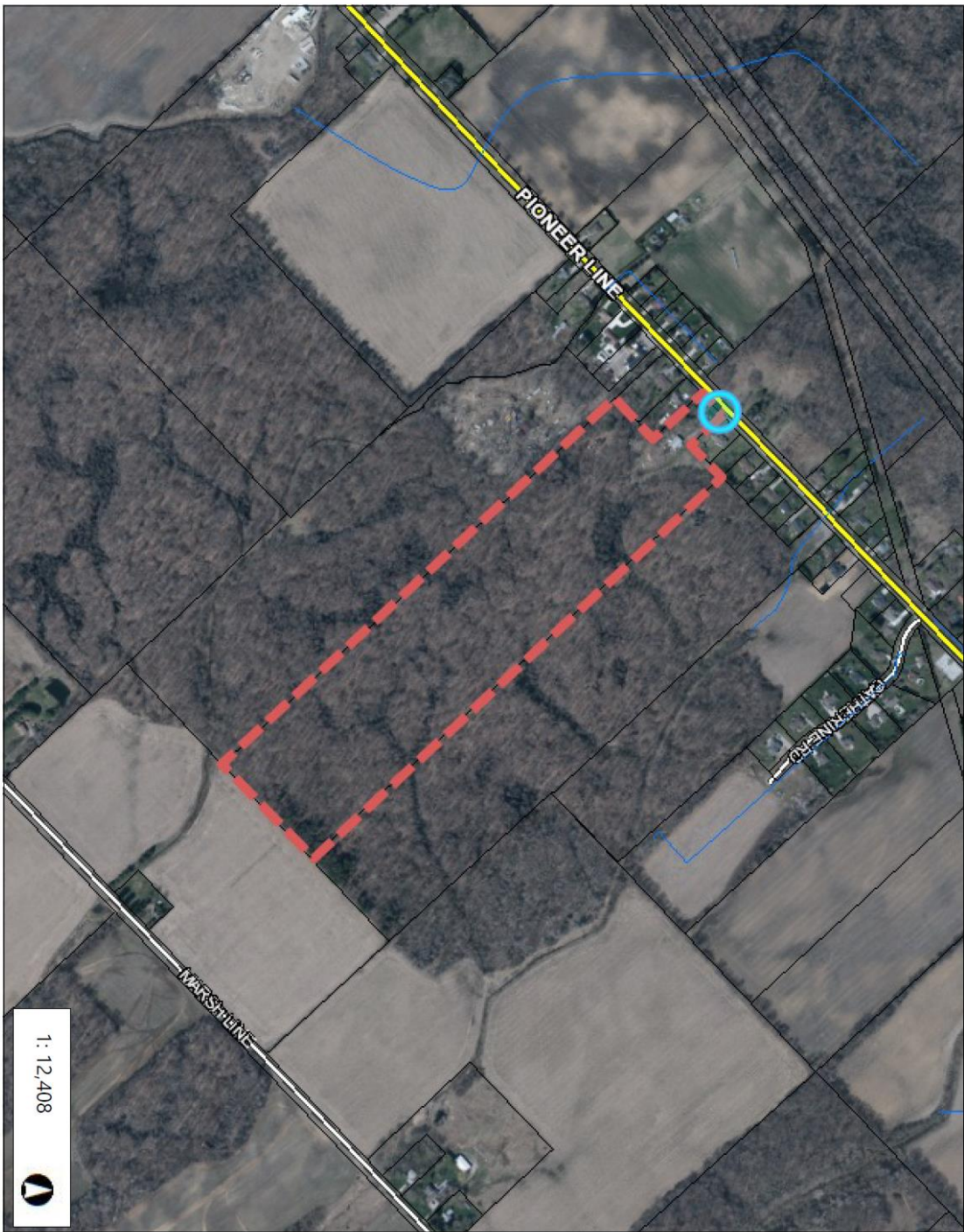
Background:

The subject property is an 18.2 ha (45 ac.) lot with an existing dwelling and outbuilding. (Appendix A) Much of the lot is treed with no workable acreage. The property owner is proposing to remove the existing dwelling which is in poor condition and replace it with an existing dwelling that is to be moved onto the site. Since the zoning by-law does not permit two dwellings on one lot a minor development agreement is required. The agreement outlines that the existing dwelling is temporarily permitted during construction but must be removed with a set timeframe once the relocated dwelling is complete and can be occupied. A typical timeframe is up to one year or within 90 days of the issuance of the occupancy certificate for the new dwelling which is shorter.

Financial Implications:

The municipality does not have a formal application process for minor development agreements. The cost associated with this is completion of this report to Council, completion of the agreement and registration of the agreement on title. This cost will be the responsibility of the applicant. There is also a security deposit required as part of the agreement to cover demolition cost should the applicant not remove the dwelling within the timeframe noted in the agreement. As such there are no financial implications to the municipality.

ELGIN MAPPING 24665 Pioneer Line



0.6
0
0.32
0.6 Kilometers
WGS_1984 Web_Mercator_Auxiliary_Sphere
© Latitude Geographics Group Ltd.

This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

1: 12,408



- Legend**
- Elgin County Parcels
 - Drainage
 - Boundary
 - Elgin Road Network
 - Elgin Road Network
 - Elgin Road Network
 - Lagoons
 - World Imagery

APPENDIX A

Notes

Minor Development Agreement

Policies/Legislation:

The subject property is designated 'Agriculture' by the West Elgin Official Plan and zoned Agricultural Zone (A1). Both the Official Plan and Zoning by-law limit all lots to one dwelling. The proposed development on the lot is a temporary circumstance and not uncommon, particularly in rural areas. Past practice to allow for existing homes to remain during the construction of new dwellings has varied from a verbal understanding to formal agreements. The latter has become more common to ensure that the existing dwelling is removed and done so in a timely manner.

Consultations:

The Chief Building Official was consulted and is in agreement with requiring a formal minor development agreement and security deposit to provide a safeguard to the municipality in the event that the existing dwelling is not removed.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read 'Robert Brown', with a long horizontal flourish extending to the right.

Robert Brown, H. Ba, MCIP, RPP
Planner

Report Approval Details

Document Title:	Minor Development Agreement - Recommendation Report - 2023-18-Planning.docx
Attachments:	- Appendix B - Development Agreement - 24665 Pioneer - Keech.pdf
Final Approval Date:	Apr 21, 2023

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

Heather Bouw



AGREEMENT

THIS AGREEMENT made (in triplicate) this 27th day of April, 2023,

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

(hereinafter called the "Corporation")

OF THE FIRST PART

-and-

JOSEPH CHARLES KEECH

(hereinafter called the "Owner")

OF THE SECOND PART

WHEREAS, the Owner in fee simple of the lands and premises described as 24665 Pioneer Line being Concession 9, Part of Lot 16, Part of Part 1, RP 11R 8167 in the Municipality of West Elgin, in the County of Elgin, Province of Ontario (the "Subject Lands");

AND WHEREAS, the Owner intends to construct a dwelling (the "New Dwelling") prior to demolishing the existing single detached dwelling (the "Existing Dwelling") on the Subject Lands;

AND WHEREAS as a condition of the approval of a building permit for the said lands the Corporation and the Owner must enter into this agreement:

1. Upon proper application by the Owner including the submission of all necessary applications, plans and blueprints, and upon payment of the usual building permit fee and other fees, if any, the Corporation shall issue a building permit so as to allow the Owner to construct a New Dwelling in accordance with the application, plans and blueprints submitted.
2. The Owner shall proceed with all reasonable expediency to construct a New Dwelling on the Subject Lands after entering into this Agreement with the Corporation and obtaining the necessary permits.
3. Within twelve (12) months of entering into this Agreement, the Owner shall construct the New Dwelling on the Subject Lands and ensure that the Existing Dwelling is demolished.
4. The Owner shall agree, prior to requesting a final occupancy, make application for the necessary permits to demolish the Existing Dwelling on the Subject Lands.

5. Within ninety (90) days after receiving approval to occupy the New Dwelling and obtaining the necessary permits, the Owner shall proceed to demolish the Existing Dwelling on the Subject Lands. In the event that the Owner fails to demolish the Existing Dwelling in accordance with this provision, the Owner agrees that the Corporation, on ten (10) days' notice to the Owner, may enter upon the Subject Lands and complete the demolition of the Existing Dwelling at the expense of the Owner.
6. The Owner further agrees to deposit with the Corporation, to be held by the Corporation without interest, at the time a building permit is issued to it, a Performance Security in the form of a certified cheque, cash or an Irrevocable Letter of Credit which is automatically extended, or other security in form satisfactory to the Corporation's Solicitor, in the sum of **\$10,000 (CAD)** to guarantee the due performance of the Owner's obligations under this Agreement, within the time period specified in paragraphs 3 and 5 hereof. No Performance Security shall be released until the Owner has complied fully with its obligations with the provisions of this Agreement.
7. If the Owner is in default of any matter, obligation or thing required to be done by this Agreement, the Corporation may, on ten (10) days' notice to the Owner, enter upon the Subject Lands and take the necessary steps to ensure that the matter, obligation or thing required to be done is completed at the entire expense of the Owner, who shall forthwith pay the same on demand. If the Owner fails to make payment within fifteen (15) days of demand, the Corporation, in its sole discretion, is at liberty to recover the expenses incurred by realizing on the Performance Security deposited by the Owner without requiring the consent of the Owner before taking action in that regard, or may add the costs to the tax roll and collect them in the same manner as property taxes.
8. Upon completion of demolition of the existing dwelling and all final building inspections, the Corporation shall have no further interest in the Owner's lands and premises under this Agreement.
9. Any notice required to be given under this Agreement shall be given in writing and may be delivered personally, by courier, or by registered mail, to the addresses listed below. If delivered by courier, the mailing shall be deemed received on the third day after it is deposited with the courier, and if delivered by registered mail, shall be deemed to have been received on the fifth day after it has been deposited with the government post office.

The Corporation

22413 Hoskins Line
Rodney, ON N0L 2C0
Attention: Clerk

The Owner

23580 Pioneer Line
R. R. #3 Rodney, ON N0L 2C0
Attention: Joseph Keech

10. The Owner agrees that the Corporation may, in its sole discretion, register this Agreement on title against the Subject Lands in the Registry Office at the Owner's expense.
11. **THIS AGREEMENT** shall be binding upon the parties hereto and their respective heirs, successors, and assigns.

IN WITNESS WHEREOF the said parties hereto have duly executed the agreement on the date first written above.

SIGNED SEALED AND DELIVERED

PROPERTY OWNERS

WITNESS

JOSEPH CHARLES KEECH

**THE CORPORATION OF THE MUNICIPALITY OF
WEST ELGIN**

MAYOR

CLERK

March 30, 2023

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

Attention: Mr. Sumbal

RE: Rodney Wastewater Treatment Plant Annual Report 2022

The Ontario Clean Water Agency is the Operating Authority for the Rodney Wastewater Treatment Plant on behalf of the Municipality of West Elgin. The system is operated under Environmental Compliance Approval 3-0871-88-949. Please find attached the 2022 Annual Report for the Rodney Wastewater Treatment Plant.

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

Sincerely,



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

C.c. Madga Badura, Municipality of West Elgin
Dale LeBritton, OCWA's Regional Hub Manager
Sam Smith, OCWA's Senior Operations Manager
Maegan Garber, OCWA's Safety, Process and Compliance Manager

MUNICIPALITY OF WEST ELGIN

RODNEY WASTEWATER TREATMENT PLANT

2022 ANNUAL REPORT
January 1 to December 31, 2022

Environmental Compliance Approval # 3-0871-88-949

Prepared by:



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

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Appendix A: Analytical Data

Section 1: Overview

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

Collection System

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

Plant Description

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

Process Details

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

Section 2: Monitoring Data

Sample Collection and Testing

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

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

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

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

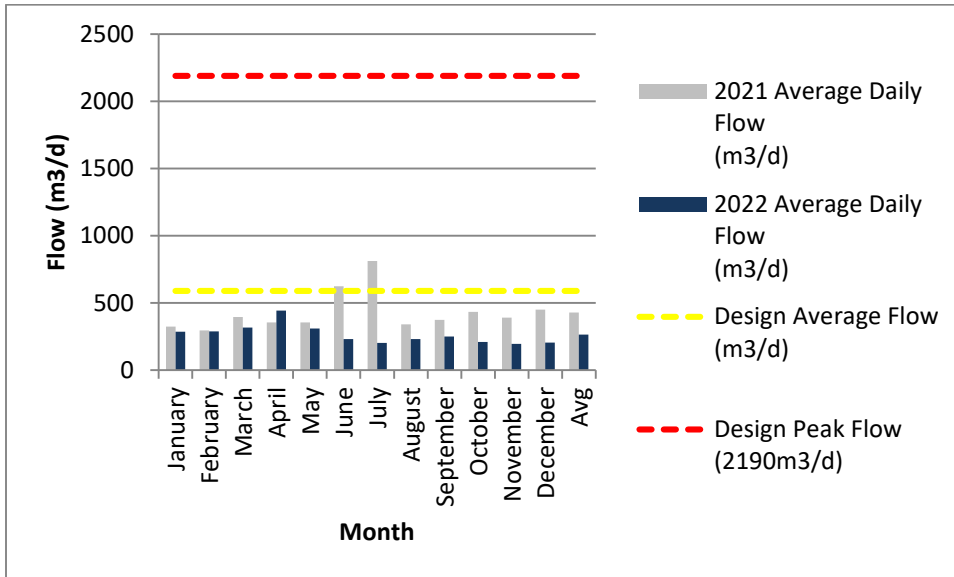
In 2022, all chemical and microbiological sample analyses were conducted by SGS Lakefield Research. Temperature, pH, dissolved oxygen and alkalinity were conducted by staff at the treatment plant.

The receiving stream temperature is performed at Sixteen Mile Creek.

Flows

Detailed monthly flow information is summarized in Appendix A. The total flow treated in 2022 was 96,548.4m³, which corresponds to a 38% decrease from 2021 raw flows. The annual average daily flow for the reporting period was 264.5m³/day, or 45% of the plant's rated design capacity of 590m³/day (refer to Chart 1).

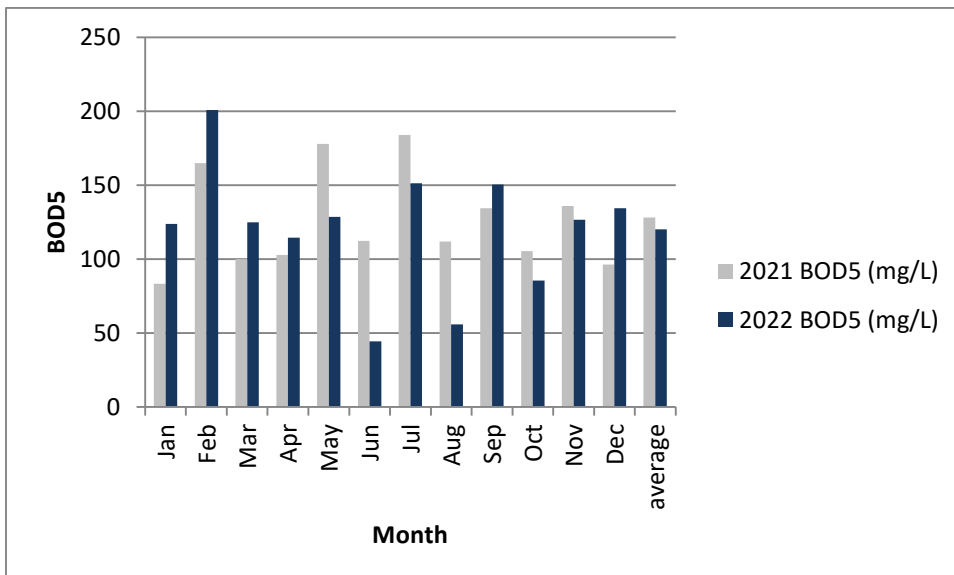
Chart 1. The average daily raw sewage flow to the plant in 2022 compared to 2021.



Raw Sewage Quality

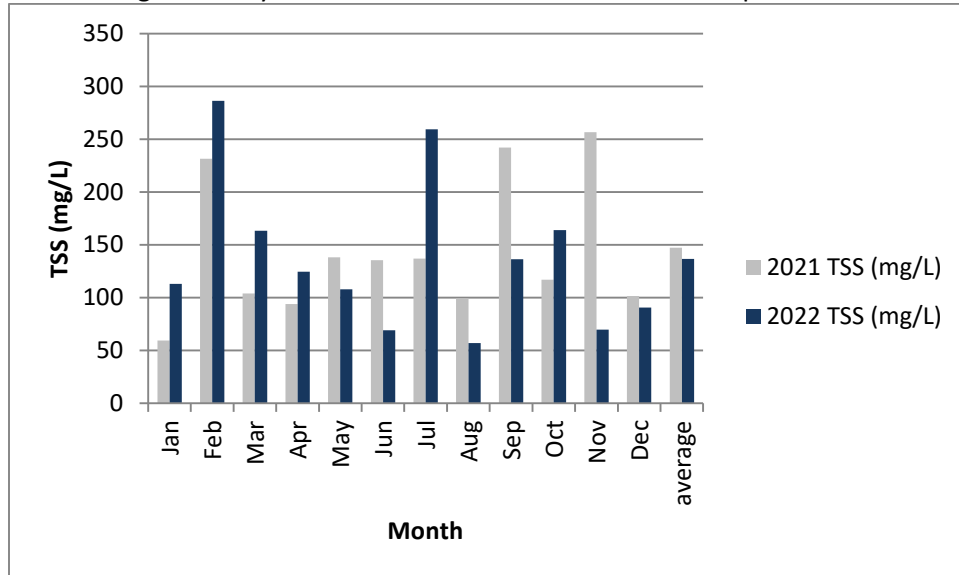
The annual average raw sewage BOD₅ concentration to the plant was 120.2mg/L with a maximum concentration of 201mg/L. The annual average concentration of BOD₅ has decreased 6.3% from 2021, refer to Chart 2.

Chart 2. Average monthly raw concentration of BOD₅ for 2022 compared to 2021.



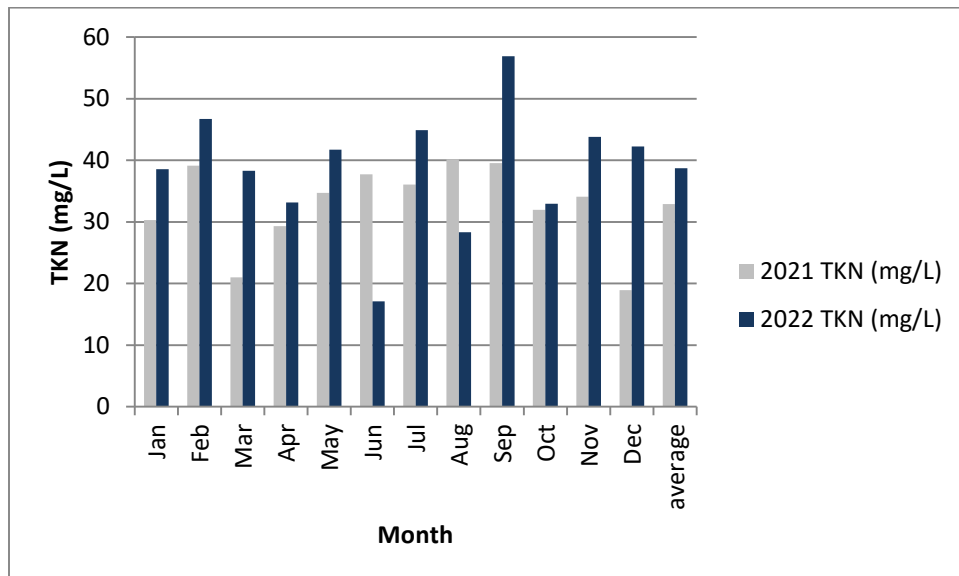
The annual average raw sewage suspended solids (TSS) concentration to the plant was 136.8mg/L, with a maximum of 286.5mg/L. The average concentration of TSS has decreased 7% from 2021, refer to Chart 3.

Chart 3. The average monthly raw concentration of TSS for 2022 compared to 2021.



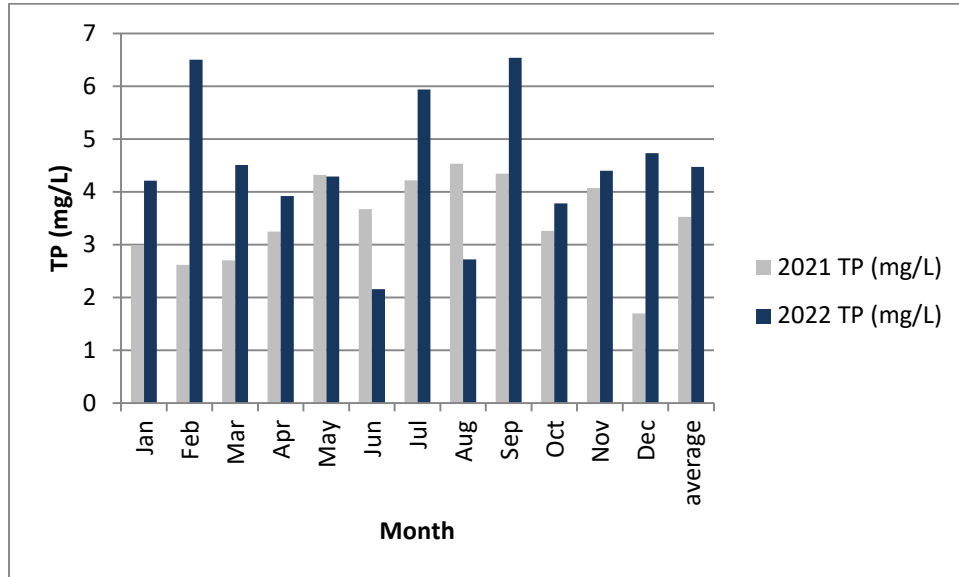
The annual average raw sewage Total Kjeldahl Nitrogen (TKN) concentration to the plant was 38.7mg/L, with a maximum of 56.9mg/L. The average concentration of TKN has increased 17.8% from 2021, refer to Chart 4.

Chart 4. The average monthly raw concentration of TKN for 2022 compared to 2021.



The annual average raw sewage Total Phosphorus (TP) concentration to the plant was 4.5mg/L, with a maximum of 6.5mg/L. The average concentration of TP has increased 26.7% from 2021, refer to Chart 5.

Chart 5. The average monthly raw concentration of TP for 2022 compared to 2021.



Effluent Limits

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

Summary and Comparison of Compliance Data

Table 1. Monthly average concentration and loading ranges for 2022.

Parameter	Monthly Average Effluent Limit (mg/L)	Monthly Average Effluent Result Ranges (mg/L)	Monthly Average Loading Limit (kg/d)	Monthly Average Loading Result Ranges (kg/d)
BOD ₅	10(a)	<2 – 3.5	6.9	0.4 – 1.11
	15(b)	3 – 3.5		
Suspended Solids	10(a)	<2 – 6	6.9	0.465 – 2.67
	15(b)	3.5 – 12.75		
Total Phosphorus	0.5(a)	0.145 - 0.395	0.4	0.017 -0.095
	1.0(b)	0.08 – 0.467		
Total (Ammonia + Ammonium) Nitrogen	3.0(a)	<0.1 – 0.2	2.2	0.02 – 0.06
	5.0(b)	<0.1 –0.167		
E. coli	200	2 – 8.94		
Unionized Ammonia*	0.1	0.000– 0.005		

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

(b) limit applies during the freezing period

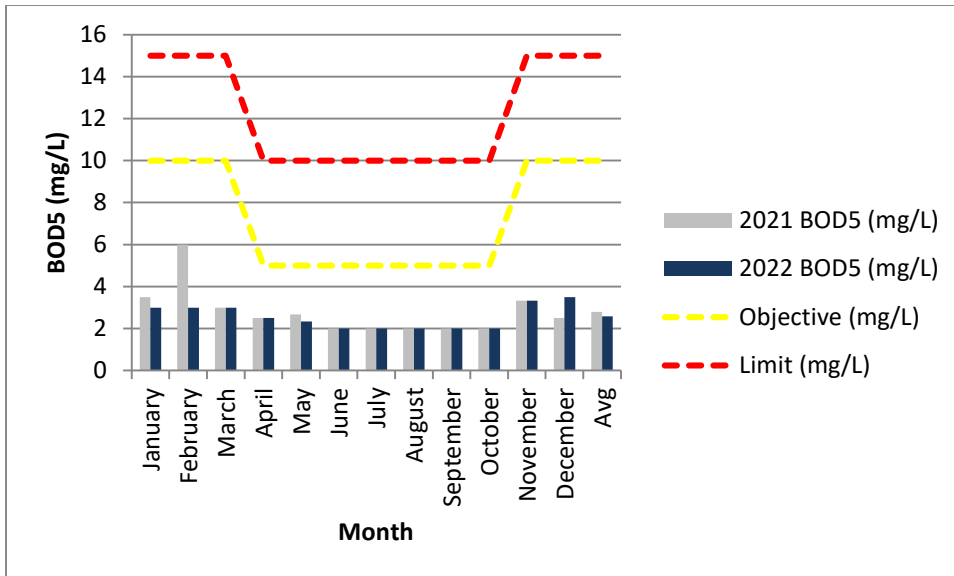
*single sample results

Discussion on Monitoring Data as Compared to the Effluent Limits

There were no non-compliances with Environmental Compliance Approval limits during the 2022 reporting year.

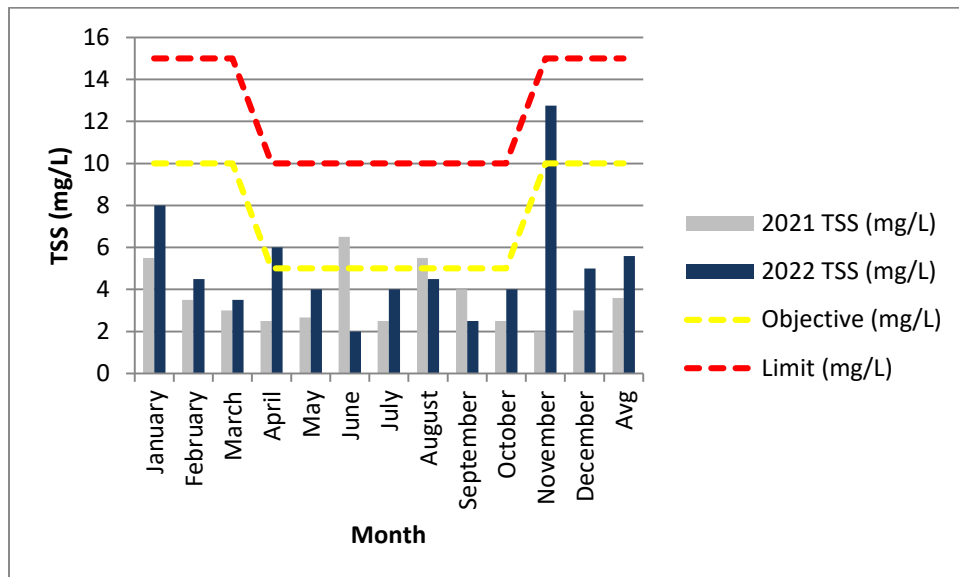
The annual average effluent BOD₅ for 2022 was 2.58mg/L, which is a 7.6% decrease from 2021 (refer to Chart 6). The annual average loading of BOD₅ in 2022 was 0.68kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits.

Chart 6. The effluent monthly average concentration of BOD₅ in 2022 compared to 2021 concentrations.



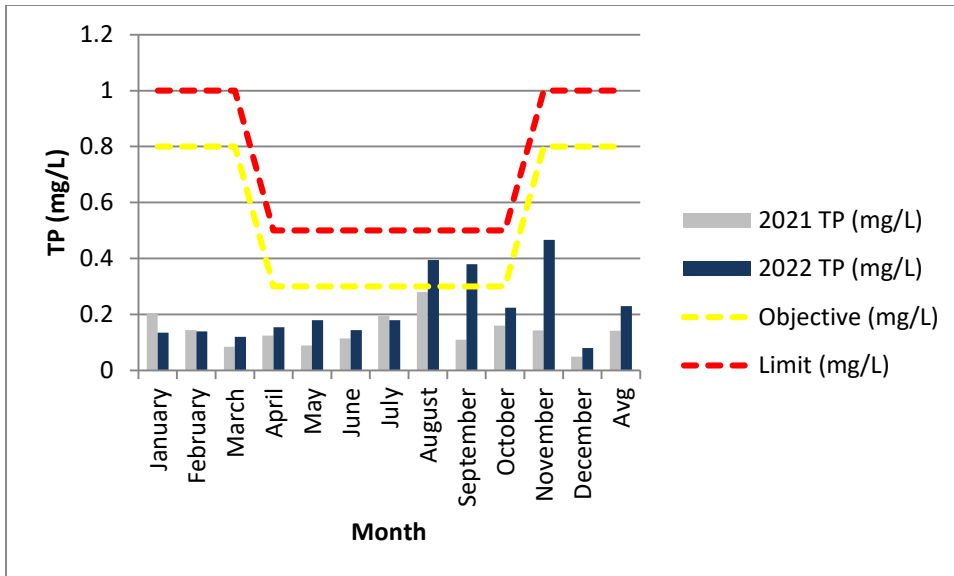
The annual average effluent Total Suspended Solids (TSS) for 2022 was 5.59mg/L, which is a 55% increase from 2021 (refer to Chart 7). The annual average loading of TSS in 2022 was 1.3kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits.

Chart 7. The effluent monthly average concentration of TSS in 2022 compared to 2021 concentrations.



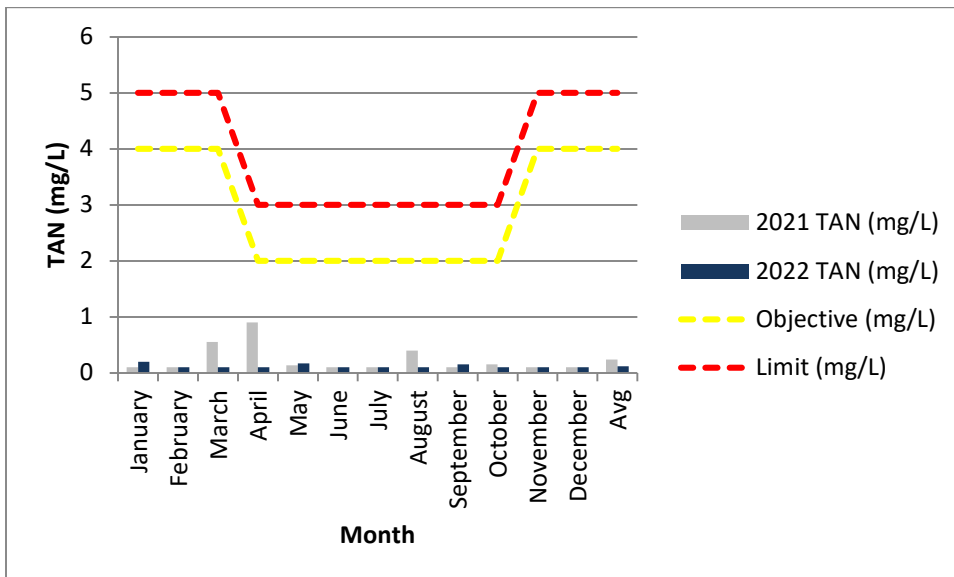
The annual average effluent Total Phosphorus (TP) for 2022 was 0.23mg/L, which is a 62% increase from 2021 (refer to Chart 8). The annual average loading of TP in 2022 was 0.05kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits.

Chart 8. The effluent monthly average concentration of TP in 2022 compared to 2021 concentrations.



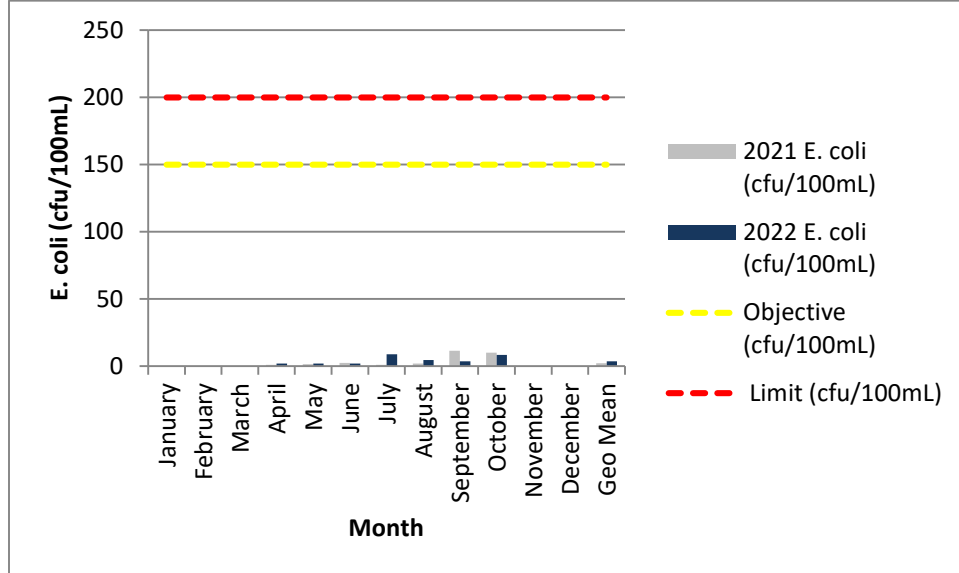
The annual average effluent Total Ammonia + Ammonium Nitrogen (TAN) for 2022 was 0.12mg/L, which is a 49% decrease from 2021 (refer to Chart 9). The annual average loading of TAN in 2022 was 0.03kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits.

Chart 9. The effluent monthly average concentration of TAN in 2022 compared to 2021 concentrations.



The annual effluent geometric mean for E. coli in 2022 was 3.7cfu/100mL, which is a 78% increase from 2021 (refer to Chart 10). Refer to Table 1 for a list of monthly geometric mean effluent limits.

Chart 10. The effluent monthly geometric mean concentration of E. coli in 2022 compared to 2021 concentrations.



Section 3: Operating Problems and Corrective Actions

Cold temperatures can affect the treatment of the sewage, inhibiting the nitrification process. The mechanical surface aerators in the aeration tanks further lower the temperature of the mixed liquors thus affecting the nitrification process. Adjustments are made to the mixed liquor suspended solids concentrations in the aeration tanks during the winter months which has ensured compliance with effluent limits however, during periods of extreme cold temperatures this is not enough. A replacement of the surface aerators with mechanical aerators has been proposed. This will not only improve the treatment process but will also be more energy efficient.

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

RAS pump issues were experienced later in the year which required frequent flushing to regain proper flow. This caused higher solids in the effluent. The pump is to be replaced early 2023.

Section 4: Maintenance

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

- Scum pump replacement
- RAS pump maintenance
- Pump Station pump repairs
- RAS/WAS valve maintenance
- Backflow preventer repair

Section 5: Effluent Quality Assurance

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

Section 6: Calibration and Maintenance

Annual maintenance on the generator was completed by Albert's Generator Services in July.

Flowmetrix Technical Services Inc. performed the annual calibration on the flow meter in April.

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

Section 7: Effluent Quality

Effluent Objectives

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

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

Parameter	Average Monthly Effluent Objective (mg/L)	Average Monthly Effluent Result Ranges (mg/L)	Average Monthly Loading Objectives (kg/day)	Average Monthly Loading Result Ranges (kg/day)
BOD ₅	5(a)	<2 – 3.5	3.9	0.4 – 1.11
	10(b)	3 – 3.5		
Suspended Solids	5(a)	<2 – 6	3.9	0.465 – 2.67
	10(b)	3.5 – 12.75		
Total Phosphorus	0.3(a)	0.145 - 0.395	0.28	0.017 -0.095
	0.8(b)	0.08 – 0.467		
Total (Ammonia + Ammonium) Nitrogen	2.0(a)	<0.1 – 0.2	1.57	0.02 – 0.06
	4.0(b)	<0.1 –0.167		
E. coli	150	2 – 8.94		
Dissolved Oxygen	5	6.7 – 11.4		

Discussion of Effluent Objectives

The Rodney WWTP met all the monthly average loading objectives and monthly average concentration objectives in 2022 set out in the Environmental Compliance Approval with a few exceptions.

The TSS objective was exceeded in April and November. High suspended solids were experienced in April due to higher influent flows and in November due to RAS pump issues that required frequent flushing. The RAS pump is scheduled to be replaced in early 2023.

The TP objective was exceeded in August and September which required adjustments to be made to the alum dosage.

The annual average flow for 2022 was 264.52m³/d, which is below the design flow of 590m³/d. The design average daily flow for the plant was exceeded three times in 2022 compared to forty times in 2021. The hydraulic peak flow of 2,190m³/day for the plant was not exceeded in 2022.

Section 8: Biosolids

The lagoon is used for sludge digestion and storage as per the Environmental Compliance Approval. The waste activated sludge (WAS) process transfers to the lagoon. The sludge is allowed to settle at the bottom of the lagoon and the liquid is pumped back to the head of the plant for treatment. In 2022, the amount of WAS transferred to the lagoon was approximately 1,460m³. It is anticipated that a similar amount will be transferred in 2023, approximately 1,500m³.

Section 9: Community Complaints

No community complaints were received in 2022.

Section 10: Bypasses, Spills, and Abnormal Discharges

There were no by-pass events for the Rodney WWTP during 2022.

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

Section 11: Alterations, Extensions or Replacement of the Works

Recommended capital upgrades to the system for 2023 (brought forward from 2021) include: clarifier overhaul, alum tank replacement (including building work), lagoon decant upgrade, dissolved oxygen analyzer, lagoon dredging, facility lighting, valve replacement, collection system flushing/inspection and pump station clean out. A substantial funding application was submitted by OCWA on behalf of the municipality to help fund the above upgrades.

Section 12: Summary

Overall the Rodney Wastewater Treatment Plant provided effective treatment in 2022, with no non-compliances and very few objective exceedances. Capital improvements to the system will ensure continued success in the operation of the plant and improve the effluent quality.

APPENDIX A

Analytical Data

5834 RODNEY WASTEWATER TREATMENT PLANT 110001667																	
	1 / 2022	2/ 2022	3/ 2022	4/ 2022	5/ 2022	6/ 2022	7/ 2022	8/ 2022	9/ 2022	10/ 2022	11/ 2022	12/ 2022	<--Total-->	<--Avg-->	<--Max-->	<-Criteria-->	
Flows																	
Raw Flow: Total - Raw m³/d	8,895.70	8,115.50	9,849.40	13,338.10	9,588.80	6,973.10	6,301.90	7,148.53	7,511.40	6,516.90	5,910.10	6,399.00	96,548.43			0.00	
Raw Flow: Avg - Raw m³/d	286.96	289.84	317.72	444.60	309.32	232.44	203.29	230.60	250.38	210.22	197.00	206.42		264.52		2,190.00	
Raw Flow: Max - Raw m³/d	419.30	573.80	418.30	1,834.50	500.50	346.70	259.30	337.00	428.20	448.90	237.80	351.00			1,834.50	0.00	
Raw Flow: Count - Raw m³/d	31.00	28.00	31.00	30.00	31.00	30.00	31.00	31.00	30.00	31.00	30.00	31.00	365.00			0.00	
Eff. Flow: Total - Effluent m³/d	8,895.70	8,115.50	9,849.40	13,338.10	9,588.80	6,973.10	6,301.90	7,148.53	7,511.40	6,516.90	5,910.10	6,399.00	96,548.43			0.00	
Eff. Flow: Avg - Effluent m³/d	286.96	289.84	317.72	444.60	309.32	232.44	203.29	230.60	250.38	210.22	197.00	206.42		264.52			
Eff. Flow: Max - Effluent m³/d	419.30	573.80	418.30	1,834.50	500.50	346.70	259.30	337.00	428.20	448.90	237.80	351.00			1,834.50	0.00	
Eff Flow: Count - Effluent m³/d	31.00	28.00	31.00	30.00	31.00	30.00	31.00	31.00	30.00	31.00	30.00	31.00	365.00			0.00	
Carbonaceous Biochemical Oxygen Demand: CBOD																	
Eff: Avg cBOD5 - Effluent mg/L	2.00	< 2.50	< 2.50	< 2.00	< 2.00	< 2.00	< 2.00	< 2.00	< 2.00	< 3.00	< 2.33	< 3.00		< 2.27			
Eff: # of samples of cBOD5 - Effluent	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	26.00			0.00	
Loading: cBOD5 - Effluent kg/d	0.574	< 0.725	< 0.794	< 0.889	< 0.619	< 0.465	< 0.407	< 0.461	< 0.501	< 0.631	< 0.460	< 0.619		< 0.60	< 0.89		
Biochemical Oxygen Demand: BOD5																	
Raw: Avg BOD5 - Raw mg/L	124.00	201.00	125.00	114.50	128.67	< 44.50	151.50	56.00	150.50	85.50	126.67	134.50		120.19	201.00	0.00	
Raw: # of samples of BOD5 - Raw	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	26.00			0.00	
Eff: Avg BOD5 - Effluent mg/L	< 3.00	< 3.00	< 3.00	< 2.50	< 2.33	< 2.00	< 2.00	< 2.00	< 2.00	< 2.00	3.33	< 3.50		< 2.58	< 3.50	15.00	
Loading: BOD5 - Effluent kg/d	< 0.861	< 0.870	< 0.953	< 1.112	< 0.722	< 0.465	< 0.407	< 0.461	< 0.501	< 0.420	0.657	< 0.722		< 0.68	< 1.11	6.900	
Percent Removal: BOD5 - Raw %	97.58	98.51	97.60	97.82	98.19	< 95.51	98.68	96.43	98.67	97.66	97.37	97.40			98.68	0.00	
Total Suspended Solids: TSS																	
Raw: Avg TSS - Raw mg/L	113.00	286.50	163.50	124.50	108.00	69.00	259.50	57.00	136.50	164.00	69.67	90.50		136.81	286.50	0.00	
Raw: # of samples of TSS - Raw	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	26.00			0.00	
Eff: Avg TSS - Effluent mg/L	8.00	4.50	3.50	6.00	< 4.00	< 2.00	4.00	4.50	< 2.50	4.00	< 12.75	5.00		5.59	12.75	15.00	
Eff: # of samples of TSS - Effluent	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	4.00	2.00	27.00			0.00	
Loading: TSS - Effluent kg/d	2.296	1.304	1.112	2.668	< 1.237	< 0.465	0.813	1.038	< 0.626	0.841	< 2.512	1.032		1.33	2.67	6.900	
Percent Removal: TSS - Raw %	92.92	98.43	97.86	95.18	96.30	97.10	98.46	92.11	98.17	97.56	81.70	94.48			98.46	0.00	
Total Phosphorus: TP																	
Raw: Avg TP - Raw mg/L	4.21	6.50	4.51	3.92	4.29	2.16	5.94	2.72	6.54	3.78	4.40	4.73		4.47	6.54	0.00	
Raw: # of samples of TP - Raw	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	26.00			0.00	
Eff: Avg TP - Effluent mg/L	0.14	0.14	0.12	0.16	0.18	0.15	0.18	0.40	0.38	0.23	0.47	0.08		0.23	0.47	1.00	
Eff: # of samples of TP - Effluent	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	26.00			0.00	
Loading: TP - Effluent kg/d	0.039	0.041	0.038	0.069	0.056	0.034	0.037	0.091	0.095	0.047	0.092	0.017		0.05	0.10	0.400	
Percent Removal: TP - Raw %	96.79	97.85	97.34	96.04	95.80	93.29	96.97	85.48	94.19	94.05	89.40	98.31			98.31	0.00	
Nitrogen Series																	
Raw: Avg TKN - Raw mg/L	38.55	46.70	38.30	33.15	41.73	17.10	44.90	28.35	56.90	32.95	43.80	42.25		38.72	56.90	0.00	
Raw: # of samples of TKN - Raw	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	26.00			0.00	
Eff: Avg TAN - Effluent mg/L	< 0.20	< 0.10	< 0.10	< 0.10	< 0.17	< 0.10	< 0.10	< 0.10	< 0.15	< 0.10	< 0.10	< 0.10		< 0.12	< 0.20	5.00	
Eff: # of samples of TAN - Effluent	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	26.00			0.00	
Loading: TAN - Effluent kg/d	< 0.057	< 0.029	< 0.032	< 0.044	< 0.052	< 0.023	< 0.020	< 0.023	< 0.038	< 0.021	< 0.020	< 0.021		< 0.03	< 0.06	2.200	
Eff: Avg NO3-N - Effluent mg/L	24.55	10.57	23.45	22.95	25.67	29.05	43.60	39.15	40.80	27.35	40.83	38.80		30.56	43.60	0.00	
Eff: # of samples of NO3-N - Effluent	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	26.00			0.00	
Eff: Avg NO2-N - Effluent mg/L	0.33	2.06	0.07	< 0.03	< 0.05	< 0.07	< 0.08	0.11	0.10	< 0.03	< 0.03	< 0.07		0.25	2.06	0.00	
Eff: # of samples of NO2-N - Effluent	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	26.00			0.00	
Disinfection																	
Eff: GMD E. Coli - Effluent cfu/100mL	0.00	0.00	0.00	2.00	2.00	2.00	8.94	4.47	3.61	8.49	0.00	0.00				200.00	
Eff: # of samples of E. Coli - Effluent	0.00	0.00	0.00	1.00	3.00	2.00	2.00	2.00	2.00	2.00	0.00	0.00	14.00			0.00	

March 30, 2023

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

Attention: Mr. Adrien

RE: West Lorne Wastewater Treatment Plant Annual Report 2022

The Ontario Clean Water Agency is the Operating Authority for the West Lorne Wastewater Treatment Plant on behalf of the Municipality of West Elgin. The system is operated under Environmental Compliance Approval 5873-B4RLEJ. Please find attached the 2022 Annual Report for the West Lorne Wastewater Treatment Plant.

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

Sincerely,



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

c.c. Madga Badura, Municipality of West Elgin
Dale LeBritton, OCWA Regional Hub Manager
Sam Smith, OCWA Senior Operations Manager
Maegan Garber, OCWA Safety, Process and Compliance Manager

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

**2022 ANNUAL REPORT
January 1 to December 31, 2022**

Environmental Compliance Approval # 5873-B4RLEJ

Prepared by:



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

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Appendix A: Analytical Data

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Section 1: Overview

Overall the West Lorne Wastewater Treatment Plant provided effective wastewater treatment in 2022. The wastewater treatment plant was operated under Environmental Compliance Approval 5873-B4RLEJ dated November 30, 2018. Upgrades to the plant were completed in December 2019.

Collection System

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

Plant Description

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

Process Details

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

Section 2: Influent Monitoring Data

Sample Collection and Testing

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

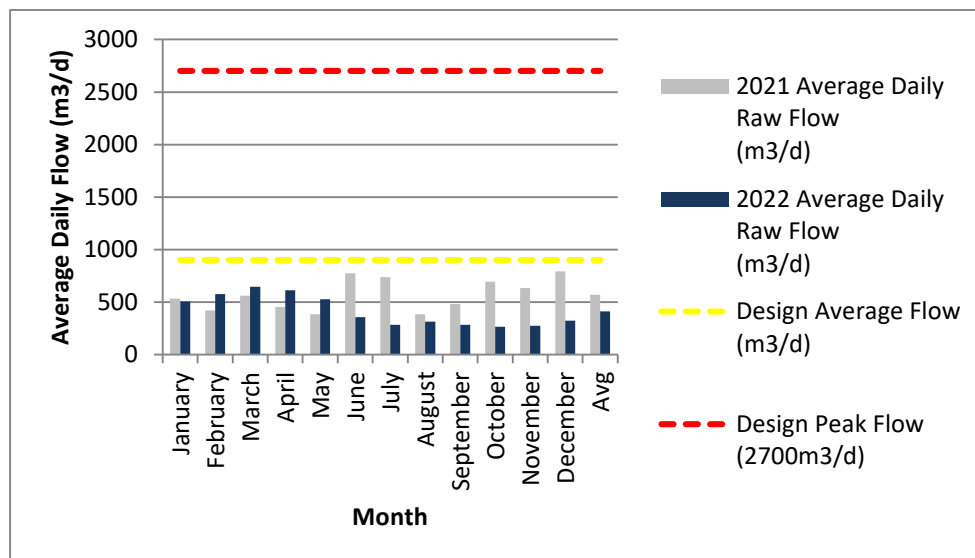
Raw sewage (influent) is sampled bi-weekly and tested for BOD₅, total suspended solids, total phosphorus, total Kjeldahl nitrogen, and alkalinity. The raw samples are collected as 24 hour composite samples.

Flows

Detailed monthly flow information is summarized in Appendix A.

The total raw flow to the WWTP in 2022 was 151, 037.6m³, which corresponds to a 27.6% decrease from 2021 raw flows, refer to Chart 1. The annual average daily flow in 2021 was 413.8m³/day, or 46% of the plant's rated design capacity of 900m³/day.

Chart 1. Average daily raw flow for 2022 compared to 2021.

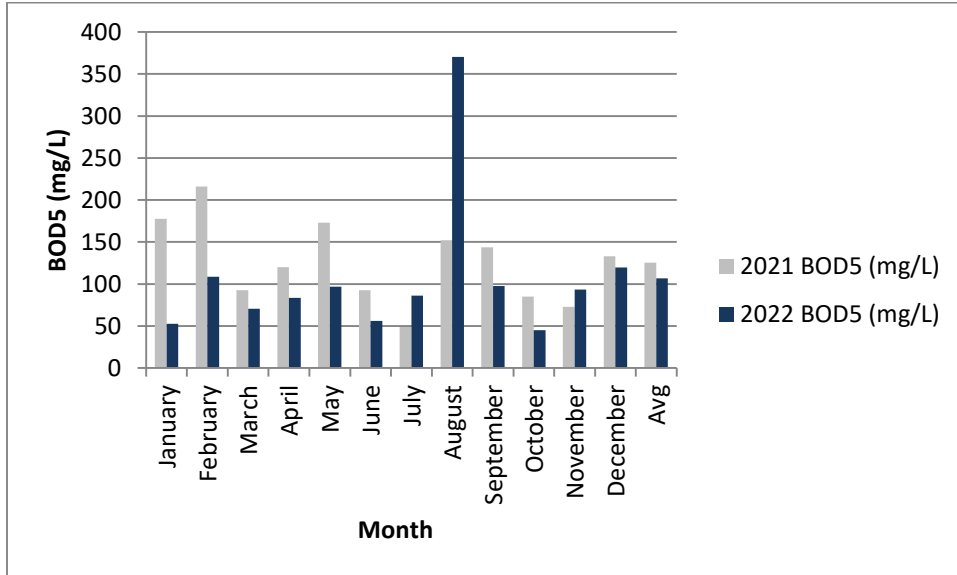


The design average daily flow for the plant was exceeded four times during the year, compared to thirty-two times in 2021. The design average daily flow exceedances were caused by rain events.

Raw Sewage Quality

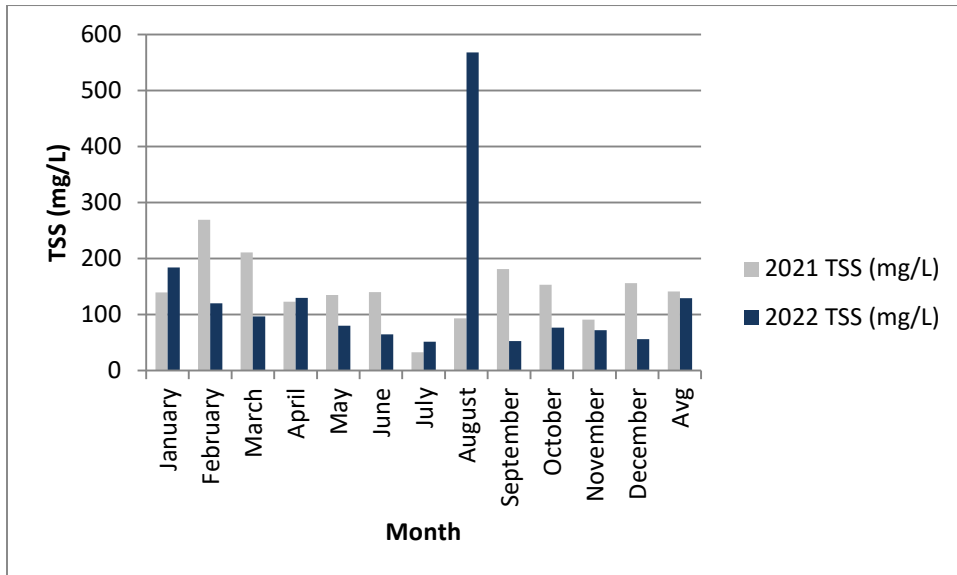
The annual average raw sewage BOD₅ concentration to the plant was 106.9mg/L with a maximum concentration of 370.5mg/L. The average concentration of BOD₅ has decreased 14.7% from 2021, refer to Chart 3. Refer to Appendix A for detailed analytical data.

Chart 3. Raw sewage average monthly concentration of BOD₅ for 2022 compared to 2021 concentrations.



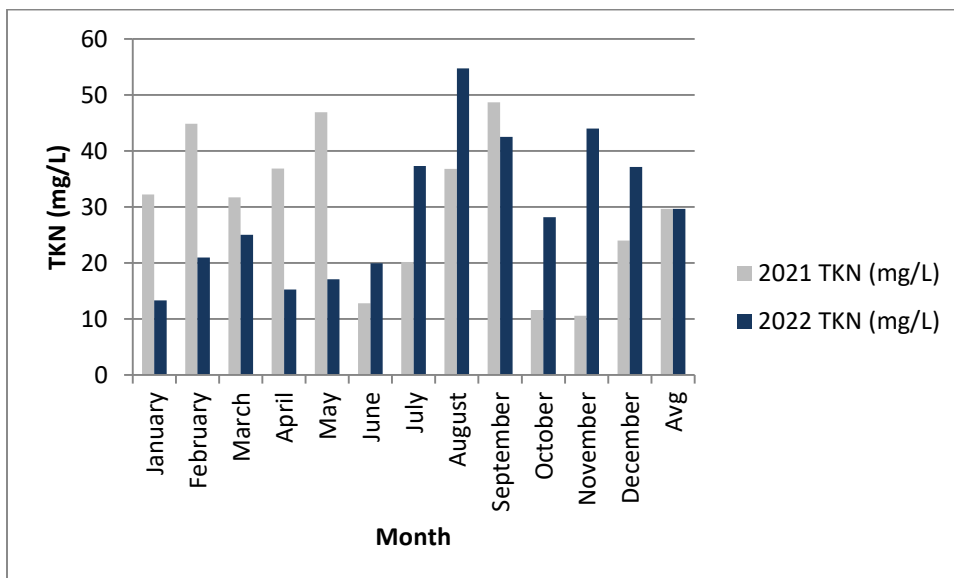
The annual average raw sewage suspended solids (TSS) concentration to the plant was 129.5mg/L, with a maximum concentration of 568mg/L. The average concentration of TSS has decreased 8% from 2021 (refer to Chart 4). Refer to Appendix A for detailed analytical data.

Chart 4. Raw sewage average monthly concentration of TSS for 2022 compared to 2021 concentrations.



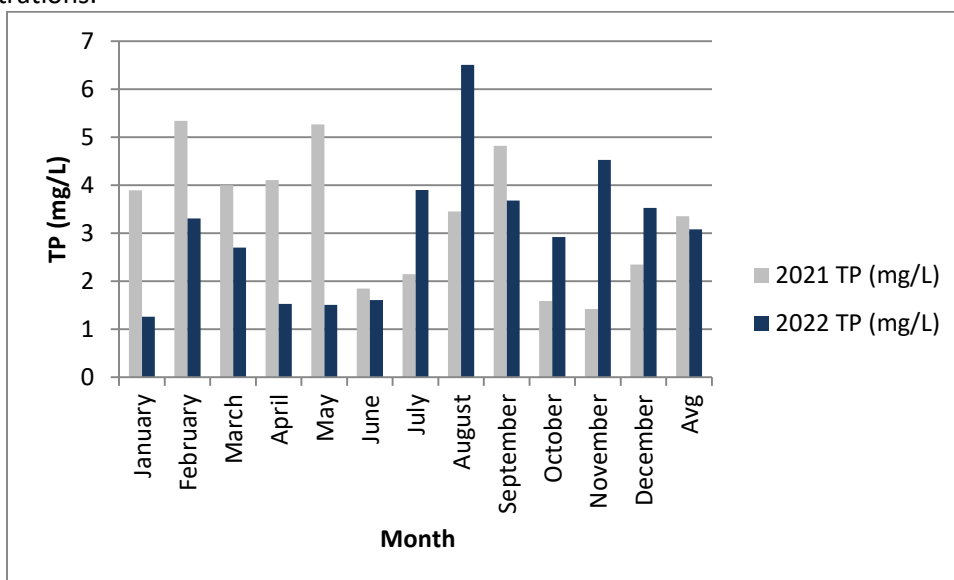
The annual average raw sewage nitrogen concentration (as represented by TKN) to the plant was 29.6mg/L with a maximum concentration of 54.8mg/L. The average concentration of TKN has decreased 0.2% from 2021 (refer to Chart 5). Refer to Appendix A for detailed analytical data.

Chart 5. Raw sewage average monthly concentration of TKN for 2022 compared to 2021 concentrations.



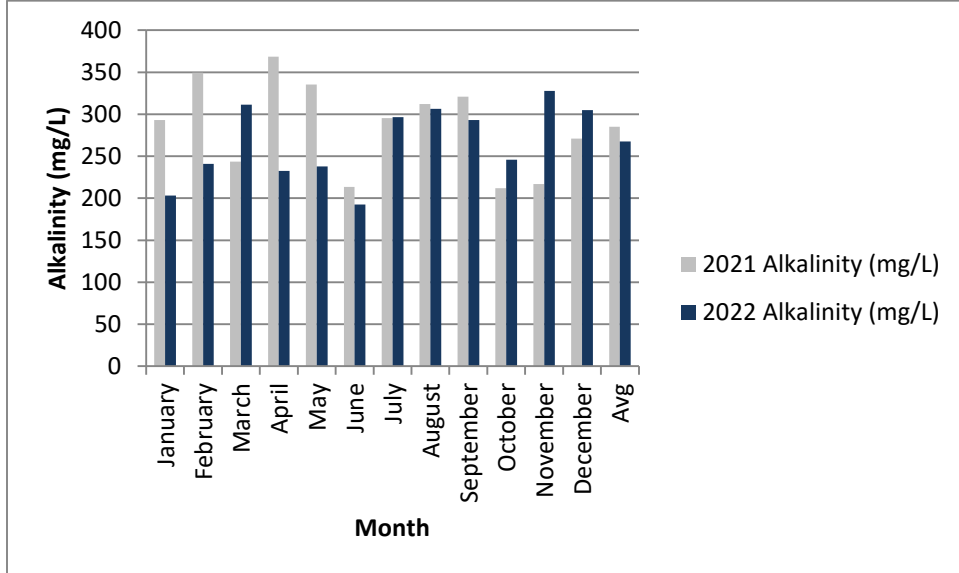
The annual average raw sewage total phosphorus (TP) to the plant was 3.35mg/L with a maximum concentration of 6.51mg/L. The average concentration of TP has decreased 8% from 2021 (refer to Chart 6). Refer to Appendix A for detailed analytical data.

Chart 6. Raw sewage monthly average concentrations of TP for 2022 compared to 2021 concentrations.



The annual average raw sewage alkalinity to the plant was 267.4mg/L with a maximum of 327.7mg/L. The annual average alkalinity has decreased 6.3% from 2021 (refer to Chart 7). Refer to Appendix A for detailed analytical data.

Chart 7. Raw sewage average monthly concentrations of alkalinity for 2022 compared to 2021 concentrations.

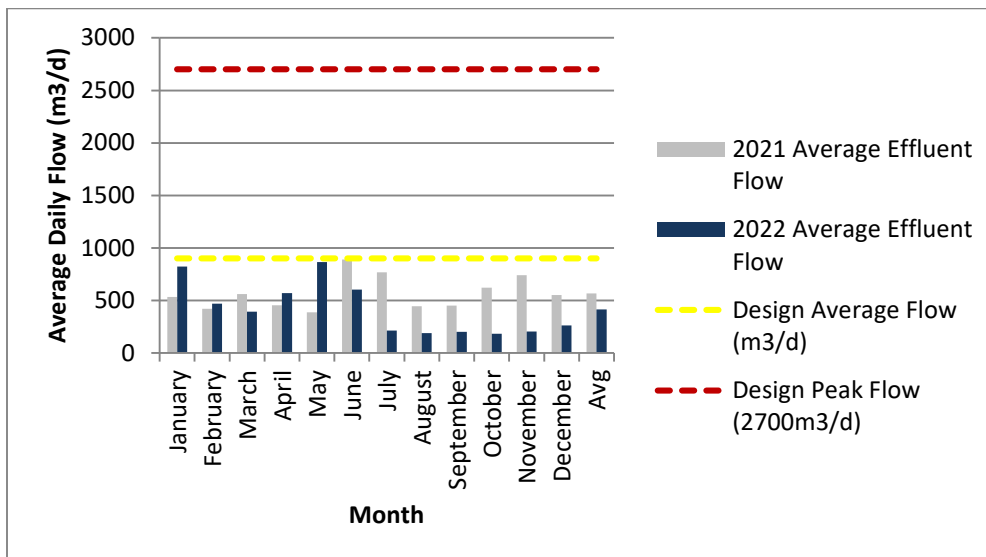


Section 3: Effluent Monitoring Data

Detailed monthly flow information is summarized in Appendix A.

The total effluent flow treated in 2022 was 151,530.14m³, which corresponds to a 27% decrease from 2021 effluent flows, refer to Chart 8.

Chart 8. Average daily effluent flow for 2022 compared to 2021.



Sample Collection and Testing

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

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

In 2022, all chemical and microbiological sample analyses were conducted by SGS Lakefield Research. Temperature, pH and dissolved oxygen were conducted by operators at the treatment plant.

Effluent Limits

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

Summary and Comparison of Compliance Data

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

Parameter	Monthly Average Effluent Limit (mg/L)	Monthly Average Effluent Result Ranges (mg/L)	Average Monthly Loading Limit (kg/d)	Monthly Average Loading Ranges (kg/d)
CBOD ₅	10	<2 – 7.0	9	0.38 – 4.23
Total Suspended Solids	10	<2 – 10	9	0.4 – 7.59
Total Phosphorus	0.5	0.07 – 0.33	0.45	0.04 – 0.11
Total (Ammonia + Ammonium) Nitrogen	3.0(a)	<0.1 – 0.95	2.7(a)	0.02 – 0.18
	5.0(b)	<0.1 – 0.60	4.5(b)	0.04 – 0.12
E. coli (geomean)	200	2 – 103		

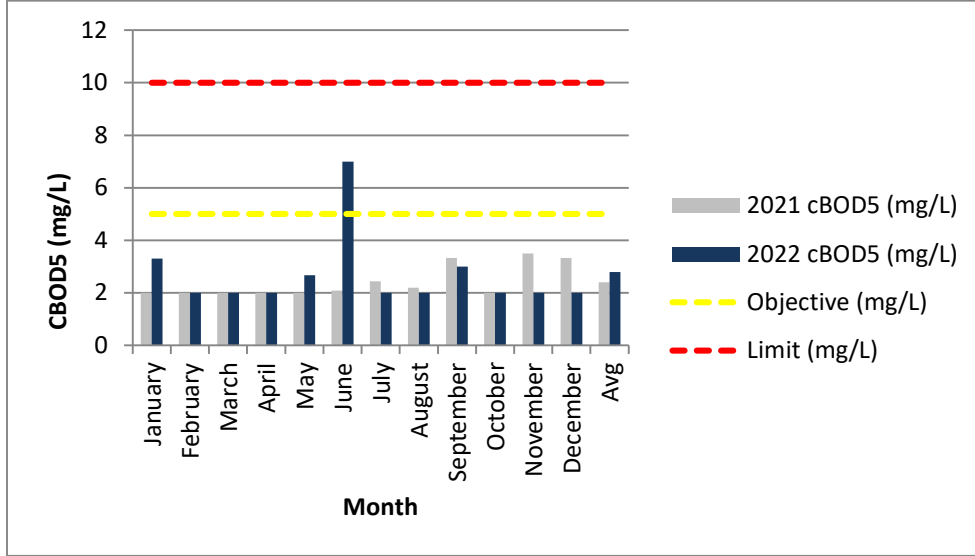
NOTE: (a) limit applies during the non-freezing period May 1 to November 30

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

Discussion on Monitoring Data as Compared to the Effluent Limits

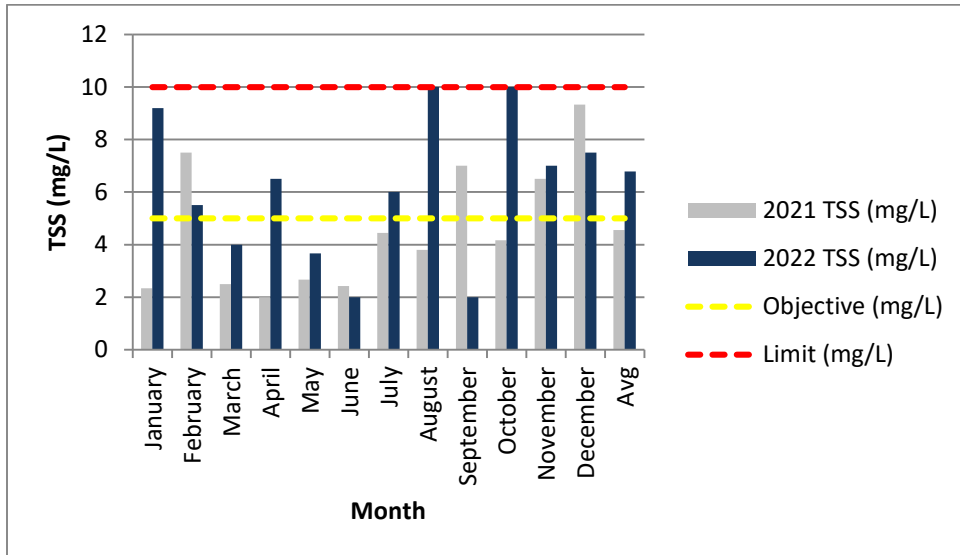
The annual average effluent CBOD₅ in 2022 was 2.79mg/L, which is an increase of 15.9% from 2021 (refer to Chart 9). The annual average loading of CBOD₅ was 1.24kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits. The limits identified in the ECA for cBOD₅ were met in 2022.

Chart 9. The effluent monthly average concentration of CBOD₅ in 2022 compared to 2021 concentrations.



The annual average effluent Total Suspended Solids (TSS) for 2022 was 6.8mg/L, which is a 49% increase from 2021 (refer to Chart 10). The annual average loading of TSS in 2022 was 2.4kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits. The limits identified in the ECA for TSS were met in 2022 however, the TSS objective was exceeded in eight out of the twelve months, this is discussed in detail in Table 3.

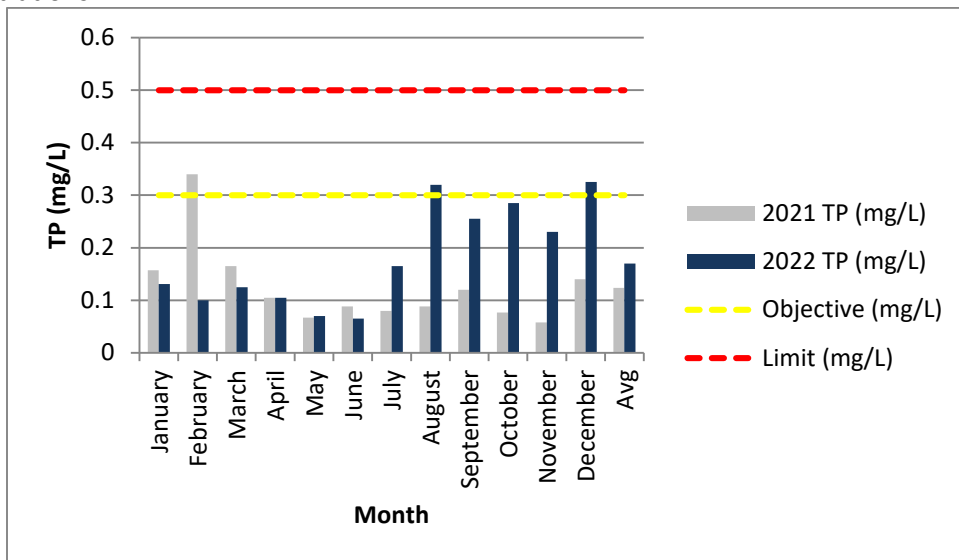
Chart 10. The effluent monthly average concentration of TSS in 2022 compared to 2021 concentrations.



The annual average effluent Total Phosphorus (TP) for 2022 was 0.17mg/L, which is a 37% increase from 2021 (refer to Chart 11). The annual average loading of TP in 2022 was 0.06kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits. The limits

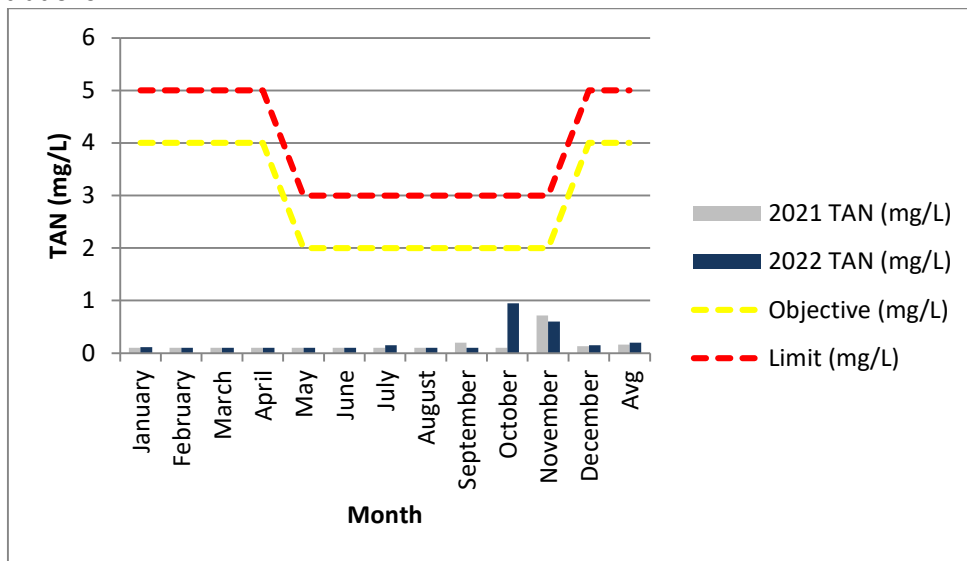
identified in the ECA for TP were met in 2022 however, there were two objective exceedances. These are discussed further in Table 3.

Chart 11. The effluent monthly average concentration of TP in 2022 compared to 2021 concentrations.



The annual average effluent Total Ammonia + Ammonium Nitrogen (TAN) for 2022 was 0.2mg/L, which is a 23% increase from 2021 (refer to Chart 12). The annual average loading of TAN in 2022 was 0.07kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits. The limits identified in the ECA for TAN were met in 2022.

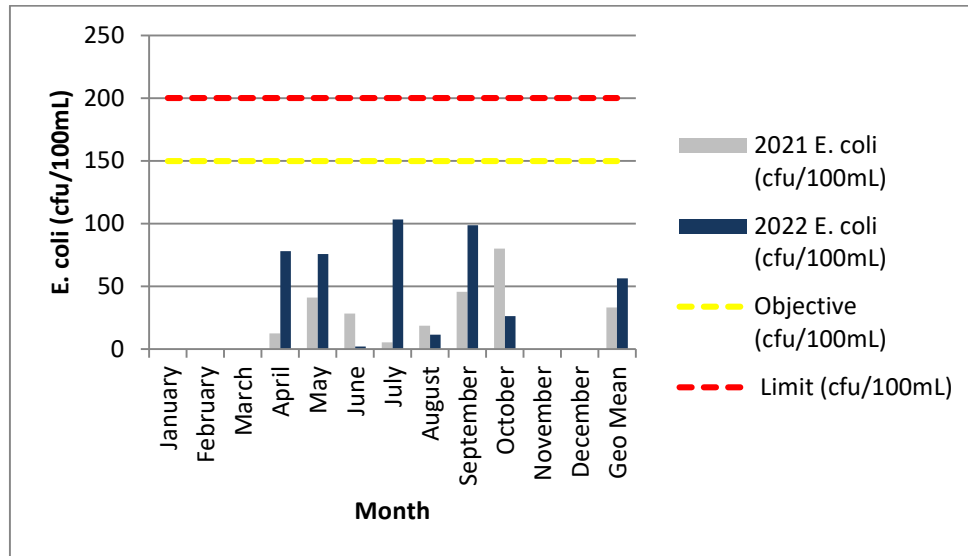
Chart 12. The effluent monthly average concentration of TAN in 2022 compared to 2021 concentrations.



The annual effluent geometric mean for E. coli was 55.5cfu/100mL in 2022, which is a 71% increase from 2021 (refer to Chart 13). E. coli is monitored only during the disinfection period

which is from April 15th to October 15th. Refer to Table 1 for a list of monthly geometric mean effluent concentrations. The limits identified in the ECA for E. coli were met in 2022.

Chart 13. The effluent monthly geometric mean concentration of E. coli in 2022 compared to 2021 concentrations.



The West Lorne WWTP provided effective treatment in 2022, complying with all the monthly average limit requirements set out in the Environmental Compliance Approval.

Effluent Objectives

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

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

Parameter	Effluent Objective (mg/L)	Monthly Average Effluent Ranges (mg/L)	Monthly Loading Objective (kg/day)	Monthly Average Loading Ranges (kg/d)
CBOD ₅	5	<2 – 7.0	4.5	0.38 – 4.23
Total Suspended Solids	5	<2 – 10	4.5	0.4 – 7.59
Total Phosphorus	0.3	0.07 – 0.33	0.27	0.04 – 0.11
Total (Ammonia + Ammonium) Nitrogen	2.0(a)	<0.1 – 0.95	1.8(a)	0.02 – 0.18
	4.0(b)	<0.1 – 0.60	3.6(b)	0.04 – 0.12
E. coli	150	2 – 103		
Dissolved Oxygen*	5	2.78 – 8.53		
Design Flow (m ³ /d)**	900	227 – 1,124		

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

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

**design flow is average daily flows, not monthly average flows of the influent.

Discussion of Effluent Objectives

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

Parameter	Month	Comments/Best Efforts
Flow (influent)	February 17, 22. 23, May 4	These were all due to infiltration into the collection system during snow melt and/or rain events. Extra sampling was completed.
CBOD ₅	June	An increase in CBOD ₅ concentrations occurred in June due to the decanting of the lagoon.
TSS	January, February, April, July, August, October, November, December	In 2022, there were issues with the RAS/WAS rotork valve which required additional monitoring and manual operation. Adjustments were also made throughout the reporting year to alum dosages and careful monitoring was completed of the alkalinity concentrations.
TP	August, December	RAS/WAS valve issue, alum dosage adjustments needed

Section 4: Monitoring Schedule

Refer to Appendix B for the monitoring schedule for 2023. All changes and extra samples are documented on the sample calendars that are signed off by the operator.

Section 5: Operating Problems and Corrective Actions

High influent flows were experience four times during the 2022 reporting period compared to the thirty-two times the previous year. Extra sampling was completed which did not result in any limit exceedances.

In 2022, operational challenges were experienced with the RAS/WAS rotork valve which is automated to either return sludge to the aeration tanks or waste sludge to the lagoons. Due to supply issues, a replacement valve is expected to be installed in 2023. During 2022 with the rotork valve failure, Operations staff were required to manually operate the RAS and WAS valve thus leading to challenges in maintaining the effluent TSS below the ECA objective. It is expected that once the rotork valve is replaced and the RAS/WAS system is returned to automatic operation, TSS objectives will be met.

Section 6: Maintenance

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

- air compressor repairs
- air compressor repairs
- RAS/WAS valve repair
- RAS/WAS pump repairs

Section 7: Effluent Quality Assurance

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

Section 8: Calibration and Maintenance

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

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

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

Section 9: Design Objectives

The influent flow is currently at 46% of the rated capacity. The effluent objectives were achieved more than 50% of the time in 2022 and there is no increasing trend in deterioration of final effluent quality. Therefore, there is no assessment required to meet objectives identified in the ECA.

Section 10: Sludge Generation

The lagoon is used for sludge digestion and storage as per the Environmental Compliance Approval. The waste activated sludge (WAS) is transferred to the lagoon. The sludge settles on the bottom of the lagoon and the liquid is pumped to the head of the plant for treatment. In

2022, the total amount of WAS transferred to the lagoon was approximately 2,500m³. For 2023 this amount will be approximately the same. The lagoon has ample storage for the sludge and will not require cleanout in the coming year.

Section 11: Community Complaints

On May 18, 2022 a call was received in regards to a sewer back up on McGregor Street. Operator arrived on site and found that manhole located at dead end appeared to have slight back up. Manhole located at McGregor and Wood Street appeared to be okay and flowing slightly still. Operator suspected there to be an issue between the two manholes. Hurricane Hydrovac in to flush from manhole to manhole. Completed flushing of line and all systems appeared to be ok.

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

There were no bypasses, overflows or other situations outside normal operating conditions for the West Lorne WWTP or for the Pumping Station during 2022.

Section 13: Modifications to Sewage Works

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

Section 14: Bypass/Overflow Elimination

There were no bypasses or overflow events for the West Lorne Wastewater Treatment Plant in 2022. There are no projects at this time planned in the sanitary sewer system.

Section 15: Proposed Works Completion and Commissioning

There were significant replacements that took place in 2019 as identified as proposed works in the current ECA. The effluent flow meter that was previously installed was commissioned in 2021.

Section 16: Summary

Overall the West Lorne Wastewater Treatment Plant provided effective treatment in 2022, with no exceedances with effluent limits.

APPENDIX A

Analytical Data

5526 WEST LORNE WASTEWATER TREATMENT PLANT 110002853

	1 / 2022	2 / 2022	3 / 2022	4 / 2022	5 / 2022	6 / 2022	7 / 2022	8 / 2022	9 / 2022	10 / 2022	11 / 2022	12 / 2022	<--Total-->	<--Avg-->	<--Max-->	<-Criteria-->
Flows																
Raw Flow: Total - Raw m³/d	15,753.18	16,152.02	20,087.52	18,380.90	16,335.38	10,694.83	8,793.32	9,724.19	8,527.32	8,240.94	8,286.18	10,061.82	151,037.60			
Raw Flow: Avg - Raw m³/d	508.17	576.86	647.98	612.70	526.95	356.49	283.66	313.68	284.24	265.84	276.21	324.57		413.80		900.00
Raw Flow: Max - Raw m³/d	703.17	1,123.89	864.99	803.36	1,069.32	520.12	460.84	559.48	329.14	299.95	334.86	777.52			1,123.89	2,700.00
Raw Flow: Count - Raw m³/d	31.00	28.00	31.00	30.00	31.00	30.00	31.00	31.00	30.00	31.00	30.00	31.00	365.00			
Eff. Flow: Total - Effluent m³/d	25,564.35	13,137.93	12,237.46	17,116.91	26,811.47	18,121.08	6,634.00	5,885.37	6,012.46	5,722.01	6,183.59	8,103.51	151,530.14			
Eff. Flow: Avg - Effluent m³/d	824.66	469.21	394.76	570.56	864.89	604.04	214.00	189.85	200.42	184.58	206.12	261.40		415.15		900.00
Eff. Flow: Max - Effluent m³/d	1,451.41	780.61	738.89	1,695.10	1,962.53	1,747.65	393.73	567.38	393.89	242.34	267.19	683.16			1,962.53	2,700.00
Eff Flow: Count - Effluent m³/d	31.00	28.00	31.00	30.00	31.00	30.00	31.00	31.00	30.00	31.00	30.00	31.00	365.00			
Carbonaceous Biochemical Oxygen Demand: CBOD																
Eff: Avg cBOD5 - Effluent mg/L	3.30	2.00	2.00	2.00	2.67	7.00	2.00	2.00	3.00	2.00	2.00	2.00		2.79	7.00	10
Eff: # of samples of cBOD5 - Effluent	10.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	34.00			
Loading: cBOD5 - Effluent kg/d	2.721	0.938	0.790	1.141	2.306	4.228	0.428	0.380	0.601	0.369	0.412	0.523		1.24	4.23	9
Biochemical Oxygen Demand: BOD5																
Raw: Avg BOD5 - Raw mg/L	52.50	108.50	70.50	83.50	97.00	56.00	86.00	370.50	97.50	45.00	96.33	119.50		106.90	370.50	
Raw: # of samples of BOD5 - Raw	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	26.00			
Total Suspended Solids: TSS																
Raw: Avg TSS - Raw mg/L	184.00	120.00	97.00	130.00	80.33	65.00	51.50	568.00	53.00	77.00	72.00	56.00		129.49	568.00	
Raw: # of samples of TSS - Raw	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	26.00			
Eff: Avg TSS - Effluent mg/L	9.20	5.50	4.00	6.50	3.67	2.00	6.00	10.00	2.00	10.00	7.00	7.50		6.79	10	10.00
Eff: # of samples of TSS - Effluent	10.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	34.00			
Loading: TSS - Effluent kg/d	7.587	2.581	1.579	3.709	3.171	1.208	1.284	1.899	0.401	1.846	1.443	1.961		2.39	7.59	9.000
Percent Removal: TSS - Raw %	95.00	95.42	95.88	95.00	95.44	96.92	88.35	98.24	96.23	87.01	90.28	86.61			98.24	
Total Phosphorus: TP																
Raw: Avg TP - Raw mg/L	1.26	3.31	2.70	1.53	1.51	1.61	3.90	6.51	3.68	2.92	4.53	3.53		3.08	6.51	
Raw: # of samples of TP - Raw	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	26.00			
Eff: Avg TP - Effluent mg/L	0.13	0.10	0.13	0.11	0.07	0.07	0.17	0.32	0.26	0.29	0.23	0.33		0.17	0.33	0.50
Eff: # of samples of TP - Effluent	10.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	34.00			
Loading: TP - Effluent kg/d	0.108	0.047	0.049	0.060	0.061	0.039	0.035	0.061	0.051	0.053	0.047	0.085		0.06	0.11	0.450
Percent Removal: TP - Raw %	89.56	96.98	95.37	93.14	95.37	95.96	95.76	95.08	93.06	90.22	94.92	90.79			96.98	
Nitrogen Series																
Raw: Avg TKN - Raw mg/L	13.35	21.00	25.05	15.25	17.10	19.95	37.35	54.75	42.50	28.20	44.03	37.15		29.64	54.75	
Raw: # of samples of TKN - Raw	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	26.00			
Eff: Avg TAN - Effluent mg/L	0.11	0.10	0.10	0.10	0.10	0.10	0.15	0.10	0.10	0.95	0.60	0.15		0.20	0.95	5 (3)
Eff: # of samples of TAN - Effluent	10.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	34.00			
Loading: TAN - Effluent kg/d	0.091	0.047	0.039	0.057	0.086	0.060	0.032	0.019	0.020	0.175	0.124	0.039		0.07	0.18	4.5 (2.7)
Eff: Avg NO3-N - Effluent mg/L	8.56	13.28	19.65	18.65	9.59	17.01	40.30	36.15	43.45	44.20	44.67	38.05		27.80	44.67	
Eff: # of samples of NO3-N - Effluent	10.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	34.00			
Eff: Avg NO2-N - Effluent mg/L	0.44	0.03	0.03	0.03	0.03	0.04	0.06	0.10	0.08	0.04	0.08	0.03		0.08	0.44	
Eff: # of samples of NO2-N - Effluent	10.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	34.00			
Disinfection																
Eff: GMD E. Coli - Effluent cfu/100mL	0.00	0.00	0.00	78.00	75.92	2.00	103.29	11.49	98.71	26.27	0.00	0.00				200.00
Eff: # of samples of E. Coli - Effluent	0.00	0.00	0.00	1.00	3.00	2.00	2.00	2.00	2.00	2.00	0.00	0.00	14.00			

APPENDIX B

Monitoring Schedule



Sample Schedule 2023 5526 West Lorne WWTP

Issued: 2022-12-06
Rev.#: 0
Pages: 1 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

January 2023

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

IH (In House) Full:

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

IH (In House) Reduced:

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

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

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-12-06	0	Create Schedule	Terri-Lynn Thomson



Sample Schedule 2023 5526 West Lorne WWTP

Issued: 2022-12-06
Rev.#: 0
Pages: 2 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

February 2023

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

IH (In House) Full:

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

IH (In House) Reduced:

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

Raw Samples:

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

Effluent Samples:

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

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

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-12-06	0	Create Schedule	Terri-Lynn Thomson



Sample Schedule 2023 5526 West Lorne WWTP

Issued: 2022-12-06
Rev.#: 0
Pages: 3 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

March 2023

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

IH (In House) Full:

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

IH (In House) Reduced:

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

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

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-12-06	0	Create Schedule	Terri-Lynn Thomson



Sample Schedule 2023 5526 West Lorne WWTP

Issued: 2022-12-06
Rev.#: 0
Pages: 4 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

April 2023

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

IH (In House) Full:

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

IH (In House) Reduced:

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

Raw Samples:

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

Effluent Samples:

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

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

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-12-06	0	Create Schedule	Terri-Lynn Thomson



Sample Schedule 2023 5526 West Lorne WWTP

Issued: 2022-12-06
Rev.#: 0
Pages: 5 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

May 2023

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

IH (In House) Full:

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

IH (In House) Reduced:

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

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

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-12-06	0	Create Schedule	Terri-Lynn Thomson

100



Sample Schedule 2023 5526 West Lorne WWTP

Issued: 2022-12-06
Rev.#: 0
Pages: 6 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

June 2023

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

IH (In House) Full:

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

IH (In House) Reduced:

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

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

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-12-06	0	Create Schedule	Terri-Lynn Thomson



Sample Schedule 2023 5526 West Lorne WWTP

Issued: 2022-12-06
Rev.#: 0
Pages: 7 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

July 2023

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

IH (In House) Full:

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

IH (In House) Reduced:

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

Raw Samples:

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

Effluent Samples:

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

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

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-12-06	0	Create Schedule	Terri-Lynn Thomson

102



Sample Schedule 2023 5526 West Lorne WWTP

Issued: 2022-12-06
Rev.#: 0
Pages: 8 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

August 2023

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

IH (In House) Full:

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

IH (In House) Reduced:

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

Raw Samples:

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

Effluent Samples:

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

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

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-12-06	0	Create Schedule	Terri-Lynn Thomson

103



Sample Schedule 2023 5526 West Lorne WWTP

Issued: 2022-12-06
Rev.#: 0
Pages: 9 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

September 2023

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

IH (In House) Full:

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

IH (In House) Reduced:

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

Raw Samples:

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

Effluent Samples:

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

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

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-12-06	0	Create Schedule	Terri-Lynn Thomson

104



Sample Schedule 2023 5526 West Lorne WWTP

Issued: 2022-12-06
Rev.#: 0
Pages: 10 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

October 2023

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

IH (In House) Full:

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

IH (In House) Reduced:

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

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

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-12-06	0	Create Schedule	Terri-Lynn Thomson

105



Sample Schedule 2023 5526 West Lorne WWTP

Issued: 2022-12-06
Rev.#: 0
Pages: 11 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

November 2023

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

IH (In House) Full:

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

IH (In House) Reduced:

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

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

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-12-06	0	Create Schedule	Terri-Lynn Thomson



Sample Schedule 2023 5526 West Lorne WWTP

Issued: 2022-12-06
Rev.#: 0
Pages: 12 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

December 2023

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

IH (In House) Full:

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

IH (In House) Reduced:

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

Raw Samples:

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

Effluent Samples:

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

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

Revision History

Date	Revision #	Reason for Revision	Revision By
2022-12-06	0	Create Schedule	Terri-Lynn Thomson

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APPENDIX C

Flow Meter Verification



AS FOUND CERTIFICATION
FORWARD FLOW DIRECTION
PASS

CLIENT DETAIL

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

EQUIPMENT DETAIL

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

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

VERIFICATION DATE March 30, 2022
CAL. FREQUENCY Annual
CAL. DUE DATE March, 2023

VER. BY - FM Paris Machuk

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

PROGRAMMING PARAMETERS

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

FORWARD TOTALIZER INFORMATION

AS FOUND 439236 M3
AS LEFT 439278 M3
DIFFERENCE 42 M3

TEST CRITERIA

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

COMPONENTS TESTED

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

VERIFICATOR CAL. FACTOR 1000015010000000
[16-digits]

FLOW TUBE SIMULATION

	0
DISPLAY	0.00
MUT Reading	0.00
MUT % Error	n/a
mA OUTPUT	4.000
MUT Reading 4 mA	3.997
MUT % Error 20 mA	-0.08
TOTALIZER	
TEST Accumulation	
TIME	
CALC. Velocity	
% Error	

3	10	30	ft/s
3.00	10.00	30.00	ft/s
3.00	10.00	30.01	ft/s
0.00	0.00	0.03	%
5.600	9.333	20.000	mA
5.596	9.330	19.997	mA
-0.07	-0.04	-0.02	%
		30.00	ft/s
		2008.00	ft
		66.80	seconds
		30.06	ft/s
		0.20	%

QUALITY MANAGEMENT STANDARDS INFO.

[QMS] INFORMATION	IDENT.	ID #
[REFERENCE] FTS	ROS	1
PROCESS METER	DMM	11
ANALOG METER	AM	N/A
STOP WATCH	SW	Yes

*All values are for "As Found" values.

COMMENTS

RESULTS

TEST	AVG % o.r.	PASS FAIL
DISPLAY	0.01	PASS
mA OUTPUT	-0.04	PASS
TOTALIZER	0.20	PASS

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



AS FOUND CERTIFICATION

PASS

CLIENT DETAIL

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

EQUIPMENT DETAIL

[MUT] MANUFACTURER Pulsar
MODEL FlowCERT
CONVERTER SERIAL NUMBER 323205

PLANT ID West Lorne Pollution Control Plant
METER ID Effluent Flow Meter
FIT ID N/A
CLIENT TAG OCWA# Not Assigned
OTHER ORG# 5526
GPS COORDINATES N42 35.162 W081 35.77

VERIFICATION DATE April 27, 2022
CAL. FREQUENCY Annual
CAL. DUE DATE April, 2023

VER. BY - FM Paris Machuk

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

PROGRAMMING PARAMETERS

NOTCH ANGLE (φ)	inches	90
EMPTY DISTANCE, TX to notch	m	0.558
TRANSDUCER (TX), to sump flc	m	1.082
SUMP LEVEL, zero flow	m	0.575
MAX. HEAD	m	0.238
BLANKING DISTANCE	m	0.000
DEAD ZONE	m	0.320
MAX. FLOW	LPS	38.1
F.S. RANGE - O/P	LPS	38.0

TOTALIZER

AS FOUND	84978015	LITER
AS LEFT	84987112	LITER
DIFFERENCE	9097	LITER

TEST CRITERIA

AS FOUND CERTIFICATION TEST	Yes
ALLOWABLE [%] ERROR	5

COMPONENTS TESTED

CONVERTER DISPLAY	yes
mA OUTPUT	yes
TOTALIZER	yes
ACCURACY BASED ON [% o.r.]	yes

Ultrasonic sensor installed to ensure full scale flow condition

ERROR DOCUMENTED IN THIS REPORT; BASED ON % o.r.

AS FOUND TEST RESULTS

			0.0	2.0	11.4	31.5	64.7	% F.S. Range
			0.000	0.050	0.100	0.150	0.200	m
REF. FLOW RATE			0.00	0.77	4.36	12.03	24.69	LPS
MUT [Reading]			0.00	0.80	4.45	12.37	25.46	LPS
MUT [Difference]			0.00	0.03	0.09	0.34	0.77	LPS
MUT [% Error]			#DIV/0!	3.7	2.0	2.9	3.1	%
mA OUTPUT			4.000	4.324	5.831	9.046	14.357	mA
MUT [Reading]		min. 4.000 mA	3.980	4.316	5.860	9.125	14.581	mA
MUT [Difference]		max. 20.000 mA	-0.020	-0.008	0.029	0.079	0.224	mA
MUT [% Error]			-0.50	-0.18	0.50	0.88	1.56	%
TOTALIZER - REF. FLOW RATE							24.686	LPS
TOTALIZER [MUT]							1727	LITER
TEST TIME							67.95	SECONDS
CALC. TOTALIZER							1677.427	LITER
ERROR							2.87	%

COMMENTS

QUALITY MANAGEMENT STANDARDS INFO.

[QMS] INFORMATION	IDENT.	ID #
[REFERENCE] LEVEL	Sim. BOARD	Yes
PROCESS METER	PM	11
STOP WATCH	SW	Yes

RESULTS

TEST	AVG % o.r.	PASS FAIL
DISPLAY	2.92	PASS
mA OUTPUT	0.45	PASS
TOTALIZER	2.87	PASS

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

APPENDIX D

Work Order Schedule

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2604481	0000123216	PANEL ALARM/ DIALER PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	1/1/22 12:00 AM	1/20/22 02:14 PM	1/20/22 02:14 PM	-Completed during generator tests
2604488	0000123533	PANEL ALARM/ DIALER 01 PS	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	1/1/22 12:00 AM	1/20/22 12:35 PM	1/20/22 12:35 PM	-Completed checks during generator test.
2604927	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	1/1/22 12:00 AM	1/20/22 02:15 PM	1/20/22 02:15 PM	-Completed under load.
2604953	0000123677	ENGINE DIESEL STAND-BY LIFE STATION	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	1/1/22 12:00 AM	1/20/22 12:38 PM	1/20/22 12:38 PM	-Completed run test and transfer. Started hard due to cold weather but was able to start on its own.
2605409	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	1/1/22 12:00 AM	1/11/22 03:04 PM	1/11/22 03:04 PM	-Out of service for season
2605462			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	1/1/22 12:00 AM	2/28/22 08:22 AM	2/28/22 08:22 AM	Building & Grounds Maintenance (1m) - 5526 -Completed as per plan
2605677			5526, West Lorne WWTF	OPER	Inspection	1	YEARS	Daily O&M Activities West Lorne WWTP (1y) - 5526	COMP	1/1/22 12:00 AM	1/4/23 12:54 PM	1/4/23 12:54 PM	- scope of everyday activites.
2606394			5526, West Lorne WWTF	PM	Health and Safety	1	YEARS	Lifting Device Insp Route (1y) - 5526	CLOSE	1/1/22 12:00 AM	4/29/22 02:07 PM	4/29/22 02:07 PM	Lifting Device Insp Route (1y) - 5526 - Completed as per plan by Kone Cranes on April 25th
2620278			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	1/1/22 12:00 AM	1/21/22 09:16 AM	1/21/22 09:16 AM	- East DO = [11.92] mg/l vs online probe at[10.0 and 10.7] mg/l DO = [11.6] mg/l vs online probe at[9.0 and 9.9] mg/l Cleaned probes and values started to increase.
2620280	0000334503	BLOWER POSITIVE DISPLACEMENT B101	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Blower B101 Aeration Insp/Service (1y) - 5526	CLOSE	1/1/22 12:00 AM	5/30/22 11:33 AM	5/30/22 11:33 AM	- complete
2620285	0000334505	BLOWER POSITIVE DISPLACEMENT B102	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Blower B102 Aeration Insp/Service (1y) - 5526	CLOSE	1/1/22 12:00 AM	5/30/22 11:34 AM	5/30/22 11:34 AM	- complete

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2620290			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	1/1/22 12:00 AM	1/20/22 02:20 PM	1/20/22 02:20 PM	-Blower 100 and 101 off line 102 BFF working good
2620304	0000334543	TANK PROCESS CLARIFIER EAST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier East Insp/ Service (1m) - 5526	CLOSE	1/1/22 12:00 AM	1/21/22 09:18 AM	1/21/22 09:18 AM	-Hosed and cleared foam, tested ras/ was pumps operations.
2620307	0000334544	TANK PROCESS CLARIFIER WEST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier West Insp/ Service (1m) - 5526	CLOSE	1/1/22 12:00 AM	1/21/22 09:20 AM	1/21/22 09:20 AM	-Cleared scum and hosed down. Verified proper operation or ras/was pumps and chain drives.
2620310			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	1/1/22 12:00 AM	1/20/22 02:17 PM	1/20/22 02:17 PM	-Completed weekly
2620445	0000334501	BLOWER POSITIVE DISPLACEMENT B100 AERATION	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Blower B100 Aeration Insp/Service (1y) - 5526	CLOSE	1/1/22 12:00 AM	5/30/22 11:31 AM	5/30/22 11:31 AM	- complete
2640124			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne Sewage Plant Sample TSS	CLOSE		1/31/22 09:58 AM	1/31/22 10:01 AM	West Lorne Sewage Plant Sample TSS - Onsite To Sample As Per OIC ORO Request Due To Higher Than Normal TSS Trying To Meet Objective.
2654484	0000123216	PANEL ALARM/ DIALER PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	2/1/22 12:00 AM	2/28/22 08:24 AM	2/28/22 08:24 AM	Alarm Dialer Test/Insp (1m) - 5526 -Completed on Feb 25th, all dialer and alarms are operating normally
2654491	0000123533	PANEL ALARM/ DIALER 01 PS	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	2/1/22 12:00 AM	2/28/22 08:27 AM	2/28/22 08:27 AM	Alarm Dialer Test/Insp (1m) - 5526 -Completed on February 25th, alarms and dialer operated normally at time
2654909	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	2/1/22 12:00 AM	2/28/22 08:28 AM	2/28/22 08:28 AM	Engine Diesel Test/Insp (1m) - 5526 -operated generator for 1 hour on February 24th, all systems appeared okay
2654928	0000123677	ENGINE DIESEL STAND-BY LIFE STATION	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	2/1/22 12:00 AM	2/28/22 08:34 AM	2/28/22 08:34 AM	Engine Diesel Test/Insp (1m) - 5526 -Operated generator for 1 hour and completed monthly inspection on February 24th

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2655371	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	2/1/22 12:00 AM	3/7/22 08:05 AM	3/7/22 08:05 AM	UV Light Insp (1m) - 5526 - Completed as per plan
2655424			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	2/1/22 12:00 AM	3/7/22 08:05 AM	3/7/22 08:05 AM	Building & Grounds Maintenance (1m) - 5526 - Completed as per plan
2656356	0000123549	SEPARATOR GRIT CYCLONE	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Separator Grit Cyclone Insp/Service (1y) - 5526	CLOSE	2/1/22 12:00 AM	5/30/22 11:32 AM	5/30/22 11:32 AM	- complete
2665322			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	2/1/22 12:00 AM	3/7/22 08:06 AM	3/7/22 08:06 AM	Analyzer DO Route Inspection (1m) 5526 - Completed as per plan
2665324			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	2/1/22 12:00 AM	3/7/22 08:07 AM	3/7/22 08:07 AM	Drive VFD Insp/Service (1m) 5526 - Completed as per plan
2665338	0000334531	ANALYZER GAS AIC 101 MONITOR	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	6	MONTHS	Analyzer Gas Insp/Service (6m) - 5526	CLOSE	2/1/22 12:00 AM	5/30/22 11:33 AM	5/30/22 11:33 AM	- complete
2665342	0000334543	TANK PROCESS CLARIFIER EAST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier East Insp/ Service (1m) - 5526	CLOSE	2/1/22 12:00 AM	3/7/22 08:09 AM	3/7/22 08:09 AM	Tank Process Clarifier East Insp/ Service (1m) - 5526 - Completed as per plan
2665345	0000334544	TANK PROCESS CLARIFIER WEST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier West Insp/ Service (1m) - 5526	CLOSE	2/1/22 12:00 AM	3/7/22 08:10 AM	3/7/22 08:10 AM	Tank Process Clarifier West Insp/ Service (1m) - 5526 - Completed as per plan
2665348			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	2/1/22 12:00 AM	3/7/22 08:08 AM	3/7/22 08:08 AM	Valve Blower Damper (1m) - 5526 - Completed as per plan

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2676679			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne WWTP Gateway Communication Alarm	CLOSE		2/3/22 07:55 PM	2/3/22 10:30 PM	--Received alarm at 1955 for gateway communication alarm. Called dialer to acknowledge alarm. En route to site. -Arrived on site at 2058, disarmed dialer and restarted SCADA computer. -SCADA computer reset, armed dialer. All appears OK on SCADA. -Completed facility walk through. Confirmed alum is dosing, blower is on, RAS pump on and rotating duty, clarifier scraper working and air compressor is on. All operating as intended. -Off site at 2120 - • 105kms
2680312			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne WWTP Network Gateway Alarm (5526)	CLOSE		2/18/22 09:34 PM	2/18/22 11:00 PM	West Lorne WWTP Network Gateway Alarm (5526) - • Received channel 2 network gateway alarm at 21:34 • Arrived onsite and reset SCADA computer • All systems are now operating normally at time Total Km: 134 km

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2680952			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		WLSTP - Channel 1 - Loss of communication alarm	CLOSE		2/23/22 06:06 PM	2/24/22 10:52 AM	<ul style="list-style-type: none">• Received alarm page out @ 1806 to site for channel 1 communication loss.• Arrived onsite , found SCADA system was frozen. Restarted SCADA system & regained communication.• Completed plant walk thru to ensure proper operations and all systems appear to be working as designed.• Offsite @ 1843• 10km
2697689	0000123216	PANEL ALARM/ DIALER PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	3/1/22 12:00 AM	4/1/22 11:09 AM	4/1/22 11:09 AM	Alarm Dialer Test/Insp (1m) - 5526 - Completed alarm dialer checks as per plan on March 31, 2022
2697696	0000123533	PANEL ALARM/ DIALER 01 PS	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	3/1/22 12:00 AM	4/1/22 11:16 AM	4/1/22 11:16 AM	Alarm Dialer Test/Insp (1m) - 5526 - Completed alarm dialer checks as per plan
2698174	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	3/1/22 12:00 AM	3/28/22 08:07 AM	3/28/22 08:07 AM	Engine Diesel Test/Insp (1m) - 5526 - Completed as per plan on March 24
2698193	0000123677	ENGINE DIESEL STAND-BY LIFE STATION	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	3/1/22 12:00 AM	4/6/22 08:22 AM	4/6/22 08:22 AM	Engine Diesel Test/Insp (1m) - 5526 - Completed on March 24th as per plan, refer to log book
2698657	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	3/1/22 12:00 AM	4/6/22 08:27 AM	4/6/22 08:27 AM	UV Light Insp (1m) - 5526 -completed as per plan
2698710			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	3/1/22 12:00 AM	4/6/22 10:22 AM	4/6/22 10:22 AM	Building & Grounds Maintenance (1m) - 5526 - Completed as per plan
2708950			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	3/1/22 12:00 AM	4/6/22 08:31 AM	4/6/22 08:31 AM	Analyzer DO Route Inspection (1m) 5526 - Completed as per plan
2708952			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	3/1/22 12:00 AM	4/6/22 10:25 AM	4/6/22 10:25 AM	Drive VFD Insp/Service (1m) 5526 - Completed as per plan
2708966	0000334543	TANK PROCESS CLARIFIER EAST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier East Insp/ Service (1m) - 5526	CLOSE	3/1/22 12:00 AM	4/6/22 10:27 AM	4/6/22 10:27 AM	Tank Process Clarifier East Insp/ Service (1m) - 5526 - Completed as per plan

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2708969	0000334544	TANK PROCESS CLARIFIER WEST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier West Insp/ Service (1m) - 5526	CLOSE	3/1/22 12:00 AM	4/6/22 10:29 AM	4/6/22 10:29 AM	Tank Process Clarifier West Insp/ Service (1m) - 5526 - Completed as per plan
2708972	0000334515	TANK PROCESS BACKWASH FILTER 200 US GAL	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	6	MONTHS	Backwash Tank Cleaning/inspection 5526	CLOSE	3/1/22 12:00 AM	5/30/22 11:36 AM	5/30/22 11:36 AM	- complete
2708986			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	3/1/22 12:00 AM	4/6/22 10:30 AM	4/6/22 10:30 AM	Valve Blower Damper (1m) - 5526 - Completed as per plan
2724618			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		Filter Building Comms Failure	CLOSE		3/18/22 07:55 AM	3/18/22 08:00 AM	Filter Building Comms Failure - Onsite for filter building comms failure reset scada computer reset dialer and completed plant walk through 86km used in this call out.
2725198			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		call out. communication alarm	CLOSE		3/19/22 10:30 PM	3/20/22 01:15 AM	- • received call out for communication alarm @ 22:26 • arrived @ 00:33 • reset scada computer and backup battery • completed plant walk through, all systems appear ok at time • left site @ 01:06 • 87km round trip
2726805			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		call out. communication alarm	CLOSE		3/27/22 11:00 AM	3/28/22 09:06 AM	
2744750	0000123216	PANEL ALARM/ DIALER PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	4/1/22 12:00 AM	4/29/22 02:15 PM	4/29/22 02:15 PM	Alarm Dialer Test/Insp (1m) - 5526 - Completed as per plan on April 29th
2744757	0000123533	PANEL ALARM/ DIALER 01 PS	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	4/1/22 12:00 AM	4/29/22 02:19 PM	4/29/22 02:19 PM	Alarm Dialer Test/Insp (1m) - 5526 - Completed as per plan on April 29th
2745163	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	4/1/22 12:00 AM	4/25/22 08:19 AM	4/25/22 08:19 AM	Engine Diesel Test/Insp (1m) - 5526 - Completed as per plan on April 14th

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2745182	0000123677	ENGINE DIESEL STAND-BY LIFE STATION	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	4/1/22 12:00 AM	4/25/22 08:18 AM	4/25/22 08:18 AM	Engine Diesel Test/Insp (1m) - 5526 - Completed as per plan on April 14th
2745612	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	4/1/22 12:00 AM	5/2/22 02:19 PM	5/2/22 02:19 PM	UV Light Insp (1m) - 5526 - Completed as per plan
2745665			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	4/1/22 12:00 AM	5/2/22 02:19 PM	5/2/22 02:19 PM	Building & Grounds Maintenance (1m) - 5526 - Completed as per plan
2749968	0000123193	ANALYZER 02 TRI-DETECTOR PORTABLE	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	6	MONTHS	Analyzer Gas Insp/Service (6m) - 5526	CLOSE	4/1/22 12:00 AM	5/30/22 12:01 PM	5/30/22 12:01 PM	- complete
2749983	0000123215	METER FLOW FE170 RAW SEWAGE	5526, West Lorne WWTF	PM	Calibration	1	YEARS	Meter Flow Insp/Service (1y) - 5526	CLOSE	4/1/22 12:00 AM	4/29/22 02:41 PM	4/29/22 02:41 PM	Meter Flow Insp/Service (1y) - 5526 - Completed as per plan by Flowmetrix
2749988	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	UV Light Effluent Insp/Service (1y) - 5526	CLOSE	4/1/22 12:00 AM	5/30/22 12:01 PM	5/30/22 12:01 PM	- complete
2758424			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	4/1/22 12:00 AM	5/2/22 02:22 PM	5/2/22 02:22 PM	Analyzer DO Route Inspection (1m) 5526 - Completed as per plan
2758426			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	4/1/22 12:00 AM	5/2/22 02:21 PM	5/2/22 02:21 PM	Drive VFD Insp/Service (1m) 5526 - Completed as per plan
2758440	0000334543	TANK PROCESS CLARIFIER EAST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier East Insp/ Service (1m) - 5526	CLOSE	4/1/22 12:00 AM	5/2/22 02:23 PM	5/2/22 02:23 PM	Tank Process Clarifier East Insp/ Service (1m) - 5526 - Completed as per plan
2758443	0000334544	TANK PROCESS CLARIFIER WEST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier West Insp/ Service (1m) - 5526	CLOSE	4/1/22 12:00 AM	5/2/22 02:24 PM	5/2/22 02:24 PM	Tank Process Clarifier West Insp/ Service (1m) - 5526 - Completed as per plan
2758446			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	4/1/22 12:00 AM	5/2/22 02:25 PM	5/2/22 02:25 PM	Valve Blower Damper (1m) - 5526 - Completed as per plan

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2772673			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne WWTP (5526) Network Gateway Alarm	CLOSE		4/4/22 12:16 AM	4/4/22 01:20 AM	West Lorne WWTP (5526) Network Gateway Alarm - Received page for West Lorne WWTP network gateway alarm at 00:16. Arrived onsite and reset SCADA computer, all now appear okay at time Total Km: 122 km
2774410			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		Net 2 Communication Fault alarm	CLOSE		4/12/22 06:09 AM	4/12/22 07:51 AM	-• Received alarm page out @ 0609 to site for net 2 communication fault • Arrived onsite @0622 and completed facility walk thru and found that both RAS pumps and both scum scrapers were faulted and not working. • Reset breakers on MCC panel & SCADA system and are now working again. • Completed another facility walk thru to ensure all systems were operating again. All systems now appear to be normal
2776923			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne Pump Station High Level	CLOSE		4/25/22 07:58 AM	4/25/22 08:07 AM	West Lorne Pump Station High Level - Called out for high level west Lorne high level @ west lorne pump station when arriving onsite I found that it was a now normal call out work had been done at the pump station that day. insured pump was operating as normal pump station operating normally and appears normal at this time. 38kms used in this call out.

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2776935			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne Comms Error Channel # 2	CLOSE		4/25/22 08:15 AM	4/25/22 08:25 AM	West Lorne Comms Error Channel # 2 - Onsite For Channel # 2 Alarm - Comms Error @ SCADA computer control room reset scada computer reset dialer and completed plant walk throughs 80kms used in this callout
2793769	0000123216	PANEL ALARM/ DIALER PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	5/1/22 12:00 AM	5/27/22 08:38 AM	5/27/22 08:38 AM	Alarm Dialer Test/Insp (1m) - 5526 - Completed as per plan
2793776	0000123533	PANEL ALARM/ DIALER 01 PS	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	5/1/22 12:00 AM	5/27/22 08:39 AM	5/27/22 08:39 AM	Alarm Dialer Test/Insp (1m) - 5526 - Completed as per plan
2794157	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	5/1/22 12:00 AM	5/24/22 08:45 AM	5/24/22 08:45 AM	Engine Diesel Test/Insp (1m) - 5526 - completed as per plan May 16th as per SOP
2794176	0000123677	ENGINE DIESEL STAND-BY LIFE STATION	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	5/1/22 12:00 AM	5/24/22 08:46 AM	5/24/22 08:46 AM	Engine Diesel Test/Insp (1m) - 5526 - Completed as per plan following SOP on May 16th
2794606	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	5/1/22 12:00 AM	5/27/22 08:40 AM	5/27/22 08:40 AM	UV Light Insp (1m) - 5526 - Completed as per plan
2794659			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	5/1/22 12:00 AM	5/27/22 08:41 AM	5/27/22 08:41 AM	Building & Grounds Maintenance (1m) - 5526 - Completed as per plan
2794713			5526, West Lorne WWTF	PM	Health and Safety	1	YEARS	OHSA Inspection & Report West Lorne (1y) 5526	CLOSE	5/1/22 12:00 AM	6/29/22 03:42 PM	6/29/22 03:42 PM	- complete
2798685	0000123443	SAMPLER FINAL EFFLUENT	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Sampler Final Effluent Insp/Service (1y) - 5526	CLOSE	5/1/22 12:00 AM	6/29/22 03:42 PM	6/29/22 03:42 PM	- complete
2798688	0000123415	SAMPLER RAW SEWAGE	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Sampler Raw Sewage Insp/Service (1y) - 5526	CLOSE	5/1/22 12:00 AM	6/29/22 03:43 PM	6/29/22 03:43 PM	- complete
2800519	0000334540	PUMP CENT P107 WEST CLARIFIER	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible P107 Ras-WAS Insp/Service (1y) - 5526	CLOSE	5/1/22 12:00 AM	6/29/22 03:44 PM	6/29/22 03:44 PM	- complete

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2800528	0000334538	PUMP SUBMERSIBLE P105 EAST CLARIFIER RAS/WAS	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible P105 Ras-WAS Insp/Service (1y) - 5526	CLOSE	5/1/22 12:00 AM	6/29/22 03:45 PM	6/29/22 03:45 PM	- complete
2800537	0000334537	PUMP SUBMERSIBLE P106 EAST CLARIFIER RAS/WAS	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible P106 Ras-WAS Insp/Service (1y) - 5526	CLOSE	5/1/22 12:00 AM	6/29/22 03:46 PM	6/29/22 03:46 PM	- complete
2805002			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	5/1/22 12:00 AM	5/24/22 08:55 AM	5/24/22 08:55 AM	Analyzer DO Route Inspection (1m) 5526 - Completed as per plan on May 16th
2805004			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	5/1/22 12:00 AM	5/27/22 08:42 AM	5/27/22 08:42 AM	Drive VFD Insp/Service (1m) 5526 - Completed as per plan n
2805007	0000334539	PUMP CENT P108 WEST CLARIFIER	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible P108 West Clarifier Insp/Service (1y) - 5526	CLOSE	5/1/22 12:00 AM	6/29/22 03:46 PM	6/29/22 03:46 PM	- complete
2805028	0000334543	TANK PROCESS CLARIFIER EAST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier East Insp/ Service (1m) - 5526	CLOSE	5/1/22 12:00 AM	5/27/22 08:42 AM	5/27/22 08:42 AM	Tank Process Clarifier East Insp/ Service (1m) - 5526 - Completed as per plan
2805031	0000334544	TANK PROCESS CLARIFIER WEST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier West Insp/ Service (1m) - 5526	CLOSE	5/1/22 12:00 AM	5/27/22 08:44 AM	5/27/22 08:44 AM	Tank Process Clarifier West Insp/ Service (1m) - 5526 - Completed as per plan
2805034			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	5/1/22 12:00 AM	5/27/22 08:43 AM	5/27/22 08:43 AM	Valve Blower Damper (1m) - 5526 - Completed as per plan
2817789			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne Pump Station Door Issues(Wind Blew Door Open)	CLOSE		5/2/22 10:25 AM	5/2/22 10:33 AM	West Lorne Pump Station Door Issues(Wind Blew Door Open) - Received Call from friend in the area concerned about a door blown open at West Lorne Main Pump station Arrived Onsite to find door shut, generator doors blown open. shut and locked all doors. Personal vehicle Used in this Call Out no kms used

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2817792			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne Comms Error Channel # 2	CLOSE		5/2/22 10:38 AM	5/2/22 10:41 AM	West Lorne Comms Error Channel # 2 - Onsite For West Lorne Comms Failure Channel # 2 Reset SCADA Computer, Completed Plant Walk Through 77kms used
2817794			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne Comms Error Channel Channel # 1 & 2	CLOSE		5/2/22 10:41 AM	5/2/22 10:48 AM	West Lorne Comms Error Channel Channel # 1 & 2 - Onsite Again for comms alarm found battery bank by dialer alarming out, armed and unarmed alarms on scada after alarm wouldn't clear after resetting dialer. after resetting computer a second time alarms cleared. 79kms used in this call out
2817801			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne Comms Error Channel # 2	CLOSE		5/2/22 10:55 AM	5/2/22 10:59 AM	West Lorne Comms Error Channel # 2 - Onsite for comms error channel # 2 reset SCADA computer and completed plant walk through 77kms used in this call out

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2817804			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne Comms Error Channel # 2 & # 1	CLOSE		5/2/22 10:59 AM	5/2/22 11:05 AM	West Lorne Comms Error Channel # 2 & # 1 - Onsite again for comms alarm, this time around I noticed battery bank below dialer faulted, reset scada computer the first time. it did not clear alarms, unarmed and rearmed alarms on scada. restarted scada computer a second time and it cleared alarms completed plant walk through 79kms used in this call out.
2819959			5526, West Lorne Sewage Pumping Stn	CALL	Refurbish/ Replace/Repair	0		Call Back Report West Lorne P.Station High Level (5526)	CLOSE		5/3/22 06:35 PM	5/3/22 07:40 PM	Call Back Report West Lorne P.Station High Level (5526) - • Received page at 18:35 for West Lorne Pump Station High Level Alarm • Arrived onsite and found wet well at 3.60 m and still in alarm • Pump is operating normally and plant is receiving flow at 14 L/s • Notified S.O.M Sam Smith Total Km: 137
2819985			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		Call Back Report West Lorne Network Gateway Alarm (5526)	CLOSE		5/8/22 01:20 PM	5/8/22 01:40 PM	Call Back Report West Lorne Network Gateway Alarm (5526) - • Received call from Spectrum at 12:17 for network gateway 2 alarm • Arrived onsite and reset SCADA computer and completed plant walk through, all systems now appear okay Total Km: 181

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2823646			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne Computer Reset	CLOSE		5/25/22 02:30 PM	5/25/22 03:33 PM	West Lorne Computer Reset - Received a call stating there was gateway net communications issue at the West Lorne WWTP. Attended the site and reset the SCADA computer. Logged in and verified communications had been restored. 200 kms used for this call.
2840510	0000123216	PANEL ALARM/ DIALER PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	6/1/22 12:00 AM	6/29/22 03:47 PM	6/29/22 03:47 PM	- complete
2840517	0000123533	PANEL ALARM/ DIALER 01 PS	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	6/1/22 12:00 AM	6/29/22 03:41 PM	6/29/22 03:41 PM	- complete
2840961	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	6/1/22 12:00 AM	6/20/22 10:32 AM	6/20/22 10:32 AM	Engine Diesel Test/Insp (1m) - 5526 - Completed as per plan on June 17th
2840980	0000123677	ENGINE DIESEL STAND-BY LIFE STATION	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	6/1/22 12:00 AM	6/29/22 03:40 PM	6/29/22 03:40 PM	- complete
2841462	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	6/1/22 12:00 AM	6/29/22 03:39 PM	6/29/22 03:39 PM	- complete
2841536			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	6/1/22 12:00 AM	7/28/22 10:42 AM	7/28/22 10:42 AM	- complete
2844714	0000334519	PUMP CENT P119 BACKWASH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Cent P119 Backwash Insp/ Service (1y) - 5526	CLOSE	6/1/22 12:00 AM	6/29/22 03:38 PM	6/29/22 03:38 PM	- complete
2844717	0000334518	PUMP CENT P118 BACKWASH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Cent P118 Backwash Insp/ Service (1y) - 5526	CLOSE	6/1/22 12:00 AM	6/29/22 03:37 PM	6/29/22 03:37 PM	- complete
2844720	0000334521	PUMP CENT P110 EFFLUENT	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Cent 110 Effluent Insp/ Service (1y) - 5526	CLOSE	6/1/22 12:00 AM	6/29/22 03:36 PM	6/29/22 03:36 PM	- complete
2844723	0000334522	PUMP CENT P120 EFFLUENT FOAM CONTROL	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Cent P120 Foam Control Insp/ Service (1y) - 5526	CLOSE	6/1/22 12:00 AM	6/29/22 03:35 PM	6/29/22 03:35 PM	- complete
2846702	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Engine Diesel Stand-By Plant Insp/ Service (1y) - 5526	CLOSE	6/1/22 12:00 AM	6/29/22 03:33 PM	6/29/22 03:33 PM	- complete

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2846746	0000123677	ENGINE DIESEL STAND-BY LIFE STATION	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Engine Diesel Stand-By Life Station Insp/Service (1y) - 5526	CLOSE	6/1/22 12:00 AM	6/29/22 03:32 PM	6/29/22 03:32 PM	- complete
2854256			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	6/1/22 12:00 AM	6/29/22 03:24 PM	6/29/22 03:24 PM	- complete
2854258			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	6/1/22 12:00 AM	6/29/22 03:25 PM	6/29/22 03:25 PM	- complete
2854261			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Fan Route Insp/Service (1y) 5526	CLOSE	6/1/22 12:00 AM	6/29/22 03:26 PM	6/29/22 03:26 PM	- complete
2854264			5526, West Lorne WWTF	PM	Inspection	1	YEARS	Filter Sand Inspection (1y) 5526	CLOSE	6/1/22 12:00 AM	7/28/22 10:43 AM	7/28/22 10:43 AM	- complete
2854269	0000334520	PUMP CENT P109 EFFLUENT WATER	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Cent 109 Effluent Insp/ Service (1y) - 5526	CLOSE	6/1/22 12:00 AM	6/29/22 03:27 PM	6/29/22 03:27 PM	- complete
2854283	0000334543	TANK PROCESS CLARIFIER EAST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier East Insp/ Service (1m) - 5526	CLOSE	6/1/22 12:00 AM	6/29/22 03:28 PM	6/29/22 03:28 PM	- complete
2854286	0000334544	TANK PROCESS CLARIFIER WEST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier West Insp/ Service (1m) - 5526	CLOSE	6/1/22 12:00 AM	6/29/22 03:29 PM	6/29/22 03:29 PM	- complete
2854289			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	6/1/22 12:00 AM	6/29/22 03:31 PM	6/29/22 03:31 PM	- complete
2869945			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne Comms Error Channel # 2	CLOSE		6/13/22 08:46 AM	6/13/22 08:50 AM	West Lorne Comms Error Channel # 2 - Onsite for comms error channel 2 west lorne wwtp restarted scada computer cleared alarms and completed plant walk through 83kms used in this call out.
2890969	0000123216	PANEL ALARM/ DIALER PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	7/1/22 12:00 AM	7/29/22 02:39 PM	7/29/22 02:39 PM	Alarm Dialer Test/Insp (1m) - 5526 - Completed as per plan
2890976	0000123533	PANEL ALARM/ DIALER 01 PS	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	7/1/22 12:00 AM	7/29/22 02:40 PM	7/29/22 02:40 PM	Alarm Dialer Test/Insp (1m) - 5526 - Completed as per plan
2891352	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	7/1/22 12:00 AM	7/6/22 08:43 AM	7/6/22 08:43 AM	-Complete

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2891371	0000123677	ENGINE DIESEL STAND-BY LIFE STATION	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	7/1/22 12:00 AM	7/6/22 08:42 AM	7/6/22 08:42 AM	-Complete
2891782	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	7/1/22 12:00 AM	7/29/22 02:40 PM	7/29/22 02:40 PM	UV Light Insp (1m) - 5526 - Completed as per plan
2891835			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	7/1/22 12:00 AM	8/30/22 02:04 PM	8/30/22 02:04 PM	Building & Grounds Maintenance (1m) - 5526 - Completed as per plan
2896859	0000164709	VALVE BACKFLOW PREVENTER	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Valve Backflow Preventer Insp (1y) - 5526	CLOSE	7/1/22 12:00 AM	7/25/22 11:38 AM	7/25/22 11:38 AM	Valve Backflow Preventer Insp (1y) - 5526 - Completed as per plan
2903079			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	7/1/22 12:00 AM	7/29/22 02:41 PM	7/29/22 02:41 PM	Analyzer DO Route Inspection (1m) 5526 - Completed as per plan
2903081			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	7/1/22 12:00 AM	7/29/22 02:42 PM	7/29/22 02:42 PM	Drive VFD Insp/Service (1m) 5526 - Completed as per plan
2903084			5526, West Lorne WWTF	PM	Inspection	1	YEARS	Heat Trace Inspection (1y) 5526	CLOSE	7/1/22 12:00 AM	10/4/22 09:08 AM	10/4/22 09:08 AM	Heat Trace Inspection (1y) 5526 - Completed as per plan
2903103	0000334543	TANK PROCESS CLARIFIER EAST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier East Insp/ Service (1m) - 5526	CLOSE	7/1/22 12:00 AM	7/29/22 02:44 PM	7/29/22 02:44 PM	Tank Process Clarifier East Insp/ Service (1m) - 5526 - Completed as per plan
2903106	0000334544	TANK PROCESS CLARIFIER WEST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier West Insp/ Service (1m) - 5526	CLOSE	7/1/22 12:00 AM	7/29/22 02:44 PM	7/29/22 02:44 PM	Tank Process Clarifier West Insp/ Service (1m) - 5526 - Completed as per plan
2903109	0000334523	TRANSMITTER LEVEL BACKWASH TANK	5526, West Lorne WWTF	PM	Calibration	1	YEARS	Transmitter Level Service (1y) - 5526	CLOSE	7/1/22 12:00 AM	10/4/22 09:08 AM	10/4/22 09:08 AM	Transmitter Level Service (1y) - 5526 - Completed as per plan
2903114			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	7/1/22 12:00 AM	7/29/22 02:43 PM	7/29/22 02:43 PM	Valve Blower Damper (1m) - 5526 - Completed as per plan
2938365	0000123216	PANEL ALARM/ DIALER PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	8/1/22 12:00 AM	8/30/22 02:01 PM	8/30/22 02:01 PM	Alarm Dialer Test/Insp (1m) - 5526 - Completed as per plan
2938372	0000123533	PANEL ALARM/ DIALER 01 PS	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	8/1/22 12:00 AM	8/30/22 02:02 PM	8/30/22 02:02 PM	Alarm Dialer Test/Insp (1m) - 5526 - Completed as per plan
2938748	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	8/1/22 12:00 AM	8/29/22 11:27 AM	8/29/22 11:27 AM	Engine Diesel Test/Insp (1m) - 5526 - Completed as per plan

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2938767	0000123677	ENGINE DIESEL STAND-BY LIFE STATION	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	8/1/22 12:00 AM	8/29/22 11:28 AM	8/29/22 11:28 AM	Engine Diesel Test/Insp (1m) - 5526 - Completed as per plan
2939178	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	8/1/22 12:00 AM	8/30/22 02:03 PM	8/30/22 02:03 PM	UV Light Insp (1m) - 5526 - Completed as per plan
2939229			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	8/1/22 12:00 AM	8/30/22 02:06 PM	8/30/22 02:06 PM	Building & Grounds Maintenance (1m) - 5526 - Completed as per plan
2944382	0000123536	PUMP SUBMERSIBLE P102 RAW PS-1	5526, West Lorne Sewage Pumping Stn	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible P102 Raw Ps-1 Insp/Service (1y) - 5526	CLOSE	8/1/22 12:00 AM	10/4/22 09:09 AM	10/4/22 09:09 AM	Pump Submersible P102 Raw Ps-1 Insp/Service (1y) - 5526 - Completed as per plan
2944391	0000123537	PUMP SUBMERSIBLE P101 RAW PS-1	5526, West Lorne Sewage Pumping Stn	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible P101 Raw Ps-1 Insp/Service (1y) - 5526	CLOSE	8/1/22 12:00 AM	10/4/22 09:10 AM	10/4/22 09:10 AM	Pump Submersible P101 Raw Ps-1 Insp/Service (1y) - 5526 - Completed as per plan
2944400	0000123538	PUMP SUBMERSIBLE P100 PS-1	5526, West Lorne Sewage Pumping Stn	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible P100 Ps-1 Insp/ Service (1y) - 5526	CLOSE	8/1/22 12:00 AM	10/4/22 09:11 AM	10/4/22 09:11 AM	Pump Submersible P100 Ps-1 Insp/ Service (1y) - 5526 - Completed as per plan
2944409	0000123565	PUMP 02 SANITARY SUMP	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Pump 02 Sanitary Sump Insp/ Service (1y) - 5526	CLOSE	8/1/22 12:00 AM	10/4/22 09:11 AM	10/4/22 09:11 AM	Pump 02 Sanitary Sump Insp/ Service (1y) - 5526 - Completed as per plan
2944418	0000123566	PUMP SUBMERSIBLE 01 SANITARY SUMP	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible 01 Sanitary Sump Insp/Service (1y) - 5526	CLOSE	8/1/22 12:00 AM	10/4/22 09:12 AM	10/4/22 09:12 AM	Pump Submersible 01 Sanitary Sump Insp/Service (1y) - 5526 - Completed as per plan
2944427	0000123692	PUMP SUBMERSIBLE PS PUMP 100 SPARE SCUM	5526, West Lorne Sewage Pumping Stn	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible Ps Pump 100 Spare Insp/Service (1y) - 5526	CLOSE	8/1/22 12:00 AM	10/4/22 09:13 AM	10/4/22 09:13 AM	Pump Submersible Ps Pump 100 Spare Insp/Service (1y) - 5526 - Completed as per plan
2949391			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	8/1/22 12:00 AM	8/30/22 02:07 PM	8/30/22 02:07 PM	Analyzer DO Route Inspection (1m) 5526 - Completed as per plan
2949393			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	8/1/22 12:00 AM	8/30/22 02:08 PM	8/30/22 02:08 PM	Drive VFD Insp/Service (1m) 5526 - Completed as per plan
2949396			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Heater Unit Route Inspection/ Service (1y) 5526	CLOSE	8/1/22 12:00 AM	10/4/22 09:14 AM	10/4/22 09:14 AM	Heater Unit Route Inspection/ Service (1y) 5526 - Completed as per plan

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2949406	0000334529	SCREEN BAR SCREW	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Conveyor Screw Bar Screen Insp/ Service (1y) - 5526	CLOSE	8/1/22 12:00 AM	11/30/22 09:11 PM	11/30/22 09:11 PM	-Checked to ensure bar screen is in proper working order, properly greased and nothing loose
2949424	0000334531	ANALYZER GAS AIC 101 MONITOR	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	6	MONTHS	Analyzer Gas Insp/Service (6m) - 5526	CLOSE	8/1/22 12:00 AM	10/4/22 09:15 AM	10/4/22 09:15 AM	Analyzer Gas Insp/Service (6m) - 5526 - Completed as per plan
2949428	0000334543	TANK PROCESS CLARIFIER EAST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier East Insp/ Service (1m) - 5526	CLOSE	8/1/22 12:00 AM	8/30/22 02:09 PM	8/30/22 02:09 PM	Tank Process Clarifier East Insp/ Service (1m) - 5526 - Completed as per plan
2949431	0000334544	TANK PROCESS CLARIFIER WEST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier West Insp/ Service (1m) - 5526	CLOSE	8/1/22 12:00 AM	8/30/22 02:10 PM	8/30/22 02:10 PM	Tank Process Clarifier West Insp/ Service (1m) - 5526 - Completed as per plan
2949434	0000334525	PANEL SURGE ARRESTER BARRIER	5526, West Lorne Sewage Pumping Stn	PM	Refurbish/ Replace/Repair	1	YEARS	Panel Surge Protection SPS Service (1y) - 5526	CLOSE	8/1/22 12:00 AM	10/4/22 09:16 AM	10/4/22 09:16 AM	Panel Surge Protection SPS Service (1y) - 5526 - Completed as per plan
2949437			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	8/1/22 12:00 AM	8/30/22 02:12 PM	8/30/22 02:12 PM	Valve Blower Damper (1m) - 5526 - Completed as per plan
2961657			5526, West Lorne Sewage Pumping Stn	CALL	Refurbish/ Replace/Repair	0		West Lorne WWTP (5526) Network Gateway Alarm	CLOSE		7/28/22 03:10 AM	7/28/22 05:00 AM	West Lorne WWTP (5526) Network Gateway Alarm - <ul style="list-style-type: none">Received page for West Lorne WWTP Communication alarm 03:10Arrived onsite and reset SCADA computerReset SCADA computer, all systems now appear okay at time
2968536			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne WWTP Communication Alarm (5526)	CLOSE		8/22/22 05:18 PM	8/22/22 06:30 PM	West Lorne WWTP Communication Alarm (5526) - <ul style="list-style-type: none">Received page for communication alarm at 17:18Arrived onsite and found RAS/WAS pumps and sludge scrappers trippedReset pumps and scrappersAll systems are now okay at time

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2985154	0000123216	PANEL ALARM/DIALER PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	9/1/22 12:00 AM	9/29/22 01:36 PM	9/29/22 01:36 PM	Alarm Dialer Test/Insp (1m) - 5526 - Completed as per plan
2985161	0000123533	PANEL ALARM/DIALER 01 PS	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	9/1/22 12:00 AM	9/29/22 01:37 PM	9/29/22 01:37 PM	Alarm Dialer Test/Insp (1m) - 5526 - Completed as per plan
2985597	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	9/1/22 12:00 AM	9/29/22 01:38 PM	9/29/22 01:38 PM	Engine Diesel Test/Insp (1m) - 5526 - Completed as per plan
2985616	0000123677	ENGINE DIESEL STAND-BY LIFE STATION	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	9/1/22 12:00 AM	9/29/22 01:40 PM	9/29/22 01:40 PM	Engine Diesel Test/Insp (1m) - 5526 - Completed as per plan
2986058	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWTF	PM	Refurbish/Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	9/1/22 12:00 AM	9/29/22 01:41 PM	9/29/22 01:41 PM	UV Light Insp (1m) - 5526 - Completed as per plan
2986109			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	9/1/22 12:00 AM	9/29/22 01:43 PM	9/29/22 01:43 PM	Building & Grounds Maintenance (1m) - 5526 - Completed as per plan
2992169	0000123592	METER FLOW FIT300 AIR	5526, West Lorne WWTF	PM	Calibration	1	YEARS	Meter Flow Insp/Service (1y) - 5526	CLOSE	9/1/22 12:00 AM	10/4/22 09:16 AM	10/4/22 09:16 AM	Meter Flow Insp/Service (1y) - 5526 - Completed as per plan
2998063			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	9/1/22 12:00 AM	9/29/22 01:47 PM	9/29/22 01:47 PM	Analyzer DO Route Inspection (1m) 5526 - Completed as per plan
2998065			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	9/1/22 12:00 AM	9/29/22 01:51 PM	9/29/22 01:51 PM	Drive VFD Insp/Service (1m) 5526 - Completed as per plan
2998071	0000334524	SCADA COMPUTER COMMUNICATION	5526, West Lorne WWTF	PM	Inspection	1	YEARS	Scada Server Insp/Service (1y) 5526	CLOSE	9/1/22 12:00 AM	10/4/22 09:17 AM	10/4/22 09:17 AM	Scada Server Insp/Service (1y) 5526 - Completed as per plan
2998086	0000334543	TANK PROCESS CLARIFIER EAST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/Replace/Repair	1	YEARS	Tank Process Clarifier East Insp/Service (1m) - 5526	CLOSE	9/1/22 12:00 AM	9/29/22 01:53 PM	9/29/22 01:53 PM	Tank Process Clarifier East Insp/Service (1m) - 5526 - Completed as per plan
2998089	0000334544	TANK PROCESS CLARIFIER WEST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/Replace/Repair	1	YEARS	Tank Process Clarifier West Insp/Service (1m) - 5526	CLOSE	9/1/22 12:00 AM	9/29/22 01:54 PM	9/29/22 01:54 PM	Tank Process Clarifier West Insp/Service (1m) - 5526 - Completed as per plan
2998092	0000334515	TANK PROCESS BACKWASH FILTER 200 US GAL	5526, West Lorne WWTF	PM	Refurbish/Replace/Repair	6	MONTHS	Backwash Tank Cleaning/inspection 5526	CLOSE	9/1/22 12:00 AM	11/16/22 07:57 AM	11/16/22 07:57 AM	- inspected that the tank has no leaks, and recorded pressure of the tank.
2998106	0000334528	TANK PROCESS CLARIFIER GRIT	5526, West Lorne WWTF	PM	Refurbish/Replace/Repair	1	YEARS	Tank Process Clarifier Grit Insp/Service (1y) - 5526	CLOSE	9/1/22 12:00 AM	10/4/22 09:18 AM	10/4/22 09:18 AM	Tank Process Clarifier Grit Insp/Service (1y) - 5526 - Completed as per plan

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
2998109			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	9/1/22 12:00 AM	9/29/22 01:55 PM	9/29/22 01:55 PM	Valve Blower Damper (1m) - 5526 - Completed as per plan
2998111	0000334527	VALVE PLUG GRIT SYSTEM	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Valve Plug Insp. (1y) - 5526	CLOSE	9/1/22 12:00 AM	10/4/22 09:18 AM	10/4/22 09:18 AM	Valve Plug Insp. (1y) - 5526 - Completed as per plan
3012824	0000334524	SCADA COMPUTER COMMUNICATION	5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne WWTP Communications	CLOSE		9/6/22 12:56 AM	9/16/22 02:25 PM	West Lorne WWTP Communications - Received call at 22:45p.m for channel 1 alarm at west lore wwtp. arrived on site at 23:45. reset the SCADA server. Logged back in to both admin and operator account. Cycled thru each page and cleared errors. reset dialer and ensured proper function by calling it. Completed a visual inspection of the facility by doing a walk through. Checked daily stats on SCADA. Plant appeared to run smoothly all day. Left site at 00:00
3014367			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		Channel 1 No Comms Alarm West Lorne WWTP	CLOSE		9/12/22 11:23 AM	9/12/22 11:30 AM	Channel 1 No Comms Alarm West Lorne WWTP - Onsite for Channel 1 comms error/ no comms alarm arrived onsite reset computer restarted blower and clarifier scraper completed plant walk through and left site. 84kms used in this call
3014370			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		Power Flicker West Lorne WWTP	CLOSE		9/12/22 11:32 AM	9/12/22 11:40 AM	Power Flicker West Lorne WWTP - Onsite for power flicker followed SOP for power outage reset blower, RAS/ WAS pumps, Clarifier Scrapper checked alum pump and completed plant walk through.

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3015412	0000123448	FAN EF-03 EXHAUST ELEC ROOF	5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne Gateway Net 2 - Exhaust Fan	CLOSE		9/16/22 01:46 PM	9/16/22 01:57 PM	West Lorne Exhaust Fan -Received call for West Lorne channel 1 alarm at 16:35 and headed for site. Arrived on site and reset the SCADA server as communications were off. After reset, still receiving call out. Completed plant walktrough with Sam Smith and found that exhaust fan EF-3 was tripped. once reset the alarms cleared. made sure all processes were normal and left site.
3017294			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		WLSTP Channel 1 alarm.	CLOSE		9/24/22 12:20 PM	9/27/22 03:52 PM	-Received alarm call @ 1220 from the answering service for a West Lorne Sewage Treatment Plant Channel 1 Network communication is off alarm. Acknowledged alarm through dialer. On site @ 1255. Reset the computer in the control room. Blowers were off, reset the breaker on the MCC panel for the blowers. Put blower 3 in manual and is now working. RAS pumps are alternating and working as normal. Completed a plant walk through all appears ok at this time. Notified ORO and SOM of actions taken. Km: 12km.
3035085	0000123216	PANEL ALARM/ DIALER PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	10/1/22 12:00 AM	10/26/22 09:00 AM	10/26/22 09:00 AM	-Tripped an alarm to ensure the dialer would call out upon emergency situation. Dialer called answering service whom paged the operators as per SOPs. All appears to be functioning normally. Repeated steps for both Channel 1/2 alarms.
3035092	0000123533	PANEL ALARM/ DIALER 01 PS	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	10/1/22 12:00 AM	10/31/22 10:46 AM	10/31/22 10:46 AM	- testing alarms

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3035490	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	10/1/22 12:00 AM	10/31/22 10:39 AM	10/31/22 10:39 AM	- ran generator on load for `1 hr
3035509	0000123677	ENGINE DIESEL STAND-BY LIFE STATION	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	10/1/22 12:00 AM	10/31/22 10:40 AM	10/31/22 10:40 AM	- ran generator on load for 1 hr
3035920	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	10/1/22 12:00 AM	10/31/22 10:45 AM	10/31/22 10:45 AM	- removed uv bulbs for the non disinfection seacon. and cleaned
3035971			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	10/1/22 12:00 AM	10/31/22 10:57 AM	10/31/22 10:57 AM	- cleaning buildings etc
3039722	0000123193	ANALYZER 02 TRI-DETECTOR PORTABLE	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	6	MONTHS	Analyzer Gas Insp/Service (6m) - 5526	CLOSE	10/1/22 12:00 AM	11/16/22 07:47 AM	11/16/22 07:47 AM	- Checked to ensure that the unit is charged properly. Checked to see with the gas cylinder to ensure the unit alarms properly. it passes.
3048261			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	10/1/22 12:00 AM	10/31/22 10:56 AM	10/31/22 10:56 AM	- cleaning and calibrated DO probes
3048263			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	10/1/22 12:00 AM	10/31/22 10:59 AM	10/31/22 10:59 AM	- inspected VFD and followed maintenance procedure
3048277	0000334543	TANK PROCESS CLARIFIER EAST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier East Insp/ Service (1m) - 5526	CLOSE	10/1/22 12:00 AM	10/31/22 10:36 AM	10/31/22 10:36 AM	-inspecting clarifier and cleaning. Water pump broken so unable to completely drain
3048280	0000334544	TANK PROCESS CLARIFIER WEST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier West Insp/ Service (1m) - 5526	CLOSE	10/1/22 12:00 AM	10/31/22 10:38 AM	10/31/22 10:38 AM	- inspected the clarfier and cleaned where able, water pump broken so unable to clean properly
3048283			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	10/1/22 12:00 AM	10/31/22 11:09 AM	10/31/22 11:09 AM	- followed the maintenance procedure

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3065395	0000334505	BLOWER POSITIVE DISPLACEMENT B102	5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne Blower Reset	CLOSE		10/16/22 12:20 PM	11/28/22 10:33 AM	West Lorne Blower Reset - Received call at WWTP. Arrived on site and blower 3 was off. Reset alarms and turned back on in hand. Completed visual inspection of processes and all appears to be running normal. No new alarms and left site. Travel to WWTP: 51 KM Travel Home: 62 KM
3067223			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne Channel 1	CLOSE		10/23/22 07:59 PM	10/23/22 11:59 PM	West Lorne Channel 1 -Received call for west Lorne channel 1 alarm. Arrived on site and reset scada computer. Completed plant walk through and inspected processes. After scada reset, reset dialler and all was working fine. 65 KM one way -
3082952	0000123216	PANEL ALARM/ DIALER PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	11/1/22 12:00 AM	11/14/22 08:26 AM	11/14/22 08:26 AM	- Identified channel 1 and 2 alarms. Tripped alarms causing the dialer to begin calling out to the answering service and then send a text message notifying the operator. all appears ok and in working order.
3082959	0000123533	PANEL ALARM/ DIALER 01 PS	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	11/1/22 12:00 AM	11/14/22 08:28 AM	11/14/22 08:28 AM	- Identified all channel alarms. Tripped alarms causing the dialer to begin calling out to the answering service and then send a text message notifying the operator. all appears ok and in working order.
3083350	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	11/1/22 12:00 AM	11/30/22 09:19 PM	11/30/22 09:19 PM	-Ran generator on load for one hour, recorded numbers on inspection sheet.

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3083369	0000123677	ENGINE DIESEL STAND-BY LIFE STATION	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	11/1/22 12:00 AM	11/30/22 09:20 PM	11/30/22 09:20 PM	-Ran generator on load for one hour, recorded numbers on inspection sheet.
3083780	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	11/1/22 12:00 AM	11/8/22 08:03 AM	11/8/22 08:03 AM	- UV bulbs off for the winter months as per SOP
3083831			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	11/1/22 12:00 AM	11/30/22 09:21 PM	11/30/22 09:21 PM	-Cleaning and tidying work spaces so they are safe for everyday use.
3088561			5526, West Lorne WWTF	PM	Inspection	1	YEARS	Emergency Generator Trailer Insp/ Service (1y) - 5526	CLOSE	11/1/22 12:00 AM	12/5/22 11:41 AM	12/5/22 11:41 AM	- had trailer inspected, all ok.
3088587	0000123502	UPS BATTERY BANK PLANT	5526, West Lorne WWTF	PM	Inspection	1	YEARS	UPS Battery Bank Plant Insp/ Service (1y) - 5526	CLOSE	11/1/22 12:00 AM	11/16/22 10:49 AM	11/16/22 10:49 AM	- Checked the outside of the unit. Ensured there were no alarms. Cleared debris from the fan, and cleaned dust from the unit.
3088598	0000123532	UPS	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	YEARS	UPS Insp/Service (1y) - 5526	CLOSE	11/1/22 12:00 AM	11/30/22 09:14 PM	11/30/22 09:14 PM	-Ensuring that there are no alarms, clearing any debris from the fan. All appears ok.
3088609	0000123557	PUMP SUBMERSIBLE	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible Insp/Service (1y) - 5526	CLOSE	11/1/22 12:00 AM	12/5/22 11:42 AM	12/5/22 11:42 AM	- inspected pump and removed debris as necessary.
3088618	0000123571	PUMP SUBMERSIBLE CP7 SCUM PIT	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible Cp7 Scum Pit Insp/Service (1y) - 5526	CLOSE	11/1/22 12:00 AM	11/16/22 07:49 AM	11/16/22 07:49 AM	- Pump currently out of service as it is not working properly. Needs to be pulled and inspected.
3088627	0000123693	PUMP SUBMERSIBLE SPARE	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible Spare Insp/ Service (1y) - 5526	CLOSE	11/1/22 12:00 AM	12/5/22 11:43 AM	12/5/22 11:43 AM	- inspected pump, removed debris where necessary.
3093015			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	11/1/22 12:00 AM	11/8/22 08:09 AM	11/8/22 08:09 AM	- checking DO probes are reading properly, passed
3093017			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	11/1/22 12:00 AM	11/8/22 08:08 AM	11/8/22 08:08 AM	- inspecting VFD's at pump station and sewage treatment plant

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3093031	0000334543	TANK PROCESS CLARIFIER EAST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier East Insp/ Service (1m) - 5526	CLOSE	11/1/22 12:00 AM	11/8/22 08:05 AM	11/8/22 08:05 AM	- cleaning clarifiers
3093034	0000334544	TANK PROCESS CLARIFIER WEST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier West Insp/ Service (1m) - 5526	CLOSE	11/1/22 12:00 AM	11/8/22 08:07 AM	11/8/22 08:07 AM	- cleaned clarifier of algae etc
3093037	0000334513	UPS PLC PANEL	5526, West Lorne WWTF	PM	Inspection	1	YEARS	UPS Insp/Service (1y) - 5526	CLOSE	11/1/22 12:00 AM	11/30/22 09:15 PM	11/30/22 09:15 PM	-Checking to make sure there are no alarms on unit, clearing any debris from the fan.
3093048			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	11/1/22 12:00 AM	11/14/22 08:30 AM	11/14/22 08:30 AM	- opened valves allowing moisture to leave the blower pipes that has accumulated.
3104902			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne Channel 1	CLOSE		11/3/22 10:07 PM	11/28/22 10:33 AM	West Lorne channel 1 -Received call for channel 1 alarm. Arrived on site and completed facility walk through. Reset scada server. Overviewed scada after reset and completed another facility walk through. All running normally. 120KM total.
3107361			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		Channel 1 alarm	CLOSE		11/18/22 10:37 PM	11/18/22 11:25 PM	- Received call from answering service at 2237 for west lorne STP channel 1 alarm. Arrived on site and reset the SCADA computer. Completed plant walk through. All is working as per usually and appears ok. Notified SOM. Km: 15.

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3108694			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne Channel 1	CLOSE		11/26/22 11:14 AM	11/28/22 08:30 AM	West Lorne channel 1 -Received call for channel 1 at west Lorne sewage. Arrived on site and reset scada system. Completed facility walk through. All systems running normal. Checked scada once reset and all was fine. 60km there. 60km back.
3123578	0000123216	PANEL ALARM/ DIALER PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	12/1/22 12:00 AM	12/5/22 11:57 AM	12/5/22 11:57 AM	- tested all alarms within the system and identified them. pass
3123585	0000123533	PANEL ALARM/ DIALER 01 PS	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	12/1/22 12:00 AM	12/5/22 11:58 AM	12/5/22 11:58 AM	- identified all critical alarms, tested to make sure they call out. pass
3124132	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	COMP	12/1/22 12:00 AM	1/4/23 12:50 PM	1/4/23 12:50 PM	- complteted in december, ran generator on load for one hour.
3124151	0000123677	ENGINE DIESEL STAND-BY LIFE STATION	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	COMP	12/1/22 12:00 AM	1/4/23 12:52 PM	1/4/23 12:52 PM	- completed in december, ran on load for 1 hr
3124631	0000123586	PUMP 01 ALUM CHEMIC RM	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Diaphragm 01 Insp/Service (1y) - 5526	CLOSE	12/1/22 12:00 AM	12/8/22 08:08 AM	12/8/22 08:08 AM	- Checking to ensure the pump is dosing properly, and no faults.
3124649	0000123585	PUMP DIAPHRAGM 02 ALUM CHEMIC RM	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Diaphragm 02 Insp/Service (1y) - 5526	CLOSE	12/1/22 12:00 AM	12/8/22 08:09 AM	12/8/22 08:09 AM	- Checking to ensure the pump is dosing properly, and no faults.
3124786	0000123567	UV LIGHT EFFLUENT	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	12/1/22 12:00 AM	12/5/22 11:59 AM	12/5/22 11:59 AM	- lights not on in winter months, cleaned passageway of debris.,
3124875			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	12/1/22 12:00 AM	12/15/22 08:25 AM	12/15/22 08:25 AM	- cleaning garage, cleaning filter room and organizing for end of year.

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3133597			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	12/1/22 12:00 AM	12/8/22 08:03 AM	12/8/22 08:03 AM	- Verifying pH probes in the aeration tank with the handheld reader. All appears ok.
3133599			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	12/1/22 12:00 AM	12/5/22 12:03 PM	12/5/22 12:03 PM	- cleaned cooling fan from debris, cleared faults, checked battery voltages, and tested to ensure they work during an emergency situation.
3133613	0000334543	TANK PROCESS CLARIFIER EAST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier East Insp/ Service (1m) - 5526	CLOSE	12/1/22 12:00 AM	12/8/22 08:05 AM	12/8/22 08:05 AM	- Followed maintenance procedure to ensure everything is working and no issues found.
3133616	0000334544	TANK PROCESS CLARIFIER WEST SCUM THROUGH	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier West Insp/ Service (1m) - 5526	CLOSE	12/1/22 12:00 AM	12/8/22 08:06 AM	12/8/22 08:06 AM	- Followed maintenance procedure to ensure everything is working and no issues found.
3133619			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	12/1/22 12:00 AM	12/5/22 12:02 PM	12/5/22 12:02 PM	- opened valves to let off moisture in air pipes
3145441			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		Channel One West Lorne WWTp	CLOSE		12/4/22 12:45 AM	12/5/22 04:43 PM	Channel 1 west Lorne wwtp -Received call at 12:45 a.m for channel 1 alarm at west Lorne. Arrived on site at 01:45 a.m and inspected scada server. Reset server and logged back in. Inspected processes, completed facility walk thorough and inspected processes and breakers. All processes appeared to be running per usual. Reset dialler. Locked up and left at 2:15 a.m. 62km there 62 km back

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3148175			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		channel 1 communication	CLOSE		12/19/22 03:30 AM	12/19/22 10:34 AM	- <ul style="list-style-type: none">received call for channel 1 communication alarm @03:29arrived onsite @05:00 reset battery backup and scada computer, completed plant walk through, all systems appear ok at timeleft site @05:3086km round trip

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
3148972			5526, West Lorne WWTF	CALL	Refurbish/ Replace/Repair	0		West Lorne Power Failure Alarm	COMP		12/23/22 08:30 PM	12/24/22 02:00 PM	<div>Power failure alarm Friday 23rd -Received call from answering service at 19:30 on Friday December 23rd 2022 for a power failure alarm at west Lorne sewage treatment plant.</div> <div>Called auto dialler to acknowledge and monitored hydro one status. No other outages in area. Prepared to leave site and on route around 20:30.</div> <div>Due to the "storm of the generation", highway closures, and blizzard warnings, travel to site took a significant amount of time as there was low to no visibility from major snow squalls and drifts.</div> <div>Arrived on site around 22:30 and driveway to site was blanketed by 40-50" snow banks and drifts. Took time to investigate situation.</div> <div>Called senior operations manager Sam Smith and notified of situation.</div> <div>Checked on pump station to assure power was there and noted that there were no other alarms at the plant like the blowers being off, or communications off. (Channel 1 or channel 2)</div> <div>Left site to come back when it was safe to do so and slowly made travel back.</div> <div>Left to site again at 07:30 on Saturday December 24th and due to significant visibility restrictions and road conditions, did not arrive to site until 09:00.</div> <div>On-site determined driveway was unsafe to drive through as snow</div>

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
													drifts were up to 50" high.
													Travelled to plant on foot on neighbouring farm field from end of driveway.
													Once arrived on site, confirmed the power was in fact on despite the alarm saying it wasn't. No other alarms were on because all equipment was still running properly.
													While on site did rounds and thorough walk through. Attempted to trouble shoot power error failure on auto dialler. Consulted with Duty OICs Sam Smith and Brendan Johnston as well as OIT Jada Krebs. After trouble shooting and receiving several recommendations such as resetting the auto dialler, the SCADA, and the UPS, could not figure out the alarm.
													Once more completed a very thorough facility investigation which took much time due to inclement weather conditions and determined that the status of the plant should be monitored but the power failure alarm was a nuisance. It might have been likely that the battery in the unit was failing as read in the instruction manual. Fault PFAIL and LOBAT.
													Directed by Senior Operations Manager to leave site and monitor.
													Trekked to vehicle and slowly made way back home on improving road conditions.
													Total travel 200KM

Workorder Summary Report

Report Start Date: Jan 1, 2022 12:00 AM

Report End Date: Dec 31, 2022 11:59 PM

Location: 5526-SPP1,5526-WWWL

Work Order Type: CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail



Staff Report

Report To: Council Meeting

From: Heather Bouw, Clerk

Date: 2023-04-27

Subject: Request for Declaring a Municipally Significant Event

Recommendation:

That West Elgin Council hereby receives the report from H. Bouw, Clerk re: Request to Declaring a Municipally Significant Event; and

That West Elgin Council hereby _____.

Purpose:

The purpose of this report is to provide Council with a request to Declare a Municipally Significant Event and get Council's decision on the Declaration and provide Council with information on possibly developing a policy regarding Declaring Municipally Significant Events in the future.

Background:

The Alcohol and Gaming Commission of Ontario (AGCO) is responsible for administering the *Liquor Licence and Control Act, 2019* (LLCA), which together with its regulations and the standards and requirements established by the Registrar establish the licensing and regulatory regime for most aspects relating to the sale, service and delivery of liquor in Ontario.

Among its responsibilities in the liquor sector, the AGCO oversees the administration of the Special Occasion Permit (SOP) program, which allows for the sale and service of liquor on special occasions, such as cash bars at weddings or private receptions, as well as larger scale events that are open to the public, such as charity fundraisers.

An SOP is required any time liquor is offered for sale anywhere other than in a liquor licensed establishment.

A permit may be issued for the following types of events:

- **Private Events** are limited to invited guests only and may not be publicly advertised. There can be no intent to gain or profit from the sale of liquor at the event.

- **Public Events** are open to the public. These events can be advertised and fundraising and/or profit from the sale of liquor at the event is permitted. There are several types of eligible public events:
 - Public events include events of provincial, national or international significance, or events designated by a municipal council or its delegate as an event of municipal significance.
- **Charity Events** are public events conducted by a charitable organization registered under the Income Tax Act (Canada), or a non-profit association or organization for the advancement of charitable, educational, religious or community objects.
- **Tailgate Events** are public events that are held in connection with, and in proximity to, a live sporting event and where attendees may bring their own liquor (BYOB) for consumption at the event.
- **Industry Promotional Events** are public events held to promote a manufacturer's product(s). Manufacturers or a licensed representative (or an event organizer acting on behalf of either) can provide or sell samples at cost or less and take orders for liquor purchases.
- **Auctions** are conducted by a charitable organization, administrator or executor of an estate or law enforcement officer acting within the scope of their duties. Auctions may be conducted wholly or partly online.

West Elgin has not received a request for this declaration in sometime and in researching this Declaration, staff found that many other Municipalities have policies with regard to doing this. Staff did contact the municipal insurance provider and were told that as long as the requestor provides proof of insurance, naming the municipality as co-insured, and that it does not take place on Municipal property, there is no risk to the Municipality and they had no concerns about Council declaring this event municipally significant.

The requestors have provided a letter outlining how the event is municipally significant and proof of insurance. Should Council agree to declare this event municipally significant, a letter would be supplied to the requestor and the requestor will still need to apply to the AGCO for the Special Occasion Permit and meet their criteria for issuing such a permit.

Included as an attachment to this report is an example of the procedures for declaring a municipally significant event from Middlesex Centre, so Council can see if they wish to have staff develop such a policy for future.

Financial Implications:

None.

Policies/Legislation:

Liquor Licence and Control Act, 2019 (LLCA),

Respectfully submitted by,

Heather Bouw, Clerk

Report Approval Details

Document Title:	Request to Declare A Municipally Significant Event - 2023-29-Clerks.docx
Attachments:	<ul style="list-style-type: none">- Brandywine Letter to municipality.pdf- Brandywine - Letter of Support MK.pdf- Brandywine - Letter to emergency services.pdf- MC - MUNICIPALLY SIGNIFICANT EVENT DESIGNATION PROCESS AND APPLICATION.pdf
Final Approval Date:	Apr 21, 2023

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

Heather Bouw



Ryan and Jessica Statham
The Brandywine, Inc.
25714 Pioneer Line
West Lorne, ON N0L 2P0

Thursday, April 20, 2023

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

To Whom it May Concern,

We are a local small farm-based business in West Lorne and we are looking for municipal support in the organization of a producer-based farmers' market. Taking place on a Friday evening, monthly, from July to October, the farmers' market will feature locally grown and produced wares, including vegetables, flowers, meat and artisan goods, as well as prepared foods and live music. We believe that a cash bar would benefit the event and are writing this letter to ask for your support in designating these events as "municipally significant" so that we may submit our application for a Special Occasion Permit to the Alcohol and Gaming Commission of Ontario (AGCO).

The inaugural market will take place at our farm, at 25714 Pioneer Line, West Lorne, on Friday, July 14, from 4:00 pm to 9:00 pm. Dates for the August, September and October markets have yet to be determined. We have already met with the municipal planner, who has deemed that our zoning is appropriate for such events.

These events will benefit the community at large by increasing tourism dollars spent within our area. We have a strong following of customers in the St. Thomas and London area and will be advertising locally as well as farther out to encourage people to visit West Lorne. We feel that these markets will also stimulate economic growth by encouraging expansion of the agri-business sector through new value-added and agriculture-related enterprises. We are here to support not only small producers who are already established and looking to expand their customer base, but also new and young entrepreneurs who wish to experience farmers' markets for the first time. These events will also encourage the expansion of business activity for existing commercial businesses in the downtown.

The Municipality of West Elgin's Official Plan - Draft #1 (April 2023) specifies goals and objectives within agricultural areas. This farmers' market would directly assist with increasing opportunities in agriculture, agriculture-related and on-farm diversified uses (please see attached pages 48-50 of the draft plan, sections 7.1.1 to 7.1.5). To wit, we believe that the market not only promotes West Elgin as a tourism destination, but also contributes to achieving the stated goals of the municipality. A local farmers' market would provide increased business to local growers and producers, as well as increased exposure to small home-based businesses. Having a monthly farmers' market means these products will be available throughout the growing season for our community to explore and enjoy.

The farmers' market will be open to the public and will be advertised through social media, radio, flyers, local municipal LED signs and word-of-mouth. We will have volunteers to help direct traffic off the main road and within the parking area to facilitate the flow of vehicles entering, exiting and parking. All emergency services have been informed of the event; please see attached letters directed to local EMS, fire and police services. Also attached is proof of farm insurance, via Salus Mutual and their underwriters. Southwestern Public Health has also been notified, and individual vendors have the link to complete the necessary forms. We have produced a vendor agreement form (attached) that each vendor will read and sign.

Ultimately, our goal is to provide a venue for the community to experience everything that West Elgin has to offer: from local maple syrup to local lamb, produce and hand-made goods and musical talent. We believe that a farmer's market will benefit the community as a whole, and also fulfill a much-needed niche with respect to locally-produced food. Please accept this correspondence as our official request to have the events deemed municipally significant.

Thank you for your consideration,

Ryan Statham, Director
The Brandywine, Inc.

Jessica Statham, Director
The Brandywine, Inc.



St. Thomas Economic Development
545 Talbot Street
St. Thomas, ON N5P 3V7

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

April 20, 2023

To Whom it May Concern,

As the Manager of Business Development & Entrepreneurship with the St. Thomas EDC, I have had the opportunity to work with Ryan and Jessica Statham and The Brandywine Inc. over the last several years. I have witnessed their business grow from a small farm stand at a local brewing company to an established agribusiness. They have been regular vendors at the Horton Farmers' Market in St. Thomas, as well as Wildflowers Farmers' Market, and several local markets (such as Rosy Rhubarb, Dutton Night Market, Rural Roots Christmas Market, etc.). They have developed a strong following for their own products and are big supporters of other local small businesses.

Their proposed farmer's market in West Elgin would greatly assist local small businesses in the agribusiness sector by providing them a venue to showcase and sell their products. In addition, the market would bolster community pride in West Elgin and benefit the downtown businesses in West Lorne with increased traffic and economic activity in the community.

I believe that this market would benefit the municipality as whole and provide an opportunity to support several local small businesses.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Kerkvliet", with a stylized flourish at the end.

Mike Kerkvliet
Manager of Business Development & Entrepreneurship
St. Thomas EDC

Ryan and Jessica Statham
The Brandywine, Inc.
25714 Pioneer Line
West Lorne, ON N0L 2P0

Thursday, April 20, 2023

Elgin OPP
42696 John Wise Line
St. Thomas, ON N5P 3S9

Jeff McArthur, Fire Chief
West Elgin Fire Department
158 Main St.
West Lorne, ON N0L 2P0

Medavie EMS
210 Padfield Ln
Rodney, ON N0L 2C0

To Whom it May Concern,

My name is Jessica Statham and my husband and I own Brandywine Farms & Garden Market, located at 25714 Pioneer Line in West Lorne. This letter is to inform you that we will be hosting a farmers' market with a Special Occasion Permit from the Alcohol and Gaming Commission on Friday, July 14, 2023. The event will take place from 4:00 pm to 9:00 pm. As this is our first event, and is open to the public at large, we cannot provide an exact attendance; we expect to have between 1000 and 2000 guests over the course of the evening, based on other local market attendances over the past few years. Please feel free to reach out, should you have any questions.

Thank you,

Ryan and Jessica Statham, Directors
The Brandywine, Inc.

519-619-9938
brandywinegardenmarket@gmail.com
www.thebrandywine.ca



Municipally Significant Event – Application Process

In order to be deemed an event of municipal significance, your event requires a designation by the municipality in which the event will take place. Special Occasion Permits (SOP) applications to the AGCO for a municipally significant Public Event must be accompanied by either a municipal resolution or a letter from a delegated municipal official designating the event as municipally significant. The Clerk, or designate, has been given the delegated authority to consider applications for Municipal Significance by by-law 2019-088.

Applicants who wish to request that Middlesex Centre designate their event to be of municipal significance must submit a complete application with the \$25 application fee to the Office of the Clerk including the following information:

In terms of reviewing the event to determine if the event is of ‘municipal significance’, the Clerk will consider the following:

- 1) Is the event an exhibition, event or function open to the general public that is being held within the Middlesex Centre?
- 2) Can the event be defined as:
 - a) Having local, regional, national or international historical or cultural significance; or
 - b) Does it build awareness of diverse cultures; or
 - c) Benefit the community at large.
- 3) Will the event host 100 plus members of the general public?

Prior to the designation of an event of Municipal Significance, all applications will be circulated to: Middlesex Centre Fire Services, Municipal Chief Building Official and By-Law Enforcement, the Municipal Insurer, the Ontario Provincial Police and the Middlesex-London Health Unit for comment.

Applicants whose events have been designated as municipally significant must agree to the following conditions:

- 1) Applicants assume all responsibility for compliance with regulations regarding SOPs and with other applicable legislation, including but not limited to the rules with respect to the Fire and Building Codes, Noise By-Laws, Street Closures, etc.;
- 2) Applicants must obtain a minimum of FIVE MILLION (\$5,000,000) DOLLARS liability insurance, naming the Municipality of Middlesex Centre as an additional

insured, at least 10 business days prior to the event and must provide a certificate of Insurance to the Clerk. The permit holder shall be required to indemnify and save the Municipality of Middlesex Centre harmless from all claims arising from the permit or event.

If approved, you will receive a letter addressed to the AGCO stating that your event has been deemed municipally significant.

Please note:

While the Municipality may designate an event, the Registrar for the AGCO ultimately has the final decision of whether or not to issue a Special Occasion Permit for a public event. In other words, even with a designation from Middlesex Centre, the Registrar may decide not to issue a Public Event SOP.

FREQUENTLY ASKED QUESTIONS

1. What do I need to do to have my event deemed Municipally Significant?

A completed application form must be submitted no less than 10 business days prior to your event with the required information.

2. How long does the process take?

The policy suggests the review process may take 10 business days upon receipt of a complete application. Please keep in mind that the AGCO may have different time frames based on the size of the event.

3. What departments or agencies review the information for the proposed event?

The distribution will include Middlesex Centre Fire Services, Municipal Chief Building Official and By-Law Enforcement, the Municipal Insurer, the Ontario Provincial Police and the Middlesex-London Health Unit for comment.

4. Once I receive approvals, is it permissible for me to serve alcohol at an event?

The letter **must** accompany your application to the Alcohol and Gaming Commission of Ontario (AGCO) for a Special Occasion Permit.



Municipally Significant Event Application Form

Please provide the following information:

Organization Name: _____

Contact Person: _____

Contact Information: _____

Objects of the Organization:

Reason(s) the organization believes their event should be deemed 'municipally significant:

Date of the event: _____

Location of the Event: _____

Details of how, when and where the event will be advertised to the public:

Is the event an exhibition, event or function open to the general public that is being held within the Middlesex Centre?

Yes ☐

No ☐

Can the event be defined as: (Check all that apply to your even and explain in detail your reasoning)

☐ Has local, regional, national or international historical or cultural significance; or

☐ Builds awareness of diverse cultures; or

☐ Benefits the community at large.

Does your organization believe that the event will host 100 plus members of the general public?

Yes ☐

No ☐

The applicant agrees to:

- 1) Obtain a minimum of FIVE MILLION (\$5,000,000) DOLLARS liability insurance, naming the Municipality of Middlesex Centre as an additional insured, at least 10 business days prior to the event and must provide a certificate of Insurance to the

Clerk. The permit holder shall be required to indemnify and save the Municipality of Middlesex Centre harmless from all claims arising from the permit or event;

- 2) Serve the public interest by upholding the by-laws and policies of The Municipality of Middlesex Centre, and any other applicable legislation;
- 3) Assume all responsibility for compliance with regulations regarding SOPs and with other applicable legislation, including but not limited to the rules with respect to the Fire and Building Codes, Noise By-Laws, Street Closures, etc.; and
- 4) Provide any additional details as may be requested by the circulated stakeholders of the Municipality.

By signing, you agree that you have read and agree with the conditions of the Middlesex Centre Designation of Municipally Significant Events Policy.

Applicant

Date

Office Use Only:

☐ Approved

Date Approved:

☐ Not Approved

Reasons why:



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2023-04-27
Subject: Investment Policy

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Investment Policy be received;

And That the Investment Policy be approved as presented;

And That the CAO/Treasurer be authorized to invest funds from time to time as deemed appropriate and as directed within the Investment Policy.

Background:

Over time, the Municipality is accumulating capital reserves to pay for future capital works. This gradual accumulation allows the Municipality to plan for its' capital needs without significantly impacting tax rates in any particular year and to minimize the need to incur debt. The Staff recommend that these funds be invested in appropriate investment vehicles to maximize the Municipality's potential return on funds.

Financial Implications:

An investment policy has been developed for the Council's consideration that establishes guidelines for municipal investments, ensures compliance with legislation and establishes a reporting practice to the Council. A number of potential investment opportunities/agencies are noted within the policy.

The One Investment Program, and the investment vehicles available through it, meets all criteria established by Provincial legislation for municipal investments. It is an ideal means for smaller municipalities to invest funds with a professional investment entity without the need for significant investment knowledge and ability within the Municipality's Staff complement. All transactions are through automated transfer of money to and from the Municipality's bank account and funds are fully liquid, accessible on a 3rd day a request to redeem funds.

Further information, including monthly performance information is available for your perusal at <https://www.oneinvestment.ca/investment-reporting/one-monthly-performance-reports>

In addition, Legal List Portfolio Guidelines are also available for the respective portfolios at the following links. These guidelines provide more details into composition of the portfolio:

Equity

<https://www.oneinvestment.ca/what-we-offer/one-legal-list/one-canadian-equity-portfolio>

Corporate Bond

<https://www.oneinvestment.ca/what-we-offer/one-legal-list/one-canadian-corporate-bond-portfolio>

Government Bond

<https://www.oneinvestment.ca/what-we-offer/one-legal-list/one-canadian-government-bond-portfolio>

Currently, the Municipality has \$10,000,000 in a savings account. The intent is to move 50% of the funds into a high interest savings account to facilitate cash flow requirements and improve interest returns.

For an initial investment, the Municipal Staff recommend conservative approach, and is proposing that \$2,000,000 be invested in ONE's Fixed Income and Equity portfolios as follows:

Table 1

Fund Name	Target Weight
ONE Canadian Equity Portfolio	25%
ONE Canadian Government Bond Portfolio	25%
ONE Canadian Corporate Bond Portfolio	50%

Future investments, made at least annually, are not to exceed an amount that allows a minimum of \$5,000,000 to be retained in a high interest savings account. Staff will monitor the savings account closely and, if it is determined that \$5,000,000 is not appropriate to maintain suitable cash flow for the Municipality, the Staff will return to Council to discuss changing the investment limits.

The Staff will report on the investments to the Council at least annually as to the balance and rate of return. Council members may request additional reports at any time.

The Staff will make sure funds are invested and/or redeemed at appropriate times so as not to cause a negative cash flow and to meet all capital and operational obligations without incurring penalties.

Financial Implications:

Investment returns will provide additional revenues to augment capital reserves and offset future capital costs, further mitigating future tax rate increases.

Policies/Legislation:

s. 418 to s. 420 of the Municipal Act, 2001

O. Reg. 438/97

Respectfully submitted by,

Report Approval Details

Document Title:	Investment Policy - 2023-20-Administration Finance.docx
Attachments:	- Municipal Investment Policy.docx
Final Approval Date:	Apr 20, 2023

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

Heather Bouw

Municipality of West Elgin

Schedule “A” to By-Law #2023-29

Policy 3.5 Municipal Investment Policy

Effective Date: April 27, 2023

Review Date:

Policy Statement

It is the policy of the Municipality of West Elgin to invest municipal funds in a manner which will provide the highest rate of return with the maximum security while meeting the daily cash flow demands of the municipality and complying with Section 418 of the Ontario Municipal Act 2001, as amended and Ontario Regulation 438/97 Eligible Investments and Related Financial Agreements, as amended.

Purpose

This policy establishes guidelines for municipal investments, as defined by and in compliance with the requirements of s. 418 to s. 420 of the Municipal Act, 2001 and of O.Reg.438/97. The goals of this policy are to ensure compliance with legislation and to establish a reporting practice to council, where, at least annually, a full disclosure of information relating to municipality held investments is provided.

1. Policy

It is the policy of the Corporation of The Municipality of West Elgin to ensure.

- a. All investments are in compliance with O.Reg.438/97 and with s.418 to s.420 of the Municipal Act.
- b. Preservation of capital
- c. Maintenance of liquidity
- d. Competitive return on investments

2. Scope

This policy applies to all investments made by the Municipality on its own behalf and on behalf of the West Elgin Community Board of Management and Tri-County Water Board which the Municipality is Operating Authority.

3. Authorized Investments

The eligible securities are prescribed under Ontario Regulation 438/97 attached as schedule A to this policy.

In addition, the Municipality further restricts investments to:

- a. Guaranteed Investment Certificates;
- b. The Money Market Fund, the Bond Fund, the Corporate Bond Fund and the Equity Fund, operated by One - The Public Sector Group of Funds;
- c. Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments issued, guaranteed or endorsed by,
 - (i) a bank listed in Schedule I, II or III to the Bank Act (Canada),
 - (ii) a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*, or
 - (iii) a credit union or league to which *the Credit Unions and Caisses Populaires Act*, 1994 applies.

The Treasurer will attempt where possible to diversify the investments so that certificates are covered under the Bank of Canada Deposit Insurance Act.

4. Currency

The Municipality shall not invest in a security that is expressed or payable in any currency other than Canadian dollars. O. Reg. 438/97, s.6 (1).

6. Reporting

The Treasurer or designate has a specific responsibility to prepare and provide, at least annually, an annual investment report to the council. O. Reg. 438/97, s.8 (1). This report shall contain the following information:

- a. A statement about the performance of the portfolio of investments of the Municipality during the period covered by the report;
- b. An estimated proportion of the long-term and short-term securities compared to the total investments and a description of the change, if any, in that estimated proportion since the previous year's report;
- c. A statement by the treasurer as to whether, in his or her opinion, all investments were made in accordance with the investments policies and goals adopted by the municipality; and
- d. A record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security.

7. Authority

Authority to invest public funds is derived from section 418 to section 420 of the Municipal Act, 2001. In accordance with section 418(5) of the Municipal Act, management responsibility for the investment program of the municipality is hereby delegated to the Treasurer.



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2023-04-27
Subject: Filling the Vacancy of the Office of the Mayor

Recommendation:

THAT the Council of the Municipality of West Elgin hereby receives the report from Magda Badura, CAO/Treasurer re: Filling the Vacancy of the Office of the Mayor for information purposes.

Option 1:

AND THAT West Elgin Council hereby directs the Clerk to prepare a report and by-election by-law to be presented at the next meeting of Council;

Option 2:

AND THAT West Elgin Council hereby adopts the “Appointment Procedure for Filling a Council Vacancy” attached to this report as Appendix “A” and directs the Clerk to take such steps and set such dates as are necessary to complete the appointment process by no later than May 19, 2023;

Purpose:

This report is further to Report 10.2.2. “Options for Filling a Vacancy on Council which was received for information on March 23, 2023 and also to provide Council with additional information, including a draft of procedures should Council choose to decide to do a public appointment process for any Council Vacancy.

Background:

At the Council meeting on March 23, 2023 Council formally declared the Office of the Mayor Vacant.

As was noted in Report 10.2.2. “Options for Filling a Vacancy on Council”, dated March 23, 2023, under section 262 of the *Municipal Act*, 2001 the declaration of vacancy starts a 60-day time period during which Council must either (i) appoint an eligible elector to the office; or (ii) pass a by-law to hold a by-election. Therefore, by no later than May 19 (due to statutory holidays) Council must have either appointed someone to the seat of Mayor, or passed a by-law requiring a by-election.

At the March 23, 2023 meeting, an *in camera* discussion occurred among members of Council regarding the process to fill the vacancy and what type of process would be the best fit for the community. The discussion was erroneously undertaken in closed session rather than publicly at the time Report 10.2.2 was received for information. Council for the Municipality of West Elgin recognized that the discussion regarding filling the vacancy should occur publicly and ended the closed session discussion. Subsequently, Council authorized the release of the minutes of that discussion, which are attached to this report as Appendix “C” so the public may review them.

Staff require Council's direction on which statutory method for filling the vacancy of the Office of the Mayor by which Council would like to proceed.

Additional Information Regarding Appointment by Call for Applications

Appendix "B" identified an option for Council to proceed with an appointment to fill the vacancy through a call for applications. In the event an appointment process by application is directed by Council, typically a publicly advertised application process is followed to ensure that any qualified member of the public may seek the appointment, should they wish to do so. The process is usually devised using a very simple set of parameters, with the goal of giving some procedural fairness for qualified individuals to participate, and to give Council the opportunity to hear from any interested individual prior to making a decision on the appointment. Any interested Council member would participate in the process the same way as any other member of the public.

Should Council wish to have an application process to fill a vacancy, I have drafted the attached procedures so that Council has a clear indication of the process. These procedures are based on those used by other municipalities in Ontario. I have not set any dates in this procedure, however, I would suggest at least 10 business days for eligible electors to submit their applications. Council can then either hear deputations at a regular meeting of Council or hold a special meeting to deal with the appointment.

In the proposed procedure, each applicant will submit an application and declaration, as well as a type-written personal statement explaining why they should be appointed to the Office of the Mayor. The Applications and Personal Statements will be placed on a public Council agenda. Council will have the opportunity to hear from each applicant and to ask up to two questions. Once everyone has spoken, Council will have the opportunity to nominate any of the applicants by regular way of mover and seconder. Then Council can discuss the nominated person and Council will take a vote with a simple majority required for the nomination to be confirmed. The successful appointee will be confirmed to the office by by-law and will take an oath of office prior to conducting any municipal business as the Mayor.

Conclusion:

Council has the authority to fill the vacancy of the Office of the Mayor by either by-election or appointment. This decision is solely Council's to make, as the elected representatives for the community. Therefore, staff have presented the two statutory options and are prepared to follow Council's direction with regard to either Option 1 – By-Election or Option 2 – Appointment. If Option 2 is adopted by Council then staff will immediately commence work on advertising the appointment process to the public. Staff also wish to emphasize that Council has authority to adopt other processes as set out in Report 10.2.2. of the March 23, 2023 meeting of Council.

Financial Implications:

Should Council wish to proceed with a by-election, then the estimated costs are as set out in Appendix "B".

Policies/Legislation:

Municipal Act, 2001

Respectfully submitted by,
Magda Badura, CAO/Treasurer



MUNICIPALITY OF West Elgin

SCHEDULE "A"

Council Vacancy Application Form

Please complete this application form and submit in person (no fax or email) with identification no later than **2:00 pm on May 12, 2023** to:

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

Council Vacancy Application Form
Name:
Qualifying Address:
Email Address:
Telephone Number:

Eligibility Requirements	Yes	No
Canadian Citizen		
Minimum of 18 years of Age		
Eligible elector in the Municipality of West Elgin (owner, tenant, spouse of such owner or tenant)		
Not prohibited from voting (as per <i>Municipal Elections Act</i>) or otherwise by law		

By signing this form you consent to having your name publicly released.

Date	Signature

Personal Information collected on this form is pursuant to the *Municipal Act, 2001*, as amended and is collected in accordance with the *Municipal Freedom of Information Act and Protection of Privacy Act* and will be used by the Clerk for the purpose of assessing whether a nominee is eligible for appointment to municipal office. This form will be attached to a Council Agenda and published to the Municipal website.

Please attach the Personal Statement to this form.

Personal Statements should be typewritten in 12 point (or greater) font on letter sized paper and shall not exceed one page in length and will include the applicants name and address



MUNICIPALITY OF West Elgin

SCHEDULE "B"

Declaration of Qualifications

I, _____, an applicant mentioned in this application form, declare that I am presently, legally qualified, or would be presently legally qualified if I were not a member of Legislative Assembly of Ontario or the Senate or House of Commons of Canada, to be appointed and to hold the office to which I have applied for appointment and I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

DECLARED before me at the Municipality of West Elgin, in the County of Elgin this _____ day of _____, 20_____.

Signature of Applicant

Signature of Commissioner of Oaths and Affidavits

Stamp

Certificate

I, the undersigned Clerk of the Municipality of West Elgin, do hereby certify that I have examined the application form of the aforesaid applicant filed with me and am satisfied that the nominee is qualified for appointment to municipal office.

Signature of Clerk or designate

Date Certified

Personal Information collected on this form is pursuant to the *Municipal Act, 2001*, as amended and is collected in accordance with the *Municipal Freedom of Information Act and Protection of Privacy Act* and will be used by the Clerk for the purpose of assessing whether a nominee is eligible for appointment to municipal office. This form will be attached to a Council Agenda and published to the Municipal website.



Schedule "C"

Municipality of West Elgin

Minutes

Closed Session of Council Meeting

March 23, 2023, 11:00 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main St

West Lorne

Electronic Hybrid Meeting

Present: Richard Leatham, Deputy Mayor
Taraesa Tellier
Michelle Navackas
Bill Denning

Staff Present: Magda Badura, CAO/Treasurer

1. [REDACTED]
[REDACTED]
2. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
3. [REDACTED]
[REDACTED]
4. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] and printed.

[REDACTED]

5.

[REDACTED]

6. Staff Reports

6.1 Declaration of Vacant seat and next steps

CAO Badura opened discussion on vacant seat and wanted Council to have conversation with each other on the next steps and what they would like to do in the next few weeks. Councillor Navacas indicated that she feels comfortable with the appointment of the mayor, she said that the community is confident and trusts council's decision. She has expressed concern with who is coming forward as well as the cost and looking at the previous election there is no advantage in running election. Deputy Mayor Leatham would like to see quick conclusion, but at the same time would like to have a candidate coming for the right reason as in the past we had candidates bringing personal agenda and those shouldn't be on council. Councillor Tellier indicated that there is no point of having by-election as public participation is very small and there is a chance of having one candidate only. Councillor Denning concluded that people will always complain no matter what, the importance is to provide continuity and appointment as oppose to by-election is warranted. Public is comfortable with current council, there is trust and faith and there are no problems. If we appoint somebody within our group, we will appoint someone that aligns with our objective. His personal feeling is to do what's the best for the community. He added that he hopes that Deputy Mayor will step in as a Mayor, as he has been the longest on council and is respected in the community. Deputy Mayor Leatham thanked council for the support he indicated that he will be considering this option. He added that it will be hard to fill Mayor McPhail's boots but he is willing to try as he has support from public and council. He ended saying that with a good team you can achieve a lot. Councilor Tellier expressed interest in Deputy Mayor seat and both Councillor Denning and Navacas expressed great support. Councillor Denning mentioned that assuming higher position has nothing to do with the seniority but it is a practical and defendable approach that we have to take. Councillor Navacas wanted to reach out to community if there is an interest to fill the vacant spot. In the end Councillor Navacas suggested that we move forward so public is not questioning council's ability to make the decision.

From: [Jana Nethercott](#)
To: [Jana Nethercott](#)
Subject: FW: Flags on Town Hall
Date: April 18, 2023 8:42:53 AM

From: gasmith129 gasmith129 <[REDACTED]>
Sent: Thursday, April 6, 2023 9:11 AM
To: Richard Leatham <rleatham@westelgin.net>; Taraesa Tellier <ttellier@westelgin.net>; Bill Denning <bdenning@westelgin.net>; Michelle Navackas <mnavackas@westelgin.net>; Magda Badura <mbadura@westelgin.net>
Subject: Flags on Town Hall

Hello Councilors,

Exciting times are happening in West Elgin and I could not be more proud!! Congratulations to everyone!!!

A Ukrainian flag was hung on our town hall when I did the small Ukrainian gathering back in March of 2022. Our little Ukrainian group would like to change the 'dilapidated' Ukrainian flag that is on our town hall.

There are 2 flagpole brackets on the building and perhaps we could use these to hang the flags. We would order a Canadian and a Ukrainian flag and poles.

We have priced out the cost of the flags/poles - 3 x 5 and 2 poles which would be approximately \$100.00. Katya is willing to order them through the site she deals with all the time.

We would appreciate if Council would give permission to replace these flags and consider covering this cost. If the cost cannot be covered, our group is willing to pay for the flags and poles.

Thank you for your consideration in this matter.

Sincerely,

Ann



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2023-29

Being a By-Law to adopt the Policy AD-3.5 – Municipal Investment Policy

Whereas section 5(3) of the *Municipal Act 2001*, S.O. 2001, c25, as amended, provides that a municipal power shall be exercised by by-law; and

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

1. That the Policy AD-3.5 – Municipal Investment Policy, identified as Schedule “A” attached hereto is authorized and approved.
2. That this by-law shall come into force and effect upon the final reading thereof.

Read a first, second, and third time and finally passed this 27th day of April, 2023.

Richard Leatham
Deputy Mayor

Heather Bouw
Clerk

Municipality of West Elgin

Schedule “A” to By-Law #2023-29

Policy AD-3.5 Municipal Investment Policy

Effective Date: April 27, 2023

Review Date:

Policy Statement

It is the policy of the Municipality of West Elgin to invest municipal funds in a manner which will provide the highest rate of return with the maximum security while meeting the daily cash flow demands of the municipality and complying with Section 418 of the Ontario Municipal Act 2001, as amended and Ontario Regulation 438/97 Eligible Investments and Related Financial Agreements, as amended.

Purpose

This policy establishes guidelines for municipal investments, as defined by and in compliance with the requirements of s. 418 to s. 420 of the Municipal Act, 2001 and of O.Reg.438/97. The goals of this policy are to ensure compliance with legislation and to establish a reporting practice to council, where, at least annually, a full disclosure of information relating to municipality held investments is provided.

1. Policy

It is the policy of the Corporation of The Municipality of West Elgin to ensure.

- a. All investments are in compliance with O.Reg.438/97 and with s.418 to s.420 of the Municipal Act.
- b. Preservation of capital
- c. Maintenance of liquidity
- d. Competitive return on investments

2. Scope

This policy applies to all investments made by the Municipality on its own behalf and on behalf of the West Elgin Community Board of Management and Tri-County Water Board which the Municipality is Operating Authority.

3. Authorized Investments

The eligible securities are prescribed under Ontario Regulation 438/97 attached as schedule A to this policy.

In addition, the Municipality further restricts investments to:

- a. Guaranteed Investment Certificates;
- b. The Money Market Fund, the Bond Fund, the Corporate Bond Fund and the Equity Fund, operated by One - The Public Sector Group of Funds;
- c. Deposit receipts, deposit notes, certificates of deposit or investment, acceptances or similar instruments issued, guaranteed or endorsed by,
 - (i) a bank listed in Schedule I, II or III to the Bank Act (Canada),

- (ii) a loan corporation or trust corporation registered under the *Loan and Trust Corporations Act*, or
- (iii) a credit union or league to which *the Credit Unions and Caisses Populaires Act*, 1994 applies.

The Treasurer will attempt where possible to diversify the investments so that certificates are covered under the Bank of Canada Deposit Insurance Act.

4. Currency

The Municipality shall not invest in a security that is expressed or payable in any currency other than Canadian dollars. O. Reg. 438/97, s.6 (1).

6. Reporting

The Treasurer or designate has a specific responsibility to prepare and provide, at least annually, an annual investment report to the council. O. Reg. 438/97, s.8 (1). This report shall contain the following information:

- a. A statement about the performance of the portfolio of investments of the Municipality during the period covered by the report;
- b. An estimated proportion of the long-term and short-term securities compared to the total investments and a description of the change, if any, in that estimated proportion since the previous year's report;
- c. A statement by the treasurer as to whether, in his or her opinion, all investments were made in accordance with the investments policies and goals adopted by the municipality; and
- d. A record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security.

7. Authority

Authority to invest public funds is derived from section 418 to section 420 of the Municipal Act, 2001. In accordance with section 418(5) of the Municipal Act, management responsibility for the investment program of the municipality is hereby delegated to the Treasurer.



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law 2023-30

A By-Law to set the Transition Ratios and to Levy Taxes for the Year 2023

Whereas pursuant to Section 308 of the *Municipal Act, S.O. 2001, c.25*, as amended, Council of the Municipality of West Elgin deems it necessary to establish transition tax ratios for 2023; and

Whereas the transition tax ratios establish the relative amount of taxation to be borne by each property class; and

Whereas the property classes have been prescribed by the Minister of Finance under the *Assessment Act, R.S.O. 1990, c. A.31*, as amended and Regulations there to; and

Whereas it is necessary for the Council of the Municipality of West Elgin, pursuant to the *Municipal Act* to levy on the whole ratable property according to the last revised assessment roll for the Municipality of West Elgin the sums set forth for various purposes in Schedule "B" hereto attached for the current year; and

Whereas pursuant to By-law Number 23-12 passed by the County of Elgin to adopt estimates of all sums required by the County of Elgin for the purposes of the County Corporation and to provide a levy on area municipalities; and

Whereas pursuant to By-law Number 23-12 passed by the County of Elgin to establish tax ratios and set out a method by which the portion of County levies that will be raised in each area municipality; and

Whereas an interim levy was made before the adoption of the estimates for the current year;

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

1. For the taxation year 2023, the transition tax ratio as established in By-law 23-12 of the County of Elgin for property in the following classes as outlined below:
 - a) the Residential/Farm class is 1.0000;
 - b) the Multi-Residential class is 1.9999;
 - c) the New Multi-Residential class is 1.0000;

d)	the Commercial Occupied class is	1.63760;
e)	the Commercial Excess Land class is	1.63760;
f)	the Commercial Vacant Land class is	1.63760;
g)	the Commercial – Small Value Added Farm is	0.40940;
h)	the Industrial Occupied class is	2.22510;
i)	the Industrial Excess Land class is	2.22510;
j)	the Industrial Vacant Land class is	2.22510;
k)	the Industrial – Small Value Added Farm is	0.55630;
l)	the Large Industrial Occupied class is	2.83180;
m)	the Large-Industrial-Vacant class is	2.83180;
n)	the pipelines class is	1.14460;
o)	the farmlands class is	0.23000;
p)	the farmlands awaiting development is	0.50000;
q)	the managed forests class is	0.25000;
r)	the farmland awaiting development is	0.50000;
s)	the Landfill class is	33.402646

2. For the year 2023 the Municipality of West Elgin shall levy upon the Residential Assessment, Multi-Residential Assessment, Commercial Assessment including New Construction, Industrial Assessment including New Construction, Large Industrial Assessment including New Construction, Pipeline Assessment, Farmland Assessment and Managed Forest Assessment the rates of taxation per current value assessment for general purposes as set out in Schedule "A" attached to this By-law.
3. That the 2023 Municipality of West Elgin Budget attached as Schedule "B" and "C" inclusive was adopted by By-law 2023-XX on April 27th, 2023 .
4. The levy provided for in Schedule "B" and "C" inclusive attached to this By-law shall be reduced by the amount of the interim levy for 2023.
5. For payments-in-lieu of taxes due to the Municipality of West Elgin, the actual amount due to the Municipality of West Elgin shall be based on the assessment roll and the tax rates for the year 2023.
6. For the railway rights of way and highway rights of way taxes due to the Municipality of West Elgin in accordance with the Regulations as established by the Minister of Finance, pursuant to the *Municipal Act, R.S.O. 1990*, ch M.45, as amended, the actual amount due to the Municipality of West Elgin shall be based on the assessment roll and the tax rates for the year 2023.
7. That the Tax Collector is hereby authorized to mail or cause to be mailed the notice of taxes due to the address of the residence or place of business of the person to whom such notice is required to be given.
8. That the taxes will be payable in two instalments, due September 30th, 2023 and November 30th, 2023.
9. That taxes may be paid at The Royal Bank of Canada - Rodney, Ontario, Bank of Montreal - West Lorne, Ontario, the West Elgin Municipal Office, 22413 Hoskins

Line, Rodney, Ontario, by telephone or internet banking or through the Municipality's PAP program.

10. That the Collector and Treasurer are hereby authorized to accept part payment from time to time on account of any taxes due.
11. That the penalty charge for non-payment of current taxes shall be in accordance with By-law No. 2003-06.
12. That this by-law shall come into force and effect upon the date of the final passing thereof and may be cited as the "2023 Tax Ratios".
13. If any section or portion of this By-law or of Schedule "A", "B", "C" is found by a court of competent jurisdiction to be invalid, it is the intent of the Council for the Municipality of West Elgin that all remaining sections and portions of this By-law and of Schedule "A", "B", "C" continue in force and effect.

Read a first, second, and third time and finally passed this 27th day of April, 2023.

Richard Leatham
Deputy Mayor

Heather Bouw
Clerk

SCHEDULE A TO BY-LAW 2023-30

SUMMARY OF ALL RATES - 2023	TOTAL CVA	MUNICIPAL TAX RATES	ELGIN TAX RATES	EDUCATION TAX RATES	TOTAL TAX RATES	TAX RATE X CVA	MUNICIPAL LEVY	ELGIN LEVY	EDUCATION LEVY	TOTAL LEVY
	\$					\$	\$	\$	\$	\$
Commercial Taxable - full	22,124,415	0.01048140	0.01079740	0.00880000	0.030079	665,475.85	231,894.84	238,886.16	194,694.85	665,475.85
Commercial Taxable - excess land	85,400	0.01048140	0.01079740	0.00880000	0.030079	2,568.73	895.11	922.10	751.52	2,568.73
Commercial Taxable - vacant land	540,500	0.01048140	0.01079740	0.00880000	0.030079	16,257.59	5,665.20	5,835.99	4,756.40	16,257.59
Farmlands taxable - full	485,237,517	0.00147210	0.00151649	0.00038250	0.003371	1,635,779.34	714,318.15	735,857.84	185,603.35	1,635,779.34
Farmland awaiting development - res	-	0.00320020	0.00329672	0.00038250	0.006879	-	-	-	-	-
Industrial Taxable - full	3,869,300	0.01424170	0.01467104	0.00880000	0.037713	145,921.90	55,105.41	56,766.66	34,049.84	145,921.90
Industrial taxable - excess land	59,500	0.01424170	0.01467104	0.00880000	0.037713	2,243.91	847.38	872.93	523.60	2,243.91
Industrial Taxable - vacant land	506,700	0.01424170	0.01467104	0.00880000	0.037713	19,109.05	7,216.27	7,433.82	4,458.96	19,109.05
Industrial Large - full	6,538,700	0.01812490	0.01867128	0.00880000	0.045596	298,139.74	118,513.28	122,085.90	57,540.56	298,139.74
Industrial Large - full new const	-	0.01812490	0.01867128	0.00880000	0.045596	-	-	-	-	-
Multi Res Taxable	5,908,468	0.01280030	0.01318620	0.00153000	0.027517	162,580.36	75,630.16	77,910.24	9,039.96	162,580.36
New Multi-residential	-	0.00640050	0.00659343	0.00153000	0.014524	-	-	-	-	-
Pipeline Taxable - full	5,734,000	0.00732600	0.00754684	0.00880000	0.023673	135,740.06	42,007.28	43,273.58	50,459.20	135,740.06
Res/Farm Taxable	428,475,800	0.00640050	0.00659343	0.00153000	0.014524	6,223,152.53	2,742,459.36	2,825,125.19	655,567.97	6,223,152.53
Managed Forests	3,573,100	0.00160010	0.00164836	0.00038250	0.003631	12,973.78	5,717.32	5,889.76	1,366.71	12,973.78
Landfill	-	0.21379290	0.22023806	0.00880000	0.442831	-	-	-	-	-
GRAND TOTALS	962,653,400					9,319,942.85	4,000,269.77	4,120,860.16	1,198,812.93	9,319,942.85
TOTAL - RESIDENTIAL						8,034,486.01	3,538,124.99	3,644,783.03	851,577.99	8,034,486.01
TOTAL - COMMERCIAL/INDUSTRIAL						1,285,456.84	462,144.78	476,077.13	347,234.93	1,285,456.84
GRAND TOTAL						9,319,942.85	4,000,269.77	4,120,860.16	1,198,812.93	9,319,942.85



Municipality of West Elgin 2023 Budget

Rate Increase	4.05%
Levy Increase	5.18%

2023 Budget

Revenues

Taxation	-\$ 4,000,266.00
Local Improvements	- 51,348.49
PIL	- 95,000.00
Miscellaneous Revenue	- 244,865.50

Grants:

GRANT - OMPF	- 1,843,100.00
GRANT - OCIF	- 366,035.00
GRANT - Canada Day	-
GRANT - SUMMER STUDENT	- 6,200.00
GRANT - ICIP: COVID Stream - Local Government	-
GRANT - Enabling Accessibility	-
GRANT - Municipal Modernization Service & Digital - Intake 3	- 48,500.00
Grant - FCM Asset Management	-
Grant - Municipal Modernization Payroll & Timekeep - Intake 2	-
Transfer to Reserves (OCIF)	366,035.00
Transfer from Reserves (Insurance)	- 15,000.00

Departmental Summaries

Council	\$ 128,904.64
Administration	1,139,787.20
Municipal Buildings	98,151.09
Fire	713,286.17
Police Services	948,838.00
Conservation Authority	68,007.00
Building Inspection	- 0.00
Emergency Measures	5,000.00
By-Law Enforcement	60,480.00
Animal Control	-
Roads	1,595,380.76
Service Ontario	- 2,604.32
Four Counties Transit	8,647.23
Street Lights	37,500.00
Sidewalks	55,157.07
Sewage - Rodney	- 0.00
Sewage - West Lorne	0.00
Water	0.00
Landfill	589,646.90
Cemeteries	5,500.00
Arena	135,583.98
Parks & Recreation	606,470.21
Port Glasgow Trailer Park	0.00
Libraries	0.00
Planning	40,800.00
Economic Development	1,500.00
Drains	16,895.56
Debentures	51,348.49

\$	0.00
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MUNICIPALITY OF WEST ELGIN

2023 CAPITAL BUDGET

	BUDGET 2023
Administration General	
Security Cameras	21,000
	\$ 21,000
Transit	
Transit Bus	\$ 139,000
Arena	
Roof Painting	14,500
Drain repair and eavestrough	10,000
Flooring for warmroom - rubber flooring	20,000
Zamboni Conversion	10,000
	\$ 54,500
Fire	
SCBA 2 Paks, 4 cylinders	25,000
Washroom Renovations	30,000
	\$ 55,000
Parks & Recreation	
Recreation Centre Ceiling replacement	25,000
Pull Type Finishing Mower - replacement	20,000
Pool liner repair	50,000
	\$ 95,000
Port Glasgow Trailer Park	
Bingo Hall Refurbishment	15,000
	\$ 15,000
Roads	
GRADER 2 (Champion)	700,000
Boom Lift	40,000
TRACTOR #5 - Upgrade	10,000
Fence	12,500
Public Works Shed	20,000
BLACKS RD RECONSTRUCTION (Queens line and Johnston Line)	25,000
Walker Street Reconstruction - Engineering, storm drains, waterline and sewer upgrade, actual co	10,000
Storm Water Management - Municipal Drain System	100,000
Bridge - Fleming Line - concrete deck	25,000
CAPITAL - CULVERT#6 REPLACEMENT - BLACKS@KINTYRE	270,000
	\$ 1,212,500

MUNICIPALITY OF WEST ELGIN

2023 CAPITAL BUDGET

	BUDGET 2023
Sewer - Rodney	
Lagoon Dredging	1,000,000
	\$ 1,000,000
Sewer - West Lorne	
Addition of Tie in from Filter By-Pass to Lagoon	40,000
Conveyor/Washer Additon to Barscreen	40,000
	\$ 80,000.00
Sidewalks & Street Lights	
SIDEWALKS - West Lorne (Graham Rd Continuation to Marsh, Marsh to Todd Place)	100,000
	\$ 100,000
Water	
Waterline Extension	50,000
AMR (Automatic Meter Reading) - Software and Hardware	150,000
Meter Replacement -	30,000
	\$ 230,000
	\$ 3,002,000



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2023-31

Being a By-Law to Adopt the 2023 Operating and Capital Budgets for the Municipality of West Elgin

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

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

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

1. That the estimates of all sums for the purposes set out in Schedule “A”, attached hereto and forming an integral part of this by-law, are hereby adopted as the Operating and Capital budget for the year 2023 for the Municipality of West Elgin.
2. This By-Law takes effect upon the date of passing.

Read a first, second, and third time and finally passed this 27th day of April, 2023.

Richard Leatham
Deputy Mayor

Heather Bouw
Clerk



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2023-32

Being a By-Law to Establish Rates for Municipal Water and Wastewater Services for 2023 and to repeal By-Law 2022-14.

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

Whereas Section 10(1) of the *Municipal Act*, provides that a municipality may provide any service or thing that municipality considers necessary or desirable for the public; and

Whereas Section 10(2) of the *Municipal Act*, provides that a municipality may pass by-laws respecting: in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1); and

Whereas Section 391(1) of the *Municipal Act*, provides that a municipality may impose fees or charges on persons:

- (a) for services and activities provided or done by or on behalf of it;
 - (b) for costs payable by it for services and activities provided or done by or on behalf of any other municipality or any local board; and
- for the use of its property including property under its control; and

Whereas the Council of the Municipality of West Elgin approved recommendations in the Municipality of West Elgin Drinking Water System Rate Report prepared by Sharratt Water Management Ltd on May 6, 2019 and the West Elgin Wastewater System Rate Report prepared by Sharratt Water Management Ltd on July 15, 2019 and Ontario Clean Water Agency Rodney Wastewater Treatment System Rate Structure Report on February 20, 2020, that is consistent with the requirements of the *Sustainable Water and Sewer Systems Act, 2002* as amended as well as the *Safe Drinking Water Act, 2002* as amended and associated *Ontario Regulation 453/07*;

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

1. That the Water Rates and Charges for the West Elgin Water System for 2023 are:

Effective July 1, 2023

Flat Rate (bi-monthly service charge)	\$51.00
Consumption Rate	\$1.85 per m ³
Beattie Line Rate	\$2.56 per m ³
Water Station Rate	\$3.69 per m ³

2. That the Sewage Rates for West Lorne for 2023 are:

Effective July 1, 2023

Residential Flat Rate	\$72.00
Sewer Consumption Rate	\$2.70 per m ³

3. That the Sewage Rates for Rodney for 2023 are:

Effective July 1, 2023

Residential Flat Rate	\$75.00
Sewer Consumption Rate	\$2.91 per m ³

4. That By-law 2022-14 being a by-law to set the water and sewage rates for 2022, passed on March 24, 2022 is hereby repealed.
5. That this By-law shall come into force and effect on July 1, 2023.

Read a first, second, and third time and finally passed this 27th day of April, 2023.

Richard Leatham
Deputy Mayor

Heather Bouw
Clerk



MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality of West Elgin

By-Law No. 2023-33

A By-law to Authorize the Execution of an Agreement between The Corporation of the Municipality of West Elgin and Joseph Charles Keech.

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

Whereas it is deemed expedient that The Corporation of the Municipality of West Elgin enters into an Agreement with Joseph Charles Keech and;

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

1. That the Corporation of the Municipality of West Elgin hereby authorizes the agreement with Joseph Charles Keech in the form of an agreement identified as Schedule "A" attached hereto and forming an integral part of this By-law.
2. That the Mayor and Clerk are hereby authorized and directed to execute such agreement and any related documents and affix the Seal of the Corporation of the Municipality of West Elgin thereto.
3. This by-law shall come into force and effect on April 27, 2023.

Read a first, second, and third time and passed this 27th day of April, 2023.

Richard Leatham
Deputy Mayor

Heather Bouw
Clerk



AGREEMENT

THIS AGREEMENT made (in triplicate) this 27th day of April, 2023,

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

(hereinafter called the "Corporation")

OF THE FIRST PART

-and-

JOSEPH CHARLES KEECH

(hereinafter called the "Owner")

OF THE SECOND PART

WHEREAS, the Owner in fee simple of the lands and premises described as 24665 Pioneer Line being Concession 9, Part of Lot 16, Part of Part 1, RP 11R 8167 in the Municipality of West Elgin, in the County of Elgin, Province of Ontario (the "Subject Lands");

AND WHEREAS, the Owner intends to construct a dwelling (the "New Dwelling") prior to demolishing the existing single detached dwelling (the "Existing Dwelling") on the Subject Lands;

AND WHEREAS as a condition of the approval of a building permit for the said lands the Corporation and the Owner must enter into this agreement:

1. Upon proper application by the Owner including the submission of all necessary applications, plans and blueprints, and upon payment of the usual building permit fee and other fees, if any, the Corporation shall issue a building permit so as to allow the Owner to construct a New Dwelling in accordance with the application, plans and blueprints submitted.
2. The Owner shall proceed with all reasonable expediency to construct a New Dwelling on the Subject Lands after entering into this Agreement with the Corporation and obtaining the necessary permits.
3. Within twelve (12) months of entering into this Agreement, the Owner shall construct the New Dwelling on the Subject Lands and ensure that the Existing Dwelling is demolished.
4. The Owner shall agree, prior to requesting a final occupancy, make application for the necessary permits to demolish the Existing Dwelling on the Subject Lands.

5. Within ninety (90) days after receiving approval to occupy the New Dwelling and obtaining the necessary permits, the Owner shall proceed to demolish the Existing Dwelling on the Subject Lands. In the event that the Owner fails to demolish the Existing Dwelling in accordance with this provision, the Owner agrees that the Corporation, on ten (10) days' notice to the Owner, may enter upon the Subject Lands and complete the demolition of the Existing Dwelling at the expense of the Owner.
6. The Owner further agrees to deposit with the Corporation, to be held by the Corporation without interest, at the time a building permit is issued to it, a Performance Security in the form of a certified cheque, cash or an Irrevocable Letter of Credit which is automatically extended, or other security in form satisfactory to the Corporation's Solicitor, in the sum of **\$10,000 (CAD)** to guarantee the due performance of the Owner's obligations under this Agreement, within the time period specified in paragraphs 3 and 5 hereof. No Performance Security shall be released until the Owner has complied fully with its obligations with the provisions of this Agreement.
7. If the Owner is in default of any matter, obligation or thing required to be done by this Agreement, the Corporation may, on ten (10) days' notice to the Owner, enter upon the Subject Lands and take the necessary steps to ensure that the matter, obligation or thing required to be done is completed at the entire expense of the Owner, who shall forthwith pay the same on demand. If the Owner fails to make payment within fifteen (15) days of demand, the Corporation, in its sole discretion, is at liberty to recover the expenses incurred by realizing on the Performance Security deposited by the Owner without requiring the consent of the Owner before taking action in that regard, or may add the costs to the tax roll and collect them in the same manner as property taxes.
8. Upon completion of demolition of the existing dwelling and all final building inspections, the Corporation shall have no further interest in the Owner's lands and premises under this Agreement.
9. Any notice required to be given under this Agreement shall be given in writing and may be delivered personally, by courier, or by registered mail, to the addresses listed below. If delivered by courier, the mailing shall be deemed received on the third day after it is deposited with the courier, and if delivered by registered mail, shall be deemed to have been received on the fifth day after it has been deposited with the government post office.

The Corporation

22413 Hoskins Line
Rodney, ON N0L 2C0
Attention: Clerk

The Owner

23580 Pioneer Line
R. R. #3 Rodney, ON N0L 2C0
Attention: Joseph Keech

10. The Owner agrees that the Corporation may, in its sole discretion, register this Agreement on title against the Subject Lands in the Registry Office at the Owner's expense.
11. **THIS AGREEMENT** shall be binding upon the parties hereto and their respective heirs, successors, and assigns.

IN WITNESS WHEREOF the said parties hereto have duly executed the agreement on the date first written above.

SIGNED SEALED AND DELIVERED

PROPERTY OWNERS

WITNESS

JOSEPH CHARLES KEECH

**THE CORPORATION OF THE MUNICIPALITY OF
WEST ELGIN**

MAYOR

CLERK



MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality Of West Elgin

By-Law 2023-34

Being a By-Law to approve and authorize execution of a Memorandum of Settlement between The Corporation of the Municipality of West Elgin and the Canadian Union of Public Employees and It's Local 35.7

WHEREAS, The Canadian Union of Public Employees, Local 35.7, is the sole and exclusive collective bargaining agent for all its employees of the Municipality of West Elgin, in Elgin County, in the Public Works, Utilities, and Parks and Recreation departments, save and except Supervisors, persons above the rank of supervisor, office, clerical, transit, trailer parks, janitorial and meter reading employees, and students employed during the school vacation period.

WHEREAS negotiations have taken place over a period of time, between the Municipality of West Elgin and the Union towards forming the collective bargaining relations and providing an orderly procedure for the disposition of grievances and defining working conditions and terms of employment for all employees who are represented by the Union, in the form of a Memorandum of Settlement; and

WHEREAS agreement has now been reached by both parties on the said procedures, conditions and terms of employment to be included in an agreement to cover the period March 17, 2022, to December 31, 2023.

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

1. **THAT** Municipality of West Elgin Council approve the Memorandum of Settlement between the Municipality of West Elgin and the Canadian Union of Public Employees, for the period commencing March 17, 2022, and ending December 31, 2023, setting forth collective bargaining relations, dispositions of grievances and to define working conditions and terms of employments for all operations staff as outlined in the Memorandum of Settlement; and
2. **THAT** the Deputy Mayor and Chief Administrative Officer be and are hereby authorized to sign the Memorandum of Settlement between the Municipality of West Elgin and the Canadian Union of Public Employees, for the period commencing March 17, 2022, and ending December 31, 2023.

Read a first, second, and third time and finally passed this 27th day of April 2023.

Richard Leatham
Deputy Mayor

Heather Bouw
Clerk



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2023-35

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on April 27, 2023.

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 April 27, 2023, in respect of each recommendation, motion and resolution and other action taken by the Council at this meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Mayor and proper officials of the Corporation of the Municipality of West Elgin are hereby authorized and directed to do all things necessary to give effect to the action of the Council referred to in the preceding section hereof.
3. The Mayor and Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix the Seal of the Corporation of the Municipality of West Elgin.

Read a first, second, and third time and finally passed this 27th day of April, 2023.

Richard Leatham
Deputy Mayor

Heather Bouw
Clerk