



Municipality of West Elgin

Agenda

Council Meeting

Date: April 10, 2025, 4:00 p.m.
Location: Council Chambers
160 Main Street
West Lorne

Council Meetings are held in-person at 160 Main Street, West Lorne, and the post-meeting recording available at www.westelgin.net, when available (pending no technical difficulties).

Pages

1. Call to Order
2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for April 10, 2025 as presented.

3. Disclosure of Pecuniary Interest

4. Delegations

Delegations to be heard, in compliance with Procedural By-Law 2024-05.

Section 6.8. Delegations shall be limited in speaking to not more than ten (10) minutes in total per person, per group or per organization.

Section 12.1. Members of the public who constitute the audience in the Council Chamber, shall respect the decorum of Council, maintain order and quiet and may not:

1. Address Council without permission.
2. Interrupt any speaker or action of the Members or any person addressing Council.
3. Speak out.
4. Behave in a disorderly manner, or;
5. Make any noise or sound that proves disruptive to the conduct of the Meeting.

Section 12.2. Placards, signs, posters, etc. or any advertising devices shall not be permitted in the Council Chambers, or any other location in which Council may conduct their business.

Section 12.3. Should turn all electronic communication devices to “vibrate”, “silent” or “mute” during the entire meeting or exit the meeting if they wish to make/receive a telephone call.

Section 12.4. The Mayor (Chair) may request that a member or members of the public vacate the Council Chambers or any other location in which Council may conduct their business if their behaviour is deemed to be disruptive to the business at hand.

4.1 Ryan Cheeseman, Dresden Industrial - Ongoing Litter

4.2 Adam Lumley - Port Glasgow Trailer Park - Request for amendment to upcoming motion.

4.3 David Chamberlain - Port Glasgow Trailer Park, Summary of Public Meeting Held March 10, 2025

10

5.	Adoption of Minutes	25
	Recommendation: That West Elgin Council hereby adopt the Minutes of March 27, 2025 as presented.	
5.1	Committee and Board Minutes	37
	Recommendation: That West Elgin Council hereby acknowledge receipt of the minutes of the Bo Horvat Community Centre Board of Management meeting, January 8, 2025; And the Economic Development Committee meetings of January 13 and February 24, 2025; And the Recreation Committee, January 15, 2025, as information only.	
6.	Business Arising from Minutes	
7.	Staff Reports	
7.1	Wastewater	
	Recommendation: That West Elgin Council hereby receives the West Lorne and Rodney Wastewater Treatment Plant, Annual Reports, 2024, presented by Sam Smith, Senior Operations Manager- Southwest Region, Ontario Clean Water Agency, for information purposes only.	
7.1.1	West Lorne Wastewater Treatment Plant, Annual Report 2024	53
7.1.2	Rodney Wastewater Treatment Plant, Annual Report 2024	103
7.2	Fire	
7.2.1	Monthly Fire Report, March 2025	119
	Recommendation: That West Elgin Council hereby receives the Monthly Fire report for March 2025, from Jeff McArthur, Fire Chief, for information purposes.	
7.3	Building	

7.3.1	Monthly Building Report and Comparison, February & March 2025	123
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Recommendation:

That West Elgin Council hereby receives the report from Corey Pemberton, CBO Re: Building Department Summary Report for the months of February & March 2025.

7.4 Municipal Drains

7.4.1	Hauser Drain, Section 78	126
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Recommendation:

That West Elgin Council hereby receives Section 78, Notice of Request for Drain Major Improvement for the Municipal Drain known as the Hauser Drain; And

That Council approve the request for the Improvement of the Hauser Drain, dated March 31, 2025, submitted by Gerald Schnekenburger, President, G J Schnekenburger Farms Ltd.; And

That Council direct staff to forward to Spriets and Associates, to proceed with the necessary actions, pursuant to the *Drainage Act*.

7.5 Operations & Community Services

7.5.1	Monthly Operations Report, March 2025	131
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Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager Infrastructure and Development, for information purposes.

7.5.2	Main Street Drain Upgrades	134
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Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager Infrastructure and Development, for information purposes.

7.5.3 Banners

137

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager Infrastructure and Development; And

That West Elgin Council approves the request to display five (5) Optimist Club banners in conjunction with 50th anniversary celebrations scheduled for Saturday June 7, 2025; And

That West Elgin staff install these banners at locations approved by the Manager of Operations and Community Services during the first week of May, and remove them during the week following anniversary celebrations; And

That West Elgin Council directs staff to prepare an amendment to the Municipality's current flag policy for the purpose of dealing with future banner requests.

7.6 Clerk's

7.6.1 Declare Ward 3 Seat Vacant

140

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Declaration of Vacancy, Councillor, Ward 3; And

Whereas former Ward 3 Councillor Heather Dougherty resigned from Council on March 28, 2025;

Therefore, pursuant to section 262 (1) of the *Municipal Act*, 2001, Council of the Municipality of West Elgin does hereby declare the office of Councillor, Ward 3, to be vacant.

7.6.2 Monthly Update, Community Services, March 2025

143

Recommendation:

That West Elgin Council hereby receives the Monthly report, March 2025, from Terri Towstiuc, Manager of Community Services/Clerk, for information purposes.

7.7 Chief Administrative Officer

7.7.1 Information Technology – Contract Extension 146

Recommendation:

That West Elgin Council hereby receives the report Information Technology – Contract Extension from R. Greenall, CAO.

AND THAT staff be authorized to take the necessary actions to finalize and formalize the two-year contract extension with Zouling Technologies Inc.

7.7.2 West Elgin Economic Development Committee – 2025 Action Plan 175

Recommendation:

That West Elgin Council hereby receives the report from Economic Development Committee via Robin Greenall, CAO

And that West Elgin Council approves, in principle, the Economic Development Committee 2025 Action Plan.

And that West Elgin Council considers financial commitments to support the plan as part of their 2025 budget deliberations.

8. Committee and Board Reports or Updates

Council opportunity to provide committee and/or board updates.

- Economic Development Committee
- Bo Horvat Community Center (Arena) Board
- Recreation Committee
- Four Counties Transit Committee
- Old Town Hall Committee
- Heritage Homes
- Rodney Park
- Other Committees

9. Notice of Motion

None received prior to meeting.

10. Council Inquires/Announcements

Council opportunity for informal inquiries or announcements.

11. Correspondence

Recommendation:

That West Elgin Council hereby receive and file all correspondence not otherwise dealt with.

11.1	Minutes, Heritage Home, January 27, 2025	178
11.2	Elgin County, From the Council Chambers, March 25, 2025	180
11.3	County of Elgin, Notice of Decision, E 15-25, 24915 Crinan Line	185
11.4	Thames Valley District School Board, 2024-2025 Accommodation Plan	190

12. Items Requiring Council Consideration

12.1 Councillor Statham - Reconsideration

Recommendation:

I, Councillor Statham, hereby move the Motion for Reconsideration of Motion 2024-463 from December 19, 2024 regarding Port Glasgow Trailer Park next steps.

Recommendation:

Whereas the Port Glasgow Trailer Park lands were declared as surplus by Council at its October 24, 2024 meeting;

And whereas the proposed divestment has not been clearly communicated to the users of Port Glasgow Trailer Park or surrounding area;

And whereas alternative uses or revenue opportunities have not been explored and compared to the current divestment plan.

Be it resolved that the divestment of Port Glasgow Trailer Park be deferred until a comprehensive cost-recovery analysis is completed, outlining the financial implications of continued municipal ownership and operation; And

Further that a report is delivered to Council with full-cost recovery options and divestment options.

12.2 Councillor Denning - Cenotaph

Recommendation:

Whereas the West Lorne Remembrance Day Service is held annually at the Cenotaph, located in front of the Bo Horvat Community Centre (Arena); And

Whereas the current location requires a major road to be blocked during the ceremony, creating traffic and safety concerns for those attending;

Therefore, West Elgin Council is requesting staff prepare a report to Council with options to move the West Lorne Cenotaph to the Rosalie Krebsz Heritage Park in West Lorne, creating a safe place for the Annual Remembrance Day Service, in collaboration with the West Lorne Legion, and West Lorne Horticultural Society, for presentation and beautification purposes

13. By-Laws

13.1 IT Agreement

298

Recommendation:

That By-law 2025-18, 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, and Repeal By-law 2023-25, be read a first, second and third and final time.

13.2 Animal Control Agreement, Southwest Middlesex Animal Shelter

326

Recommendation:

That By-law 2025-19, being a By-law to Authorize the Corporation of the Municipality of West Elgin and Southwest Middlesex Animal Shelter for the Provision of Animal Control Services (Canine), and Repeal By-law 2025-02, be read a first, second and third and final time.

14. Closed Session

Recommendation:

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at _____ pm, to discuss two (2) matters pursuant to the *Municipal Act*, Section 239 2(b), being personal matter(s) about identifiable individual(s), including municipal or local board employees.

15. Report from Closed Session

Clerk to provide Report from Closed Session.

16. Confirming By-Law

335

Recommendation:

That By-law 2024-20 being a By-law to confirm the proceeding of the Regular Meeting of Council held on April 10, 2025, 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 4:00pm, on April 24, 2025, or at the call of the Chair.

Port Glasgow Trailer Park

Summary of Information/Questions/Concerns

March 10, 2025 - Public Meeting

West Elgin Council Meeting

Thursday, April 10, 2025

4:00 pm

Why are we concerned?

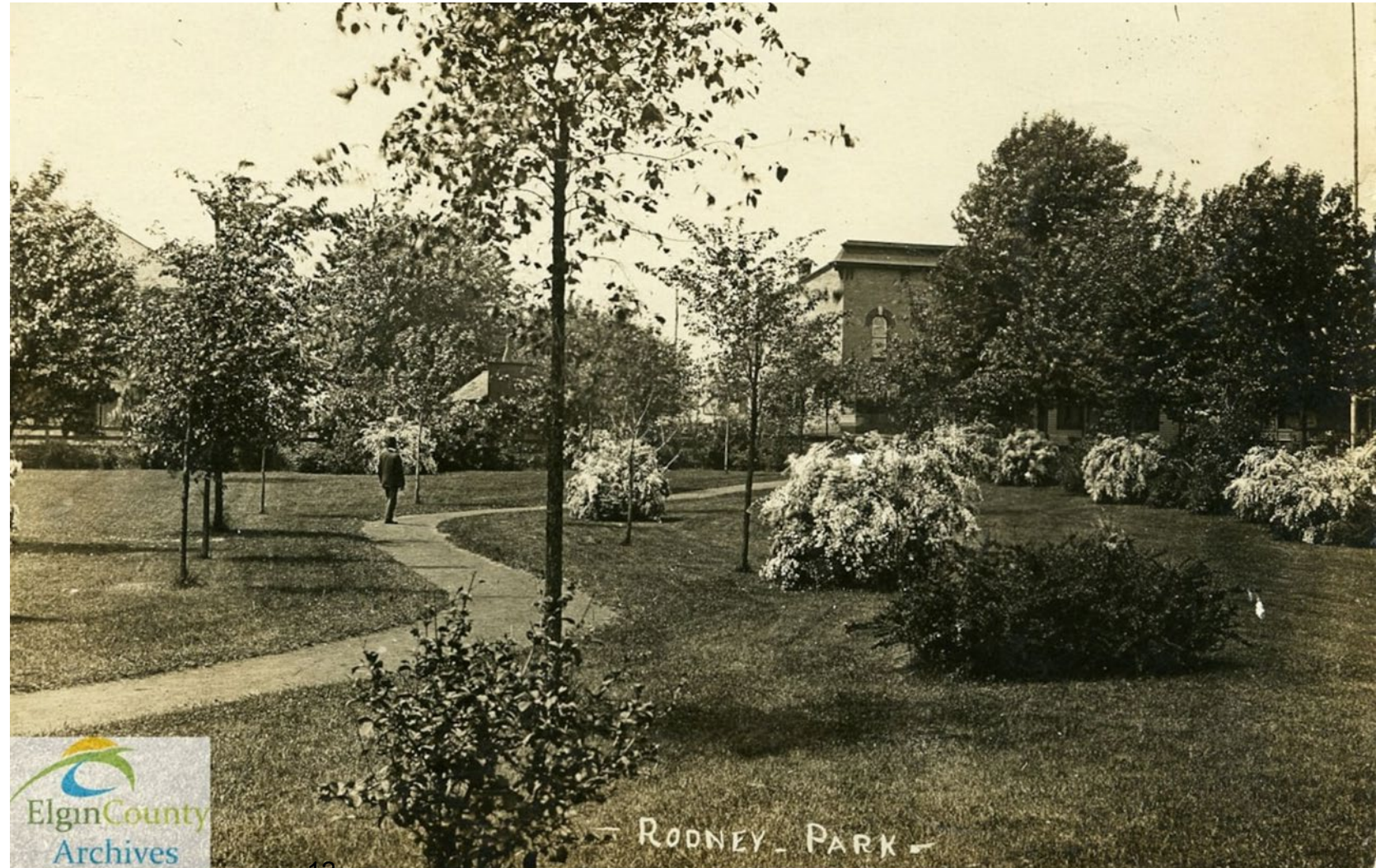
Because a deadline is approaching – **May 1, 2025**

- In their Feb 28, 2025 correspondence with Trailer Park residents the Municipality stated:
- “What are the next steps in the sale of the land
 - The Municipality will complete the severance of 1.5 acres (Memorial Park) from the Trailer Park Land.
 - The Municipality is preparing to post notice of its intention to sell the Port Glasgow Trailer Park Land on the Municipal Website on May 1, 2025 (posting date may be later than anticipated). “
- **So far - there has been no revision to this statement.**

Why are we concerned?

Because once it's gone – **it's gone!**

- This was a park on the corner of Clark and Furnival that the municipality sold many years ago. It doesn't look like this now.
- West Elgin is fortunate enough to have 25 acres of Lake Front Property.
- If we sell it – we will never get it back.
- **Because once it's gone – it's gone!**



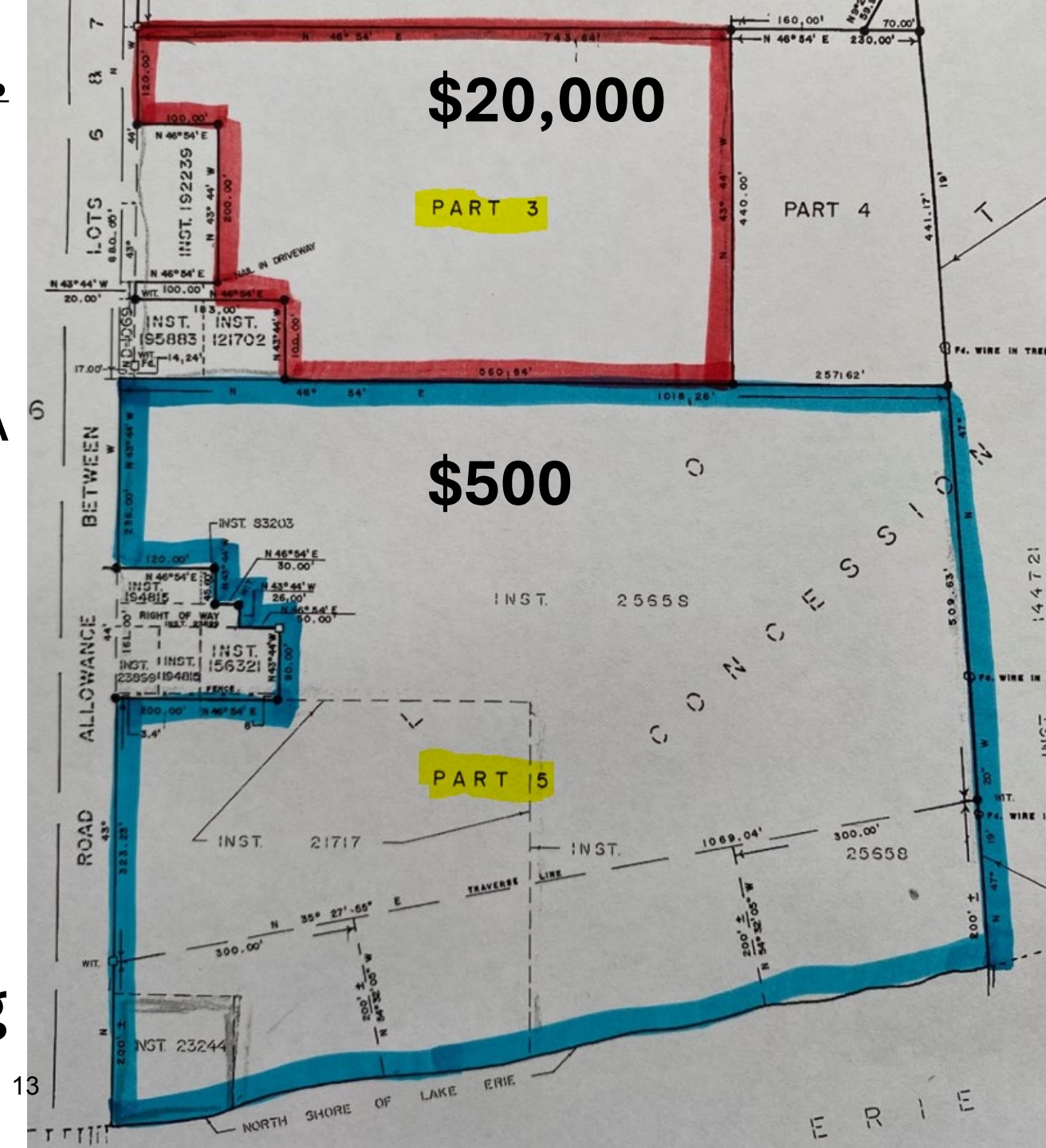
Was the land donated? Yes.

- **18.7 acres was donated**
- 6.63 acres was purchased

Blue Section: Donated by the AOBA
18.7 acres for \$500 or \$26/acre.
They paid \$2,212 –46 years earlier.

Red Section: Purchased 6.63 acres
for \$20,000 or \$3016/acre

Letters from both AOBA and
Municipal Clerk at the time stating
the 18.7 acres was a donation.



Was it intended to be kept as a public park? Yes.

- April 1986 Transfer/Deed of Land states
- “land to be held and improved as a public park”
- The AOBA and Municipal Clerk at the time confirmed this in their letters to the Municipality.
- Their intention is clear.
- Is there some way - legally to get around this intention?
- I’m sure there is – but is that what we are trying to do here? Find some legal loophole to sell donated land intended for use as a public park?
- It’s a strange precedent. Are we looking for legal loopholes to sell other donated public land?

c.454, as amended)

(i) Other consideration for transaction not included in (g) or (h) above	\$ nil
(j) TOTAL CONSIDERATION	\$ nil
	\$ 500.00

5. If consideration is nominal, describe relationship between transferor and transferee and state purpose of conveyance. (see instruction 5) land to be held and improved as a public park

6. If the consideration is nominal, is the land subject to any encumbrance? NO

7. Other remarks and explanations, if necessary

SWORN before me at the Village of Rodney
in the County of Elgin
this 21st day of April, 1986.

A Commissioner for taking Affidavits, etc. [Signature] [Signature]

PROPERTY INFORMATION RECORD

A. Describe nature of instrument..... transfer

B. (i) Address of property being conveyed (if available) R. R. #3. RODNEY., Ont.. NOL. 200

Aldborough Old Boys Association Members.

“It is disappointing to us, those that were involved in the donation, that the Municipality would say that this land was not donated, and there were no conditions placed on the land to remain as a public park.”

Municipal representative Stephen McDonald.

“I can say without reservation that the property was given to the Township as a donation, to be used exclusively for public park purposes.”¹⁴

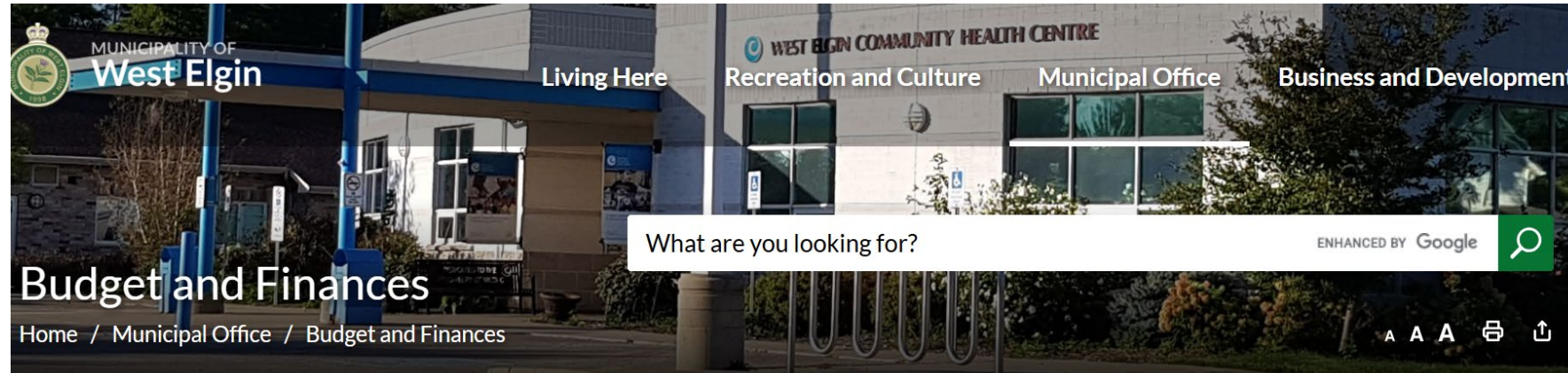
Port Glasgow Trailer Park Financials (from Budget 2024)

Where did we get the Trailer Park Financials for 2020, 2021, 2022, 2023, and budget for 2024? **On the West Elgin Website.**

Under the Municipal Office
Under Budget and Finances

Approved Budget and By-law 2024-35 Approved May 9 47 Pages

***update – received some
updated financials via the
trailer park residents March
5th from CAO**



Budget and Finances	▼
Financial Reports	
Performance Measures	

In the Municipality of West Elgin, we are committed to fiscal transparency. Review our [financial reports](#) and [performance measures](#).

2024 Budget

West Elgin Council Approved the 2024 Budget on May 9, 2024. See the approved [2024 Budget and By-law 2024-35](#).

Does the Park make money? Yes.

(Budget 2024 – pg 43 Transfer to Reserves)

Revenue - Less Expenses - Less Park Investments PGTP

Made Money each of the last 5 years – even during Covid:

2020 – made **\$81,000** – includes Park Improvements of \$11,248 (Covid?)

2021 – made **\$24,000** – includes Park Improvements of \$106,085 (Covid?)

2022 – made **\$181,000** – includes Park Improvements of \$10,649

2023 – made **\$174,000*** – includes Park improvements of \$0

\$10K change – went from \$184K profit to \$174K in CAO document Mar 5 2024

2024 – budget **\$148,641** – includes Park improvements of \$15K **(Est. \$198K CAO)**

From the Financials presented – the Taxpayers of West Elgin are not subsidizing the PGTP.

Reserve Balance for PGTP at beginning of 2024 of \$751,572.46 – but there are some concerns.

Port Glasgow Trailer Park Financials (Budget 2024 – pg 3, 43)

Let's take a closer look at the reserves – none of the numbers match...



Municipality of West Elgin - Reserve Schedule

Account Number	Department	Description	2023 Beg Balance	Transfer In	Transfer Out	2024 Balance
01-3000-3001		RES-WORKING CAPITAL	760,227.53			760,227.53
01-3000-3002		RES-CONTINGENCIES	456,470.28			456,470.28
01-3000-3003	Roads	RES-ROADS	1,897,807.43	238,500.00	(885,000.00)	1,251,307.43
01-3000-3004	Fire	RES-FIRE TRUCK	400,638.62	150,000.00		550,638.62
01-3000-3005	Parks & Recreation	RES-RECREATION	116,400.00			116,400.00
01-3000-3006		RES-PARKLAND	84,761.82			84,761.82
01-3000-3007	Landfill	RES-WASTE MANAGEMENT	740,763.00			740,763.00
01-3000-3008	Water	RES-WATER CONSTRUCTION	50,000.00			50,000.00
01-3000-3009	Grants	ONTARIO INVESTS	72,007.57		(72,007.57)	-
01-3000-3010		Reserves - Developments	61,446.17			61,446.17
01-3000-3011	Parks & Recreation	RES - MARINA/WASHROOMS	50,000.00			50,000.00
01-3000-3012		RES - WL COMM IMPROVEMENT	25,748.24			25,748.24
01-3000-3013	Water	RES - GEN WATER CONSTRUCTIO	96,701.52			96,701.52
01-3000-3014		RES - TAXRATE STABILIZATION	2,837,612.40		(246,500.00)	2,591,112.40
01-3000-3015	Grants	Reserves - Safe Restart Funding	-			-
01-3000-3016		RES-BUILDING/SEWAGE REVEN	29,894.00			29,894.00
01-3000-3017	Parks & Recreation	RES-TRAILER PARK	741,572.46	98,641.40		840,213.86
01-3000-3018		RES-WL HERITAGE H. & HUB	206,766.00			206,766.00
01-3000-3019		RES-CN-RODNEY PARK LAND	100,000.00			100,000.00
01-3000-3020	Fire	RES-FIRE COMMUNICATIONS	30,000.00	30,000.00		60,000.00

Port Glasgow Trailer Park

01-7620-7650	OFFICE SUPPLIES	
01-7620-7651	POSTAGE & COURIER	
01-7620-7652	ADVERTISING	
01-7620-7653	Bank Charges	
01-7620-7660	OTHER SUPPLIES	
01-7620-7675	Legal Exp	
01-7620-7701	FUEL EXP	
01-7620-7900	TRANSFER TO RESERVES	
01-7620-7901	TRANSFER FROM RESERVES	

Capital

01-7620-8000	CAPITAL - BINGO HALL REFURBISHMENT	
01-7620-8001	CAPITAL - Consult & Engineering for Septic System	
01-7620-8002	CAPITAL - WAR MONUMENT & GATES	
01-7620-8003	CAPITAL - WATERLINES REPLACEMENT	
01-7620-8004	CAPITAL - PAVILLION CEILING	
01-7620-8005	CAPITAL - Stairs	

2024 Budget	2023 Actuals	2023 Budget
1,000.00	1,013.16	500.00
1,000.00	346.09	1,000.00
500.00	1,608.82	500.00
1,750.00	1,530.41	600.00
250.00	34.93	250.00
10,000.00	-	10,000.00
2,250.00	2,001.81	2,500.00
148,641.40	-	-
-	-	(280,465.07)

15,000.00	-	15,000.00
-	-	-
-	-	-
-	-	-
-	-	-
-	-	400,000.00
\$ (0.00)	\$ (184,301.64)	\$ -

Reserves:

Beg. Balance - Jan 1 2024
Transfer to Reserves
Ending Balance - Dec 31 2024

\$ 751,572.46
150,804.02
\$ 902,376.48

Reserve Schedule page 3:

2023 Beg Balance: \$741,572.46

Transfer In \$98,641.40

2024 Balance \$840,213.86

Should this be the \$174K or \$184K profit in 2023 or the \$148K from 2024? Where is the \$98K coming from?

17

Reserves page 43:

Beg. Balance Jan 1, 2024 \$751,572.46

Transfer to Reserves \$150,804.02

End Balance Dec 31, 2024 \$902,376.48

Where is the \$150K coming from? – it is \$148K in the budget.

Has the park got enough money for Upcoming Projects? From the financials posted – it appears so!

Let's Look at the Budgeted projects (page 39 of the budget)

CAO communicated with Park Residents in March 2025

“As of December 31,2024, the Municipality of West Elgin reserve for the Port Glasgow Trailer Park is approximately \$948,506.”

			Res. Balance
Reserve Beg Balance Estimated CAO	2025		948,000.00
Replace washroom facility beside food booth	2025	-50,000.00	898,000.00
Septic System Upgrades - Bed 1 - move wooden sheds below ground	2025	-50,000.00	848,000.00
Stairs to the Beach Replacment	2026	-400,000.00	448,000.00
No projects budgeted	2027	0.00	448,000.00
No projects budgeted	2028	0.00	448,000.00
Washroom Construction Accessible	2029	-400,000.00	48,000.00

It appears there is enough money to cover these projects!

General Comments/Concerns/Questions

Don't we think Infrastructure is important? Yes we do – but unless we are desperate for money – we shouldn't sell assets.

No benefit to the Municipality? It has a picnic shelter and pavilion that can be rented, a playground, camping sites, beach access etc. We should promote it - not sell it. And it covers its own costs...

It takes too much Municipal staff time. Rather than sell it – why not look at the administrative model – and update it to correct issues? Look at the way other municipalities run their trailer parks.

Economic Impact? Has the council had an Economic Impact Study to assess any change for local business?

New Costs for Taxpayers? The maintenance and upkeep of Memorial park will fall on the taxpayers as a new cost. The trailer park is now covering these costs.

General Comments/Concerns/Questions

Losing Beach Access. Yes. The current severance model presented would have the municipality losing access to one of its two beaches.

What is the amount of the current Market-value assessment for the Trailer park?

What is the severance process you are using? Will neighbouring properties be receiving a notice of the severance and have an opportunity to comment? Doesn't this process take 30 days?

Can we poll the residents of West Elgin for their opinion on the sale?

Are local contractors being able to bid on the upgrade projects? Are the costs from actual estimates?

This park is a hidden gem!

We should be promoting its use to our residents – picnic shelter, dance hall, playground, and beach access!

Are we in the Trailer Park Business? Yes

Are other Municipalities in the Trailer Park Business? Yes

- We were gifted a trailer park in 1986 (39 years ago)
- The **Municipality** in 1986 **decided** to purchase land to expand the Trailer Park (39 years ago).
- **Other competing trailer parks in the area are aware of this park and have been for almost 40 years.**

- **What about other municipalities...**
- **St. Clair Township** – currently operates 2 campgrounds and a golf course! (in spite of other golf courses and campgrounds in the area)
- **Saugeen Shores** – currently operates 2 campgrounds in Port Elgin and Southampton...etc.
- **We are not alone! – Let's look at what these areas are doing – and see what we can learn!**

How does the sale work with the Municipal Strategic Priorities?

- ❑ To provide recreation and leisure activities to attract and retain residents. (This is a great fit with the Trailer Park!)
- ❑ To ensure a strong economy that supports growth and maintains a lower cost of living. (The summer residents of the Trailer Parks – are a great addition to the economy of West Elgin! We are in the business of tourism and bolstering the local economy. Having more residents in the summer – certainly helps.)
- ❑ To enhance communication with residents. (There is a lot of opportunity to improve the communication with residents over this topic and other topics in the municipality.)
- ❑ To improve West Elgin's infrastructure to support long-term growth.

Where are we now?

- There was ... No community communication and discussion before the surplus announcement.
- There was ... No councillor in place for Ward 3 when the surplus declaration voting was done.
- We seem to be rushing through the process – declaration, severance and selling.
- There are ... Lots of risks – if it is sold without looking at all the options...
- **The Municipality of West Elgin has a beautiful lake front property...**
- Let's take a step back, start over, look at options – with a new perspective.
- **Let's work together to find a solution!**

What do we want? Proposal

- **Postpone Sale – take the Port Glasgow Trailer Park off the surplus list - until various options have been thoroughly investigated.**
- We need transparency on this asset - since it is revenue generating.
- We need transparency on the process – what is going on and why?
- **Let's find a way to keep our beautiful lake front property.**
- As Council we request you:
 - *Look at the options for the Trailer Park.*
 - *Openly and transparently present your findings.*
 - *Communicate with your residents – so we all understand.*



Municipality of West Elgin

Minutes

Council Meeting

March 27, 2025, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

Present: Mayor Leatham
Deputy Mayor Tellier
Councillor Denning
Councillor Statham
Councillor Dougherty

Staff Present: Robert Brown, Planner
Terri Towstiuc, Clerk
Magda Badura, Manager of Corporate Services (Treasurer)
Robin Greenall, Chief Administrative Officer
Lee Gosnell, Manager of Operations and Community Services

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1. Call to Order

Mayor Leatham called the meeting to order at 4:00 pm.

2. Adoption of Agenda

Resolution No. 2024- 86

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council hereby adopts the Regular Council Agenda for March 27, 2025 as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Delegations

Delegations to be heard, in compliance with Procedural By-Law 2024-05.

Section 6.8. Delegations shall be limited in speaking to not more than ten (10) minutes in total per person, per group or per organization.

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Section 12.4. The Mayor (Chair) may request that a member or members of the public vacate the Council Chambers or any other location in which Council may conduct their business if their behaviour is deemed to be disruptive to the business at hand.

4.1 Marsha Kalita & Trisha Pearson, West Lorne Optimist 50-Year Banners

Marsha Kalita, President and Linda Ryerse, Secretary of the West Lorne Optimist Club requested use of the banner poles in West Lorne for one month before and one month after the 50-year anniversary (June 11, 2025). The club will be holding a free community celebration day on June 7 at the pavilion in West Lorne, including family-based activities and a dinner gala to follow at the Elgin International Club. The request is for the use of the banner poles and cost of installation. Mayor Leatham advised that Council will have staff follow up on this request.

4.2 Norm Miller & Dave Chamberlain - Port Glasgow Trailer Park

Norm Miller, Port Glasgow resident, addressed Council about the ongoing discussion regarding the potential sale of Port Glasgow Trailer Park (PGTP). Mr. Miller's delegation included a presentation that provided history of the Aldborough Old Boys Association (AOBA), including the initial directors, land purchase and transactions between the AOBA and Municipality. The presentation included letters from the remaining members of the AOBA and former Aldborough Township Clerk-Treasurer (1984-1987), in opposition of sale. The presentation can be found in full in the agenda package.

4.2.1 Presentation

4.2.2 Letter dated March 6, 2025, Bob Miller & Mac Ford

4.2.3 Email dated March 12, 2025, Steve McDonald

4.3 Adam Lumley - Port Glasgow Trailer Park Sale, Additional Considerations

Adam Lumley, Port Glasgow Trailer Park user, addressed Council, advocating for the sale of Port Glasgow Trailer Park (PGTP) as a cooperative to the residents of PGTP. Mr. Lumley advised the concept it to keep PGTP, enhancing the park features, provide stable affordable housing and restore to original vision. Mr. Lumley concluded with asking Council to provide a definitive decision on the park's future, and limit bidding rights to users with genuine vested interest in PGTP.

5. Adoption of Minutes

Resolution No. 2024- 87

Moved: Councillor Denning
Seconded: Deputy Mayor Tellier

That West Elgin Council hereby adopt the Minutes of March 13, 2025, as presented.

Carried

6. Business Arising from Minutes

None.

7. Staff Reports

7.1 Municipal Drains

7.1.1 Section 78 Hookaway Drain

Councillor Denning requested the Manager of Infrastructure and Development follow-up with the location of the Hookaway Drain.

Resolution No. 2024- 88

Moved: Councillor Statham
Seconded: Councillor Dougherty

That West Elgin Council hereby receives the Section 78, Notice of Request for Drain Major Improvement for the Municipal Drain known as the Hookaway Drain; And

That Council approve the request for the Improvement of the Hookaway Drain, dated March 13, 2025, submitted by Darryl Clarke, President, West Elgin Ready Mix; And

That Council direct staff to forward to Spriets and Associates, to proceed with the necessary actions, pursuant to the *Drainage Act*.

Carried

7.2 Operations & Community Services

7.2.1 2025 Maintenance Gravel

Resolution No. 2024- 89

Moved: Deputy Mayor Tellier
Seconded: Councillor Statham

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Infrastructure and Development; re: 2025 Maintenance Gravel; and

That West Elgin Council authorizes an extension of the 2024 maintenance gravel contract with Johnston Bros. Ltd. (at the 2024 price) to cover the 2025 season.

Carried

7.3 Planning

7.3.1 Munroe St. Property – Future Development Next Steps

Resolution No. 2024- 90

Moved: Councillor Denning

Seconded: Councillor Dougherty

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding next steps for potential development of municipally owned lands on the north side of Munroe St.

And that Council directs administration to retain Pinchin, at a cost of \$6,200 plus HST, to move forward with completion of Phase I ESA on the subject lands.

Carried

7.4 Clerk's

7.4.1 Animal Control RFP

Resolution No. 2024- 91

Moved: Councillor Dougherty

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Animal Control Services, Request for Proposals Received; And

That Council hereby accept the submission received from Jeoff and Jodi Bedore, Southwest Middlesex Animal Shelter, for Animal Control (Canine) Services; And

Further that Council directs the Clerk to prepare the approved agreement and by-law for signing at the next scheduled meeting of Council.

Carried

7.5 Finance/Administration

7.5.1 2024 Roots & Revival Festival

Councillor Statham advised the 2025 Roots and Revival Festival planning is well underway for West Lorne, Summer 2025.

Resolution No. 2024- 92

Moved: Councillor Denning

Seconded: Councillor Statham

That West Elgin Council hereby receives the report from M. Badura, Manager of Corporate Services – Treasurer re: Roots and Revival – Final Report; and That West Elgin Council receives this report for information only.

Carried

7.5.2 2024 Cyber Incident

Resolution No. 2024- 93

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council hereby receives the report from M. Badura, Manager of Corporate Services (Treasurer) re: 2024 Cyber Incident for information only.

Carried

7.5.3 2025 Capital Budget

Council had questions for the following items:

- Fire - Gender Neutral Washroom remuneration (comment). Forward to Fire Chief.
- Fire - How old is the current Tanker, set for replacement? Forward to Fire Chief.

- Is there funding being set aside for future E-Vehicles? No budget line item for this.
- Fire - Curious about 2029 Tanker projection with recent conversations about resource sharing with other departments., or potential for amalgamation of resources. Forward to Fire Chief.
- Parks & Recreation - allocated budget for ten tables seems high. Clerk to investigate this.

No questions or comments from Council for Buildings, Transit, Arena, Rods, Sewers (Rodney and West Lorne), Sidewalks & Streetlights or Water. No additional projects added or removed by Council.

Final Capital Budget to be presented with Operating Budget deliberations.

Resolution No. 2024- 94

Moved: Councillor Statham

Seconded: Councillor Denning

That West Elgin Council hereby receives the report from M. Badura, Manager of Corporate Services (Treasurer) for information and discussion purposes.

Carried

7.5.4 Amendment to By-law 2020-88, Set Rates of Remuneration for Members of Council

Council took a break from 5:27 to 5:31pm.

Resolution No. 2024- 95

Moved: Councillor Denning

Seconded: Councillor Statham

That West Elgin Council hereby receives the report from M. Badura, Manager of Corporate Services – Treasurer re: Amendment to By-Law 2020-88;

And That West Elgin Council approves the revisions to the existing By-Law 2020-88 as presented.

Carried

8. Committee and Board Reports or Updates

No updates provided.

9. Notice of Motion

9.1 Councillor Statham - Notice of Motion for Reconsideration (Motion 2024-463)

Councillor Statham recognized the residents requesting a cooperative and the residents requesting reconsideration. Councillor Statham acknowledge the process and need to slow down to obtain adequate information to proceed appropriately, weigh options and obtain community involvement.

I, Councillor Statham, provide Notice of Motion for Reconsideration of Motion 2024-463 from December 19, 2024 regarding Port Glasgow Trailer Park next steps, to be considered at the April 10, 2025, Regular Meeting of council.

Motion to be included on April 10, 2025 agenda, for consideration:

Whereas the Port Glasgow Trailer Park lands were declared as surplus by Council at its October 24, 2024 meeting;

And whereas the proposed divestment has not been clearly communicated to the users of Port Glasgow Trailer Park or surrounding area;

And whereas alternative uses or revenue opportunities have not been explored and compared to the current divestment plan.

Be it resolved that the divestment of Port Glasgow Trailer Park be deferred until a comprehensive cost-recovery analysis is completed, outlining the financial implications of continued municipal ownership and operation; And

Further that a report is delivered to Council with full-cost recovery options and divestment options.

9.2 Councillor Denning - Motion to Relocate the West Lorne Cenotaph

I, Councillor Denning, provide Notice of Motion, to introduce a new motion at the April 10, 2025 Regular Meeting of Council, to relocate the West Lorne Cenotaph from the Bo Horvat Community Centre to the Rosalie Krebsz Heritage Park, in West Lorne.

Motion to be included on the April 10, 2025 agenda, for consideration:

Whereas the West Lorne Remembrance Day Service is held annually at the Cenotaph, located in front of the Bo Horvat Community Centre (Arena); And

Whereas the current location requires a major road to be blocked during the ceremony, creating traffic and safety concerns for those attending;

Therefore, West Elgin Council is requesting staff prepare a report to Council with options to move the West Lorne Cenotaph to the Rosalie Krebsz Heritage Park in West Lorne, creating a safe place for the Annual Remembrance Day Service, in collaboration with the West Lorne Legion, and West Lorne Horticultural Society, for presentation and beautification purposes

10. Council Inquires/Announcements

No inquiries or updates.

11. Correspondence

Resolution No. 2024- 96

Moved: Deputy Mayor Tellier

Seconded: Councillor Dougherty

That West Elgin Council hereby receive and file all correspondence not otherwise dealt with.

Carried

11.1 County of Elgin, From the Council Chambers, March 11, 2025

11.2 County of Elgin, Letter of No Appeals, E 9-25 25130 Argyle Line

12. Items Requiring Council Consideration

No items for consideration.

13. Upcoming Meetings

- Wednesday, April 9 - 9:00am - Bo Horvat Community Centre Board of Management
- Thursday, April 10 - 4:00pm - Regular Council Meeting
- Monday, April 14 - 8:30am - Four Counties Transit Committee

- Tuesday, April 15 - 7:00pm - Tri County Water Board
- Thursday, April 24 - 4:00pm - Regular Council Meeting

14. Closed Session

Resolution No. 2024- 97

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 5:42 pm, to discuss matters pursuant to the *Municipal Act*, Section 239(2):

- (f) being advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Extension of Integrity Commission Services);
- (c) a proposed or pending acquisition or disposition of land (PGTP);
- (b) personal matters about identifiable individuals, including municipal or local board employees (Council).

Carried

15. Report from Closed Session

Report from Closed Session at 6:16pm.

Council received 3 items in compliance with Section 239 (2) of the Municipal Act. Two items were received for information only, and one item will receive the following recommendation:

Resolution No. 2024- 98

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Integrity Commissioner Renewal Agreement; And

That Council hereby approves the agreement, dated March 27, 2025, with an expiry date of May 31, 2027.

Carried

16. By-Laws

16.1 2025-06, Fleuren Drain, Third Reading

Resolution No. 2024- 99

Moved: Councillor Statham

Seconded: Councillor Denning

That By-law 2025-06, being a By-Law to provide for drainage works on the Fleuren Drain in the Municipality of West Elgin, be read a third and final time.

Carried

16.2 2025-15, Integrity Commissioner Renewal Agreement, Aird Berlis LLP

Resolution No. 2024- 100

Moved: Councillor Denning

Seconded: Councillor Statham

That By-law 2025-15, being a By-law to Authorize the Execution of an Agreement between Aird Berlis LLP for Integrity Commissioner Services, and Repeal Resolution 2022-353, be read a first, second and third and final time.

Carried

16.3 2025-16, Council Remuneration

Resolution No. 2024- 101

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That By-law 2025-16, being a By-Law to Set Rates of Remuneration for Members of Council, and Repeal By-law 2020-88, be read a first, second and third and final time.

Carried

17. Confirming By-Law

Resolution No. 2024- 102

Moved: Councillor Statham

Seconded: Councillor Denning

That By-law 2025-17 being a By-law to confirm the proceeding of the Regular Meeting of Council held on March 27, 2025, be read a first, second and third and final time.

Carried

18. Adjournment

Resolution No. 2024- 103

Moved: Councillor Dougherty

Seconded: Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn at 6:19 pm, to meet again at 4:00pm, on Thursday, April 10, 2025 or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuć, Clerk



Municipality of West Elgin

Minutes

Bo Horvat Community Centre Board of Management

January 8, 2025, 9:00 a.m.

Council Chambers

160 Main Street

West Lorne

Present: Ken Loveland, Dutton Dunwich
Jim Hathaway, WESC
Bill Denning, West Elgin
Jessica Small, WLMHA
Ryan Statham, West Elgin

Staff Present: Adam Ecker, Recreation Supervisor
Jenn Vanesse, Recording Secretary
Terri Towstiuc, Clerk

1. Call to Order

Chair K. Loveland called the meeting to order at 9:00 a.m.

2. Adoption of Agenda

Moved: Bill Denning, West Elgin

Seconded: Ryan Statham

That Bo Horvat Community Centre Board of Management hereby adopts the Agenda as presented.

Carried

4. Minutes

Moved: Jim Hathaway, WESC

Seconded: Ryan Statham

That Bo Horvat Community Centre Board of Management Committee adopt the minutes of December 11th 2024 as circulated and printed.

Carried

5. Business Arising from Minutes

No business arising from the minutes.

6. New Business

6.1 Skating Club Update

The skating club was back for their first session after the holiday's on Monday. Membership is sitting at about the same as it was before.

6.2 Minor Hockey Update

Minor Hockey is back after the holiday's for their second session. The concession stand has been a huge success and will only be open for games and pending volunteer availability. At the next meeting there may be some possible changes to be brought forward from OMHA after Jessica Small attends a meeting with them.

7. Staff Operations Update

Over the holidays there were a lot of rentals and was extra busy in there. The Zamboni started leaking oil yesterday afternoon, and rentals were cancelled due to this. A local mechanic looked at it today and it could not be repaired. Zamboni technician is scheduled to come out Friday morning to fix it. Adam has inquired about a rental, but will keep the committee posted if one becomes available and is within a reasonable cost. The Zamboni is expected to be fixed and functional by 4pm on Friday. Staff will continue to keep everyone updated as they know more.

8. Adjournment

Moved: Bill Denning, West Elgin

Seconded: Jessica Small, WLMHA

That the Bo Horvat Community Centre Board of Management hereby adjourn at 9:18 a.m. to meet again on February 12th, 2025 at 9 a.m.

Carried

Ken Loveland, Chair

Jenn VanEsse, Recording Secretary



Municipality of West Elgin

Minutes

Economic Development Committee

January 13, 2025, 7:00 p.m.

Facility Tour

Present: Stacey Zegers
Mike Russo
Mike Vanraes
Dan Soos
Kristina Pringle
Ryan Statham
Philip Sousa
Travis Roodzant

Regrets: Pam Wardell

Staff Present: Robin Greenall, Chief Administrative Officer

1. Call to Order

Chair Dan Soos called the meeting to order at 7:05 p.m.

2. Adoption of Agenda

EDC 2024- 01

Moved: Mike Vanraes

Seconded: Ryan Statham

That West Elgin Economic Development Committee hereby adopts the Agenda for January 13, 2025 as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Adoption of Previous Minutes

EDC 2024- 02

Moved: Mike Russo

Seconded: Mike Vanraes

That minutes of the Economic Development meeting on December 9, 2024 be adopted as presented.

Carried

5. Business Arising from Minutes

None.

6. Items of Discussion

6.1 Meet & Greet - Robin Greenall, Chief Administrative Officer, West Elgin

6.2 West Elgin Women in Business, February Event

-We will be using a portion of the money (\$2000) for the WEWIB Business Showcase taking place Sunday February 23rd, 2025.

-Amy: they will be using funds for marketing (14 people have currently applied, 40 spaces available for businesses). This event is open to all businesses and not just women in business and is open to West Elgin and surrounding areas.

-Trying to bring awareness of small businesses to the community

-Robin recommended reaching out to the Economic Development Committee in the County (Lindsay Duncan) as well as the Jean Collective (Elgin Women's Leadership)- might be willing to help promote the Business Showcase Event.

-EDC is going to have a table at this event.

EDC 2024- 03

Moved: Mike Russo

Seconded: Travis Roodzant

That the Economic Development Committee request the Municipal Treasurer to transfer the approved funds of \$2,000 to the West Elgin Women in Business.

Carried

6.3 Introduction - Travis Roodzant and Philip Sousa to EDC

Travis Roodzant- wants to bring a strong voice for the agricultural community to the table. Travis focused on enablement. There are a lot of changes in agriculture and as things change, we as farmers need to adapt and learn. He wants to focus on bringing agriculture to the community.

Philip Sousa- Wants to see us work to promote local business and connect local business owners to the community at large. He is interested in a local business directory and the eventual development of a local Chamber of Commerce.

6.4 Sub-Committees - Supporting Local Businesses and Sectors

There are lots of spokes that we want to pursue, but we are focusing on the following committee structure.

1. A) Tourism and Recreation- Chair is Pam Wardell
2. B) Business Retention & Expansion- Chair is Mike Russo
3. C) Marketing & Communications- Chair Phillip Sousa

EDC 2024- 04

Moved: Kristina Pringle

Seconded: Stacey Zegers

That the EDC nominate Philip Sousa as Chair for the Marketing & Communications sub-committee.

Carried

EDC 2024- 05

Moved: Mike Russo

Seconded: Stacey Zegers

That the EDC create a fourth sub-committee, being Agriculture and Agri-Business.

Carried

EDC 2024- 06

Moved: Mike Russo

Seconded: Stacey Zegers

That the EDC appoint Travis Roodzant as Chair to the Agriculture and Agri-Business sub-committee.

Carried

7. Additional Items

-Discussion about getting one EDC email and Facebook/Instagram page set up- goal is to get these set up before next meeting. Robin is going to take this back to council.

-Mike Russo is working on a business directory list for West Elgin (it was accidentally deleted)- email blast list- then we can email businesses to feature them monthly on our social media platforms

-Discussion about a welcome wagon package for new residents- that includes information about local businesses, coupons for local businesses- residents would be directed to go to the library when they pick up their recycle bins from the municipality and pick up their welcome wagon there. Eventually, we can also include a print or digital business map with silver, gold and platinum members based on how long they have been in business.

-Discussion about a book list for entrepreneurs- partner with the local libraries to offer a reading list. We could allocate funds or donate books to the library for this.

-Discussion about how to promote positive google reviews for local businesses

-Brand deck – Robin Greenall is going to take our Brand Deck back to Council- suggestion to change the slogan to “Harvesting Opportunity” – can Council’s branding and our branding align?

-Discussion about offering talks and workshops on various topics

-Discussed collaborating with the municipality on a Christmas tree lighting ceremony in Rodney

Roots and Revival meeting took place- event is going to take place in West Lorne in 2025

-July 18-20 -Blueberry Festival

-Amy advised that grants are difficult if Roots and Revival is not set up as an NPO.

-Robin Greenall suggested connecting with Lindsay Duncan to learn about grants the festival might be eligible for.

-Discussion about insurance requirements for an event of this magnitude. Robin Greenall is going to look into what the insurance looked like for the festival last year and what the requirements would be for this year.

8. Adjournment

EDC 2024- 07

Moved: Mike Russo

Seconded: Ryan Statham

That the West Elgin Economic Development Committee hereby adjourn at 8:45 p.m. to meet again at 7:00pm on Monday, February 10, 2025, or at the call of the Chair.

Carried

Dan Soos, Chair

Kristina Pringle, Recording Secretary



Municipality of West Elgin

Minutes

Economic Development Committee

February 24, 2025, 7:00 p.m.

Facility Tour

Present: Mike Vanraes
Dan Soos
Pam Wardell
Philip Sousa
Travis Roodzant
Bill Denning

Regrets: Stacey Zegers
Mike Russo
Kristina Pringle
Ryan Statham

Staff Present: Robin Greenall, Chief Administrative Officer

1. Call to Order

Chair Dan Soos called the meeting to order at 7:06 p.m.

2. Adoption of Agenda

Moved: Bill Denning

Seconded: Travis Roodzant

That West Elgin Economic Development Committee hereby adopts the agenda for the meeting of February 24, 2025, as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Moved: Mike Vanraes

Seconded: Travis Roodzant

That minutes of the Economic Development meeting on January 13, 2025 be adopted as presented.

5. Business Arising from Minutes

None.

6. Round Table Member Discussion

- Robin spoke about the talk she had with Dan- terms of reference, how does EDC committee work with the municipality, how do they work together, are we better as and EDC or as a Chamber?
- Chamber works independently and can run with ideas
- EDC ideas must go through council, monetary attachment with it
- Roots and Revival – Robin would advise council to stay at arm's length with festivals and committees
- For municipality to run a festival, it is too high risk for council; insurance goes up if municipality is involved, and signing off
- Bill D. stated there is an inherent risk to the taxpayer when the municipality is involved or is the operator of the festival
- Mike V talked about set-backs over the year & a half
- Travis talked about guidance and direction seen in the information Pam forwarded to the group.
- Pam talked about the RED application and information sent out to the members to clarify what and EDC is and what a Chamber is.
- Bill stated that the EDC is an advisor to the council
- Robin talked about that I was right about the direction and guidance coming from Council.
- Bill stated that Council is trying to find out what they are to do.

- Bill talked about not understanding the money being approved for the WEWIB and how it was to be received.
- Robin stated that the money is allocated \$2000 WEWIB.
- Dan talked about giving the WEWIB \$2000 and that they had to produce receipts.
- Robin talked about how money distribution will be allocated & distributed moving forward and how the money is spent.
- Dan mentioned about being on the Fair board and receiving money from the County and how it was being spent.
- Dan wondered how long it would be for the WEWIB to be reimbursed the \$2000.
- Robin explained the process to receive allocated funds; submit receipts for reimbursement
- Robin stated that she is committing to work with the group. It is part of her portfolio.
- Travis talked about where our focus is on the EDC or Chamber. Where is the need?
- Dan said he talked to Robin about the same focus as stated by Travis.
- Dan made a recommendation that Council find out what a proper EDC is and how it is to function?
- Dan suggested we talk to Dutton/Dunwich EDC if their Council puts the EDC in their budget and how much? Why did WE EDC start with \$0? Bill said he didn't know.
- Philip talked about the lack of accommodations for Roots & Revival and other local events.
- Travis talked about being at other meetings that talked about "what do we have, what don't we have."
- Bill asked to Robin what we could do to have a small success.
- Robin stated she liked the branding idea but to take it back to Council – Branding exercise, get Council to buy into it, and businesses too.
- Bill said to let the EDC do the branding – logo and bring it to Council.

- Once established, then take to the people to get residents to buy in.
- Robin talked about what does Council want to see from EDC; rebranding, goals, focusing on
- Robin mentioned that branding is the end result of the process. What summarizes what we really want to do, we need to get the buy in
- Bill said we have nothing on the 401 that say West Elgin.
- Robin suggested for Council to revisit what are these committees' priorities
- Bill and Robin to take this to Council.
- Robin stated that it would be great for Council to give its objectives to the EDC.
- Bill talked about not to diminish what we have done in the last year and that we now have a focused CAO and treasurer.
- Robin said money will flow where it is going to flow – how do we grow?

7. **Adjournment**

Moved: Mike Vanraes

Seconded: Philip Sousa

That the West Elgin Economic Development Committee hereby adjourn at 8:37 p.m. to meet again at the call of the Chair.

Carried

_____, Chair

_____, Recording Secretary



Municipality of West Elgin

Minutes

Recreation Committee

January 15, 2025, 7:00 p.m.

Electronic Participation Meeting via Zoom

Present: Councillor Tellier
Cindy da Costa
Megan Bartlett
Karen Booth
Councillor Dougherty

Regrets: Courtney Kreamer
Lori Beckett

Staff Present: Terri Towstiuc, Clerk
Jenn Vanesse, Recording Secretary
Robin Greenall, Chief Administrative Officer

1. Call to Order

Chair Taraesa Tellier called the meeting to order at 7:01 p.m.

2. Adoption of Agenda

Moved: Megan Bartlett

Seconded: Cindy da Costa

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

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Moved: Megan Bartlett

Seconded: Cindy da Costa

That the West Elgin Recreation Committee adopts the minutes of November 27, 2024 as printed and circulated.

Carried

5. Business Arising from Minutes

No business arising from the minutes.

6. Staff Reports

6.1 Recreation Fees

2025 fees were passed at the last council meeting. A comparison was made with Dutton-Dunwich and South West Middlesex fees and we are in line with their fees. Terri would like to do a bigger comparison with other municipalities in size and facilities to ensure we are staying current with others.

7. Items of Discussion

- Canada Summer Students Grant
 - Application was submitted and waiting to hear back on the funding amount
 - Looking for lifeguards, aquatic supervisor, parks & rec and public works
- Dedicated Recreation staff
 - Position was accepted in theory by council, but has to be looked into for budget
- Sponsorship advertising
 - Pool sponsorships would like to start going out shortly through social media and electronic sign
 - It doesn't just have to be weekend swims, it could be during the week as well

- Staff is directed to look into board advertising to help offset some costs at the pool
- Looking into some incentives for sponsoring such as tax write off, or receipt, etc...
- Letters that go out should either connect with the business or mission statement, and maybe look to farming businesses as well
- Collaborate with Rodney Park Revitalization committee on signage as we don't want to much visual clutter
- Councillor Dougherty will look into exploring foundations funding, and suggested we look into Ontario trillium grants as well
- Roundtable discussion
 - There were some individual programs that some have suggested in the past such as hiking/running club and youth programs
 - Karen is looking to spearhead a walking/running program before the West Lorne Optimist annual Mothers day race in May
 - CAO Robin suggested the committee come together with some overall goals like what the committee wants to see for the community, set the goals in 1, 2, 3 years increments, what the committees needs are to meet the goals, and then tie in the rec coordinators job description on how they will implement the programming, and how to increase volunteerism
 - There were some concerns on how to go about recruiting volunteers as we would require a vulnerable sector check, so CAO Robin suggested that we brainstorm ideas on how to help offset costs, and look into legalities, etc... to overcome that hurdle
 - The committee suggested an idea board that we can add/alter with the ideas/visions that we have to bring to the next meeting
- Roundtable discussion
 - It was agreed that a sub committee would be formed with Taraesa and Megan, and another community member to add
 - The committee agreed on wanting to keep it recreation based, and starting later in the day (around 3 or 4pm)

- Some ideas came about of Sherry-Lynn Kirschner with the bunnies and mindfulness, a travelling photo booth, no craft, community wide festivities, baseball game, fish fry, and having everything central in miller park for the activities
- Costs from last year, and budget for this year will be sent to the sub committee to assist in their preparations
- Other items of discussion
 - Terri will send to the committee what was being proposed for the outdoor pickleball court grant application and anticipated cost
- Holiday Display Tour
 - Taraesa will bring notes in, and then will post to community as well as the community favorite
- Arena Closure update
 - The Zamboni was leaking oil, but is fixed now with a couple days of arena operations being down for programming
 - The rec committee will be copied on the communications like these going out so they are in the know as well

8. Adjournment

Moved: Cindy da Costa

Seconded: Karen Booth

That West Elgin Recreation Committee hereby adjourn at 8:12 p.m. to meet again on March 19, 2025, or at the call of the chair.

Carried

Taraesa Tellier, Chair

Jenn VanEsse, Recording Secretary



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

March 28, 2025

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 2024

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 2024 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,

A handwritten signature in black ink, appearing to read 'T. Thomson'.

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

c.c. Robin Greenall, Municipality of West Elgin
Terri Towstiuic, Municipality of West Elgin
Sam Sianas, 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**

**2024 ANNUAL REPORT
January 1 to December 31, 2024**

Environmental Compliance Approval # 5873-B4RLEJ

Prepared by:



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

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Appendix A: Analytical Data

Appendix B: Monitoring Schedule

Appendix C: Flow Meter Verification

Appendix D: Work Order Schedule

Section 1: Overview

Overall, the West Lorne Wastewater Treatment Plant provided effective wastewater treatment in 2024. 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

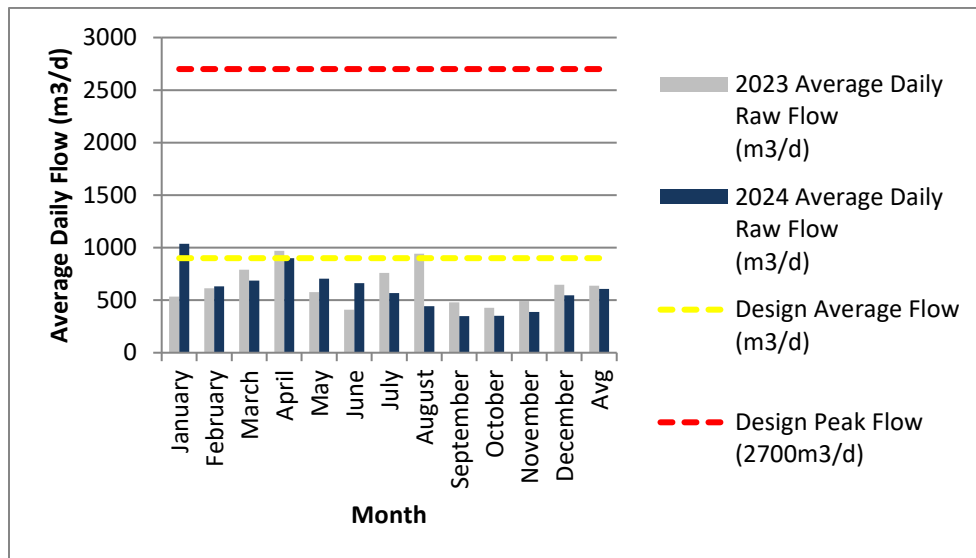
All samples are collected and tested as per the requirements of the Environmental Compliance Approval.

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

The total raw flow directed to the WWTP in 2024 was 221,725m³, which corresponds to a 5% decrease from 2023 raw flows, refer to Chart 1. The annual average daily flow in 2024 was 605.8m³/day, or 67% of the plant's rated design capacity of 900m³/day. Detailed monthly flow information is summarized in Appendix A.

Chart 1. Average daily raw flow for 2024 compared to 2023.

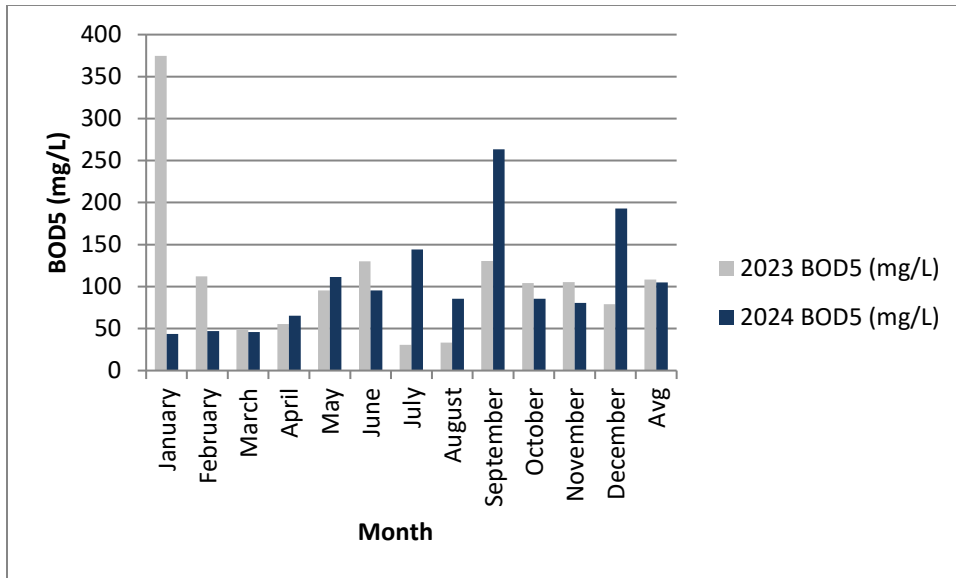


The Annual Average Daily Influent Flow was within the Rated Capacity of the plant.

Raw Sewage Quality

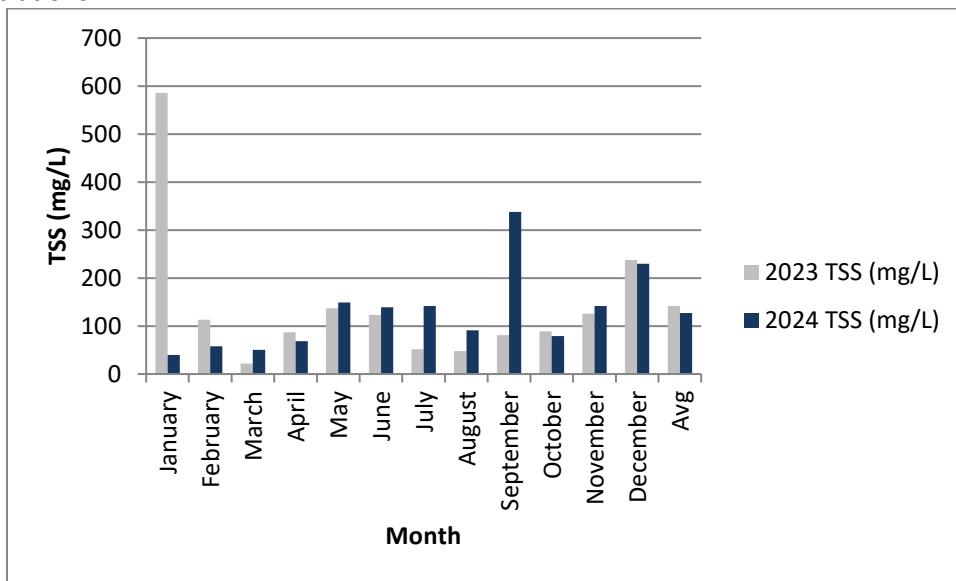
The annual average raw sewage BOD₅ concentration to the plant in 2024 was 105.01mg/L with a maximum average monthly concentration of 263.5mg/L. The average concentration of BOD₅ has decreased 3% from 2023, refer to Chart 3. Refer to Appendix A for detailed analytical data.

Chart 3. Raw sewage average monthly concentration of BOD₅ for 2024 compared to 2023 concentrations.



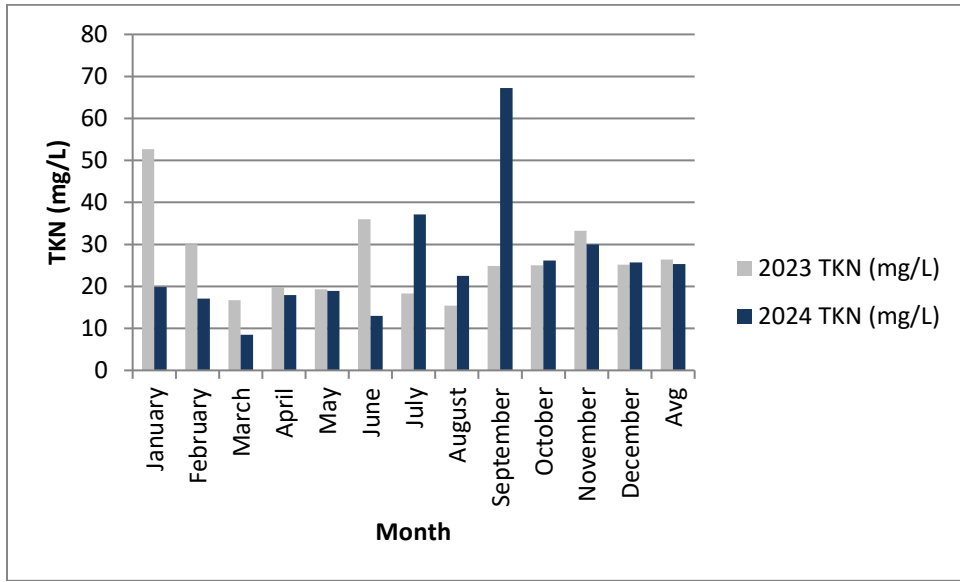
The annual average raw sewage total suspended solids (TSS) concentration to the plant in 2024 was 127.2mg/L, with a maximum average monthly concentration of 337.5mg/L. The average concentration of TSS has decreased 10% from 2023 (refer to Chart 4). Refer to Appendix A for detailed analytical data.

Chart 4. Raw sewage average monthly concentration of TSS for 2024 compared to 2023 concentrations.



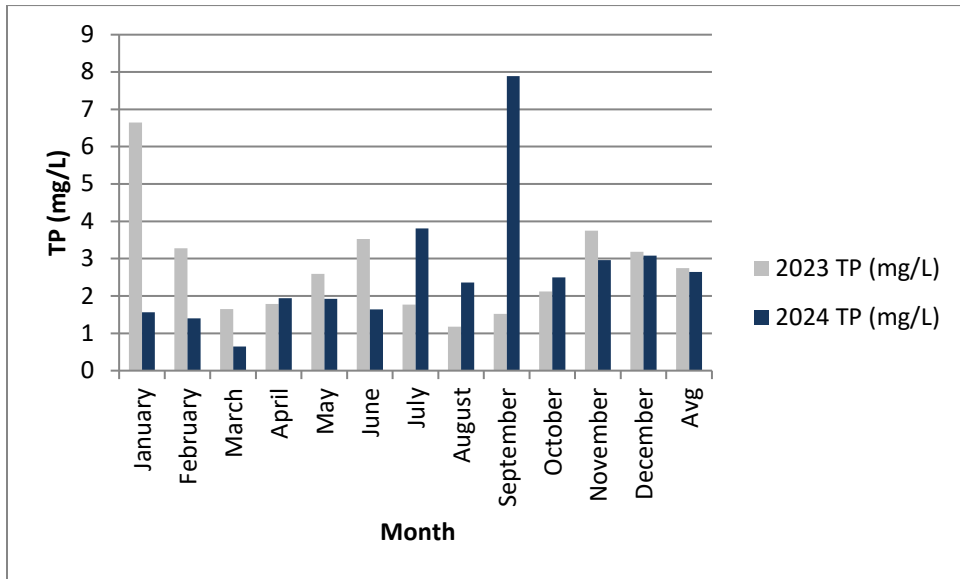
The annual average raw sewage nitrogen concentration (as represented by TKN) to the plant in 2024 was 25.3mg/L with a maximum average monthly concentration of 67.2mg/L. The average concentration of TKN has decreased 4% from 2023 (refer to Chart 5). Refer to Appendix A for detailed analytical data.

Chart 5. Raw sewage average monthly concentration of TKN for 2024 compared to 2023 concentrations.



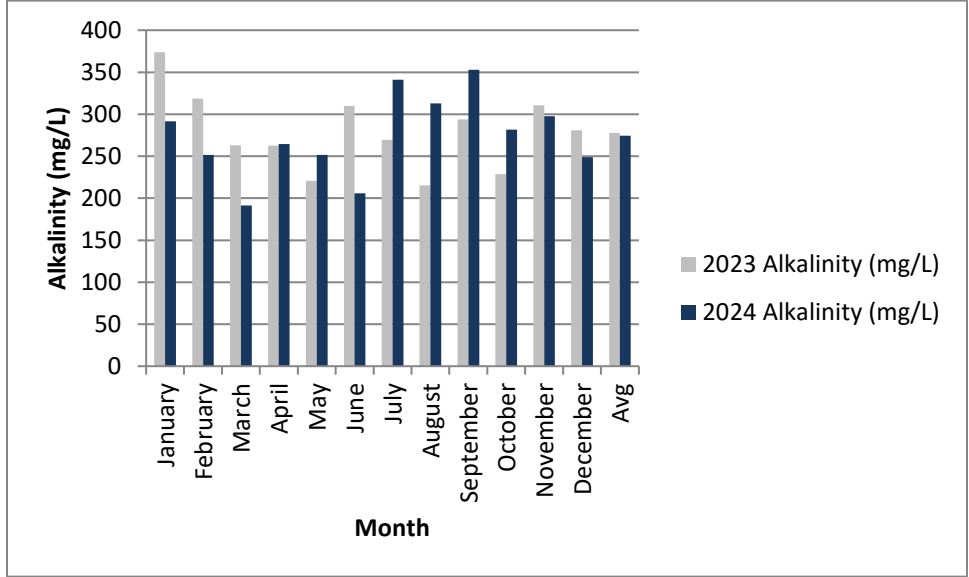
The annual average raw sewage total phosphorus (TP) to the plant in 2024 was 2.64mg/L with a maximum average monthly concentration of 7.89mg/L. The average concentration of TP has decreased 4% from 2023 (refer to Chart 6). Refer to Appendix A for detailed analytical data.

Chart 6. Raw sewage monthly average concentrations of TP for 2024 compared to 2023 concentrations.



The annual average raw sewage alkalinity to the plant in 2024 was 274mg/L with a maximum average monthly concentration of 353mg/L. The annual average alkalinity has decreased 1.4% from 2023 (refer to Chart 7). Refer to Appendix A for detailed analytical data.

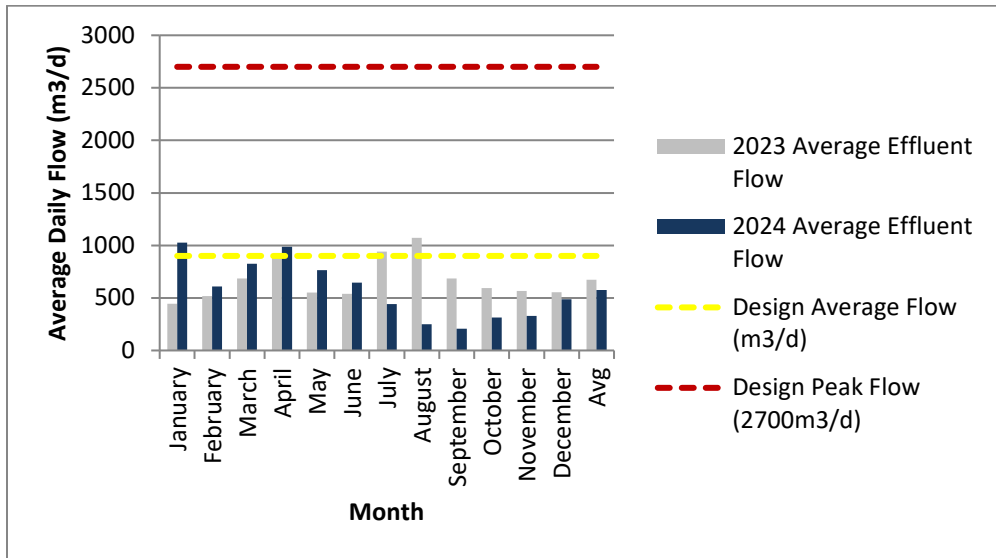
Chart 7. Raw sewage average monthly concentrations of alkalinity for 2024 compared to 2023 concentrations.



Section 3: Effluent Monitoring Data

The total effluent flow treated in 2024 was 210,280m³, which corresponds to a 14.5% decrease from 2023 effluent flows, refer to Chart 8. Detailed monthly flow information is summarized in Appendix A. The decrease in effluent flows reported in 2024 was due to the reduction of decant from the lagoons being re-introduced back to the facility during the reporting period. The decanting from the lagoon was reduced in 2024 due to issues with the pump along with the reduction in plant capacity as a result of the maintenance required on the West Aeration tank.

Chart 8. Average daily effluent flow for 2024 compared to 2023.



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 between April 15 and 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 monitor plant performance and to make any operational adjustments, as required.

In 2024, all chemical and microbiological sample analyses were conducted by SGS Lakefield and SGS London. 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 from 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 – 3.4	9	0.42 – 2.85
Total Suspended Solids	10	<2 – 6.6	9	0.497 – 6.74
Total Phosphorus	0.5	0.04 – 0.25	0.45	0.01 – 0.15
Total (Ammonia + Ammonium) Nitrogen	3.0(a)	<0.1 – 3.0	2.7(a)	0.02 – 2.11
	5.0(b)	<0.1 – 0.48	4.5(b)	0.05 – 0.396
E. coli (geomean)	200	3.74 – 120.5		

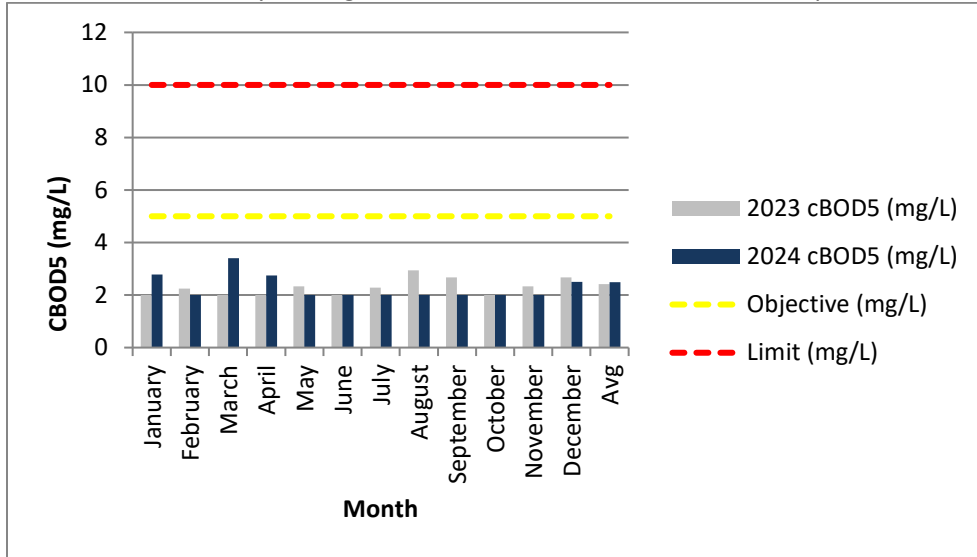
NOTE: (a) limit applies during the non-freezing period May 1 to November 30

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

Discussion on Monitoring Data as Compared to the Effluent Limits

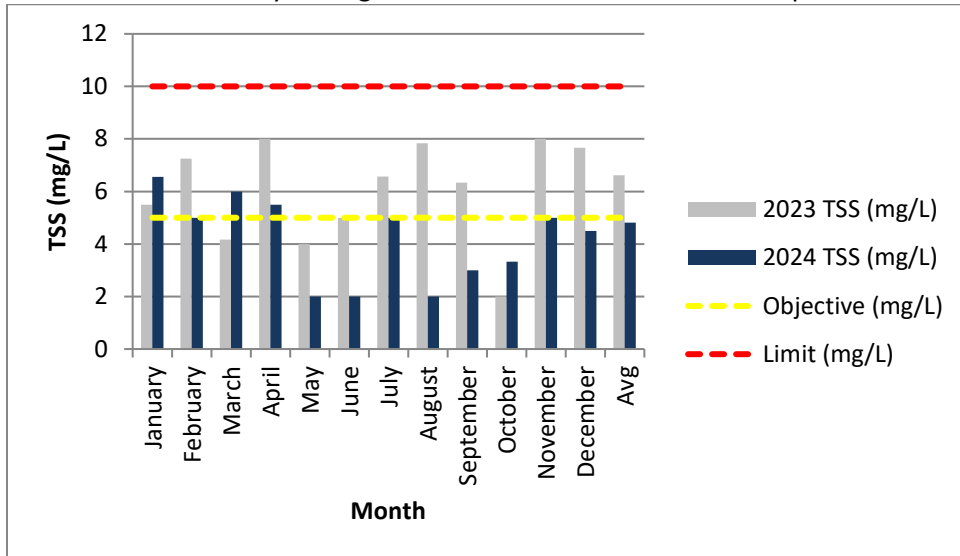
The annual average effluent CBOD₅ in 2024 was 2.49mg/L, which is an increase of 2.9% from 2023 (refer to Chart 9). The annual average loading of CBOD₅ was 1.43kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits. The objectives and limits identified in the ECA for cBOD₅ were met in 2024.

Chart 9. The effluent monthly average concentration of CBOD₅ in 2024 compared to 2023.



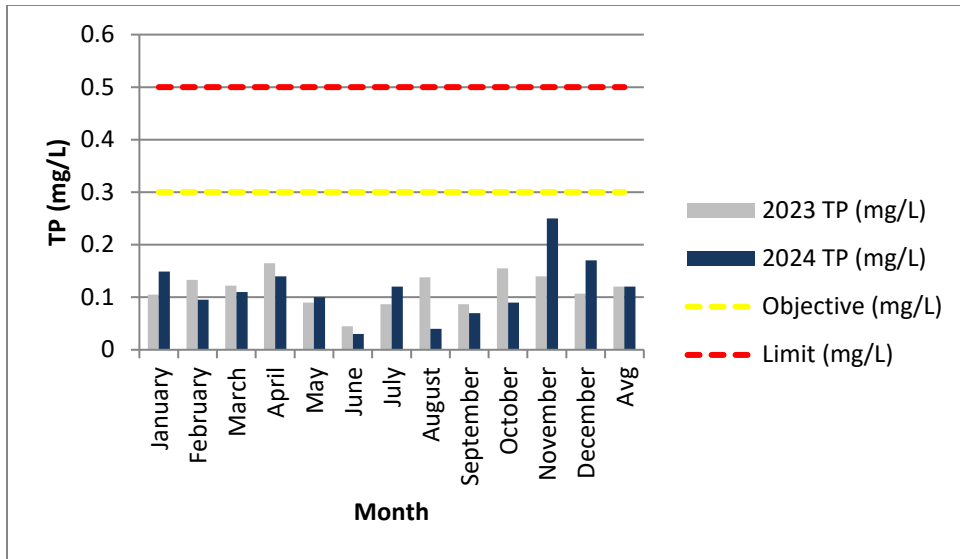
The annual average effluent Total Suspended Solids (TSS) for 2024 was 4.8mg/L, which is a 27% decrease from 2023 (refer to Chart 10). The annual average loading of TSS in 2024 was 2.76kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits. The limits identified in the ECA for TSS were met in 2024 however, the TSS objective was exceeded in three out of the twelve months, this is discussed in detail in Table 3.

Chart 10. The effluent monthly average concentration of TSS in 2024 compared to 2023.



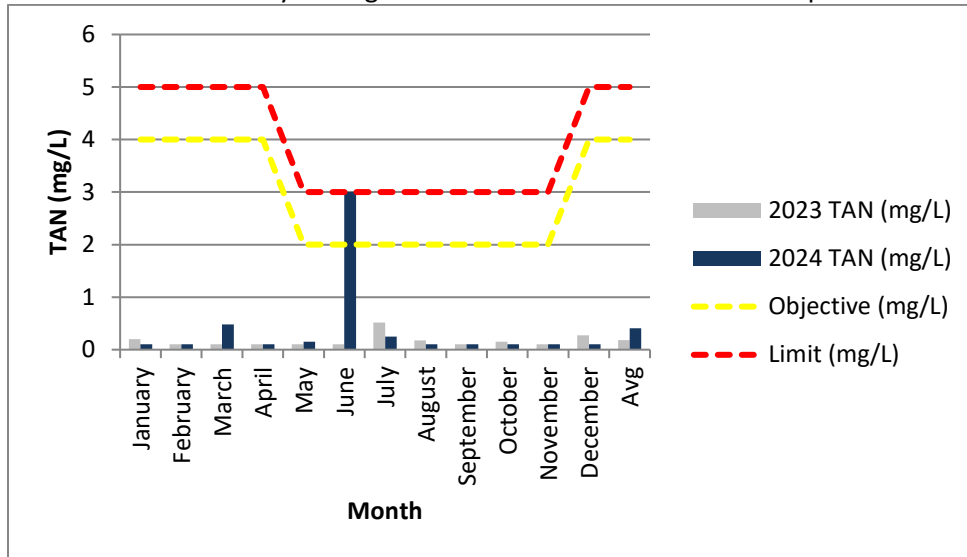
The annual average effluent Total Phosphorus (TP) for 2024 was 0.12mg/L, which is the same reported value in 2023 (refer to Chart 11). The annual average loading of TP in 2024 was 0.07kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits. The limits and objectives identified in the ECA for TP were met in 2024.

Chart 11. The effluent monthly average concentration of TP in 2024 compared to 2023.



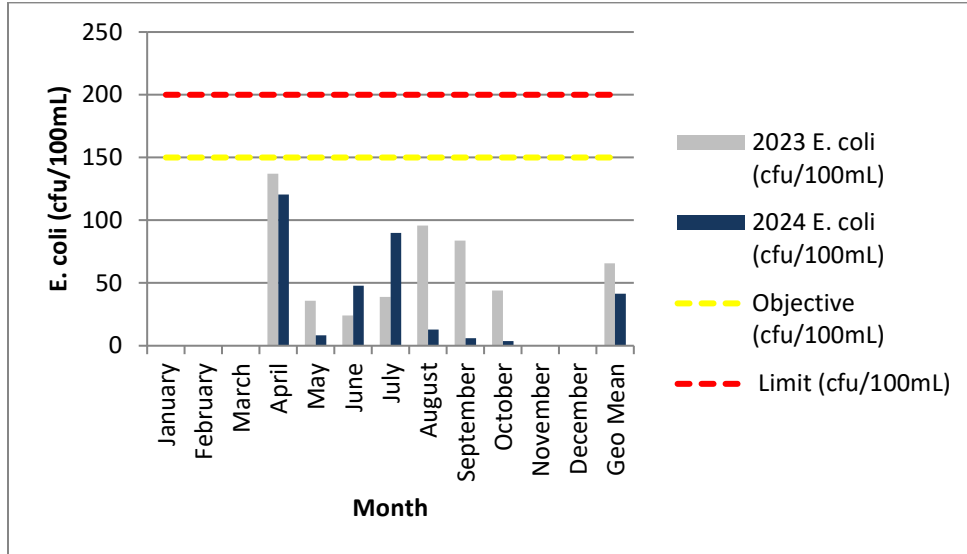
The annual average effluent Total Ammonia + Ammonium Nitrogen (TAN) for 2024 was 0.41mg/L, which is a 128% increase from 2023; this large increase was due to the elevated results obtained in June when the West Aeration tank was removed from service to facilitate required maintenance. (refer to Chart 12). The annual average loading of TAN in 2024 was 0.18kg/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 2024; however, the objective was exceeded in June.

Chart 12. The effluent monthly average concentration of TAN in 2024 compared to 2023.



The annual effluent geometric mean for E. coli was 41.3cfu/100mL in 2024, which is a 37% decrease from 2023 (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 2024.

Chart 13. The effluent monthly geometric mean concentration of E. coli in 2024 compared to 2023.



The West Lorne WWTP provided effective treatment in 2024, 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 – 3.4	4.5	0.42 – 2.85
Total Suspended Solids	5	<2 – 6.6	4.5	0.497 – 6.74
Total Phosphorus	0.3	0.04 – 0.25	0.27	0.01 – 0.15
Total (Ammonia + Ammonium) Nitrogen	2.0(a)	<0.1 – 3.0	1.8(a)	0.02 – 2.11
	4.0(b)	<0.1 – 0.48	3.6(b)	0.05 – 0.396
E. coli	150	3.74 – 120.5		
Dissolved Oxygen*	5	3.09-7.02		

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.

Discussion of Effluent Objectives

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

Date	Parameter	Monthly Average Concentration (mg/L)	Monthly Loading (kg/day)	Comment/Cause
January 2024	TSS/loading	6.6	6.7	High Flows, increased alum
March 2024	TSS/loading	6	5.0	High Flows, increased alum
April 2024	TSS/loading	5.5	5.4	High Flows, increased alum
June 2024	TAN/loading	3	2.1	West Aeration Tank offline/low DO/second blower turned on
June 12, 14, 17, 2024	DO*	3.09, 4.5, 3.46	-	West Aeration tank offline/ second blower turned on.

*DO expressed as a minimum

Despite the objective exceedances reported in 2024, the West Lorne WWTP performed well meeting all limits identified in the ECA for the reporting period.

Section 4: Monitoring Schedule

In 2024, there were no deviations required from the monitoring schedule. Any changes to the monitoring schedule must be approved by Operations Management and the Process and Compliance Technician. These changes are then recorded on the monitoring schedule. Refer to Appendix B for the monitoring schedule for 2025.

Section 5: Operating Issues and Corrective Actions

High influent flows were experienced throughout 2023, which continued into 2024. These high flow events resulted in solids carry over and thus elevated TSS concentrations in the effluent.

In June, the west aeration tank was taken out of service to facilitate the removal and repair of the RAS/WAS pumps. With the west aeration tank offline, the east tank experienced an increase in the mixed liquor concentration and a decrease in DO. With an elevated biomass concentration and a reduction in dissolve oxygen, the total ammonia nitrogen began to increase. A second blower was turned on to increase DO and operations staff diligently monitored the MLSS concentrations for the duration of the maintenance to the west aeration tank

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 summary of work completed during the reporting period. The following is a summary of maintenance performed other than WMS work orders:

-Check valve and pipe repairs in grit room

- backwash pump repairs
- Effluent pump repair
- Blower repairs
- Compressor repairs
- New backflow preventer
- RAS/WAS repair
- West aeration diffuser repair

Section 7: 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). 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 August by Albert's Generator Service.

SCG Flow Metrix Technical Services Inc. performed the annual calibration on the flow meters in April. Refer to Appendix C for calibration records.

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 67% of the rated capacity. In 2024, the effluent objectives were achieved more than 50% of the time 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 2024, the total amount of WAS transferred to the lagoon was approximately 4,100m³, this

amount is slightly higher due to high flows and maintenance on the west aeration tank. For 2025, the amount of sludge generated will be approximately 3,600m³. The lagoon has ample storage for the sludge and will not require cleanout in the coming year.

Section 11: Community Complaints

There were no community complaints received in 2024.

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

There were no bypasses or overflows reported for the treatment plant in 2024.

There were situations during the reporting period when the facility was operating outside normal operating conditions caused by high flows. Additional samples were collected during these events in accordance with the ECA. In March, 2024 a third sand filter was brought online to ensure sufficient capacity to handle the high flow events. These high flow events were attributed to heavy rainfall and snowmelt during the first quarter of 2024.

Section 13: Modifications to Sewage Works

There have been no modifications to the sewage works under paragraph 1.d. Condition 10 of the ECA.

Section 14: Efforts made to Achieve Conformance with Procedure F-5-1

The West Lorne secondary and post-secondary treatment is provided by two aeration tanks, two clarifiers and sand filter system with final disinfection provided by UV. Supplementary phosphorus removal is also achieved with the addition of alum. The treatment components are capable of producing effluent quality that exceeds the effluent design objectives specified in F-5-1. The St. West Lorne WWTP is required to achieve higher effluent quality standards than the effluent guideline criteria as specified in the ECA.

There were no bypasses or overflow events for the West Lorne Wastewater Treatment Plant or the sanitary system in 2024. There are no projects at this time planned in the sanitary sewer system.

Section 15: Schedule for the Completion of Construction

There were significant replacements that were completed in 2019 as identified in the Proposed Works in the current ECA. There are no further Proposed Works identified for the system that require completion or commissioning.

Section 16: Summary

Overall, the West Lorne Wastewater Treatment Plant provided effective treatment in 2024, with no exceedances with effluent limits.

APPENDIX A

Analytical Data

5526 WEST LORNE WASTEWATER TREATMENT PLANT 110002853

	1/ 2024	2/ 2024	3/ 2024	4/ 2024	5/ 2024	6/ 2024	7/ 2024	8/ 2024	9/ 2024	10/ 2024	11/ 2024	12/ 2024	<-Total-->	<-Avg-->	<-Max-->	<-Criteria-->
Flows																
Raw Flow: Total - Raw m ³ /d	32,125.84	18,293.60	21,286.69	27,017.64	21,841.35	19,861.64	17,584.81	13,711.37	10,488.30	10,869.49	11,680.92	16,963.54	221,725.19			0.00
Raw Flow: Avg - Raw m ³ /d	1,036.32	630.81	686.67	900.59	704.56	662.05	567.25	442.30	349.61	350.63	389.36	547.21		605.81		900.00
Raw Flow: Max - Raw m ³ /d	2,544.04	957.91	1,174.00	2,344.61	1,118.96	1,136.64	1,245.27	945.33	437.36	483.82	479.27	1,245.12			2,544.04	0.00
Raw Flow: Count - Raw m ³ /d	31.00	29.00	31.00	30.00	31.00	30.00	31.00	31.00	30.00	31.00	30.00	366.00				0.00
Eff. Flow: Total - Effluent m ³ /d	31,854.48	17,699.73	25,588.75	29,602.65	23,685.36	19,404.57	13,711.04	7,700.16	6,252.96	9,759.40	9,895.90	15,125.15	210,280.15			0.00
Eff. Flow: Avg - Effluent m ³ /d	1,027.56	610.34	825.44	986.76	764.04	646.82	442.29	248.39	208.43	314.82	329.86	487.91		574.54		2,700.00
Eff. Flow: Max - Effluent m ³ /d	2,188.82	756.07	1,252.25	2,437.79	1,109.36	1,248.67	921.43	629.60	414.10	451.73	412.26	1,286.10			2,437.79	0.00
Eff. Flow: Count - Effluent m ³ /d	31.00	29.00	31.00	30.00	31.00	30.00	31.00	31.00	30.00	31.00	30.00	31.00	366.00			0.00
Biochemical Oxygen Demand: BOD5																
Raw: Avg BOD5 - Raw mg/L	43.50	47.00	46.00	65.33	111.50	95.50	144.00	85.50	263.50	85.67	80.50	193.00		105.08	263.50	0.00
Raw: # of samples of BOD5 - Raw mg/L	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	2.00	26.00			0.00
Carbonaceous Biochemical Oxygen Demand: CBOD																
Eff: Avg cBOD5 - Final Effluent including Bypass mg/L	< 2.78	< 2.00	< 3.40	< 2.75	< 2.00	< 2.00	< 2.00	< 2.00	< 2.00	< 2.00	< 2.00	< 2.50		< 2.49	< 3.40	10.00
Eff: # of samples of cBOD5 - Final Effluent including Bypass mg/L	9.00	2.00	5.00	4.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	2.00	37.00			0.00
Loading: cBOD5 - Final Effluent including Bypass kg/d	< 2.854	< 1.221	< 2.807	< 2.714	< 1.528	< 1.294	< 0.885	< 0.497	< 0.417	< 0.630	< 0.660	< 1.220		< 1.43	< 2.85	9.000
Total Suspended Solids: TSS																
Raw: Avg TSS - Raw mg/L	40.00	57.50	50.50	68.33	149.00	139.00	142.00	91.00	337.50	79.33	142.00	230.00		127.18	337.50	0.00
Raw: # of samples of TSS - Raw mg/L	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	2.00	26.00			0.00
Eff: Avg TSS - Final Effluent including Bypass mg/L	< 6.56	< 5.00	< 6.00	< 5.50	< 2.00	< 2.00	< 2.00	< 2.00	< 3.00	< 3.33	< 5.00	< 4.50		< 4.81	< 6.56	10.00
Eff: # of samples of TSS - Final Effluent including Bypass mg/L	9.00	2.00	5.00	4.00	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	37.00			0.00
Loading: TSS - Final Effluent including Bypass kg/d	< 6.736	< 3.052	< 4.953	< 5.427	< 1.528	< 1.294	< 2.211	< 0.497	< 0.625	< 1.049	< 1.649	< 2.196		< 2.76	< 6.74	9.000
Total Phosphorus: TP																
Raw: Avg TP - Raw mg/L	1.56	1.40	0.65	1.94	1.92	1.64	3.81	2.36	7.89	2.50	2.96	3.08		2.64	7.89	0.00
Raw: # of samples of TP - Raw mg/L	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	2.00	26.00			0.00
Eff: Avg TP - Final Effluent including Bypass mg/L	0.15	0.10	0.11	0.14	0.10	< 0.03	0.12	0.04	0.07	0.09	0.25	0.17		0.12	0.25	0.50
Eff: # of samples of TP - Final Effluent including Bypass mg/L	9.00	2.00	5.00	4.00	2.00	2.00	2.00	2.00	3.00	2.00	2.00	2.00	37.00			0.00
Loading: TP - Final Effluent including Bypass kg/d	0.153	0.058	0.091	0.133	0.073	< 0.019	0.051	0.010	0.014	0.029	0.082	0.083		0.07	0.15	0.450
Nitrogen Series																
Raw: Avg TKN - Raw mg/L	19.80	17.10	8.45	17.97	18.90	12.95	37.10	22.50	67.20	26.13	30.00	25.70		25.32	67.20	0.00
Raw: # of samples of TKN - Raw mg/L	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	2.00	26.00			0.00
Eff: Avg TAN - Final Effluent including Bypass mg/L	< 0.10	< 0.10	< 0.48	< 0.10	< 0.15	< 3.00	< 0.25	< 0.10	< 0.10	< 0.10	< 0.10	< 0.10		< 0.41	< 3.27	5.00
Eff: # of samples of TAN - Final Effluent including Bypass mg/L	9.00	2.00	5.00	4.00	2.00	3.00	2.00	2.00	2.00	3.00	2.00	2.00	38.00			0.00
Loading: TAN - Final Effluent including Bypass kg/d	< 0.103	< 0.061	< 0.396	< 0.099	< 0.115	< 2.113	< 0.111	< 0.025	< 0.021	< 0.031	< 0.033	< 0.049		< 0.24	< 2.11	4.500
Eff: Avg NO3-N - Effluent mg/L	10.31	14.70	12.50	12.55	14.15	5.93	20.85	25.20	25.45	27.07	31.35	25.05		18.74	31.35	0.00
Eff: # of samples of NO3-N - Effluent mg/L	9.00	2.00	5.00	4.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	2.00	37.00			0.00
Eff: Avg NO2-N - Effluent mg/L	< 0.84	< 0.14	< 0.21	< 0.03	< 0.04	< 0.04	0.12	0.05	0.13	< 0.03	< 0.03	< 0.03		< 0.14	< 0.84	0.00
Eff: # of samples of NO2-N - Effluent mg/L	9.00	2.00	5.00	4.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	2.00	37.00			0.00
Disinfection																
Eff: GMD E. Coli - Effluent cfu/100mL	0.00	0.00	0.00	120.50	8.31	47.75	90.00	13.00	6.00	3.74	0.00	0.00				200.00
Eff: # of samples of E. Coli - Effluent cfu/100mL	0.00	0.00	0.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	0.00	0.00	14.00			0.00

APPENDIX B

Monitoring Schedule



Sample Schedule 2025

5526 West Lorne WWTP

Issued: 2024-12-05
 Rev.#: 0
 Pages: 1 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

January 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 STAT	2	3 IH Reduced	4
5	6	7 IH Full Raw & Effluent Samples	8	9	10 IH Reduced	11
12	13	14 IH Full	15	16	17 IH Reduced	18
19	20	21 IH Full Raw & Effluent Samples	22	23	24 IH Reduced	25
26	27	28 IH Full	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
2024-12-05	0	Create Schedule	Terri-Lynn Thomson



Sample Schedule 2025

5526 West Lorne WWTP

Issued: 2024-12-05
 Rev.#: 0
 Pages: 2 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

February 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 IH Full Raw & Effluent Samples	5	6	7 IH Reduced	8
9	10	11 IH Full	12	13	14 IH Reduced	15
16	17 STAT	18 IH Full Raw & Effluent Samples	19	20	21 IH Reduced	22
23	24	25 IH Full	26	27	28 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
2024-12-05	0	Create Schedule	Terri-Lynn Thomson



Sample Schedule 2025

5526 West Lorne WWTP

Issued: 2024-12-05
 Rev.#: 0
 Pages: 3 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 IH Full Raw & Effluent Samples	5	6	7 IH Reduced	8
9	10	11 IH Full	12	13	14 IH Reduced	15
16	17	18 IH Full Raw & Effluent Samples	19	20	21 IH Reduced	22
23	24	25 IH Full	26	27	28 IH Reduced	29
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
2024-12-05	0	Create Schedule	Terri-Lynn Thomson



Sample Schedule 2025

5526 West Lorne WWTP

Issued: 2024-12-05
 Rev.#: 0
 Pages: 4 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 IH Full Raw & Effluent Samples	2	3	4 IH Reduced	5
6	7	8 IH Full	9	10	11 IH Reduced	12
13	14	15 IH Full Raw & Effluent Samples	16	17 IH Reduced	18 STAT	19
20	21 STAT	22 IH Full	23	24	25 IH Reduced	26
27	28	29 IH Full Raw & Effluent Samples	30			

- IH (In House) Full:** Raw 24hr Composite (pH, Alk)
 Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
 RAS (SS)
 Lagoon Decant (TP, NH3+NH4, pH, DO)
 Effluent 24hr Composite (TP, NH3+NH4, Alk, SS); Grab (pH, DO, Temp.)
 Receiving Stream (pH, Temp.)
- IH (In House) Reduced:** Aeration (Set Test, DO, pH, Temp.)
 Effluent (DO, pH, Temp., TP, NH3+NH4)
- 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
2024-12-05	0	Create Schedule	Terri-Lynn Thomson



Sample Schedule 2025

5526 West Lorne WWTP

Issued: 2024-12-05
 Rev.#: 0
 Pages: 5 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

May 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
					IH Reduced	
4	5	6	7	8	9	10
		IH Full Annual H&S Walkthrough			IH Reduced	
11	12	13	14	15	16	17
		IH Full Raw & Effluent Samples			IH Reduced	
18	19	20	21	22	23	24
	STAT	IH Full			IH Reduced	
25	26	27	28	29	30	31
		IH Full Raw & Effluent Samples			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
2024-12-05	0	Create Schedule	Terri-Lynn Thomson



Sample Schedule 2025

5526 West Lorne WWTP

Issued: 2024-12-05
 Rev.#: 0
 Pages: 6 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

June 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 IH Full	4	5	6 IH Reduced	7
8	9	10 IH Full Raw & Effluent Samples	11	12	13 IH Reduced	14
15	16	17 IH Full	18	19	20 IH Reduced	21
22	23	24 IH Full Raw & Effluent Samples	25	26	27 IH Reduced	28
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
2024-12-05	0	Create Schedule	Terri-Lynn Thomson



Sample Schedule 2025

5526 West Lorne WWTP

Issued: 2024-12-05
 Rev.#: 0
 Pages: 7 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

July 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 STAT	2 IH Full	3	4 IH Reduced	5
6	7	8 IH Full Raw & Effluent Samples	9	10	11 IH Reduced	12
13	14	15 IH Full	16	17	18 IH Reduced	19
20	21	22 IH Full Raw & Effluent Samples	23	24	25 IH Reduced	26
27	28	29 IH Full	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
2024-12-05	0	Create Schedule	Terri-Lynn Thomson



Sample Schedule 2025

5526 West Lorne WWTP

Issued: 2024-12-05
 Rev.#: 0
 Pages: 8 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 IH Reduced	2
3	STAT	4 IH Full Raw & Effluent Samples	5	6	7	8 IH Reduced
10		11 IH Full	12	13	14	15 IH Reduced
17		18 IH Full Raw & Effluent Samples	19	20	21	22 IH Reduced
24		25 IH Full	26	27	28	29 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)
- 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
2024-12-05	0	Create Schedule	Terri-Lynn Thomson



Sample Schedule 2025

5526 West Lorne WWTP

Issued: 2024-12-05
 Rev.#: 0
 Pages: 9 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

September 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 STAT	2 IH Full Raw & Effluent Samples	3	4	5 IH Reduced	6
7	8	9 IH Full	10	11	12 IH Reduced	13
14	15	16 IH Full Raw & Effluent Samples	17	18	19 IH Reduced	20
21	22	23 IH Full	24	25	26 IH Reduced	27
28	29	30 STAT				

- 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
2024-12-05	0	Create Schedule	Terri-Lynn Thomson



Sample Schedule 2025

5526 West Lorne WWTP

Issued: 2024-12-05
 Rev.#: 0
 Pages: 10 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

October 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 IH Full Raw & Effluent Samples	2	3 IH Reduced	4
5	6	7 IH Full	8	9	10 IH Reduced	11
12	13 STAT	14 IH Full Raw & Effluent Samples	15	16	17 IH Reduced	18
19	20	21 IH Full	22	23	24 IH Reduced	25
26	27	28 IH Full Raw & Effluent Samples	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
2024-12-05	0	Create Schedule	Terri-Lynn Thomson



Sample Schedule 2025

5526 West Lorne WWTP

Issued: 2024-12-05
 Rev.#: 0
 Pages: 11 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

November 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 IH Full	5	6	7 IH Reduced	8
9	10	11 STAT	12 IH Full Raw & Effluent Samples	13	14 IH Reduced	15
16	17	18 IH Full	19	20	21 IH Reduced	22
23	24	25 IH Full Raw & Effluent Samples	26	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
2024-12-05	0	Create Schedule	Terri-Lynn Thomson



Sample Schedule 2025

5526 West Lorne WWTP

Issued: 2024-12-05
 Rev.#: 0
 Pages: 12 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

December 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 IH Full	3	4	5 IH Reduced	6
7	8	9 IH Full Raw & Effluent Samples	10	11	12 IH Reduced	13
14	15	16 IH Full	17	18	19 IH Reduced	20
21	22 IH Full Raw & Effluent Samples	23	24 IH Reduced	25 STAT	26 STAT	27
28	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
2024-12-05	0	Create Schedule	Terri-Lynn Thomson

APPENDIX C

Flow Meter Verification



AS FOUND CERTIFICATION
FORWARD FLOW DIRECTION
PASS

CLIENT DETAIL

CUSTOMER OCWA Southwest Middlesex
CONTACT Sam Smith
Senior Operations Manager
2701 Old Lakeshore Rd
Brights Grove ON N0N 1C0
P:519-768-9925
C:226-377-1540
E:ssmith@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 April 29th 2024
CAL. FREQUENCY Annual
CAL. DUE DATE April 2025

VER. BY - FM Daniel Kettlewell

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
conducted.

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 868948 M3
AS LEFT 868996 M3
DIFFERENCE 48 M3

TEST CRITERIA

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

COMPONENTS TESTED

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

VERIFICATOR CAL. FACTOR 1000015010000000
[16-digits]

FLOW TUBE SIMULATION

	0	3	10	30	ft/s
DISPLAY	0.00	3.00	10.00	30.00	ft/s
MUT Reading	0.00	3.00	10.00	30.00	ft/s
MUT % Error	n/a	0.00	0.00	0.00	%
mA OUTPUT	4.000	5.600	9.333	20.000	mA
MUT Reading	4 mA	5.598	9.330	19.995	mA
MUT % Error	20 mA	-0.04	-0.04	-0.02	%
TOTALIZER				30.00	ft/s
TEST Accumulation				3000.00	ft
TIME				100.28	seconds
CALC. Velocity				29.92	ft/s
% Error				-0.28	%

QUALITY MANAGEMENT STANDARDS INFO.

[QMS] INFORMATION	IDENT.	ID #
[REFERENCE] FTS	ROS	1
PROCESS METER	DMM	1
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	0.00	PASS
mA OUTPUT	-0.03	PASS
TOTALIZER	-0.28	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 Southwest Middlesex
CONTACT Sam Smith
Senior Operations Manager
2101 Old Lakeshore Rd
Brights Grove ON N0N 1C0
P:519-768-9925
C:226-377-1540
E:ssmith@ocwa.com

[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

VER. BY - FM Daniel Kettlewell

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
conducted.

VERIFICATION DATE April 29th 2024
CAL. FREQUENCY Annual
CAL. DUE DATE April 2025

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	21757487 LITER
AS LEFT	21772159 LITER
DIFFERENCE	14672 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
ERROR DOCUMENTED IN THIS REPORT; BASED ON % o.r.	

Ultrasonic sensor installed to ensure full scale flow condition

AS FOUND TEST RESULTS

		0.0	11.4	31.5	64.7	73.1	% F.S. Range
		0.000	0.100	0.150	0.200	0.210	m
REF. FLOW RATE		0.00	4.36	12.03	24.69	27.89	LPS
MUT [Reading]				12.21	24.92	29.41	LPS
MUT [Difference]				0.18	0.23	1.52	LPS
MUT [% Error]				1.5	0.9	5.5	%
mA OUTPUT		4.000	5.831	9.046	14.357	15.701	mA
MUT [Reading]	min. 4.000 mA			9.283	14.960	16.191	mA
MUT [Difference]	max. 20.000 mA			0.237	0.603	0.490	mA
MUT [% Error]				2.63	4.20	3.12	%
TOTALIZER - REF. FLOW RATE						27.889	LPS
TOTALIZER [MUT]						2132	LITER
TEST TIME						73.00	SECONDS
CALC. TOTALIZER						2035.871	LITER
ERROR						4.51	%

COMMENTS

Could not test the first two points due to
process fluid level

QUALITY MANAGEMENT STANDARDS INFO.

[QMS] INFORMATION	IDENT.	ID #
[REFERENCE] LEVEL	Sim. BOARD	Yes
PROCESS METER	PM	0
STOP WATCH	SW	Yes

RESULTS

TEST	AVG % o.r.	PASS FAIL
DISPLAY	2.65	PASS
mA OUTPUT	3.31	PASS
TOTALIZER	4.51	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, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

 Location: 5526-SPP1,5526-WWWL,5526-WWWL-BG,5526-WWWL-CH,5526-WWWL-EL,5526-WWWL-HS,5526-WWWL-HV,5526-WWWL-PR,
 5526-WWWL-IN

Work Order Type: CAP,CORR,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
3725620	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	1/1/24 12:00 AM	2/5/24 07:40 AM	2/5/24 07:40 AM	-Tested critical alarms within system
3726023	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	1/1/24 12:00 AM	2/5/24 07:36 AM	2/5/24 07:36 AM	-Ran generator on load for 1 hr
3726049	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	1/1/24 12:00 AM	2/5/24 07:38 AM	2/5/24 07:38 AM	-Ran generator on load for 1 hr
3726427	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	1/1/24 12:00 AM	2/5/24 07:42 AM	2/5/24 07:42 AM	-Out of service for winter minths
3726466			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	1/1/24 12:00 AM	2/5/24 07:51 AM	2/5/24 07:51 AM	-Followed maintenance plan
3727344			5526, West Lorne WWTF	PM	HEALTH AND SAFETY	1	YEARS	Lifting Device Insp Route (1y) - 5526	CLOSE	1/1/24 12:00 AM	3/22/24 08:46 PM	3/22/24 08:46 PM	-Completed lifting device inspections with kone cranes
3740640			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	1/1/24 12:00 AM	2/5/24 07:52 AM	2/5/24 07:52 AM	-Checked DO probes and verified with handheld
3740642	0000334503	BLOWER POSITIVE DISPLACEMENT B101 AERATION BLOWER RM	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Blower B101 Aeration Insp/Service (1y) - 5526	CLOSE	1/1/24 12:00 AM	2/28/24 02:56 PM	2/28/24 02:56 PM	- Completed oil change and inspection on blower, all ok
3740647	0000334505	BLOWER POSITIVE DISPLACEMENT B102 AERATION BLOWER RM	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Blower B102 Aeration Insp/Service (1y) - 5526	CLOSE	1/1/24 12:00 AM	2/28/24 02:57 PM	2/28/24 02:57 PM	- Completed oil change and inspection on blower, all ok
3740652			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	1/1/24 12:00 AM	2/5/24 07:55 AM	2/5/24 07:55 AM	-Completed as per plan
3740666			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	1/1/24 12:00 AM	2/5/24 07:54 AM	2/5/24 07:54 AM	-Opened valve to allow condensation to come out of blower lines
3740757	0000334501	BLOWER POSITIVE DISPLACEMENT B100 AERATION BLOWER RM	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Blower B100 Aeration Insp/Service (1y) - 5526	CLOSE	1/1/24 12:00 AM	3/22/24 08:45 PM	3/22/24 08:45 PM	-Nevtro mechanical on site to inspect blower and fan. Replaced fuses. Belts ok

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

 Location: 5526-SPP1,5526-WWWL,5526-WWWL-BG,5526-WWWL-CH,5526-WWWL-EL,5526-WWWL-HS,5526-WWWL-HV,5526-WWWL-PR,
 5526-WWWL-IN

Work Order Type: CAP,CORR,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
3764303			5526, West Lorne WWTF	CORR	Refurbish/ Replace/Repair	0		Replaced Check valves on Sanitary line	CLOSE		1/26/24 10:49 AM	1/26/24 10:49 AM	- 2 check valves let go on the sanitary line Replaced check valves -Assisted with check valve replacement. Replaced 90 on sanitary line as it had cracked when replacing the check valves
3764543			5526, West Lorne WWTF Building and Grounds	CORR	Refurbish/ Replace/Repair	0		Toilet Replacement Pennys Plumbing	CLOSE		1/26/24 01:57 PM	1/26/24 01:57 PM	- Pennys Plumbing on site to replace toilet as seal is broken. New toilet, and new flange/seal.
3778439	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	2/1/24 12:00 AM	2/28/24 02:34 PM	2/28/24 02:34 PM	- tested all critical alarms,
3778775	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	2/1/24 12:00 AM	2/28/24 02:35 PM	2/28/24 02:35 PM	- ran generator on load for 1 hr
3778794	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	2/1/24 12:00 AM	2/28/24 02:35 PM	2/28/24 02:35 PM	- ran generator on load for one hr
3779161	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	2/1/24 12:00 AM	2/13/24 09:21 PM	2/13/24 09:21 PM	-UV racks not in use in winter months.
3779202			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	2/1/24 12:00 AM	2/28/24 02:36 PM	2/28/24 02:36 PM	- Cleaned grounds from garbage, picked up hoses, and ensured inside is clean.
3780158	0000123549	SEPERATOR GRIT CYCLONE GRIT RM	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Separator Grit Cyclone Insp/Service (1y) - 5526	CLOSE	2/1/24 12:00 AM	2/28/24 02:42 PM	2/28/24 02:42 PM	- inspected unit, ran in manual and auto to ensure it is working properly, dont visually see any issues,

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 5526-SPP1,5526-WWWL,5526-WWWL-BG,5526-WWWL-CH,5526-WWWL-EL,5526-WWWL-HS,5526-WWWL-HV,5526-WWWL-PR,
 5526-WWWL-IN
 Work Order Type: CAP,CORR,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
3788939			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	2/1/24 12:00 AM	2/28/24 02:33 PM	2/28/24 02:33 PM	- Cleaned off sensors. found one sensor still not reading, will need to be looked at by an electrician.
3788941			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	2/1/24 12:00 AM	2/20/24 07:47 AM	2/20/24 07:47 AM	- inspected VFDs for blowers to ensure they are working properly.
3788955	0000334531	ANALYZER GAS AIC 101 MONITOR TANKS AREA	5526, West Lorne WWTF Instrumentation	PM	Refurbish/ Replace/Repair	6	MONTHS	Analyzer Gas Insp/Service (6m) - 5526	CLOSE	2/1/24 12:00 AM	2/28/24 02:39 PM	2/28/24 02:39 PM	- Tested bar screen and grit room to ensure gas sensors are working with the proper compressed cylinders.
3788959	0000334543	TANK PROCESS 01 CLARIFIER EAST SCUM THROUGH	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier East Insp/ Service (1y) - 5526	CLOSE	2/1/24 12:00 AM	7/8/24 07:48 AM	7/8/24 07:48 AM	- drained completely and cleaned all ok.
3788962	0000334544	TANK PROCESS 02 CLARIFIER WEST SCUM THROUGH	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier West Insp/ Service (1y) - 5526	CLOSE	2/1/24 12:00 AM	7/29/24 08:09 AM	7/29/24 08:09 AM	- completed as per plan
3788965			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	2/1/24 12:00 AM	2/20/24 07:44 AM	2/20/24 07:44 AM	- used valves off of air lines to blow off excess condensation in blower lines.
3803143			5526, West Lorne WWTF Process	CORR	Refurbish/ Replace/Repair	0		Plumbing in basement	CLOSE		2/13/24 09:20 PM	2/13/24 09:20 PM	-Repaired plumbing on effluent pumps in basement (P110) with new parts and fittings. Replaced drain unrelated to process as well, as was not draining properly
3806798			5526, West Lorne WWTF	CAP	Refurbish/ Replace/Repair	0		RAS/WAS Pump Motor Replacement	CLOSE		9/25/24 11:51 AM	9/25/24 11:51 AM	RAS/WAS Pump Motor Replacement -Motor has reached end of life and needs to be replaced. Not part of ICIP Upgrades.
3821814	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	3/1/24 12:00 AM	3/15/24 08:04 AM	3/15/24 08:04 AM	- tested all critical alarms within the system
3822133	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	3/1/24 12:00 AM	3/15/24 07:48 AM	3/15/24 07:48 AM	- completed monthly generator test, see sheet for more info.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 5526-SPP1,5526-WWWL,5526-WWWL-BG,5526-WWWL-CH,5526-WWWL-EL,5526-WWWL-HS,5526-WWWL-HV,5526-WWWL-PR,
 5526-WWWL-IN
 Work Order Type: CAP,CORR,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
3822152	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	3/1/24 12:00 AM	3/15/24 07:48 AM	3/15/24 07:48 AM	- completed monthly generator test, see sheet for more info.
3822531	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	3/1/24 12:00 AM	3/8/24 08:16 AM	3/8/24 08:16 AM	- Cleaned UV channel, no bulbs in at the time due to ECA not requiring them during the winter months,
3822570			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	3/1/24 12:00 AM	3/15/24 07:51 AM	3/15/24 07:51 AM	- cleaned area, picked up garbage, deep cleaned admin building.
3832387			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	3/1/24 12:00 AM	3/15/24 07:52 AM	3/15/24 07:52 AM	- checked DO readers, and probes. found 2 probes not reading correctly, new caps to be ordered.
3832389			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	3/1/24 12:00 AM	3/15/24 07:50 AM	3/15/24 07:50 AM	- inspected Drives to make sure they are operating at correct speeds, no errors seen.
3832403	0000334515	TANK STORAGE FILTER BACKWASH FILTER RM	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	6	MONTHS	Backwash Tank Cleaning/inspection 5526	CLOSE	3/1/24 12:00 AM	3/15/24 07:58 AM	3/15/24 07:58 AM	- inspected back wash tank for leaks and other defeciences, all appears ok
3832417			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	3/1/24 12:00 AM	3/15/24 07:49 AM	3/15/24 07:49 AM	-opened valves to blow off condensation in air lines.
3838231	0000315336	ANALYZER PH PORTABLE LABORATORY RM	5526, West Lorne WWTF Instrumentation	PM	Inspection	1	MONTHS	Hand held pH and temperature probe (6M) 5526	CLOSE	3/1/24 12:00 AM	3/15/24 07:57 AM	3/15/24 07:57 AM	- completed as per plan
3847542	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	3/6/24 12:00 AM	3/15/24 08:04 AM	3/15/24 08:04 AM	- tested all critical alarms within the system
3867943	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	4/1/24 12:00 AM	5/6/24 07:39 AM	5/6/24 07:39 AM	- completed testing all critical alarms within the system
3868294	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	4/1/24 12:00 AM	4/29/24 07:34 AM	4/29/24 07:34 AM	- completed generator test, recorded hrs on rounds sheet

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

 Location: 5526-SPP1,5526-WWWL,5526-WWWL-BG,5526-WWWL-CH,5526-WWWL-EL,5526-WWWL-HS,5526-WWWL-HV,5526-WWWL-PR,
 5526-WWWL-IN

Work Order Type: CAP,CORR,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
3868313	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	4/1/24 12:00 AM	4/29/24 07:35 AM	4/29/24 07:35 AM	- completed generator test for 1 hr, reocrded hrs on sheet
3868661	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	4/1/24 12:00 AM	4/29/24 07:38 AM	4/29/24 07:38 AM	- inspected UV channel for built up debris, and insufficient working lights.
3868700			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	4/1/24 12:00 AM	5/6/24 07:41 AM	5/6/24 07:41 AM	- cleaned grounds as per plan
3873046	0000123193	ANALYZER GAS 02 QUAD GAS MONITORING SYSTEM ELECTRICAL RM	5526, West Lorne WWTF Instrumentation	PM	Refurbish/ Replace/Repair	6	MONTHS	Analyzer Gas Insp/Service (6m) - 5526	CLOSE	4/1/24 12:00 AM	9/26/24 01:23 PM	9/26/24 01:23 PM	- inspected gas monitors for faults etc.
3873061	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	UV Light Effluent Insp/Service (1y) - 5526	CLOSE	4/1/24 12:00 AM	5/6/24 07:48 AM	5/6/24 07:48 AM	- inspected bulbs and sleeves to ensure they are working properly
3881676			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	4/1/24 12:00 AM	5/6/24 07:38 AM	5/6/24 07:38 AM	- completed as per plan
3881678			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	4/1/24 12:00 AM	4/29/24 07:47 AM	4/29/24 07:47 AM	- Completed checks on VFD's , all ok. no faults found
3881692			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	4/1/24 12:00 AM	4/29/24 07:48 AM	4/29/24 07:48 AM	-opened valves to blower lines to blow off condensation.
3900178	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	4/6/24 12:00 AM	5/6/24 07:40 AM	5/6/24 07:40 AM	- completed testing all critical alarms within the system
3920584	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	5/1/24 12:00 AM	6/3/24 07:57 AM	6/3/24 07:57 AM	- tested all critical alarms within the system, allowing them to call out to the answering service.
3920897	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	5/1/24 12:00 AM	6/3/24 07:55 AM	6/3/24 07:55 AM	- completed generator testing for 1 hr, recorded operational records

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 5526-SPP1,5526-WWWL,5526-WWWL-BG,5526-WWWL-CH,5526-WWWL-EL,5526-WWWL-HS,5526-WWWL-HV,5526-WWWL-PR,
 5526-WWWL-IN
 Work Order Type: CAP,CORR,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
3920916	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	5/1/24 12:00 AM	6/3/24 07:52 AM	6/3/24 07:52 AM	- completed engine generator testing, recorded operational records.
3921264	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	5/1/24 12:00 AM	5/17/24 08:25 AM	5/17/24 08:25 AM	- Completed UV light inspection, cleaned UV channel
3921303			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	5/1/24 12:00 AM	6/3/24 07:50 AM	6/3/24 07:50 AM	- cleaned facilities, removed garbage.
3921356			5526, West Lorne WWTF	PM	HEALTH AND SAFETY	1	YEARS	OHSA Inspection & Report West Lorne (1y) 5526	CLOSE	5/1/24 12:00 AM	7/8/24 07:49 AM	7/8/24 07:49 AM	- compketed walk through with HS rep
3927080	0000334540	PUMP CENT P107 RAS/WAS WEST CLARIFIER	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible P107 Ras-WAS Insp/Service (1y) - 5526	CLOSE	5/1/24 12:00 AM	7/8/24 07:49 AM	7/8/24 07:49 AM	- inspected and pulled, looks ok
3927089	0000334538	PUMP SUBMERSIBLE P105 RAS/WAS TANKS AREA	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible P105 Ras-WAS Insp/Service (1y) - 5526	CLOSE	5/1/24 12:00 AM	7/29/24 08:33 AM	7/29/24 08:33 AM	- needs work, impellar bolt/shaft keeps slipping down
3927098	0000334537	PUMP SUBMERSIBLE P106 RAS/WAS TANKS AREA	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible P106 Ras-WAS Insp/Service (1y) - 5526	CLOSE	5/1/24 12:00 AM	7/29/24 08:39 AM	7/29/24 08:39 AM	- inspected pump no issues seen
3931419			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	5/1/24 12:00 AM	5/17/24 08:32 AM	5/17/24 08:32 AM	- completed as per plan, testeod DO probes in aeration tanks, and calibrated analyzers.
3931421			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	5/1/24 12:00 AM	6/3/24 07:49 AM	6/3/24 07:49 AM	- inspected VFDs on blowers to ensure there are no faults.
3931424	0000334539	PUMP CENT P108 RAS/WAS WEST CLARIFIER	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible P108 West Clarifier Insp/Service (1y) - 5526	CLOSE	5/1/24 12:00 AM	7/29/24 08:39 AM	7/29/24 08:39 AM	- inspected and pulled pump all ok
3931444			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	5/1/24 12:00 AM	5/17/24 08:28 AM	5/17/24 08:28 AM	-Completed blowing off condensation in air lines. Completed as per plan

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 5526-SPP1,5526-WWWL,5526-WWWL-BG,5526-WWWL-CH,5526-WWWL-EL,5526-WWWL-HS,5526-WWWL-HV,5526-WWWL-PR,
 5526-WWWL-IN
 Work Order Type: CAP,CORR,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
3947851	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	5/6/24 12:00 AM	6/3/24 07:45 AM	6/3/24 07:45 AM	- tested all critical alarms within the system, allowing them to call out to the answering service
3968401	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	6/1/24 12:00 AM	7/8/24 07:39 AM	7/8/24 07:39 AM	- ran generator on load for 1 hr as per plan
3968714	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	6/1/24 12:00 AM	6/17/24 08:09 AM	6/17/24 08:09 AM	- completed running checks, recorded info on sheet
3968733	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	6/1/24 12:00 AM	6/17/24 08:10 AM	6/17/24 08:10 AM	- completed running checks, recorded info on sheet
3969152	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	6/1/24 12:00 AM	7/8/24 07:41 AM	7/8/24 07:41 AM	- cleaned UV troph
3969212			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	6/1/24 12:00 AM	7/8/24 07:44 AM	7/8/24 07:44 AM	- cleaned area and grounds
3972339	0000334521	PUMP CENT P110 EFFLUENT (HYDRANT) FILTER RM	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Cent 110 Effluent Insp/ Service (1y) - 5526	CLOSE	6/1/24 12:00 AM	7/29/24 08:14 AM	7/29/24 08:14 AM	- needs new switch for electrical, no leaks or wear all ok
3972342	0000334522	PUMP CENT P120 EFFLUENT (FOAM CONTROL) FILTER RM	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Cent P120 Foam Control Insp/ Service (1y) - 5526	CLOSE	6/1/24 12:00 AM	7/8/24 07:50 AM	7/8/24 07:50 AM	- inspected pump for unusual noises etc. all appears ok
3973993	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Refurbish/ Replace/Repair	1	YEARS	Engine Diesel Stand-By Plant Insp/ Service (1y) - 5526	CLOSE	6/1/24 12:00 AM	8/12/24 07:48 AM	8/12/24 07:48 AM	- alberts generator on site to test and inspect generator
3974037	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Refurbish/ Replace/Repair	1	YEARS	Engine Diesel Stand-By Life Station Insp/Service (1y) - 5526	CLOSE	6/1/24 12:00 AM	8/12/24 07:50 AM	8/12/24 07:50 AM	- alberts generator on site to complete yearly inspection and service
3981265			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	6/1/24 12:00 AM	7/8/24 07:44 AM	7/8/24 07:44 AM	- inspected DO route all ok
3981267			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	6/1/24 12:00 AM	7/8/24 07:43 AM	7/8/24 07:43 AM	- inspected VFD drives for blowers no faults indicated.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

 Location: 5526-SPP1,5526-WWWL,5526-WWWL-BG,5526-WWWL-CH,5526-WWWL-EL,5526-WWWL-HS,5526-WWWL-HV,5526-WWWL-PR,
 5526-WWWL-IN

Work Order Type: CAP,CORR,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
3981270			5526, West Lorne WWTF	PM	Refurbish/Replace/Repair	1	YEARS	Fan Route Insp/Service (1y) 5526	CLOSE	6/1/24 12:00 AM	9/26/24 01:25 PM	9/26/24 01:25 PM	- Inspected exhaust fan route
3981273			5526, West Lorne WWTF	PM	Inspection	1	YEARS	Filter Sand Inspection (1y) 5526	CLOSE	6/1/24 12:00 AM	11/29/24 07:50 AM	11/29/24 07:50 AM	- inspected sand filters as per plan
3981278	0000334520	PUMP CENT P109 EFFLUENT (GRIT) FILTER RM	5526, West Lorne WWTF Process	PM	Refurbish/Replace/Repair	1	YEARS	Pump Cent 109 Effluent Insp/Service (1y) - 5526	CLOSE	6/1/24 12:00 AM	7/29/24 08:12 AM	7/29/24 08:12 AM	- inspected pump, for any leaks wear etc. all appears ok
3981292			5526, West Lorne WWTF	PM	Refurbish/Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	6/1/24 12:00 AM	7/8/24 07:42 AM	7/8/24 07:42 AM	- blow off all lines from blower of condensation
3990697	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	CLOSE	6/1/24 12:00 AM	7/8/24 07:41 AM	7/8/24 07:41 AM	- inspected and cleaned compressor
3997510	0000315331	PANEL ALARM/DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	6/6/24 12:00 AM	7/8/24 07:40 AM	7/8/24 07:40 AM	- tested critical alarms within the system
4001690			5526, West Lorne Sewage Pumping Stn	CAP	Refurbish/Replace/Repair	0		West Lorne Pump Station Pump Rebuild-5526	COMP		1/7/25 12:42 PM	1/7/25 12:42 PM	Rebuild WL Pump Station Pump -As per 2024 Capital Recommendations, rebuild pump station pump. Budgetary number was \$15,000
4016780	0000123533	PANEL ALARM/DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	7/1/24 12:00 AM	7/29/24 07:47 AM	7/29/24 07:47 AM	- completed testing of all critical alarms within the system
4017135	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	7/1/24 12:00 AM	8/12/24 07:47 AM	8/12/24 07:47 AM	- alberts generator on site to test and insoect generator for its yearly srvice
4017154	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	7/1/24 12:00 AM	7/29/24 07:48 AM	7/29/24 07:48 AM	- ran generator on load for 1 hr, recorded data
4017521	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	7/1/24 12:00 AM	7/29/24 07:50 AM	7/29/24 07:50 AM	- pulled and inspected lights for algae build up and debris, cleaned out algea from the uv troph and all ok at this time.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 5526-SPP1,5526-WWWL,5526-WWWL-BG,5526-WWWL-CH,5526-WWWL-EL,5526-WWWL-HS,5526-WWWL-HV,5526-WWWL-PR,
 5526-WWWL-IN
 Work Order Type: CAP,CORR,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
4017560			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	7/1/24 12:00 AM	7/29/24 08:03 AM	7/29/24 08:03 AM	- cleaned inside and outside the plant, picking up garbage etc
4022534	0000164709	VALVE BACKFLOW PREVENTER PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Refurbish/ Replace/Repair	1	YEARS	Valve Backflow Preventer Insp (1y) - 5526	CLOSE	7/1/24 12:00 AM	7/29/24 08:10 AM	7/29/24 08:10 AM	- keith douglas on site to inspect back flow preventer
4028754			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	7/1/24 12:00 AM	7/29/24 07:58 AM	7/29/24 07:58 AM	- inspected DO controllers, and DO probes found some insufficiencies, will notify SOM
4028756			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	7/1/24 12:00 AM	7/29/24 08:01 AM	7/29/24 08:01 AM	- inspected Drives from blower VFD to ensure there are no faults.
4028759			5526, West Lorne WWTF	PM	Inspection	1	YEARS	Heat Trace Inspection (1y) 5526	CLOSE	7/1/24 12:00 AM	7/29/24 08:34 AM	7/29/24 08:34 AM	- inspected heat trace, all appears ok
4028778	0000334523	METER LEVEL LIT-101 BACKWASH TANK FILTER RM	5526, West Lorne WWTF Instrumentation	PM	Calibration	1	YEARS	Transmitter Level Service (1y) - 5526	CLOSE	7/1/24 12:00 AM	7/29/24 08:14 AM	7/29/24 08:14 AM	- inspected meter, all appears ok at this time.
4028783			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	7/1/24 12:00 AM	7/29/24 07:59 AM	7/29/24 07:59 AM	- opened blower line valves to blow off condensation in the line
4039510	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	CLOSE	7/1/24 12:00 AM	8/12/24 07:46 AM	8/12/24 07:46 AM	- inspected backwash tank for oil and unusual noises
4047037	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	7/6/24 12:00 AM	7/29/24 08:01 AM	7/29/24 08:01 AM	- tested all critical alarms within the system
4065519	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	8/1/24 12:00 AM	9/3/24 07:50 AM	9/3/24 07:50 AM	- tested all critical alarms within the system
4065832	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	8/1/24 12:00 AM	9/3/24 07:52 AM	9/3/24 07:52 AM	- ran generator on load for 1 hr, it had its annual inspection this month also.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 5526-SPP1,5526-WWWL,5526-WWWL-BG,5526-WWWL-CH,5526-WWWL-EL,5526-WWWL-HS,5526-WWWL-HV,5526-WWWL-PR,
 5526-WWWL-IN
 Work Order Type: CAP,CORR,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
4065851	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	8/1/24 12:00 AM	9/3/24 07:54 AM	9/3/24 07:54 AM	- ran generator on load for 1 hr, it had its annual inspection this month also.
4066218	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	8/1/24 12:00 AM	9/3/24 07:53 AM	9/3/24 07:53 AM	- cleaned and inspected UV bulbs
4066257			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	8/1/24 12:00 AM	9/3/24 08:53 AM	9/3/24 08:53 AM	- cleaned grounds
4071166	0000123536	PUMP SUBMERSIBLE P102 RAW SEWAGE PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible P102 Raw Ps-1 Insp/Service (1y) - 5526	CLOSE	8/1/24 12:00 AM	9/26/24 01:26 PM	9/26/24 01:26 PM	-inspected pump, and ensured all is working ok
4071175	0000123537	PUMP SUBMERSIBLE P101 RAW SEWAGE PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible P101 Raw Ps-1 Insp/Service (1y) - 5526	CLOSE	8/1/24 12:00 AM	9/26/24 01:24 PM	9/26/24 01:24 PM	- under repairs
4071184	0000123538	PUMP SUBMERSIBLE P100 RAW SEWAGE PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible P100 Ps-1 Insp/ Service (1y) - 5526	CLOSE	8/1/24 12:00 AM	9/26/24 01:28 PM	9/26/24 01:28 PM	- pulled pump and inspected, removed rags. reinstalled pump.
4071193	0000123565	PUMP SUBMERSIBLE 02 SANITARY GRIT RM	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Pump 02 Sanitary Sump Insp/ Service (1y) - 5526	CLOSE	8/1/24 12:00 AM	9/26/24 01:31 PM	9/26/24 01:31 PM	- inspected pump and check valves
4071202	0000123566	PUMP SUBMERSIBLE 01 SANITARY GRIT RM	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible 01 Sanitary Sump Insp/Service (1y) - 5526	CLOSE	8/1/24 12:00 AM	9/26/24 01:31 PM	9/26/24 01:31 PM	- inspected pumps and check valves
4075847			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	8/1/24 12:00 AM	9/3/24 08:52 AM	9/3/24 08:52 AM	- inspected DO route and calibrated where required
4075849			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	8/1/24 12:00 AM	9/3/24 08:51 AM	9/3/24 08:51 AM	- inspected blower VFDs to ensure of no faults
4075852			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Heater Unit Route Inspection/ Service (1y) 5526	CLOSE	8/1/24 12:00 AM	9/26/24 01:41 PM	9/26/24 01:41 PM	- inspected heaters all is ok
4075860	0000334529	SCREEN SPIRAL CONVEYOR SCR-101 TANKS AREA	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Conveyor Screw Bar Screen Insp/ Service (1y) - 5526	CLOSE	8/1/24 12:00 AM	9/26/24 01:30 PM	9/26/24 01:30 PM	- inspected bar screen, cleaned debris etc.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

 Location: 5526-SPP1,5526-WWWL,5526-WWWL-BG,5526-WWWL-CH,5526-WWWL-EL,5526-WWWL-HS,5526-WWWL-HV,5526-WWWL-PR,
 5526-WWWL-IN

Work Order Type: CAP,CORR,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
4075878	0000334531	ANALYZER GAS AIC 101 MONITOR TANKS AREA	5526, West Lorne WWTF Instrumentation	PM	Refurbish/ Replace/Repair	6	MONTHS	Analyzer Gas Insp/Service (6m) - 5526	CLOSE	8/1/24 12:00 AM	9/26/24 01:29 PM	9/26/24 01:29 PM	- inspected gas analyzer systems, all appears ok.
4075882	0000334525	PANEL PLC BARRIER PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Refurbish/ Replace/Repair	1	YEARS	Panel Surge Protection SPS Service (1y) - 5526	CLOSE	8/1/24 12:00 AM	9/26/24 01:39 PM	9/26/24 01:39 PM	- inspected surge protector,all is ok
4075885			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	8/1/24 12:00 AM	9/3/24 08:50 AM	9/3/24 08:50 AM	- blew off all condensation in blower lines.
4084851	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	CLOSE	8/1/24 12:00 AM	9/3/24 07:55 AM	9/3/24 07:55 AM	- topped up oil, inspected and cleaned
4091783	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	8/6/24 12:00 AM	9/3/24 07:51 AM	9/3/24 07:51 AM	- tested all critical alarms within the system
4111926	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	9/1/24 12:00 AM	9/27/24 02:27 PM	9/27/24 02:27 PM	- testeed all critical alaarms within the system
4112244	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	9/1/24 12:00 AM	9/27/24 02:26 PM	9/27/24 02:26 PM	- Completed monthly generator testing
4112263	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	9/1/24 12:00 AM	9/27/24 02:28 PM	9/27/24 02:28 PM	- completed monthly generator testing
4112665	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	9/1/24 12:00 AM	9/27/24 02:29 PM	9/27/24 02:29 PM	- inspected UV bulbs, replaced as necessary
4112704			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	9/1/24 12:00 AM	10/3/24 10:23 AM	10/3/24 10:23 AM	- Completed last month as per plan
4123920			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	9/1/24 12:00 AM	9/27/24 02:38 PM	9/27/24 02:38 PM	-tested aeration tank DO rout in aerations tank
4123922			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	9/1/24 12:00 AM	10/3/24 10:23 AM	10/3/24 10:23 AM	- Completed last month as per plan

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

 Location: 5526-SPP1,5526-WWWL,5526-WWWL-BG,5526-WWWL-CH,5526-WWWL-EL,5526-WWWL-HS,5526-WWWL-HV,5526-WWWL-PR,
 5526-WWWL-IN

Work Order Type: CAP,CORR,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
4123928	0000334524	SCADA COMPUTER COMMUNICATION LABORATORY RM	5526, West Lorne WWTF Electrical	PM	Inspection	1	YEARS	Scada Server Insp/Service (1y) 5526	CLOSE	9/1/24 12:00 AM	10/7/24 09:09 AM	10/7/24 09:09 AM	- completed as per plan
4123943	0000334515	TANK STORAGE FILTER BACKWASH FILTER RM	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	6	MONTHS	Backwash Tank Cleaning/inspection 5526	CLOSE	9/1/24 12:00 AM	10/3/24 10:30 AM	10/3/24 10:30 AM	- inspected tank and cleaned.
4123957	0000334528	GRIT CLASSIFIER GCR-101 GRIT RM	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Tank Process Clarifier Grit Insp/ Service (1y) - 5526	CLOSE	9/1/24 12:00 AM	10/7/24 09:10 AM	10/7/24 09:10 AM	- completed as per plan.
4123960			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	9/1/24 12:00 AM	10/3/24 10:24 AM	10/3/24 10:24 AM	- Completed last month as per plan
4123962	0000334527	ACTUATOR ELECTRIC PLG300 SEPARATOR GRIT RM	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Valve Plug Insp. (1y) - 5526	CLOSE	9/1/24 12:00 AM	10/7/24 09:11 AM	10/7/24 09:11 AM	- completed as per plan
4130236	0000315336	ANALYZER PH PORTABLE LABORATORY RM	5526, West Lorne WWTF Instrumentation	PM	Inspection	1	MONTHS	Hand held pH and temperature probe (6M) 5526	CLOSE	9/1/24 12:00 AM	10/3/24 10:31 AM	10/3/24 10:31 AM	- inspected pH probe for any fault messages.
4133546	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	CLOSE	9/1/24 12:00 AM	9/27/24 02:41 PM	9/27/24 02:41 PM	- inspected compressor all is ok
4141894	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	9/6/24 12:00 AM	10/3/24 10:25 AM	10/3/24 10:25 AM	- Completed last month as per plan
4161443	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	10/1/24 12:00 AM	11/4/24 02:47 PM	11/4/24 02:47 PM	-Tested all critical alarms
4161800	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	10/1/24 12:00 AM	10/3/24 10:28 AM	10/3/24 10:28 AM	- Ran generator on load for one hour
4161819	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	10/1/24 12:00 AM	10/3/24 10:29 AM	10/3/24 10:29 AM	- Rang generator on load for 1 hr
4162186	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	10/1/24 12:00 AM	10/14/24 08:58 AM	10/14/24 08:58 AM	-Inspected bulbs and cleaned the algae build up from them.
4162225			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	10/1/24 12:00 AM	11/4/24 02:46 PM	11/4/24 02:46 PM	- Cleaned grounds

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM

Report End Date: Dec 31, 2024 11:59 PM

 Location: 5526-SPP1,5526-WWWL,5526-WWWL-BG,5526-WWWL-CH,5526-WWWL-EL,5526-WWWL-HS,5526-WWWL-HV,5526-WWWL-PR,
 5526-WWWL-IN

Work Order Type: CAP,CORR,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
4166249	0000123193	ANALYZER GAS 02 QUAD GAS MONITORING SYSTEM ELECTRICAL RM	5526, West Lorne WWTF Instrumentation	PM	Refurbish/ Replace/Repair	6	MONTHS	Analyzer Gas Insp/Service (6m) - 5526	CLOSE	10/1/24 12:00 AM	10/7/24 09:12 AM	10/7/24 09:12 AM	- inspected monitor and as per plans
4174250			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	10/1/24 12:00 AM	10/3/24 10:27 AM	10/3/24 10:27 AM	- inspected DO inspection route
4174252			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	10/1/24 12:00 AM	10/14/24 08:59 AM	10/14/24 08:59 AM	-Inspected VFD's for any major faults. All appears ok
4174266			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	10/1/24 12:00 AM	10/3/24 10:27 AM	10/3/24 10:27 AM	- Completed valve blower damper, blowing out all condensation in the lines
4184731	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	CLOSE	10/1/24 12:00 AM	10/14/24 08:57 AM	10/14/24 08:57 AM	-Inspected compressor and air lines. Fixed the end of the air line going to the filter panel board. Inspected compressor and cleaned.
4192465	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	10/6/24 12:00 AM	11/4/24 02:46 PM	11/4/24 02:46 PM	- tested all critical alarms within the system
4210271	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	11/1/24 12:00 AM	11/29/24 07:45 AM	11/29/24 07:45 AM	- tested all critical alarms within the system
4210584	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	11/1/24 12:00 AM	11/8/24 08:16 AM	11/8/24 08:16 AM	- ran generator on load for one hr
4210603	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	11/1/24 12:00 AM	11/8/24 08:17 AM	11/8/24 08:17 AM	- ran generator on load for one hour
4210950	0000336269	PUMP DIAPHRAGM 01 ALUM DOSING CHEMICAL RM	5526, West Lorne WWTF Chemical	PM	Refurbish/ Replace/Repair	3	MONTHS	Pump Diaphragm 01 Insp/Service (3m) - 5526	CLOSE	11/1/24 12:00 AM	11/8/24 08:14 AM	11/8/24 08:14 AM	- Inspected pump and alum lines, cleaned lines where necessary and calibrated.
4210976	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	11/1/24 12:00 AM	11/5/24 10:03 AM	11/5/24 10:03 AM	- UV bulbs not in service as it is out of the "disinfection" months.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 5526-SPP1,5526-WWWL,5526-WWWL-BG,5526-WWWL-CH,5526-WWWL-EL,5526-WWWL-HS,5526-WWWL-HV,5526-WWWL-PR,5526-WWWL-IN
 Work Order Type: CAP,CORR,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
4211015			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	11/1/24 12:00 AM	11/29/24 07:46 AM	11/29/24 07:46 AM	- completed grounds maintenance indoor maintenace.
4215801			5526, West Lorne WWTF	PM	Inspection	1	YEARS	Emergency Generator Trailer Insp/ Service (1y) - 5526	CLOSE	11/1/24 12:00 AM	11/29/24 07:49 AM	11/29/24 07:49 AM	- inspected emergency generator trailer, inspevted wheels, bearings etc.
4215816	0000123502	UPS BATTERY BANK ELECTRICAL RM	5526, West Lorne WWTF Electrical	PM	Inspection	1	YEARS	UPS Battery Bank Plant Insp/ Service (1y) - 5526	CLOSE	11/1/24 12:00 AM	11/8/24 08:11 AM	11/8/24 08:11 AM	- Checked UPS for any faults, cleaned cooling fan and followed maintenance plan
4215827	0000123532	UPS BATTERY BANK PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	YEARS	UPS Insp/Service (1y) - 5526	CLOSE	11/1/24 12:00 AM	11/8/24 08:08 AM	11/8/24 08:08 AM	- Checked UPS for any faults, cleaned off cooling fan
4215838	0000123571	PUMP SUBMERSIBLE CP7 SCUM CHAMBER	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible Cp7 Scum Pit Insp/Service (1y) - 5526	CLOSE	11/1/24 12:00 AM	11/8/24 08:13 AM	11/8/24 08:13 AM	- Scum pit currently with Nevtro for repairs as it had seized the impellar.
4219936			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	11/1/24 12:00 AM	11/8/24 10:44 AM	11/8/24 10:44 AM	-Checked DO route compared to handheld. Found two probes need replacement caps.
4219938			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	11/1/24 12:00 AM	11/8/24 08:20 AM	11/8/24 08:20 AM	- inspected VFDs for clarifiers and no issues are seen.
4219952	0000334513	UPS BATTERY BANK PLC PANEL FILTER RM	5526, West Lorne WWTF Electrical	PM	Inspection	1	YEARS	UPS Insp/Service (1y) - 5526	CLOSE	11/1/24 12:00 AM	11/8/24 08:09 AM	11/8/24 08:09 AM	- checked UPS for any faults and cleaned off cooling fan and followed maintenance plan
4219963			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	11/1/24 12:00 AM	11/20/24 10:13 AM	11/20/24 10:13 AM	-Opened blower damper valves to blow off all condensation in the lines.
4224638			5526, West Lorne WWTF	PM	Inspection	1	YEARS	Facility Asset Review - 5526	COMP	11/1/24 12:00 AM	1/7/25 12:45 PM	1/7/25 12:45 PM	- complete

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 5526-SPP1,5526-WWWL,5526-WWWL-BG,5526-WWWL-CH,5526-WWWL-EL,5526-WWWL-HS,5526-WWWL-HV,5526-WWWL-PR,
 5526-WWWL-IN
 Work Order Type: CAP,CORR,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
4228297	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	CLOSE	11/1/24 12:00 AM	11/5/24 10:02 AM	11/5/24 10:02 AM	- Inspected compressor, and air line. Added hose and connector to clamp it together as the hose keeps pulling off because it is too short.
4235114			5526, West Lorne WWTF	CORR	Refurbish/ Replace/Repair	0		West Lorne Sewage Plant - Filter Air Line Leak Repairs	CLOSE		11/5/24 02:28 PM	11/5/24 02:28 PM	West Lorne Sewage Plant - Filter Air Line Leak Repairs - Found leak in filters air transfer line purchased new tubing for replacement replaced tubing where necessary and returned back to normal operation.
4235182	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	11/6/24 12:00 AM	11/29/24 07:44 AM	11/29/24 07:44 AM	- tested all critical alarms within the system
4252286	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	12/1/24 12:00 AM	12/13/24 02:11 PM	12/13/24 02:11 PM	- completed alarm dialer testing
4252687	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	12/1/24 12:00 AM	12/6/24 02:34 PM	12/6/24 02:34 PM	- ran on emergency for a power outage, filled out form /
4252706	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	12/1/24 12:00 AM	12/13/24 02:09 PM	12/13/24 02:09 PM	-completed as per plan
4253230	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	12/1/24 12:00 AM	12/4/24 09:41 AM	12/4/24 09:41 AM	-Out of service for non disinfection months.
4253305			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	12/1/24 12:00 AM	12/13/24 02:11 PM	12/13/24 02:11 PM	- Completed building and grounds maintenance as per plan
4261774			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	12/1/24 12:00 AM	12/4/24 09:43 AM	12/4/24 09:43 AM	-Completed as per plan. Removed debris from cables and sensor
4261776			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	12/1/24 12:00 AM	12/4/24 09:44 AM	12/4/24 09:44 AM	-Inspected VFDs for scrapers in the clarifier as per plan.

Workorder Summary Report

Report Start Date: Jan 1, 2024 12:00 AM
 Report End Date: Dec 31, 2024 11:59 PM
 Location: 5526-SPP1,5526-WWWL,5526-WWWL-BG,5526-WWWL-CH,5526-WWWL-EL,5526-WWWL-HS,5526-WWWL-HV,5526-WWWL-PR,
 5526-WWWL-IN
 Work Order Type: CAP,CORR,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
4261790			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	12/1/24 12:00 AM	12/6/24 02:33 PM	12/6/24 02:33 PM	- blow off all condensation in blower lines
4269677	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	CLOSE	12/1/24 12:00 AM	12/13/24 02:12 PM	12/13/24 02:12 PM	- inspected compressor for oil level as per plan.
4277052	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	12/6/24 12:00 AM	12/13/24 02:10 PM	12/13/24 02:10 PM	-Completed alarm dialer testing



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

March 28, 2025

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

Attention: Mr. Adrien

RE: 2024 Annual Report for the Rodney Wastewater Treatment Plant

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 2024 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,

A handwritten signature in black ink, appearing to read 'T. Thomson'.

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

C.c. Robin Greenall, Municipality of West Elgin
Sam Sianas, 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

2024 ANNUAL REPORT
January 1 to December 31, 2024

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 is 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: Summary of Monitory and Compliance Reports

There were no compliance reports required to be submitted during the reporting period as the treatment system met all effluent compliance limits identified in the ECA.

Section 3: 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.

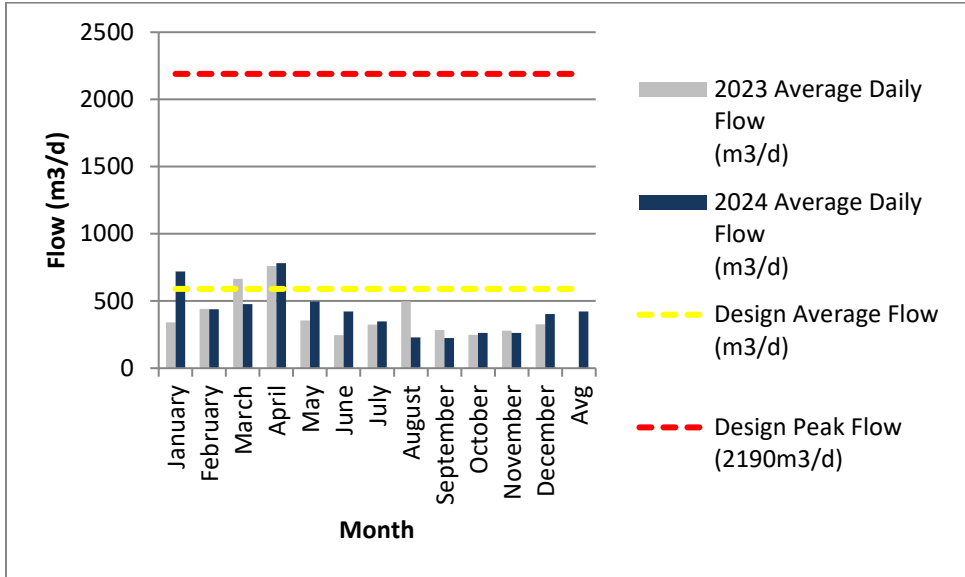
In 2024, all chemical and microbiological sample analyses were conducted by SGS Lakefield and SGS London. Temperature, pH and dissolved oxygen were conducted by staff at the treatment plant.

The receiving stream temperature is performed at Sixteen Mile Creek.

Flows

Detailed monthly flow information is summarized in Appendix A. The total flow treated in 2024 was 154,444.8m³, which corresponds to a 6.4% increase from 2023 raw flows. The annual average daily flow for the reporting period was 422m³/day, or 71.5% of the plant's rated design capacity of 590m³/day (refer to Chart 1).

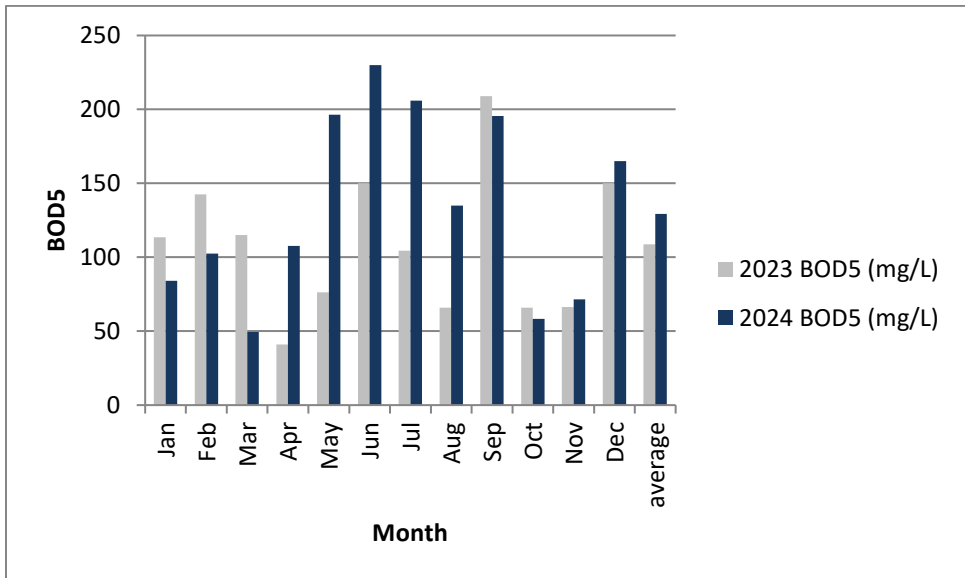
Chart 1. The average daily raw sewage flow to the plant in 2024 compared to 2023.



Raw Sewage Quality

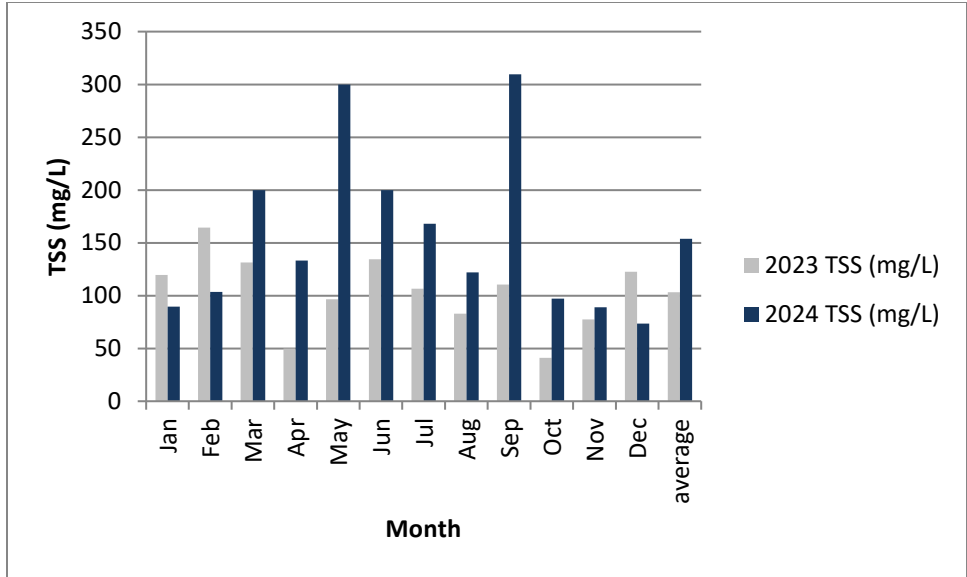
The annual average raw sewage BOD₅ concentration to the plant in 2024 was 129.35mg/L with a maximum concentration of 319mg/L. The annual average concentration of BOD₅ has increased 18.8% from 2023, refer to Chart 2.

Chart 2. Average monthly raw concentration of BOD₅ for 2024 compared to 2023.



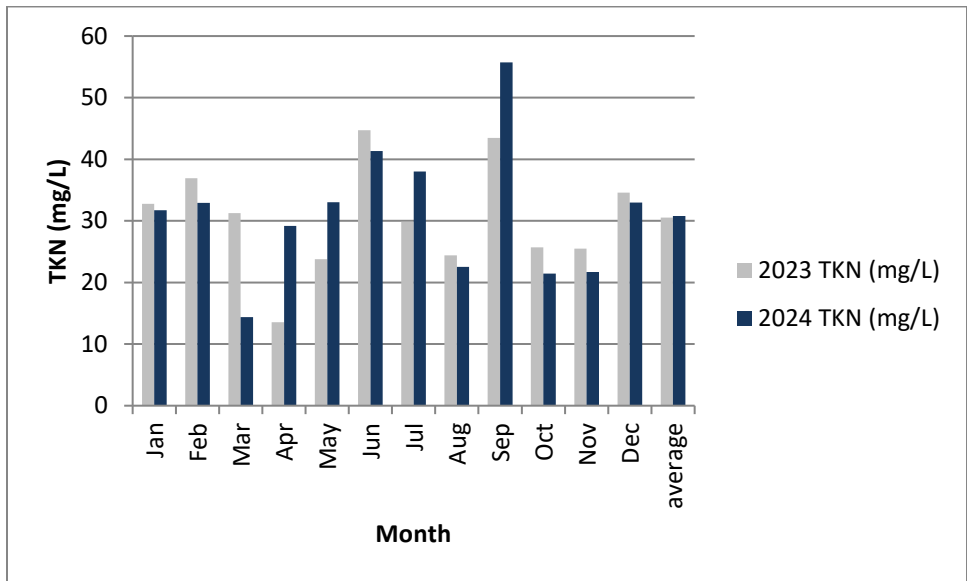
The annual average raw sewage total suspended solids (TSS) concentration to the plant in 2024 was 153.88mg/L, with a maximum of 411mg/L. The average concentration of TSS has increased 49% from 2023, refer to Chart 3.

Chart 3. Average monthly raw concentration of TSS for 2024 compared to 2023.



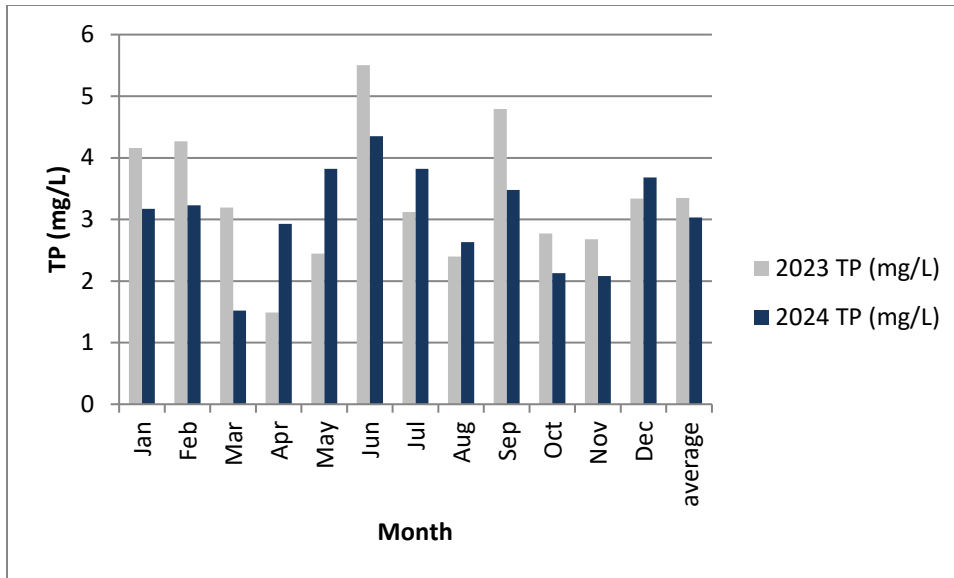
The annual average raw sewage Total Kjeldahl Nitrogen (TKN) concentration to the plant in 2024 was 30.8mg/L, with a maximum of 58.9mg/L. The average concentration of TKN has increased 0.9% from 2023, refer to Chart 4.

Chart 4. Average monthly raw concentration of TKN for 2024 compared to 2023.



The annual average raw sewage Total Phosphorus (TP) concentration to the plant in 2024 was 3.0mg/L, with a maximum of 5.74mg/L. The average concentration of TP has decreased 9.6% from 2023, refer to Chart 5.

Chart 5. Average monthly raw concentration of TP for 2024 compared to 2023.



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 2024.

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)	Monthly Average Loading Results (kg/d)
BOD ₅	10(a)	<2 – 3.67	6.9	0.50 – 2.9	1.2
	15(b)	2.5 – 4.0			
Suspended Solids	10(a)	2.3 – 8.3	6.9	0.95 – 6.5	1.96
	15(b)	<2.0 – 8.5			
Total Phosphorus	0.5(a)	0.06 - 0.25	0.4	0.02 -0.20	0.05
	1.0(b)	0.05 – 0.23			
Total (Ammonia + Ammonium) Nitrogen	3.0(a)	<0.1 – <0.1	2.2	0.02 – 1.2	0.09
	5.0(b)	<0.1 –1.7			
E. coli	200	1 – 49.89			
Unionized Ammonia*	0.1	0.000– 0.01			

NOTE: (a) limit applies during the non-freezing period
 (b) limit applies during the freezing period
 *single sample results

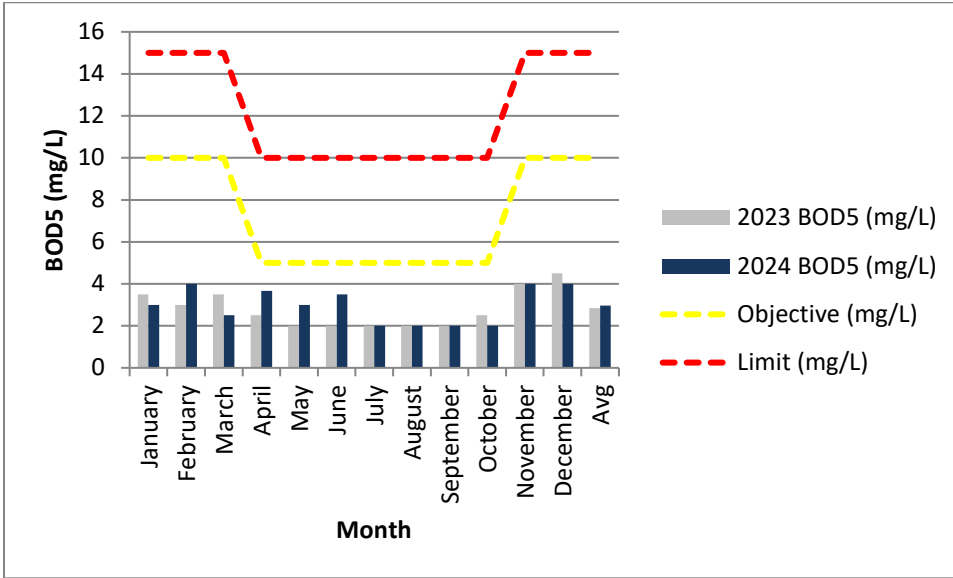
Based on the definition in the ECA, the monthly average loading limit is to be obtained by multiplying the average annual concentration with the average daily flow over the same period of time.

Discussion on Monitoring Data as Compared to the Effluent Limits

There were no non-compliances with Environmental Compliance Approval limits during the 2024 reporting year.

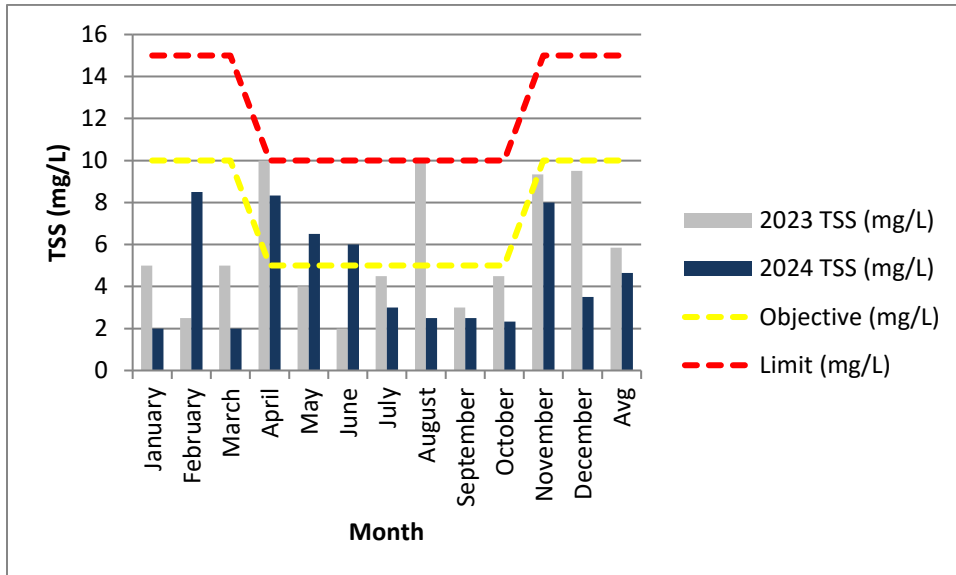
The annual average effluent BOD₅ for 2024 was 2.96mg/L, which is a 4% increase from 2023 (refer to Chart 6). The annual average loading of BOD₅ in 2024 was 1.2kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits.

Chart 6. The effluent monthly average concentration of BOD₅ in 2024 compared to 2023 concentrations.



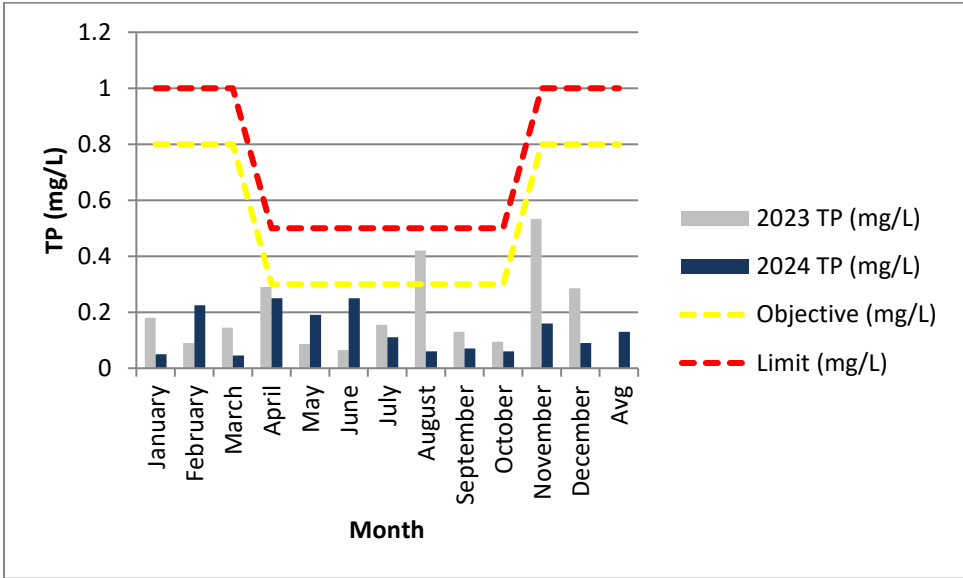
The annual average effluent Total Suspended Solids (TSS) for 2024 was 4.65mg/L, which is a 20.5% decrease from 2023 (refer to Chart 7). The annual average loading of TSS in 2024 was 1.96kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits.

Chart 7. The effluent monthly average concentration of TSS in 2024 compared to 2023 concentrations.



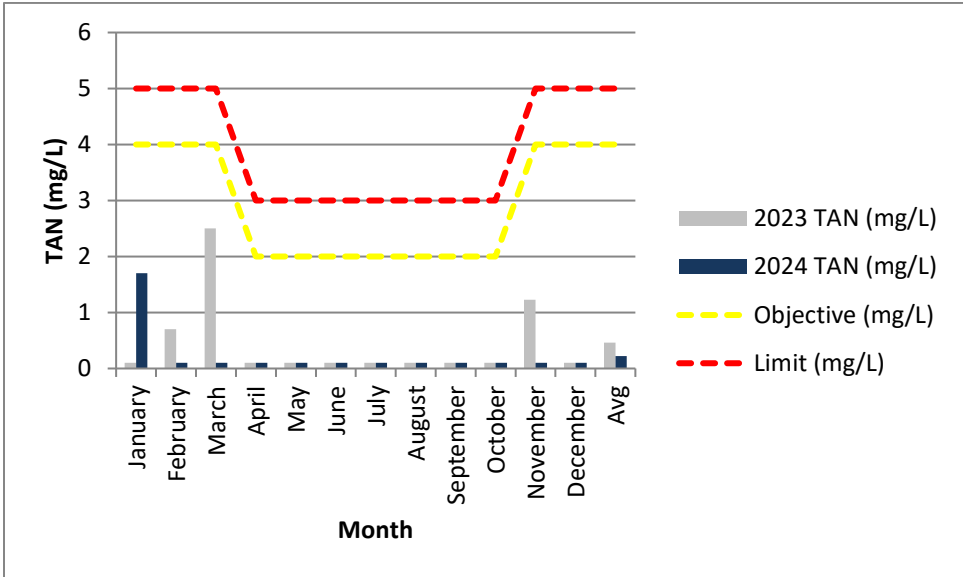
The annual average effluent Total Phosphorus (TP) for 2024 was 0.13mg/L, which is a 38% decrease from 2023 (refer to Chart 8). The annual average loading of TP in 2024 was 0.05kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits.

Chart 8. The effluent monthly average concentration of TP in 2024 compared to 2023 concentrations.



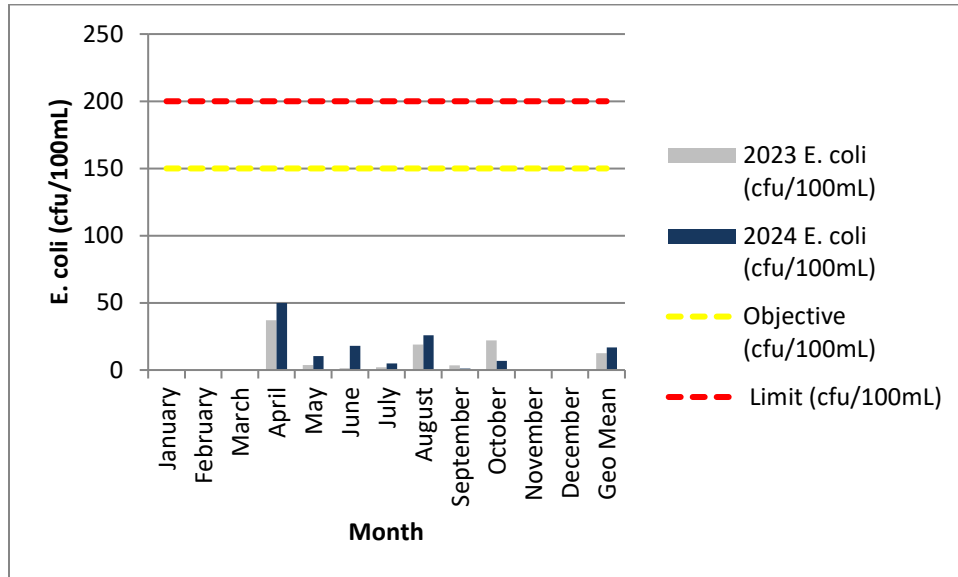
The annual average effluent Total Ammonia + Ammonium Nitrogen (TAN) for 2024 was 0.22mg/L, which is a 52% decrease from 2023 (refer to Chart 9). The annual average loading of TAN in 2024 was 0.09kg/d. Refer to Table 1 for a list of monthly average effluent limits and loading limits.

Chart 9. The effluent monthly average concentration of TAN in 2024 compared to 2023 concentrations.



The annual effluent geometric mean for E. coli in 2024 was 16.7cfu/100mL, which is a 32% increase from 2023, (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 2024 compared to 2023 concentrations.



The Rodney WWTP performed well in 2024 meeting all compliance limits identified in the ECA.

Section 4: 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.

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)	Monthly Average Loading Results (kg/d)
BOD ₅	5(a)	<2 – 3.67	3.9	0.50 – 2.9	1.2
	10(b)	2.5 – 4.0			
Suspended Solids	5(a)	2.3 – 8.3	3.9	0.95-6.5	1.96
	10(b)	<2.0 – 8.5			
Total Phosphorus	0.3(a)	0.06 - 0.25	0.28	0.02 -0.20	0.05
	0.8(b)	0.05 – 0.23			
Total (Ammonia + Ammonium) Nitrogen	2.0(a)	<0.1 – <0.1	1.57	0.02 – 1.2	0.09
	4.0(b)	<0.1 –1.7			
E. coli	150	1 – 49.89			
Dissolved Oxygen	5	7.64 – 10.48			

Discussion of Effluent Objectives

The Rodney WWTP met all the average loading objectives and monthly average concentration objectives in 2024 set out in the Environmental Compliance Approval with a few exceptions.

The TSS objective was exceeded in April, May and June. High influent flows were the reason for these exceedances. Wasting volumes and alum dosages were adjusted and closely monitored to ensure compliance with specified limits.

The annual average flow for 2024 was 422m³/d, which is below the rated capacity of 590m³/d.

Section 5: 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:

- Decant Pump
- RAS/WAS pump maintenance
- Flow meter repairs
- New Pump Station transducer
- Bar screen repairs
- Filter maintenance
- Mixer repairs
- Compressor maintenance

Section 6: Operating Problems and Corrective Actions

High influent flows were experienced throughout 2023, which continued into 2024. These high flow events resulted in solids carry over and thus elevated TSS concentrations in the effluent.

Additionally, cold temperatures have affected 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 these corrective actions are not always adequate. 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 routinely inspected and flushed.

Section 7: Proposed Alterations, Extensions or Replacements

Recommended capital upgrades to the system for 2025 (brought forward from 2021) include:

- clarifier overhaul,
- alum tank replacement (including building work),
- lagoon decant upgrade,
- dissolved oxygen analyzer,
- facility lighting,
- valve replacement,
- collection system flushing/inspection and pump station clean out.

A substantial funding application was approved to help fund the above upgrades. The design is underway.

Section 8: Sludge Volume and Handling Methods

The lagoon is used for sludge storage and digestion as per the Environmental Compliance Approval. The waste activated sludge (WAS) is transferred to the lagoon for processing. 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 2024, the amount of WAS transferred to the lagoon was approximately 1,460m³. It is anticipated that a similar amount will be transferred in 2025.

Section 9: Calibration and Maintenance

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

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 10: Evaluation for the need of Modifications to the Works

Significant upgrades are proposed for the Works. See Section 7.

There were no by-pass events at the Rodney WWTP during 2024.

The Rodney Wastewater Treatment Plant can direct raw sewage from the pump station to the lagoon when there is a power failure resulting in an extended outage or if there are high flows to the plant.

Section 11: Summary

Overall, the Rodney Wastewater Treatment Plant provided effective treatment in 2024, with no non-compliances and very few objective exceedances. There were no community complaints received for the treatment system during the reporting period. Capital improvements to the system will ensure continued success in the operation of the plant and improve the effluent quality.

APPENDIX A
Analytical Data

						January 2024 Stream < 5°C		February 2024 Stream < 5°C		March 2024 Stream < 5°C		April 2024 Stream > 5°C		May 2024 Stream > 5°C		June 2024 Stream > 5°C		July 2024 Stream > 5°C		August 2024 Stream > 5°C		September 2024 Stream > 5°C		October 2024 Stream > 5°C		November 2024 Stream > 5°C		December 2024 Stream < 5°C		Summary		Annual Loading									
						Objective Concentration	Objective Loading	Limits	Loading Limits	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading	Results	Loading		Results	Loading	Results	Loading					
Raw Flow (m3/d)	Avg	590		590 (ann)		720.32581		439.78621		477.36452		781.45		494.92		422.50		348.62		229.91		225.03		261.31		261.82		401.97		421.98		421.98									
	Max			2190		1279.5		1196.1		993.1		2604.4		742.7		530		467.4		371.6		303.2		295.1		312.9		683.4		2604.4		2604.4									
	Min					403.8		80.6		100.8		110		377		46.7		218.6		1.3		24.6		242.6		122.3		146.1		1.3		1.3									
	Sum					22330.1		12753.8		14798.3		23443.6		15342.5		12674.92		10807.1		7127.2		6751		8100.7		7854.5		12461.1		154444.82		154444.82									
Effluent Flow (m3/d)	Avg					720.32581		439.78621		477.36452		781.45		494.92		422.50		348.62		229.91		225.03		261.31		261.82		401.97		421.98		421.98									
	Max					1279.5		1196.1		993.1		2604.4		742.7		530		467.4		371.6		303.2		295.1		312.9		683.4		2604.4		2604.4									
	Min					403.8		80.6		100.8		110		377		46.7		218.6		1.3		24.6		242.6		122.3		146.1		1.3		1.3									
	Sum					22330.1		12753.8		14798.3		23443.6		15342.5		12674.92		10807.1		7127.2		6751		8100.7		7854.5		12461.1		154444.82		154444.82									
Raw BOD5 (mg/L)	Avg					84	60.51	102.5	45.1	49.5	23.6	107.67	84.1	196.5	97.3	230	97.2	206	71.8	135	31.0	192.5	43.3	58.33	15.2	71.5	18.7	165	66.3	129.35	54.6	54.6									
	Max					100		139		77		134		254		319		261		221		201		93		107		224		319		319									
	Min					68		66		22		86		139		141		151		49		184		16		36		106		16		16									
Raw SS (mg/L)	Avg					89.5	64.47	103.5	45.5	200	95.5	133.33	104.2	300	148.5	200	84.5	168	58.6	122	28.0	309.5	69.6	97	25.3	89	23.3	73.5	29.5	153.88	64.9	64.9									
	Max					100		135		269		179		411		257		184		180		327		159		110		94		411		411									
	Min					79		72		131		102		189		143		152		64		292		14		68		53		14		14									
Raw TKN (mg/L)	Avg					31.75	22.87	32.9	14.5	14.4	6.9	29.17	22.8	33.05	16.4	41.35	17.5	38	13.2	22.55	5.2	55.75	12.5	21.43	5.6	21.7	5.7	32.95	13.2	30.79	13.0	13.0									
	Max					34.3		40.4		23.8		37		36.4		42.7		38		34.2		58.9		33		37.2		39.9		58.9		58.9									
	Min					29.2		25.4		5		15		29.7		40		38		10.9		52.6		2.9		6.2		26		2.9		2.9									
Raw TP (mg/L)	Avg					3.17	2.28	3.23	1.42	1.52	0.73	2.93	2.29	3.82	1.89	4.35	1.84	3.82	1.33	2.63	0.60	3.48	0.78	2.13	0.56	2.08	0.54	3.68	1.48	3.03	1.28	1.28									
	Max					3.53		4.14		2.54		3.95		4.57		4.67		3.97		3.86		5.74		3.19		3.74		4.06		5.74		5.74									
	Min					2.81		2.32		0.49		1.19		3.06		4.03		3.66		1.39		1.21		0.14		0.42		3.29		0.14		0.14									
Effluent BOD5 (mg/L)	Avg	5 (10)	3.9	10 (15)	6.9	<	3	2.16	<	4	1.8	<	2.5	1.2	<	3.67	2.9	<	3	1.5	<	2	0.7	<	2	0.5	<	2	0.5	<	4	1.0	<	4	1.6	<	2.96	1.2			
	Max					<	4		<	6		<	3		<	5		<	4		<	2		<	2		<	5		<	6		<	6		6					
	Min					<	2		<	2		<	2		<	2		<	3		<	2		<	2		<	3		<	2		<	2		2					
Effluent SS (mg/L)	Avg	5 (10)	3.9	10 (15)	6.9	<	2	1.44	<	8.5	3.74	<	2	0.95473	<	8.33	6.51	<	6.5	3.217	<	6	2.535	<	3	1.046	<	2.5	0.575	<	2.33	0.609	<	8	2.095	<	3.5	1.407	<	4.65	1.962
	Max					<	2		<	15		<	2		<	13		<	8		<	7		<	3		<	3		<	9		<	5		<	15				
	Min					<	2		<	2		<	2		<	2		<	5		<	5		<	3		<	2		<	7		<	2		<	2				
Effluent TAN (mg/L)	Avg	2 (4)	1.57	3.0 (5.0)	2.2	<	1.7	1.22	<	0.1	0.04	<	0.1	0.05	<	0.1	0.08	<	0.1	0.05	<	0.1	0.04	<	0.1	0.03	<	0.1	0.02	<	0.1	0.02	<	0.1	0.03	<	0.1	0.04	<	0.22	0.09
	Max					<	3.3		<	0.1		<	0.1		<	0.1		<	0.1		<	0.1		<	0.1		<	0.1		<	0.1		<	0.1		<	0.1		3.3		
	Min					<	0.1		<	0.1		<	0.1		<	0.1		<	0.1		<	0.1		<	0.1		<	0.1		<	0.1		<	0.1		<	0.1		0.1		
Effluent TKN (mg/L)	Avg					<	2.35	1.69	<	2.4	1.06	<	0.9	0.43	<	1.6	1.25	<	0.5	0.25	<	0.7	0.30	<	1.05	0.37	<	1.15	0.26	<	0.6	0.16	<	0.5	0.13	<	0.85	0.34	<	1.09	0.46
	Max					<	4.2		<	2.8		<	1.3		<	1.9		<	0.5		<	0.9		<	1.6		<	1.8		<	0.8		<	1		<	4.2				
	Min					<	0.5		<	0.5		<	0.5		<	1		<	0.5		<	0.5		<	0.5		<	0.5		<	0.7		<	0.5		<	0.5				
Effluent NO2 (mg/L)	Avg					2.37	1.71	4.77	2.10	0.36	0.17	0.03	0.02	0.03	0.01	0.03	0.01	0.03	0.01	0.04	0.01	0.06	0.01	0.03	0.01	0.03	0.01	0.03	0.01	0.03	0.01	0.03	0.01	0.03	0.01	0.03	0.01	0.03	0.25		
	Max					4.49		5.14		0.66		0.04		0.03		0.03		0.03		0.03		0.07		0.03		0.03		0.03		0.03		0.03		0.03		0.03		5.14			
	Min					0.24		4.4		0.05		0.03		0.03		0.03		0.03		0.03		0.04		0.03		0.03		0.03		0.03		0.03		0.03		0.03		0.03			
Effluent NO3 (mg/L)	Avg					14.58	10.50	10.43	4.6	15.65	7.5	9.75	7.6	18.5	9.2	19.55	8.3	20.6	7.2	21.6	5.0	23.2	5.2	16.22	4.2	24.85	6.5	22.15	8.9	<	17.7	7.5	7.5	7.5	7.5	7.5					
	Max					21.4		13.1		16.9		16.3		19.9		20.5		21.9		27.1		24.1		25.9		25.1		22.6		27.1		27.1		27.1		27.1					
	Min					7.76		7.75		14.4		0.06		17.1		18.6		19.3		16.1		22.3		0.06		24.6		21.7		0.06		0.06		0.06		0.06					
Effluent TP (mg/L)	Avg	0.3 (0.8)	0.28	0.5 (1.0)	0.4	0.05	0.04	0.23	0.10	0.05	0.02	0.25	0.20	0.19	0.09	0.25	0.11	0.11	0.04	0.06	0.01	0.07	0.02	0.06	0.02	0.16	0.04	0.09	0.04	0.13	0.05	0.05	0.05	0.05							
	Max					0.06		0.3		0.06		0.46		0.2		0.27		0.12		0.09		0.09		0.08		0.17		0.14		0.46		0.46		0.46							
	Min					0.04		0.15		0.03		0.08		0.18		0.22		0.1		0.03		0.04		0.04		0.15		0.03		0.03		0.03		0.03							
Effluent pH	Avg					7.24		7.53		7.48		7.7		7.49		7.57		7.67		7.72		7.45		7.65		7.53		7.67		7.											



Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2025-04-09
Subject: Monthly Report for March 2025

Recommendation:

That West Elgin Council hereby receives the Monthly Fire report for March 2025, from Jeff McArthur, Fire Chief, for information purposes.

Purpose:

To provide Council with an update on fire department activities in the month of March 2025.

Background:

Emergency Responses

Fire – Grass	1
Alarms Sounding	1
Motor Vehicle Collison (MVC)	2
Medical Assist	6
Rescue – industrial	1
Public Hazard	1
Burn Complaint	1
Call cancelled on route	1
TOTAL	14

Training & Meetings

Department topics included incident review, search & rescue, and fire dynamics.

Members are attending NFPA 1021 Fire Officer 1 and received Provincial Certification in NFPA 1001 Firefighter and NFPA 1035 Fire & Life Safety Educator.

Seven new recruits and one existing member are attending the NFPA 1001 Recruit Class, through the Elgin-Middlesex Regional Fire School.

An officers meeting was held; training, operations, budget, and personnel discussed.

A training division/working group is being formed, to work collectively on department training schedules and lesson plans. This is in lieu of filling the vacant Training Officer position and distributes those responsibilities amongst this group.

The Fire Chief attended County Chiefs meetings, a County Radio System Working Group meeting, and the Fire Coordinators Annual Meeting.

Fire Prevention

Members hosted a tour for elementary school students at Station 2 in West Lorne.

A fire prevention team is being formed, which will allow members with a special interest in community public education, to assist the Fire Prevention Officer.

Other Activities/Information

Staff received approval for the Provincial Fire Protection grant, focused on cancer prevention, for extractor/laundry room ventilation at each station. This project is underway.

The County Fire Chiefs are discussing options regarding Hazardous Materials response agreements, as there are currently no formal agreements within Elgin County.

A draft automatic aid agreement for WEFD's response area south of Wardsville has been sent to Southwest Middlesex Fire for review.

Financial Implications: There are no financial implications associated with this report.

Policies/Legislation: None.

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by:

Jeff McArthur,
Fire Chief

Report Approval Details

Document Title:	Monthly Activity Report - March 2025 - 2025-05-Fire.docx
Attachments:	
Final Approval Date:	Apr 4, 2025

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Corey Pemberton, Chief Building Official
Date: 2025-04-07
Subject: Building Department Summary Report – Feb & Mar 2025

Recommendation:

That West Elgin Council hereby receives the report from Corey Pemberton, CBO Re: Building Department Summary Report for the months of February & March 2025.

Purpose:


The purpose of this report is to provide Council with a summary of Building Department activities for the months of February & March 2025.

Background:

Please see attached Summary Report.

Respectfully submitted by,


Sandy Lale, Deputy CBO

 MUNICIPALITY OF West Elgin	Municipality of West Elgin
	Permit Comparison Summary
	Issued For Period February 2025

Current Year to Date 2025				Previous Year to Date 2024			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	2	694	124,000	Accessory structures	2	13,708	504,970
Agricultural	1	520	150,000	Agricultural	2	606	85,000
Change of Use				Change of Use			
Commercial				Commercial			
Demolition	3	510	20,000	Demolition			
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building	1	32,500	2,500,000	institutional Building			
Miscellaneous				Miscellaneous	1	160	20,000
Plumbing				Plumbing			
Pools				Pools			
Residential Building	5	13,694	2,130,816	Residential Building	1	898	100,000
Sewage System	2	1,140	35,000	Sewage system	1	1,120	12,000
Signs				Signs	1	500	20,000
Combined Use				Combined Use			
TOTAL	14	49,058	4,959,816	TOTAL	8	16,992	741,970

Current Year 2025			Previous Year 2024		
TOTAL PERMIT ISSUED		14		8	
TOTAL DWELLING UNITS CREATED		5			
TOTAL PERMIT VALUE		4,959,816		741,970	
TOTAL PERMIT FEE		49,058		16,992	
TOTAL INSPECTION COMPLETED(YTD)		116		40	

February 2024 Compared to February 2025							
Current Year 2025				Previous Year 2024			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	2	694	124,000	Accessory structures	1	13,708	75,000
Agricultural				Agricultural	2	606	85,000
Change of Use				Change of Use			
Commercial				Commercial			
Demolition	1	170	10,000	Demolition			
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous	1	160	20,000
Plumbing				Plumbing			
Pools				Pools			
Residential Building	3	8,063	1,296,800	Residential Building			
Sewage System	2	1,140	35,000	Sewage System		1,120	
Signs				Signs		500	
Combine Use				Combined Use			
TOTAL	8	10,067	1,465,800	TOTAL	4	16,094	180,000

 MUNICIPALITY OF West Elgin	Municipality of West Elgin	
	Permit Comparison Summary	
	Issued For Period March 2025	

Current Year to Date 2025				Previous Year to Date 2024			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	4	1,214	386,000	Accessory structures	2	14,750	644,970
Agricultural	1	520	150,000	Agricultural	2	932	155,000
Change of Use				Change of Use			
Commercial				Commercial			
Demolition	3	510	20,000	Demolition			
Heating				Heating			
Industrial Building	1	466	45,000	Industrial Building			
institutional Building	1	32,500	2,500,000	institutional Building			
Miscellaneous				Miscellaneous	1	160	20,000
Plumbing				Plumbing			
Pools				Pools			
Residential Building	11	24,024	3,680,816	Residential Building	1	1,248	140,000
Sewage System	3	1,710	44,500	Sewage system	1	2,140	32,000
Signs				Signs	1	660	20,000
Combined Use				Combined Use			
TOTAL	24	60,944	6,826,316	TOTAL	8	19,890	1,011,970

Current Year 2025			Previous Year 2024		
TOTAL PERMIT ISSUED		24		8	
TOTAL DWELLING UNITS CREATED		8			
TOTAL PERMIT VALUE		6,826,316		1,011,970	
TOTAL PERMIT FEE		60,944		19,890	
TOTAL INSPECTION COMPLETED(YTD)		174		84	

March 2024 Compared to March 2025							
Current Year 2025				Previous Year 2024			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	2	520	262,000	Accessory structures	2	1,042	140,000
Agricultural				Agricultural	1	326	70,000
Change of Use				Change of Use			
Commercial				Commercial			
Demolition				Demolition			
Heating				Heating			
Industrial Building	1	466	45,000	Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing				Plumbing			
Pools				Pools			
Residential Building	6	10,330	1,550,000	Residential Building	1	350	40,000
Sewage System	1	570	9,500	Sewage System	2	920	20,000
Signs				Signs			
Combine Use				Combined Use			
TOTAL	10	11,886	1,866,500	TOTAL	6	2,638	270,000



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2025-03-27
Subject: Section 78, Hauser Drain, Request for Major Improvement

Recommendation:

That West Elgin Council hereby receives Section 78, Notice of Request for Drain Major Improvement for the Municipal Drain known as the Hauser Drain; And

That Council approve the request for the Improvement of the Hauser Drain, dated March 31, 2025, submitted by Gerald Schnekenburger, President, G J Schnekenburger Farms Ltd.; And

That Council direct staff to forward to Spriets and Associates, to proceed with the necessary actions, pursuant to the *Drainage Act*.

Purpose:

The purpose of this report is to advise Council of, and to obtain approval for the Notice of Request for Drain Major Improvement, Section 78, received at the Municipal Office on March 31, 2025, for the Municipal Drain known as the Hauser Drain.

Background:

On March 13, 2025, a Notice of Request for Drain Major Improvement was received by a landowner affected by the Hookaway Drain, indicating a request for improving or altering the drainage works if the drainage works are located on more than one property.

The Drainage Superintendent has discussed the request with the landowners and deemed the improvement necessary, with no issues presented.

Financial Implications:

Cost to be determined by Spriet and Associates

Policies/Legislation:

The *Drainage Act*, R.S.O. 1990, c. D.17

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input checked="" type="checkbox"/> To improve West Elgin’s infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Terri Towstiuć
 Manager of Community Services/Clerk

Report Approval Details

Document Title:	Hauser Drain, Request for Major Improvement, Section 78 - 2025-04-Drainage.docx
Attachments:	- Hauser Drain Section 78_Redacted.pdf
Final Approval Date:	Apr 2, 2025

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

Robin Greenall

To: The Council of the Corporation of the Municipality of West Elgin

Re: Hauser Drain

(Name of Drain)

In accordance with section 78 (1.1) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.

The Major Improvement Project work being requested is (check all appropriate boxes):

- Changing the course of the drainage works;
- Making a new outlet for the whole or any part of the drainage works;
- Constructing a tile drain under the bed of the whole or any part of the drainage works;
- Constructing, reconstructing or extending bridges or culverts;
- Extending the drainage works to an outlet;
- Improving or altering the drainage works if the drainage works is located on more than one property;
- Covering all or part of the drainage works;
- Consolidating two or more drainage works; and/or
- Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

Provide a more specific description of the proposed drain major improvement you are requesting:

The Hauser Drain does not have sufficient capacity and the affected lands are slow to drain

Property Owners

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Con. 11 S Pt lot 13

Ward or Geographic Township

Aldbrough

Parcel Roll Number

343400005000300

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.

Ownership

Corporation

If you need to provide additional information, please attach along with this form.

Corporation (The individual with authority to bind the corporation must sign the form)

Name of Signing Officer (Last, First Name) (Type/Print)

Schnekenburger , Gerald

Position Title

President

Name of Corporation

G J Schnekenburger Farms Ltd.

I have the authority to bind the Corporation.

Signature

[Redacted Signature]

Date (yyyy/mm/dd)

2025/03/27

Enter the mailing address and primary contact information of property owner below:

Last Name

Schnekenburger

First Name

Gerald

Middle Initial

Mailing Address

Unit Number

Street/Road Number

[Redacted]

Street/Road Name

[Redacted]

PO Box

City/Town

Rodney

Province

On.

Postal Code

N0L 2C0

Telephone Number

[Redacted]

Cell Phone Number (Optional)

Email Address (Optional)

To be completed by recipient municipality:

Notice filed this 31st day of March 20 25

Name of Clerk (Last, First Name)

Towstine

Signature of Clerk

[Redacted Signature]



Staff Report

Report To: Council Meeting
From: Lee Gosnell, Manager Infrastructure and Development
Date: 2025-04-10
Subject: Monthly Operations Update – March 2025

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager Infrastructure and Development, for information purposes.

Purpose:

The purpose of this report is to provide West Elgin Council with a brief update on operations conducted during the month of March.

Background:

Public Works

- Staff completed equipment repair and preventative maintenance projects.
- Pothole patching on both County and Municipal hardtop roads.
- Landfill operations plus transfer of recyclables to the London MRF
- All routine and winter road patrols completed.
- Ongoing winter operations which include salting and plowing.
- Straighten and repair damaged signposts.
- Dragging and grading of municipal gravel roads.
- Graded gravel shoulders along all paved County roads.
- Excavation and support for water main break at corner of Furnival and Talbot.
- Clean catch basin lids in Rodney and West Lorne to facilitate proper drainage.
- Operators began removing winter gear (plows/wings) from municipal graders.
- Removed problem trees from ditch on Pioneer Line west Kerr Road and various other spots.
- Debris pick up along various County roads.
- The night shift completed a streetlight inspection, and the municipal electrical contractor completed the required repairs.

Utilities

- Crews completed a watermain repair at corner of Furnival Road and Talbot Line (10")
- Staff repaired a service leak at 189 Wood Street in West Lorne
- Meter reader completed water readings for the March cycle.

- Re-reads, repairs and meter exchanges completed as required.
- Locates requests are coming in steadily with warmer temperatures.

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin’s infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Lee Gosnell
 Manager, Infrastructure and Development

Report Approval Details

Document Title:	Monthly Operations Update - March 2024 - 2025-06-Operations (Infrastructure Development).docx
Attachments:	
Final Approval Date:	Apr 3, 2025

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Lee Gosnell, Manager Infrastructure and Development
Date: 2025-04-10
Subject: Main Street Drain Upgrades

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager Infrastructure and Development, for information purposes.

Purpose:

The purpose of this report is to provide West Elgin Council with a brief update on Main Street Drain upgrades in West Lorne.

Background:

The Main Street Drain is a municipal drain (as defined by the Drainage Act) and lies under Main Street in West Lorne, between Graham Road and Division Street. This drain collects water from road infrastructure as well as surrounding properties, and outlets to the Graham Street Drain.

In November 2019, Heritage Homes in West Lorne signed a Section 78 request for upgrades to the downstream portion of the Main Street drain to facilitate possible expansion. West Elgin Council appointed Spriet Associates to complete the necessary engineering work, but construction was put on hold due to a lack of funding to support the expansion initiative.

Based on information provided in the West Lorne Storm Sewer Study, and additional survey work completed to identify alternatives, staff can confirm upgrading the entire length of the Main Street Drain is the best choice for lessening the impacts of heavy rainfall events in this watershed. Therefore, staff have completed a new Section 78 which covers the remaining portion of the Main Street Drain not covered by the initial request. This will be considered an extension of the existing engineering work, to be completed by Spriet Associates.

As with all municipal drainage work, there will be an opportunity for input from all affected landowners during the design process, and West Elgin Council will have the report presented to them by Spriet's engineering team once completed.

Financial Implications:

All costs associated with improvements to the Main Street Drain will be managed as prescribed by the Drainage Act.

Policies/Legislation:**Alignment with Strategic Priorities:**

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input checked="" type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Lee Gosnell
 Manager of Infrastructure and Development

Report Approval Details

Document Title:	Main Street Drain Upgrades - 2025-08-Operations (Infrastructure Development).docx
Attachments:	
Final Approval Date:	Apr 3, 2025

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Lee Gosnell, Manager of Infrastructure and Development
Date: 2025-04-10
Subject: West Lorne Optimist – Banner Request

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Infrastructure and Development; And

That West Elgin Council approves the request to display five (5) Optimist Club banners in conjunction with 50th anniversary celebrations scheduled for Saturday June 7, 2025; And

That West Elgin staff install these banners at locations approved by the Manager of Operations and Community Services during the first week of May, and remove them during the week following anniversary celebrations; And

That West Elgin Council directs staff to prepare an amendment to the Municipality's current flag policy for the purpose of dealing with future banner requests.

Purpose:

The purpose of this report is to consider a request from the West Lorne Optimist Club to display banners in celebration of their 50th anniversary.

Background:

During the regular meeting of West Elgin Council on March 27, representatives from the West Lorne Optimist Club presented a request to display banners in conjunction with their 50th anniversary celebrations planned for June 7, 2025. The Municipality's flag raising policy does not cover banner requests, therefore staff are seeking Council approval for this particular event and recommend an amendment to the current flag raising policy to deal with future requests of this nature.

Financial Implications:

The Optimist Club will be responsible for all costs associated with the design and purchase of these banners. For Liability reasons, recreation staff will complete the installation/removal process, however, cost will be minimal, and it is recommended that this be covered under the parks & recreation operational budget for 2025. Should West Elgin Council wish to recover the cost of

installing and removing banners approved under future requests, this should be included in the recommended amendment to the municipal flag policy.

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin’s infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Lee Gosnell
 Manager of Infrastructure and Development

Report Approval Details

Document Title:	West Lorne Optimist Club - Banner Request - 2025-07-Operations (Infrastructure Development).docx
Attachments:	
Final Approval Date:	Apr 4, 2025

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Clerk
Date: 2024-09-12
Subject: Declaration of Vacancy, Councillor Ward 3

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Declaration of Vacancy, Councillor, Ward 3; And

Whereas former Ward 3 Councillor Heather Dougherty resigned from Council on March 28, 2025;

Therefore, pursuant to section 262 (1) of the *Municipal Act*, 2001, Council of the Municipality of West Elgin does hereby declare the office of Councillor, Ward 3, to be vacant.

Purpose:

The purpose of this report is to declare the office of Councillor Ward 3 vacant, following the resignation of former Councillor Heather Dougherty, dated March 28, 2025.

Background:

During the Closed Session of Council, March 27, 2025, Council accepted a resignation notice from former Ward 3 Councillor Heather Dougherty. In accordance with Section 262 (1) of the *Municipal Act* 2001, Council must declare the seat vacant at the next scheduled meeting.

Former Councillor Dougherty was appointed to Council on November 14, 2024, and actively supported the community through her participation on the Rodney Fair Board, Recreation Committee and Port Glasgow Trailer Park Committee.

Council will receive further report(s) from the Clerk's Office, indicating the options to fill the vacant seat. Council must, within sixty (60) days of declaration, either appoint a person to fill the vacancy or pass a by-law requiring a by-election to fill the vacancy (*MA S. 262 (5) 1.*)

Financial Implications:

None.

Policies/Legislation:

The *Municipal Act*, 2001

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin’s infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Terri Towstiuć
Municipal Clerk

Report Approval Details

Document Title:	Declaration of Vacancy, Ward 3 Council Seat - 2025-07-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Apr 2, 2025

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Clerk
Date: 2025-04-10
Subject: Monthly Community Services & Administration Report, March 2025

Recommendation:

That West Elgin Council hereby receives the Monthly report, March 2025, from Terri Towstiuc, Manager of Community Services/Clerk, for information purposes.

Purpose:

The purpose of this report is to provide an update to Council and residents on community services and administrative activities, for the month of March 2025.

Background:

Recreation department activities for the month of March include:

- Normal operations at the arena with additional rentals during March break.
- Removal of ice on March 31.
- Regular cleaning and setup for evening programs at Rec Center.
- Shop and equipment maintenance.
- Removal of holiday lights in business area of both towns.
- Installation of Canada flag banners on light poles.

By-law

- Open files: 17
- Closed this month: 6 (2 parking, 3 animal control (2 additional dog collections))

Administration

- Regular bi-weekly meetings continue in office to ensure staff are up to date, and inter-department collaboration.
- Manager of Community Services (Clerk) and all department Supervisors completed March Leadership training, with 2 more sessions in April and May.
- Tax Mailings, completed without issue.

Financial Implications:

N/A

Policies/Legislation:

N/A

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin’s infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Terri Towstiuc
 Manager of Community Services/Clerk

Report Approval Details

Document Title:	Monthly Update, Community Services, March 2025 - 2025-09-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Apr 4, 2025

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Robin Greenall, Chief Administrative Officer
Date: 2025-04-10
Subject: Information Technology – Contract Extension

Recommendation:

That West Elgin Council hereby receives the report Information Technology – Contract Extension from R. Greenall, CAO.

AND THAT staff be authorized to take the necessary actions to finalize and formalize the two-year contract extension with Zouling Technologies Inc.

Purpose:

The purpose of this report is to provide an update on the Information Technology Services contract with Zouling Technologies Inc. The Municipality of West Elgin has been utilizing Zouling Technologies for IT services since 2023, and its current contract is due for renewal.

Background:

Zouling Technologies has consistently demonstrated professionalism and expertise in IT service management (ITSM), with a proven track record of supporting various municipalities. This includes critical services such as cloud computing, cybersecurity, and network management, all of which align with our operational needs.

Zouling Technologies is committed to a 60-minute response time for IT support requests, addressing the Municipality's need for timely issue resolution and ensuring the continuity of municipal operations. This commitment is essential for minimizing disruptions and maintaining high operational standards. Zouling's proactive maintenance approach addresses potential issues before they escalate, further supporting the Municipality with a stable and efficient IT environment.

Given Zouling's track record and the operational benefits they offer to the Municipality, it is recommended that the contract between Zouling Technologies Inc. and the Municipality of West Elgin be extended for an additional two years.

Financial Implications:

The financial implications of extending the contract with Zouling Technologies for an additional two years have been included in the 2025 draft budget.

Policies/Legislation:

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Robin Greenall
CAO

TECHNOLOGY MAINTENANCE AND SUPPORT SERVICES AGREEMENT

THIS TECHNOLOGY MAINTENANCE AND SUPPORT SERVICES AGREEMENT is made the 1st day of April 2025

BY & BETWEEN:

ZOULING TECHNOLOGIES INC., a corporation incorporated under the laws of the Province of Ontario, and with its principal office located at 276 Furnival Road, Rodney, Ontario N0L 2C0

(hereinafter the “**Service Provider**”)

OF THE FIRST PART

AND:

MUNICIPALITY OF WEST ELGIN, a municipal corporation incorporated under the laws of Province of Ontario, and with its principal office located at 22413 Hoskins Line, Rodney, Ontario N0L 2C0

(hereinafter the “**Client**”)

OF THE SECOND PART

RECITALS

WHEREAS, the Service Provider is in the business of providing computer hardware and software maintenance and support services, including networking;

AND WHEREAS, the Client, a municipal corporation exercising the powers described in sections 8 and 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, wishes to contract for the computer hardware, software, and networking maintenance and support services of the Service Provider as part of its ongoing operations;

AND WHEREAS, the parties have agreed on the terms and conditions governing the provision of computer hardware, software, and networking maintenance and support services by the Service Provider to the Client;

NOW THEREFORE, in consideration of the terms and conditions described below and the sum of \$1.00 paid by each party to the other party, the receipt and sufficiency of which is hereby acknowledged, the Service Provider and the Client agree as follows:

1.0 INTERPRETATION

1.1 Definitions

In this agreement, unless otherwise stated the following terms shall have the meaning prescribed for each:

“Agreement” means the terms and conditions described herein, and the Schedules incorporated by reference and also includes all subsequent amendments and Change Orders in writing and executed by authorized officials of the Parties;

“Business Day” means any day other than Saturday or Sunday or a statutory holiday so recognized by the province of Ontario;

“Change Order” means the document executed by the Parties confirming their agreement to undertake a change to the Support Services or related matters pursuant to a Change Order Request;

“Change Order Request” means the procedure described in this Agreement for the Parties to consider changes to the Support Services or related matters under this Agreement;

“Client Data” means all information of whatever nature and type and in all formats of the Client and in respect of which the Client has a proprietary interest and is deemed to be Proprietary and Confidential Information of the Client, including (without limitation) information regarding other persons that is collected and maintained by the Client in exercising its powers under the *Municipal Act, 2001*, and other legislation;

“Client Hardware” means the computer equipment of the Client, including (without limitation) all peripherals, attachments, lines and cabling and applicable documentation and all equipment relating to networking, for which the Service Provider is performing Support Services under this Agreement;

“Client Software” means the computer software of the Client, including applicable documentation, for which the Service Provider is providing Support Services under this Agreement;

“Parties” means the Client and the Service Provider, and “Party” means one of them as the context provides;

“Proprietary and Confidential Information” means any confidential or proprietary information, data, materials, and other information of either Party, whether or not marked or otherwise identified as proprietary or confidential;

“Schedules” means the schedules to this Agreement described in Article 2.0;

“Service Provider Data” means all information, of whatever nature and type and in all formats of the Service Provider used to provide the Support Services, and in respect of which the Service

Provider has a proprietary interest. Service Provider Data is deemed to be Proprietary and Confidential Information of the Service Provider;

“**Service Provider Software**” means those computer programs owned or licensed by the Service Provider, in object code or source code and including microcode not embedded in a circuit element and applicable documentation and media, used by the Service Provider in performing the Support Services;

“**Support Services**” means the provision by the Service Provider of the computer hardware, software, and networking maintenance and support services to the Client Hardware and Client Software as described in this Agreement; and

“**Support Services Standards**” means the agreed-to target performance standards of the Service Provider in delivering the Support Services under this Agreement, as they may be changed from time to time by Change Order.

1.2 Assignment

This Agreement will be binding on and enure to the benefit of the Parties and their respective successors and permitted assigns. The Service Provider may not assign this Agreement to any other party without the prior written consent of the Client.

1.3 Currency

Unless otherwise stated in this Agreement, all dollar amounts shall be Canadian dollars.

1.4 Accounting Terms

Unless otherwise stated in this Agreement, all accounting terms shall be interpreted in accordance with Canadian GAAP.

1.5 Sections, Headings and Contra Proferentum

The division of this Agreement into Articles, Sections and Paragraphs and the insertion of headings are for convenience of reference only and shall not affect the interpretation or construction of this Agreement. Unless otherwise indicated, any reference in this Agreement to an Article, Section, Paragraph or Schedule refers to the specified Article, Section or Paragraph or Schedule to this Agreement. Each Party acknowledges that it has reviewed and participated in determining the terms and conditions of this Agreement and agree that any rule of construction or doctrine of interpretation, including *contra proferentum*, construing or interpreting any ambiguity against the drafting party shall not apply.

1.6 Gender and Number

Unless the context otherwise requires, words importing the singular include the plural and

vice versa, and words importing one gender include the other gender.

1.7 *Time of the Essence*

Time shall be of the essence of this Agreement and of every part hereof and no extension or variation to this Agreement shall operate as a waiver of this provision.

1.8 *Applicable Law*

This Agreement shall be construed, interpreted and enforced in accordance with the laws of the province of Ontario and the applicable federal laws of Canada, without reference to any principles of conflicts of laws. Each Party irrevocably and unconditionally attorns to the exclusive jurisdiction of the competent courts of Ontario.

1.9 *Enurement*

This Agreement shall enure to the benefit of, binding on, and enforceable by the Parties and where the context so permits, their respective heirs, executors, representatives and successors.

1.10 *Amendment*

This Agreement may only be changed by a document in writing signed by both Parties.

1.11 *Waiver*

No waiver of any provision of this Agreement, including waiver of a breach of this Agreement, shall constitute a waiver of any other provision or breach of this Agreement unless expressly provided otherwise. No waiver shall be binding unless executed in writing.

1.12 *Further Assurances*

The Parties shall with reasonable diligence do all things and provide all reasonable assurances as may be required to implement the provisions of this Agreement, and each Party shall provide such further documents or instruments required by the other Party as may be reasonably necessary or desirable to give effect to this Agreement and to carry out its provisions.

1.13 *Invalidity*

Any provision in this Agreement which is held to be illegal or unenforceable shall be ineffective to the extent of such illegality or unenforceability without invalidating the remaining provisions of this Agreement.

1.14 *Entire Agreement*

This Agreement, including the Schedules incorporated by reference and the written requirements and representations of the related Request for Proposal and Proposal, constitutes the entire agreement between the Parties with respect to its subject matter and supersedes all prior or other agreements, understandings, negotiations and discussions, written or oral, between the Parties. There are no conditions, covenants, agreements, representations, warranties or other provisions, express or implied, collateral, statutory or otherwise, except as herein provided.

1.15 *Objective*

In accordance with the Request for Proposal and Proposal, the Parties acknowledge that the central objective of this Agreement is for the Client to retain a qualified I.T. services provider to provide the Support Services, including for internal municipal I.T. projects, either to the Client individually or to the Client and its municipal partners acting jointly.

In the event of any inconsistency or conflict between the provisions of Request for Proposal and this Agreement or Proposal and this Agreement, the provisions of this Agreement shall prevail.

2.0 SCHEDULES

2.1 The Schedules appended to and forming part of this Agreement are described in subsection 2.2. In the event of any inconsistency or conflict between the provisions of a schedule and the terms and conditions of this Agreement, the provisions of the schedule shall prevail.

2.2 The Schedules to this Agreement are as follows:

Schedule A: Client Hardware and Software
Schedule B: Support Services
Schedule C: Support Services Standards
Schedule D: Compensation & Payment
Schedule E: Change Order Process

2.3 The Schedules may be changed from time to time by agreement of the Parties by Change Order.

3.0 APPOINTMENT AND ACCEPTANCE

3.1 The Client appoints the Service Provider, and the Service Provider accepts the appointment on a non-exclusive basis, to perform the Support Services described in **Schedule B** for the Client Hardware and Client Software described in **Schedule A**. The Parties agree that the Support Services, as well as the Client Hardware and Client Software, may be changed from time to time during the term of this Agreement in accordance with the Change Order Process

described in **Schedule E**.

4.0 TERM

- 4.1** This Agreement shall be in effect for a period of twenty-four (24) months from the date first mentioned above on page 1 of this Agreement. This Agreement may be extended or renewed by agreement of the Parties in writing at least sixty (60) days prior to the end of the term. The Service Provider will remind the Client by written notice of the end of term and option for extension or renewal at least one hundred and twenty (120) days prior to the end of the term.

5.0 COMPENSATION AND PAYMENT

- 5.1** As consideration for the Support Services provided under this Agreement, the Client shall pay the Service Provider in accordance with **Schedule D** attached, which compensation is subject to change in accordance with the Change Order Process.
- 5.2** All payments shall be made in Canadian currency. On past due charges and late payments, the Service Provider may impose a late payment charge equal to the lesser of 1.0 percent (1%) per month or the maximum rate permitted by law.
- 5.3** Service Provider, without any further actions or requirements on its part and until all outstanding payments have been made in full by the Client, reserves the right to deny or suspend the Support Services or any other related activity under this Agreement. Termination or denial as a result of failure to pay will: (a) not relieve the Client from the payment of all accrued charges for the Support Services provided, plus interest and all collection fees; (b) be solely attributable to the Client with no liability or responsibility of any loss or damage arising or accruing from such denial or suspension of the Support Services.
- 5.4** The Client shall be responsible for all sales and consumption taxes (including any HST) imposed or levied in respect of the charges paid or payable to the Service Provider, other than any tax on the income of the Service Provider.

6.0 SUPPORT SERVICES STANDARDS

- 6.1** The Service Provider shall perform the Support Services in accordance with the Support Services Standards described in **Schedule C**, as said standards may be changed from time to time in accordance with the Change Order Process.
- 6.2** The Service Provider will have full control over working time, methods, and decision making in relation to provision of the Support Services in accordance with this Agreement. The Service Provider will work autonomously and not at the direction of the Client. However, the Service Provider will be responsive to the reasonable needs and concerns of the Client.

7.0 SERVICE PROVIDER RESPONSIBILITIES

7.1 The Service Provider shall:

- (a) Perform the Support Services conscientiously and lawfully, in accordance with the provisions of this Agreement, including the provisions of the Support Services Schedule and the Support Services Standards Schedule;
- (b) Perform the Support Services in a good and professional manner using qualified and competent Support Services personnel, and in compliance with the Support Services Standards Schedule;
- (c) Complete and submit all reports and other information in accordance with the requirements of the Support Services Standards Schedule;
- (d) Comply with all access and security procedures of the Client of which it has been informed in writing; provided only that if there is any change to such procedures after the date of this Agreement, and for which compliance by the Service Provider causes delay, an increase in costs or other material change to the Support Services or other Service Provider obligations under this Agreement, the Support Services Schedule and Support Services Standards Schedule, as applicable, will be modified accordingly by Change Order;
- (e) Access, receive, use, retain and disclose Client Proprietary and Confidential Information only for the performance of the Support Services, in a secure and confidential manner and in accordance with any reasonable restrictions or other requirements of the Client; and
- (f) Perform the Support Services in a manner consistent with the Client's role as a municipal corporation with responsibilities to protect personal information and other data and information relating to private individuals, and in accordance with all Client requirements and directions based on the Client's statutory responsibilities.

8.0 CLIENT RESPONSIBILITIES

8.1 To enable and support the Service Provider in the provision of the Support Services the Client shall, without limitation:

- (a) Perform those tasks assigned to the Client conscientiously, lawfully, in a timely manner, and in accordance with the provisions of the Support Services Schedule and this Agreement;
- (b) Perform those tasks assigned to the Client in a good and professional manner using qualified and competent personnel;
- (c) Grant the Service Provider access to the Client Hardware, Client Software and operations necessary for the Service Provider to provide the Support Services;

- (d) Comply with all reasonable Service Provider procedures and requirements in the performance of the Support Services, including the reproduction of suspected errors or malfunctions and the provision of all error corrections and maintenance releases;
- (e) Access, receive, use, retain and disclose any Service Provider Proprietary and Confidential Information only for Support Services purposes, in a secure and confidential manner and in accordance with any restrictions or other requirements of the Service Provider;
- (f) Undertake any enhancements to or other changes to Client Hardware and Client Software during the term of this Agreement only in collaboration with the Service Provider. In the event that any such change prevents or otherwise hinders the performance of the Support Services, or any other obligation of the Service Provider under this Agreement, including any performance commitment under the Support Services Standards Schedule, the Service Provider shall not be liable or otherwise responsible for the same and the Client shall be liable for any additional costs incurred by the Service Provider as a consequence thereof; and
- (g) Pay the Service Provider for the Support Services in accordance with the Compensation and Payment provision of this Agreement.

9.0 INDEPENDENT CONTRACTOR

- 9.1** The Parties expressly covenant and agree that the legal relationship between the Parties is that of principal and independent contractor. The Service Provider performs the Support Services as an independent contractor and all personnel utilized by the Service Provider shall be employees, contractors or agents of the Service Provider.

10.0 CHANGE CONTROL

- 10.1** The Change Order procedure set out in Schedule E (Change Order Process) may be initiated by either Party desiring to implement the following changes to the Support Services:
- (a) Additions to, deletions from, or other modifications to the Support Services in the Support Services Schedule;
 - (b) Additions to, deletions from, or other modifications to the performance commitments of the Service Provider set out in the Support Services Standards Schedule; and
 - (c) Any modification, alteration, adjustment, addition, upgrade, attachment, enhancement, or other change to the Client hardware or Client Software that will, or is likely to have, a material impact on the delivery of Support Services by the Service Provider.
- 10.2** Any changes to this Agreement, other than those set out in subsection 10.1, shall be undertaken solely by means of a written amendment to this Agreement.

11.0 REPRESENTATIONS AND WARRANTIES

- 11.1** The Service Provider makes the following representations and warranties to the Client

acknowledging that the Client is relying on each such representation and warranty in connection with the provision of Support Services under this Agreement, and with the further acknowledgment that the Client would not have entered into this Agreement without any of the representations and warranties of the Service Provider.

- (a) The Service Provider represents and warrants to the Client that it is duly incorporated and has the legal authority to enter into this Agreement, provide the Support Services and undertake all other obligations and responsibilities of the Service Provider described hereunder;
- (b) The Service Provider represents and warrants to the Client that this Agreement has been duly authorized by all necessary corporate action by the Service Provider and is a valid and binding obligation of the Service Provider, enforceable against it in accordance with its terms, subject, as to enforcement, to bankruptcy, insolvency and other legislation affecting creditors' rights generally;
- (c) The Service Provider represents and warrants to the Client that the execution and performance of this Agreement does not and will not cause any default or other contravention of any other agreement or instrument to which the Service Provider is a party;
- (d) The Service Provider represents and warrants to the Client that there are no actions, suits or other proceedings against the Service Provider, or to the Service Provider's knowledge threatened or pending against the Service Provider, or any of its assets, that in the reasonable opinion of the Service Provider may have a material adverse effect on its financial condition or business;
- (e) The Service Provider represents and warrants to the Client that the Service Provider shall comply with all applicable laws, statutes, ordinances, by-laws and regulations (collectively, "legislation") of all applicable governmental authorities.

11.2 The Client makes the following representations and warranties to the Service Provider acknowledging that the Service Provider is relying on each such representation and warranty in connection with the provision of Support Services under this Agreement, and with the further acknowledgment that the Service Provider would not have entered into this Agreement without any of the representations and warranties of the Client.

- (a) The Client represents and warrants to the Service Provider that the Client is duly incorporated and has the legal authority to enter into this Agreement, and undertake all obligations and responsibilities of the Client described hereunder;
- (b) The Client represents and warrants to the Service Provider that this Agreement has been duly authorized by all necessary corporate action by the Client and is a valid and binding obligation of the Client, enforceable against it in accordance with its terms, subject, as to enforcement, to bankruptcy, insolvency and other legislation affecting

creditors' rights generally;

- (c) The Client represents and warrants to the Service Provider that the execution and performance of this Agreement does not and will not cause any default or other contravention of any other agreement or instrument to which the Client is a party;
- (d) The Client represents and warrants to the Service Provider that there are no actions, suits or other proceedings against the Client, or to the Client's knowledge threatened or pending against the Client, or any of its assets, that in the reasonable opinion of the Client may have a material adverse effect on its financial condition or business;
- (e) The Client represents and warrants to the Service Provider that the Client shall perform, or cause to be performed, the obligations and responsibilities of the Client under this Agreement honestly, in good faith, exercising reasonable skill, care and diligence, using personnel having a level of competence commensurate with the requirements, in accordance with the terms and conditions of this Agreement; and
- (f) The Client represents and warrants to the Service Provider that the Client shall comply with all applicable laws, statutes, ordinances, by-laws and regulations (collectively, "legislation") of all applicable governmental authorities.

11.3 EXCEPT AS EXPRESSLY STATED IN THIS ARTICLE 11.0, ALL REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE ARE HEREBY EXCLUDED. THE PARTIES DISCLAIM ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. LIABILITY OF ONE PARTY TO THE OTHER PARTY IS SOLELY THAT PROVIDED FOR ELSEWHERE IN THIS AGREEMENT.

12.0 RELATIONSHIP MANAGEMENT

12.1 The Parties acknowledge that cooperation is essential to the successful delivery of the Support Services and compliance with all other requirements of this Agreement. The Parties agree to each appoint a person the primary representative of the Party for the administration and other matters relative to the provision of Support Services, and use mutually agreed processes and forms to report progress and to identify, track and resolve problems. Unless otherwise provided for in the Support Services Schedule, the standard processes and forms of the Service Provider will be utilized. Each Party may rely on the authority of the other Party's representative provided that neither person shall have the authority to amend or modify this Agreement.

13.0 CONFIDENTIALITY OF CLIENT DATA

13.1 The Service Provider acknowledges that Client Data is Proprietary and Confidential Information of the Client, and is sensitive in nature as the information of a public organization and municipal government, and must be protected from unauthorized use or disclosure. The Service

Provider shall use all reasonable means to keep Client Data to which it has access confidential. The Service Provider shall not access, use or disclose Client Data, other than to provide the Support Services.

13.2 More specifically, in fulfilment of its obligation to maintain the confidentiality of Client Data, the Service Provider shall:

- (a) Implement written policies, standards, and procedures reflective of the Service Provider's obligations in regard to confidentiality;
- (b) Restrict access to Client Data to Service Provider personnel, including agents and subcontractor personnel who require access to perform the Support Services; and
- (c) Ensure that Service Provider personnel, including agents and subcontractor personnel, requiring access to Client Data have received any required security clearance and agreed, in writing, to abide by the confidentiality requirements of the Service Provider in the treatment of Client Data.

13.3 Notwithstanding the above, the Service Provider shall not be responsible or otherwise liable for any wrongful access to, use or disclosure of Client Data:

- (a) Caused by any act or omission of the Client;
- (b) already in the public domain due past publication on a public medium such as a newspaper of record or media outlet; or
- (c) Required by law to be disclosed. The Service Provider shall give the Client prompt notification of such requirement for disclosure and permit the Client to undertake any appeal procedures to maintain the confidentiality of Client Data.

14.0 CONFIDENTIALITY OF SERVICE PROVIDER DATA

14.1 The Client acknowledges that Service Provider Data is Proprietary and Confidential Information of the Service Provider and must be protected from unauthorized use or disclosure. The Client shall use all reasonable means to keep Service Provider Data to which it has access confidential. The Client shall not access, use or disclose Service Provider Data, other than as required for the provision of Support Services by the Service Provider.

14.2 More specifically, in fulfilment of its obligation to maintain the confidentiality of Service Provider Data, the Client shall:

- (a) Implement written policies, standards, and procedures reflective of the Client's obligations in regard to confidentiality;
- (b) Restrict access to Service Provider Data to Client personnel, including agents and subcontractor personnel, who require access in the performance of the Support Services; and
- (c) Ensure that Client personnel, including agents and subcontractor personnel, requiring access to Service Provider Data have received any required security clearance and

agreed, in writing, to abide by the confidentiality requirements of the Client in the treatment of Service Provider Data.

14.3 Notwithstanding the above, the Client shall not be responsible or otherwise liable for any wrongful access to, use or disclosure of Service Provider Data:

- (a) Caused, in whole or in part, by any act or omission of the Service Provider;
- (b) Determined to be in the public domain; or
- (c) Required by law to be disclosed, including (without limitation) the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56. The Client shall give the Service Provider prompt notification of such requirement for disclosure, and permit the Service Provider to undertake any legally available appeal procedures to maintain the confidentiality of Service Provider Data.

15.0 LIABILITY

15.1 The liability of the Service Provider to the Client or any third party whatsoever, for any breach of this Agreement, regardless of the basis of the claim and whether such damage was foreseeable, including, without limitation, any claim in tort (including negligence) or of fundamental breach of contract, or otherwise (including any loss or damage caused due to hacking), shall be direct damages only. In no event shall the Service Provider be liable for indirect, incidental, special or consequential damages, or exemplary, aggravated or punitive damages, or damages for loss profits or revenues of the Client or any loss of use relating to the Support Services or any breach of this Agreement, even if it has been informed of the possibility thereof. For greater certainty, nothing in this section alters or increases the indemnities provided for in section 17.0 of this Agreement.

16.0 TERMINATION

16.1 *Termination for Cause*

- (a) In the event that either Party commits a breach of one or more of its material duties or obligations under this Agreement (“Material Breach”), which Material Breach shall not have been cured within fifteen (15) Business Days from notice in writing advising of said Material Breach (“Cure Period”), the Party not in breach may terminate this Agreement, forthwith, for cause, by giving written notice to the Party in Material Breach.
- (b) Without limiting the generality of the foregoing, each of the following specific events shall be deemed to be a Material Breach by the Service Provider granting the Client the right to terminate this Agreement pursuant to subsection 16.1(a):
 - (i) The Service Provider is adjudged bankrupt, commits or threatens to commit an act of bankruptcy, makes a general assignment for the benefit of its creditors, becomes insolvent, or otherwise commences action for its winding up, reorganization, liquidation, or dissolution under any applicable law; or
 - (ii) The Service Provider is in breach of the Confidentiality of Client Data

- provision of this Agreement.
- (iii) Service Provider fails to respond in reasonably timely manner to service requests from the Client.
- (c) Without limiting the generality of the foregoing, each of the following specific events shall be deemed to be a Material Breach by the Client granting the Service Provider the right to terminate this Agreement pursuant to subsection 16.1(a):
- (i) Client is adjudged bankrupt, commits or threatens to commit an act of bankruptcy, makes a general assignment for the benefit of its creditors, becomes insolvent, or otherwise commences action for its winding up, reorganization, liquidation, or dissolution under any applicable law;
 - (ii) Client is in breach of the Confidentiality of Service Provider Data of this Agreement; or
 - (iii) Client fails, without valid cause, to pay any amount owing to the Service Provider under this Agreement following written notice by the Service Provider to that effect under subsection 16.1(a), and failure to make payment before expiration of the Cure Period.
- (d) Upon termination of this Agreement for Material Breach all responsibilities and liabilities of the Parties to each other shall cease on the specified date of termination, except only for damages that may be assessed against the Party in Material Breach.

16.2 Termination without Cause

- (a) The Service Provider may terminate this Agreement without any cause or reason but only by providing the Client with thirty (30) Business Days written notice.
- (b) The Client may terminate this Agreement without any cause or reason but only by providing the Service Provider with thirty (30) Business Days written notice

17.0 INDEMNITIES

17.1 Service Provider Indemnification

- (a) The Service Provider shall indemnify, defend, and hold harmless the Client and its servants, agents, successors, and assigns from any and all losses arising from or in connection with any claims of infringement made against the Client for any patent, copyright, trade-mark, service mark, trade name, or other proprietary rights in regard to Service Provider Software, Service Provider Data, or any other products or materials provided by the Service Provider in the performance of Support Services, or otherwise under this Agreement.
- (b) The Service Provider shall indemnify, defend, and hold harmless the Client, its servants, agents, successors and assigns from and against any and all losses arising from or in connection with claims made by third parties against the Client arising out

of any acts or omissions of the Service Provider in the performance of Support Services or the observance of its obligations under this Agreement.

17.2 Client Indemnification

- (a) The Client shall indemnify, defend, and hold harmless the Service Provider, its servants, agents, successors and assigns from and against any and all losses arising from or in connection claims of infringement made against the Service Provider for any patent, copyright, trade-mark, service mark, trade name, or other proprietary rights in regard to Client Hardware, Client Software, Client Data, or any other products or materials of the Client used in performance of the Support Services, or otherwise under this Agreement.
- (b) The Client shall indemnify, defend, and hold harmless the Service Provider, its servants, agents, successors and assigns from and against any and all losses arising from or in connection with claims made by third parties against the Service Provider arising out of any acts or omissions of the Client in the performance of the Support Services or the observance of its obligations under this Agreement.

17.3 Exclusive Remedy

The indemnities described in this section 17.0 are the exclusive indemnities provided by each Party to the other under this Agreement. The indemnities shall not apply unless the Party against whom the claims are made provides the indemnifying Party with prompt written notice of such claim, grants the indemnifying Party authority to defend or settle the claim and provides all reasonable assistance to the indemnifying Party in defending or settling the claim.

18.0 INSURANCE

18.1 The Service Provider shall obtain and maintain the following insurance coverage during the term of this Agreement, naming the Client as an additional insured, with limits not less than those prescribed:

- (i) Professional liability and cybersecurity insurance with limits of not less than Two Million Canadian Dollars (\$2,000,000.00);
- (ii) Automotive or motor vehicle liability insurance with limits of not less than Two Million Canadian Dollars (\$2,000,000.00); and
- (iii) Comprehensive General Liability Insurance with limits of not less than Five Million Canadian Dollars (\$5,000,000.00).

18.2 The Service Provider shall provide proof of insurance following execution of this Agreement and also at the reasonable request of the Client during the term of the agreement.

19.0 GENERAL

19.1 Notices

All notices to be given under this Agreement shall be in writing and either hand delivered or sent by registered mail to the address and contact official of the other Party set out below. If by registered mail, any such notice shall be deemed to have been received on the fifth (5th) Business Day after mailing, and if hand delivered, on the date of delivery. Notice may also be provided by means of electronic mail and if delivered by electronic mail, it should be deemed received on the first (1st) Business Day the electronic mail arrives in the recipient's electronic mail in-box, provided only that the Party sending the message has not received any automatic reply indicating that the notice has not been delivered to the recipient.

Client address and contact official:

Robin Greenall, rgreenall@westelgin.net, 519.785.0560 ext. 221
22413 Hoskins Line, Rodney, Ontario N0L 2C0

Service Provider address and contact official:

Dan Balint, dan@zouling.ca, 226.688.7839
276 Furnival Road, Rodney, Ontario N0L2C0

Either Party may change its address or contact official by written notice to the other Party given in the manner set out above.

19.2 Force Majeure

Neither Party will be responsible or liable in any way for failure or delay in performing its obligations under this Agreement during any period in which such performance is prevented or hindered by conditions beyond its reasonable control ("force majeure"). During such period each Party's obligations, to the extent that they are affected by the event of force majeure, will be suspended and commensurately extended until such time as performance is no longer prevented or hindered; provided that if such period extends for more than forty (40) Business Days, either Party may thereafter terminate this Agreement without any obligation or liability to the other Party for the same.

19.3 Advertising

Neither Party shall, without the prior express written consent of the other Party in each instance, which consent will not be unreasonably withheld, carry out or arrange for any press release, advertisement or promotion of any kind or nature whatsoever, whether in writing or orally, which involves the use of, or contains any reference to any trade or service mark, trade or service name, or logo of the other Party.

19.4 *Survival*

Those provisions of this Agreement which, by their terms, are intended to survive, or which must survive in order to give effect to continuing obligations of the Parties, shall survive the termination of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

ZOULING TECHNOLOGIES INC.

By:

Name: Daniel Balint

Title: President

MUNICIPALITY OF WEST ELGIN

By:

Name (Print or type):

Title:

SCHEDULE A

Client Hardware and Software

Hardware:

- Windows Desktop Computers
- Windows Notebook Computers
- Windows Tablet Computers
- Apple Tablet Devices
- Android Tablet Devices
- Mobile Phones, all makes and models
- Physical Servers, Windows and Linux
- Virtual Servers, Windows and Linux
- Network Attached Storage Devices
- Network Firewalls
- Network Switches
- Network Wireless Access Points
- Network Modems
- Printers
- Multifunction Printers

Software:

- All Microsoft Supported Operating Systems
- All Microsoft Supported Office Applications
- All Microsoft 365 products
- Burnside Mobile *
- Geocortex Essentials technology for the Esri® ArcGIS platform. *
- 3CXPhone for Windows, iOS and Android
- Adobe Acrobat, all Adobe supported versions.
- ESET Endpoint Security
- ESET Management Agent
- Google Chrome
- Microsoft Edge
- Keystone Complete
- Laserfiche
- Zoom
- FP2 (FirePro)
- Pearl *
- Asyst *

*Malahide Only

SCHEDULE B

Support Services

- IT Help Desk, Phone, Email, Remote and Onsite Support
- Desktop Management and Support
- Server Management and Support
- Data Backup Management and Support
- Network Management and Support
- Cloud Services Management and Support
- Cyber Security Management and Support
- IT Asset Management
- Procurement and Provisioning Services
- An Information Security Policy that covers the following in detail will need to be reviewed or created for the topics that apply or will apply in the future: Information Security Policy, Acceptable Use Policy, Disciplinary Action, Protect Stored Data, Information Classification, Access to the sensitive cardholder data, Physical Security, Protect Data in Transit, Disposal of Stored Data, Security Awareness and Procedures, Network security, System and Password Policy, Anti-virus policy, Patch Management Policy, Remote Access policy, Vulnerability Management Policy, Configuration standards, Change control Process, Audit and Log review, Secure Application development, Penetration testing methodology, Incident Response Plan, Roles and Responsibilities, Third party access to card holder data, User Access Management, Access Control Policy, Wireless Policy.

SCHEDULE C

Support Services Standards

Response Time

Service Provider will respond, either remotely or in-person, within sixty (60) minutes of a request from the Client, including on evenings and weekends. Requests can be raised by phone or by email. This metric will be reported monthly to indicate any missed response times should they occur.

Service Levels

The two levels of service to be provided as identified are described as follows.

“first level”: Standard “IMAC” (install, move, add and change) Services

These types of planned services will be completed by a mutually determined deadline at the time of each request. All processes will be written and maintained by Service Provider and always accessible to the Client. A change control process shall be formally defined and documented as part of reviewing or creating an Information Security Policy.

“second level”: Advanced Network, Product and Service Support

These types of unplanned services will be completed by a mutually determined deadline at the time of each request unless the urgency is high. Example of a high urgency request is something that is affecting staff productivity or in the form of an outage. In high urgency requests, a workaround will be provided as soon as possible if an immediate fix is not available to minimize downtime.

Asset Auditing

Service Provider will perform a physical and virtual audit of hardware and software to gain an understanding of the Client’s I.T. structure and systems. This audit will take place on a regular basis every six (6) months or as agreed upon with the Client.

Patch Management

A Patch Management Policy will be reviewed or created. This will ensure all workstations, servers, software, system components etc. owned by the Client will have up-to-date system security patches installed to protect the asset from known vulnerabilities.

Data Backup and Disaster Recovery

Service Provider will review or create a data backup and disaster recovery plan for the Client. This plan is to include what is backed up, how often it’s backed up, and where it’s backed up. A testing schedule will be agreed upon and followed.

Technical Advice

Service Provider will provide confidential expert advice to senior municipal staff for municipal budget and project-planning purposes. If necessary, research or advice will be acquired by an external subject matter expert with the approval from the Client.

All passwords used by Service Provider will be shared by way of a Password Manager to the Chief Administrative Officer of the Client.

SCHEDULE D COMPENSATION & PAYMENT

Program Costs

Invoices submitted by Service Provider to the Client are due within thirty (30) calendar days of receipt.

Base Monthly Fees

Server Management will fall under the Patch Management Policy that will be reviewed or created. This is monthly maintenance that will be required on each server.

Data Management will fall under the data backup and disaster recovery plan that will be reviewed or created. This may be a daily audit performed depending on the configuration of backups.

This calculation applies to each server either Physical or Virtual.

A Network Attached Storage Device (NAS) will be classified as a server.

A virtual server's host server will not be classified as a server.

The fixed cost will be **\$75.00 per server each month.**

Based on the infrastructure assessment of the Client, the **monthly estimate** for the Client is **\$2400.00.**

This estimate is subject to change with the addition or decommission of a server.

Server Management includes any updates that are Firmware, Driver, Operating System, or Software related. This also covers any 3rd party updates provided by a software vendor. An example would be Accounting Software if stored on a Server.

Data Backup Management is included in the per server price. The Client is responsible for the cost of the Software Solution and storage used for Data Backups.

This fixed fee includes any software used by Service Provider for Remote Monitoring and Management, ticketing (if the Client chooses to use a ticketing system) and one Password Manager license for the Chief Administration Officer of the Client.

Unforeseen problems that arise from any updates performed are expressly excluded from the scope and above estimate of cost. These will be handled at a normal hours time and material cost at the indicated rates below.

Hourly Service Rates

The following rates apply to the following services provided by Service Provider:

Normal Hours

Monday to Friday except holidays. 0800 to 1800.

IT Support Services will be provided at the rate of **\$75.00 per hour**. Time will be billed in 15-minute increments. This includes time spent onsite, remote, phone, or email. Support provided for problems that arise while performing planned maintenance after hours, weekends and holidays will be charged as normal hours.

After Hours

Monday to Friday except Holidays. 1800 to 0800.

Except for planned maintenance, IT Support Services will be provided at the rate of **\$75.00 per hour**. Time will be billed in 60-minute increments. This includes time spent onsite, remote, phone, or email.

Weekends and Holidays

Except for planned maintenance, IT Support Services will be provided at the rate of **\$75.00 per hour**. Time will be billed in 120-minute increments. This includes time spent onsite, remote, phone, or email.

Budgetary Planning of Hourly Service Rates

For budgetary planning, the Client should budget an allowance for this section of program costs an amount of **\$27,300.00**, and will be billed on per used basis only. This calculation is under the assumption of **seven (7) hours** of I.T. Consulting **per week**.

Procurement Markup

The percentage of markup from the cost of I.T. hardware or software purchased through Service Provider will vary from 0% to 12% depending on the item.

Before making any purchases, a quote will be obtained from any previous partner or vendor the Client may have. The best price will always be chosen regardless of the vendor. Service Provider will be considered as a vendor in these instances.

If hardware or software is purchased from a previous partner or vendor, the Client will pay such partner or vendor directly.

Service Partners

Computer & Printer Services

Service Provider will bill time spent by IC Computer & Printer Services at the same rates detailed above. Service Provider will dispatch IC Computer & Printer Services when necessary and will be responsible for their compensation.

CompuVision

CompuVision will be utilized only in planned scenarios. These include advanced project, network, and service support. The Service Provider will obtain and Client will approve the quote from and pay for any services or goods provided by CompuVision.

Other Fees

Travel expenses will be charged at **\$0.53 per kilometer** driven for onsite support. Hourly service rates will not be billed during travel.

SCHEDULE E
Change Order Process

1.0 CHANGE ORDER REQUEST

- 1.1** Either Party may submit a Change Order Request to the other Party at any time in the form appended as Annex 1 to this Schedule E. The Change Order Request shall be signed by the Service Provider or Client contact person, as applicable. The Change Order Request shall contain sufficient information concerning the requested change, including any impact on Support Services, prescribed Support Services standards, and Service Provider compensation, for the recipient Party to undertake an informed assessment and decision in regard to the request.
- 1.2** The Party in receipt of the Change Order Request shall use all reasonable commercial efforts to respond to the Change Order Request within the requested time period. A response shall be in writing and may include a request for additional information, for modifications to the Change Order Request, or the decision to reject or accept the requested change.
- 1.3** An accepted Change Order Request shall act as a direction to the Parties to complete and sign a formal Change Order implementing the Change Order Request.
- 1.4** The Parties shall not implement the proposed change until a Change Order is fully executed. Unless otherwise agreed, neither Party shall be responsible for the costs of the other Party in the preparation or evaluation of a Change Order Request.

2.0 CHANGE ORDER

- 2.1** A Change Order shall not be effective until signed by both Parties. The Change Order shall be in the form set out in Annex 2 to this Schedule E and contain all required technical and financial information for the change including its impact on Support Services, prescribed Support Services standards and Service Provider compensation.
- 2.2** A completed and executed Change Order shall constitute a binding change to this Agreement. Unless otherwise agreed, neither Party shall be responsible for the costs of the other Party in the preparation of a Change Order.
- 2.3** The Service Provider shall maintain a formal record of all Change Orders, numbered sequentially.

ANNEX 1 - CHANGE ORDER REQUEST

CHANGE ORDER REQUEST NUMBER:

To: Service Provider Contact or Client Contact, as applicable

From: Service Provider Contact or Client Contact, as applicable

Date: Date of Change Order Request

Re: Subject Matter of Change Order Request

1.0 DESCRIPTION OF REQUESTED CHANGE

[Include description of Support Services change, reason(s) for the Change Order Request, any changes to Support Services performance requirements, or Service Provider compensation]

Change Request Submitted by:

Service Provider Contact or Client
Contact, as applicable

Date

ANNEX 2 – CHANGE ORDER

Date: _____ **Change Order Number** _____

To Service Provider Contact or Client Contact, as applicable

From: Service Provider Contact or Client Contact, as applicable

Re: Change Order Request Number _____

This Change Order forms part of and is subject to the terms and conditions of the Agreement.

1. Description of Support Services Change

[Describe in detail the new or revised Support Services or other change]

2. Effect on Existing Support Services

[Describe the impact on existing Support Services]

3. Implementation

[Provide details of the implementation of the new or changed Support Services]

4. Compensation Change, if any

[Describe any consequential change in compensation]

5. Additional Information

[Provide any additional information relevant to the change]

Agreed to:

[Insert the complete legal name of the Service Provider]

By:

Name (Print or type):

Title:

[Insert the complete legal name of the Client]

By:

Name (Print or type):

Title:



Staff Report

Report To: Council Meeting
From: Robin Greenall, Chief Administrative Officer
Date: 2025-04-10
Subject: West Elgin Economic Development Committee – 2025 Action Plan

Recommendation:

That West Elgin Council hereby receives the report from Economic Development Committee via Robin Greenall, CAO

And that West Elgin Council approves, in principle, the Economic Development Committee 2025 Action Plan.

And that West Elgin Council considers financial commitments to support the plan as part of their 2025 budget deliberations.

Purpose:

The purpose of this report is to inform Council of the West Elgin Economic Development Committee's proposed action plan for 2025 and seek Council's approval and financial support.

Background:

The West Elgin Economic Development Committee met on Monday March 31, 2025, to develop an action plan of activities that the committee would undertake this year. The committee reviewed Council's 2023 – 2027 Strategic Plan as a guiding document, focusing on the following priorities and objectives:

- **PRIORITY: ECONOMIC DEVELOPMENT**
To improve West Elgin's infrastructure to support long-term growth.
To provide recreation and leisure activities to attract and retain residents.
To ensure a strong economy that supports growth and maintains a lower cost of living

OBJECTIVES

31. Attract more small businesses, retail and industry to West Elgin
- 3.3 Enhance the view of West Elgin as a tourism destination

- **PRIORITY: COMMUNITY ENGAGEMENT**
To enhance communication with residents

OBJECTIVES

4.2 Expand the use through all communications channels

Based on the above priorities and objectives the Committee proposes the following:

West Elgin Economic Development Committee 2025 Action Plan

1. West Elgin Branding Strategy

A municipal brand is more than an image, logo or a tagline. A brand communicates what makes a municipality unique and appealing through a combination of visuals and words. A strong brand can help boost economic development, tourism and a shared sense of community. When appropriately launched, a branding strategy can revive a municipality by attracting people to visit, live, work, and ultimately build pride for those who live there. The Economic Development Committee proposes to undertake the development of a Branding Strategy to support economic growth

2. Policy considerations

The Economic Development Committee would like to research the development of policies and/or programs that may support the economic growth in the commercial sectors of Rodney and West Lorne. Policies and programs to be researched and considered:

- Vacant Commercial Property Tax
- Mixed use Policy in Commercial Zones
- Entrepreneurship programs

The Economic Development Committee would like to research the development of policies and programs that may support residential and industrial growth. Policies proposed to be researched and considered:

- Rural residential development
- Development Fee payment structures

Financial Implications :

Financial resources required to support the Economic Development Committee's action plan is estimated at \$50,000 for the development of a Branding strategy and \$5,000 for community engagement activities associated with policy and programming development. The Economic Development Committee request the West Elgin Council to consider the financial commitment as part of the 2025 Budget deliberations.

Policies / Legislation:

None

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input checked="" type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input checked="" type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Robin Greenall, CAO



West Lorne Heritage Homes Charitable Corporation

154 Munroe St., West Lorne, Ontario N0L 2P0

Tel: 519-768-3474 / e-mail: wlhh.pattyreid@gmail.com

Board of Directors Meeting....Monday, January 27th, 2025 @ 1:00pm

Directors Present: Richard Leatham, Heather Bell, Taraesa Tellier, Norma McPhail,
Marg Varga & Gwen McLain
And Patty Reid – Property Manager

Absent: Cidelia Coelho, Diane Nestor

1. **Approval of Agenda:** Motion: Norma M. Second: Marg V. All in Favour: Carried
2. **Approval of minutes: November 25th, 2024:** Motion: Marg V. Second: Taraesa T. All in Favour: Carried
3. **Declaration of conflict of Interest:** N/A
4. **Correspondence:** CRA acknowledging organization's return period ending March 31, 2024
5. **Business arising from the minutes if not part of regular reports:** N/A
6. **Reports:**
 - Heritage Homes:**
 - BMO – moving out of West Lorne; will have to see if any other banking institutions are planning to come in; all banking is moving to Glencoe's location.
Patty to ask Brook at Caledonia on their banking with the Alterna Savings in Dutton
 - Boiler issues; had to replace 2 different circulating pumps – cost was \$2,480 plus HST.
 - HUB:** -
 - Issues with regulating heating of the front offices and the activity rooms. Heat would be turned down for certain activities in the activity rooms/kitchen since thermostat located in activity room, thus affecting front offices and making them cold. Patty emailed supervisor and manager from Health Centre to not be adjusting heat. Also looking at getting additional heating for front offices.
 - Front entry door was looked at by ProAble. Hopefully will be hearing back soon to get repaired.
 - Heritage Homes Tenants:** - Report from Marg V. that all the tenants are happy. John L. to look at noises coming from attic on south east side affecting about 4 tenants.

- **Financial Report:** October & November 2024 – Motion: Norma M. Second Heather B. All in Favour: Carried.

7. Committee Reports & New Business:

- Heather B. met with Rob Flack in St. Thomas to discuss the Health Centre's needs along with the need for housing for seniors. Mr. Flack is interest in housing and in our project. Very interested in Bill Denning doing fund raising.
- Bill Denning has an upcoming meeting to discuss our needs and about fund-raising for our housing. Bill would also like to know approx. amounts for recognition and what levels for donations.
Board suggestions are; Plaques, room names, etc for \$50,000-\$100,00 and up and large 1mill donation would be name incorporated in building name. Smaller amounts will still be acknowledged with a 'giving tree' with leafs or something similar.
Patty to look at costs of plaques etc. in regards to this.
- Claudio from Devonshire Consulting was looking at requesting funds for the first phase of development – which costs are approx. \$525K – and wanted to know if Heritage Homes would be OK getting one from the community foundations to place a mortgage on the property with the payout of the mortgage to be made from the grant monies from CMHC. The census for the board was if we do not get any monies from CMHC, than we are on the hook for this mortgage and payments. The Board does not agree with doing this. Patty will inform the Consulting firm.

Next Meetings: Monday, March 24th @ 1:00 pm

Adjournment: Motion: Norma M. Second: Heather B.; All in Favour: Carried



FROM THE COUNCIL CHAMBERS

MARCH 25, 2025

COUNCIL MEETING



Strengthening Public Health: Key Updates from SWPH

Southwestern Public Health (SWPH) presented to County Council to lay the groundwork for ongoing collaboration. Dedicated to fostering healthier communities, SWPH pledged to provide updates to the County Council three times a year regarding key public health priorities, achievements, and challenges.

A significant portion of SWPH's work occurs behind the scenes, focusing on outbreak prevention, chronic disease reduction, and enhancing community well-being. Their initiatives help prevent health crises, improve quality of life, and lessen disparities.

During the presentation, SWPH provided community health statistics related to immunizations, infectious diseases, mental health, substance use, maternal and reproductive health, and oral health. These insights are crucial for making informed decisions and creating proactive health strategies. The complete data set is available in the agenda package.

By maintaining ongoing engagement with the County Council, SWPH seeks to strengthen public health initiatives and enhance outcomes for all residents.

\$46K Approved for Sponsorship Funding to Strengthen Community Initiatives & Events

In support of community programs, services, and events, County Council approved \$46,000 in sponsorship funding for 2025. This funding aligns with the County's mission and strategic objectives.

The \$46K allocated via the Elgin County Sponsorship Program for 2025 encompasses the following categories:

a) Community Programs/Services

Funding for programs or services that promote cultural, heritage, education, health, and welfare in the Elgin County community.

b) Fairs, Festivals, or Events

Funding for fairs, festivals, or events that provide significant community benefit.

Twenty-five applications were received and reviewed, with all but one application deemed eligible. A full list of applicants can be found in the agenda package.

This funding initiative helps promote community-driven projects that reflect the County's values and goals.



Draft agreement approved for administrative support for the Elgin OPP Board

County Council has approved a draft Administrative Services Agreement for the County to provide administrative support to the Elgin OPP Detachment Board. The Warden and Chief Administrative Officer were authorized to sign the agreement, which will run from April 1, 2025, to January 31, 2026.

The Detachment Board plays a key role in overseeing the operation of the Elgin OPP detachment, including setting objectives and priorities for the detachment in alignment with the Minister's strategic plan, advising the commander on policing matters, and ensuring policing services meet the needs of local residents.

Under the agreement, the County will provide a range of administrative services, including financial, IT, and general administrative support, on a cost-recovery basis. The draft agreement includes hourly rates for services, insurance requirements, and procedures for handling information requests. Once signed, the agreement will be forwarded to the Elgin OPP Detachment Board Chair for final execution.



Next Council Meeting:



APRIL 8, 2025



9:00 AM

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DECISION

In the matter of an application for a consent pursuant to Section 53 (1) of the Planning Act, R.S.O. 1990, as amended, as it affects the following property:

**LOT 20, CONCESSION 2
MUNICIPALITY OF WEST ELGIN
24915 CRINAN LINE**

The applicant proposes to sever a parcel with a frontage of 74 m, a depth of 65 m, and an area of 0.48 ha to sever a dwelling surplus to a farming operation. The applicant is retaining a lot with an area of 21.78 ha proposed to remain in Agricultural use.

DECISION: The Elgin County Land Division Committee considered all written and oral submissions received on this application, the effect of which helped the committee to make an informed decision.

Severance applications E 15-25 be **approved** subject to the following conditions:

This decision will expire unless a deed is presented for stamping by: **March 26, 2027**.

That the following requirements of the County of Elgin are met, including the following:

1. The County of Elgin should receive a digital copy of the draft and final deposited reference plan.
2. Solicitor Undertaking to provide a copy of the registered deed for the severed parcel once completed be provided to the County of Elgin.
3. That municipal addressing be provided to the County of Elgin by the local Municipality, to the satisfaction of the County.

That the following requirements of the Municipality of West Elgin are met, including the following:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment for the severed and retained parcels and having such rezoning of the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
5. That the severed and retained lands are transferred to the prospective purchaser McCallum Farms and Sales Ltd and 1000101474 Ontario Inc. as outlined in the purchase agreement.
6. That the Applicant have a septic system assessment completed by a qualified individual, on the proposed severed parcel to ensure that the privately owned and operated septic system is functioning in accordance with Municipal protocol, to the satisfaction and clearance of the Municipality.
7. That the Applicant formalize the existing access point or install a new access to the retained farm parcel at the applicant's expense and to the satisfaction of the Municipality;

8. That the Applicant remove any existing buildings that cross proposed lot lines;
9. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
10. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.

DECISION

Application #E 15-25

March 26, 2025

Members concurring in the above ruling by recorded vote:

<u>Member:</u>	<u>YES</u>	<u>NO</u>
John "Ian" Fleck	X	
Tom Marks (Chair)	X	
Bill Ungar	X	
John Seldon	X	
Dave Jenkins	X	
John Andrews	X	
Dugald Aldred		

Where conditions have been imposed and the applicant has not, within a period of two years from the giving of the notice of decision pursuant to subsection (17) of Section 53 of the Act, fulfilled the conditions, the application for consent shall thereupon be deemed to be refused, but where there is an appeal under subsections (19) or (27), the application for consent shall not be deemed to be refused for failure to fulfill the conditions until the expiry of a period of two years from the date of the order of the Local Planning Appeal Tribunal issued in respect of the appeal or from the date of a notice issued by the Tribunal under subsection (29) or (33).

CERTIFICATION

I, Paul Clarke, Secretary-Treasurer of the Land Division Committee of Elgin, certify that the above is a true copy of the decision of the Land Division Committee with respect to the application recorded herein.

Dated this 26th day of March 2025.



Paul Clarke
Secretary-Treasurer
Land Division Committee

CORPORATION OF THE COUNTY OF ELGIN

NOTICE OF DECISION

APPLICATION NO. E 15-25

LOT 20, CONCESSION 2 MUNICIPALITY OF WEST ELGIN 24915 CRINAN LINE

ATTACHED is a certified copy of the decision of the Land Division Committee of the County of Elgin in the matter of an Application **E 15-25** for a consent pursuant to Section 53 (17) of the Planning Act, R.S.O. 1990, as amended.

You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse provisional consent or make a written request to be notified of changes to the conditions of the provisional consent.

The Minister, the Applicant, the approval authority and specified persons or public bodies may appeal the decision and/or any condition(s) imposed by the Committee to the Ontario Land Tribunal (OLT) by filing with the OLT no later than the **APRIL 14, 2025 at 4:30PM**. The Notice of Appeal must be filed with the approval authority, must set out the reasons for the appeal, and, must be accompanied by the fees required by the Tribunal and the County.

HOW TO FILE AN APPEAL: Appeals are submitted to the Secretary-Treasurer via the Ontario Land Tribunal's (OLT) online e-file service.

1. Navigate to the OLT's e-file service at <https://olt.gov.on.ca/e-file-service/>.
2. On the e-file service, sign into your *My Ontario Account* (first time users will need to register for a *My Ontario Account*).
3. Submit the appeal via the e-file service and ensure that you select the correct approval authority, which in this case is listed as "*Elgin (County) – Director of Planning*".
4. Pay the fee required by the OLT. The fee schedule and methods of payment can be found on the OLT website at <https://olt.gov.on.ca/fee-chart/>.
5. Pay the fee of required by the County, as outlined in the County's User Fees and Charges By-Law, as amended.
 - OLT payment options and instructions are available online. NB: Cheques must be made out to the 'Minister of Finance'.
 - County payments can be made via electronic (in person only) or standard (cheque, money order) means. NB: Cheques and Money Order must be made out to: "Treasurer, County of Elgin":
6. Anyone filing an appeal that does not use the OLT's e-file portal may submit the required material directly to the Secretary-Treasurer at the address listed above. Please note that an additional administrative fee will apply. Forms can be downloaded from the OLT website above or are available for pick-up at the County Municipal Offices, 450 Sunset Drive, St. Thomas, and can be submitted to landdivision@elgin.ca

WHO CAN FILE AN APPEAL: Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

ADDITIONAL INFORMATION regarding this application for consent is available for inspection daily, Monday to Friday, between 8:30 A.M. and 4:30 P.M., at the County Municipal Offices, 450 Sunset Drive, St. Thomas.

Dated at the Municipality of Central Elgin this 26th day of March
2025.



Paul Clarke
Secretary-Treasurer
Land Division Committee

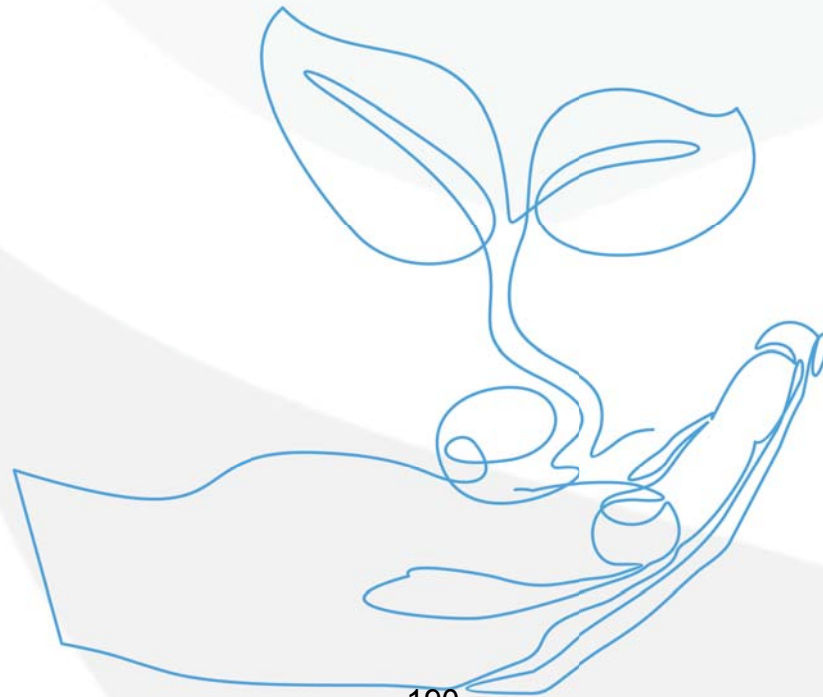
c.c.
Municipality of West Elgin: Robin Greenall, rgreenall@westelgin.net; Robert Brown,
planning@westelgin.net

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



Thames Valley
District School Board

Accommodation Plan



Accommodation Plan

What is it?

A system-wide snapshot of student accommodation.

What is the purpose?

Exploring the essential questions: what are the needs of TVDSB, for what objectives, in which locations and in what time frame?

How is it created?

TVDSB is divided into planning areas. Each area undergoes an extensive analysis to provide summaries for a 5 year period.

Why is it necessary?

- Thames Valley's student population is growing overall and has created significant immediate and short-term needs that must be addressed.
- Growth, demographic shifts and residential development have resulted in system-wide imbalances between available space, student enrolment and projected needs.
- Reflects a comprehensive, Board-wide view.
- The Ministry of Education requires that boards maintain a long-term accommodation plan to meet the future needs of students.

What are the outcomes of the Accommodation Plan?

The Accommodation Plan is a tool used to determine growth across our regions. It provides a system-wide snapshot of accommodation needs across Thames Valley. This information allows TVDSB to set priorities for business cases. It also highlights areas where further analysis and action are necessary.

Overview

Thames Valley District School Board has been experiencing significant growth. Increases in population due to immigration and migration have occurred board wide.

In the last census, regions within TVDSB ranked 4th highest in Canada for growth. This growth has led to increasing pressures on schools in those regions. For regions not experiencing that growth, schools are underutilized.

The goal of accommodation planning is to balance enrolment across the valley.

At this time, our tools for relieving enrolment pressure include:

- Attendance area reviews;
- Holding zones;
- Enrolment caps;
- Grade structure reviews;
- Program delivery and location reviews; and,
- Portables.

Pupil accommodation reviews (PARS) that would facilitate school consolidations and/or closures are not currently allowed.

As there are limited planning tools available, the priority is on managing enrolment pressure and balancing utilization where possible.

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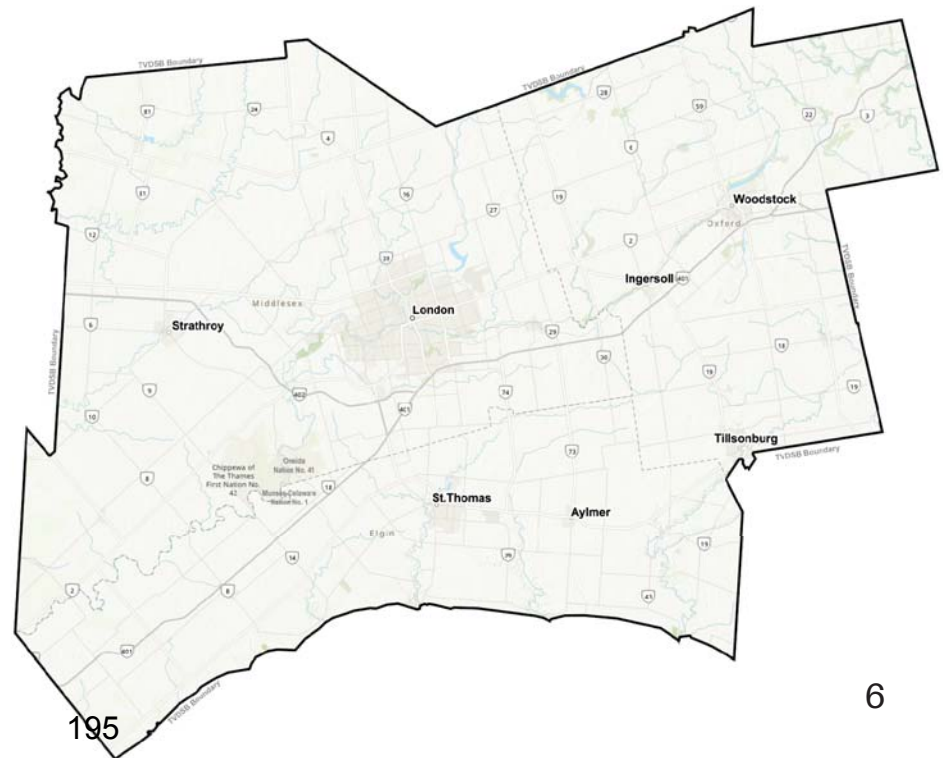


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Welcome

Section 1 of the Accommodation Plan is introductory and provides an overview of the guiding principles, the approaches used throughout the document and offers a summary of future accommodation actions.

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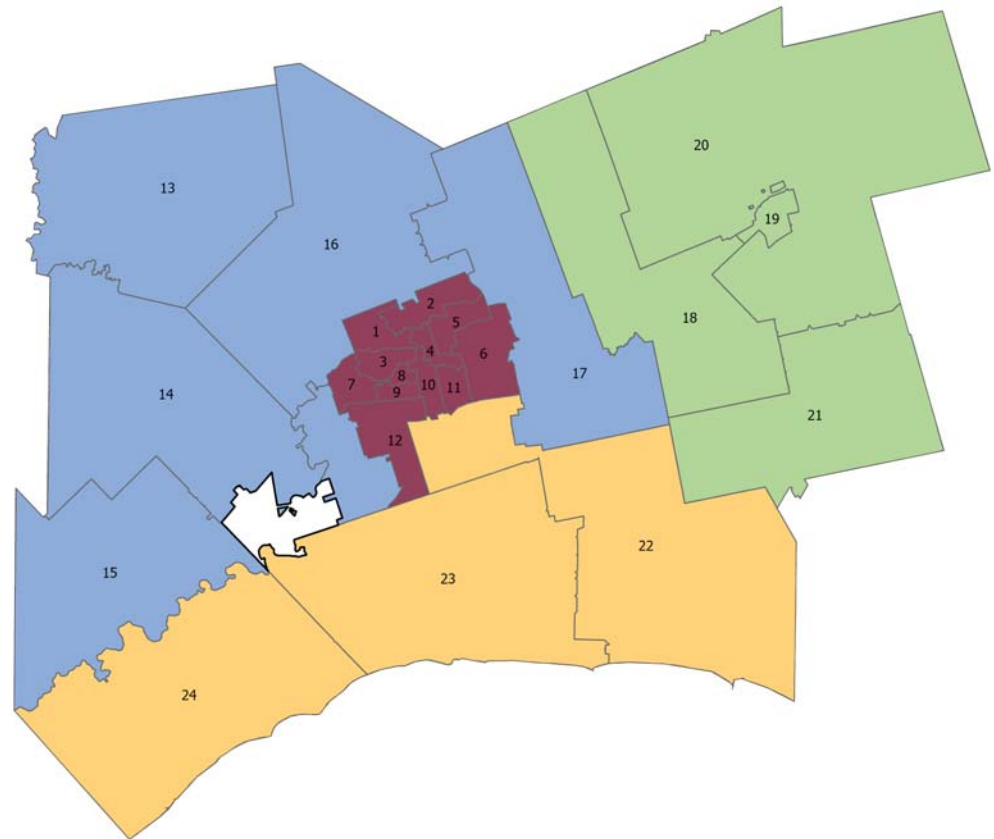


Data Source: Statistics Canada, Ontario Road Network, National Hydro Network, Thames Valley District School Board, Esri, HERE, Garmin, INCREMENT P, © OpenStreetMap contributors, and the GIS user

The District

Thames Valley District School Board includes the cities of London and St. Thomas as well as the counties of Elgin, Middlesex, and Oxford. We are also proud to partner with the Chippewas of the Thames First Nation, Munsee-Delaware Nation, and the Oneida Nation of the Thames on Education Services Agreements.

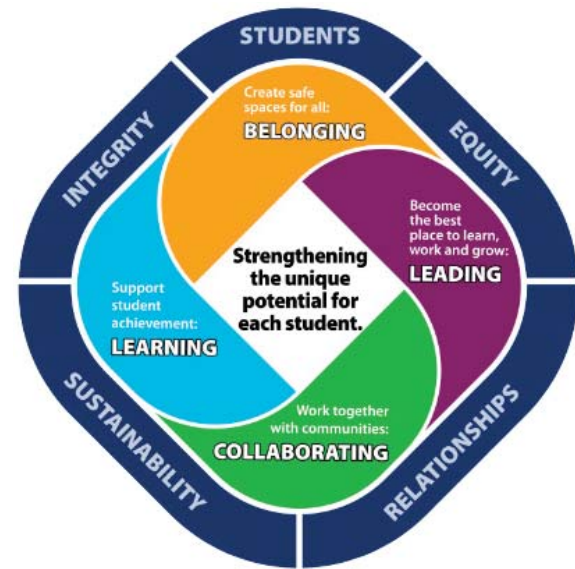
Within this Accommodation Plan, Thames Valley is organized and colour coded by region. Each region has further been divided into Planning Areas. Planning Areas were developed based on a review of demographic profiles, historic trends and future accommodation options.



- | | |
|--|----------------------------------|
| PA01: Northwest London | PA13: North Middlesex |
| PA02: North Central / Northeast London | PA14: West Middlesex |
| PA03: West London | PA15: Southwest Middlesex |
| PA04: Downtown / Central London | PA16: Central Middlesex |
| PA05: East London | PA17: East Middlesex |
| PA06: Southeast London | PA18: West Oxford |
| PA07: Byron (London) | PA19: Woodstock |
| PA08: West Central London | PA20: North / East Oxford |
| PA09: South Central London | PA21: South Oxford |
| PA10: South London | PA22: East Elgin / South London |
| PA11: East Central London | PA23: St. Thomas / Central Elgin |
| PA12: Southwest London | PA24: West Elgin |

Strategic Directions

TVDSB is southwestern Ontario's largest public school board, providing public education to over 84,000 students across an area of over 7,000 sq.km.



2024 - 2028 Strategic Directions

Support Student Achievement: LEARNING

We value students' individual educational paths and provide the tools and resources necessary for student achievement including students with special education needs.

Create Safe Spaces for All: BELONGING

To support student achievement, our schools and workplaces must be safe spaces for all.

Become the Best Place to Learn, Work, and Grow: LEADING

Our goal is to become Ontario's leader in education by fostering a culture of innovation and excellence.

Work Together with Communities: COLLABORATING

To inform our decision-making, we will build positive, trusting relationships across our district by increasing community engagement that is accessible, accountable, and transparent.

Our Vision
Each student's unique potential is strengthened.

Our Mission
Across the TVDSB, we collaborate and innovate to promote student achievement and well-being for students in a changing world.

Our Values
Students - Equity - Relationships
Sustainability - Integrity

Guiding Principles

The Accommodation Plan reflects a number of key commitments to our students and families, our communities and our partners in public education. Strategies for action will:

Put Students First

Provide students with accommodations that support student achievement, safety and well-being, while practicing stewardship of public resources.

Demonstrate Responsibility

Ensure strategies are in alignment with Provincial legislation, Ministry requirements, local plans and strategies, and the Thames Valley District School Board's strategic priorities and policies.

Establish Intention

Enhance accommodation planning strategies and action plans progressively with feedback, consultation, and meaningful engagement.

Communicate Openly

Enhance accommodation planning strategies and action plans progressively with feedback, consultation and meaningful engagement.

Embrace Community

Cultivate partnerships, grow relationships and pursue collaboration opportunities that support Thames Valley District School Board communities.

Monitor Change and Outcomes

Continue to monitor the changing needs of Thames Valley District School Board's partners and communities to ensure accommodation plans, strategies, and priorities are dynamic and adaptive.

Section 1 - Welcome

Guided by the mission and vision of Thames Valley, the Board's Strategic Directions, and the Guiding Principles of this document, the Accommodation Plan provides a system-wide summary and analysis of accommodation-related opportunities and challenges across the district.

The Accommodation Plan and the strategy categories consider direction and feedback that has been offered by the Ministry of Education regarding capital planning, including:

- Optimizing the use of existing facility capacity when and wherever possible;
- Managing enrolment through attendance area reviews and grade reconfigurations; and,
- Changing program offerings and sites.

Capital Priorities and Accommodation Actions within the Accommodation Plan are:

- Data-driven based on dynamic analysis of key indicators across place and time; and
- Informed by active listening to ideas and strategies shared by the:
 - Ministry, municipal partners, the Board of Trustees, Administration, and school communities.





Methods and Assumptions

Enrolment Projections

Every year, staff estimate how many students each Thames Valley school will have in the future. These estimations are called enrolment projections.

Staff consider many factors when calculating enrolment projections, including:

- Past population and housing trends
- Demographic trends (ie. births and age structure)
- The type and location of residential building permits issued in the past decade
- Residential growth forecasts by planning area based on municipal data
- Proportion of school-aged children who are Thames Valley students
- Local knowledge gained through discussions with municipal partners

There are two components to enrolment projections: (1) **Existing Community**, and (2) **Growth**. Calculations also differ for elementary and secondary school communities.

	EXISTING COMMUNITY	+	GROWTH
Elementary	Actual Enrolment Year to Year Retention Rates		Live Birth Data Junior Kindergarten Registrations Residential Development Pupil Yields from New Development Migration and Immigration
Secondary	Actual Enrolment Year to Year Retention Rates Progression from Elementary to Secondary 201		Residential Development Pupil Yields from New Development Migration and Immigration

Enrolment projections also consider events and trends that may effect enrolment, such as:

- School boundary changes resulting from Attendance Area Reviews
- More people moving to Thames Valley from other parts of Ontario. This increased during the COVID-19 pandemic
- Numbers of international and newcomer students
- Changes in residential growth and development

Other considerations

Students from areas with new residential growth are assigned a designated holding school. However, the number of new dwelling units remains in the Planning Area of origin.

Enrolment projections are expressed as October 31 total pupil body counts. Other numbers such as full-time equivalency (FTE) and average daily enrolment (ADE) are calculated separately.

Projections included within this report are intended for accommodation planning only and are not to be used for staffing or budget purposes.



Methods and Assumptions

On-the-Ground (OTG) capacity

On-the-Ground (OTG) capacity is a measure of the number of pupils a school can accommodate. Each type of room in a school has a different pupil capacity. These categories and their capacities are set by the Ministry of Education.

	Space Type	Pupil Capacity
Loaded Spaces	Elementary Regular Classroom	23
	Kindergarten Classroom	26
	Secondary Regular Classroom	21
	Secondary Broad-Based Technology	21
	Elementary Special Education Classroom	9
	Secondary Special Education Classroom	9
	Loaded Resource Room (>400 sq. ft.)	12
Unloaded Spaces	Unloaded Resource Room (<400 sq. ft.)	0
	Library Resource Centre / Library Learning Commons	0
	General Purpose Room	0
	General Arts Room	23

The OTG capacity data in this document includes projects/additions/renovations effective for the 24/25 school year. It also includes approved and/or under construction projects to be completed prior to the 27/28 school year.

Utilization Rate

The utilization rate of a school is calculated by dividing the number of pupils enrolled by the OTG capacity, expressed as a percentage. For example, a school with 500 pupils and an OTG capacity of 400 pupils would have a utilization rate of 125%. Utilization rates for the 24/25 school year can be found in the appendix of this document.



Summary

Capital Priorities

Each year, the Ministry of Education accepts business cases from school boards through the Capital Priorities Program. These business cases can be for new schools, additions, or other facility improvements. The Ministry of Education evaluates the business cases and decides which will receive funding. In the coming years, TVDSB will submit many business cases in response to growth across the district.

Attendance Area Reviews

Attendance Area Reviews involve shifting school attendance boundaries to better use space within existing schools. These reviews are the main tool used by the Board to improve student accommodation. Communities change over time and enrolment growth rarely happens evenly within communities. By adapting to changing populations, the board can respond to changing accommodation needs. The Ministry is also more likely to consider business cases from school boards using existing space efficiently.



Timelines

The following tables summarize planned Capital Priorities and Attendance Area Reviews. Submission years for Capital Priorities are approximate because they follow Ministry of Education timelines.

There is a table for each region (London, Middlesex, Oxford, and Elgin/St. Thomas). Each table is further divided into the region's Planning Areas. For more information about projects listed in the tables, refer to the Planning Area information pages in Section 3 -

Capital Priorities and Attendance Area Reviews - London

Planning Area	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029 & Beyond
01: Northwest London					
02: North Central / Northeast London	CP: New North-Central London elementary school (approved)	CP: New North London secondary school			CP: Addition at Cedar Hollow PS
03: West London					CP: New West London elementary school
04: Downtown / Central London					
05: East London	AAR: East-Central London			CP: New East London elementary school (Fanshawe)	
06: Southeast London	AAR: Southeast London			CP: New East London elementary school (former Psychiatric Hospital lands)	
07: Byron (London)					
08: West Central London					
09: South Central London					
10: South London					
11: East Central London					
12: Southwest London	CP: New Southwest London elementary school (approved)	AAR: Attendance Area for New Southwest London elementary school			CP: New Southwest London elementary school

CP: Capital Priority

AAR: Attendance Area Review

Capital Priorities and Attendance Area Reviews - Middlesex County

Planning Area	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029 & Beyond
13: North Middlesex					
14: West Middlesex	AAR: Strathroy-Caradoc	CP: Addition at Caradoc PS			CP: New Strathroy elementary school (North Meadows Subdivision)
15: Southwest Middlesex					
16: Central Middlesex		CP: Addition at Parkview PS			
17: East Middlesex	CP: Addition at West Nissouri PS	CP: Addition at West Nissouri PS			

CP: Capital Priority
 AAR: Attendance Area Review



Capital Priorities and Attendance Area Reviews - Oxford County

Planning Area	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029 & Beyond
18: West Oxford	CP: New Ingersoll elementary school CP: New Thamesford elementary school (approved)	CP: New Ingersoll elementary school			
19: Woodstock		AAR: Oxford Secondary		CP: Addition at Springbank PS	CP: New Northeast Woodstock elementary school
20: North/East Oxford	AAR: East Oxford			CP: Addition at Tavistock PS	CP: Addition at Innerkip PS
21: South Oxford	AAR: Oxford South		CP: Addition at South Ridge PS		

Capital Priorities and Attendance Area Reviews - Elgin County and St. Thomas

Planning Area	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029 & Beyond
22: East Elgin					
23: St. Thomas/ Central Elgin		CP: Arthur Voaden SS replacement school AAR: St. Thomas Secondary CP: New Talbotville/St. Thomas elementary school			
24: West Elgin		CP: Addition at Dunwich-Dutton PS			

CP: Capital Priority

AAR: Attendance Area Review

Reflect

Section 2 reflects on accommodation and capital planning at Thames Valley. It also discusses factors contributing to change across the district.

Section 2 has three main parts:

1. Summaries of population and housing development trends across Thames Valley
2. An overview of current school facilities and enrolment
3. An outline of recent accommodation and capital planning milestones

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Drivers of Change Across Thames Valley

This section includes population and development data for several areas in the district. TVDSB is currently working to improve accessibility of tracked development and data received from local municipalities. As a result, some communities have more detailed information displayed in this report. Statistics for larger municipalities driving student enrolment are provided for reference.

Oxford County Census Areas (CAs)

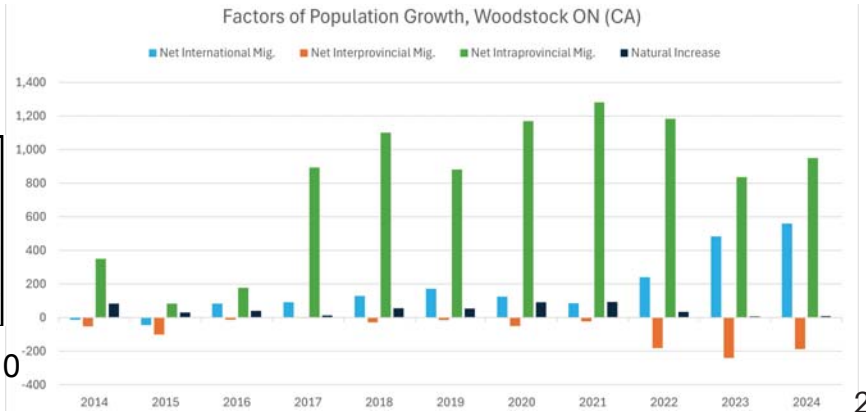
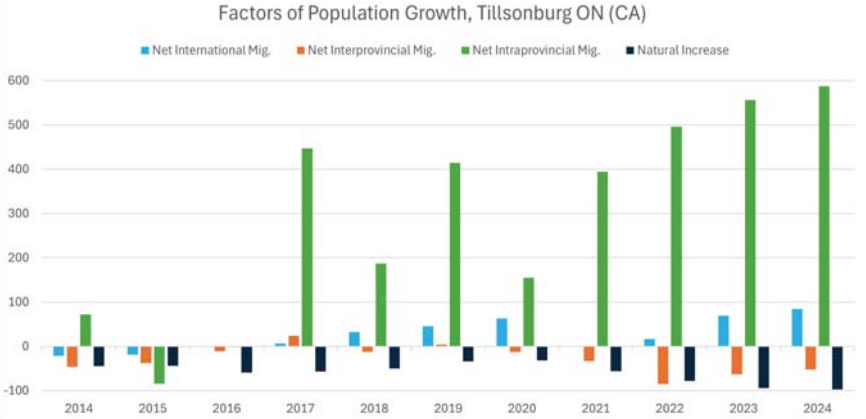
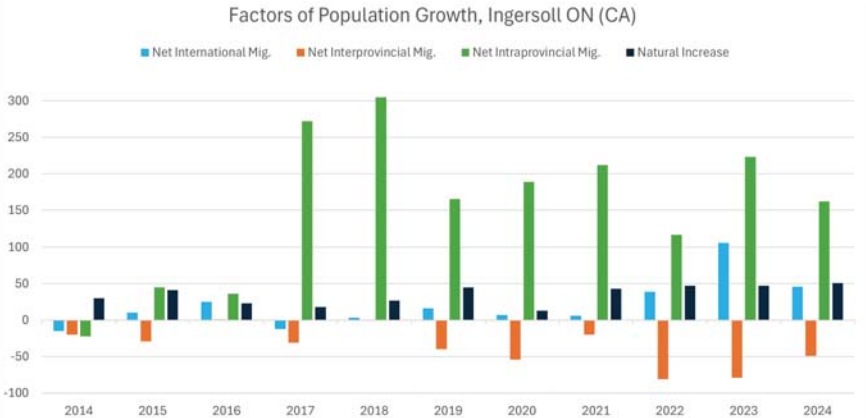
Thames Valley includes the following CAs in Oxford County:

- Ingersoll
- Tillsonburg
- Woodstock

Key Findings

- Most population growth in the CAs came from net intraprovincial migration. This is the difference between people moving to and from the region from other parts of Ontario.
- Net international migration (immigration from outside of Canada) is highest in the Woodstock CA. It has remained consistent since 2016/17.

	Net International Migration	Net Interprovincial Migration	Net Intraprovincial Migration	Natural Increase	Total
Ingersoll (CA)	46	-49	162	51	210
Tillsonburg (CA)	84	-52	587	-97	522
Woodstock (CA)	560	-187	951	10	1,334
Total	690	-288	1,700	-36	2,066



Source: Statistics Canada (2024). Annual demographic estimates, census metropolitan areas and census agglomerations: Interactive dashboard

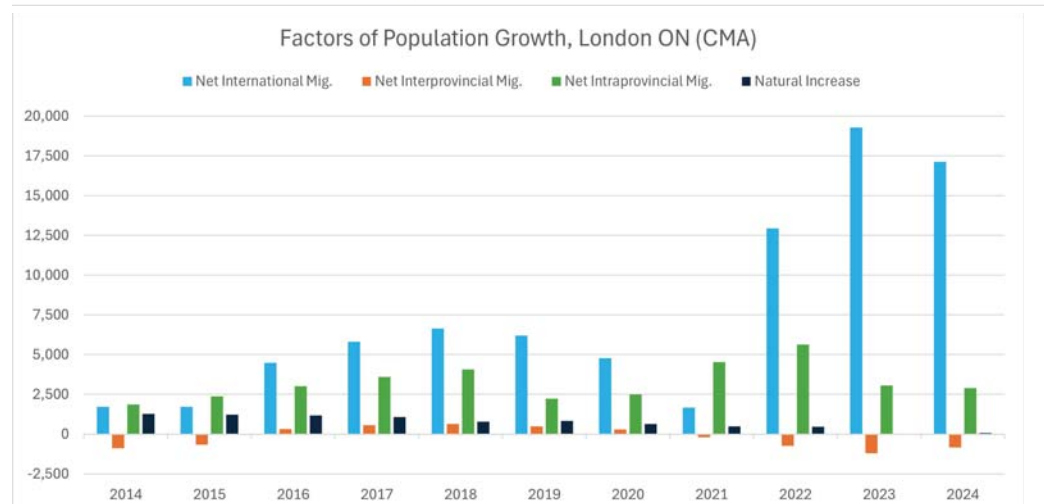
London Census Metropolitan Area (CMA)

Data from the 2021 Census by Statistics Canada provided the basis for the population and demographic profile of the Accommodation Plan. The London CMA includes the City of London, the City of St. Thomas, and areas within Middlesex and Elgin Counties. London is the largest settlement area in Thames Valley.

For more specific information regarding residential growth, refer to data provided by the City of London on page 27.

Key Findings

- The London CMA recorded a growth rate of 0.9% in 2021. The London CMA has also experienced a 10% growth rate over the last Census period (2016-2021), the highest in Ontario.
- Arrival of permanent and temporary immigrants has contributed significantly to population growth since 15/16.
- As of July 1, 2021 in the London CMA: 15.7% of the population is aged 0-14, 66.2% is aged 15-64 years, and 18.1% is 65 years and older.



Sources
 Statistics Canada (2024). Population Estimates as of July 1, 2022- London (Ont.) CMA. Interactive Dashboard.
 Statistics Canada (2024). Canada's Population Estimates: Subprovincial areas.
 Statistics Canada (2024). Table 17 10 -01: Distribution of Population by Age Group and CMA.

Growth Across Thames Valley

The district is comprised of two single-tier municipalities (London, St. Thomas), three upper-tier counties (Elgin, Middlesex and Oxford) and twenty three local municipalities.

Population growth is concentrated in urban areas, although it occurs at different rates across the district.

Elgin County (Excludes City of St. Thomas)

- 2021 Census Population: 94,752 (increase of 6.5% from 2016)
- 2021 Census Households: 37,278 (increase of 6.5% from 2016)

Oxford County

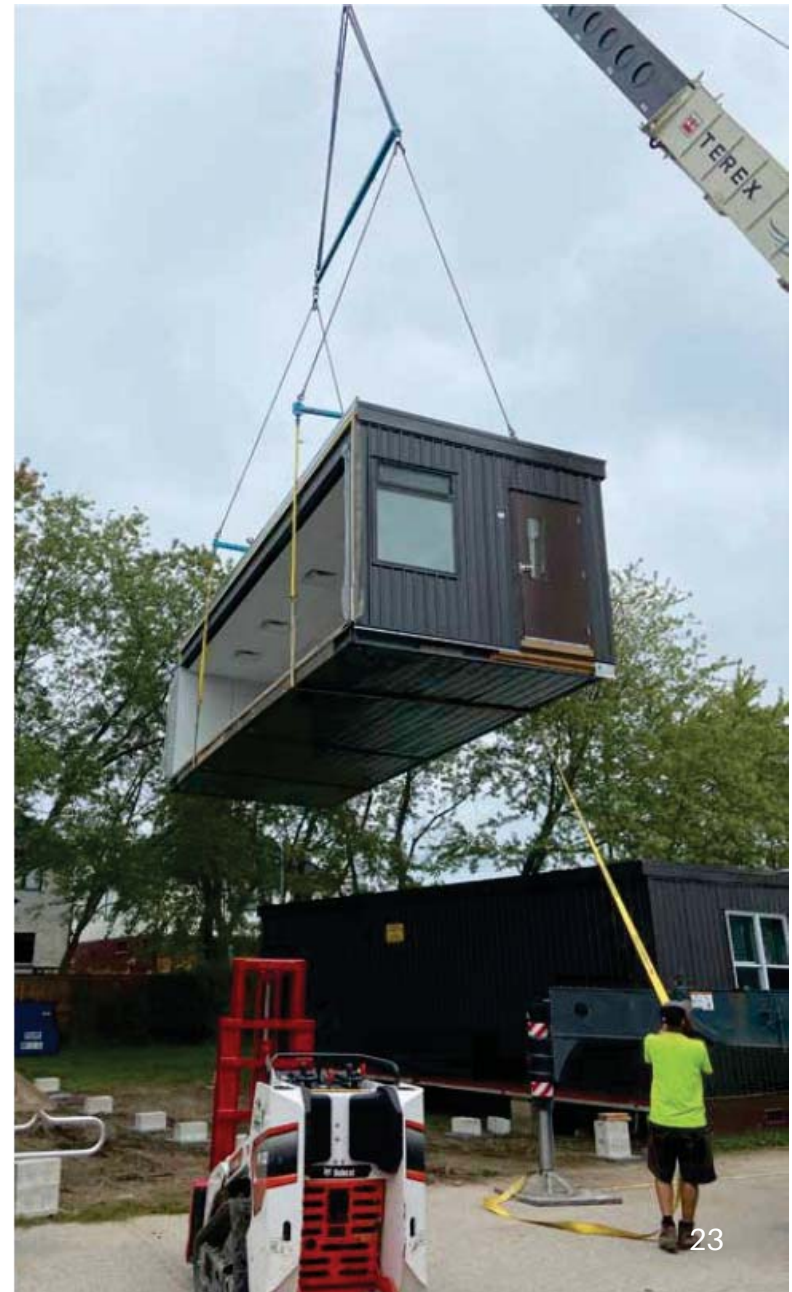
- 2021 Census Population: 121,781 (increase of 9.9% from 2016)
- 2021 Census Households: 47,876 (increase of 8.2% from 2016)

Middlesex County

- 2021 Census Population: 500,563 (increase of 9.9% from 2016)
- 2021 Census Households: 204,157 (increase of 7.4% from 2016)

Key Findings

- Household growth is no longer outpacing population growth
- Decline in the number of people per unit



Growth Across Thames Valley

TVDSB's municipal partners regularly release information related to local planning, population, and housing development growth. Click on the following links or type them into a web browser to find detailed information about the communities that Thames Valley serves.

City of London

- [Growth Management Implementation Strategy](https://getinvolved.london.ca/gmis): <https://getinvolved.london.ca/gmis>
- [Population, Housing & Employment Growth Projection Study, 2021-2051](https://tinyurl.com/hujp3efr): <https://tinyurl.com/hujp3efr>
- [The London Plan - City of London's Official Plan](https://tinyurl.com/mtce739x): <https://tinyurl.com/mtce739x>
- [Housing development mapping, City of London](https://tinyurl.com/5fzbva2z): <https://tinyurl.com/5fzbva2z>

Middlesex County

- [List of municipalities & their websites](https://www.middlesex.ca/municipalities): <https://www.middlesex.ca/municipalities>
- [County of Middlesex Official Plan](https://tinyurl.com/5n6jetnv): <https://tinyurl.com/5n6jetnv>
- [2024 Development Charges Background Study](https://tinyurl.com/mw7wnj3w): <https://tinyurl.com/mw7wnj3w>

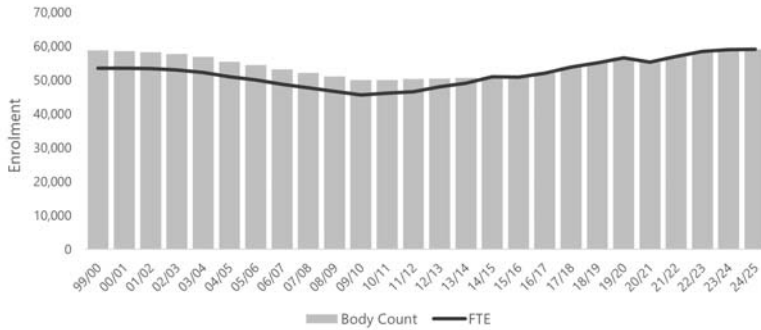
Oxford County

- [List of municipalities & their websites](https://www.oxfordcounty.ca/en/your-government/county-profile.aspx): <https://www.oxfordcounty.ca/en/your-government/county-profile.aspx>
- [Oxford County Official Plan](https://www.oxfordcounty.ca/en/services-for-you/official-plan.aspx): <https://www.oxfordcounty.ca/en/services-for-you/official-plan.aspx>
- [Housing development mapping by municipality](https://www.oxfordcounty.ca/en/services-for-you/mapping.aspx): <https://www.oxfordcounty.ca/en/services-for-you/mapping.aspx>
- [2024 Development Charge Background Study](https://speakup.oxfordcounty.ca/2024-dc-background-study): <https://speakup.oxfordcounty.ca/2024-dc-background-study>

Elgin County & St. Thomas

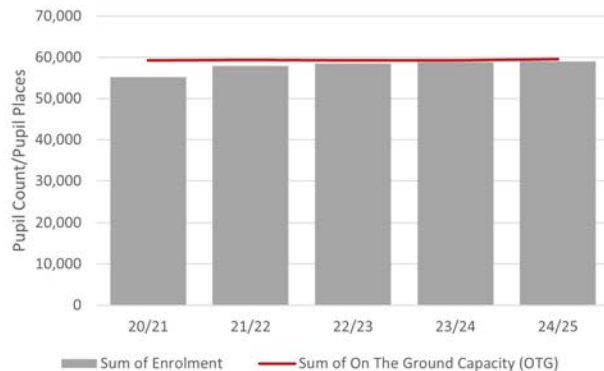
- [List of municipalities & their websites](https://geohub.elgin.ca/pages/municipal-websites): <https://geohub.elgin.ca/pages/municipal-websites>
- [Elgin County Official Plan](https://tinyurl.com/bdh6hfau): <https://tinyurl.com/bdh6hfau>
- [Map of Active Housing Development in St. Thomas](https://tinyurl.com/3pehxytd): <https://tinyurl.com/3pehxytd>
- [Map of Active Housing Development in Elgin County](https://tinyurl.com/9k53wh87): <https://tinyurl.com/9k53wh87>
- [Growth Analysis Study, City of St. Thomas](https://tinyurl.com/2ma5mhwn): <https://tinyurl.com/2ma5mhwn>

Historic System Elementary Enrolment 1999/2000 to 2024/2025

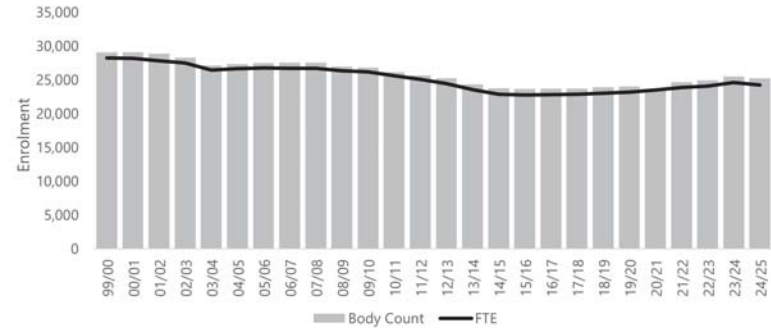


System Elementary Enrolment and Facility Utilization 17/18 to 24/25

- Prior to 20/21, enrolment had been growing steadily since 09/10.
- Significant enrolment growth occurred between 16/17 and 17/18 with a year over year increase of 3.43%.
- This enrolment growth occurred due to factors such as: immigration, migration, economic stability and relative cost of living across the district
- As a result of the COVID-19 pandemic, elementary enrolment decreased by 2.4% in 20/21. This was due to lower kindergarten enrolment, students demitting to home-school, and a reduction in international students due to travel restrictions.
- Enrolment growth prior to 24/25 reduced the number of empty pupil places in some elementary school facilities while creating space pressures in others.

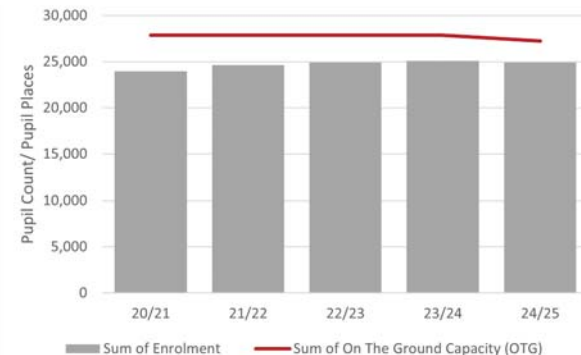


Historic System Secondary Enrolment 1999/2000 to 2024/2025



System Secondary Enrolment and Facility Utilization 17/18 to 24/25

- Enrolment has been steadily growing since 15/16 after a period of slight decline
- Enrolment has grown approximately 3% since 15/16
- The COVID-19 Pandemic did not significantly impact secondary panel enrolment in 20/21
- Stable enrolment over this period can be attributed to factors such as: immigration, migration, economic stability and relative cost of living particularly within urban centres across the district



School Facilities

Facility Inventory

TVDSB offers elementary and secondary day school programming in 158 school facilities. Additional sites offer alternative and adult education, recreational programming, and administration.

This Plan focuses on accommodation planning at elementary and secondary day schools.

Region	Elementary Panel	Secondary Panel
London	66	12
Middlesex	20	5
Oxford	25	5
Elgin + St. Thomas	20	5

Reflective of the 2024/25 school year.



Elementary Panel (24/25)

English Track (ET) Grade JK-8	111
French Immersion Track (FI) Grade SK-8	10
English Track Grade JK-3	2
English Track Grade 4-8	3
English Track Grade JK-6	3
Dual Track - FI and ET FI Grade 1-8 / ET Grade JK-8	2
Total Elementary Schools	131

Secondary Panel (24/25)

English Track (ET) Grade 9-12	16
Dual Track - FI and ET Grade 9-12	5
ET and Technology Emphasis Grade 9-12	6
Total Secondary Schools	27

Elementary Panel Changes

Northwest Public School (new) in northwest London will open in September 2025

White Pine Public School (new) in southwest London will open in September 2025

Turtle Island Public School (new) in north Woodstock will open in Winter 2026

Secondary Panel Changes

Attendance area changes for the London Secondary Panel Attendance Area Review will begin to take effect in September 2025

Overview of 24/25 Capital Priorities Program Funding Submissions

In July 2024, the Ministry of Education announced that school boards were able to submit funding requests for new capital for consideration by the Ministry in September.

Thames Valley submitted 5 business cases requesting four new schools and a building addition.

We are pleased to report that three of the five submitted cases were approved in January of 2025: Southwest London, Thamesford, and North Central London.

Requested New School Facilities

Southwest London Elementary School (K-8) **(Approved)**

Category: Accommodation Pressure
Proposal: 934 pupil place elementary school
with 88 child care spaces

Thamesford Elementary School (K-4) **(Approved)**

Category: Accommodation Pressure
Proposal: 479 pupil place elementary school
with 88 child care spaces

Ingersoll Elementary School (K-8)

Category: Accommodation Pressure
Proposal: 430 pupil place elementary school
with 88 child care spaces

North Central London Elementary School (K-8) **(Approved)**

Category: Accommodation Pressure
Proposal: 514 pupil place elementary school
with 88 child care spaces

Requested Addition at Existing School Facility

Addition at West Nissouri PS

Category: Accommodation Pressure
Proposal:

- 207 new pupil places
- New OTG capacity of 599



Capital Projects Related to Accommodation Planning at Thames Valley

Previously Approved Major Capital Projects

New Belmont Elementary School
(opening in 2026-2027 school year)

White Pine Public School, London
(opening in September 2025)

New South East London Elementary School
(opening in 2026-2027 school year)

Turtle Island Public School, Woodstock
(opening in Winter 2026)

New Lucan Elementary School
(opening in 2026-2027 school year)

New West London Elementary School
(opening in 2026-2027 school year)

Northwest Public School, London
(opening in September 2025)



Share

Section 3 explores each of the twenty-four (24) Planning Areas across the district. It summarizes strategies for action at both the individual school level and by Planning Area.

Each Planning Area is made up of a several historically smaller study areas. Accommodation strategies for each Planning Area combine data from elementary and secondary panels. Accommodation strategies are presented at the school level, where applicable, and for the Planning Area as a whole.

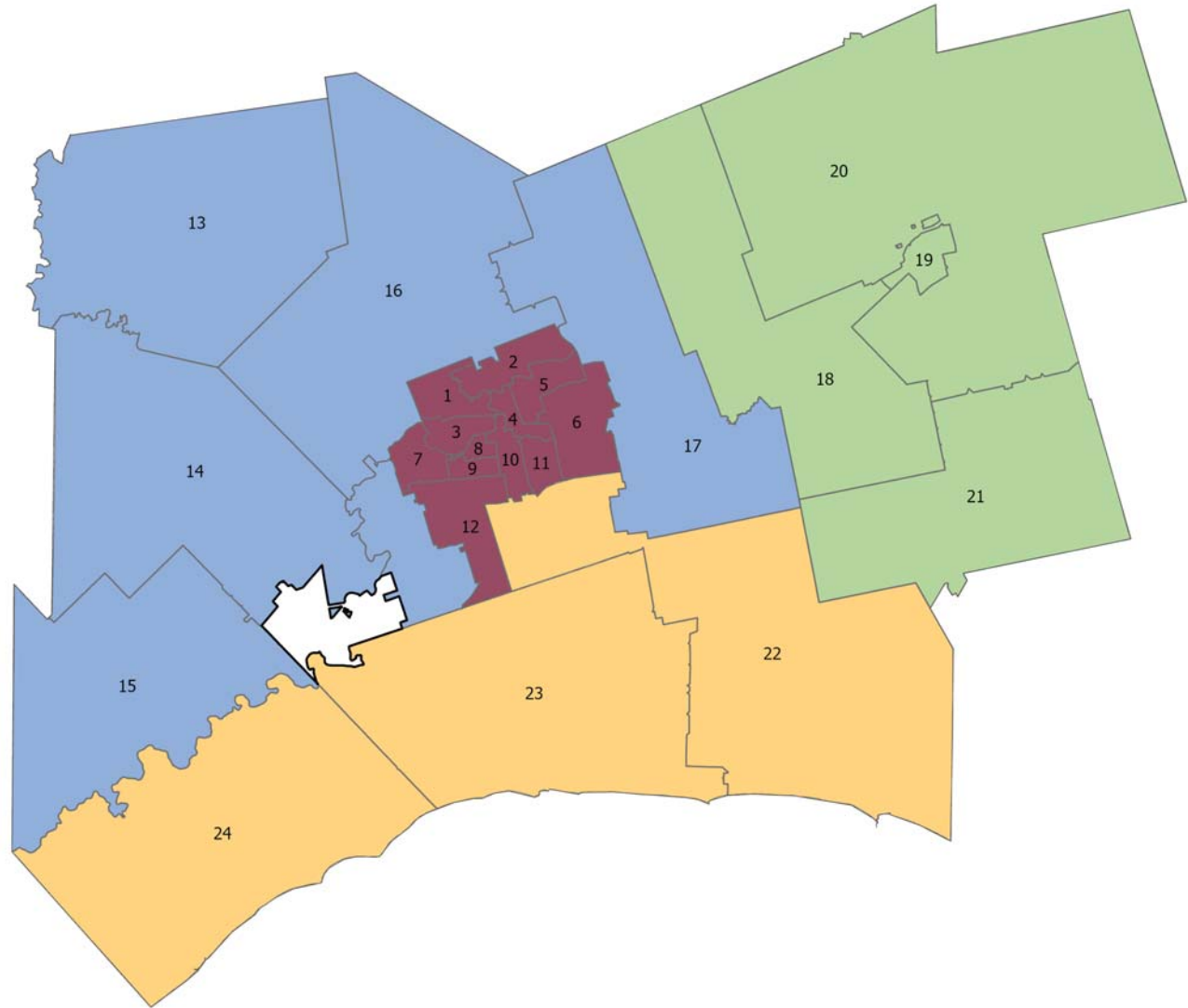
This section also includes an overview of French Immersion attendance areas, interim accommodations measures, and the 24/25 opportunities for facility partnerships.

Section 3 - Share29

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Key Map of Planning Areas

- PA01: Northwest London
- PA02: North Central / Northeast London
- PA03: West London
- PA04: Downtown / Central London
- PA05: East London
- PA06: Southeast London
- PA07: Byron (London)
- PA08: West Central London
- PA09: South Central London
- PA10: South London
- PA11: East Central London
- PA12: Southwest London
- PA13: North Middlesex
- PA14: West Middlesex
- PA15: Southwest Middlesex
- PA16: Central Middlesex
- PA17: East Middlesex
- PA18: West Oxford
- PA19: Woodstock
- PA20: North / East Oxford
- PA21: South Oxford
- PA22: East Elgin / South London
- PA23: St. Thomas / Central Elgin
- PA24: West Elgin



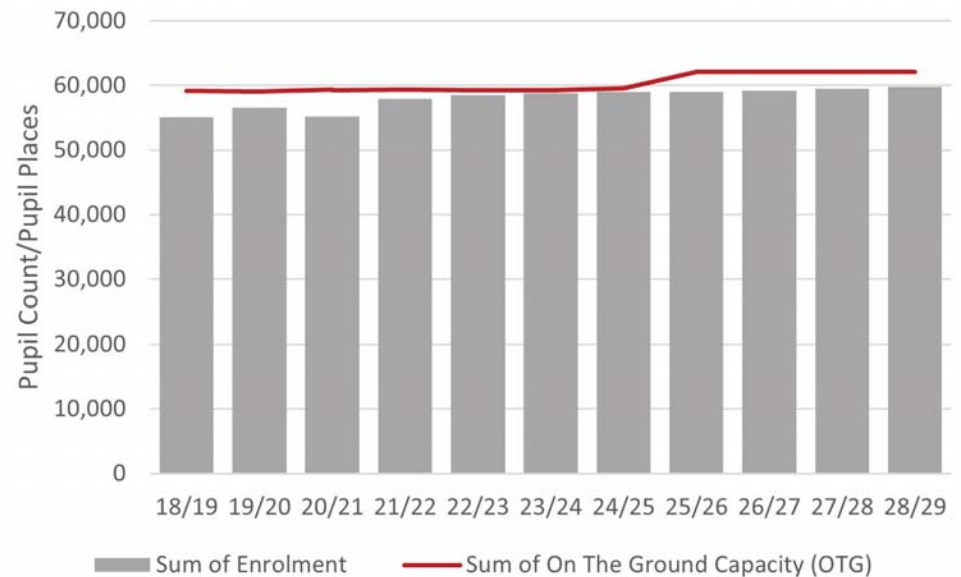
First Nations (Chippewas of the Thames First Nation, Munsee-Delaware Nation, Oneida Nation of the Thames)

Observations

- Enrolment is projected to increase slightly over the planning horizon
- Facility utilization across the elementary panel is projected to remain high but more space will be available with recent approvals for new schools
- Projected increases in enrolment are attributed to factors such as: immigration, migration, economic stability, and relative cost of living across the district
- Enrolment growth is projected to be variable across the district with the majority of growth in settlement areas



Elementary Panel



Refer to Section 1 for Enrolment Projection Methods and Assumptions.

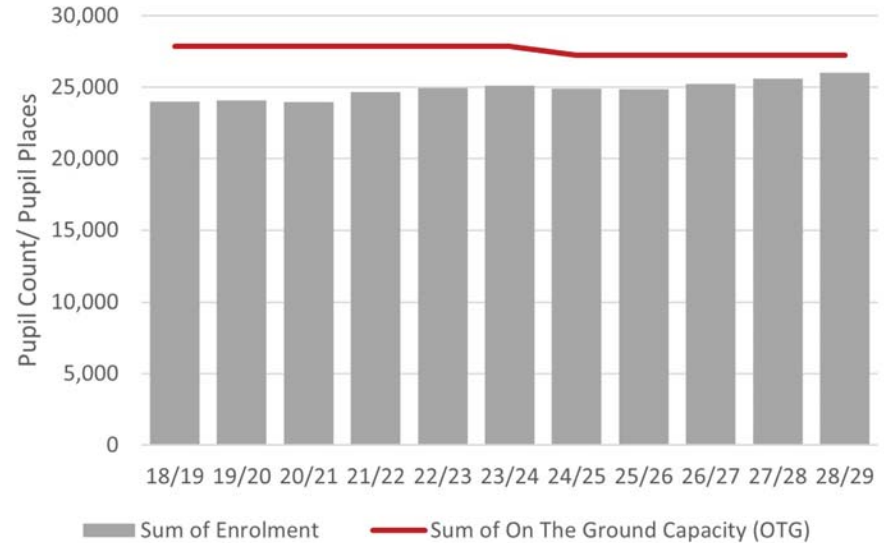
Observations

- Enrolment projected to increase over the planning horizon
- Projected increases in secondary enrolment are attributed to factors such as: progression from elementary to secondary, immigration, migration, economic stability, and relative cost of living across the district

Assumptions

- Enrolment is projected as pupil count.
- Enrolment count includes enrolment from Thames Valley Alternative Education

Secondary Panel



Refer to Section 1 for Enrolment Projection Methods and Assumptions.



Planning Area Summaries

How to Read this Section

Each Planning Area summary has two pages:

Top Page

- Contains a map of the Planning Area with schools labeled.
 - Below each school label is a data summary of the On-the-Ground Capacity, pupil enrolment, and utilization rate of the school.
- Provides a snapshot of future capital priorities and attendance area reviews.

For school-specific enrolment trends, please refer to the enrolment projections in the Appendix.

Stoney Creek PS

OTG Capacity



804

Enrolment



953

Utilization Rate

119%

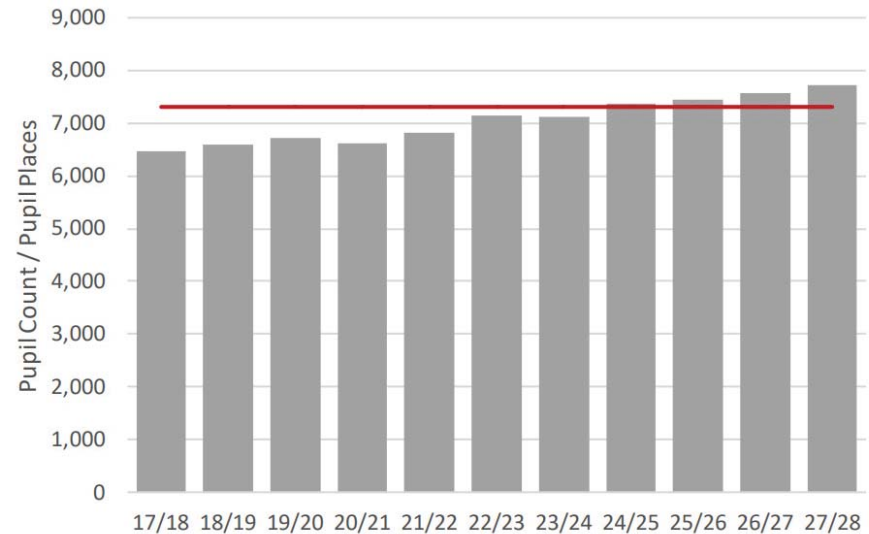
The above school summary for Stoney Creek PS indicates the following:

- The existing OTG capacity is 804 pupil places
- October 31, 2024 enrolment was 953 pupils
- October 31, 2024 utilization rate was 119%

How to Read this Section

Bottom Page

- Displays the historic and projected total pupil enrolment and OTG capacity.
- These figures are presented for both elementary and secondary school panels, where applicable. Note: not all Planning Areas contain both elementary and secondary schools.
- The red line represents OTG capacity. Changes to the OTG capacity can result from the opening of new schools, additions, consolidations, or closures.
- The lower portion of the bottom page summarizes the number of schools, key observations and recent activity in the area. Where applicable, the number of classes and programming available within each school are also provided.



5 Elementary Schools

Activity in the Area

- Holding Zones established in 2001 (Sunningdale) and 2013 (Fox Hollow)
- 17/18: Opening of Sir Arthur Currie PS
- 18/20: Submission of Capital Priorities Program funding requests for a new Northwest London elementary school
- October 2020: Capital Priorities funding approved for the construction of a new Northwest London elementary school, currently searching for a school site.
- 21/22: Removal of one special education class at Wilket Jury PS, total number of special education classes at school is now 2
- 19/20: Restrictions on new out of area registrations implemented
- 20/21: All schools included in the ongoing London Attendance Area Review
- 20/23: Holding Zone Amendment was passed on November 23rd to deal with the accommodation pressures at Sir Arthur Currie PS
 - New K-8 families from the Sir Arthur Currie PS attendance area attend Knollwood Park PS commencing January 1, 2022 until a new elementary school opens in northwest London.
 - 21/22: New K-8 families in the Fox Hollow West holding zone attend Wilket Jury PS and the families in Sunningdale North attend University Heights PS commencing in the 2022-23 school year until a new elementary school opens in northwest London.
 - All new K-8 families in the Fox Hollow West holding zone attend Wilket Jury PS and the families in Sunningdale North attend University Heights PS commencing in the 2022-23 school year until a new elementary school opens in northwest London.

2 Holding Schools

Observations

- Area continues to grow rapidly with substantial development anticipated over the 5-year planning horizon. Development primarily concentrated in Fox Hollow and Sunningdale neighbourhoods, with some development occurring in Hyde Park as well.

Elementary

- Average annual projected enrolment change: decrease of 0.2%
- Split elementary attendance areas and holding zones designated to attend multiple secondary schools
- Persistent growth with deficit of approximately 599 pupil places projected in 26/27 if status quo maintained

Secondary

- Average annual projected enrolment change: increase of 3.4%
- Significant growth projected in existing community due to large cohorts in elementary feeder schools
- Persistent overutilization with deficit of approximately 605 pupil places projected in 26/27 if status quo maintained

1 Secondary School

Programming: Elementary

Five K-8 English Track

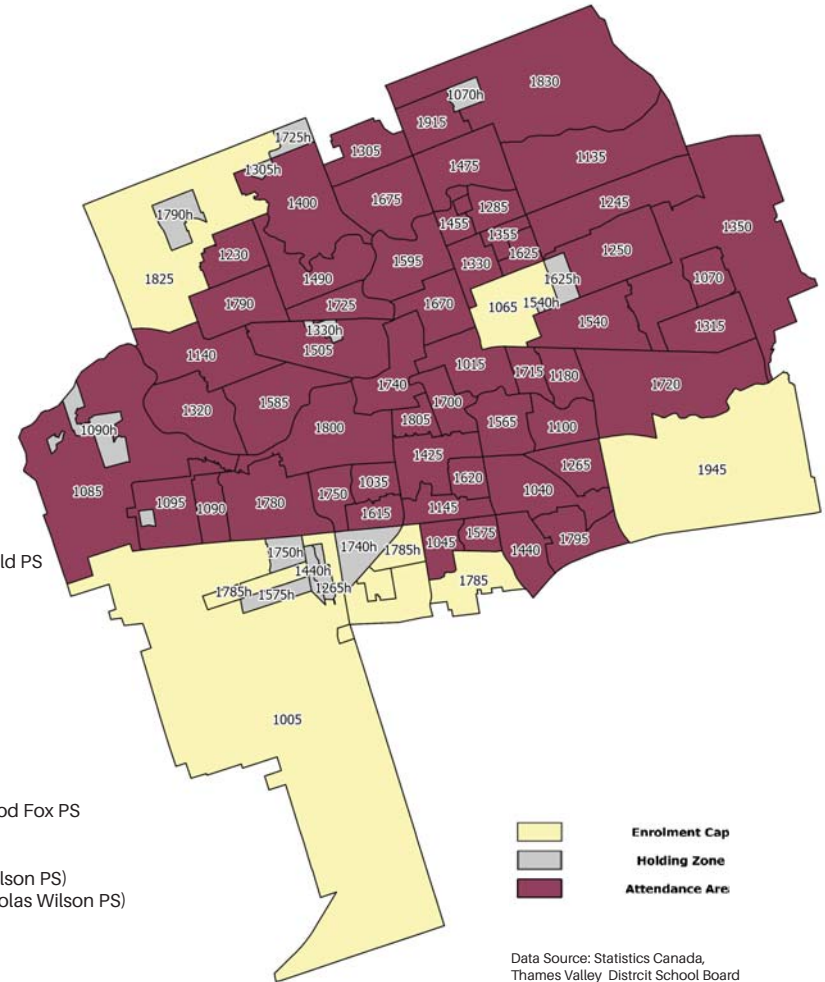
Programming: Secondary

Grade 9 - 12 French Immersion
Grade 9 - 12 English Track
Specialized High Skills Majors:
Business, Sports

City of London

Elementary Schools by School Code

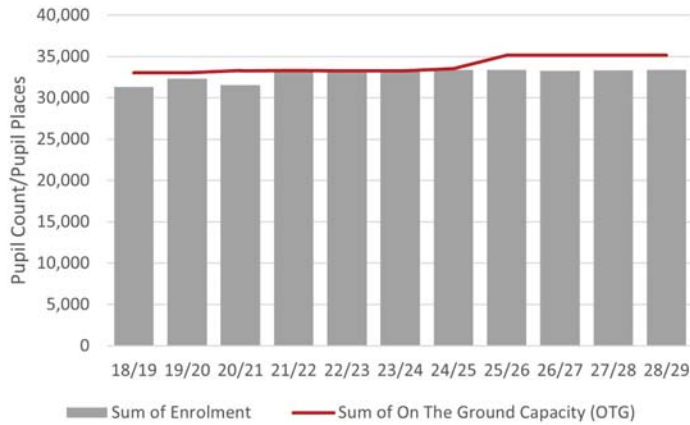
- 1005 - Lambeth PS (Capped at Princess Elizabeth PS)
- 1005 - Lambeth PS (Capped at Westmount PS)
- 1015 - Aberdeen PS
- 1035 - Arthur Ford PS
- 1040 - Arthur Stringer PS
- 1045 - Ashely Oaks PS
- 1065 - East Carling PS (Capped at Prince Charles PS)
- 1070 - Bonaventure Meadows PS
- 1070h - Northeast London Holding at Bonaventure Meadows PS
- 1085 - Byron Northview PS
- 1090 - Byron Somerset PS
- 1090h - Byron Holding at Byron Somerset PS
- 1095 - Byron Southwood PS
- 100 - C. C. Carrothers PS
- 1135 - Chippewa PS
- 1140 - Clara Brenton PS
- 1145 - Cleardale PS
- 1180 - Ealing PS
- 1230 - Emily Carr PS
- 1245 - Evelyn Harrison PS
- 1250 - Forest City PS
- 1265 - Glen Cairn PS
- 1265h - East Kilbourne Holding at Glen Cairn PS
- 1285 - Hillcrest PS
- 1305 - Jack Chambers PS
- 1305h Sunningdale Court Holding at Jack Chambers PS
- 1315 - John P. Roberts PS
- 1320 - John Dearness PS
- 1330 - Knollwood Park PS
- 1330h - West London Holding at Knollwood Park PS
- 1350 - Lord Nelson PS
- 1355 - Lord Elgin PS
- 1400 - Maonville PS
- 1425 - Mountsfield PS
- 1440 - Nicholas Wilson PS
- 1440h - West Kilbourne Holding at Nicholas Wilson PS
- 1455 - Northbrae PS
- 1475 - Northridge PS
- 1490 - Orchard Park PS
- 1505 - Eagle Heights PS
- 1540 - Prince Charles PS
- 1540h - McCormick Holding at Prince Charles PS
- 1565 - Princess Elizabeth PS
- 1575 - Rick Hansen PS
- 1575h - Colonel Talbot Holding at Rick Hansen PS
- 1585 - Riverside PS
- 1595 - Old North PS
- 1615 - Sir Isaac Brock PS
- 1620 - Sir G.E. Cartier PS
- 1625 - Sir John A. Macdonald PS
- 1625h - East London Holding at Sir John A. Macdonald PS
- 1670 - St. George's PS
- 1675 - Stoneybrook PS
- 1700 - Tecumseh PS
- 1715 - Trafalgar PS
- 1720 - Tweedsmuir PS
- 1725 - University Heights PS
- 1725h - Sunningdale Holding at Ryerson PS
- 1740 - Victoria PS
- 1740h - Bostwick Holding at Victoria PS
- 1750 - W. Sherwood Fox PS
- 1750h - Talbot Village Phase 2 Holding at W. Sherwood Fox PS
- 1780 - Wstmount PS
- 1785 - White Oaks PS (Capped at Nicholas Wilson PS)
- 1785h - Longwoods Holding (Capped at Nicholas Wilson PS)
- 1785h - Southwest London Holding (Capped at Nicholas Wilson PS)
- 1790 - Wilfrid Jury PS
- 1790h - Fox Hollow West Holding at Wilfrid Jury PS
- 1795 - Wilton Grove PS
- 1800 - Woodland Heights PS
- 1805 - Wortley Road PS
- 1825 - Sir Arthur Currie (Capped at Knollwood Park PS)
- 1830 - Cedar Hollow PS
- 1915 - Stoney Creek PS
- 1945 - Summerside PS (Capped at J.P. Roberts PS)



Regional Snapshot City of London

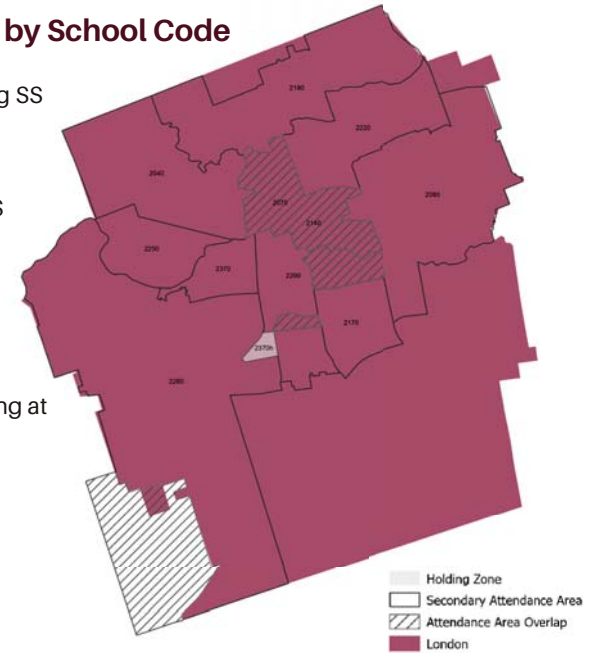
Elementary Panel

Enrolment and Facility Capacity



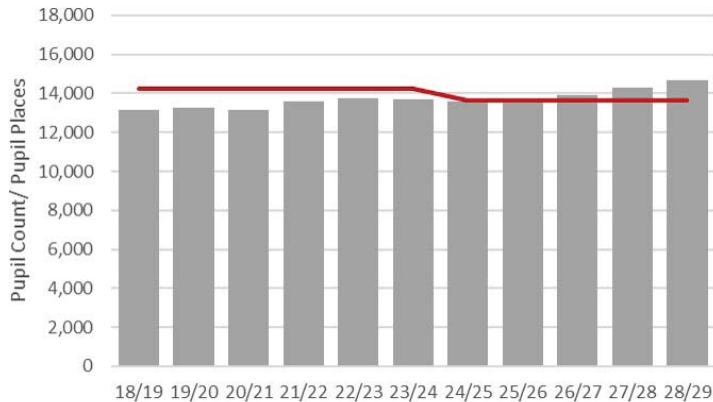
Secondary Schools by School Code

- 2040 - Sir Frederick Banting SS
- 2070 - Central SS
- 2080 - Clarke Road SS
- 2140 - H.B. Beal SS
- 2170 - Sir Wilfrid Laurier SS
- 2190 - A.B. Lucas SS
- 2220 - Montcalm SS
- 2250 - Oakridge SS
- 2280 - Saunders SS
- 2290 - London South CI
- 2370 - Westminster SS
- 2370h - Longwoods Holding at Westminster SS

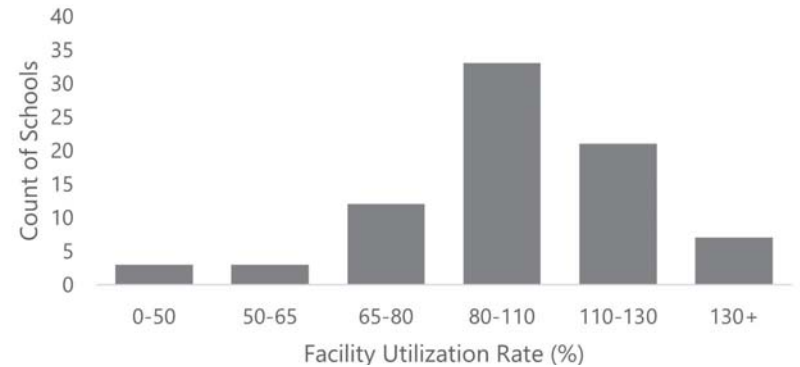


Secondary Panel

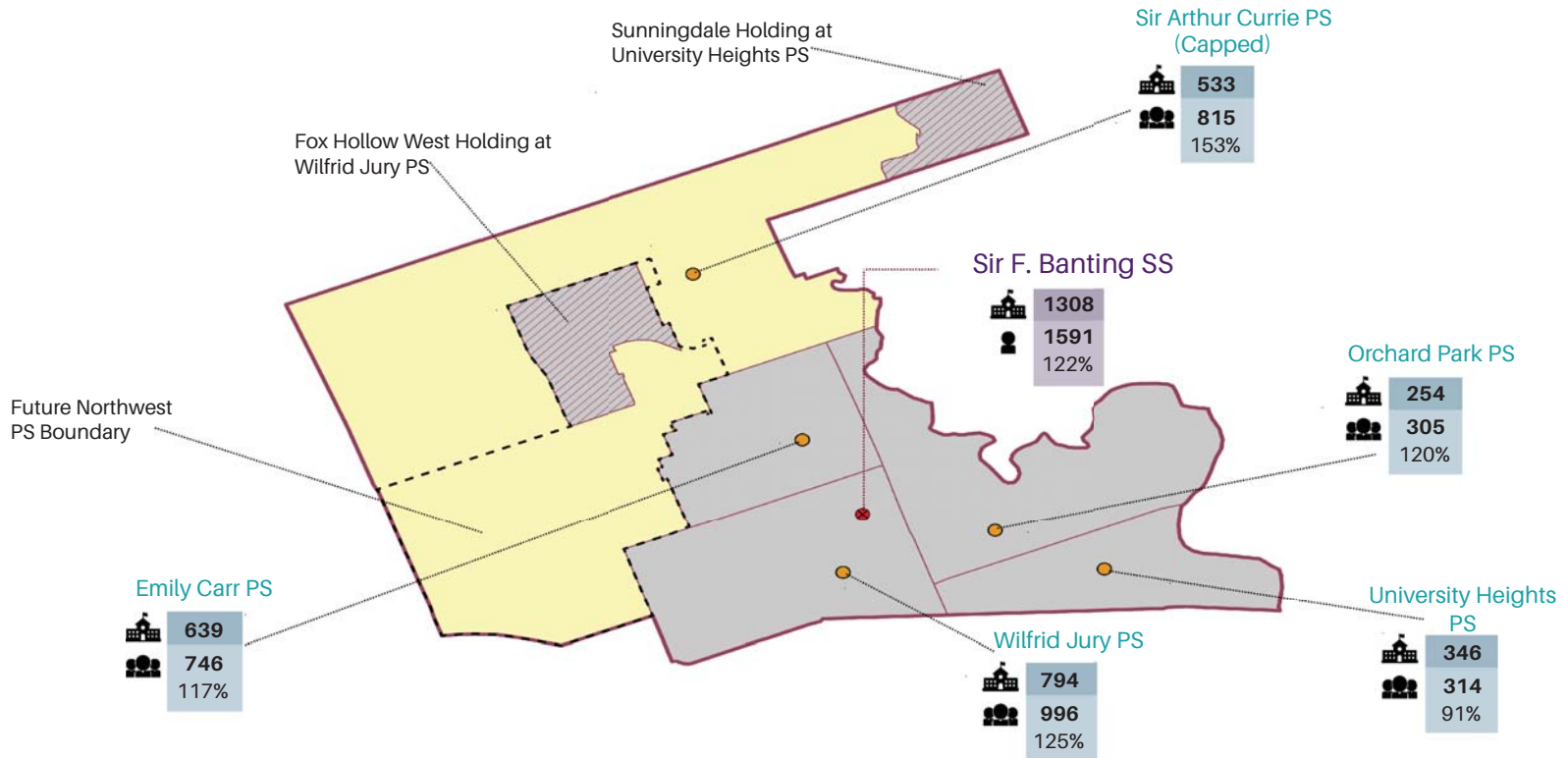
Enrolment and Facility Capacity



School Count by Facility Utilization Rate Range All Schools



Planning Area 01 Northwest London



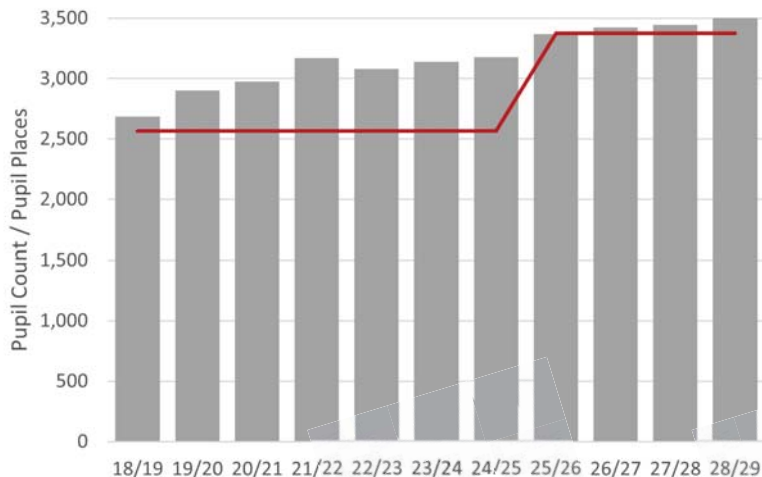
Future Capital Priorities

- Northwest PS opening for 2025/2026 school year

Future Attendance Area Reviews

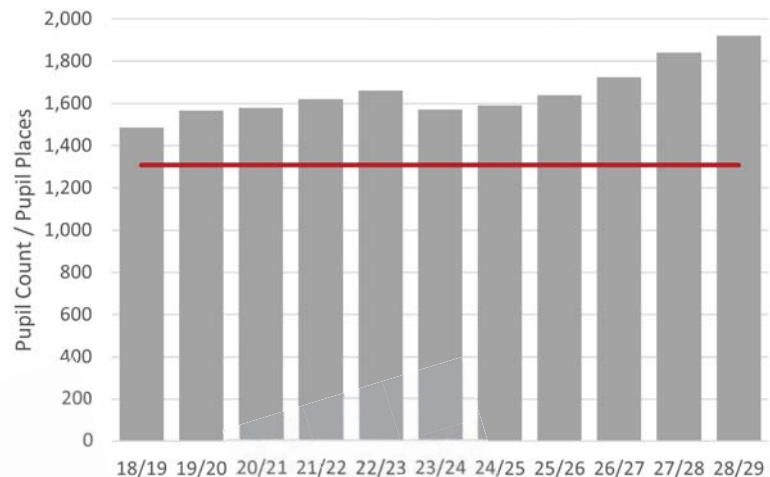
- Easterly portion of planning area to be included in attendance area review for new North Central London Elementary School.

Elementary Panel



5 Elementary Schools

Secondary Panel



2 Holding Zones

1 Secondary Schools

Activity in the Area

2025-2026

- Northwest PS to open
- Fox Hollow West and Sunningdale holding zones to be dissolved when Northwest PS opens
- Sir Arthur Currie PS cap on enrolment to be lifted when Northwest PS opens
- Boundary changes for English Track programming at Sir Frederick Banting SS to be implemented as a result of London Secondary Panel Attendance Area Review

Observations

- Area continues to grow rapidly with substantial development anticipated over the 5-year planning horizon. Development primarily concentrated in Fox Hollow and Sunningdale neighbourhoods, with some development occurring in Hyde Park as well

Elementary

- Continued growth projected as area continues to develop. New Northwest PS which is scheduled to open for 25/26 school year will help ease pressure

Secondary

- Continued growth projected as area continues to develop

Programming: Elementary

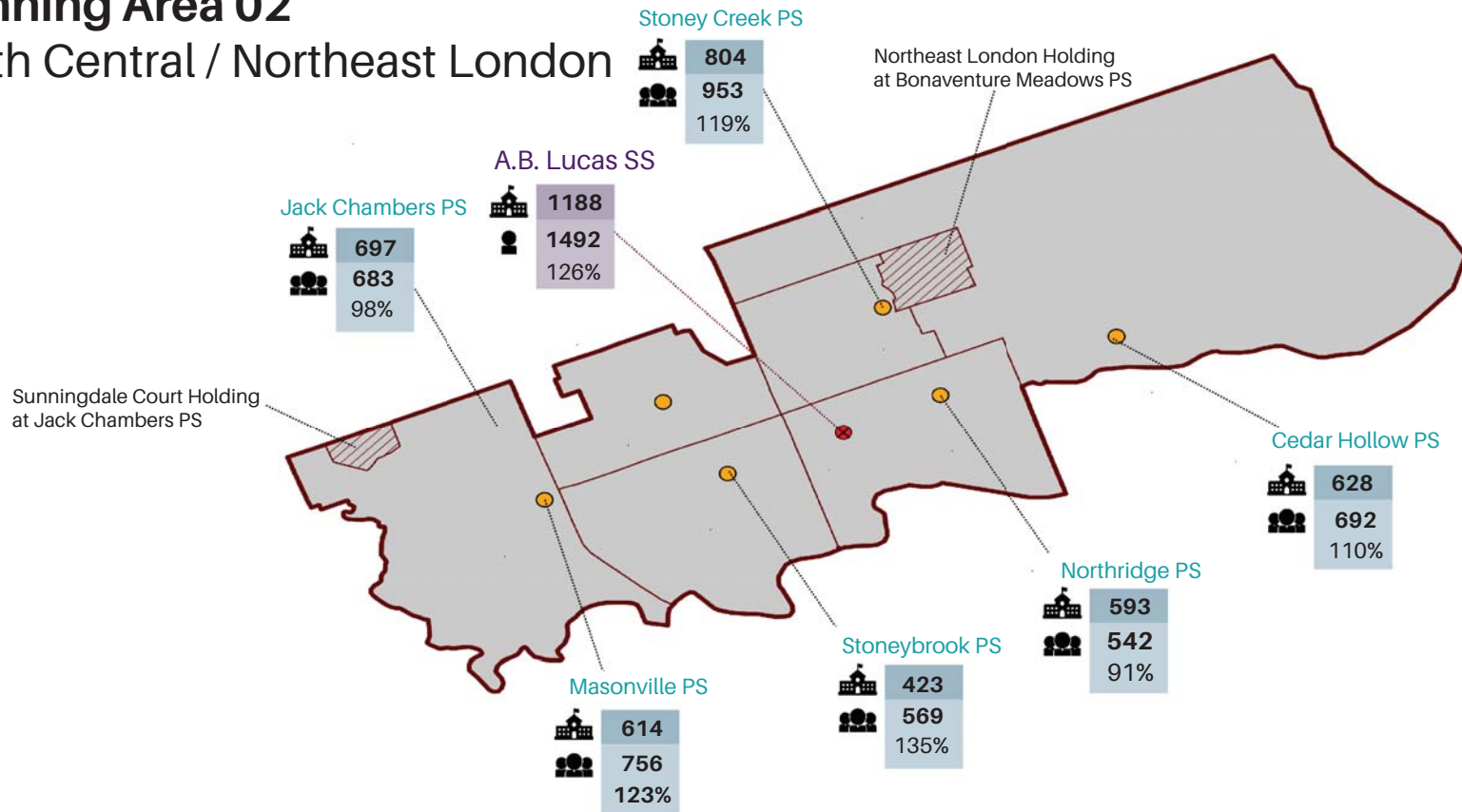
K-8 English Track

Programming: Secondary

Grade 9-12 French Immersion
Grade 9-12 English Track
 Specialist High Skills Majors:
 Business, Sports, Construction

Planning Area 02

North Central / Northeast London



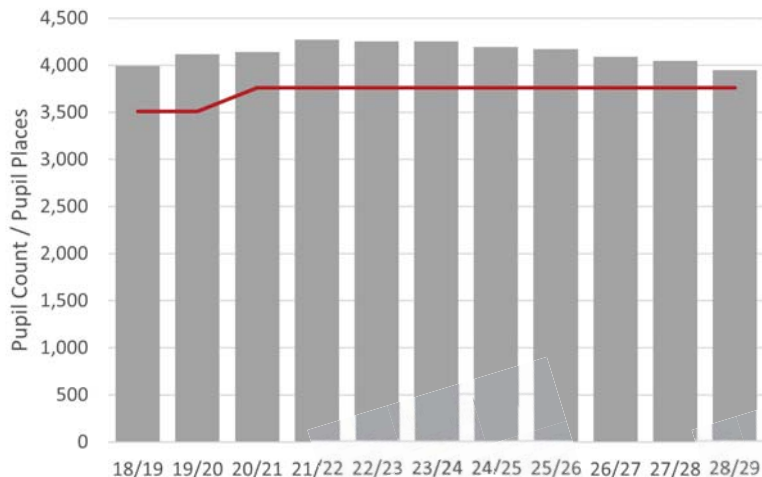
Future Capital Priorities

- Approved new K - 8 North Central London Elementary School
- Planned addition at Cedar Hollow PS

Future Attendance Area Reviews

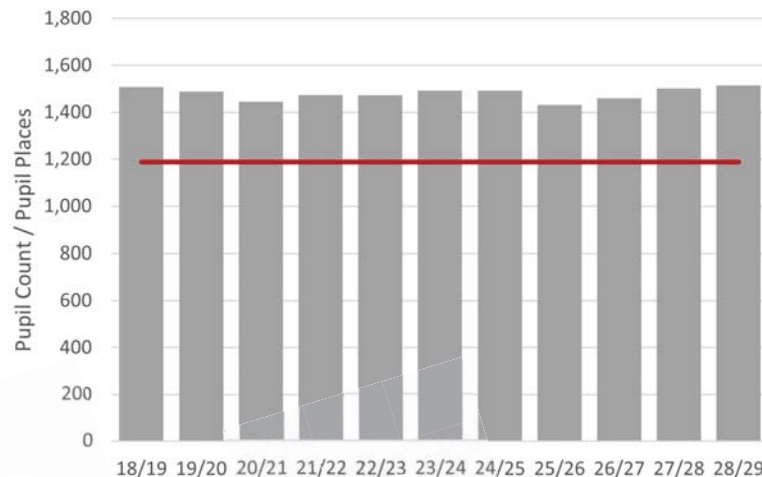
- Future attendance area review to establish boundary for new North Central London elementary school

Elementary Panel



6 Elementary Schools

Secondary Panel



2 Holding Zones

1 Secondary Schools

Activity in the Area

2022-2023

- Sunningdale Court Holding Zone at Jack Chambers PS established
- Northeast London Holding Zone at Bonaventure Meadows established

2025-2026

- A.B. Lucas SS boundary changes to be implemented as a result of London Secondary Panel Attendance Area Review

Observations

- Development planned within Cedar Hollow boundary over the long term beyond the 5 year planning horizon

Elementary

- Enrolment projected to decline slightly as communities have stabilized, however growth from Centennial Central boundary will contribute enrolment to new school when it opens

Secondary

- Enrolment projected to grow

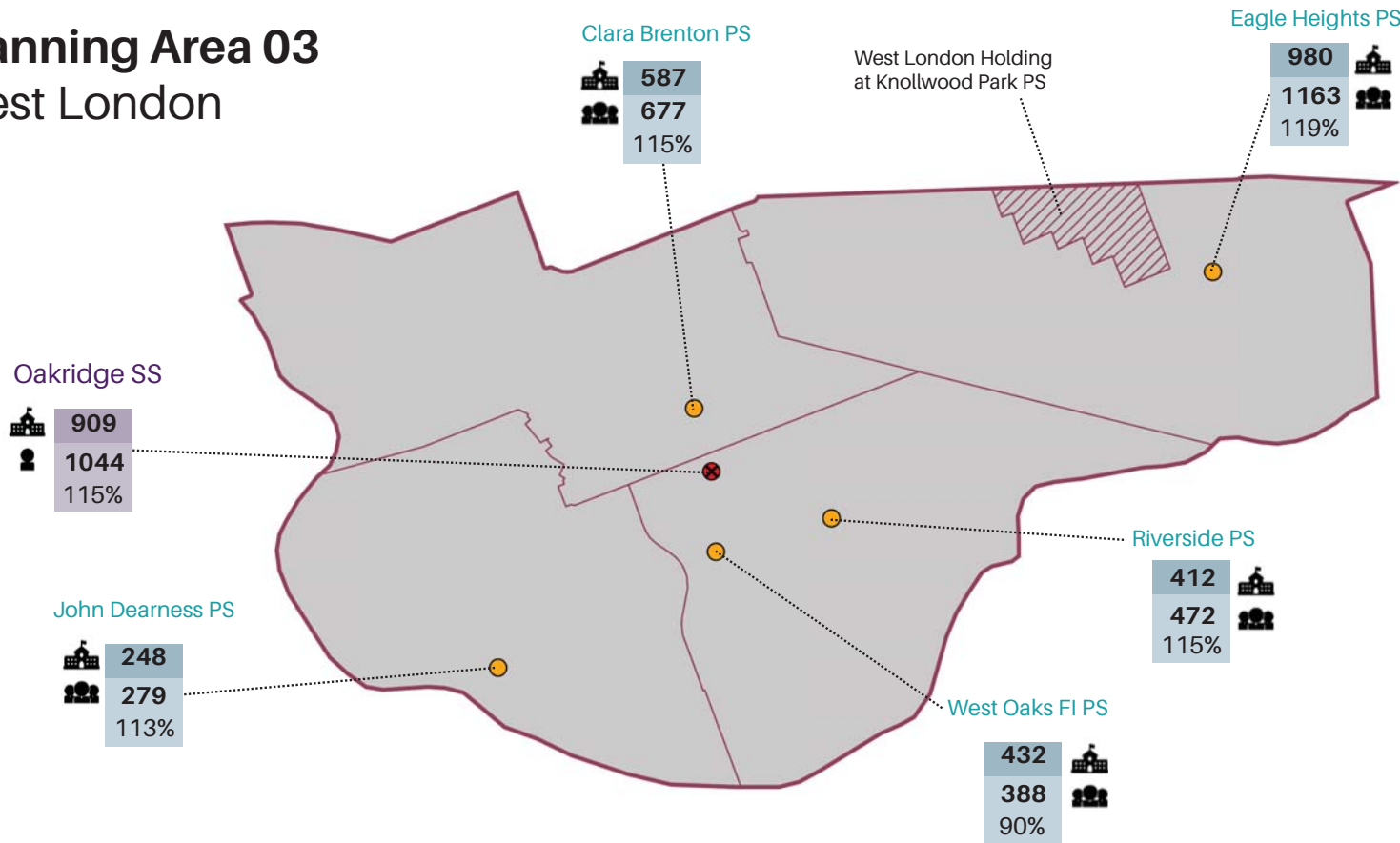
Programming: Elementary

Six K-8 English Track

Programming: Secondary

Grade 9 - 12 English Track
Specialist High Skills Majors:
Business, Construction,
Sports

Planning Area 03 West London



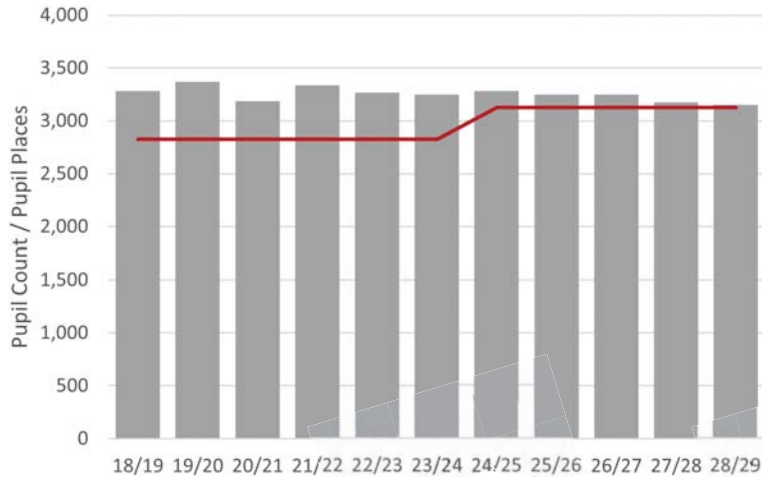
Future Capital Priorities

- New K-8 West London Elementary School (Proudfoot Lane)

Future Attendance Area Reviews

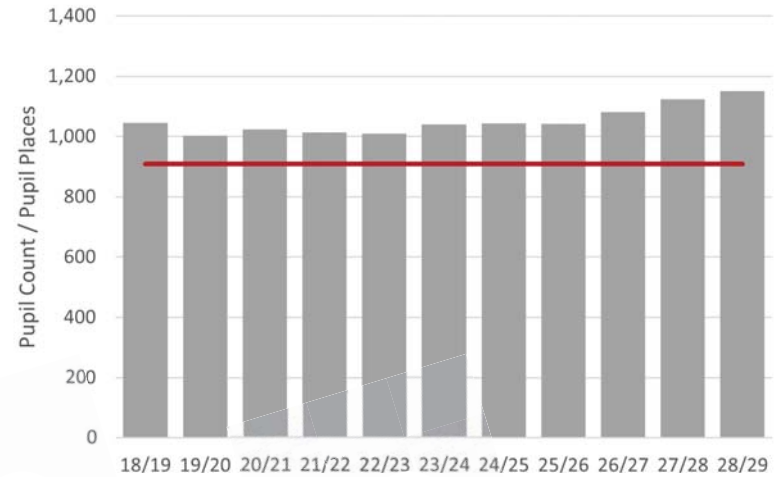
- Future attendance area review to establish boundary for new school when approved.

Elementary Panel



5 Elementary Schools

Secondary Panel



1 Holding Zones

1 Secondary Schools

Activity in the Area

2023-2024

- West London Holding Zone at Knollwood Park PS established

2024-2025

- Completion of 300 pupil place addition at Eagle Heights PS

2025-2026

- Oakridge SS boundary changes to be implemented as a result of London Secondary Panel Attendance Area Review

Observations

- Large infill project in Eagle Heights PS boundary expected to result in need for new elementary school

Elementary

- Enrolment projected to stabilize with continued growth projected at Eagle Heights PS

Secondary

- Enrolment projected to grow in the coming years

Programming: Elementary

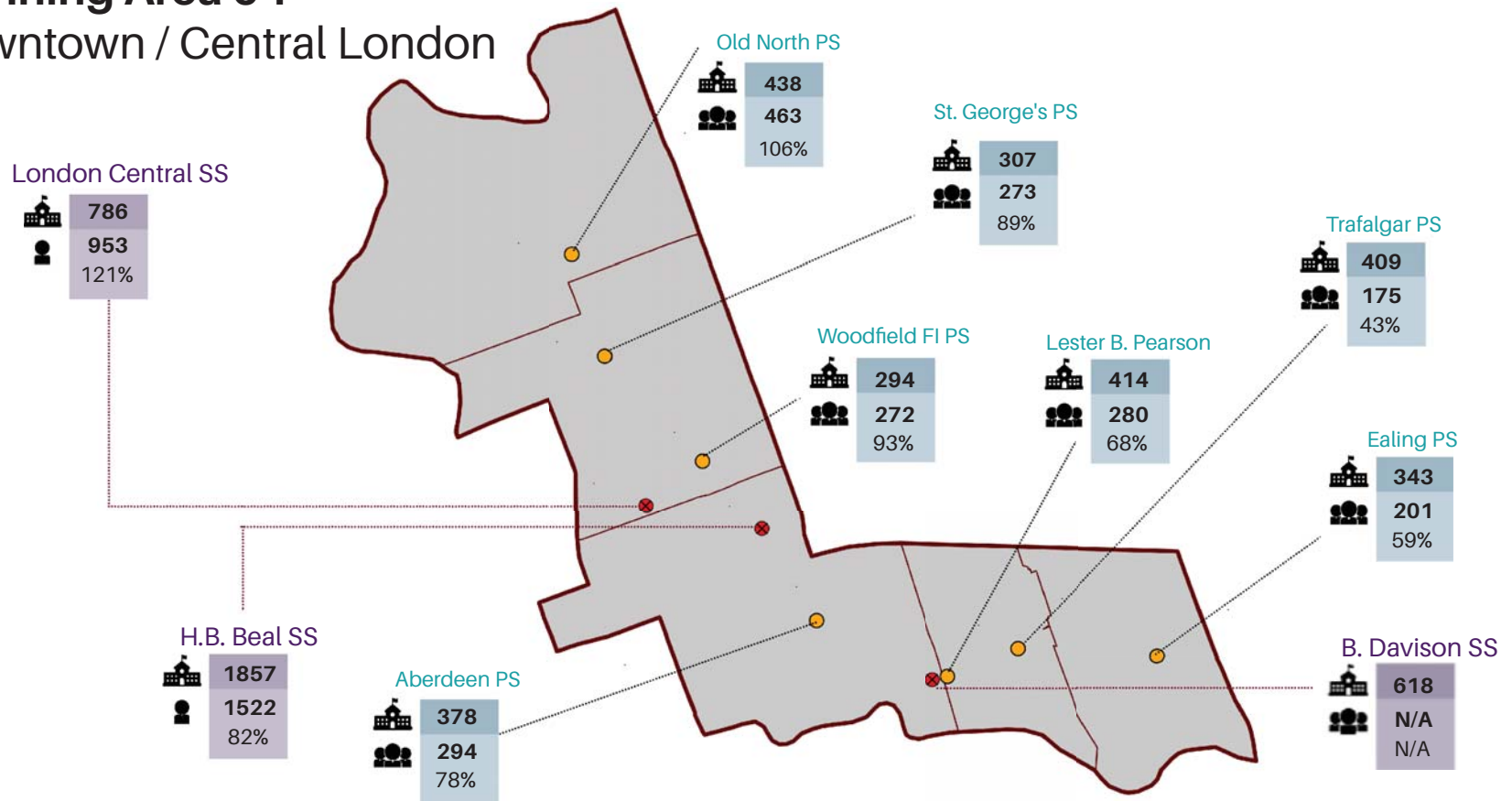
Four K - 8 English Track
 One Gr. 1 - 8 French Immersion
 West Oaks FI PS
 English JK / SK Integration Site

Programming: Secondary

Grade 9 - 12 Regular Track
 IB Diploma Programme
 Specialist High Skills Majors:
 Business, Health and Wellness

Planning Area 04

Downtown / Central London



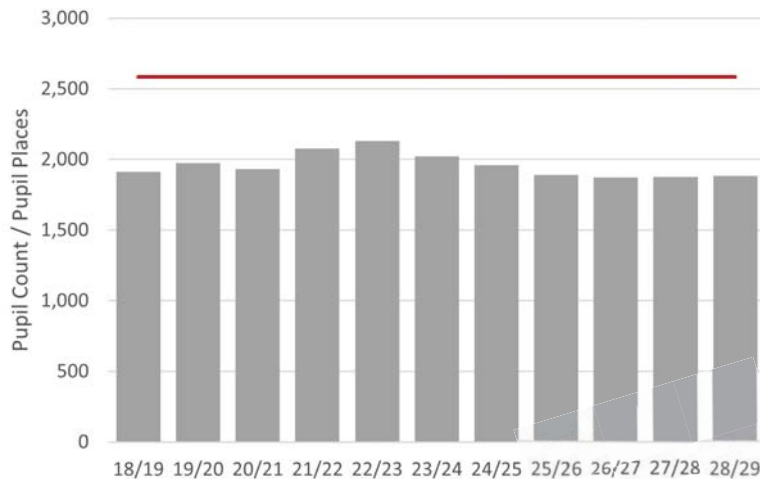
Future Capital Priorities

- No capital priorities currently planned for this area

Future Attendance Area Reviews

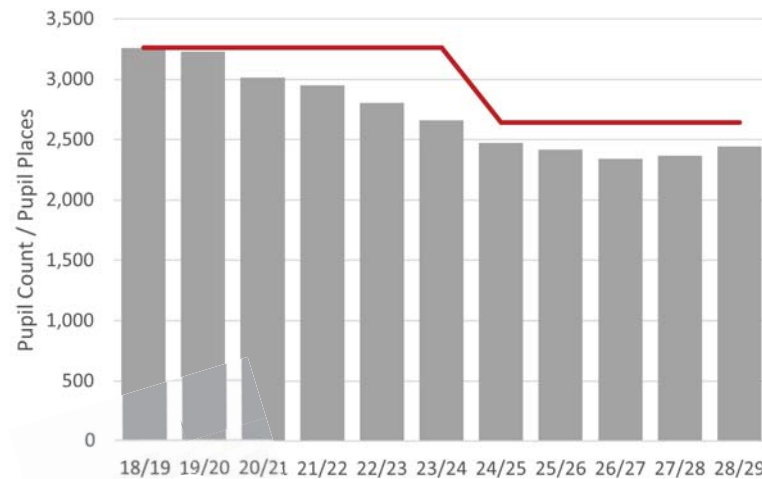
- Aberdeen PS and Trafalgar PS involved in East Central London Elementary Attendance Area Review (24/25)

Elementary Panel



7 Elementary Schools

Secondary Panel



2 Secondary Schools

Activity in the Area

2025-2026

- Former Sunningdale Holding Zone to become permanent part of Old North PS boundary when new Northwest PS opens (Planning Area 1) for the 25/26 school year

Observations

- Moderate high density development anticipated through new tower construction. Some affordable housing projects

Elementary

- Enrolment projected to decrease slightly as neighbourhoods continue to stabilize

Secondary

- Enrolment projected to grow

Programming: Elementary

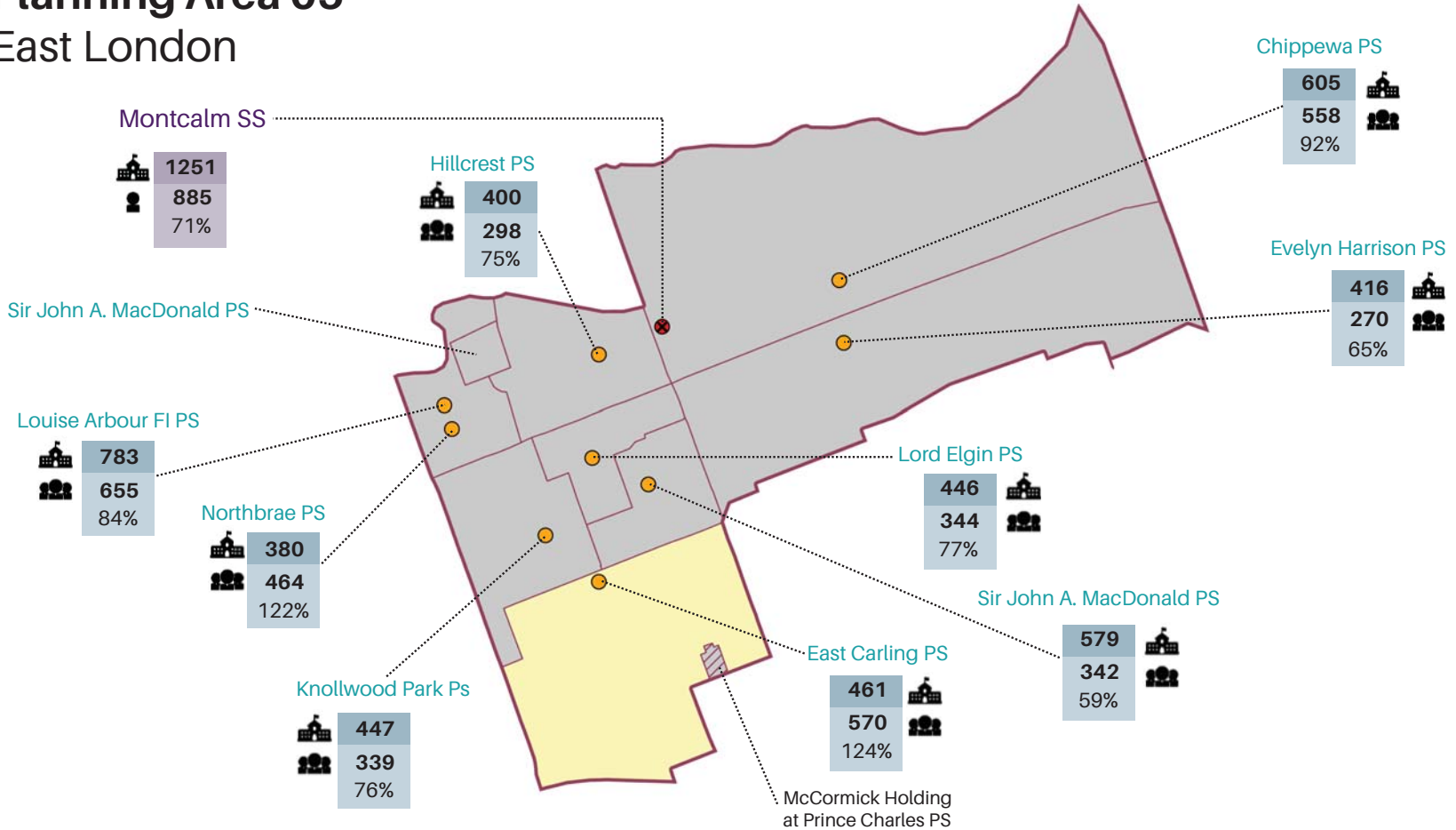
Five K - 8 English Track
One Grade 1 - 8 French Immersion
One Specialization School
 Lester B. Pearson School for the Arts (Grade 4 - 8)
 Woodfield FI PS English JK / SK Integration Site

Programming: Secondary

H.B Beal SS: Grade 9 - 12 English Track
 ELD / ESL A+ B Designated Site, Specialist High Skills
 Majors: Arts and Culture, Business, Information & Communications
 Technology, Manufacturing, Sports;
 Education Services Agreements, BealART
London Central SS: Grade 9 - 12 English Track

Planning Area 05

East London



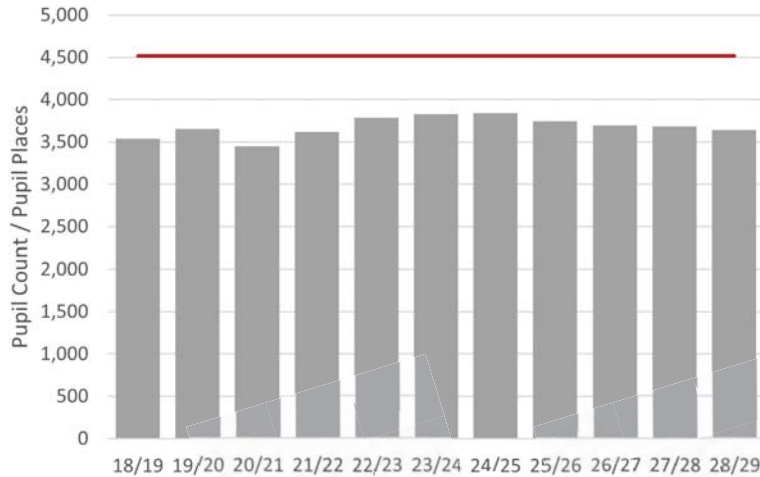
Future Capital Priorities

- New K-8 East London Elementary School

Future Attendance Area Reviews

- Future attendance area review to establish boundary for new school when approved.

Elementary Panel

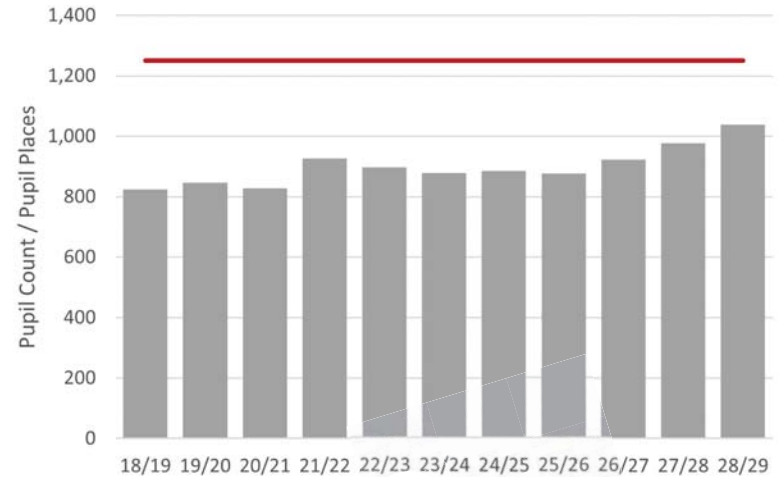


Elementary Schools



Capped Schools

Secondary Panel



Holding Zones



Secondary Schools

Activity in the Area

2024-2025

- East Carling PS capped to new enrolment. Prince Charles PS is the Interim Accommodation School
- East Carling PS involved in East Central London Elementary Panel Attendance Area Review

2025-2026

- Montcalm SS boundary changes to be implemented as a result of London Secondary Panel Attendance Area Review

Observations

- Significant development planned within Chippewa boundary in the medium term

Elementary

- Enrolment projected to decline slightly but will grow in the medium to longer term as development occurs in Chippewa boundary

Secondary

- Enrolment projected to increase as a result of Montcalm SS boundary changes

235

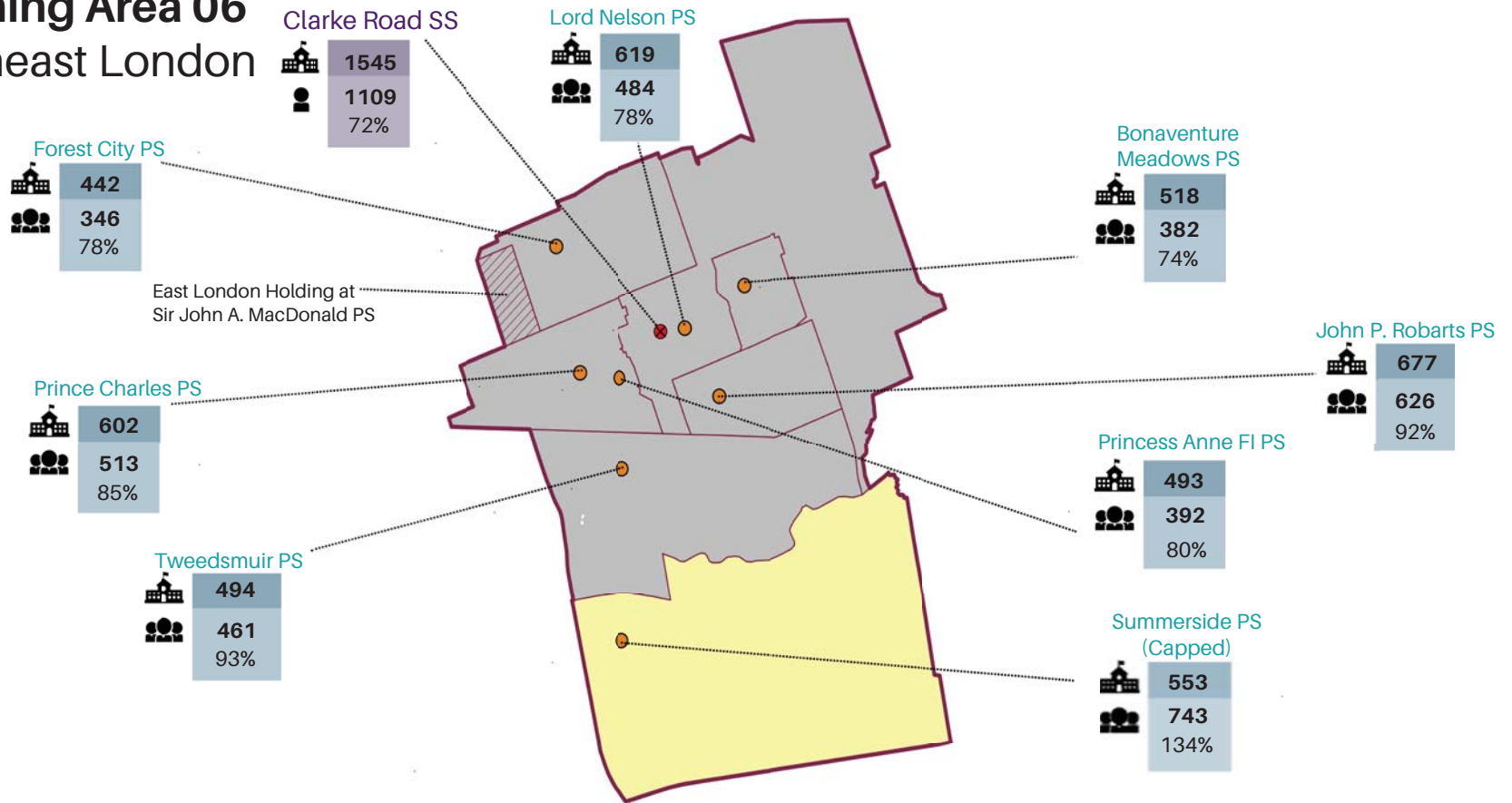
Programming: Elementary

Eight K - 8 English Track
One 1-8 French Immersion
 Louise Arbour FI PS

Programming: Secondary

Grade 9 - 12 English Track
 Technology Emphasis
 ESL C/D/E Class
 Specialist High Skills Majors: Hospitality and
 Tourism, Aviation, Business, Transportation

Planning Area 06 Southeast London



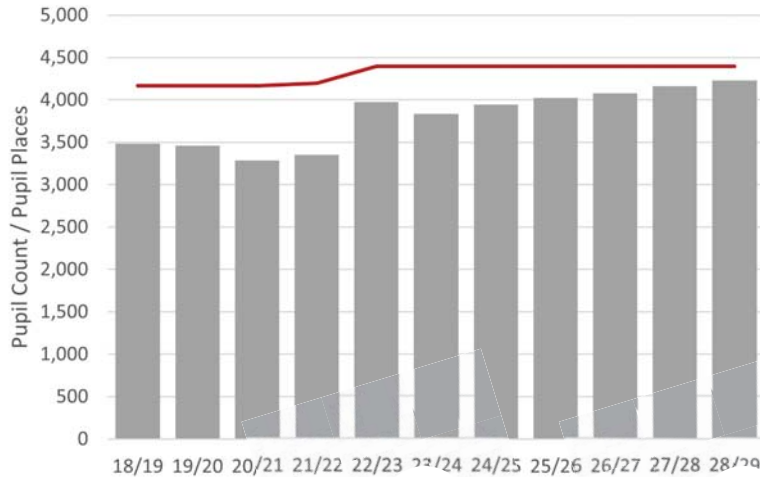
Future Capital Priorities

- New K-8 East London Elementary School (Former London Psychiatric Hospital lands)

Future Attendance Area Reviews

- Prince Charles PS involved in East London Elementary Attendance Area Review (24/25)
- Future review to establish boundary when new elementary school is approved

Elementary Panel



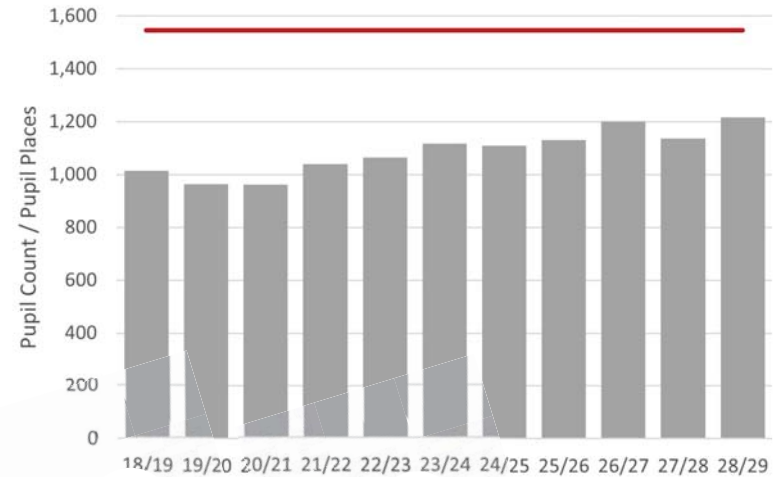
8 Elementary Schools

1 Capped Schools

1 Holding Zones

1 Secondary Schools

Secondary Panel



Activity in the Area

2022-2023

- Summerside PS capped to new registrations. Students from Summerside PS attendance area re-designated to John P. Robarts PS

2023-2024

- New southeast London elementary school approved.

2024-2025

- East Carling PS capped to new enrolment. Prince Charles PS is the Interim Accommodation School.

2025-2026

- Boundary change for Clarke Road SS to be implemented as a result of London Secondary Panel Attendance Area Review

Observations

- Jackson neighbourhood in southeast London continues to grow rapidly which will contribute students to Summerside PS and the new southeast London PS when it opens.

Elementary

- Enrolment projected to grow largely due to development in Jackson neighbourhood

Secondary

- Enrolment projected to grow as a result fo Clarke Road SS boundary changes

237

Programming: Elementary

Eight K - 8 English Track
One Grade 1 - 8 French Immersion
 Princess Anne FI PS
 English JK/SK Integration Site

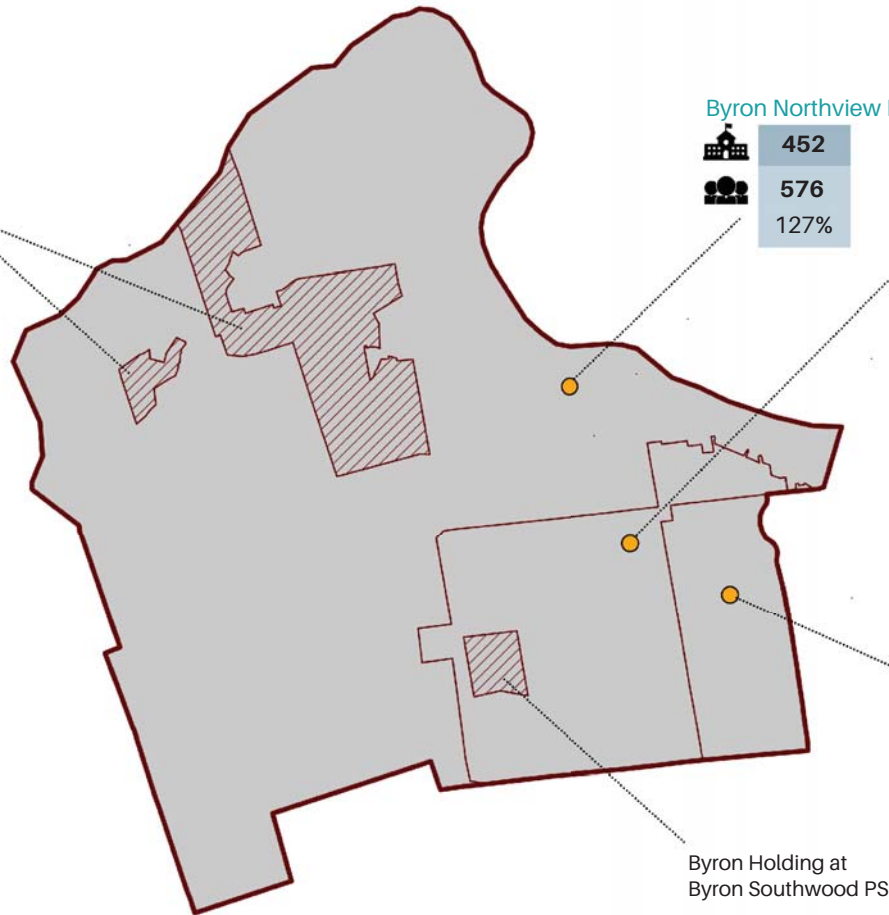
Programming: Secondary

Grade 9 - 12 English Track
 Technology Emphasis
 ESL C/D/E Class
 Specialist High Skills Majors: Arts and Culture,
 Hospitality and Tourism, Health and Wellness

Planning Area 07

Byron (London)

Byron Holding at Byron Southwood PS



Byron Holding at Byron Southwood PS

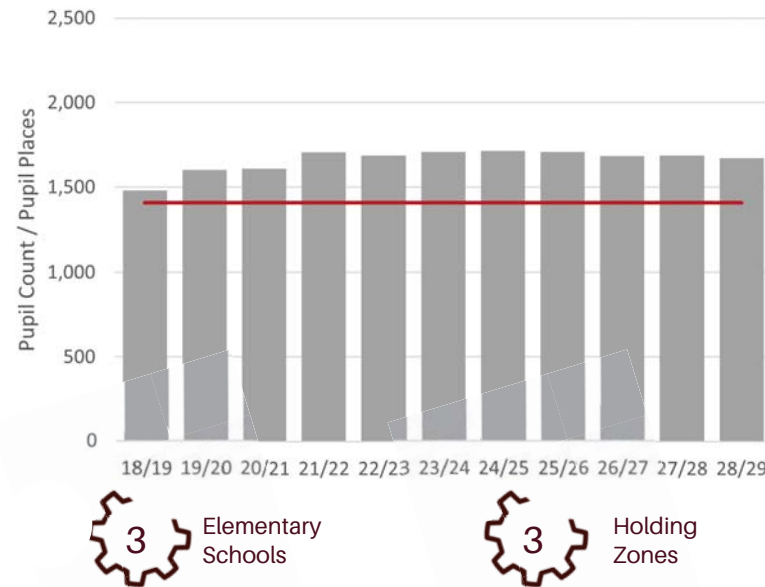
Future Capital Priorities

- New West London elementary school (Riverbend) approved in 23/24. Expected to open in 26/27 school year.

Future Attendance Area Reviews

- Boundaries will change when new school opens. Boundary was established through previously completed London Elementary Panel Attendance Area Review

Elementary Panel



Activity in the Area

2013-2014

- Byron Holding Zones established

2023-2024

- Byron Holding Zones amended to designate students to Byron Southwood.
- Approval of new West London elementary school business case. School expected to open in 26/27 school year.

Observations

- New development anticipated as subdivisions continue to develop
- Stable existing community; enrolment growth driven by new residential development

Elementary

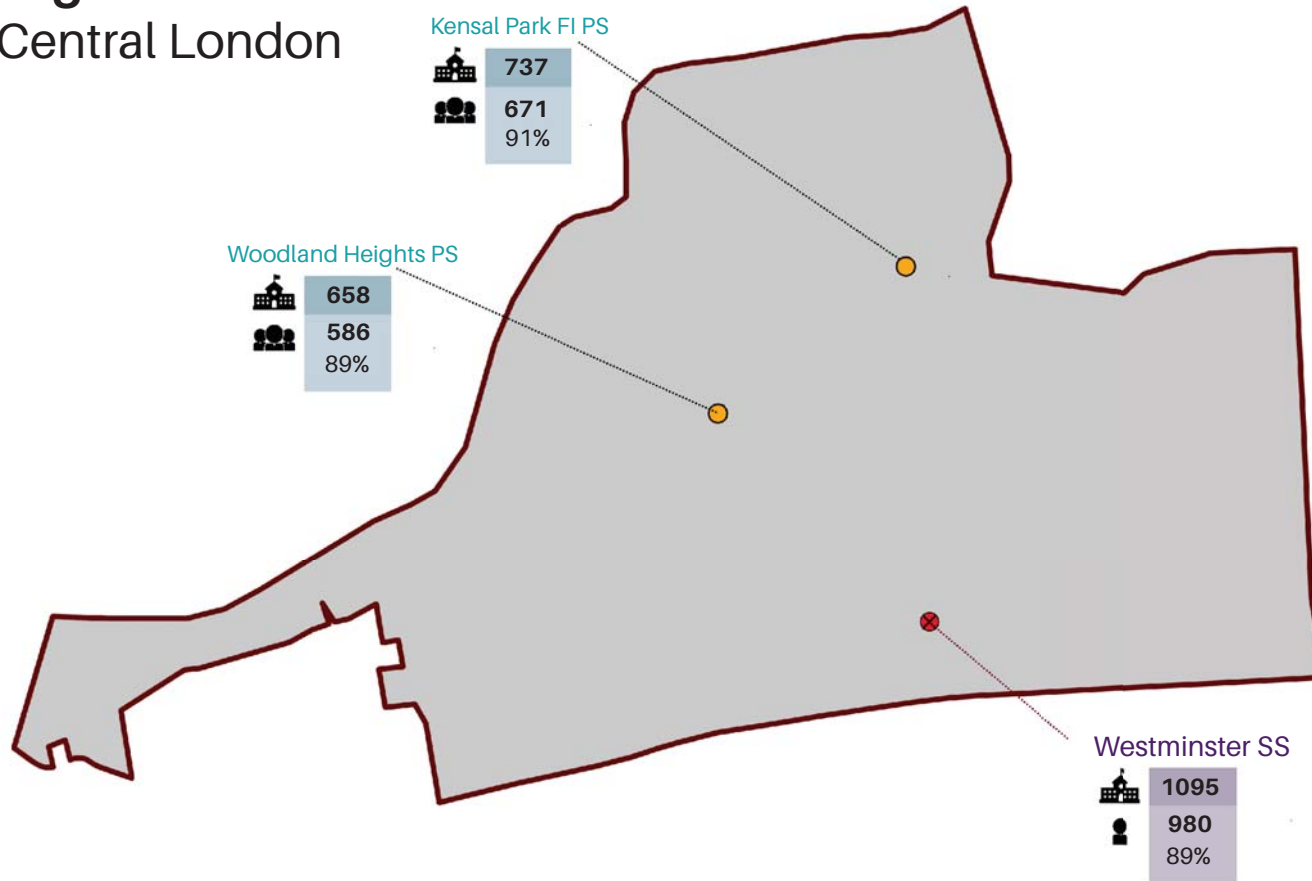
- Enrolment projected to stabilize as development slows down in coming years

Programming: Elementary

**Three K - 8 English
Track**

Planning Area 08

West Central London



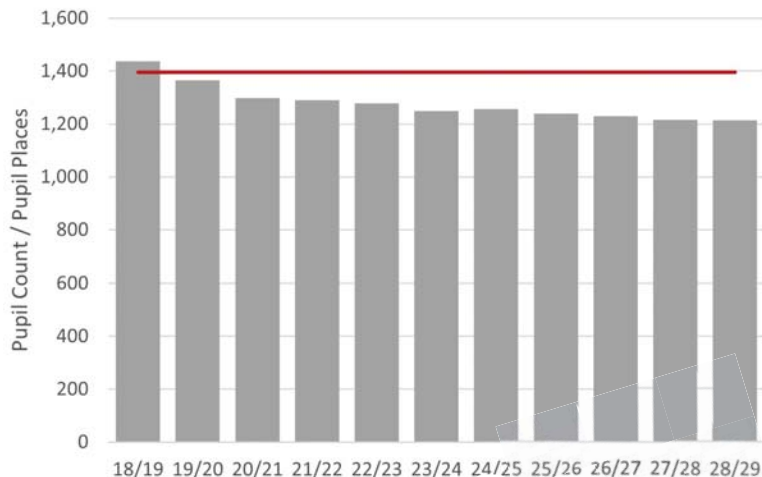
Future Capital Priorities

- No capital priorities currently planned for this area

Future Attendance Area Reviews

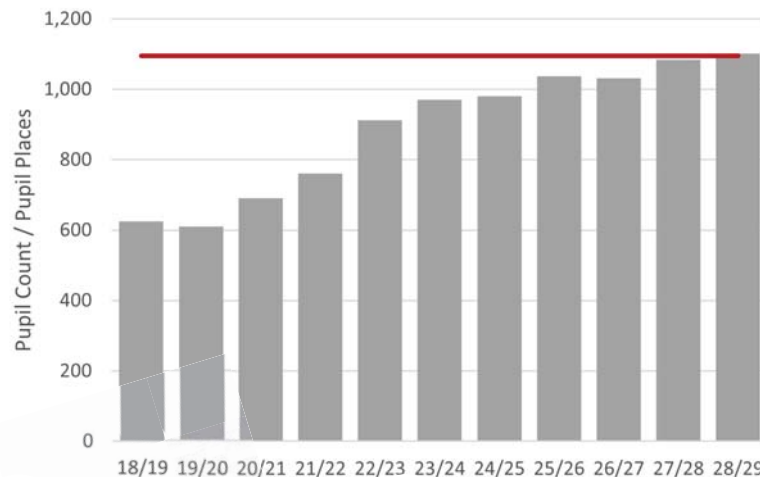
- No changes anticipated at this time

Elementary Panel



Elementary Schools

Secondary Panel



Secondary Schools

Activity in the Area

2025-2026

- Boundary change for Westminster SS to be implemented as a result of London Secondary Panel Attendance Area Review

Observations

- Limited development as Planning Area has stabilized

Elementary

- Enrolment projected to decline slightly as neighbourhoods have matured and stabilized

Secondary

- Enrolment projected to grow as a result of Westminster SS boundary changes

Programming: Elementary

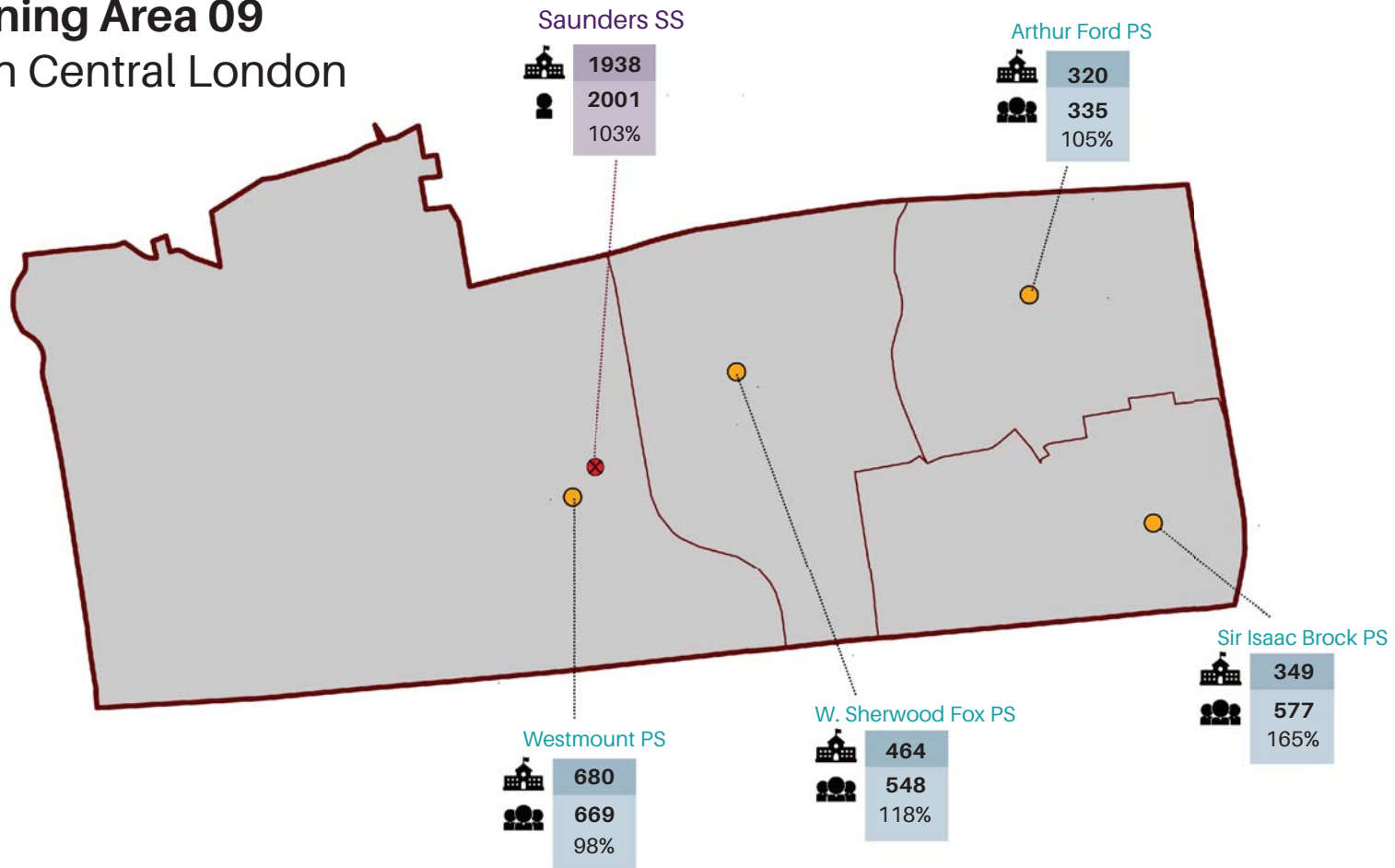
One K - 8 English Track
One Grade 1 - 8 French Immersion
 Kenal Park FI PS
 English JK/SK Integration Site

Programming: Secondary

Grade 9 - 12 English Track
 ELD / ESL A+ B Designated Site
 Specialist High Skills Majors:
 Arts and Culture, Health and Wellness,
 Transportation, Information and Communication

Planning Area 09

South Central London



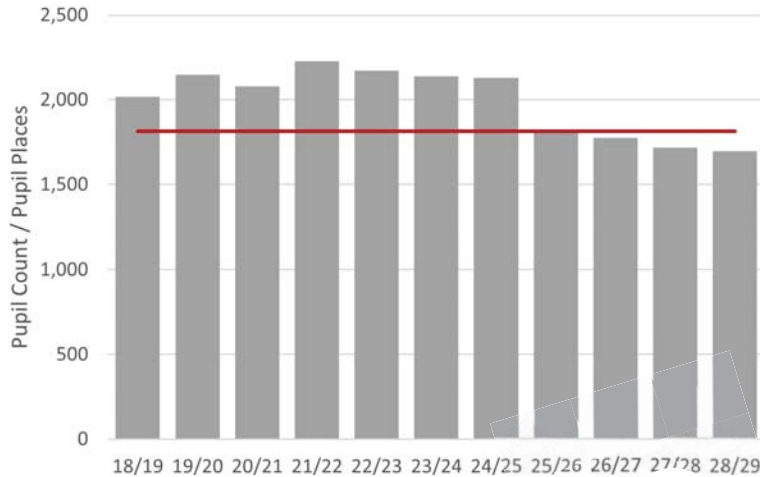
Future Capital Priorities

- No capital priorities currently planned for this area

Future Attendance Area Reviews

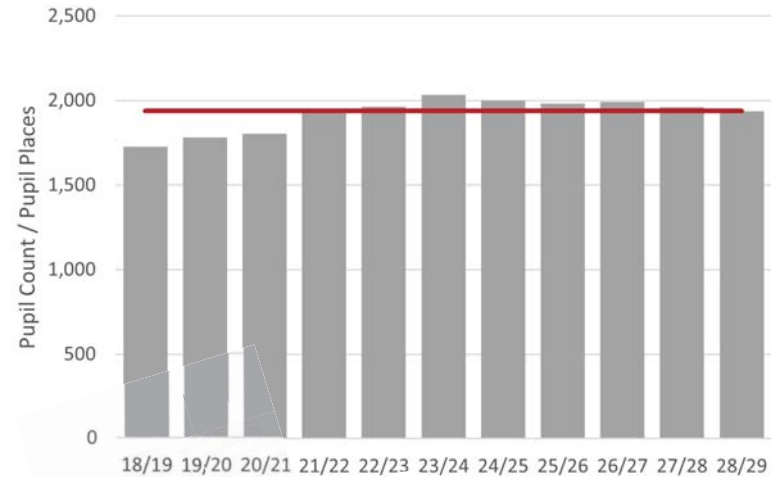
- No changes anticipated at this time

Elementary Panel



Elementary Schools

Secondary Panel



Secondary Schools

Activity in the Area

2025-2026

- New Southwest London elementary school (White Pine PS) opening
- Holding students at W. Sherwood Fox PS and Sir Isaac Brock PS will be designated to White Pine PS and holding zones will be dissolved
- Saunders SS boundary changes take effect as a result of London Secondary Attendance Area Review

Observations

- Low to moderate development through various infill projects anticipated over the 5-year planning horizon; longer term development anticipated through the development of Byron gravel pit

Elementary

- Enrolment projected to decline as holding zones are dissolved and students holding at Sir Isaac Brock PS and W. Sherwood Fox PS are accommodated at the new White Pine PS in 25/26

Secondary

- Enrolment projected to stabilize

Programming: Elementary

Four K - 8 English Track

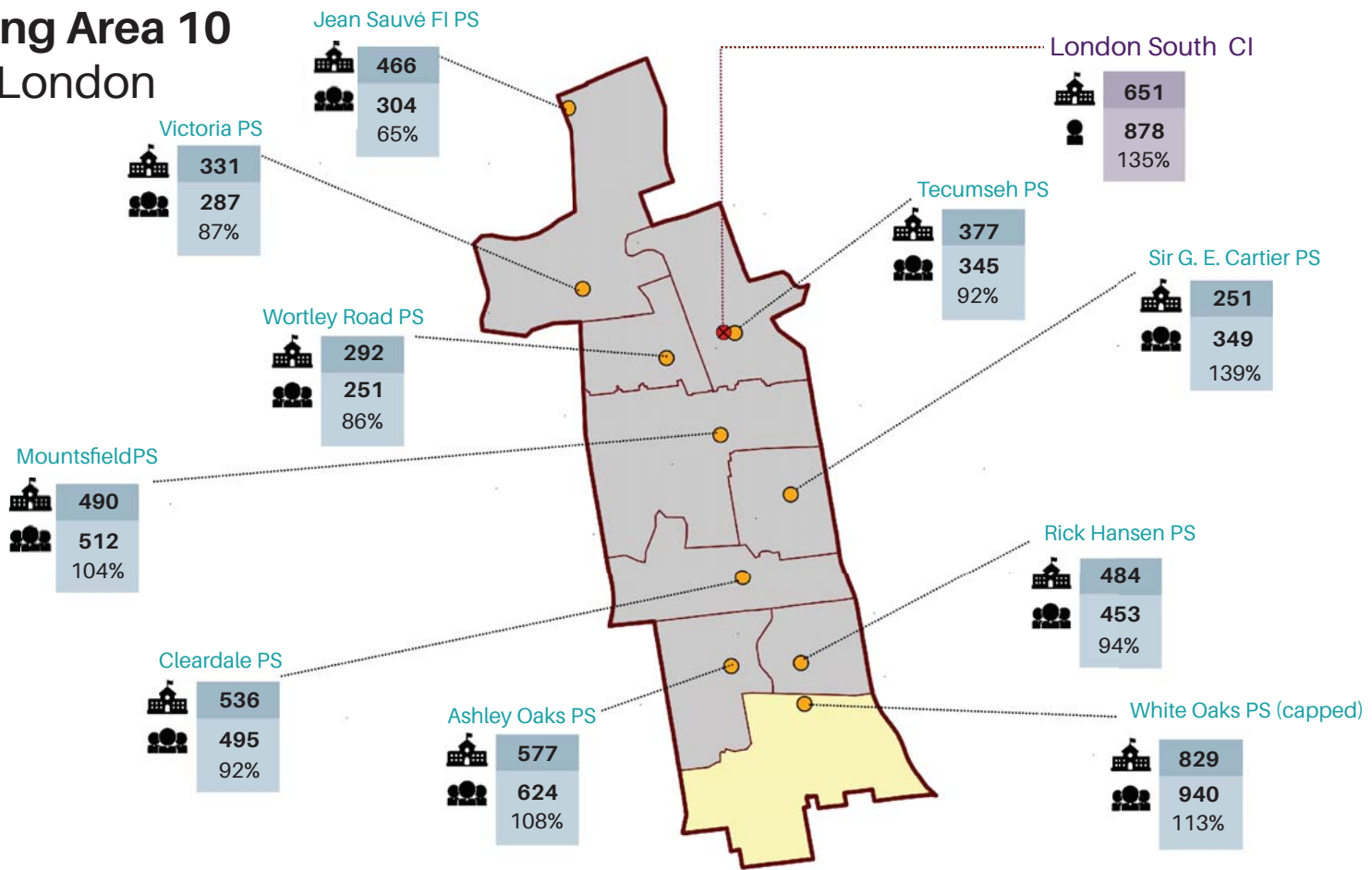
Programming: Secondary

Grade 9 - 12 English Track

Technology Emphasis Enrichment Program
Education Services Agreements
Specialist High Skills Major: Arts and Cultures, Construction, Health and Wellness, Manufacturing, Hospitality and Tourism

Planning Area 10

South London



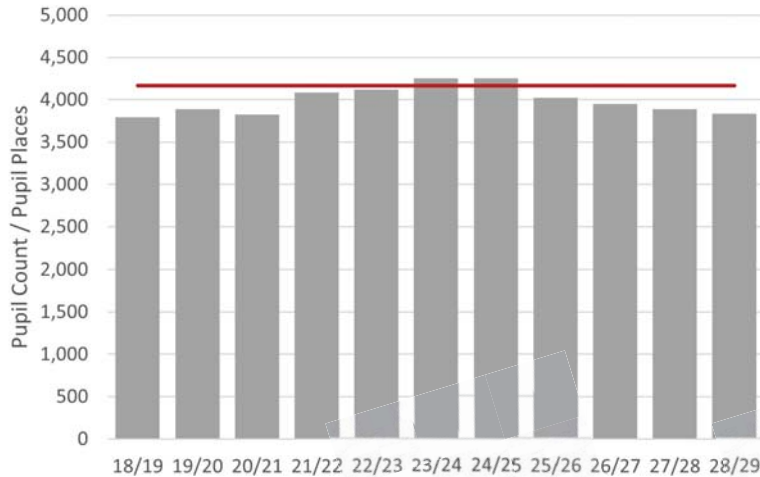
Future Capital Priorities

- No capital priorities currently planned for this area

Future Attendance Area Reviews

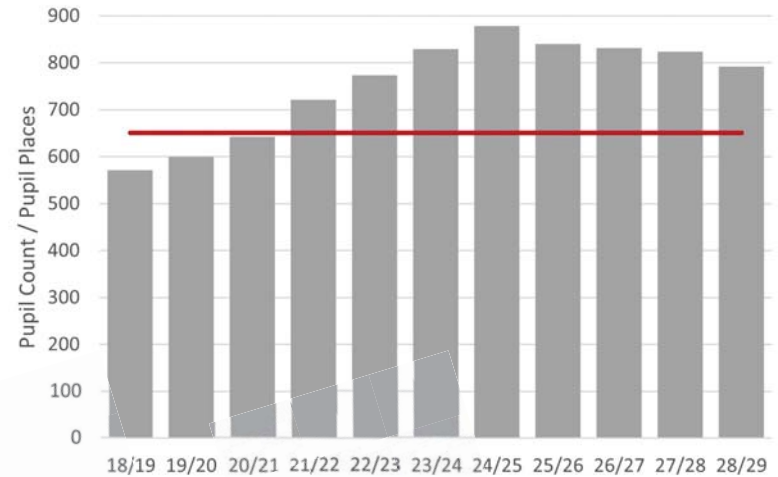
- No changes anticipated at this time

Elementary Panel



Elementary Schools

Secondary Panel



Capped Schools



Secondary Schools

Activity in the Area

2023-2024

- White Oaks capped to new families, including from the Longwoods and Southwest London holding zones. Nicholas Wilson PS became the interim accommodation school.

2025-2026

- Students holding at Victoria PS and Rick Hansen PS and portion of Southwest London holding zone west of Wharncliffe Road designated to new southwest London elementary school (White Pine PS) and holding zones will be dissolved.
- London South SS boundary changes to be implemented as a result of London Secondary Panel Attendance Area Review.

Observations

- Limited development anticipated over 5-year horizon as Planning Area has stabilized.

Elementary

- Enrolment projected to decline slightly as students from holding zones that were holding at Victoria PS, Rick Hansen PS, and White Oaks PS are accommodated at White Pine PS when it opens in 25/26.

Secondary

- Enrolment projected to stabilize and decline slightly as a result of boundary changes for London South CI

Programming: Elementary

Nine K - 8 English Track
One Grade 1 - 8 French Immersion
 Jeanne Sauvé FI PS
 English JK/SK Integration Site

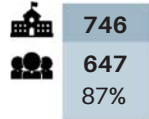
Programming: Secondary

Grade 9 - 12 English Track
 Specialist High Skills Majors:
 Sports

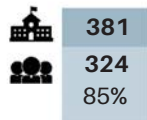
Planning Area 11

East Central London

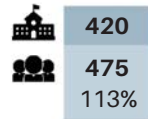
Princess Elizabeth PS



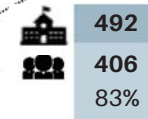
Arthur Stringer PS



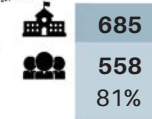
Nicholas Wilson PS



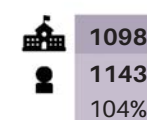
C.C. Carrothers PS



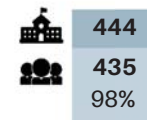
Glen Cairn PS



Sir Wilfrid Laurier SS



Wilton Grove PS



Future Capital Priorities

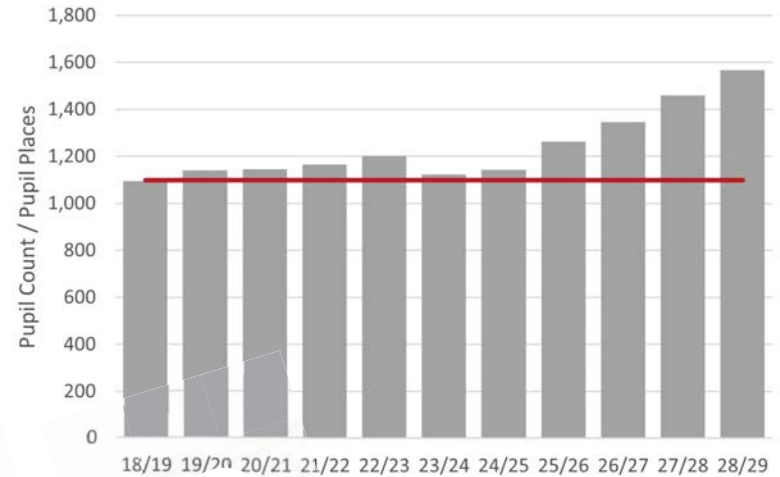
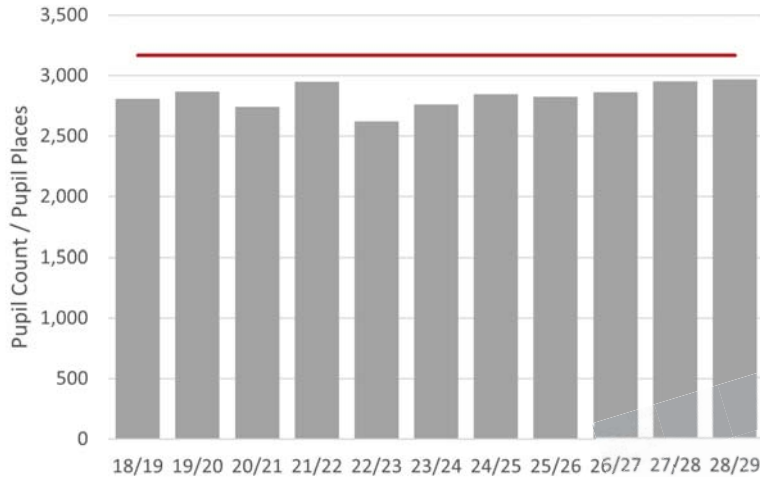
- No capital priorities currently planned for this area

Future Attendance Area Reviews

- No changes anticipated at this time.

Elementary Panel

Secondary Panel



Elementary Schools



Secondary Schools

Activity in the Area

2023-2024

- Nicholas Wilson became interim accommodation school for White Oaks PS, which was capped to new registrations

2025-2026

- English Track boundary changes for Sir Wilfrid Laurier SS to be implemented as a result of London Secondary Panel Attendance Area Review.

Observations

- Limited development anticipated as Planning Area has stabilized

Elementary

- Enrolment projected to remain stable in short to medium term

Secondary

- Enrolment projected to grow

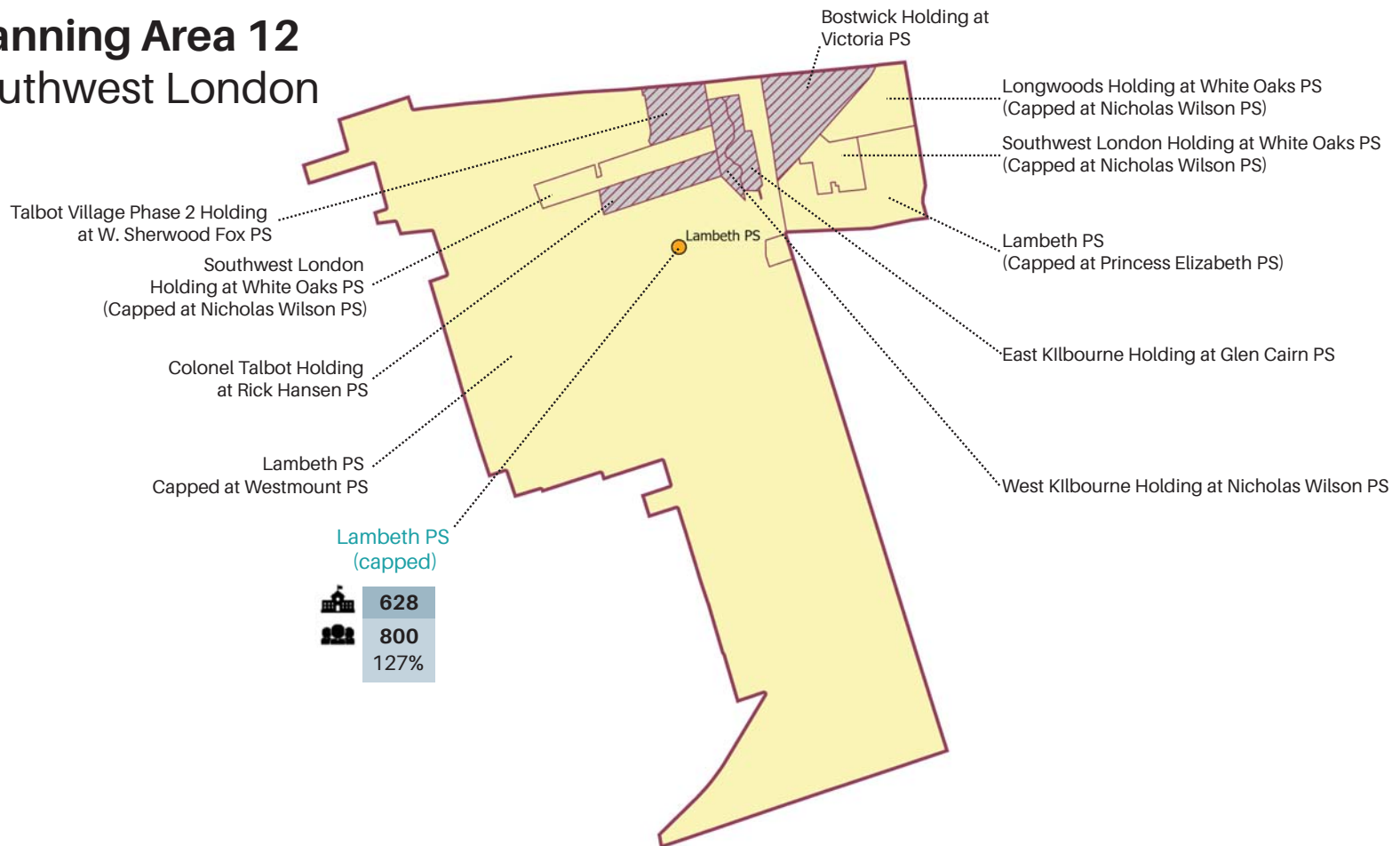
Programming: Elementary

Five K - 8 Regular Track
One Dual Track School
Princess Elizabeth PS



Programming: Secondary

Grade 9 - 12 English Track
Grade 9 - 12 French Immersion
Specialist High Skills Majors:
Construction, Sports,
Manufacturing

Planning Area 12 Southwest London



Lambeth PS (capped)

	628
	800
	127%

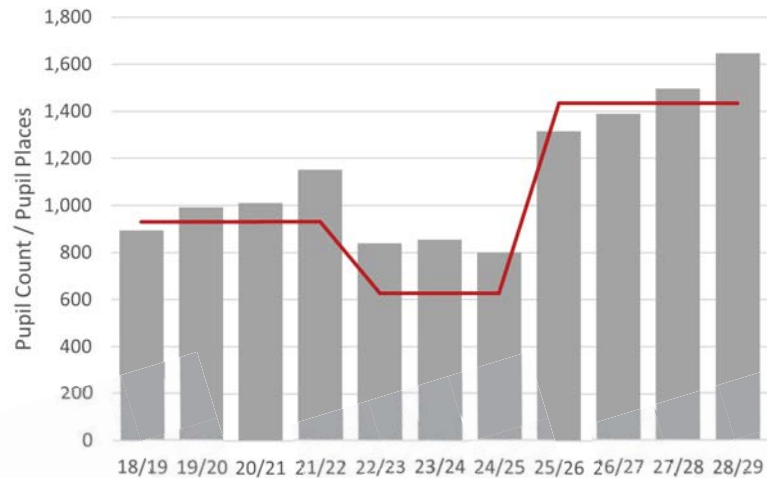
Future Capital Priorities

- New Southwest London PS (White Pine PS) opening September 2025
- Additional capital priorities request made in Fall 2024 for another elementary school in southwest London (approved in January 2025)

Future Attendance Area Reviews

- Future attendance area review to establish boundary for new school in southwest London that was approved in 2025

Elementary Panel



Elementary Schools



Capped Schools



Holding Zones

Activity in the Area

2023-2024

- Lambeth PS capped to new families. Students re-designated to Princess Elizabeth PS and Westmount PS which are the Interim Accommodation Schools

2025-2026

- New Southwest London elementary school (White Pine PS) to open. All holding zones west of Wharnccliffe Road will be dissolved and incorporated into White Pine PS boundary.
- Lambeth PS cap to be lifted when White Pine PS opens

2025

- Additional new southwest London elementary school approved. Planned to open in 27/28 school year

Observations

- Substantial development activity anticipated as multiple Plans of Subdivision continue to develop primarily in the Bostwick, Longwoods, Talbot and Lambeth neighbourhoods

Elementary

- Enrolment projected to grow substantially in coming years as new White Pine PS opens and students from former holding zones outside of the Planning Area are accommodated at this school.
- New development will continue to increase enrolment at White Pine PS and Lambeth PS into the future

249

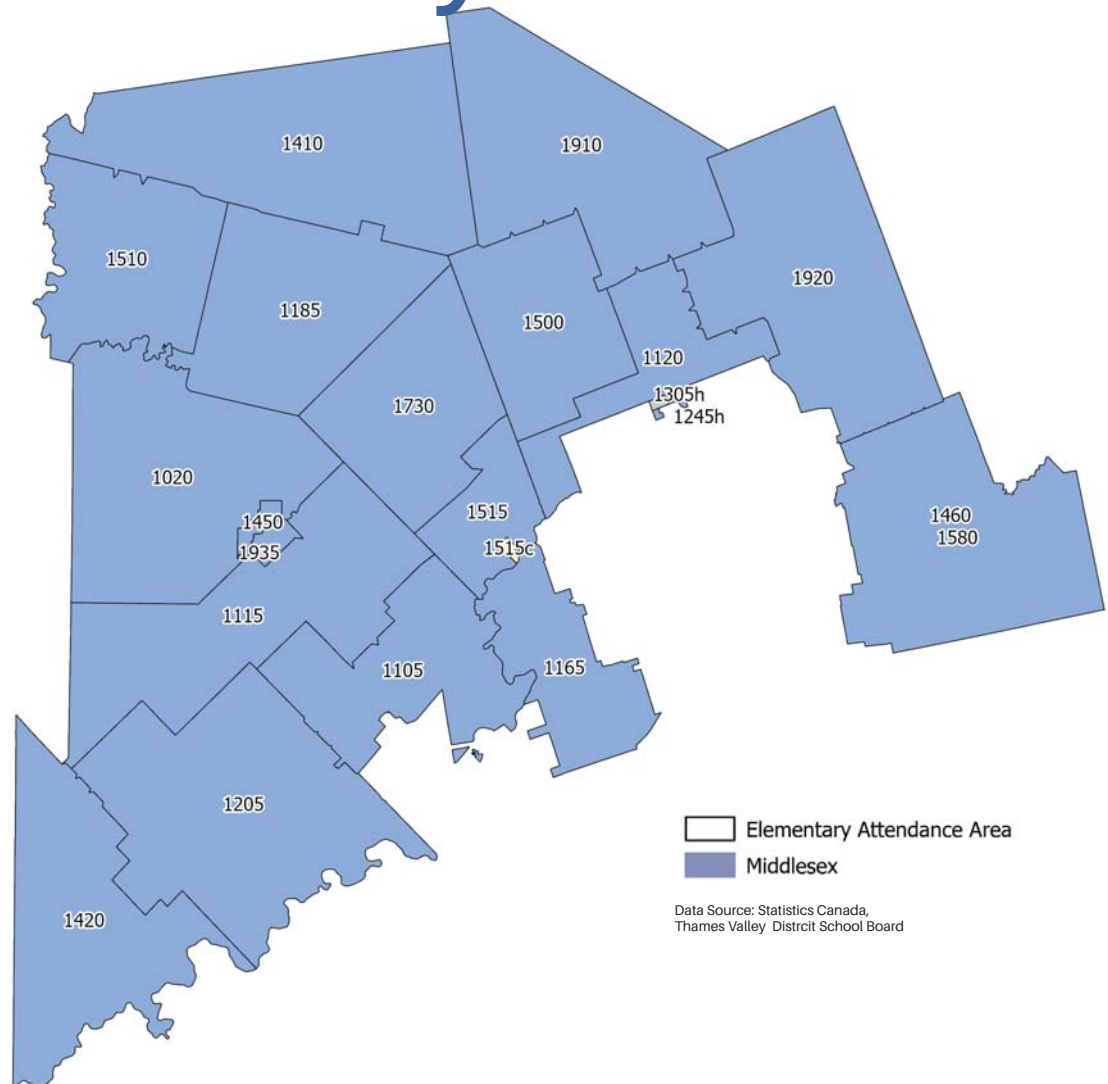
Programming: Elementary

**One K-8 English Track
Lambeth PS:**
Education Services
Agreements

Middlesex County

Elementary Schools by School Code

- 1020 - Adelaide-W.G. MacDonald PS
- 1105 - Caradoc PS
- 1115 - Caradoc North PS
- 1120 - Centennial Central PS
- 1165 - Delaware Central PS (Capped)
- 1185 - East Williams Memorial PS
- 1205 - Ekcoe Central PS
- 1245h - Uplands North Holding at Evelyn Harrison PS
- 1410 - McGillivray Central PS
- 1420 - Mosa Central PS
- 1450 - North Meadows PS
- 1460 - Northdale Central PS
- 1500 - Oxbow PS
- 1510 - Parkhill-West Williams PS
- 1515 - Parkview PS
- 1515c - Delaware Central PS Capped at Parkview PS
- 1580 - River Heights PS
- 1730 - Valleyview Central PS
- 1910 - Wilberforce PS
- 1920 - West Nissouri PS
- 1935 - Mary Wright PS



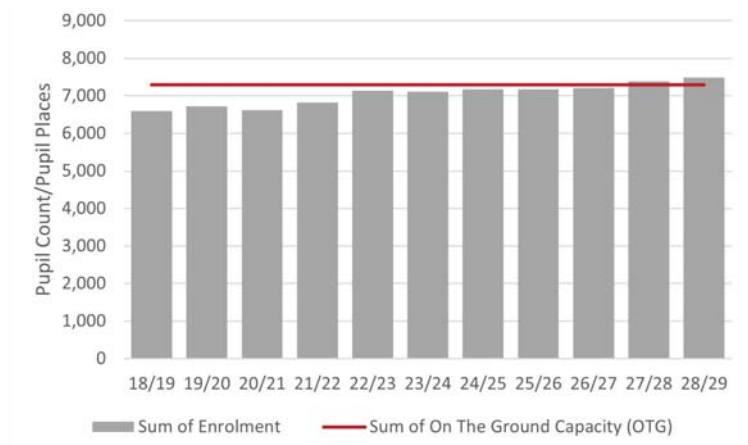
Elementary Attendance Area
 Middlesex

Data Source: Statistics Canada,
Thames Valley District School Board

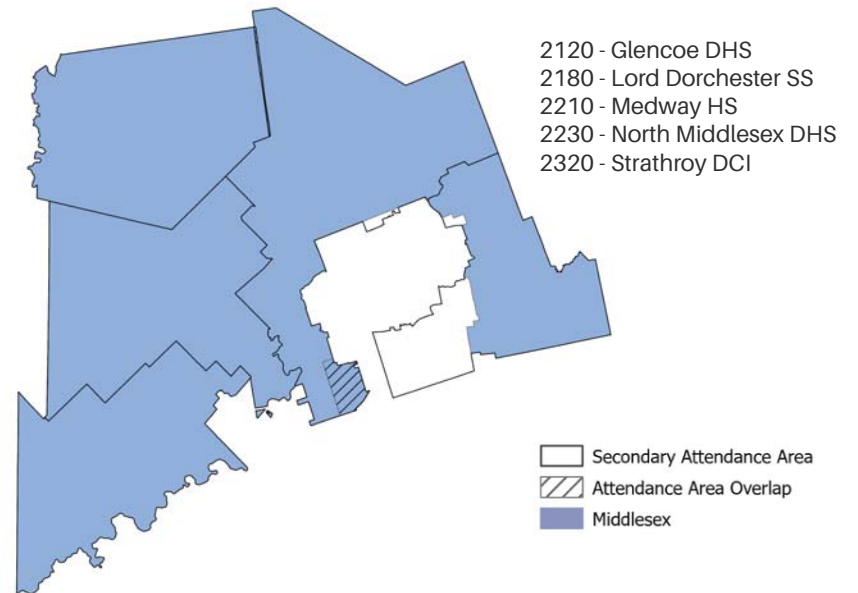
Regional Snapshot Middlesex County

Elementary Panel

Enrolment and Facility Capacity

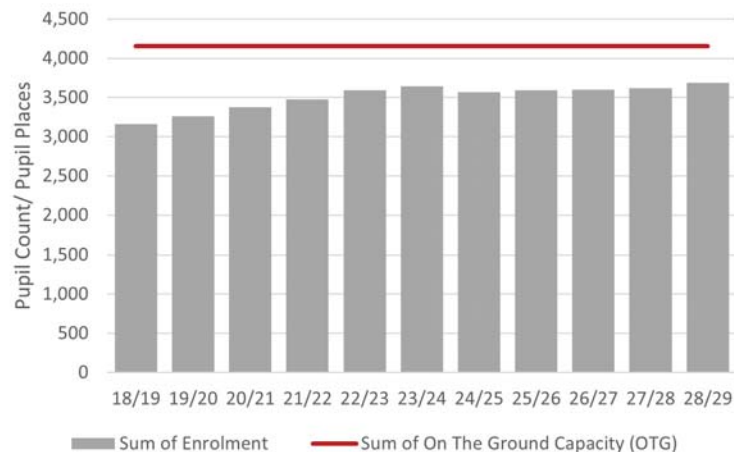


Secondary Schools by School Code

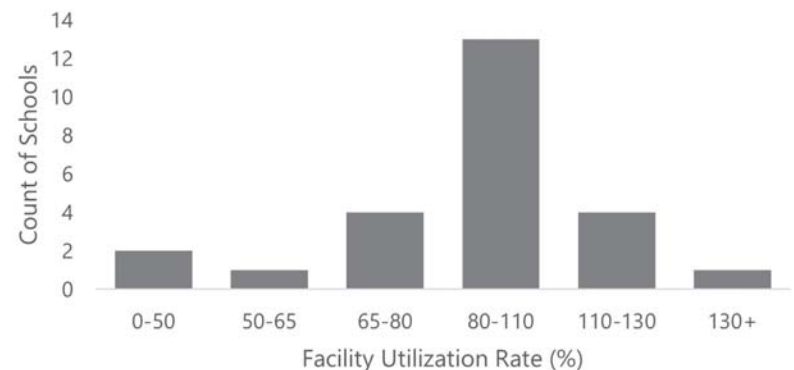


Secondary Panel

Enrolment and Facility Capacity



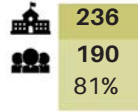
School Count by Facility Utilization Rate Range All Schools



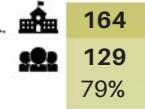
Planning Area 13

North Middlesex

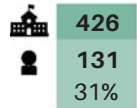
Parkhill-West Williams PS



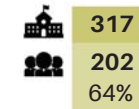
McGillivray Central PS



North Middlesex DHS



East Williams Memorial PS



Future Capital Priorities

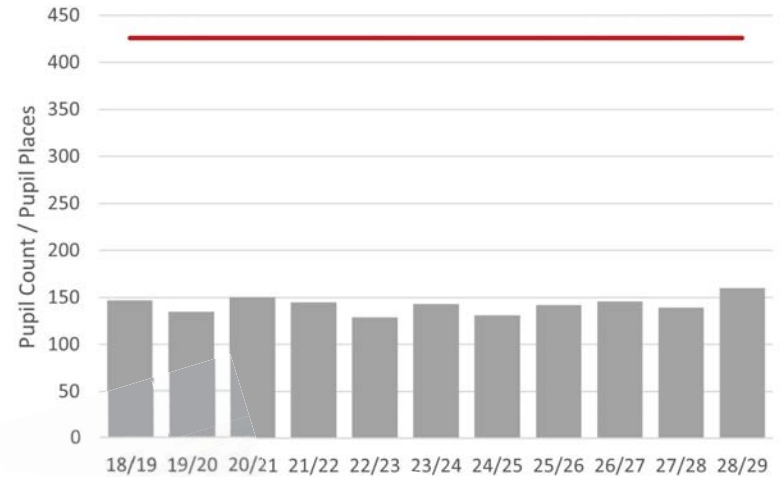
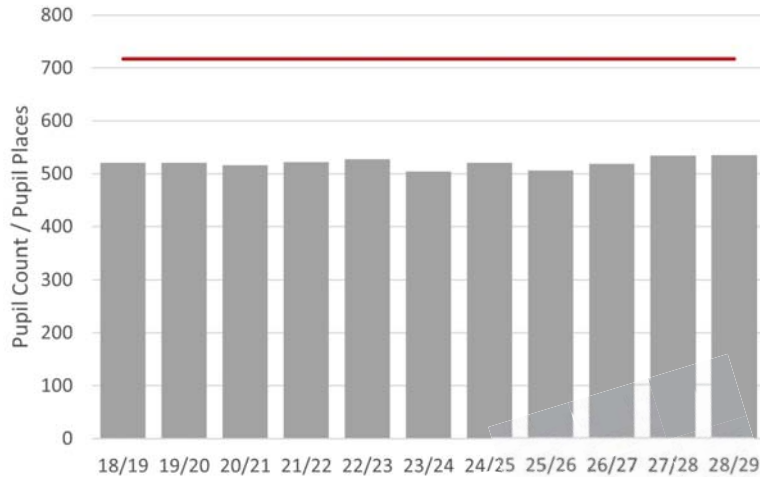
- No capital priorities currently planned for this area

Future Attendance Area Reviews

- No attendance area reviews currently planned for this area

Elementary Panel

Secondary Panel



Activity in the Area

2018-2019

- McGillivray Central PS and East Williams Memorial PS included in Western Middlesex Attendance Area Review - no changes

Observations

- Some housing development planned primarily in Parkhill

Elementary

- continued underutilization with some decline until housing development accelerates again

Secondary

- Persistent underutilization

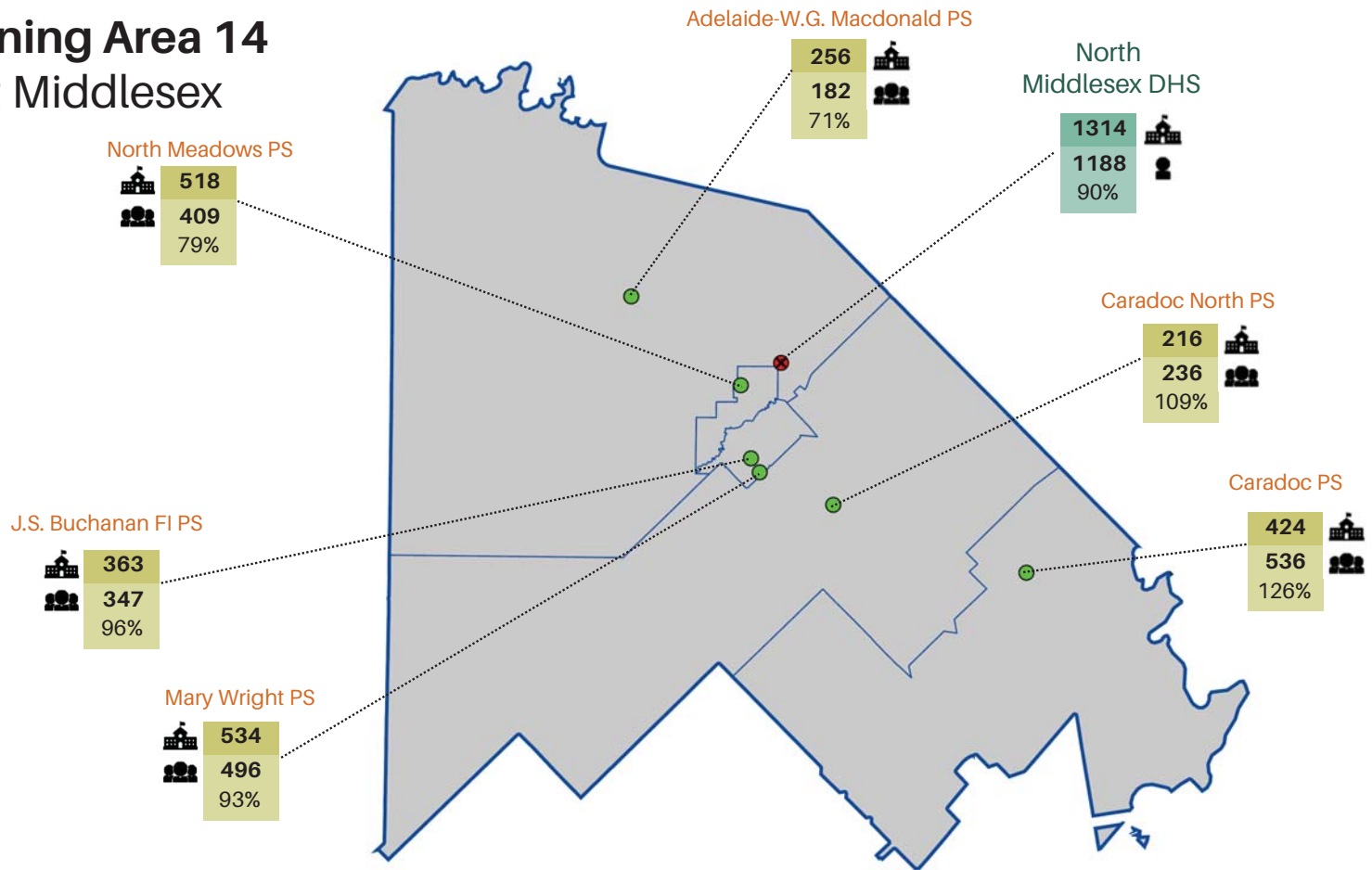
Programming: Elementary

3 K-8 English Track

Programming: Secondary

Grade 9-12 English Track
 Specialist High Skills Majors:
 Agriculture, Transportation

Planning Area 14 West Middlesex



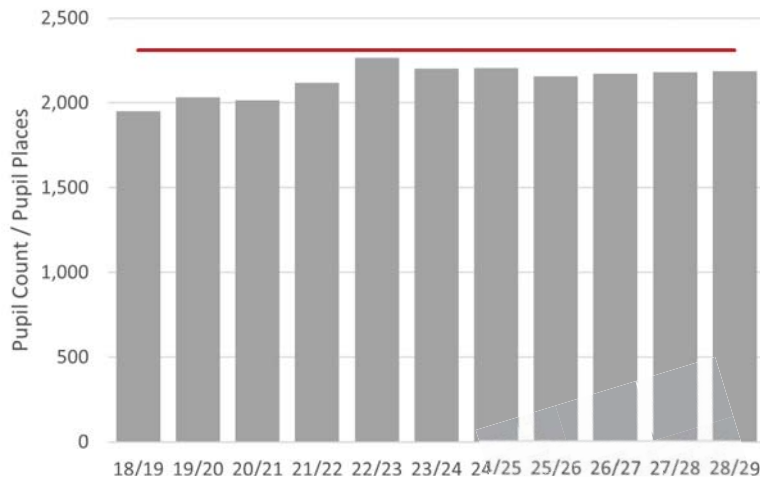
Future Capital Priorities

- Planned new K-8 Strathroy Elementary School
- Planned Caradoc PS addition

Future Attendance Area Reviews

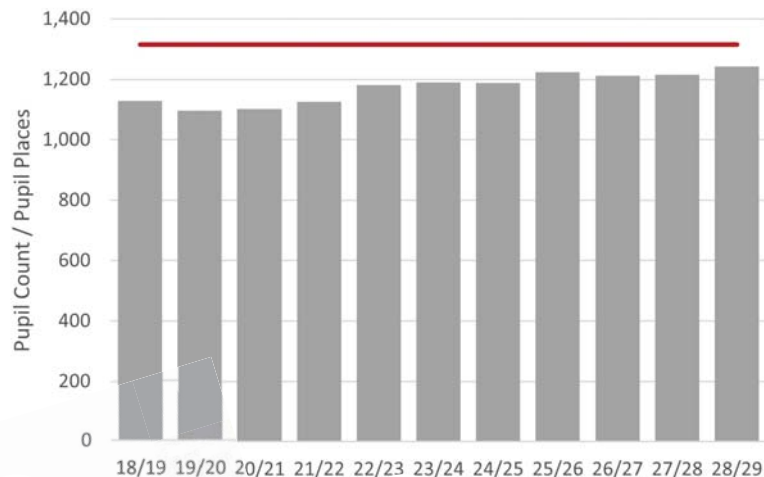
- Adelaide Metcalfe and Strathroy-Caradoc Attendance Area Review (2024-2025)

Elementary Panel



Elementary Schools

Secondary Panel



Secondary School

Activity in the Area

2018-2019

- Caradoc PS included in Western Middlesex Attendance Area Review - no changes

2021-2022

- Addition of special education class at North meadows PS; total classes = 3

2024-2025

- Opening of skilled trades hub in partnership with the Province, Strathroy-Caradoc, and London District Catholic School Board

Observations

- Significant housing development in Mount Brydges
- Significant housing development planned for Strathroy in the North Meadows Secondary Plan Area as well as ongoing development on west and south edges of town

Elementary

- Stable existing community with projected enrolment growth once housing development accelerates again

Secondary

- Stable existing community and operating close to capacity
- Shared building and site with London District Catholic School Board

255

Programming: Elementary

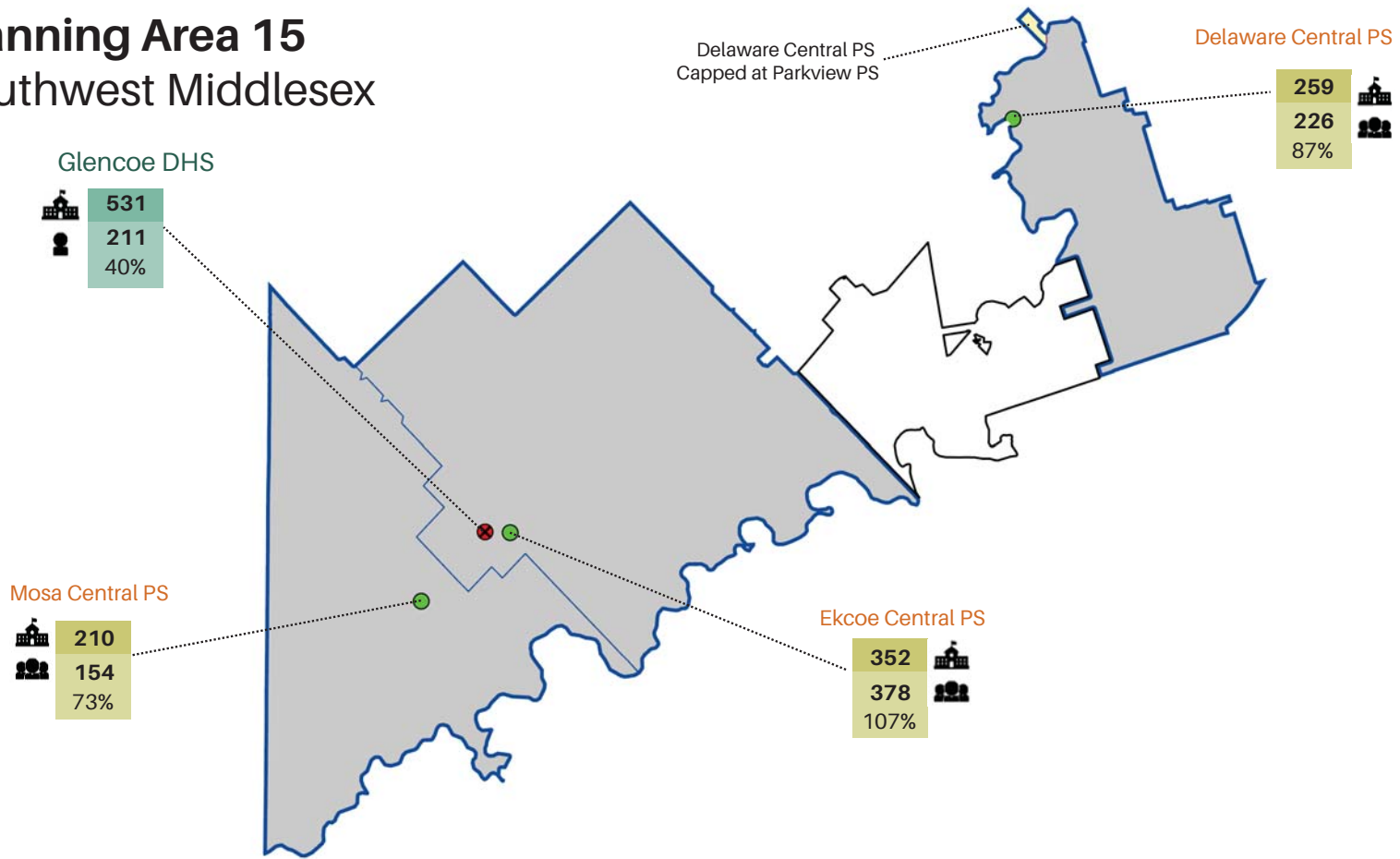
- 5 JK-8 English Track**
- 1 Grade 1-8 French Immersion**
- J.S. Buchanan FI PS
- English JK/SK Integration Site

Programming: Secondary

- Grade 9-12 English Track**
- Grade 9-12 French Immersion**
- Education Services Agreements
- Technology Emphasis
- Specialist High Skills Majors: Environment, Arts & Culture, Hospitality & Tourism, Manufacturing

Planning Area 15

Southwest Middlesex



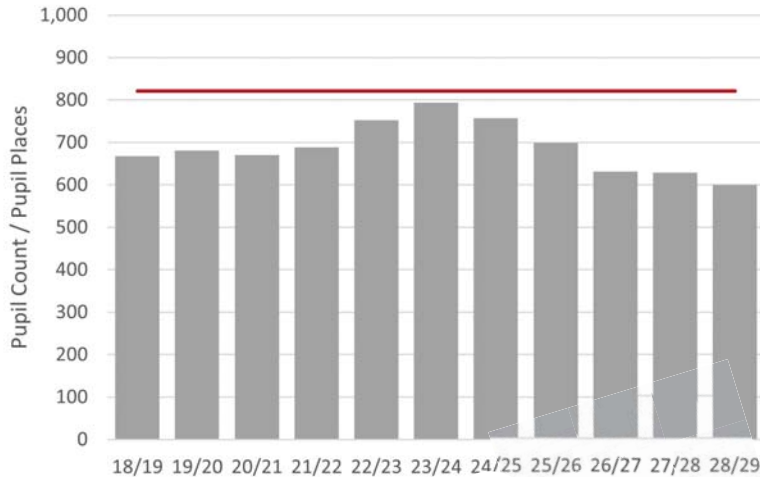
Future Capital Priorities

- No capital priorities currently planned for this area

Future Attendance Area Reviews

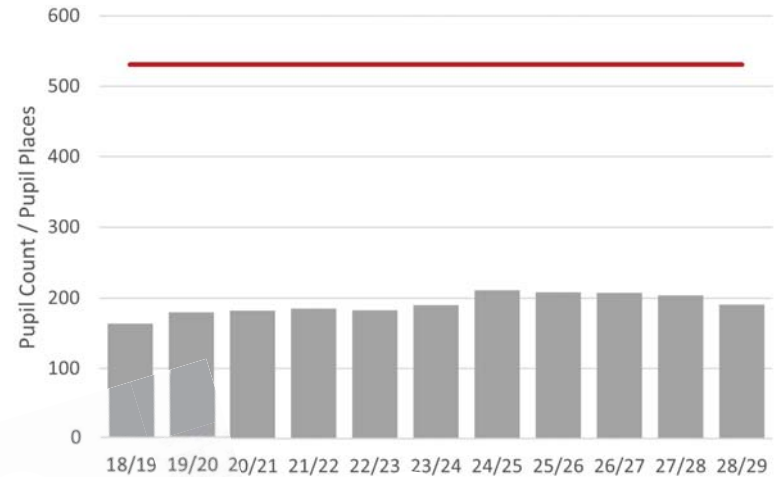
- Middlesex Elementary Attendance Area Review (2023-2024) implementation in September 2025
 - Portion of Delaware Central PS permanently designated to Parkview PS

Elementary Panel



Elementary Schools

Secondary Panel



Secondary School

Activity in the Area

2018-2019

- Delaware Central included in Western Middlesex Attendance Area Review; attendance area adjusted to include an area within Kilworth previously designated to attend Parkview PS

2021-2022

- Removal of a special education at Delaware Central PS

2023-2024

- Delaware Central PS included in Middlesex Elementary Attendance Area Review; boundary between Delaware Central PS and Parkview PS will be adjusted (Kilworth portion)
- Delaware Central PS enrolment cap began on January 1, 2024 with new students living in the Kilworth portion of the attendance area designated to attend Parkview PS

2025-2026

- Boundary adjustment from Middlesex Elementary Attendance Area Review between Delaware Central PS and Parkview PS will come into effect

Observations

- Housing developments proposed for Glencoe

Elementary

- Overutilization projected specifically at Ekcoe Central PS

Secondary

- Underutilization projected

257

Programming: Elementary

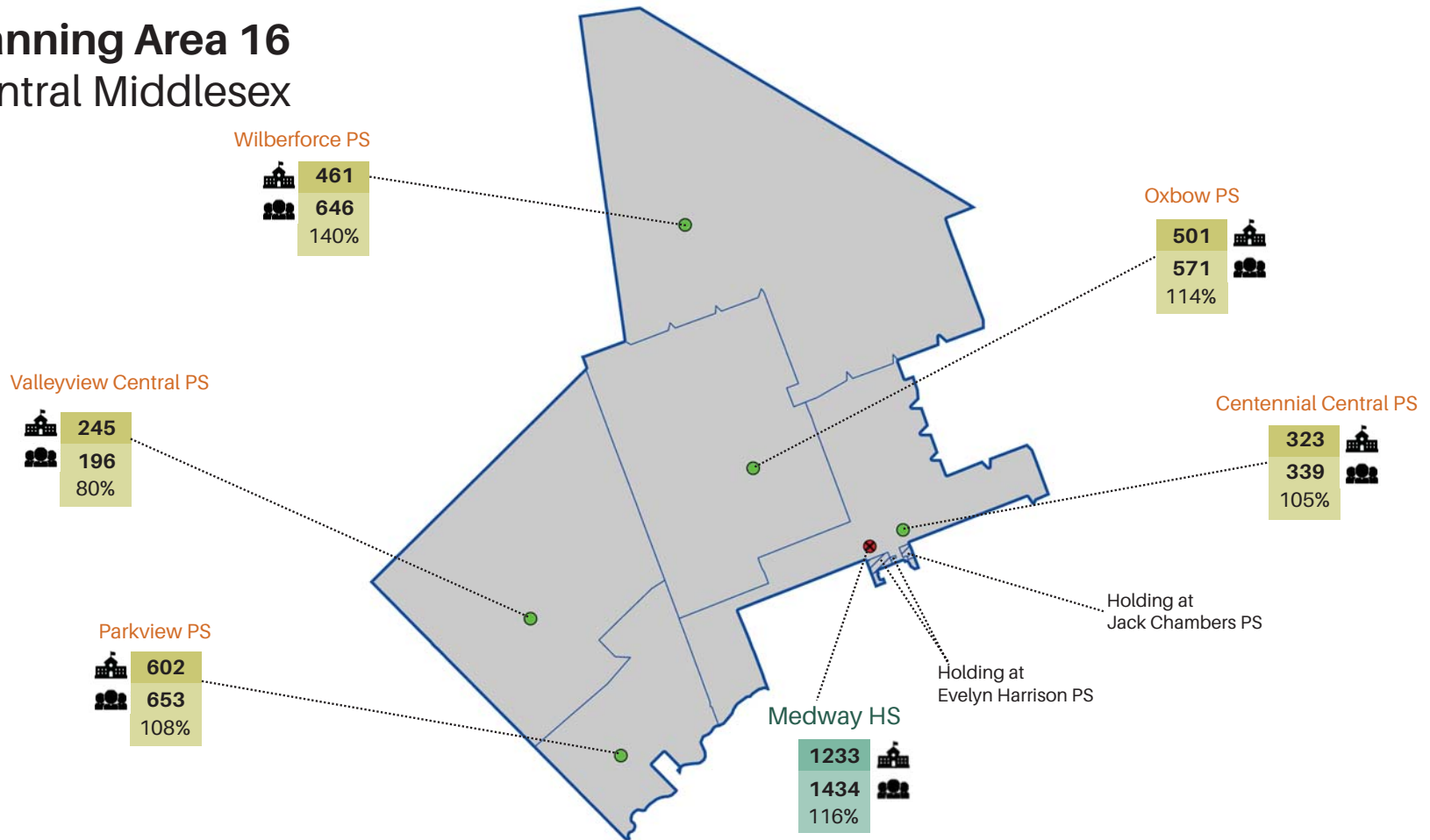
3 K-8 English Track
Delaware Central PS
Education Services Agreements

Programming: Secondary

Grade 9-12 English Track
Specialist High Skills Majors:
Construction & Transportation

Planning Area 16

Central Middlesex



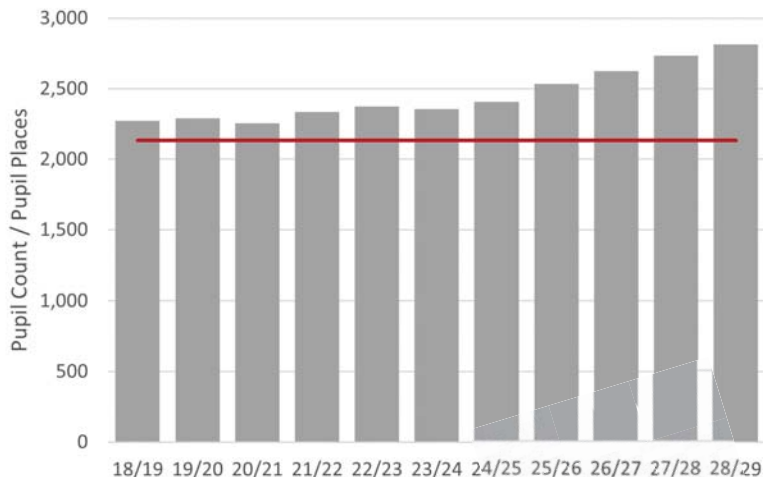
Future Capital Priorities

- New K-3 Lucan Elementary School approved in 2023-2024, scheduled to open in 2026-2027
- Planned addition at Parkview PS

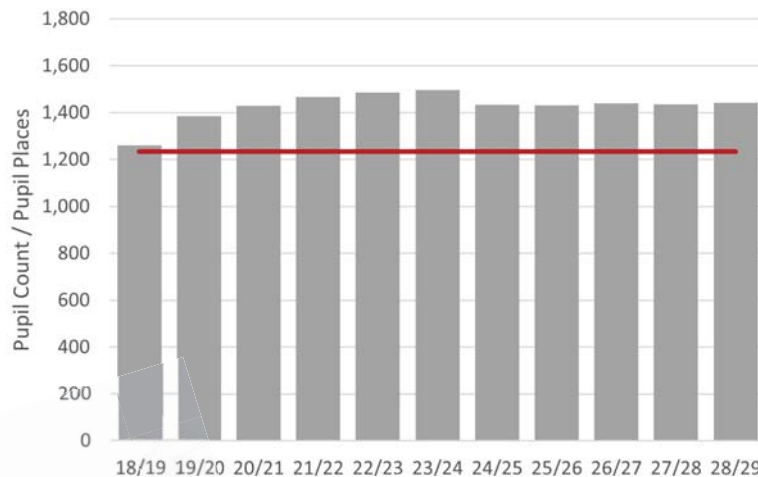
Future Attendance Area Reviews

- Changes to attendance areas of Medway HS and Parkview PS as a result of previous attendance area reviews

Elementary Panel



Secondary Panel



Activity in the Area

Pre-2020

- All schools involved in Western Middlesex Attendance Area Review
- Kilworth portion of Parkview PS attendance area designated to Delaware Central PS
- Restrictions on new out of area registrations at Medway HS
- Holding zones in Ilderton permanently accommodated at Oxbow PS

2021

- Medway HS included in London Secondary Panel Attendance Area Review
- Centennial Central PS included in London Elementary Attendance Area Review

2024

- Kilworth portion of Delaware Central PS capped to new enrolment; new students designated to Parkview PS
- Funding secured for new K-3 Lucan Elementary School - opening in 2026-2027; Wilberforce will be converted to Grade 4-8 school

2025

- Kilworth portion of Delaware Central PS attendance area will be permanently designated to Parkview PS

Observations

- Significant housing development anticipated across all communities

Elementary

- Projected overutilization across the planning area, some relief provided through new school in Lucan

Secondary

- Growth expected in long term as elementary cohorts enter secondary panel

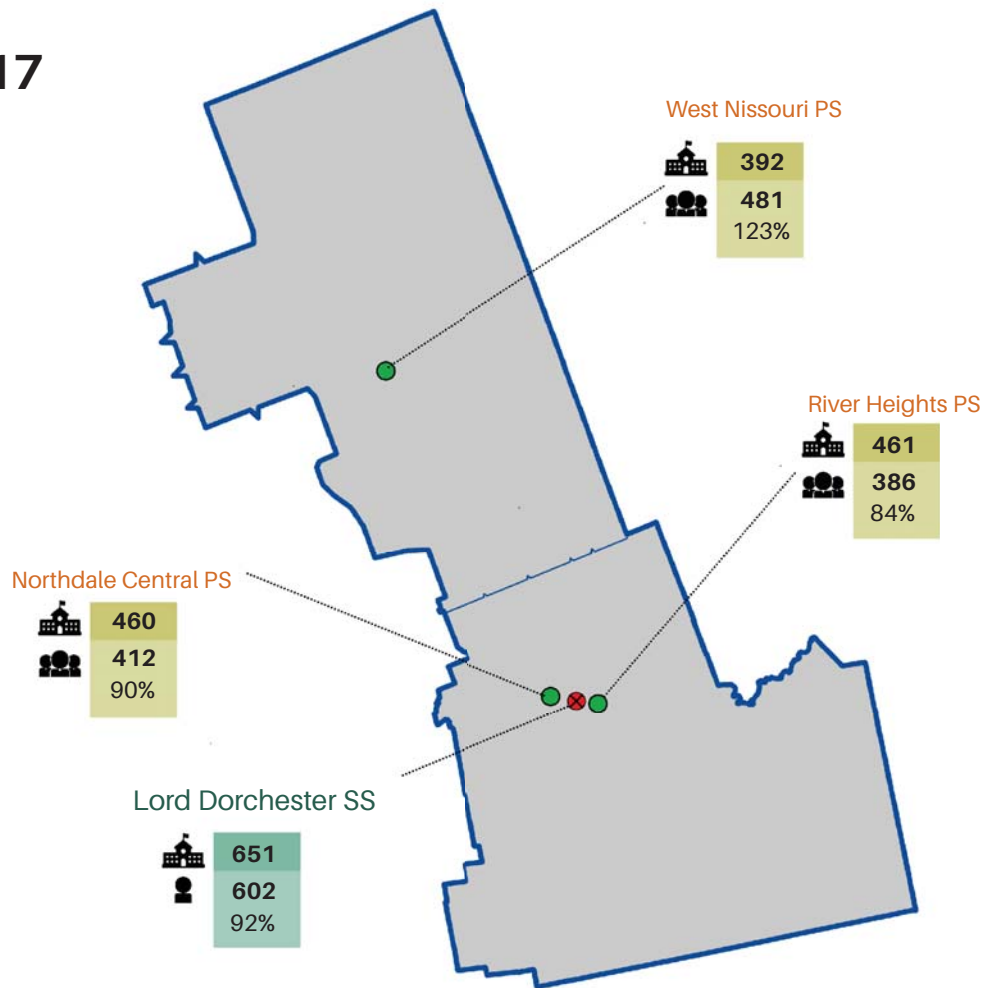
Programming: Elementary

5 K-8 English Track

Programming: Secondary

Grade 9-12 English Track
Specialist High Skills Major:
Arts & Culture

Planning Area 17 East Middlesex



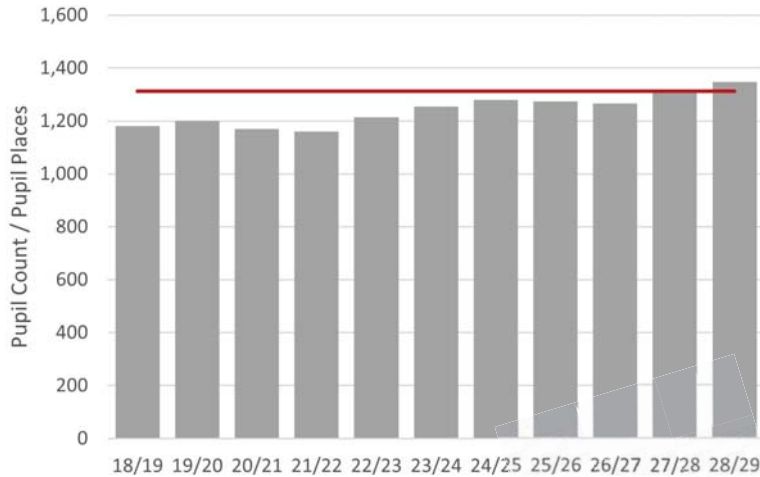
Future Capital Priorities

- Planned addition at West Nissouri PS

Future Attendance Area Reviews

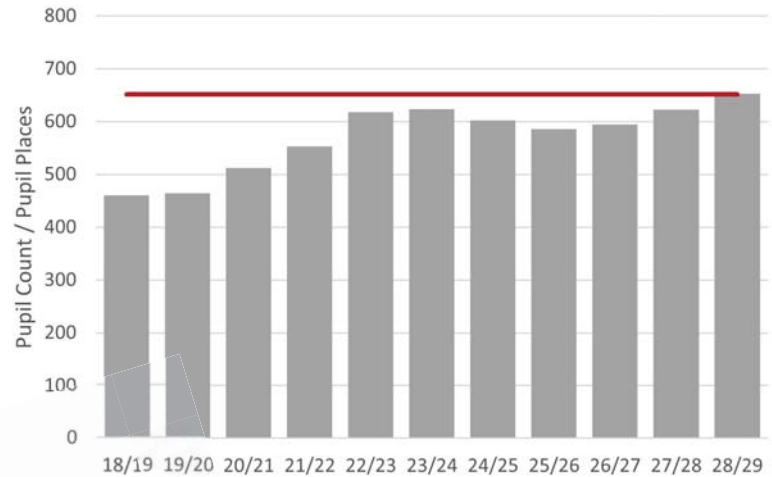
- Changes to Lord Dorchester SS boundary as a result of London Secondary Panel Attendance Area Review

Elementary Panel



Elementary Schools

Secondary Panel



Secondary School

Activity in the Area

Pre-2020

- Northdale Central PS and River Heights PS included in EPAR01 with changes to their attendance areas to accommodate a new school in Belmont

2020

- Capital Priorities funding approved for a new elementary school in Belmont

2025

- Construction expected to begin on new Belmont elementary school

Observations

- Housing development planned and underway in Thorndale and Dorchester

Elementary

- Projected overutilization

Secondary

- Growth expected from large elementary cohorts

Programming: Elementary

- JK-3 English Track**
River Heights PS
- Grade 4-8 English Track**
Northdale Central PS
- K-8 English Track**
West Nissouri PS

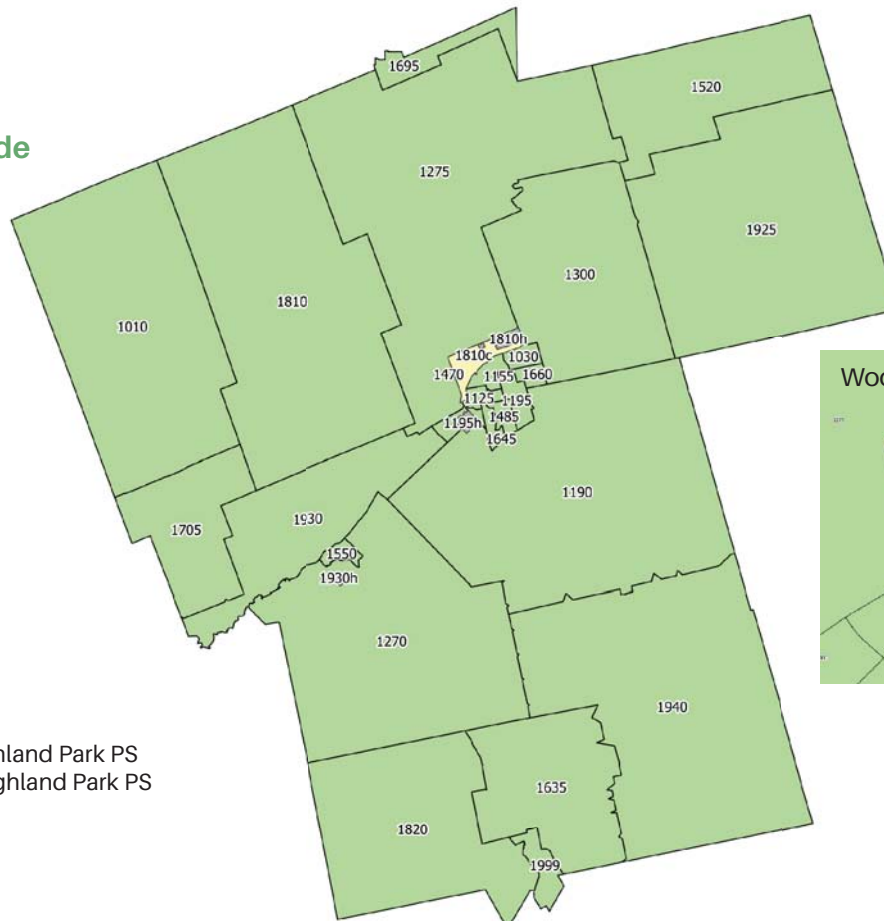
Programming: Secondary

- Grade 9-12 English Track**
- Specialist High Skills Majors:
Arts & Culture, Transportation

Oxford County

Elementary Schools by School Code

- 1010 - A. J. Baker PS
- 1030 - Algonquin PS
- 1125 - Central PS
- 1155 - Winchester Street PS
- 1190 - East Oxford Central PS
- 1195 - Eastdale PS
- 1195h - SW Woodstock holding at Eastdale PS
- 1270 - Harrisfield PS
- 1275 - Hickson Central PS
- 1300 - Innerkip Central PS
- 1470 - Northdale PS
- 1485 - Oliver Stephens PS
- 1520 - Plattsville & District PS
- 1550 - Royal Roads PS
- 1635 - South Ridge PS
- 1645 - Southside PS
- 1660 - Springbank PS
- 1695 - Tavistock PS
- 1705 - Thamesford PS
- 1810 - Zorra Highland Park PS
- 1810h - North Woodstock Holding at Zorra Highland Park PS
- 1810c - Hickson Central PS Capped at Zorra Highland Park PS
- 1820 - Westfield PS
- 1925 - Blenheim District PS
- 1930 - Laurie Hawkins PS
- 1940 - Emily Stowe PS
- 1999 - Annandale PS

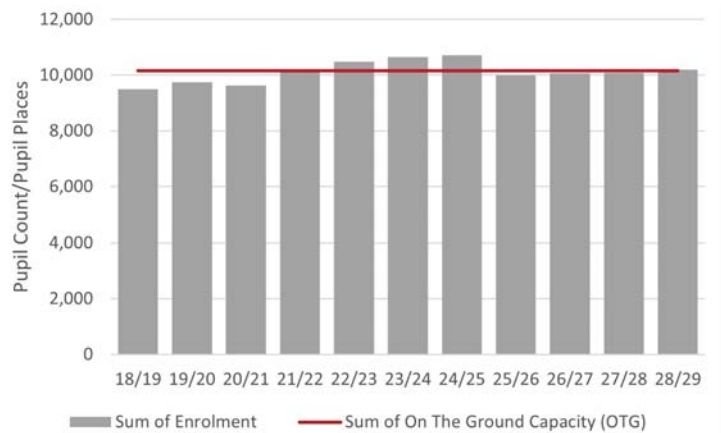


Data Source: Statistics Canada,
Thames Valley District School Board

Regional Snapshot Oxford County

Elementary Panel

Enrolment and Facility Capacity



Secondary Schools by School Code

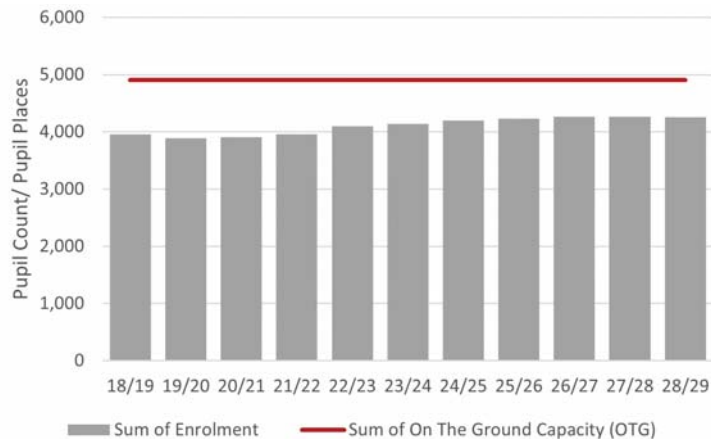
- 2090 - College Avenue SS
- 2130 - Glendale HS
- 2150 - Huron Park SS
- 2160 - Ingersoll DCI
- 2390 - Woodstock CI



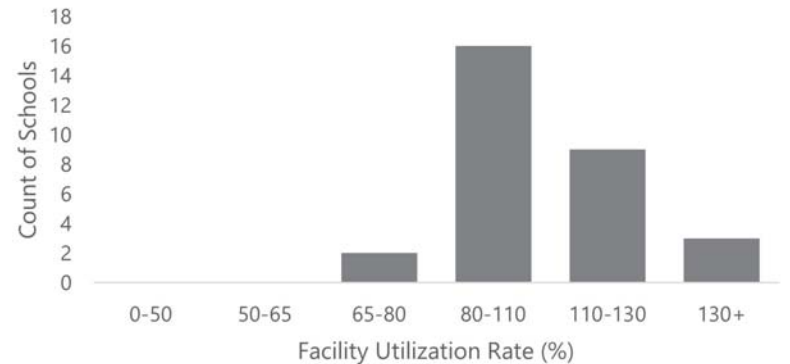
Data Source: Statistics Canada, Thames Valley District School Board

Secondary Panel

Enrolment and Facility Capacity

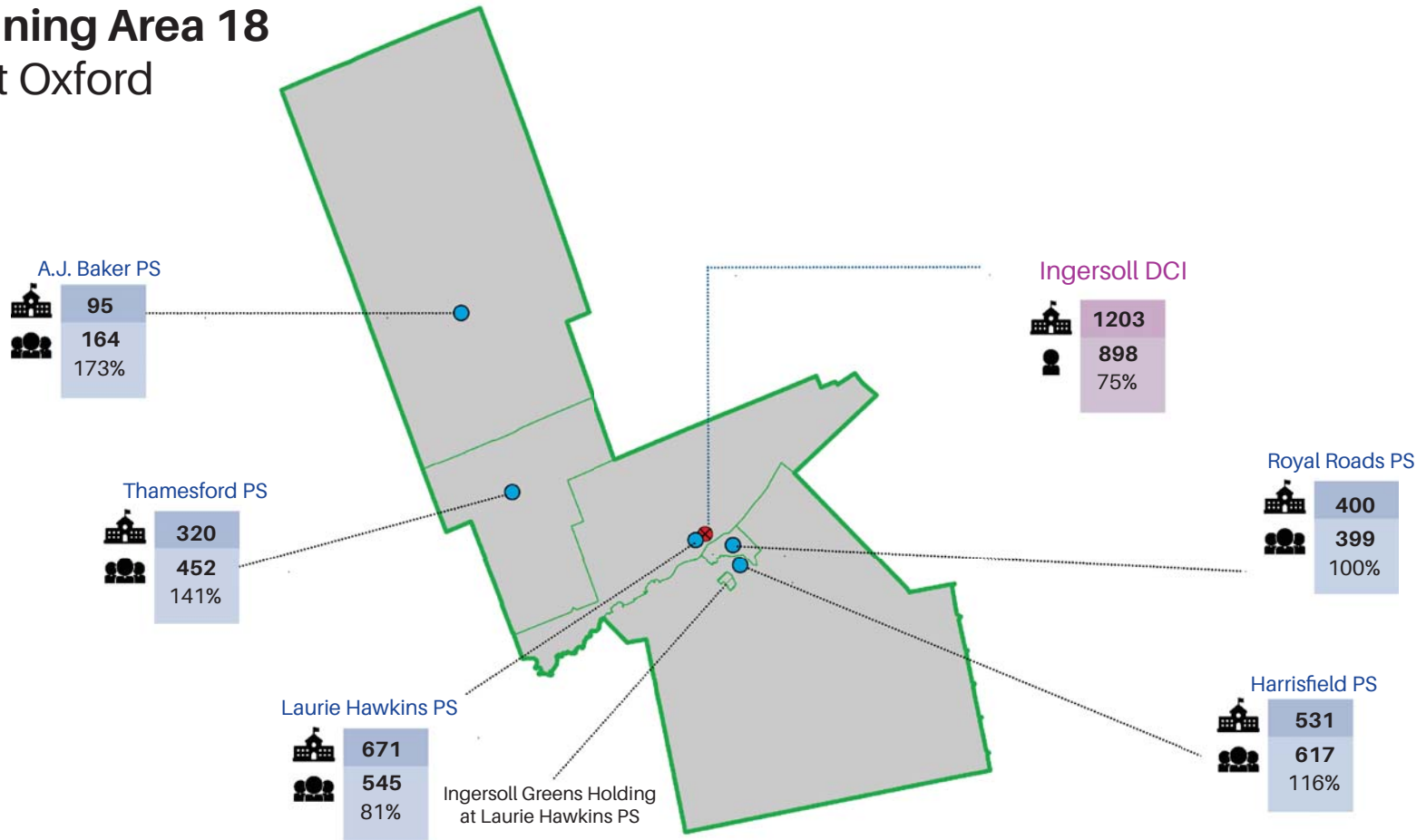


School Count by Facility Utilization Rate Range All Schools



Planning Area 18

West Oxford



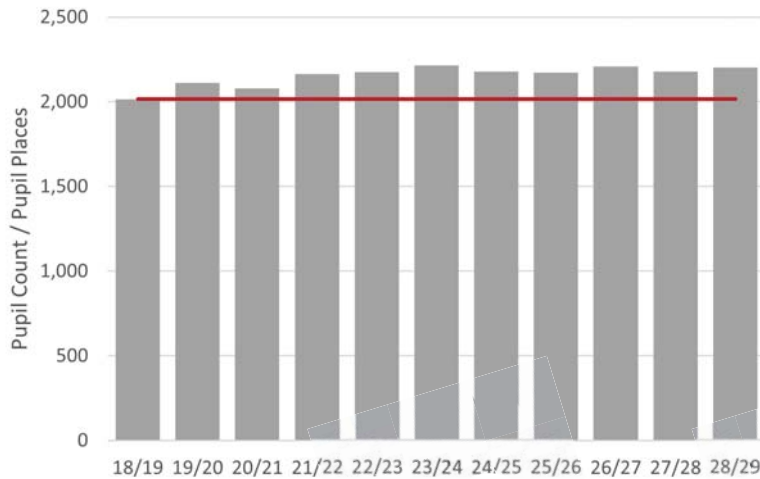
Future Capital Priorities

- Planned new K-8 Ingersoll Elementary School
- Approved new K-4 Thamesford Elementary School

Future Attendance Area Reviews

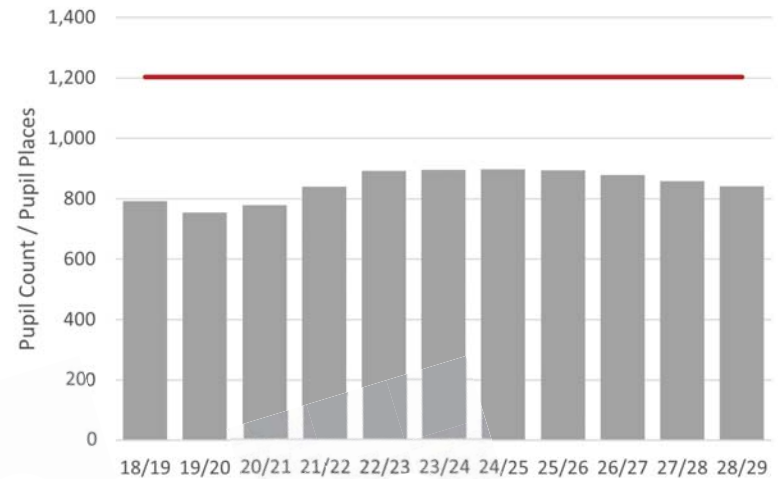
- Attendance area for new Ingersoll Elementary School when approved

Elementary Panel



5 Elementary Schools

Secondary Panel



1 Holding School

1 Secondary School

Activity in the Area

2021-2022

- Removal of one Special Education class at Harrisfield PS, total classes now 2
- Business case submitted for funding for new elementary school in Ingersoll

2022-2023

- Ingersoll Greens Holding Zone established on Ingersoll Greens Golf Course; future students designated to attend Laurie Hawkins PS
- Business cases submitted for funding for new elementary schools in Ingersoll and Thamesford

2024

- Business cases submitted for funding for new elementary schools in Ingersoll and Thamesford

Observations

- Significant housing development anticipated in Ingersoll and Thamesford

Elementary

- Persistent overutilization, particularly at Harrisfield PS and Thamesford PS

Secondary

- Slight enrolment growth projected due to ongoing housing development

265

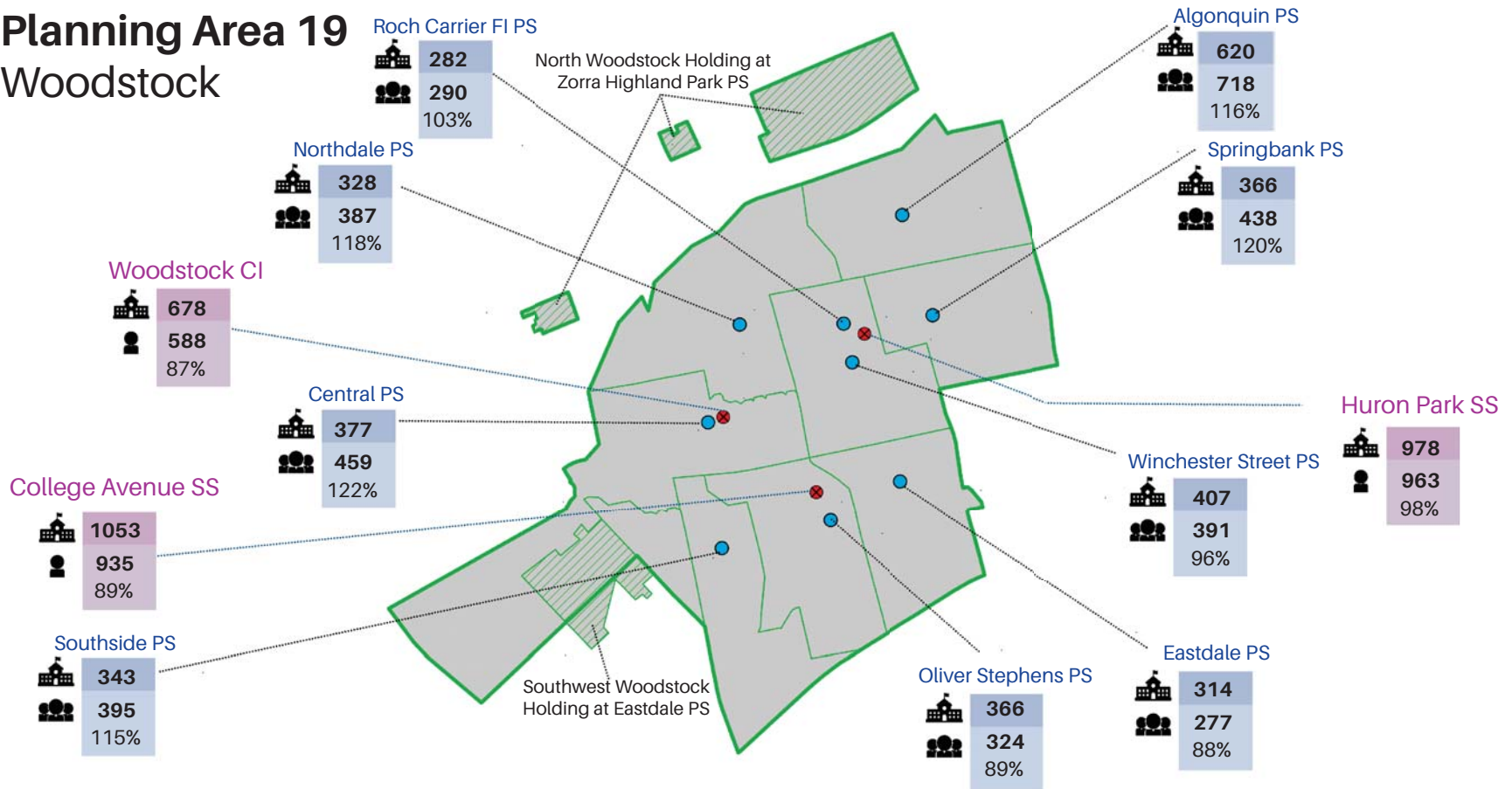
Programming: Elementary

5 K-8 English Track

Programming: Secondary

Grade 9-12 English Track
 Specialist High Skills Majors:
 Construction, Manufacturing,
 Transportation, & Sports

Planning Area 19 Woodstock



Future Capital Priorities

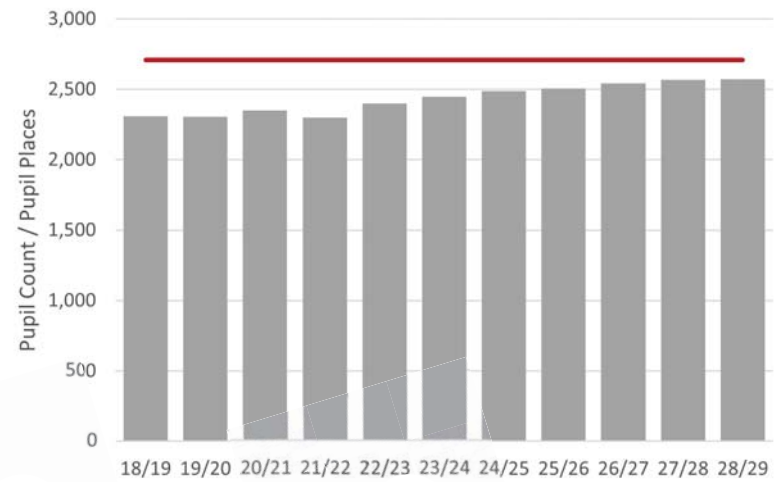
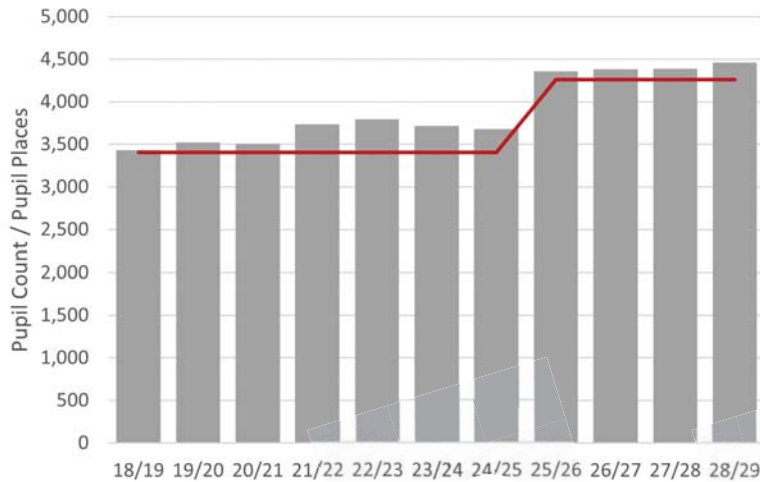
- Turtle Island Public School (new north Woodstock school) opening in Winter 2026
- Planned addition at Springbank PS

Future Attendance Area Reviews

- Changes as a result of Oxford North Attendance Area Review (2023-2024)

Elementary Panel

Secondary Panel



Elementary Schools



Holding Schools



Secondary Schools

Activity in the Area

2020-2021

- Initiation of Oxford County French Immersion & City of Woodstock Elementary Panel Attendance Area Review
- Completion of childcare centre at Algonquin PS

2022

- Approval of funding for new north Woodstock elementary school
- Winchester Street PS holding zone permanently designated to Springbank PS

2023

- Oxford North Attendance Area review initiated

Observations

- Significant current and planned housing development in north and southwest Woodstock

Elementary

- Enrolment growth in both existing community and from new housing development
- Persistent overutilization expected

Secondary

- Moderate enrolment growth in both existing community and from new housing development
- Approaching capacity at all area schools

Programming: Secondary

Huron Park SS: 9-12 English Track

ELD/ESL A+B Designated Site
Specialist High Skills Majors:
Health & Wellness, Manufacturing

Woodstock CI: 9-12 English Track & French Immersion

Specialist High Skills Majors: Arts & Culture, Information & Communications Tech, Sports

College Avenue SS: 9-12 English Track

Tech Emphasis, Specialist High Skills Majors: Arts & Culture, Agriculture, Construction, Hospitality & Tourism, Manufacturing

Programming: Elementary

8 K-8 English Track
1 Grade 1-8 French Immersion

Planning Area 20 North / East Oxford



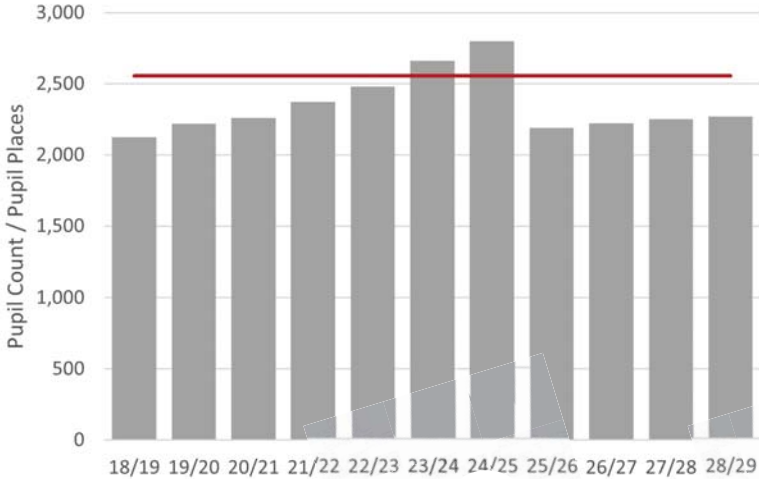
Future Capital Priorities

- Planned addition at Innerkip Central PS

Future Attendance Area Reviews

- Changes taking place as a result of the Oxford North Attendance Area Review (2023-2024)

Elementary Panel



Elementary Schools



Holding School

2021 Activity in the Area

- Capital Priorities Funding approved for new north Woodstock elementary school, which will accommodate the longstanding holding zones that were designated to Hickson Central PS

2022-2023

- North Woodstock portion of Hickson Central PS attendance boundary capped to new registrations and designated to Zorra Highland Park PS until new north Woodstock school is open

2023-2024

- Zorra Highland Park, Innerkip Central, Hickson Central, and Blenheim District included in Oxford North Attendance Area Review

2025-2026

- Turtle Island PS (new north Woodstock elementary school) scheduled to open

Observations

- Significant development anticipated in north Woodstock
- Moderate development expected in Innerkip
- Overutilization projected

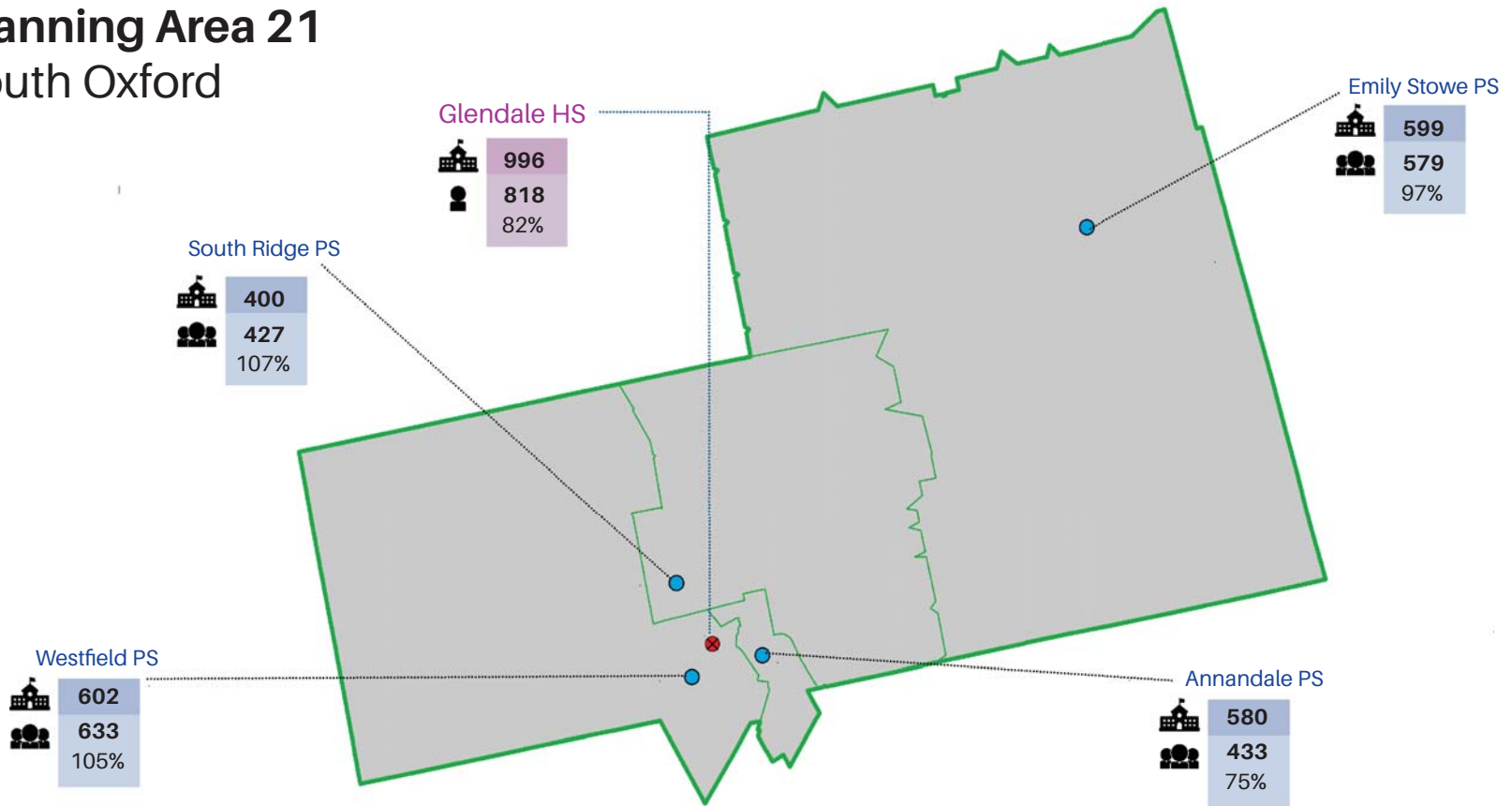
269

Programming: Elementary

7 K-8 English Track

Planning Area 21

South Oxford



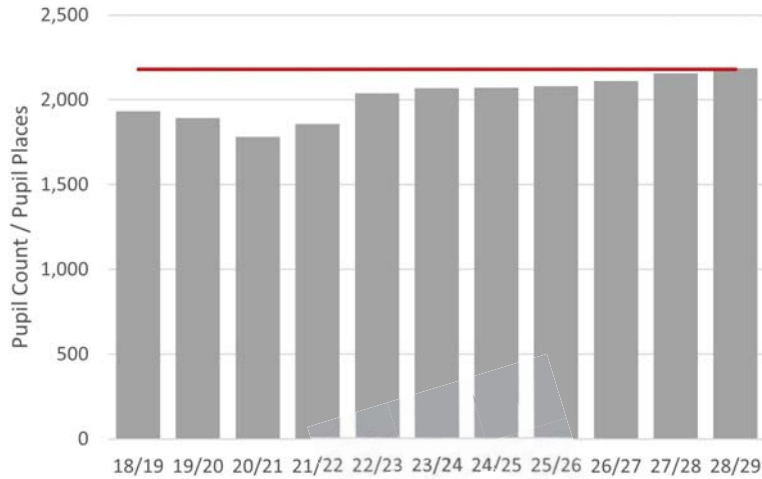
Future Capital Priorities

- Planned addition at South Ridge PS

Future Attendance Area Reviews

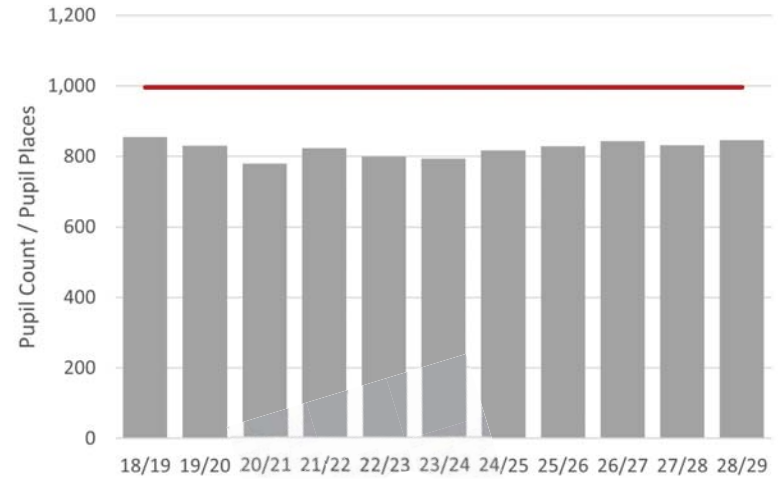
- Oxford South Attendance Area Review (2024-2025) underway

Elementary Panel



4 Elementary Schools

Secondary Panel



1 Secondary Schools

Activity in the Area

Pre-2020

- Consolidation and closure of Maple Lane PS and Rolph Street PS
- Opening of Westfield PS and grade reconfiguration at Annandale PS

2022

- Former site of Maple Lane PS sold

2023-2024

- Initiation of Oxford South Elementary Attendance Area Review

Observations

- Significant housing development planned in Tillsonburg

Elementary

- Growth expected to continue in the north end of Tillsonburg with new housing development concentrated in the South Ridge PS and Westfield PS attendance areas

Secondary

- Persistent underutilization

271

Programming: Elementary

4 K-8 English Track

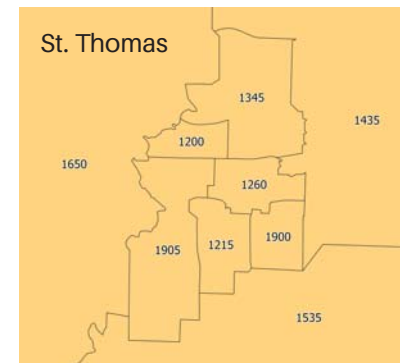
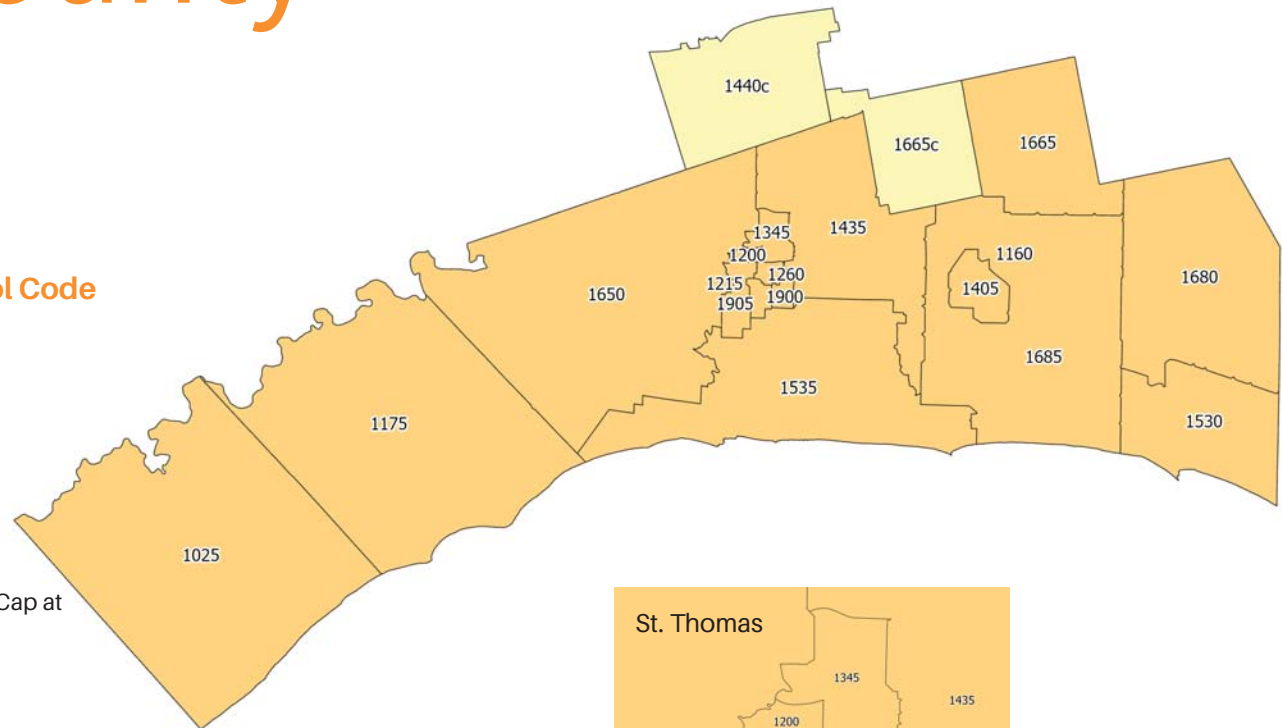
Programming: Secondary

Grade 9-12 English Track
Specialist High Skills Major:
Transportation

Elgin County

Elementary Schools by School Code

- 1025 - Aldborough PS
- 1160 - Davenport PS
- 1175 - Dunwich-Dutton PS
- 1200 - June Rose Callwood PS
- 1215 - Elgin Court PS
- 1260 - Forest Park PS
- 1345 - Locke's PS
- 1405 - McGregor PS
- 1435 - New Sarum PS
- 1440c - Former Westminster Central PS Cap at Nicholas Wilson PS
- 1530 - Port Burwell PS
- 1535 - Kettle Creek PS
- 1630 - South Dorchester PS
- 1650 - Southwold PS
- 1665 - Springfield PS
- 1665c - South Dorchester PS Cap at Springfield PS
- 1680 - Straffordville PS
- 1685 - Summers' Corners PS
- 1900 - Mitchell Hepburn PS
- 1905 - John Wise PS



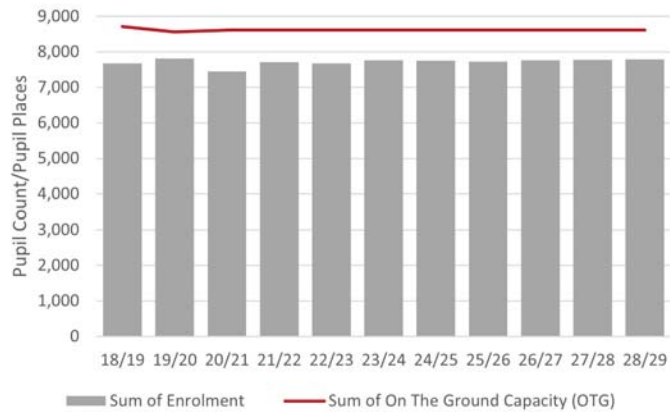
Data Source: Statistics Canada,
Thames Valley District School Board

Regional Snapshot

Elgin County / City of St. Thomas

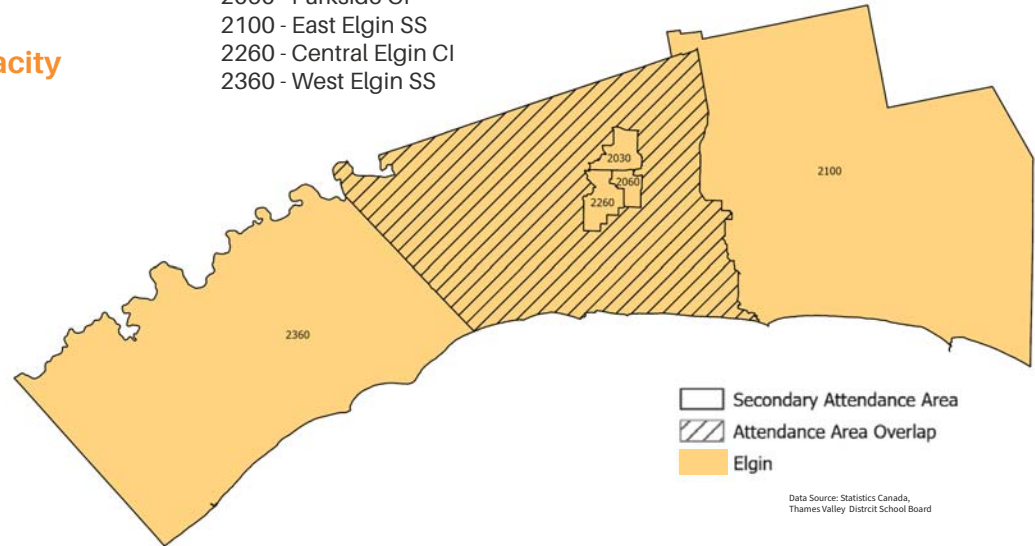
Elementary Panel

Enrolment and Facility Capacity



Secondary Schools by School Code

- 2030 - Arthur Voaden SS
- 2060 - Parkside CI
- 2100 - East Elgin SS
- 2260 - Central Elgin CI
- 2360 - West Elgin SS

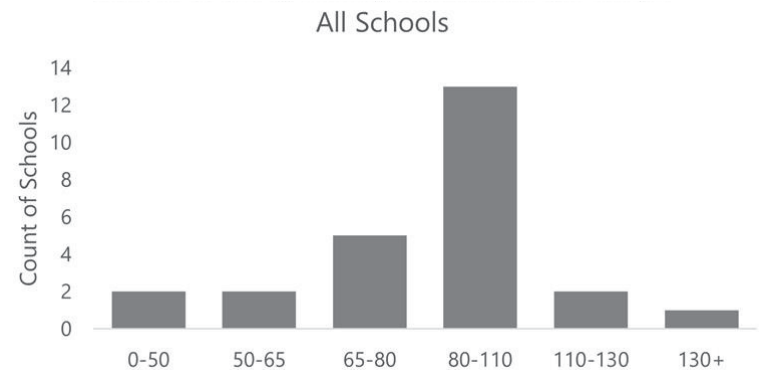


Secondary Panel

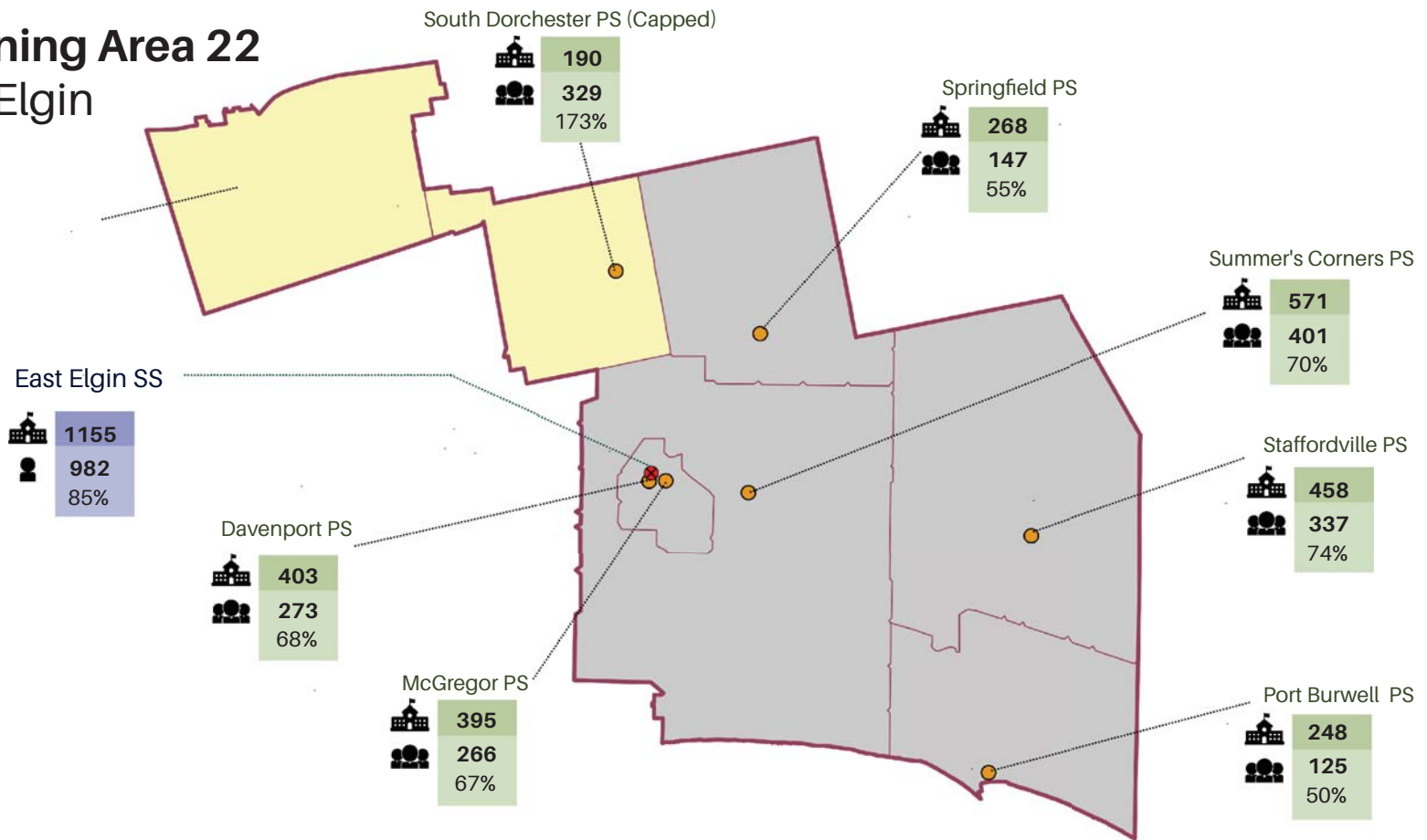
Enrolment and Facility Capacity



School Count by Facility Utilization Rate Range All Schools



Planning Area 22 East Elgin



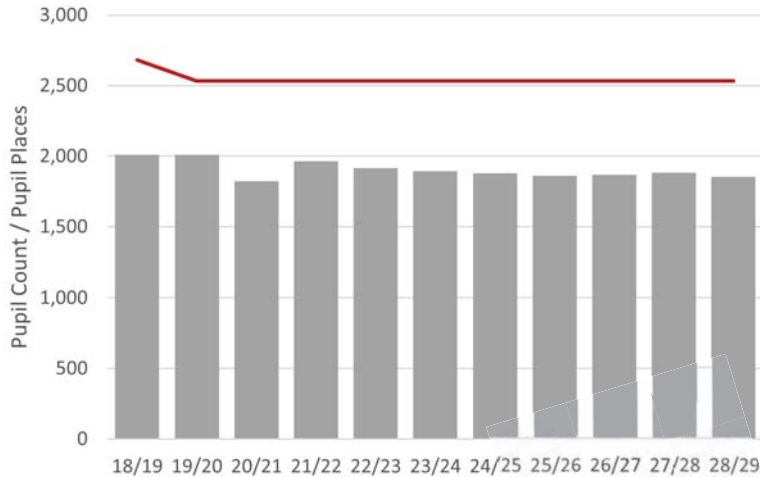
Future Capital Priorities

- New Belmont PS expected to open in 2026-2027
- No future capital priorities currently planned for this area

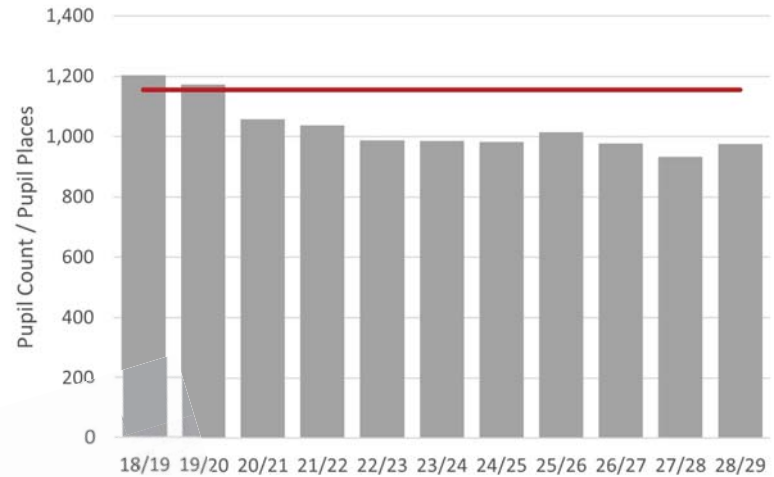
Future Attendance Area Reviews

- No attendance area reviews currently planned for this area

Elementary Panel



Secondary Panel



Activity in the Area

2020

- Capital Priorities funding approved for construction of new Belmont elementary school

2022-2023

- Establishment of Low-German Mennonite Focus School sites at Summers' Corners PS and Straffordville PS

2023-2024

- Enrolment cap at South Dorchester. All new families in South Dorchester boundary designated to attend Springfield PS for grades JK-6 and South Dorchester for grades 7-8 until the new Belmont PS opens.

Observations

Underutilization is projected over the planning horizon.

275

Programming: Elementary

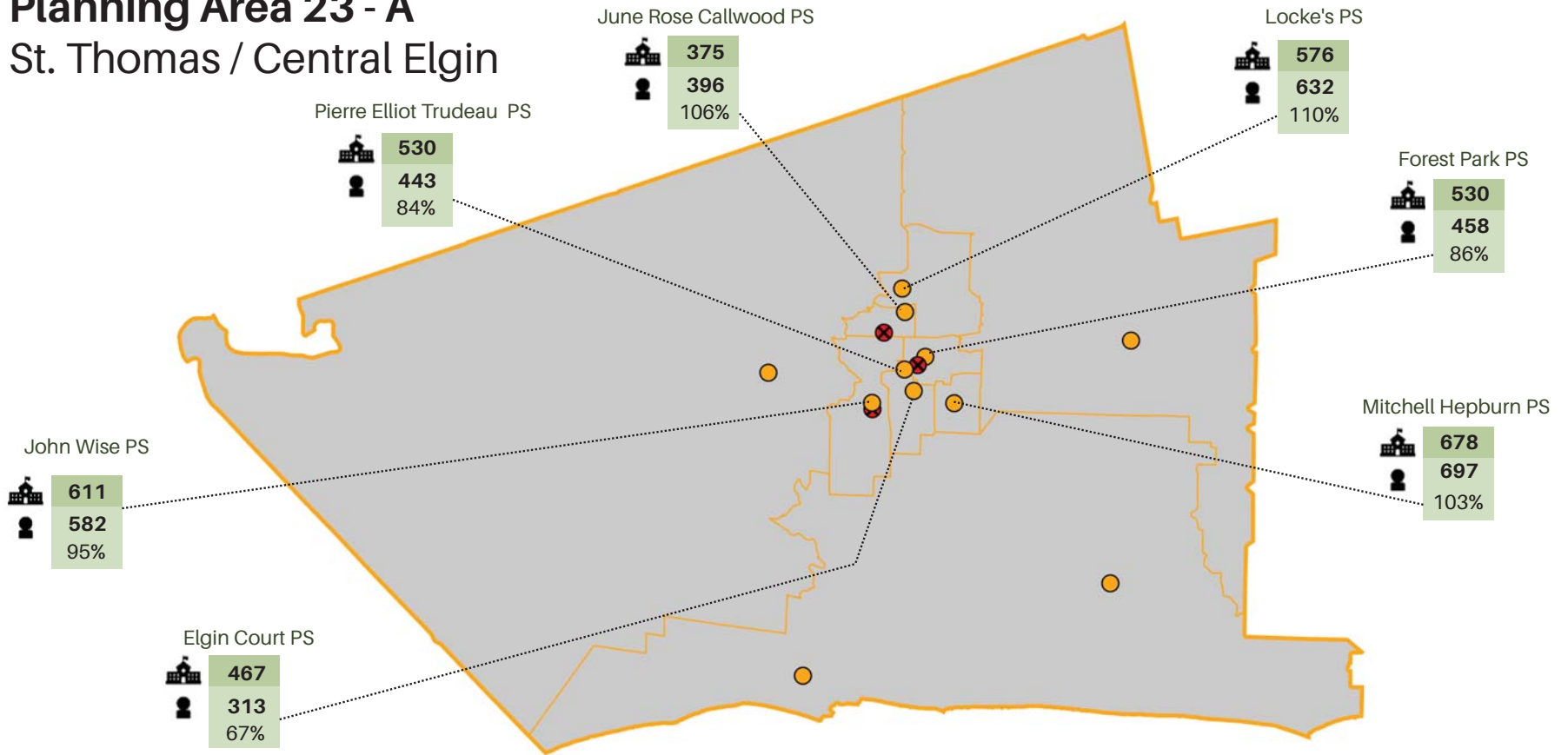
- Three K-8 English Track**
- K-6 English Track:** Springfield PS
- K-3 English Track:** McGregor PS
- 4-8 English Track:** Davenport PS

Programming: Secondary

- Grade 9 - 12 English Track
- ELD / ESL A+B Designated Site
- ASPIRE
- Tu Punte
- Specialist High Skills Majors: Environment, Manufacturing, Health and Wellness

Planning Area 23 - A

St. Thomas / Central Elgin



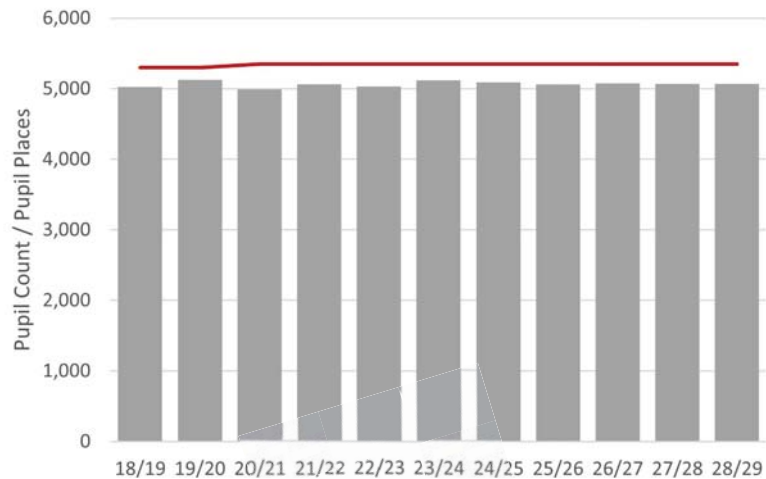
Future Capital Priorities

- Planned new K-8 Talbotville/St. Thomas Elementary School

Future Attendance Area Reviews

- No attendance area reviews planned for this area at this time

Elementary Panel



Activity in the Area

2018-2019

- Opening of Éva Circé-Côté FI PS at former Sparta PS site; former Sparta PS consolidated at Kettle Creek PS and addition initiated at Kettle Creek PS

2019-2020

- Board-approved recommendation to close New Sarum PS rescinded; Capital Priorities funding request submitted for a new school in Southeast St. Thomas.

2022-2023

- Initiation of the City of St. Thomas Attendance Area Review - completed in June 2023

2024-2025

- Southeast St. Thomas Holding Zone is dissolved and students accommodated at Mitchell Hepburn PS.

Observations

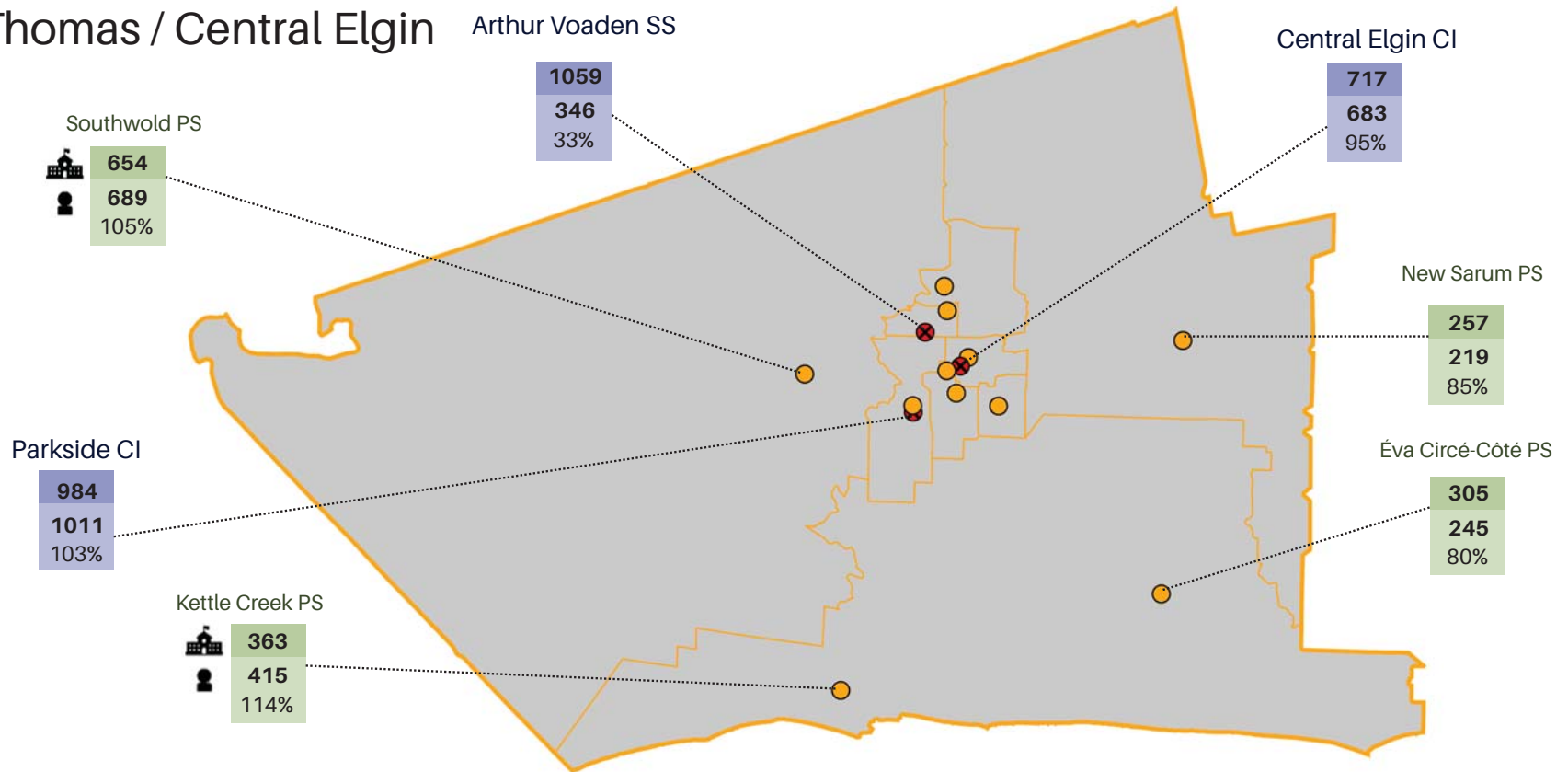
- Development anticipated in Planning Area as Plans of Subdivision continue to develop, primarily in northwest St. Thomas
- Majority of new growth expected through greenfield development

Programming: Elementary

Nine K - 8 English Track
 Two Gr. 1-8 French Immersion
 Éva Circé-Côté FI PS and Pierre
 Elliott Trudeau FI PS
 English JK/SK Integration Sites

Planning Area 23 - B

St. Thomas / Central Elgin



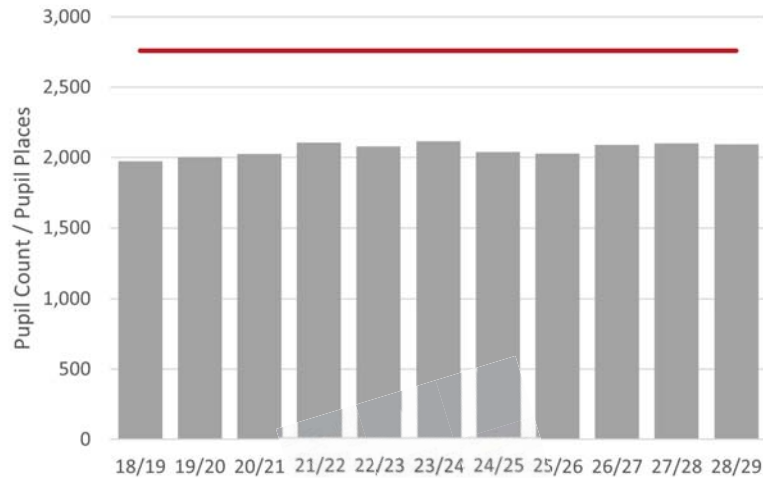
Future Capital Priorities

- New secondary school planned to replace Arthur Voaden SS

Future Attendance Area Reviews

- St. Thomas Secondary Panel

Secondary Panel



Activity in the Area

2021-2022

- Removal of one special education class at Southwold PS; total number of special education classes at the school is now 1
- Addition of one special education class at Central Elgin CI; total number of special education classes at school is now 2
- Addition of one special education class at Arthur
- Voaden SS; total number of special education classes at school is now 7

2022-2023

- Please refer to Planning Area 23A for details regarding St. Thomas Elementary Attendance Area Review

Observations

- Average annual projected enrolment change: decrease of 1%
- Enrolment growth in existing community projected alongside growth from residential development
- Overall underutilization is projected
- Localized overutilization projected at Parkside CI

Programming: Secondary

Arthur Voaden SS: Grade 9-12 English Track

- Technology Emphasis
- Specialist High Skills Majors: Arts and Culture, Construction, Health and Wellness, Hospitality and Tourism, Transportation

Parkside CI: Grade 9-12 English Track/Grade 9-12 French Immersion

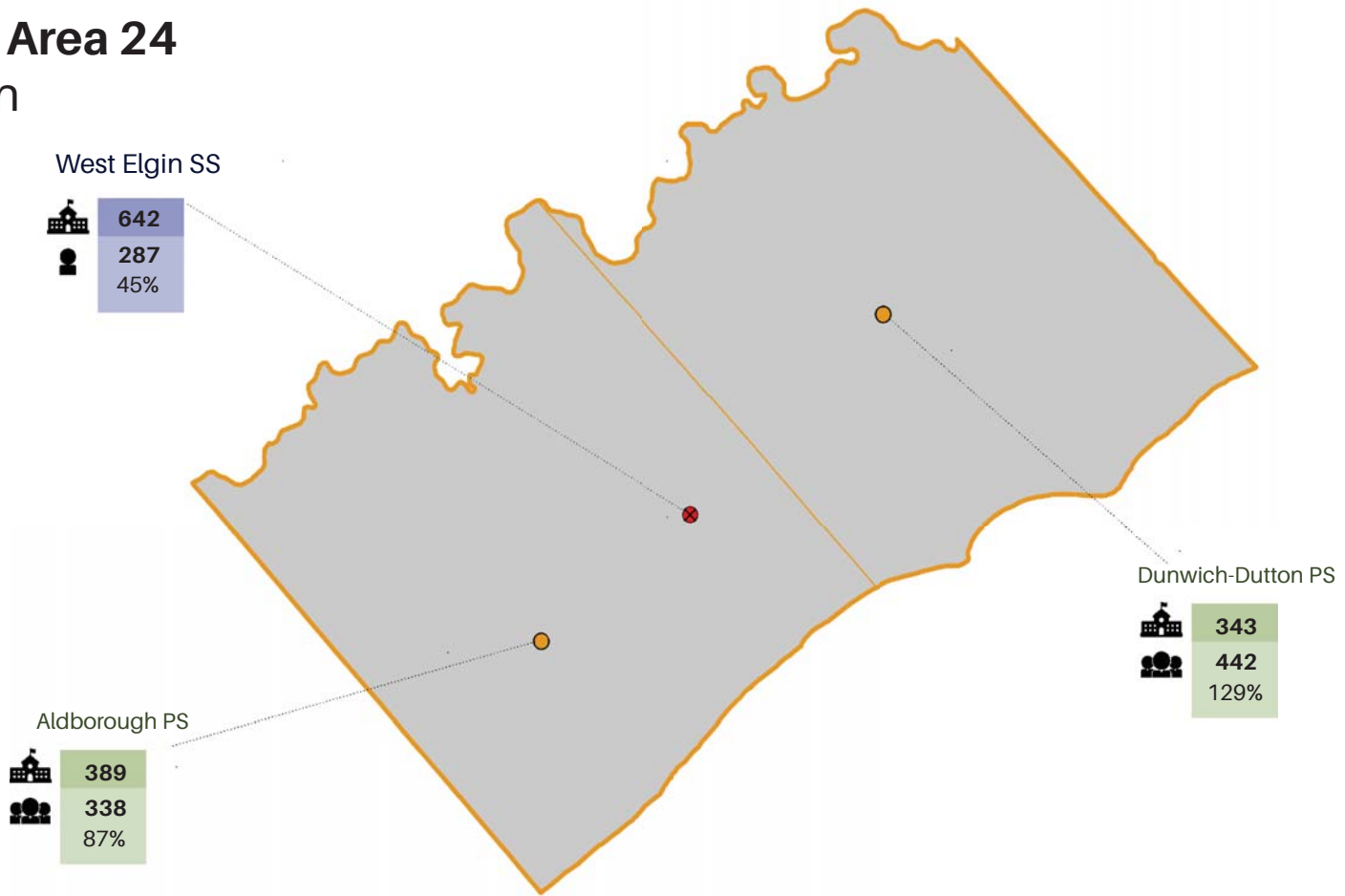
- Specialist High Skills Majors: Arts and Culture,
- Horticulture and Landscaping, Manufacturing,
- Sports, Transportation

Central Elgin CI: Grade 9-12 English Track

- Specialist High Skills Majors: Business

Planning Area 24

West Elgin



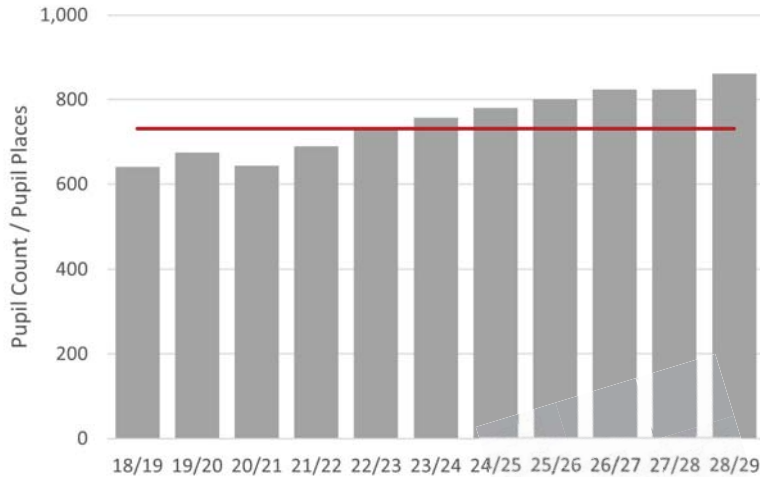
Future Capital Priorities

- No capital priorities currently planned for this area

Future Attendance Area Reviews

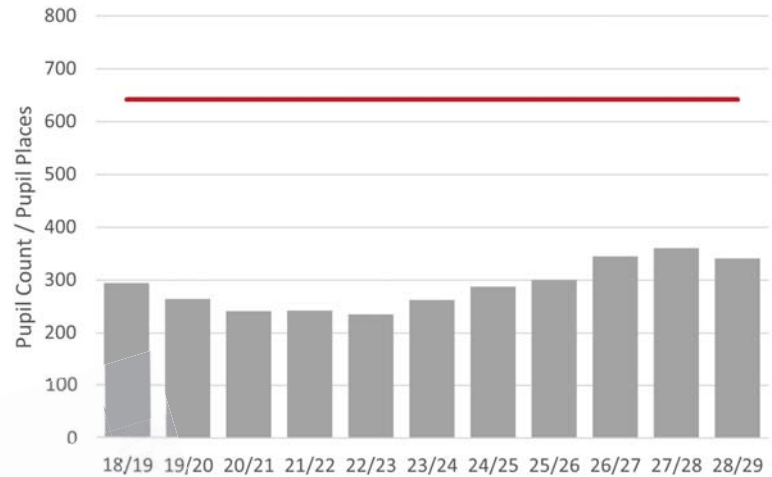
- No Attendance Area Reviews currently planned for this area

Elementary Panel



Elementary Schools

Secondary Panel



Secondary School

Activity in the Area

2015-2016

- Closure of West Elgin Senior Elementary School

2017-2018

- Grade re-configuration from K-6 to K-8 at Aldborough PS and Dunwich-Dutton PS
- Capital funding approved for child care facility at Aldborough PS

Observations

Elementary

- Stable existing community
- Overutilization projected with deficit of approximately 128 pupil places in 28/29

Secondary

- Underutilization is projected to continue

Programming: Elementary

Two K-8 English Track

Programming: Secondary

Grade 9-12 English Track
Specialist High Skills Majors:
Agriculture, Environment

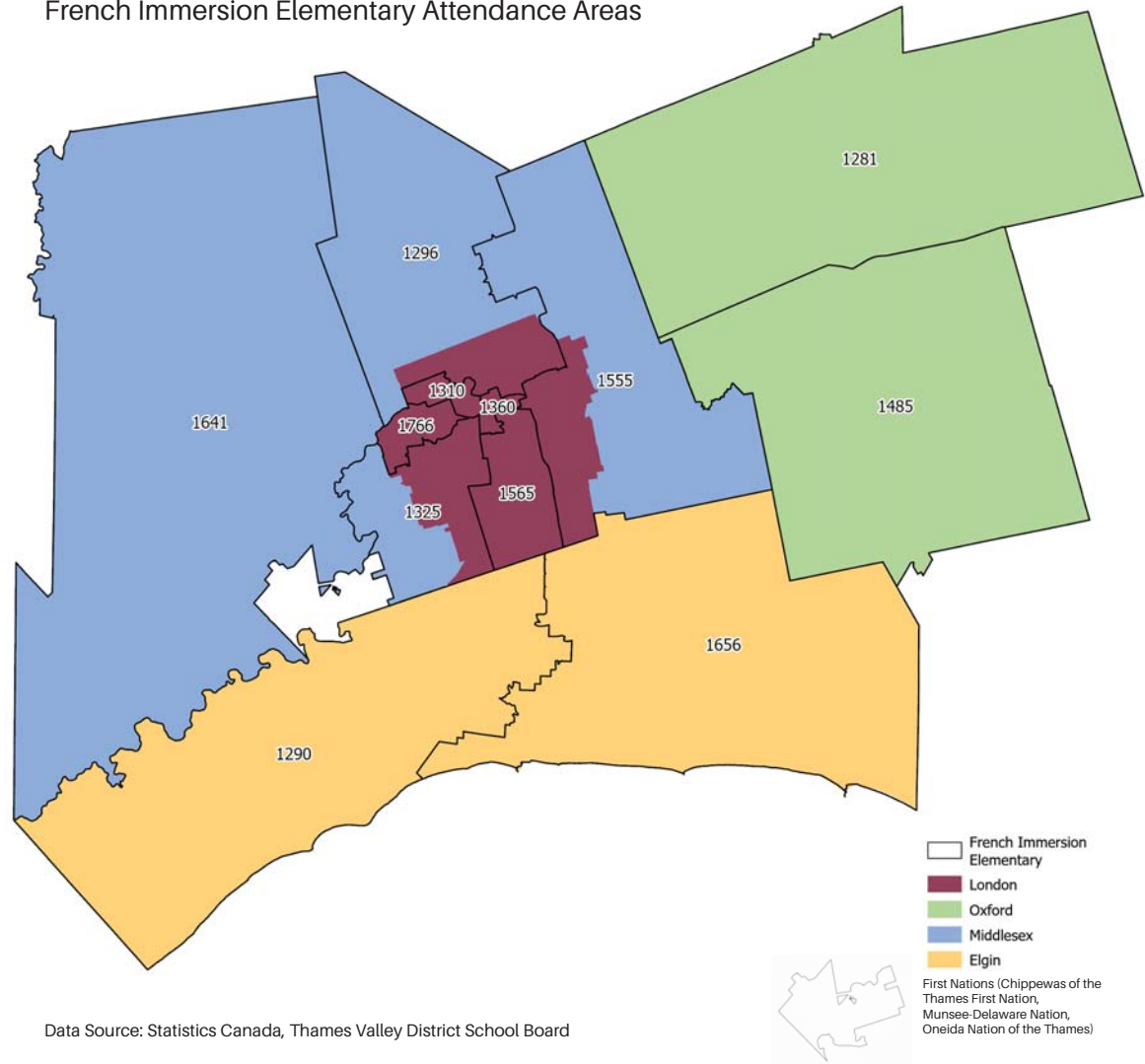
Thames Valley DSB is proud to deliver consistent, equitable access to high-quality French Immersion programming across the district.

In 20/21, the district began to offer consolidated entry into French Immersion programming at Grade 1, with English Full Day Kindergarten available in designated elementary schools.

Approximately 4,436 students are enrolled in elementary French Immersion programming in 24/25.

Elementary Panel	FI Enrollment in French Immersion Schools	24/25
1281 - Roch Carrier FI PS		290
1290 - Pierre Elliot Trudeau FI PS		443
1296 - Louise Arbour FI PS		655
1310 - Jeanne Sauvé FI PS		304
1325 - Kensal Park FI PS		671
1360 - Woodfield FI PS		272
1485 - Oliver Stephens PS		141
1555 - Princess Anne FI PS		392
1565 - Princess Elizabeth PS		290
1641 - J.S. Buchanan FI PS		347
1656 - Éva Circé Côté FI PS		245
1766 - West Oaks FI PS		388

French Immersion Elementary Attendance Areas



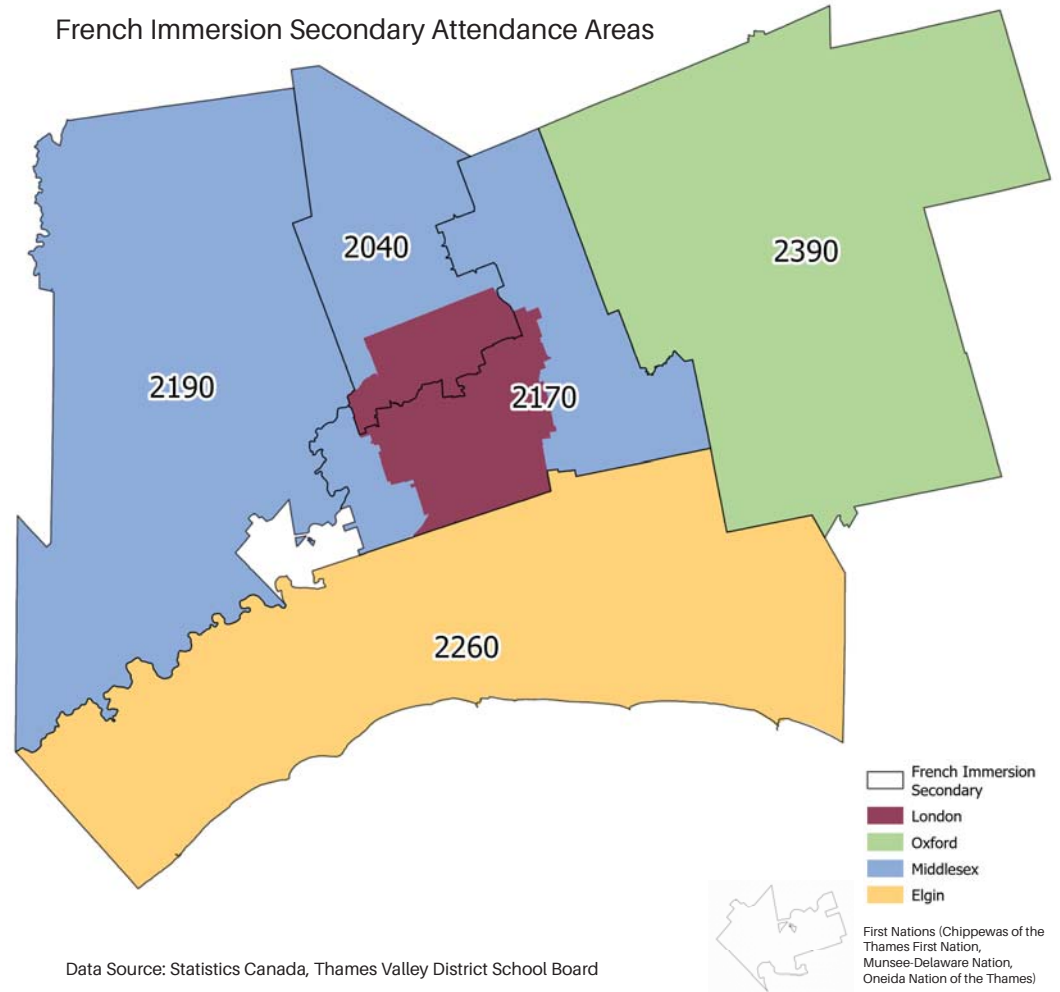
Data Source: Statistics Canada, Thames Valley District School Board

Approximately 1,202 students are enrolled in secondary French Immersion programming in 24/25.

Secondary Panel Schools Offering French Immersion Programming	FI Enrollment in 24/25
2040 - Sir Frederick Banting SS	334
2170 - Sir Wilfrid Laurier SS	337
2190 - Strathroy DCI	61
2260 - Parkside CI	140
2390 - Woodstock CI	161



French Immersion Secondary Attendance Areas



Data Source: Statistics Canada, Thames Valley District School Board

Interim accommodation measures include:

- 1) the use of portables and portapaks to provide space at existing school sites;
- 2) the application of holding zones to select areas of new residential development where local school facility capacity is already constrained; and,
- 3) establishing interim accommodation schools for schools that no longer have capacity but are located in partially or fully built subdivisions.

Portables and Portapaks

Portables and portapaks are used across the system to provide supplementary non-permanent space in areas where pupil enrolment exceeds the available capacity of the school. Portables and portapaks enable Thames Valley to accommodate enrolment fluctuations while permanent accommodation strategies are developed and implemented.

With increasing enrolment in the last several years, TVDSB has not had many opportunities to continue decommissioning an aging portable inventory. The estimated useful service life for portable structures is 20 years based on the Ministry of Education. Maintenance staff complete annual reviews of portables to identify repair needs. Operations staff, through daily cleaning, also identify any health and safety issues to be addressed. The useful service life of aging portables are extended through these repairs.

Interim Accommodation Schools

Interim accommodation schools are implemented where an existing school no longer has the capacity, including built space and portables, to accommodate growth from its attendance area. An interim accommodation school will be chosen to redirect new families away from the school facing enrolment pressure. The interim school is chosen based on a number of factors, including proximity to the home school, amenities, and its ability to accommodate portables on site.



Focus on Interim Accommodation

Portable Counts at TVDSB Schools

The following table displays the existing and projected portables counts for elementary and secondary schools across the district. Totals include rooms contained within portapak units at Sir Arthur Currie PS, Stoney Creek PS, Eagle Heights PS, Byron Northview PS, and Roch Carrier FI PS.

PA	Elementary School	Portable Count	PA	Elementary School	Portable Count	PA	Elementary School	Portable Count
		Existing 24/25			Existing 24/25			Existing 24/25
1	Emily Carr PS	5	10	Ashley Oaks PS	2	19	Winchester Street PS	1
1	Orchard Park PS	1	10	Sir G.E. Cartier PS	6	20	East Oxford Central PS	2
1	Sir Arthur Currie PS	15	10	White Oaks PS	11	20	Hickson Central PS	8
1	University Heights PS	1	11	Wilton Grove PS	2	20	Innerkip Central PS	3
1	Wilfrid Jury PS	10	11	C. C. Carrothers PS	1	20	Tavistock PS	2
2	Cedar Hollow PS	5	12	Lambeth PS	11	20	Zorra Highland Park PS	8
2	Masonville PS	9	14	Caradoc North PS	4	21	South Ridge PS	3
2	Stoney Creek PS	7	14	Caradoc PS	6	21	Westfield PS	3
2	Stoneybrook PS	7	14	J. S. Buchanan FI PS	1	22	South Dorchester PS	8
3	Clara Brenton PS	6	15	Ekcoe Central PS	2	23	June Rose Callwood PS	1
3	Eagle Heights PS	9	15	Delaware Central PS	2	23	Kettle Creek PS	5
3	John Dearness PS	2	16	Centennial Central PS	2	23	Locke's PS	6
3	Riverside PS	2	16	Oxbow PS	4	23	Mitchell Hepburn PS	1
3	West Oaks FI PS	1	16	Parkview PS	2	23	Southwold PS	1
3	West Oaks FI PS	1	16	Wilberforce PS	10	24	Dunwich-Dutton PS	4
4	Old North PS	5	17	West Nissouri PS	6	Total		335
4	St. George's PS	2	18	A. J. Baker PS	5	PA	Secondary School	Portable Count
5	East Carling PS	5	18	Harrisfield PS	6			Existing 24/25
5	Lord Elgin PS	1	18	Royal Roads PS	1	1	Sir F. Banting SS	6
5	Northbrae PS	5	18	Thamesford PS	8	2	A.B. Lucas SS	5
6	Princess Anne FI PS	1	19	Algonquin PS	7	3	Oakridge SS	1
6	Summerside PS	12	19	Central PS	7	4	H.B. Beal SS	3
7	Byron Northview PS	6	19	Eastdale PS	2	10	London South CI	1
7	Byron Somerset PS	10	19	Northdale PS	4	11	Sir Wildrid Laurier SS	6
7	Byron Southwood PS	1	19	Oliver Stephens PS	2	22	East Elgin SS	1
9	Arthur Ford PS	6	19	Roch Carrier FI PS	6	23	Parkside CI	1
9	Sir Isaac Brock PS	12	19	Southside PS	3	Total:		24
9	W. Sherwood Fox PS	5	19	Springbank PS	4			

Holding Zones

Thames Valley DSB Procedure 4015d guides the use of holding zones and holding schools across the district to address accommodation pressures that schools face in areas of intense residential growth. This procedure indicates that in circumstances where there is an area of pending residential development within an existing attendance area, it may be advisable for Thames Valley DSB to consider alternative interim accommodation measures, including designating the area to attend an alternative specified school based on available capacity.

The purpose of a Holding Zone is to allow for a viable learning environment by moderating enrolment pressure through the time frame that a subdivision is being built. Holding Zones are designated before any residential development has commenced to avoid displacement of existing students, and may be in place until a permanent accommodation solution can be achieved through the construction of new school facilities, or additions or renovations at an existing school facility, or attendance area reconfigurations. The geographic identification as Holding Zone provides clarity to families of students that they may be permanently accommodated elsewhere in the future. Students attend schools which have appropriate space to accommodate them until the area reaches a critical mass of students to warrant an addition or new school through Board and Ministry approval. The permanent accommodation of students is dependent on a variety of factors such as the timing of the development, student enrolment yields and often Ministry capital funding.

Thames Valley DSB has multiple holding zones across the district.

The City of London has several holding zones across the city. As shown in the table on the following page, some of these holding zones are not generating students yet; however, establishing the holding zones early ensures that students can be accommodated at schools where space is available and allows time for TVDSB to submit funding requests to the Ministry of Education for new schools and additions. Additionally, some of the older holding zones have been amended to designate new families to alternate schools as the original holding school no longer has the capacity to accommodate additional students. All schools actively holding students are denoted in the table on the following page.

The City of Woodstock has four holding zones; three in north Woodstock which designate students from Hickson Central PS to Central PS, and one in the southwest end of the city which designates students to Eastdale PS. The northern holding zones have been amended to designate new families to Zorra Highland Park PS until Turtle Island PS is open. TVDSB also established a holding zone on the Ingersoll Greens Golf Course in Ingersoll in anticipation of its redevelopment.

As part of this accommodation plan, TVDSB is also proposing that a new holding zone be established in Northwest St. Thomas.

Focus on Interim Accommodation

Section 3 - Share

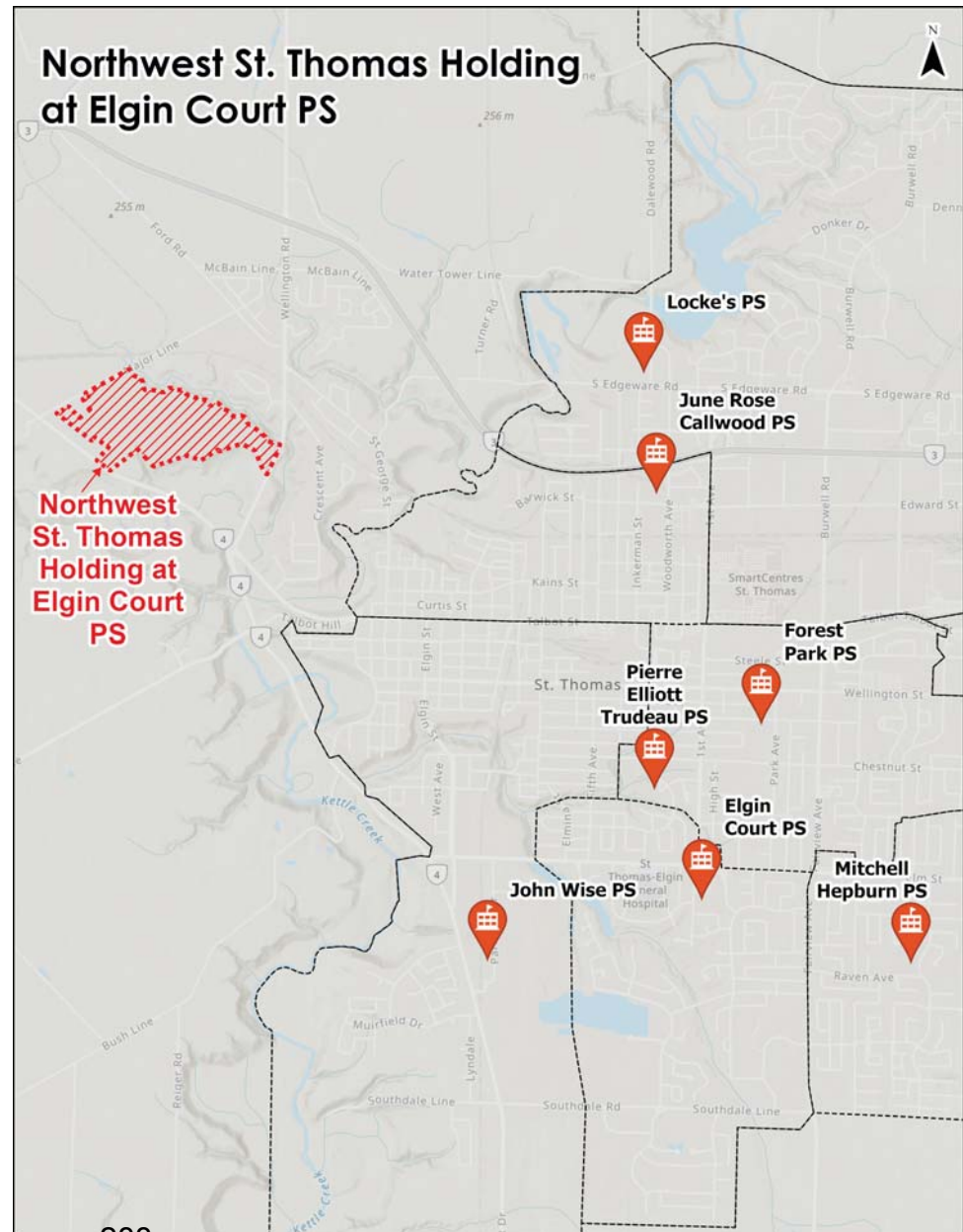
TVDSB Holding Zones

Thames Valley DSB has twenty (20) elementary Holding Zones as outlined in the following table. The table outlines all the current existing Holding Zones, the Planning Area they are located in, their designated Holding Schools, the potential planned accommodation for the areas, as well as historic and current enrolment.

PA	Holding Zone	Designated Holding School	Planned Accommodation	Other Information	Historic Enrolment				Current
					20/21	21/22	22/23	23/24	24/25
Elementary									
1	Fox Hollow Sunningdale	Old North PS / Wilfrid Jury PS/ University Heights PS	Northwest PS (new NW London PS) / Sir Arthur Currie PS	Will be dissolved in September 2025 with the opening of Northwest PS	159	116 63	175 60	236 62	294 63
2	Sunningdale Court	Jack Chambers PS	Approved North Central London PS	Development starting, minimal students, will be dissolved with opening of recently approved North Central London PS	0	0	0	0	1
2	Northeast London	Bonaventure Medaows PS	New Cedar Hollow PS Addition	No development/students yet	0	0	0	0	0
3	West London	Knollwood Park PS	Additional New West London PS	No development/students yet	0	0	0	0	0
5	McCormick	Prince Charles PS	East Central London	Will be dissolved in September 2026 when ECLAAR boundary changes take effect	0	0	0	0	0
6	East London	Sir John A. MacDonald PS	New East London PS	No development/students yet	0	0	0	0	0
7	Byron (6)	Byron Somerset PS/Byron Southwood PS	Approved West London PS	Will be dissolved in September 2026 with opening of new West London PS	105	139	203	276	296
12	Bostwick	Sir Isaac Brock	White Pine PS (new SW London PS)	Will be dissolved in September 2025 with opening of White Pine PS	209	222	230	232	251
12	Colonel Talbot	Rick Hansen PS	White Pine PS (new SW London PS)	Will be dissolved in September 2025 with opening of White Pine PS	0	0	0	0	36
12	Longwoods and SW London	White Oaks PS/Nicholas Wilson PS	White Pine PS/Additional New Southwest London PS	SW London Holding west of Wharncliffe Rd will be dissolved in September 2025 with opening of White Pine PS. Longwoods Holding and SW London Holding east of Wharncliffe Rd will be dissolved in 2027-28 with opening of recently approved additional SW London PS	162	172	188	215	473
12	Talbot Village Phase 2	W. Sherwood Fox PS	White Pine PS (new SW London PS)	Will be dissolved in September 2025 with opening of White Pine PS	24	35	58	74	101
12	East Kilbourne	Glen Cairn PS	Southwest London PS	No development/students yet	0	0	0	0	0
12	West Kilbourne	Nicholas Wilson PS	Southwest London PS	No development/students yet	0	0	0	0	0
16	Powell Uplands	Evelyn Harrison PS	New North Central London PS	Development starting, will be dissolved with opening of recently approved North Central London PS	0	0	0	0	0
16	North Central London	Jack Chambers PS	New North Central London PS	Will be dissolved with opening of recently approved new North Central London PS	0	0	0	0	0
16	Uplands North	Evelyn Harrison PS	New North Central London PS	Will be dissolved with opening of recently approved new North Central London PS	0	0	0	0	0
18	Ingersoll Greens	Laurie Hawkins PS	New Ingersoll PS	No development/students yet	0	0	0	0	0
19	SW Woodstock	Eastdale PS	Turtle Island PS (new N Woodstock PS)	No development/students yet	0	0	0	0	0
20	North Woodstock (3)	Central PS / Zorra Highland Park PS	Turtle Island PS (new N Woodstock PS)	Will be dissolved during 25/26 school year with opening of Turtle Island PS	15	82	121	140	376

Northwest St. Thomas Holding Zone

A new holding zone has been established within the attendance area of Southwold PS. The holding zone encompasses 63 hectares of undeveloped land planned for residential development. All K-8 students from the holding zone will be accommodated at Elgin Court PS until permanent accommodations are available. TVDSB will be submitting a business case for a new elementary school in the area as part of the Ministry of Education's Capital Priorities Program to provide permanent accommodations for students.



Community Planning and Partnership

The Ministry's Community Planning and Partnership Guideline provides school boards direction on building cooperative and collaborative relationships with community partners, in support of building strong, vibrant and sustainable communities.

In alignment with the Ministry's guideline, Thames Valley DSB Procedure 4015b includes the criteria for identifying existing facilities where Thames Valley DSB has unused space in operating and sustainable schools which may be suitable for potential collaboration opportunities:

- Any facility which has a utilization rate of 60% or below based on the Ministry's on-the-ground capacity for the facility; or,
- Any facility which has 200 or more empty pupil places

The applicable criteria must be met for at least two consecutive years.

In addition to the above, Thames Valley DSB is committed to exploring facility collaboration opportunities when:

- Building new schools;
- Undertaking significant renovations or additions to its facilities; and,
- Considering properties for possible disposition.

24/25 List of School Facilities Meeting Minimum Criteria for Facility Collaboration

Planning Area Name	School Name	Utilization (24/25)	Empty Pupil Places (24/25)
PA13: North Middlesex	North Middlesex DHS	32%	289
PA15: Southwest Middlesex	Glencoe DHS	40%	320
PA18: West Oxford	Ingersoll District CI	75%	300
PA22: East Elgin	Springfield PS	55%	121
PA24: West Elgin	West Elgin SS	46%	350

When considering what unused space may be available for collaboration opportunities from the list of school facilities meeting the minimum criteria, Thames Valley considers a number of factors, including but not limited to student achievement, safety and well-being, impact on operations, cost implications, and municipal by-laws.



Body Count / Pupil Count

A measure of student enrolment regardless of individual course load or full or part-time status.

Census Agglomeration (CA)

A grouping of one or more adjacent and highly similar municipalities around a population centre. To be classified as a CA the population centre must have a population of at least 10,000. Unlike CMAs, CAs are retired if the population centre declines below 10,000. CAs are used by Statistics Canada for census tracking and measurement.

Census Metropolitan Area (CMA)

A grouping of one or more adjacent and highly similar municipalities around a population centre. To be classified as a CMA the total population must be over 100,000 with at least 50,000 or more living within the defined population centre. CMAs are used by Statistics Canada for census tracking and measurement.

Education Services Agreement

An agreement made between the First Nation and the TVDSB that outlines the provision of educational services, supports, and programs for students who live in the First Nation but are attending TVDSB schools.

English as a Second Language (ESL)

Support program for students who have attended school and can read and write in their first language at an age-appropriate level.

English Literacy Development (ELD)

Support program for students who have missed all or some of their schooling or who cannot yet read and write in their first language at an age-appropriate level.

Facility Utilization Rate

A school's enrolment divided by its Ministry rated on-the-ground capacity measured as a percentage value. Utilization rates do not include temporary accommodation measures (e.g. Portables, Portapaks).

Full Time Equivalent (FTE)

A measure of enrolment relative to full course load counts. Student taking a full-time course load counts as 1.0 FTE.

Migration/Immigration

Movement of people from one place to another. Migration is typically defined as the movement away from a place whereas immigration is the movement to a place.

Interprovincial: Movement of people between provinces (i.e. Quebec to Ontario).

Intraprovincial: Movement of people within a province (i.e. Toronto to London).

On-the-ground Capacity (OTG)

Measured in pupil places, the OTG is the official and permanent operating capacity of a school facility which may include additions or alterations to the school building. The OTG capacity of a school facility does not include temporary accommodation measures in place (e.g. portables, portapaks).

Pupil Place Deficit/Surplus

A measurement of the difference between projected enrolment and OTG. The output value is used to identify the available space within a school facility. A deficit is identified as a negative value where enrolment exceeds capacity, whereas a surplus is shown as a positive value where capacity exceeds enrolment.

Self-Contained Class

A full-time special education class for a group of students with similar needs are together for the majority of the day

Appendix

Appendix: 24/25 Accommodation Plan Data Tables
Elementary Panel

School Name	24/25 OTG	24/25 UTZ	24/25 Enrolment	Projections			
				25/26	26/27	27/28	28/29
Planning Area 1							
Emily Carr PS	639	117%	746	745	747	705	685
Northwest PS	807	-	-	735	813	866	922
Orchard Park PS	254	120%	305	316	326	316	321
Sir Arthur Currie PS	533	153%	815	489	521	547	606
University Heights PS	346	91%	314	275	279	260	252
Wilfrid Jury PS	794	125%	996	806	806	750	730
Planning Area 2							
Cedar Hollow PS	628	110%	692	671	670	667	653
Jack Chambers PS	697	98%	683	675	656	611	561
Masonville PS	614	123%	756	778	811	788	799
Northridge PS	593	91%	542	552	535	531	519
Stoney Creek PS	804	119%	953	923	913	866	822
Stoneybrook PS	423	135%	569	572	584	585	597
Planning Area 3							
Clara Brenton PS	587	115%	677	642	624	586	555
Eagle Heights PS	980	119%	1163	1169	1231	1186	1189
Jeanne Sauvé FI PS	466	65%	304	299	297	306	313
John Dearness PS	248	113%	279	273	277	261	262
Riverside PS	412	115%	472	479	473	457	448
West Oaks FI PS	432	90%	388	389	378	381	384
Planning Area 4							
Aberdeen PS	378	78%	294	307	306	329	354
Ealing PS	343	59%	201	208	199	207	201
L. B. Pearson School for the Arts	414	68%	280	281	281	283	281
Old North PS	438	106%	463	389	388	394	407
St. George's PS	307	89%	273	260	244	222	210
Trafalgar PS	409	43%	175	170	172	172	178
Woodfield PS	294	93%	272	276	271	280	274

Data tables reflect October 31, 2024 actual enrolment. Data is to be read in conjunction with the 24/25 Accommodation Plan.

Appendix

Appendix: 24/25 Accommodation Plan Data Tables
Elementary Panel

School Name	24/25 OTG	24/25 UTZ	24/25 Enrolment	Projections			
				25/26	26/27	27/28	28/29
Planning Area 5							
Chippewa PS	605	92%	558	545	540	565	569
East Carling PS	461	124%	570	590	650	656	669
Evelyn Harrison PS	416	65%	270	268	271	267	254
Hillcrest PS	400	75%	298	306	316	314	302
Knollwood Park PS	447	76%	339	262	280	269	276
Lord Elgin PS	446	77%	344	335	340	317	297
Louise Arbour FI PS	783	84%	655	658	629	645	656
Northbrae PS	380	122%	464	454	455	440	419
Sir John A. Macdonald PS	579	59%	342	328	313	294	293
Planning Area 6							
Bonaventure Meadows PS	518	74%	382	361	370	374	370
Forest City PS	442	78%	346	337	326	327	329
J. P. Robarts PS	677	92%	626	622	652	620	621
Lord Nelson PS	619	78%	484	483	490	503	500
Prince Charles PS	602	85%	513	495	428	418	406
Princess Anne FI PS	493	80%	392	411	413	418	425
Summerside PS	553	134%	743	857	889	1001	1093
Tweedsmuir PS	494	93%	461	457	460	469	462
Planning Area 7							
Byron Northview PS	452	127%	576	561	544	523	512
Byron Somerset PS	409	146%	599	615	628	622	610
Byron Southwood PS	547	99%	540	533	526	544	550
Planning Area 8							
Kensal Park FI PS	737	91%	671	640	610	599	583
Woodland Heights PS	658	89%	586	599	613	616	631

Data tables reflect October 31, 2024 actual enrolment. Data is to be read in conjunction with the 24/25 Accommodation Plan.

Appendix

Appendix: 24/25 Accomodation Plan Data Tables
Elementary Panel

School Name	24/25 OTG	24/25 UTZ	24/25 Enrolment	Projections			
				25/26	26/27	27/28	28/29
Planning Area 9							
Arthur Ford PS	320	105%	335	329	334	323	324
Sir Isaac Brock PS	349	165%	577	424	407	382	367
W. Sherwood Fox PS	464	118%	548	425	435	425	418
Westmount PS	680	98%	669	631	615	588	588
Planning Area 10							
Ashley Oaks PS	577	108%	624	615	636	607	598
Cleardale PS	536	92%	495	500	507	474	474
Mountsfield PS	490	104%	512	517	534	536	532
Rick Hansen PS	484	94%	453	415	410	402	393
Sir George-Etienne Cartier PS	251	139%	349	348	342	332	328
Tecumseh PS	377	92%	345	352	366	347	354
Victoria PS	331	87%	287	195	216	209	207
White Oaks PS	829	113%	940	834	796	748	716
Wortley Road PS	292	86%	251	246	242	238	235
Planning Area 11							
Arthur Stringer PS	381	85%	324	328	321	306	289
C. C. Carrothers PS	492	83%	406	407	407	411	403
Glen Cairn PS	685	81%	558	532	531	521	515
Nicholas Wilson PS	420	113%	475	510	603	635	663
Princess Elizabeth PS	746	87%	647	621	617	649	673
Wilton Grove PS	444	98%	435	426	422	433	428
Planning Area 12							
Lambeth PS	628	127%	800	510	520	543	583
White Pine PS	804	-	-	806	917	953	1064

Data tables reflect October 31, 2024 actual enrolment. Data is to be read in conjunction with the 24/25 Accomodation Plan.

Appendix

Appendix: 24/25 Accomodation Plan Data Tables
Elementary Panel

School Name	24/25 OTG	24/25 UTZ	24/25 Enrolment	Projections			
				25/26	26/27	27/28	28/29
Planning Area 13							
East Williams Memorial PS	317	64%	202	192	198	207	215
McGillivray Central PS	164	79%	129	126	128	127	122
Parkhill-West Williams PS	236	81%	190	189	190	200	199
Planning Area 14							
Adelaide - W. G. MacDonald PS	256	71%	182	181	179	196	209
Caradoc North PS	216	109%	236	262	278	273	280
Caradoc PS	424	126%	536	557	573	578	586
J.S. Buchanan FI PS	363	96%	347	334	349	348	345
Mary Wright PS	534	93%	496	492	487	498	503
North Meadows PS	518	79%	409	438	424	420	426
Planning Area 15							
Delaware Central PS	259	87%	226	176	138	139	135
Ekcoe Central PS	352	107%	378	370	352	355	341
Mosa Central PS	210	73%	154	153	138	135	124
Planning Area 16							
Centennial Central PS	323	105%	339	325	334	354	373
Oxbow PS	501	114%	571	589	583	562	566
Parkview PS	602	108%	653	765	869	907	944
Valleyview Central PS	245	80%	196	189	182	188	194
Wilberforce PS	461	140%	646	667	685	723	735
Planning Area 17							
Northdale Central PS	460	90%	412	405	408	421	444
River Heights PS	461	84%	386	389	381	402	408
West Nissouri PS	392	123%	481	481	477	485	496

Data tables reflect October 31, 2024 actual enrolment. Data is to be read in conjunction with the 24/25 Accomodation Plan.

Appendix

Appendix: 24/25 Accomodation Plan Data Tables
Elementary Panel

School Name	24/25 OTG	24/25 UTZ	24/25 Enrolment	Projections			
				25/26	26/27	27/28	28/29
Planning Area 18							
A. J. Baker PS	95	173%	164	159	160	160	160
Harrisfield PS	531	116%	617	613	623	613	630
Laurie Hawkins PS	671	81%	545	534	521	516	508
Royal Roads PS	400	100%	399	397	396	379	369
Thamesford PS	320	141%	452	471	528	510	536
Planning Area 19							
Algonquin PS	620	116%	718	702	671	626	594
Central PS	377	122%	459	347	345	355	362
Eastdale PS	314	88%	277	285	297	291	304
Northdale PS	328	118%	387	371	372	371	369
Oliver Stephens PS	366	89%	324	322	313	323	330
Roch Carrier FI PS	282	103%	290	285	276	277	280
Southside PS	343	115%	395	406	414	405	408
Springbank PS	366	120%	438	436	440	455	477
Turtle Island	856	-	-	809	928	884	930
Winchester Street PS	407	96%	391	394	407	404	407
Planning Area 20							
Blenheim District PS	366	86%	316	312	326	319	320
East Oxford PS	317	111%	351	348	351	353	360
Hickson Central PS	481	128%	614	299	299	291	283
Innerkip Central PS	279	112%	313	308	306	305	304
Plattsville & District PS	317	85%	271	275	286	296	294
Tavistock PS	397	96%	382	388	405	431	450
Zorra Highland Park PS	397	139%	551	261	277	254	260

Data tables reflect October 31, 2024 actual enrolment. Data is to be read in conjunction with the 24/25 Accomodation Plan.

Appendix

Appendix: 24/25 Accommodation Plan Data Tables
Elementary Panel

School Name	24/25 OTG	24/25 UTZ	24/25 Enrolment	Projections			
				25/26	26/27	27/28	28/29
Planning Area 21							
Annandale PS	580	75%	433	428	440	454	458
Emily Stowe PS	599	97%	579	578	558	563	545
South Ridge PS	400	107%	427	500	546	590	637
Westfield PS	602	105%	633	658	682	691	705
Planning Area 22							
Davenport PS	403	68%	273	279	268	281	266
McGregor PS	395	67%	266	246	251	234	238
Port Burwell PS	248	50%	125	137	102	127	126
South Dorchester PS	190	173%	329	333	333	346	337
Springfield PS	268	55%	147	150	161	152	149
Straffordville PS	458	74%	337	321	321	332	339
Summers' Corners PS	571	70%	401	395	420	410	402
Planning Area 23							
Elgin Court PS	467	67%	313	296	306	290	276
Éva Circé Côté FI PS	305	80%	245	249	247	247	253
Forest Park PS	530	86%	458	448	445	442	424
John Wise PS	611	95%	582	593	618	613	630
June Rose Callwood PS	375	106%	396	397	395	395	390
Kettle Creek PS	363	114%	415	389	391	386	396
Locke's PS	576	110%	632	603	572	556	524
Mitchell Hepburn PS	678	103%	697	694	718	714	728
New Sarum PS	257	85%	219	224	231	225	223
Pierre Elliott Trudeau PS	530	84%	443	456	467	480	488
Southwold PS	654	105%	689	713	730	721	735
Planning Area 24							
Aldbrough PS	389	87%	338	343	367	378	411
Dunwich-Dutton PS	343	129%	442	458	459	447	451

Data tables reflect October 31, 2024 actual enrolment. Data is to be read in conjunction with the 24/25 Accommodation Plan.

Appendix

Appendix: 24/25 Accomodation Plan Data Tables
Secondary Panel

Planning Area	School Name	24/25 OTG	24/25 UTZ	24/25 Enrolment	Projections			
					25/26	26/27	27/28	28/29
Planning Area 1	Sir Frederick Banting SS	1308	122%	1591	1640	1725	1841	1922
Planning Area 2	A. B. Lucas SS	1188	126%	1492	1431	1460	1501	1514
Planning Area 3	Oakridge SS	909	115%	1044	1042	1081	1124	1151
Planning Area 4	B. Davison SS	-	-	-	-	-	-	-
	H. B. Beal SS	1857	82%	1522	1502	1388	1390	1460
	London Central SS	786	121%	953	915	954	975	983
Planning Area 5	Montcalm SS	1251	71%	885	878	923	978	1039
Planning Area 6	Clarke Road SS	1545	72%	1109	1131	1201	1136	1216
Planning Area 8	Westminster SS	1095	89%	980	1037	1032	1084	1102
Planning Area 9	Saunders SS	1938	103%	2001	1983	1992	1961	1937
Planning Area 10	London South CI	651	135%	878	841	832	824	792
Planning Area 11	Sir Wilfrid Laurier SS	1098	104%	1143	1263	1347	1460	1568
Planning Area 13	North Middlesex DHS	426	31%	131	142	146	139	160
Planning Area 14	Strathroy DCI	1314	90%	1188	1224	1212	1215	1242
Planning Area 15	Glencoe DHS	531	40%	211	209	208	204	191
Planning Area 16	Medway HS	1233	116%	1434	1431	1440	1436	1442
Planning Area 17	Lord Dorchester SS	651	92%	602	586	594	623	653
Planning Area 18	Ingersoll District CI	1203	75%	898	893	879	859	842
Planning Area 19	College Avenue SS	1053	89%	935	891	891	919	894
	Huron Park SS	978	98%	963	978	1014	1011	1062
	Woodstock CI	678	87%	588	637	637	640	616
Planning Area 21	Glendale HS	996	82%	818	829	843	832	847
Planning Area 22	East Elgin SS	1155	85%	982	1015	978	933	975
Planning Area 23	Arthur Voaden SS	1059	33%	346	329	330	343	336
	Central Elgin CI	717	95%	683	658	654	642	679
	Parkside CI	984	103%	1011	1040	1108	1116	1078
Planning Area 24	West Elgin SS	642	45%	287	300	345	361	340

Data tables reflect October 31, 2024 actual enrolment. Data is to be read in conjunction with the 24/25 Accomodation Plan.



The Corporation of the Municipality of West Elgin

By-Law No. 2025-18

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, and Repeal By-law 2023-25

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 Zouling Technologies Inc for the provision of technology maintenance and support services; 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 Zouling Technologies Inc for the provision of technology maintenance and support services, 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 1, 2025.

Read a first, second, and third time and passed this 10th day of April 2025.

Richard Leatham, Mayor

Terri Towstiuc, Clerk

TECHNOLOGY MAINTENANCE AND SUPPORT SERVICES AGREEMENT

THIS TECHNOLOGY MAINTENANCE AND SUPPORT SERVICES AGREEMENT is made the 1st day of April 2025

BY & BETWEEN:

ZOULING TECHNOLOGIES INC., a corporation incorporated under the laws of the Province of Ontario, and with its principal office located at 276 Furnival Road, Rodney, Ontario N0L 2C0

(hereinafter the “**Service Provider**”)

OF THE FIRST PART

AND:

MUNICIPALITY OF WEST ELGIN, a municipal corporation incorporated under the laws of Province of Ontario, and with its principal office located at 22413 Hoskins Line, Rodney, Ontario N0L 2C0

(hereinafter the “**Client**”)

OF THE SECOND PART

RECITALS

WHEREAS, the Service Provider is in the business of providing computer hardware and software maintenance and support services, including networking;

AND WHEREAS, the Client, a municipal corporation exercising the powers described in sections 8 and 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, wishes to contract for the computer hardware, software, and networking maintenance and support services of the Service Provider as part of its ongoing operations;

AND WHEREAS, the parties have agreed on the terms and conditions governing the provision of computer hardware, software, and networking maintenance and support services by the Service Provider to the Client;

NOW THEREFORE, in consideration of the terms and conditions described below and the sum of \$1.00 paid by each party to the other party, the receipt and sufficiency of which is hereby acknowledged, the Service Provider and the Client agree as follows:

1.0 INTERPRETATION

1.1 Definitions

In this agreement, unless otherwise stated the following terms shall have the meaning prescribed for each:

“Agreement” means the terms and conditions described herein, and the Schedules incorporated by reference and also includes all subsequent amendments and Change Orders in writing and executed by authorized officials of the Parties;

“Business Day” means any day other than Saturday or Sunday or a statutory holiday so recognized by the province of Ontario;

“Change Order” means the document executed by the Parties confirming their agreement to undertake a change to the Support Services or related matters pursuant to a Change Order Request;

“Change Order Request” means the procedure described in this Agreement for the Parties to consider changes to the Support Services or related matters under this Agreement;

“Client Data” means all information of whatever nature and type and in all formats of the Client and in respect of which the Client has a proprietary interest and is deemed to be Proprietary and Confidential Information of the Client, including (without limitation) information regarding other persons that is collected and maintained by the Client in exercising its powers under the *Municipal Act, 2001*, and other legislation;

“Client Hardware” means the computer equipment of the Client, including (without limitation) all peripherals, attachments, lines and cabling and applicable documentation and all equipment relating to networking, for which the Service Provider is performing Support Services under this Agreement;

“Client Software” means the computer software of the Client, including applicable documentation, for which the Service Provider is providing Support Services under this Agreement;

“Parties” means the Client and the Service Provider, and “Party” means one of them as the context provides;

“Proprietary and Confidential Information” means any confidential or proprietary information, data, materials, and other information of either Party, whether or not marked or otherwise identified as proprietary or confidential;

“Schedules” means the schedules to this Agreement described in Article 2.0;

“Service Provider Data” means all information, of whatever nature and type and in all formats of the Service Provider used to provide the Support Services, and in respect of which the Service

Provider has a proprietary interest. Service Provider Data is deemed to be Proprietary and Confidential Information of the Service Provider;

“**Service Provider Software**” means those computer programs owned or licensed by the Service Provider, in object code or source code and including microcode not embedded in a circuit element and applicable documentation and media, used by the Service Provider in performing the Support Services;

“**Support Services**” means the provision by the Service Provider of the computer hardware, software, and networking maintenance and support services to the Client Hardware and Client Software as described in this Agreement; and

“**Support Services Standards**” means the agreed-to target performance standards of the Service Provider in delivering the Support Services under this Agreement, as they may be changed from time to time by Change Order.

1.2 Assignment

This Agreement will be binding on and enure to the benefit of the Parties and their respective successors and permitted assigns. The Service Provider may not assign this Agreement to any other party without the prior written consent of the Client.

1.3 Currency

Unless otherwise stated in this Agreement, all dollar amounts shall be Canadian dollars.

1.4 Accounting Terms

Unless otherwise stated in this Agreement, all accounting terms shall be interpreted in accordance with Canadian GAAP.

1.5 Sections, Headings and Contra Proferentum

The division of this Agreement into Articles, Sections and Paragraphs and the insertion of headings are for convenience of reference only and shall not affect the interpretation or construction of this Agreement. Unless otherwise indicated, any reference in this Agreement to an Article, Section, Paragraph or Schedule refers to the specified Article, Section or Paragraph or Schedule to this Agreement. Each Party acknowledges that it has reviewed and participated in determining the terms and conditions of this Agreement and agree that any rule of construction or doctrine of interpretation, including *contra proferentum*, construing or interpreting any ambiguity against the drafting party shall not apply.

1.6 Gender and Number

Unless the context otherwise requires, words importing the singular include the plural and

vice versa, and words importing one gender include the other gender.

1.7 *Time of the Essence*

Time shall be of the essence of this Agreement and of every part hereof and no extension or variation to this Agreement shall operate as a waiver of this provision.

1.8 *Applicable Law*

This Agreement shall be construed, interpreted and enforced in accordance with the laws of the province of Ontario and the applicable federal laws of Canada, without reference to any principles of conflicts of laws. Each Party irrevocably and unconditionally attorns to the exclusive jurisdiction of the competent courts of Ontario.

1.9 *Enurement*

This Agreement shall enure to the benefit of, binding on, and enforceable by the Parties and where the context so permits, their respective heirs, executors, representatives and successors.

1.10 *Amendment*

This Agreement may only be changed by a document in writing signed by both Parties.

1.11 *Waiver*

No waiver of any provision of this Agreement, including waiver of a breach of this Agreement, shall constitute a waiver of any other provision or breach of this Agreement unless expressly provided otherwise. No waiver shall be binding unless executed in writing.

1.12 *Further Assurances*

The Parties shall with reasonable diligence do all things and provide all reasonable assurances as may be required to implement the provisions of this Agreement, and each Party shall provide such further documents or instruments required by the other Party as may be reasonably necessary or desirable to give effect to this Agreement and to carry out its provisions.

1.13 *Invalidity*

Any provision in this Agreement which is held to be illegal or unenforceable shall be ineffective to the extent of such illegality or unenforceability without invalidating the remaining provisions of this Agreement.

1.14 *Entire Agreement*

This Agreement, including the Schedules incorporated by reference and the written requirements and representations of the related Request for Proposal and Proposal, constitutes the entire agreement between the Parties with respect to its subject matter and supersedes all prior or other agreements, understandings, negotiations and discussions, written or oral, between the Parties. There are no conditions, covenants, agreements, representations, warranties or other provisions, express or implied, collateral, statutory or otherwise, except as herein provided.

1.15 *Objective*

In accordance with the Request for Proposal and Proposal, the Parties acknowledge that the central objective of this Agreement is for the Client to retain a qualified I.T. services provider to provide the Support Services, including for internal municipal I.T. projects, either to the Client individually or to the Client and its municipal partners acting jointly.

In the event of any inconsistency or conflict between the provisions of Request for Proposal and this Agreement or Proposal and this Agreement, the provisions of this Agreement shall prevail.

2.0 SCHEDULES

2.1 The Schedules appended to and forming part of this Agreement are described in subsection 2.2. In the event of any inconsistency or conflict between the provisions of a schedule and the terms and conditions of this Agreement, the provisions of the schedule shall prevail.

2.2 The Schedules to this Agreement are as follows:

Schedule A: Client Hardware and Software
Schedule B: Support Services
Schedule C: Support Services Standards
Schedule D: Compensation & Payment
Schedule E: Change Order Process

2.3 The Schedules may be changed from time to time by agreement of the Parties by Change Order.

3.0 APPOINTMENT AND ACCEPTANCE

3.1 The Client appoints the Service Provider, and the Service Provider accepts the appointment on a non-exclusive basis, to perform the Support Services described in **Schedule B** for the Client Hardware and Client Software described in **Schedule A**. The Parties agree that the Support Services, as well as the Client Hardware and Client Software, may be changed from time to time during the term of this Agreement in accordance with the Change Order Process

described in **Schedule E**.

4.0 TERM

- 4.1** This Agreement shall be in effect for a period of twenty-four (24) months from the date first mentioned above on page 1 of this Agreement. This Agreement may be extended or renewed by agreement of the Parties in writing at least sixty (60) days prior to the end of the term. The Service Provider will remind the Client by written notice of the end of term and option for extension or renewal at least one hundred and twenty (120) days prior to the end of the term.

5.0 COMPENSATION AND PAYMENT

- 5.1** As consideration for the Support Services provided under this Agreement, the Client shall pay the Service Provider in accordance with **Schedule D** attached, which compensation is subject to change in accordance with the Change Order Process.
- 5.2** All payments shall be made in Canadian currency. On past due charges and late payments, the Service Provider may impose a late payment charge equal to the lesser of 1.0 percent (1%) per month or the maximum rate permitted by law.
- 5.3** Service Provider, without any further actions or requirements on its part and until all outstanding payments have been made in full by the Client, reserves the right to deny or suspend the Support Services or any other related activity under this Agreement. Termination or denial as a result of failure to pay will: (a) not relieve the Client from the payment of all accrued charges for the Support Services provided, plus interest and all collection fees; (b) be solely attributable to the Client with no liability or responsibility of any loss or damage arising or accruing from such denial or suspension of the Support Services.
- 5.4** The Client shall be responsible for all sales and consumption taxes (including any HST) imposed or levied in respect of the charges paid or payable to the Service Provider, other than any tax on the income of the Service Provider.

6.0 SUPPORT SERVICES STANDARDS

- 6.1** The Service Provider shall perform the Support Services in accordance with the Support Services Standards described in **Schedule C**, as said standards may be changed from time to time in accordance with the Change Order Process.
- 6.2** The Service Provider will have full control over working time, methods, and decision making in relation to provision of the Support Services in accordance with this Agreement. The Service Provider will work autonomously and not at the direction of the Client. However, the Service Provider will be responsive to the reasonable needs and concerns of the Client.

7.0 SERVICE PROVIDER RESPONSIBILITIES

7.1 The Service Provider shall:

- (a) Perform the Support Services conscientiously and lawfully, in accordance with the provisions of this Agreement, including the provisions of the Support Services Schedule and the Support Services Standards Schedule;
- (b) Perform the Support Services in a good and professional manner using qualified and competent Support Services personnel, and in compliance with the Support Services Standards Schedule;
- (c) Complete and submit all reports and other information in accordance with the requirements of the Support Services Standards Schedule;
- (d) Comply with all access and security procedures of the Client of which it has been informed in writing; provided only that if there is any change to such procedures after the date of this Agreement, and for which compliance by the Service Provider causes delay, an increase in costs or other material change to the Support Services or other Service Provider obligations under this Agreement, the Support Services Schedule and Support Services Standards Schedule, as applicable, will be modified accordingly by Change Order;
- (e) Access, receive, use, retain and disclose Client Proprietary and Confidential Information only for the performance of the Support Services, in a secure and confidential manner and in accordance with any reasonable restrictions or other requirements of the Client; and
- (f) Perform the Support Services in a manner consistent with the Client's role as a municipal corporation with responsibilities to protect personal information and other data and information relating to private individuals, and in accordance with all Client requirements and directions based on the Client's statutory responsibilities.

8.0 CLIENT RESPONSIBILITIES

8.1 To enable and support the Service Provider in the provision of the Support Services the Client shall, without limitation:

- (a) Perform those tasks assigned to the Client conscientiously, lawfully, in a timely manner, and in accordance with the provisions of the Support Services Schedule and this Agreement;
- (b) Perform those tasks assigned to the Client in a good and professional manner using qualified and competent personnel;
- (c) Grant the Service Provider access to the Client Hardware, Client Software and operations necessary for the Service Provider to provide the Support Services;

- (d) Comply with all reasonable Service Provider procedures and requirements in the performance of the Support Services, including the reproduction of suspected errors or malfunctions and the provision of all error corrections and maintenance releases;
- (e) Access, receive, use, retain and disclose any Service Provider Proprietary and Confidential Information only for Support Services purposes, in a secure and confidential manner and in accordance with any restrictions or other requirements of the Service Provider;
- (f) Undertake any enhancements to or other changes to Client Hardware and Client Software during the term of this Agreement only in collaboration with the Service Provider. In the event that any such change prevents or otherwise hinders the performance of the Support Services, or any other obligation of the Service Provider under this Agreement, including any performance commitment under the Support Services Standards Schedule, the Service Provider shall not be liable or otherwise responsible for the same and the Client shall be liable for any additional costs incurred by the Service Provider as a consequence thereof; and
- (g) Pay the Service Provider for the Support Services in accordance with the Compensation and Payment provision of this Agreement.

9.0 INDEPENDENT CONTRACTOR

- 9.1** The Parties expressly covenant and agree that the legal relationship between the Parties is that of principal and independent contractor. The Service Provider performs the Support Services as an independent contractor and all personnel utilized by the Service Provider shall be employees, contractors or agents of the Service Provider.

10.0 CHANGE CONTROL

- 10.1** The Change Order procedure set out in Schedule E (Change Order Process) may be initiated by either Party desiring to implement the following changes to the Support Services:
- (a) Additions to, deletions from, or other modifications to the Support Services in the Support Services Schedule;
 - (b) Additions to, deletions from, or other modifications to the performance commitments of the Service Provider set out in the Support Services Standards Schedule; and
 - (c) Any modification, alteration, adjustment, addition, upgrade, attachment, enhancement, or other change to the Client hardware or Client Software that will, or is likely to have, a material impact on the delivery of Support Services by the Service Provider.
- 10.2** Any changes to this Agreement, other than those set out in subsection 10.1, shall be undertaken solely by means of a written amendment to this Agreement.

11.0 REPRESENTATIONS AND WARRANTIES

- 11.1** The Service Provider makes the following representations and warranties to the Client

acknowledging that the Client is relying on each such representation and warranty in connection with the provision of Support Services under this Agreement, and with the further acknowledgment that the Client would not have entered into this Agreement without any of the representations and warranties of the Service Provider.

- (a) The Service Provider represents and warrants to the Client that it is duly incorporated and has the legal authority to enter into this Agreement, provide the Support Services and undertake all other obligations and responsibilities of the Service Provider described hereunder;
- (b) The Service Provider represents and warrants to the Client that this Agreement has been duly authorized by all necessary corporate action by the Service Provider and is a valid and binding obligation of the Service Provider, enforceable against it in accordance with its terms, subject, as to enforcement, to bankruptcy, insolvency and other legislation affecting creditors' rights generally;
- (c) The Service Provider represents and warrants to the Client that the execution and performance of this Agreement does not and will not cause any default or other contravention of any other agreement or instrument to which the Service Provider is a party;
- (d) The Service Provider represents and warrants to the Client that there are no actions, suits or other proceedings against the Service Provider, or to the Service Provider's knowledge threatened or pending against the Service Provider, or any of its assets, that in the reasonable opinion of the Service Provider may have a material adverse effect on its financial condition or business;
- (e) The Service Provider represents and warrants to the Client that the Service Provider shall comply with all applicable laws, statutes, ordinances, by-laws and regulations (collectively, "legislation") of all applicable governmental authorities.

11.2 The Client makes the following representations and warranties to the Service Provider acknowledging that the Service Provider is relying on each such representation and warranty in connection with the provision of Support Services under this Agreement, and with the further acknowledgment that the Service Provider would not have entered into this Agreement without any of the representations and warranties of the Client.

- (a) The Client represents and warrants to the Service Provider that the Client is duly incorporated and has the legal authority to enter into this Agreement, and undertake all obligations and responsibilities of the Client described hereunder;
- (b) The Client represents and warrants to the Service Provider that this Agreement has been duly authorized by all necessary corporate action by the Client and is a valid and binding obligation of the Client, enforceable against it in accordance with its terms, subject, as to enforcement, to bankruptcy, insolvency and other legislation affecting

creditors' rights generally;

- (c) The Client represents and warrants to the Service Provider that the execution and performance of this Agreement does not and will not cause any default or other contravention of any other agreement or instrument to which the Client is a party;
- (d) The Client represents and warrants to the Service Provider that there are no actions, suits or other proceedings against the Client, or to the Client's knowledge threatened or pending against the Client, or any of its assets, that in the reasonable opinion of the Client may have a material adverse effect on its financial condition or business;
- (e) The Client represents and warrants to the Service Provider that the Client shall perform, or cause to be performed, the obligations and responsibilities of the Client under this Agreement honestly, in good faith, exercising reasonable skill, care and diligence, using personnel having a level of competence commensurate with the requirements, in accordance with the terms and conditions of this Agreement; and
- (f) The Client represents and warrants to the Service Provider that the Client shall comply with all applicable laws, statutes, ordinances, by-laws and regulations (collectively, "legislation") of all applicable governmental authorities.

11.3 EXCEPT AS EXPRESSLY STATED IN THIS ARTICLE 11.0, ALL REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE ARE HEREBY EXCLUDED. THE PARTIES DISCLAIM ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. LIABILITY OF ONE PARTY TO THE OTHER PARTY IS SOLELY THAT PROVIDED FOR ELSEWHERE IN THIS AGREEMENT.

12.0 RELATIONSHIP MANAGEMENT

12.1 The Parties acknowledge that cooperation is essential to the successful delivery of the Support Services and compliance with all other requirements of this Agreement. The Parties agree to each appoint a person the primary representative of the Party for the administration and other matters relative to the provision of Support Services, and use mutually agreed processes and forms to report progress and to identify, track and resolve problems. Unless otherwise provided for in the Support Services Schedule, the standard processes and forms of the Service Provider will be utilized. Each Party may rely on the authority of the other Party's representative provided that neither person shall have the authority to amend or modify this Agreement.

13.0 CONFIDENTIALITY OF CLIENT DATA

13.1 The Service Provider acknowledges that Client Data is Proprietary and Confidential Information of the Client, and is sensitive in nature as the information of a public organization and municipal government, and must be protected from unauthorized use or disclosure. The Service

Provider shall use all reasonable means to keep Client Data to which it has access confidential. The Service Provider shall not access, use or disclose Client Data, other than to provide the Support Services.

13.2 More specifically, in fulfilment of its obligation to maintain the confidentiality of Client Data, the Service Provider shall:

- (a) Implement written policies, standards, and procedures reflective of the Service Provider's obligations in regard to confidentiality;
- (b) Restrict access to Client Data to Service Provider personnel, including agents and subcontractor personnel who require access to perform the Support Services; and
- (c) Ensure that Service Provider personnel, including agents and subcontractor personnel, requiring access to Client Data have received any required security clearance and agreed, in writing, to abide by the confidentiality requirements of the Service Provider in the treatment of Client Data.

13.3 Notwithstanding the above, the Service Provider shall not be responsible or otherwise liable for any wrongful access to, use or disclosure of Client Data:

- (a) Caused by any act or omission of the Client;
- (b) already in the public domain due past publication on a public medium such as a newspaper of record or media outlet; or
- (c) Required by law to be disclosed. The Service Provider shall give the Client prompt notification of such requirement for disclosure and permit the Client to undertake any appeal procedures to maintain the confidentiality of Client Data.

14.0 CONFIDENTIALITY OF SERVICE PROVIDER DATA

14.1 The Client acknowledges that Service Provider Data is Proprietary and Confidential Information of the Service Provider and must be protected from unauthorized use or disclosure. The Client shall use all reasonable means to keep Service Provider Data to which it has access confidential. The Client shall not access, use or disclose Service Provider Data, other than as required for the provision of Support Services by the Service Provider.

14.2 More specifically, in fulfilment of its obligation to maintain the confidentiality of Service Provider Data, the Client shall:

- (a) Implement written policies, standards, and procedures reflective of the Client's obligations in regard to confidentiality;
- (b) Restrict access to Service Provider Data to Client personnel, including agents and subcontractor personnel, who require access in the performance of the Support Services; and
- (c) Ensure that Client personnel, including agents and subcontractor personnel, requiring access to Service Provider Data have received any required security clearance and

agreed, in writing, to abide by the confidentiality requirements of the Client in the treatment of Service Provider Data.

14.3 Notwithstanding the above, the Client shall not be responsible or otherwise liable for any wrongful access to, use or disclosure of Service Provider Data:

- (a) Caused, in whole or in part, by any act or omission of the Service Provider;
- (b) Determined to be in the public domain; or
- (c) Required by law to be disclosed, including (without limitation) the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56. The Client shall give the Service Provider prompt notification of such requirement for disclosure, and permit the Service Provider to undertake any legally available appeal procedures to maintain the confidentiality of Service Provider Data.

15.0 LIABILITY

15.1 The liability of the Service Provider to the Client or any third party whatsoever, for any breach of this Agreement, regardless of the basis of the claim and whether such damage was foreseeable, including, without limitation, any claim in tort (including negligence) or of fundamental breach of contract, or otherwise (including any loss or damage caused due to hacking), shall be direct damages only. In no event shall the Service Provider be liable for indirect, incidental, special or consequential damages, or exemplary, aggravated or punitive damages, or damages for loss profits or revenues of the Client or any loss of use relating to the Support Services or any breach of this Agreement, even if it has been informed of the possibility thereof. For greater certainty, nothing in this section alters or increases the indemnities provided for in section 17.0 of this Agreement.

16.0 TERMINATION

16.1 *Termination for Cause*

- (a) In the event that either Party commits a breach of one or more of its material duties or obligations under this Agreement (“Material Breach”), which Material Breach shall not have been cured within fifteen (15) Business Days from notice in writing advising of said Material Breach (“Cure Period”), the Party not in breach may terminate this Agreement, forthwith, for cause, by giving written notice to the Party in Material Breach.
- (b) Without limiting the generality of the foregoing, each of the following specific events shall be deemed to be a Material Breach by the Service Provider granting the Client the right to terminate this Agreement pursuant to subsection 16.1(a):
 - (i) The Service Provider is adjudged bankrupt, commits or threatens to commit an act of bankruptcy, makes a general assignment for the benefit of its creditors, becomes insolvent, or otherwise commences action for its winding up, reorganization, liquidation, or dissolution under any applicable law; or
 - (ii) The Service Provider is in breach of the Confidentiality of Client Data

- provision of this Agreement.
- (iii) Service Provider fails to respond in reasonably timely manner to service requests from the Client.
- (c) Without limiting the generality of the foregoing, each of the following specific events shall be deemed to be a Material Breach by the Client granting the Service Provider the right to terminate this Agreement pursuant to subsection 16.1(a):
- (i) Client is adjudged bankrupt, commits or threatens to commit an act of bankruptcy, makes a general assignment for the benefit of its creditors, becomes insolvent, or otherwise commences action for its winding up, reorganization, liquidation, or dissolution under any applicable law;
 - (ii) Client is in breach of the Confidentiality of Service Provider Data of this Agreement; or
 - (iii) Client fails, without valid cause, to pay any amount owing to the Service Provider under this Agreement following written notice by the Service Provider to that effect under subsection 16.1(a), and failure to make payment before expiration of the Cure Period.
- (d) Upon termination of this Agreement for Material Breach all responsibilities and liabilities of the Parties to each other shall cease on the specified date of termination, except only for damages that may be assessed against the Party in Material Breach.

16.2 Termination without Cause

- (a) The Service Provider may terminate this Agreement without any cause or reason but only by providing the Client with thirty (30) Business Days written notice.
- (b) The Client may terminate this Agreement without any cause or reason but only by providing the Service Provider with thirty (30) Business Days written notice

17.0 INDEMNITIES

17.1 Service Provider Indemnification

- (a) The Service Provider shall indemnify, defend, and hold harmless the Client and its servants, agents, successors, and assigns from any and all losses arising from or in connection with any claims of infringement made against the Client for any patent, copyright, trade-mark, service mark, trade name, or other proprietary rights in regard to Service Provider Software, Service Provider Data, or any other products or materials provided by the Service Provider in the performance of Support Services, or otherwise under this Agreement.
- (b) The Service Provider shall indemnify, defend, and hold harmless the Client, its servants, agents, successors and assigns from and against any and all losses arising from or in connection with claims made by third parties against the Client arising out

of any acts or omissions of the Service Provider in the performance of Support Services or the observance of its obligations under this Agreement.

17.2 Client Indemnification

- (a) The Client shall indemnify, defend, and hold harmless the Service Provider, its servants, agents, successors and assigns from and against any and all losses arising from or in connection claims of infringement made against the Service Provider for any patent, copyright, trade-mark, service mark, trade name, or other proprietary rights in regard to Client Hardware, Client Software, Client Data, or any other products or materials of the Client used in performance of the Support Services, or otherwise under this Agreement.
- (b) The Client shall indemnify, defend, and hold harmless the Service Provider, its servants, agents, successors and assigns from and against any and all losses arising from or in connection with claims made by third parties against the Service Provider arising out of any acts or omissions of the Client in the performance of the Support Services or the observance of its obligations under this Agreement.

17.3 Exclusive Remedy

The indemnities described in this section 17.0 are the exclusive indemnities provided by each Party to the other under this Agreement. The indemnities shall not apply unless the Party against whom the claims are made provides the indemnifying Party with prompt written notice of such claim, grants the indemnifying Party authority to defend or settle the claim and provides all reasonable assistance to the indemnifying Party in defending or settling the claim.

18.0 INSURANCE

18.1 The Service Provider shall obtain and maintain the following insurance coverage during the term of this Agreement, naming the Client as an additional insured, with limits not less than those prescribed:

- (i) Professional liability and cybersecurity insurance with limits of not less than Two Million Canadian Dollars (\$2,000,000.00);
- (ii) Automotive or motor vehicle liability insurance with limits of not less than Two Million Canadian Dollars (\$2,000,000.00); and
- (iii) Comprehensive General Liability Insurance with limits of not less than Five Million Canadian Dollars (\$5,000,000.00).

18.2 The Service Provider shall provide proof of insurance following execution of this Agreement and also at the reasonable request of the Client during the term of the agreement.

19.0 GENERAL

19.1 Notices

All notices to be given under this Agreement shall be in writing and either hand delivered or sent by registered mail to the address and contact official of the other Party set out below. If by registered mail, any such notice shall be deemed to have been received on the fifth (5th) Business Day after mailing, and if hand delivered, on the date of delivery. Notice may also be provided by means of electronic mail and if delivered by electronic mail, it should be deemed received on the first (1st) Business Day the electronic mail arrives in the recipient's electronic mail in-box, provided only that the Party sending the message has not received any automatic reply indicating that the notice has not been delivered to the recipient.

Client address and contact official:

Robin Greenall, rgreenall@westelgin.net, 519.785.0560 ext. 221
22413 Hoskins Line, Rodney, Ontario N0L 2C0

Service Provider address and contact official:

Dan Balint, dan@zouling.ca, 226.688.7839
276 Furnival Road, Rodney, Ontario N0L2C0

Either Party may change its address or contact official by written notice to the other Party given in the manner set out above.

19.2 Force Majeure

Neither Party will be responsible or liable in any way for failure or delay in performing its obligations under this Agreement during any period in which such performance is prevented or hindered by conditions beyond its reasonable control ("force majeure"). During such period each Party's obligations, to the extent that they are affected by the event of force majeure, will be suspended and commensurately extended until such time as performance is no longer prevented or hindered; provided that if such period extends for more than forty (40) Business Days, either Party may thereafter terminate this Agreement without any obligation or liability to the other Party for the same.

19.3 Advertising

Neither Party shall, without the prior express written consent of the other Party in each instance, which consent will not be unreasonably withheld, carry out or arrange for any press release, advertisement or promotion of any kind or nature whatsoever, whether in writing or orally, which involves the use of, or contains any reference to any trade or service mark, trade or service name, or logo of the other Party.

19.4 *Survival*

Those provisions of this Agreement which, by their terms, are intended to survive, or which must survive in order to give effect to continuing obligations of the Parties, shall survive the termination of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

ZOULING TECHNOLOGIES INC.

By:

Name: Daniel Balint

Title: President

MUNICIPALITY OF WEST ELGIN

By:

Name (Print or type):

Title:

SCHEDULE A

Client Hardware and Software

Hardware:

- Windows Desktop Computers
- Windows Notebook Computers
- Windows Tablet Computers
- Apple Tablet Devices
- Android Tablet Devices
- Mobile Phones, all makes and models
- Physical Servers, Windows and Linux
- Virtual Servers, Windows and Linux
- Network Attached Storage Devices
- Network Firewalls
- Network Switches
- Network Wireless Access Points
- Network Modems
- Printers
- Multifunction Printers

Software:

- All Microsoft Supported Operating Systems
- All Microsoft Supported Office Applications
- All Microsoft 365 products
- Burnside Mobile *
- Geocortex Essentials technology for the Esri® ArcGIS platform. *
- 3CXPhone for Windows, iOS and Android
- Adobe Acrobat, all Adobe supported versions.
- ESET Endpoint Security
- ESET Management Agent
- Google Chrome
- Microsoft Edge
- Keystone Complete
- Laserfiche
- Zoom
- FP2 (FirePro)
- Pearl *
- Asyst *

*Malahide Only

SCHEDULE B

Support Services

- IT Help Desk, Phone, Email, Remote and Onsite Support
- Desktop Management and Support
- Server Management and Support
- Data Backup Management and Support
- Network Management and Support
- Cloud Services Management and Support
- Cyber Security Management and Support
- IT Asset Management
- Procurement and Provisioning Services
- An Information Security Policy that covers the following in detail will need to be reviewed or created for the topics that apply or will apply in the future: Information Security Policy, Acceptable Use Policy, Disciplinary Action, Protect Stored Data, Information Classification, Access to the sensitive cardholder data, Physical Security, Protect Data in Transit, Disposal of Stored Data, Security Awareness and Procedures, Network security, System and Password Policy, Anti-virus policy, Patch Management Policy, Remote Access policy, Vulnerability Management Policy, Configuration standards, Change control Process, Audit and Log review, Secure Application development, Penetration testing methodology, Incident Response Plan, Roles and Responsibilities, Third party access to card holder data, User Access Management, Access Control Policy, Wireless Policy.

SCHEDULE C

Support Services Standards

Response Time

Service Provider will respond, either remotely or in-person, within sixty (60) minutes of a request from the Client, including on evenings and weekends. Requests can be raised by phone or by email. This metric will be reported monthly to indicate any missed response times should they occur.

Service Levels

The two levels of service to be provided as identified are described as follows.

“first level”: Standard “IMAC” (install, move, add and change) Services

These types of planned services will be completed by a mutually determined deadline at the time of each request. All processes will be written and maintained by Service Provider and always accessible to the Client. A change control process shall be formally defined and documented as part of reviewing or creating an Information Security Policy.

“second level”: Advanced Network, Product and Service Support

These types of unplanned services will be completed by a mutually determined deadline at the time of each request unless the urgency is high. Example of a high urgency request is something that is affecting staff productivity or in the form of an outage. In high urgency requests, a workaround will be provided as soon as possible if an immediate fix is not available to minimize downtime.

Asset Auditing

Service Provider will perform a physical and virtual audit of hardware and software to gain an understanding of the Client’s I.T. structure and systems. This audit will take place on a regular basis every six (6) months or as agreed upon with the Client.

Patch Management

A Patch Management Policy will be reviewed or created. This will ensure all workstations, servers, software, system components etc. owned by the Client will have up-to-date system security patches installed to protect the asset from known vulnerabilities.

Data Backup and Disaster Recovery

Service Provider will review or create a data backup and disaster recovery plan for the Client. This plan is to include what is backed up, how often it’s backed up, and where it’s backed up. A testing schedule will be agreed upon and followed.

Technical Advice

Service Provider will provide confidential expert advice to senior municipal staff for municipal budget and project-planning purposes. If necessary, research or advice will be acquired by an external subject matter expert with the approval from the Client.

All passwords used by Service Provider will be shared by way of a Password Manager to the Chief Administrative Officer of the Client.

SCHEDULE D COMPENSATION & PAYMENT

Program Costs

Invoices submitted by Service Provider to the Client are due within thirty (30) calendar days of receipt.

Base Monthly Fees

Server Management will fall under the Patch Management Policy that will be reviewed or created. This is monthly maintenance that will be required on each server.

Data Management will fall under the data backup and disaster recovery plan that will be reviewed or created. This may be a daily audit performed depending on the configuration of backups.

This calculation applies to each server either Physical or Virtual.

A Network Attached Storage Device (NAS) will be classified as a server.

A virtual server's host server will not be classified as a server.

The fixed cost will be **\$75.00 per server each month**.

Based on the infrastructure assessment of the Client, the **monthly estimate** for the Client is **\$2400.00**.

This estimate is subject to change with the addition or decommission of a server.

Server Management includes any updates that are Firmware, Driver, Operating System, or Software related. This also covers any 3rd party updates provided by a software vendor. An example would be Accounting Software if stored on a Server.

Data Backup Management is included in the per server price. The Client is responsible for the cost of the Software Solution and storage used for Data Backups.

This fixed fee includes any software used by Service Provider for Remote Monitoring and Management, ticketing (if the Client chooses to use a ticketing system) and one Password Manager license for the Chief Administration Officer of the Client.

Unforeseen problems that arise from any updates performed are expressly excluded from the scope and above estimate of cost. These will be handled at a normal hours time and material cost at the indicated rates below.

Hourly Service Rates

The following rates apply to the following services provided by Service Provider:

Normal Hours

Monday to Friday except holidays. 0800 to 1800.

IT Support Services will be provided at the rate of **\$75.00 per hour**. Time will be billed in 15-minute increments. This includes time spent onsite, remote, phone, or email. Support provided for problems that arise while performing planned maintenance after hours, weekends and holidays will be charged as normal hours.

After Hours

Monday to Friday except Holidays. 1800 to 0800.

Except for planned maintenance, IT Support Services will be provided at the rate of **\$75.00 per hour**. Time will be billed in 60-minute increments. This includes time spent onsite, remote, phone, or email.

Weekends and Holidays

Except for planned maintenance, IT Support Services will be provided at the rate of **\$75.00 per hour**. Time will be billed in 120-minute increments. This includes time spent onsite, remote, phone, or email.

Budgetary Planning of Hourly Service Rates

For budgetary planning, the Client should budget an allowance for this section of program costs an amount of **\$27,300.00**, and will be billed on per used basis only. This calculation is under the assumption of **seven (7) hours** of I.T. Consulting **per week**.

Procurement Markup

The percentage of markup from the cost of I.T. hardware or software purchased through Service Provider will vary from 0% to 12% depending on the item.

Before making any purchases, a quote will be obtained from any previous partner or vendor the Client may have. The best price will always be chosen regardless of the vendor. Service Provider will be considered as a vendor in these instances.

If hardware or software is purchased from a previous partner or vendor, the Client will pay such partner or vendor directly.

Service Partners

Computer & Printer Services

Service Provider will bill time spent by IC Computer & Printer Services at the same rates detailed above. Service Provider will dispatch IC Computer & Printer Services when necessary and will be responsible for their compensation.

CompuVision

CompuVision will be utilized only in planned scenarios. These include advanced project, network, and service support. The Service Provider will obtain and Client will approve the quote from and pay for any services or goods provided by CompuVision.

Other Fees

Travel expenses will be charged at **\$0.53 per kilometer** driven for onsite support. Hourly service rates will not be billed during travel.

SCHEDULE E
Change Order Process

1.0 CHANGE ORDER REQUEST

- 1.1** Either Party may submit a Change Order Request to the other Party at any time in the form appended as Annex 1 to this Schedule E. The Change Order Request shall be signed by the Service Provider or Client contact person, as applicable. The Change Order Request shall contain sufficient information concerning the requested change, including any impact on Support Services, prescribed Support Services standards, and Service Provider compensation, for the recipient Party to undertake an informed assessment and decision in regard to the request.
- 1.2** The Party in receipt of the Change Order Request shall use all reasonable commercial efforts to respond to the Change Order Request within the requested time period. A response shall be in writing and may include a request for additional information, for modifications to the Change Order Request, or the decision to reject or accept the requested change.
- 1.3** An accepted Change Order Request shall act as a direction to the Parties to complete and sign a formal Change Order implementing the Change Order Request.
- 1.4** The Parties shall not implement the proposed change until a Change Order is fully executed. Unless otherwise agreed, neither Party shall be responsible for the costs of the other Party in the preparation or evaluation of a Change Order Request.

2.0 CHANGE ORDER

- 2.1** A Change Order shall not be effective until signed by both Parties. The Change Order shall be in the form set out in Annex 2 to this Schedule E and contain all required technical and financial information for the change including its impact on Support Services, prescribed Support Services standards and Service Provider compensation.
- 2.2** A completed and executed Change Order shall constitute a binding change to this Agreement. Unless otherwise agreed, neither Party shall be responsible for the costs of the other Party in the preparation of a Change Order.
- 2.3** The Service Provider shall maintain a formal record of all Change Orders, numbered sequentially.

ANNEX 1 - CHANGE ORDER REQUEST

CHANGE ORDER REQUEST NUMBER:

To: Service Provider Contact or Client Contact, as applicable

From: Service Provider Contact or Client Contact, as applicable

Date: Date of Change Order Request

Re: Subject Matter of Change Order Request

1.0 DESCRIPTION OF REQUESTED CHANGE

[Include description of Support Services change, reason(s) for the Change Order Request, any changes to Support Services performance requirements, or Service Provider compensation]

Change Request Submitted by:

Service Provider Contact or Client
Contact, as applicable

Date

ANNEX 2 – CHANGE ORDER

Date: _____ **Change Order Number** _____

To Service Provider Contact or Client Contact, as applicable

From: Service Provider Contact or Client Contact, as applicable

Re: Change Order Request Number _____

This Change Order forms part of and is subject to the terms and conditions of the Agreement.

1. Description of Support Services Change

[Describe in detail the new or revised Support Services or other change]

2. Effect on Existing Support Services

[Describe the impact on existing Support Services]

3. Implementation

[Provide details of the implementation of the new or changed Support Services]

4. Compensation Change, if any

[Describe any consequential change in compensation]

5. Additional Information

[Provide any additional information relevant to the change]

Agreed to:

[Insert the complete legal name of the Service Provider]

By:

Name (Print or type):

Title:

[Insert the complete legal name of the Client]

By:

Name (Print or type):

Title:



The Corporation of the Municipality of West Elgin

By-Law No. 2025-19

A By-law to Authorize the Corporation of the Municipality of West Elgin and Southwest Middlesex Animal Shelter for the Provision of Animal Control Services (Canine), and Repeal By-law 2025-02.

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 Southwest Middlesex Animal Shelter for the Provision of Animal Control Services (Canine); 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 Southwest Middlesex Animal Shelter for the Provision of Animal Control Services (Canine), 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 1, 2025.

Read a first, second, and third time and passed this 10th day of April 2025.

Richard Leatham, Mayor

Terri Towstiuc, Clerk

Schedule 'A'

SERVICES AGREEMENT

THIS AGREEMENT effective the 1st day of April, 2025.

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN
(hereinafter referred to as the "Company")

OF THE FIRST PART

- and -

SOUTHWEST MIDDLESEX ANIMAL SHELTER
(hereinafter referred to as the "Contractor")

OF THE SECOND PART

WHEREAS, the Company and the Contractor have agreed to engage the Contractor to provide certain prescribed services to the Company for a fixed term as an independent contractor;

AND WHEREAS, the Company and the Contractor wish to set out the terms and conditions under which the Contractor will provide the prescribed services during the term of the engagement;

NOW THEREFORE, in consideration of the terms and conditions described below and the sum of \$1.00 paid by the party of the First Part to the party of the Second Part, the sufficiency and receipt of which is hereby acknowledged, the Company and the Contractor agree as follows:

1. Services Engagement

1.1 The Company retains the Contractor as an independent contractor to provide the Services described in Schedules "A", "B" and "C" for the charges set out in Article 3.0 hereof, and in accordance with all other terms and conditions of this Agreement. Schedules "A", "B" and "C" are appended to and form part of this Agreement. All personnel of the Contractor who are assigned to perform the Services by the Contractor must be pre-approved by the Company.

1.2 The Contractor shall undertake the Services diligently, in a good, workmanlike and professional manner, in accordance with accepted industry standards, in good faith and in the best interests of the Company. The Contractor shall adhere to all applicable federal, provincial and municipal laws and regulations in the provision of the Services.

1.3 The Company acknowledges and agrees that the Contractor may provide the same or similar services to other parties, provided that the provision of services to other parties does not conflict with, or in any manner detract from, the Contractor providing the Services or otherwise undertaking its responsibilities under this Agreement.

2. Term and Commitment

2.1 Subject to the provisions for earlier termination as hereinafter provided, the term of this agreement shall begin effective April 1, 2025, and continue in effect until March 31, 2026. This Agreement may be extended or renewed by agreement of the Parties in writing at least sixty (60) days prior to the end of the term.

2.2 The Contractor shall perform the services required by this Agreement for Animal Control Services during the term of this Agreement. Due to the unique nature of this agreement, it is understood and agreed that in order to properly perform the job required, the Contractor may have to spend additional time in advance of or beyond the normal workday, and the Contractor agrees to do same as is required from time to time.

3. Charges and Payment Terms

3.1 As complete consideration for provision of the Services, the Company shall pay the lump sum rate monthly as set out in the Proposal for Animal Control Services attached as Schedule "B" to this agreement. As a Contractor, the Contractor will not be eligible for any benefits offered by the Company.

3.2 The Contractor will be solely responsible for any of its regular business expenses which are independent of this Agreement, including office rent, utilities, telephone, insurance and other of his ongoing expenses. The Company shall also not reimburse the Contractor for costs incurred by the Contractor in performing the Services of this Agreement, including costs of travel, meals and accommodation.

3.3 Payment shall be made in Canadian currency and payable upon signoff from the Municipality at project completion, within thirty (30) Business Days following receipt of an invoice from the Contractor to the Company prescribing the amount earned and how it was determined. In order to process an invoice, the Company must be provided with the Contractor's HST registration number.

3.4 The Contractor shall be responsible for any tax on the income of the Contractor. Any taxes levied on such income of the Contractor shall be separately identified on any invoice submitted by the Contractor. The Contractor shall remit all taxes relating to the performance of the Services and shall indemnify and hold the Company harmless for any costs, charges, penalties or other legal liability caused to the Company as a consequence of the non-payment or delay in payment by the Contractor of such taxes.

4. Limitation of Liability

4.1 Save for the gross negligence or willful misconduct of the Company, the Company shall not be liable for any death or injury to the Contractor, its Contractors, agents or subcontractors, or for any damage or loss to equipment or other material of the Contractor in the course of provision of Services or otherwise arising out of this Agreement.

5. Termination

5.1 This Agreement and the contractor relationship between the parties shall be terminated in each of the following circumstances:

- (a) at the option of the Company for convenience, forthwith upon the giving of three (3) weeks prior notice, in writing, to the Contractor;
- (b) at the option of the Company, forthwith upon the giving of notice, in writing, to the Contractor if the Contractor becomes insolvent or bankrupt or makes an assignment for the benefit of its creditors, or if a receiver is appointed in respect of the Contractor's property, or if the Contractor is otherwise unable to carry on business;
- (c) at the option of the Company, forthwith upon the giving of notice, in writing, to the Contractor by virtue of a material breach by the Contractor of this Agreement or the attached Confidentiality and Proprietary Information Agreement signed by the parties;
- (d) at the option of the Contractor for convenience, forthwith upon the giving of three (3) weeks prior notice, in writing, to the Company; or (e) by mutual agreement of the parties hereto.

5.2 Termination or cancellation of this Agreement will not affect any rights or duties arising under it with respect to those provisions intended to survive and remain in effect.

6. Confidential Information

6.1 The Contractor acknowledges that, in the course of fulfilling his duties hereunder, it may have access to and be entrusted with confidential information, the disclosure of which could be detrimental to the Company. The Contractor further agrees that the right to maintain the confidentiality of such information constitutes a proprietary right which the Company is entitled to protect. Accordingly, the Contractor agrees that it will not, during the continuance of this agreement, disclose any such confidential information to any person, firm or corporation, nor shall they use, copy, transfer or destroy same, except in the normal course of work hereunder, and thereafter will not disclose or make use of same. The Contractor agrees to take all reasonable precautions to prevent inadvertent disclosure, use, copying, transfer or destruction of any confidential information.

6.2 The Contractor agrees and acknowledges that confidential information includes but is not limited to: work product whether generated by Contractor or others, internal personnel of the Company, contracts, and all information which becomes known to the Contractor, even if such information is not identified confidential if the Contractor knew or ought to have known was confidential. Confidential information does not include the general skills and experience gained during the Agreement which the Contractor could reasonably have been expected to acquire in similar work or that which was publicly known without the breach of this Agreement.

6.3 The Contractor agrees and acknowledges that all documentation containing Confidential Information in the Contractor's possession will be returned to the Company within five days of the termination of the Agreement, or upon request of the Company.

6.4 The Contractor agrees and acknowledges that these obligations regarding Confidential Information remain in effect perpetually and will exist notwithstanding any breach or repudiation or any alleged breach or repudiation of this Agreement by either party. Further, the Contractor agrees and acknowledges that any dissemination of Confidential

Information or use of Confidential Information for personal gain will cause the Company irreparable harm that may not be compensated for by damages alone.

6.5 The Contractor acknowledges that any breach or threatened breach of this section by the Contractor will entitle the Company to terminate the Agreement for just cause immediately and without notice, and without compensation in lieu of notice.

7. Personal Information Protection

7.1 The parties acknowledge that in performance of the Services under this Agreement, the Contractor may be provided with or otherwise obtain access to personal information collected, used or disclosed by the Company for business purposes. The Contractor shall not access, use, disclose or otherwise make available any such personal information except as permitted to do so by the Company in undertaking the Services under this Agreement.

8. Recourse on Breach

8.1 The Contractor acknowledges that damages may not be a sufficient remedy for the Contractor's breach or threatened breach of this Agreement. The Contractor agrees that the Company may apply for and obtain any interim relief, including injunctive relief, which relief is in addition to such rights as the Company may have to damages arising from any Contractor breach, or threatened breach, of this Agreement.

9. Indemnification

9.1 The Contractor, at its own expense, will defend and indemnify the Company, its directors, officers, and employees from any third-party claims or actions for loss, damage or liability, including reasonable legal costs, as a result of or in connection with the provision of Services by the Contractor or its breach of this Agreement.

9.2 The Company, at its own expense, will defend and indemnify the Contractor, its directors, officers, or employees from any third-party claims or actions for loss, damage or liability, including reasonable legal costs, as a result of or in connection with the undertaking by the Company of its duties or obligations under this Agreement.

10. Dispute Resolution

10.1 In the event of any dispute arising out of or relating to this Agreement, the parties agree first to engage in prompt and serious good faith discussions to resolve the dispute. If such discussions fail to resolve the dispute within thirty (30) days, the parties shall try to resolve the dispute through mediation. If such mediation fails to resolve the dispute, Consultant and the Company agree that any and all disputes, claims or controversies arising out of or related to this Agreement, including any claims under any statute or regulation, shall be submitted for binding arbitration.

11. Assignment

11.1 This Agreement shall be binding upon the Company, and any successor government into which the Company may hereafter be merged, unified or consolidated. This Agreement may not be assigned by the Contractor.

12. Entire Agreement

12.1 This Agreement constitutes the entire Agreement between the Contractor and Company, superseding in all respects any and all prior oral or written agreements or understandings pertaining to the relationship of the Contractor to the Company. This Agreement may not be modified or amended except in writing by the Company with the agreement of the Contractor.

13. Amendment & Waiver

13.1 Any waiver, modification or cancellation to this agreement must be in writing and signed by the Parties to have any force or effect.

14. Severability

14.1 In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

15. Governing Law

15.1 This Agreement shall be governed by and construed in accordance with the laws applicable in the Province of Ontario.

16. Titles/Headings

16.1 All section headings contained herein are for the convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.

17. Notice

17.1 Any notice required to be given under this agreement shall be delivered personally or by email to the opposite party, or shall be deemed delivered personally four (4) days after depositing in the mail postage prepaid addressed as follows:

To the Company: Terri Towstiuć, Clerk/Manager of Community Services
The Corporation of the Municipality of West Elgin
22413 Hoskins Line, Rodney, ON N0L 1C0

To the Contractor: Southwest Middlesex Animal Shelter
C/O Jeoff & Jodi Bedore
3427 Concession Drive
Glencoe, Ontario N0L 1M0

18. Insurance

18.1 Insurance:

a) Comprehensive General Liability and Automobile Insurance:

The Consultant shall carry a Commercial General Liability (“**CGL**”) Insurance policy with coverage of not less than five million dollars (\$5,000,000.00) per occurrence for general liability, contractual liability, products & completed operations, bodily and personal injury (including death), damage to property (including loss of use thereof).

The CGL shall contain both cross liability and severability of interest clauses.

b) Errors and Omissions Insurance

The Consultant shall carry Errors and Omissions coverage for potential errors and omissions arising from the provision of its work in an amount determined to be appropriate by the Municipality, underwritten by an insurer licensed to conduct business in the Province of Ontario. The Errors and Omissions coverage shall be in force for each year of any potential contract and renewed for three (3) years post termination of any potential contract;

c) Aggregate Amounts

Where such policies set out in 18.1 a) and b) above have aggregates, the minimum acceptable aggregates shall be five million dollars (\$5,000,000.00).

d) Proof of CGL & E&O Insurance

Prior to the commencement of consulting services and at any time upon request of the Client, the Consultant shall provide the Client with proof of the above-noted insurance coverage on a Certificate of Insurance acceptable to the Client. .

e) Coverage Change by Consultant:

The insurance policies set out in Article 18.1 above shall be endorsed to provide that the coverage shall not be changed or amended in any way nor cancelled by the Consultant until thirty (30) days after written notice of such change or cancellations has been personally delivered to the Client.

f) Increased Coverage for Project

The Municipality trusts that as a business operator, the Consultant carries appropriate insurance coverage for the Project without increased fees to the Municipality. In the event the Client makes a request to have the amount of coverage increased or for the Client to obtain other special insurance for the Project, then the Consultant shall endeavour forthwith to obtain such commercially reasonable increased or special insurance at the Consultant's expense.

g) WSIB Certificate

Prior to the commencement of Services, the Consultant shall provide to the Municipality a satisfactory clearance certificate from the Workplace Safety Insurance Board both prior to the commencement of work and at any time during the Project, stating that all assessments or compensation payable to the Workplace Safety Insurance Board have been paid and that coverage of its workers is valid. If the Consultant is a sole proprietor, an Independent Operators Ruling is required. The Highest Scoring Respondent shall download the Form that corresponds to the

classification of Work for which this RFP is the subject from the Workplace Safety and Insurance Board site at: <http://www.wsib.on.ca> and submit the completed form to WSIB to receive the Independent Operators Ruling. The WSIB Ruling must be submitted to the Municipality prior to commencement of the Work. The Highest Scoring Respondent shall maintain such Insurance or pay such assessments as will protect the Highest Scoring Respondent and the Municipality from claims under *Workplace Safety and Insurance Act* and from any other claims for damage from personal injury (including death), and property damage which may arise from a successful Respondent's work under contract. In the event a successful Respondent is exempt from WSIB or has opted out, confirmation of Employer's Liability Insurance in the amount of \$2,000,000.00 is required. Such coverage can be confirmed on a Certificate of Insurance form deemed acceptable by the Municipality.

19. Independent Legal Advice

19.1 The Contractor acknowledges that he has had the opportunity to obtain independent legal advice before executing this Agreement and acknowledges that he fully understands the nature of this Agreement, which the Contractor voluntarily enters into.

[ONE (1) ENDORSEMENT PAGE FOLLOWS]

IN WITNESS WHEREOF this Agreement has been executed by the Parties hereto on the date(s) set out below and the Parties agree that this Agreement shall be effective as set out at the top of page one (1) of this Agreement.

THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

Per: _____

Terri Towstiuc, Clerk/Manager of
Community Services

I have authority to bind the Corporation.

CONTRACTOR

Date: _____

Name: Jeoff Bedore

I have authority to bind Southwest Middlesex
Animal Shelter

Date: _____

Name: Jodi Bedore

I have authority to bind Southwest Middlesex
Animal Shelter

Date: _____

Witness:



MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality of West Elgin

By-Law No. 2025-20

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on April 10, 2025.

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 Regular meeting of Council held on April 10, 2025, 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 10^h day of April, 2025.

Richard Leatham, Mayor

Terri Towstiuc, Clerk