



Municipality of West Elgin

Agenda

Council Meeting

Date: March 26, 2026, 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).

Zoom Link: <https://us02web.zoom.us/j/82723441173?pwd=TjwaycrPku6C8ej3QbtnqqCYIOoJl6.1>
Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for March 26, 2026, as presented.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Delegations and Presentation

4.1 Amy Sousa, Roots & Revival Festival, Request Updates

5. Adoption of Minutes

Recommendation:

That West Elgin Council hereby adopt the Minutes of March 12, 2026, as presented.

5.1 Committee and Board Minutes 13

Recommendation:

That West Elgin Council hereby acknowledge receipt of the various committee and board minutes, as presented.

6. Business Arising from Minutes

7. Staff Reports

7.1 Planning

7.1.1 E 25-26, Comment to Elgin County, 8589 Furnival Road 31

Recommendation:

That West Elgin Council hereby receives the report from Evan McKinstry, Junior Planner regarding severance application E 25-26- Comments to Elgin County (Planning Report 2026-09).

And that West Elgin Council hereby recommend APPROVAL to the Elgin County Land Division Committee for Consent Application E 25-26.

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

7.2 Wastewater

7.2.1 Rodney Wastewater Treatment Plant, 2025 Annual Report 41

Recommendation:

That West Elgin Council hereby receive the Rodney Wastewater Treatment Plant, 2025 Annual Report, presented by Joe Daly, Sr. Operations Manager, Ontario Clean Water Agency, for information purposes.

7.2.2 West Lorne Wastewater Treatment Plant, 2025 Annual Report 95

Recommendation:

That West Elgin Council hereby receive the West Lorne Wastewater Treatment Plant, 2025 Annual Report, presented by Joe Daly, Sr. Operations Manager, Ontario Clean Water Agency, for information purposes.

7.3 Infrastructure & Development

7.3.1 Enactment of a Consolidated Stop Sign By-law 155

Recommendation:

That West Elgin Council hereby receives the report from Dave Charron, Manager of Infrastructure and Development for Enactment of a Consolidated Stop Sign By-law report, And

That Council adopts By-law 2026-16 as the By-law providing for the erection of stop signs in The Municipality of West Elgin, thereby repealing By-law 95-56 of the former Township of Aldborough, and By-law 87-05 of the former Village of West Lorne.

7.3.2 Port Glasgow Trailer Park Washroom Construction 168

Recommendation:

That West Elgin Council hereby receives the report from Dave Charron, Manager of Infrastructure and Development, and

That the West Elgin Council accept the tender submitted by Complete Building System in the amount of \$642,000.00 (excluding HST), being the lowest compliant bid for the Port Glasgow Trailer Park Washroom; and

That Council authorizes the Mayor and Clerk to execute all necessary agreements and contract documents related to the project.

7.4 Community Services & Clerks

7.4.1 Delegation of Authority (Lame Duck) 172

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Restricted Acts after Nomination Day (Lame Duck); And

That West Elgin Council direct the Clerk to prepare the necessary By-law prior to Nomination Day, being August 21, 2026, delegating authority to the Chief Administrative Officer, pursuant to Section 275 of the *Municipal Act*, being Restricted Acts after Nomination Day (“Lame Duck”).

7.4.2	Website Transition	183
	<p>Recommendation: That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Website Migration; And</p> <p>That Council hereby authorizes the transition from GHD Digital to Loop for website hosting solutions.</p>	
7.4.3	Pre-Budget Approval Request, Rodney Park Masterplan	186
	<p>Recommendation: That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Rodney Park Masterplan, Pre Budget Approval Request; And</p> <p>That Council hereby approves pre-budget funding for the Rodney Park Masterplan in an upset limit of \$15,000 plus HST and directs staff to include the approved funding within the 2026 Municipal Budget.</p>	
7.5	Corporate Services & Finance	
7.5.1	2025 Council Remuneration	190
	<p>Recommendation: That West Elgin Council hereby receives the 2025 Council Remuneration Report from R. Greenall, CAO for information purposes.</p>	
7.5.2	2025 Public Sector Salary Disclosure	194
	<p>Recommendation: That West Elgin Council hereby receives the 2025 Public Sector Salary Disclosure report from R. Greenall, CAO, for information purposes.</p>	

Recommendation:

That West Elgin Council receives the 2026 Remuneration Schedules for Council, Fire and Public Works & Parks and Recreation Staff report from R. Greenall, CAO, and

That Council approve the Schedule D, the 2026 remuneration for Council positions, and

That Council approve the Schedule E 2026 remuneration for the West Elgin Fire Department, and

That Council approve the 2026 amendments to Schedule B, remuneration for the West Elgin Public Works and Parks & Recreation staff (previously unionized positions), and

That Council directs staff to complete a review of council stipends and benefits of neighbouring municipalities and return a comparison report before the end of term.

8. Board or Committee of Council Reports or Updates

- Economic Development Committee
- Bo Horvat Community Center (Arena) Board
- Recreation Committee
- Four Counties Transit Committee
- Old Town Hall Committee

9. Notice of Motion

None presented prior to meeting.

10. Council Inquires/Announcements

Council opportunity for informal inquiries and/or announcements.

11. Correspondence

Recommendation:

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

11.2	Elgin County Committee of the Whole Minutes, February 24, 2026	212
11.3	Elgin County Council Highlights, March 10, 2026	215
11.4	Regional Municipality of York Council Decision Re: Circular Materials Ontario	218
11.5	AMO Watchfiles	
11.5.1	February 26	220
11.5.2	March 5	223
11.5.3	March 12	226
11.5.4	March 19	229
12.	Items Requiring Council Consideration	
12.1	Ontario Clean Water Agency, 2025 Annual Report, West Elgin Distribution System	232
	Recommendation: That West Elgin Council hereby acknowledge receipt of the 2025 Annual Water Report for the West Elgin Distribution System, in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the <i>Safe Drinking Water Act</i> .	
13.	By-Laws	
13.1	Stop Sign Consolidation	241
	Recommendation: That By-law 2026-16, being a by-law Providing for the Erection of a Stop Sign at Intersections, be read a first, second third and final time.	
14.	Closed Session	
	Recommendation: That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at _____ pm, to discuss matters pursuant to the <i>Municipal Act</i> , Section 239(2)(d) Labour relations or employee negotiations (Manager of Corporate Services/Treasurer Recruitment).	

15. Report from Closed Session

Clerk to provide Report from Closed Session.

16. Confirming By-Law

251

Recommendation:

That By-law 2026-17 being a By-law to confirm the proceeding of the Regular Meeting of Council held on March 26, 2026, 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 Thursday, April 9, 2026, or at the call of the Chair.



Municipality of West Elgin

Minutes

Council Meeting

March 12, 2026, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

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

Staff Present: Jeff McArthur, Fire Chief
Terri Towstiuic, Manager of Community Services/Clerk
Robin Greenall, Chief Administrative Officer
Dave Charron, Manager of Infrastructure & Development

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).

1. Call to Order

Mayor Leatham called the meeting to order at 5:22 pm.

2. Adoption of Agenda

Resolution No. 2025- 52

Moved: Councillor Denning

Seconded: Councillor Sousa

That West Elgin Council hereby adopts the Regular Council Agenda for March 12, 2026 as presented.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

No disclosures

4. Adoption of Minutes

Resolution No. 2025- 53

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby adopt the Minutes of February 26, 2026 as presented.

Carried

5. Business Arising from Minutes

None.

6. Staff Reports

6.1 Infrastructure & Development

6.1.1 West Lorne Library Interior Renovations

Resolution No. 2025- 54

Moved: Councillor Sousa

Seconded: Councillor Statham

That West Elgin Council hereby receives the report from Dave Charron, Manager of Infrastructure and Development, and

That the West Elgin Council accept the tender submitted by Accuratus Design & Build Inc. in the amount of \$199,500.00 plus applicable taxes for the West Lorne Public Library Interior Renovations; and

That the West Elgin Council accept the tender extra by Accuratus Design & Build Inc. in the amount of \$73,500 plus applicable taxes for the Council Chamber separate pricing; and

That Council authorizes the Mayor and Clerk to execute all necessary agreements and contract documents related to the project.

Carried

6.2 Fire

6.2.1 Pre-Budget Approval Request, 2026 SCBA

Resolution No. 2025- 55

Moved: Councillor Sousa

Seconded: Councillor Denning

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

That West Elgin Council provide pre-budget approval for the 2026 project identified within this report, being two SCBA Paks and four cylinders.

Carried

7. Council Inquires/Announcements

Councillor Sousa advised of the Economic Development Committees networking event, to be held on March 24 at 6:30pm, at the Rodney Recreation Centre. This event is for small business owners, as a "who's who" event, and is being advertised on the municipal website and social media pages.

8. Correspondence

8.1 County of Elgin Minutes, Committee of the Whole, February 10, 2026

8.2 County of Elgin, Council Highlights, February 24, 2026

8.3 County of Elgin, Notice of Deferral, E 17-26

Resolution No. 2025- 56

Moved: Councillor Sousa

Seconded: Councillor Denning

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

Carried

9. Items Requiring Council Consideration

9.1 Councillor Sousa, Winter Sidewalk Maintenance

Council discussed the importance of determining Winter Sidewalk regulations in residential areas and establishing clear guidelines for cleaning and clearing snow.

Resolution No. 2025- 57

Moved: Councillor Sousa

Seconded: Councillor Denning

Whereas, West Elgin Council received a Winter Maintenance report on February 12, 2026, for information purposes; And

Whereas Policy RE 2.1, being a policy to regulate Level of Services for Sidewalk Plowing and Salting has not been reviewed since December 2010; Now

West Elgin Council hereby request staff to review the existing Snow Removal Sidewalk Bylaw and update it to reflect current standards; And

That staff be requested to revise existing bylaw(s) establishing clear regulations requiring the clearing of sidewalks in front of residential properties.

For (5): Mayor Leatham, Deputy Mayor Tellier, Councillor Denning, Councillor Statham, and Councillor Sousa

Carried (5 to 0)

10. Upcoming Meeting Schedule

- Added: March 17, 9:00am, Four Counties Transit (rescheduled)
- March 17, 7:00pm, Tri-County Water Board
- March 26, 4:00pm, Regular Council Meeting
- April 8, 9:00am, Arena Board
- April 9, 4:00pm, Committee of the Whole
- April 15, 7:00pm, Recreation Meeting
- April 23, 4:00pm, Regular Council Meeting

11. By-Laws

11.1 By-law 2026-13, Housing Enabling Water Systems Fund (MOI) - Transfer Payment Agreement

Resolution No. 2025- 59

Moved: Councillor Denning

Seconded: Councillor Sousa

That By-law 2026-13, being a By-law to Authorize the Execution of an Agreement between His Majesty the King in Right of Ontario, as represented by the Minister of Infrastructure, and The Corporation of the

Municipality of West Elgin for the Provision and Use of Housing-Enabling Water Systems Fund, be read a first, second, third and final time.

Carried

11.2 By-law 2026-14, Interim Tax Levy

Resolution No. 2025- 59

Moved: Councillor Statham

Seconded: Councillor Denning

That By-law 2026-14, Being a By-Law to Provide for an Interim Tax Levy for 2026, be read a first, second, third and final time.

Carried

12. Confirming By-Law

Resolution No. 2025- 60

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

That By-law 2026-15 being a By-law to confirm the proceeding of the Regular Meeting of Council held on March 12, 2026, be read a first, second and third and final time.

Carried

13. Adjournment

Resolution No. 2025- 61

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

That the Council of the Municipality of West Elgin hereby adjourn at 5:44pm, to meet again at 4:00pm, on Thursday, March 26, 2026 or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuć, Clerk

Four Counties Transportation Services Committee

Minutes

December 4, 2025, 8:30 a.m.
West Elgin Community Complex - Hybrid Meeting
160 Main St
West Lorne
Electronic Hybrid Meeting

Present: Vice Chair John Wright, Chatham-Kent
Chair Mark McGill, Southwest Middlesex
Don McCallum, Southwest Middlesex
Clyde Harris, Newbury
Linda Dunn, Adult Day Program
Richard Leatham, West Elgin
Jenna de Nijs, West Elgin Community Health Center
Philip Sousa, West Elgin

Staff Present: Terri Towstiuic, Recording Secretary, West Elgin
Cathy Case, Clerk/Treasurer, Newbury
Robin Greenall, CAO, West Elgin
Amanda Starling, Adult Day Program

Staff Absent: Jan Metcalfe, Chatham-Kent
Amanda Gubbels, CAO, Southwest Middlesex

1. Call to Order

Chair Mark McGill called the meeting to order at 8:31 a.m.

2. Adoption of Agenda

Moved: Richard Leatham, West Elgin

Seconded: Philip Sousa, West Elgin

That the Four Counties Transportation Services Committee adopt the agenda of December 4, 2025, as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Moved: Don McCallum, Southwest Middlesex

Seconded: Clyde Harris, Newbury

That Four Counties Transportation Services Committee hereby adopt the Minutes of July 21, 2025 as presented.

Carried

5. Business Arising from Minutes

None.

6. Reports

6.1 2025 Ridership, November 30, 2025

Moved: Don McCallum, Southwest Middlesex

Seconded: Philip Sousa, West Elgin

That Four Counties Transit Committee hereby receive the Ridership Statistics, dated November 30, 2025, for information purposes.

Carried

6.2 2026 Budget Discussion

Moved: Vice Chair John Wright, Chatham-Kent

Seconded: Richard Leatham, West Elgin

That Four Counties Transit Committee hereby approve the 2026 budget and fee schedule, as presented.

Carried

6.3 2026 Meeting Schedule

The meeting schedule was presented with an additional recommendation not presented in the report to change the meeting start time to 9:00am, for staffing purposes. The committee agreed to a 9:00am start time.

Moved: Vice Chair John Wright, Chatham-Kent

Seconded: Richard Leatham, West Elgin

That Four Counties Transit Committee hereby receives the report from Terri Towstiuć, Recording Secretary/Clerk, and approve the 2026 Meeting Schedule, as amended, with a 9:00am start time.

Carried

6.4 2026 Chair and Vice-Chair

Annually, the Committee shall elect a Chair and Vice-Chair from the appointees. The committee reviewed the composition in the terms of reference (TOR) created in 2019, which is significantly different from how the committee has been operating. The committee requested a review of the TOR prior to voting on a Chair and Vice-Chair for 2026. CAO R. Greenall advised that a formal contract will be recommended and will include an update to the TOR as well. This will be brought back to the committee in March 2026.

Moved: Clyde Harris, Newbury

Seconded: Jenna de Nijs, West Elgin Community Health Center

That Four Counties Transit Committee defer the appointment of 2026 Chair and Vice Chair until March 2026

Carried

7. Additional Business

None.

8. Adjournment

Moved: Richard Leatham, West Elgin

Seconded: Linda Dunn, Adult Day Program

That the Four Counties Transportation Services Committee hereby adjourn at 9:12am to meet again at 9:00am, on Monday, March 9, 2026, or at the call of the chair.

Carried

Mark McGill, Vice-Chair

Terri Towstiuć, Recording Secretary

Tri-County Water Board of Management

Minutes

Date: December 4, 2025, 7:00 p.m.

Location: West Elgin Community Complex - Hybrid Meeting
160 Main St
West Lorne
Electronic Hybrid Meeting

Present: Allan Mayhew, Southwest Middlesex
Mike Hentz, Dutton Dunwich
Amarilis Drouillard, Dutton Dunwich
Bill Denning, West Elgin
Don McCallum, Southwest Middlesex
Kevin Derbyshire, Newbury
Mike Sholdice, Southwest Middlesex
Ryan Statham, West Elgin
Darren Galbraith, Chatham-Kent
Philip Sousa, West Elgin

Regrets: Taraesa Tellier, West Elgin
Corey Pemberton, Dutton Dunwich
Richard Leatham, West Elgin

Staff Present: Cathy Case, Clerk/Treasurer, Newbury
Robin Trepanier, OCWA
Sam Smith, OCWA
Terri Towstiuc, Recording Secretary/Clerk, West Elgin
Robin Greenall, CAO, West Elgin
Amanda Gubbels, CAO, Southwest Middlesex
Joe Daly, OCWA

Regrets: Maegan Garber, OCWA
Tony Houad, CAO, Dutton Dunwich

This meeting was held in a Hybrid format

1. Call to Order

Chair Bill Denning called the meeting to order at 7:00 pm.

2. Adoption of Agenda

Moved: Mike Hentz, Dutton Dunwich

Seconded: Ryan Statham, West Elgin

That Tri-County Water Board hereby adopts the Agenda for December 9, 2025 as presented.

Disposition: Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Adoption of Previous Meeting Minutes

Moved: Ryan Statham, West Elgin

Seconded: Amarilis Drouillard, Dutton Dunwich

That the Tri-County Water Board hereby adopts the minutes of November 18, 2025, as presented.

Disposition: Carried

5. Business Arising from Minutes

None.

6. Staff Reports

6.1 2026 Budget Modelling

Moved: Mike Sholdice, Southwest Middlesex

Seconded: Mike Hentz, Dutton Dunwich

That the Tri County Water Board hereby receives the 2026 Draft Budget Modelling Report from Robin Greenall, Administrator, and

That the Tri – County Water Board direct the Administration to implement budget model option 3, and

That the Tri County Water Board approve the proposed 2026 budget.

Disposition: Carried

7. Adjournment

Moved: Allan Mayhew, Southwest Middlesex

Seconded: Ryan Statham, West Elgin

That the Tri-County Water Board hereby adjourn at 7:39 pm, to meet again at 6:00pm, on Tuesday, December 9, 2025, or at the Call of the Chair.

Disposition: Carried

Bill Denning, Chair

Terri Towstiuc, Recording Secretary

Tri-County Water Board of Management

Minutes

Date: December 9, 2025, 6:00 p.m.

**Location: Rodney Recreation Centre
135 Queens Line
Rodney, ON**

- Present:** Allan Mayhew, Southwest Middlesex
Amarilis Drouillard, Dutton Dunwich
Bill Denning, West Elgin
Don McCallum, Southwest Middlesex
Kevin Derbyshire, Newbury
Mike Sholdice, Southwest Middlesex
Ryan Statham, West Elgin
Darren Galbraith, Chatham-Kent
Philip Sousa, West Elgin
- Regrets:** Taraesa Tellier, West Elgin
Mike Hentz, Dutton Dunwich
Corey Pemberton, Dutton Dunwich
Richard Leatham, West Elgin
- Staff Present:** Terri Towstiuc, Recording Secretary/Clerk, West Elgin
Robin Greenall, CAO, West Elgin
Amanda Gubbels, CAO, Southwest Middlesex
Tony Houad, CAO, Dutton Dunwich
- Regrets:** Cathy Case, Clerk/Treasurer, Newbury
- Also Present:** Mary Ellen Bench, Municipal Lawyer, Bench Municipal Law
and Governance
Gord Quinton, CFO, Chatham-Kent

The meeting was held in-person.

1. Call to Order

Chair Bill Denning called the meeting to order at 6:15 pm. The Tri-County Water Board and supporting staff made round table introductions, prior to business discussion.

2. Adoption of Agenda

Moved: Ryan Statham, West Elgin

Seconded: Kevin Derbyshire, Newbury

That Tri-County Water Board hereby adopts the Agenda for December 9, 2025 as presented.

Disposition: Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Delegations

Mary Ellen Bench, Municipal Lawyer, Bench Municipal Law and Governance, attended the Tri-County Water Board meeting, to deliver an education and training session on Municipal Service Corporations. Ms. Bench advised this is a formal education session, to be treated as in-camera for purposes of MFIPPA.

Bill Denning, Chair, confirmed with the recording secretary/Clerk and members of the board that no issue arise from moving in-camera, for the purposes of education and training.

The following recommendation was made, to move in-camera:

Moved: Allan Mayhew, Southwest Middlesex

Seconded: Kevin Derbyshire, Newbury

That Tri-County Water Board hereby move In-Camera at 6:21pm, for the purpose of an Education and/or Training Session (*Municipal Act*, Section 239(3.1)).

Disposition: Carried

4.1 Mary Ellen Bench Re: Consideration of a Municipal Service Corporation

4.1.1 MSC Discussion Primer

4.1.2 LAS Report Re: Feasibility of a Water and Wastewater Utility Model

4.1.3 AMO Backgrounder Re: Water and Wastewater Municipal Service Corporations

5. Report After Closed Session

Chair Denning thanked Ms. Bench and staff for attending and providing training information and walk-through of the MSC process.

6. Adjournment

Moved: Amarilis Drouillard, Dutton Dunwich

Seconded: Kevin Derbyshire, Newbury

That the Tri-County Water Board hereby adjourn at 8:32 pm, to meet again at 7:00pm, on Tuesday, March 17, 2025, or at the Call of the Chair.

Disposition: Carried

Bill Denning, Chair

Terri Towstiuc, Recording Secretary

Tri-County Water Board of Management

Minutes

Date: January 13, 2026, 7:00 p.m.

Location: Electronic Participation Meeting via Zoom

Present: Allan Mayhew, Southwest Middlesex
Taraesa Tellier, West Elgin
Mike Hentz, Dutton Dunwich
Amarilis Drouillard, Dutton Dunwich
Bill Denning, West Elgin
Corey Pemberton, Dutton Dunwich
Mike Sholdice, Southwest Middlesex
Ryan Statham, West Elgin
Darren Galbraith, Chatham-Kent
Philip Sousa, West Elgin

Regrets: Don McCallum, Southwest Middlesex
Kevin Derbyshire, Newbury

Staff Present: Terri Towstiuc, Recording Secretary/Clerk, West Elgin
Robin Greenall, CAO, West Elgin
Amanda Gubbels, CAO, Southwest Middlesex
Tony Houad, CAO, Dutton Dunwich
Mary Ellen Bench, Bench Municipal Law & Governance

Regrets: Cathy Case, Clerk/Treasurer, Newbury
Gord Quinton, CFO, Chatham-Kent

This meeting was held in a Hybrid format

1. Call to Order

Chair Amarilis Drouillard called the meeting to order at 7:00 pm.

2. Adoption of Agenda

Moved: Ryan Statham, West Elgin

Seconded: Allan Mayhew, Southwest Middlesex

That Tri-County Water Board hereby adopts the Agenda for January 13, 2026 as presented.

Disposition: Carried

4. Follow-Up Discussion with Mary Ellen Bench Re: Municipal Service Corporation

Mary Ellen Bench, Municipal Lawyer, Bench Municipal Law and Governance, attended the Tri-County Water Board (TCWB) meeting as a follow-up to meeting held on December 9, 2025, which was held for the purpose of a Municipal Service Corporation (MSC) Training and Education session.

Ms. Bench circled back, indicating that there was no consensus from the initial meeting, and that there was a large amount of information provided.

CAO R. Greenall encouraged the TCWB members to ask follow-up questions, and that her ask is a commitment from the board to hire a project manager, to see further guidance on the concept of a MSC, facilitate discussion and do a deeper dive into individual municipalities needs.

Members of the board asked about long term control options, timeline considerations with a Municipal Election in 2026, potential for low credit ratings and higher cost of borrowing, impacts of Bill 60, hybrid options with a dedicated TCWB Administrator, OCWA's consideration as a proponent, legislative requirements of a business case and public consultation,

Members also expressed concerns regarding the lack of cons versus the pros of an MSC, high start-up costs, the feeling of being pushed to a decision, debt capacity of individual municipalities and waiting until after the 2026 election to proceed.

The board was reminded that the ask at this meeting was to proceed with a Project Manager, with the intent to gather information to deliver safe and quality water effectively and efficiently, and as cost effective as possible.

The following motion was passed, with eight (8) members raising hands (in favour) and two (2) members not raising hands (opposed):

Moved: Corey Pemberton, Dutton Dunwich

Seconded: Mike Hentz, Dutton Dunwich

That Tri County Water Board direct Administration to hire a Project Manager, to provide options and various governance structures; And

Provides approval to seek opportunities for a Project Manager, and return to the board with options for a Project Manager; And

To Set clear deliverables for the Project Manager to achieve for the Tri-County Water System.

Disposition: Carried

5. Adjournment

Moved: Allan Mayhew, Southwest Middlesex

Seconded: Mike Hentz, Dutton Dunwich

That the Tri-County Water Board hereby adjourn at 8:03 pm, to meet again at 7:00pm, on Tuesday, March 17, 2026, or at the Call of the Chair.

Disposition: Carried

Amarilis Drouillard, Chair

Terri Towstiuc, Recording Secretary



Municipality of West Elgin

Minutes

Bo Horvat Community Centre Board of Management

December 10, 2025, 9:00 a.m.

Council Chambers

160 Main Street

West Lorne

- Present:** Ken Loveland, Dutton Dunwich
Jim Hathaway, WESC
Bill Denning, West Elgin
- Regrets:** Jessica Small, WLMHA
- Staff Present:** Adam Ecker, Recreation Supervisor
Terri Towstiuc, Manager of Community Services/Clerk
- Also Present:** Jenna Campbell

1. Call to Order

Chair K. Loveland called the meeting to order at 9:01_a.m.

2. Adoption of Agenda

Moved: Jim Hathaway, WESC

Seconded: Bill Denning, West Elgin

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

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Moved: Bill Denning, West Elgin

Seconded: Jim Hathaway, WESC

That Bo Horvat Community Centre Board of Management Committee adopt the minutes of November 12th as circulated and printed.

Carried

5. Business Arising from Minutes

None

6. Financials

Hoping to have this back on track in new year if a treasurer is hired.

7. Correspondence

Discussion about where the arena money has been allocated. It is currently in a reserve, but ongoing discussion about how much is left from dehumidifier replacement. It is agreed that we need to go ahead with the boards.

It was discussed that we need to see how much interest the Kraft Hockeyville money has generated, or if any at all. Also inquired about the money that was collected from merchandise for Kraft Hockeyville and where those funds went. Both items will be looked into.

Moved: Bill Denning, West Elgin

Seconded: Jim Hathaway, WESC

The Bo Horvat Community Centre Board of Management directs staff to move forward with the board replacement for the amount quoted.

Carried

8. New Business

8.1 Skating Club Update

Registration is consistent. Parents had many positive things to say, and all kids are improving. Had a midterm meeting with the minor hockey association and everything is going well. Skate with Santa on the 17th.

8.2 Minor Hockey Update

Tournament was a success. Not much else to discuss as Jess was unable to attend. will discuss at next meeting.

8.3 Kraft Hockeyville

Thanked Staff for creating the post / communications regarding the arena. Lots of engagements on the post both positive and negative.

Bring in an Engineer to see the arena and see what can possibly be done in the future. Dave C has someone in mind and has discussed this with Adam. A second set of eyes on the arena is a benefit, can compare both quotes, and potentially have one that is lesser than the original developments.

9. Staff Operations Update

Adam has reached out to someone from Simcoe that can give a timeline on what will last and how long at the arena. They can also help with operations/ maintenance suggestions about what to do when as well as pricing for 2026 season. Hoping this helps to be more proactive.

10. Adjournment

Moved: Bill Denning, West Elgin

Seconded: Jim Hathaway, WESC

That the Bo Horvat Community Centre Board of Management hereby adjourn at 9:26 a.m. to meet again on January 14th or at the call of the chair.

Carried

Ken Loveland, Chair

Jenn VanEsse, Recording Secretary



Municipality of West Elgin

Minutes

Economic Development Committee

January 12, 2026, 6:00 p.m.
Municipal Office Board Room
22413 Hoskins Line

Present:
Stacey Zegers
Mike Vanraes
Pam Wardell
Ryan Statham
Travis Roodzant
Philip Sousa

Staff Present: Robin Greenall, Chief Administrative Officer

1. Call to Order

Vice-Chair Pam Wardell called the meeting to order at 6:13 p.m.

2. Adoption of Agenda

Moved: Travis Roodzant

Seconded: Philip Sousa

That West Elgin Economic Development Committee hereby adopts the Agenda for the meeting of January 12, 2026 as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Items of Discussion

4.1 Doors Open Ontario 2026

\$1000 registration, provincial program - open doors of historical buildings, fire hall, water treatment plant

4.2 EDC contribution to West Elgin Strategic Plan vision & mission

approach new businesses, put package together to hand out to new business owners; West Elgin to update website; start engaging with community, service clubs- open meeting, coffee times; create a welcome wagon, go to new businesses in the community that start up. Have Larry do a write up on them, present them with a package of resources from the county.

4.3 Tourism Maps program

Need funding, a project we need to complete

4.4 Round Table, Additional Discussion

2026 projects, we need to calculate costs for each project.

- Tourism map (business map)
- West Elgin Welcome Wagon - for new business owners; physical presence, introductions of who, what, where, when, how, contact Carolyn for resources
- Branding - Robin applied for a grant, hasn't heard back, Robin to do an RFP
- After 5 events, business events

5. Adjournment

Moved: Philip Sousa

Seconded: Mike Vanraes

That the West Elgin Economic Development Committee hereby adjourn at 7:20 p.m. to meet again on February 23, 2026 or at the call of the Chair.

Carried

Pam Wardell, Vice-Chair

Stacey Zegers, Recording Secretary



Staff Report

Report To: Council Meeting
From: Evan McKinstry, Jr. Planner, County of Elgin
Date: 2026-03-26
Subject: Consent Application E 25-26 8589 Furnival Road- Comment to Elgin County- Recommendation Report- (Planning Report 2026-09)

Recommendation:

That West Elgin Council hereby receives the report from Evan McKinstry, Junior Planner regarding severance application E 25-26- Comments to Elgin County (Planning Report 2026-09).

And that West Elgin Council hereby recommend APPROVAL to the Elgin County Land Division Committee for Consent Application E 25-26.

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

Purpose:

The purpose of this Report is to provide Council with recommendations related to authorizing municipal comments to the County of Elgin regarding County of Elgin Severance Application E 25 - 26, as Elgin County is the planning approval authority for severances.

The applicant proposes to sever a parcel with a frontage of 20.12m, a depth of 45.72m, and an area of 216.4 m² to create a easement / R.O.W for vehicular access. The applicant is retaining a lot with an area of 698.9 m² proposed to remain in Residential use.

A severance sketch illustrating the proposed severance is attached to this report as Appendix 1.

Consent Application E 25-26 has been submitted to Elgin County for lands located within the Municipality of West Elgin.

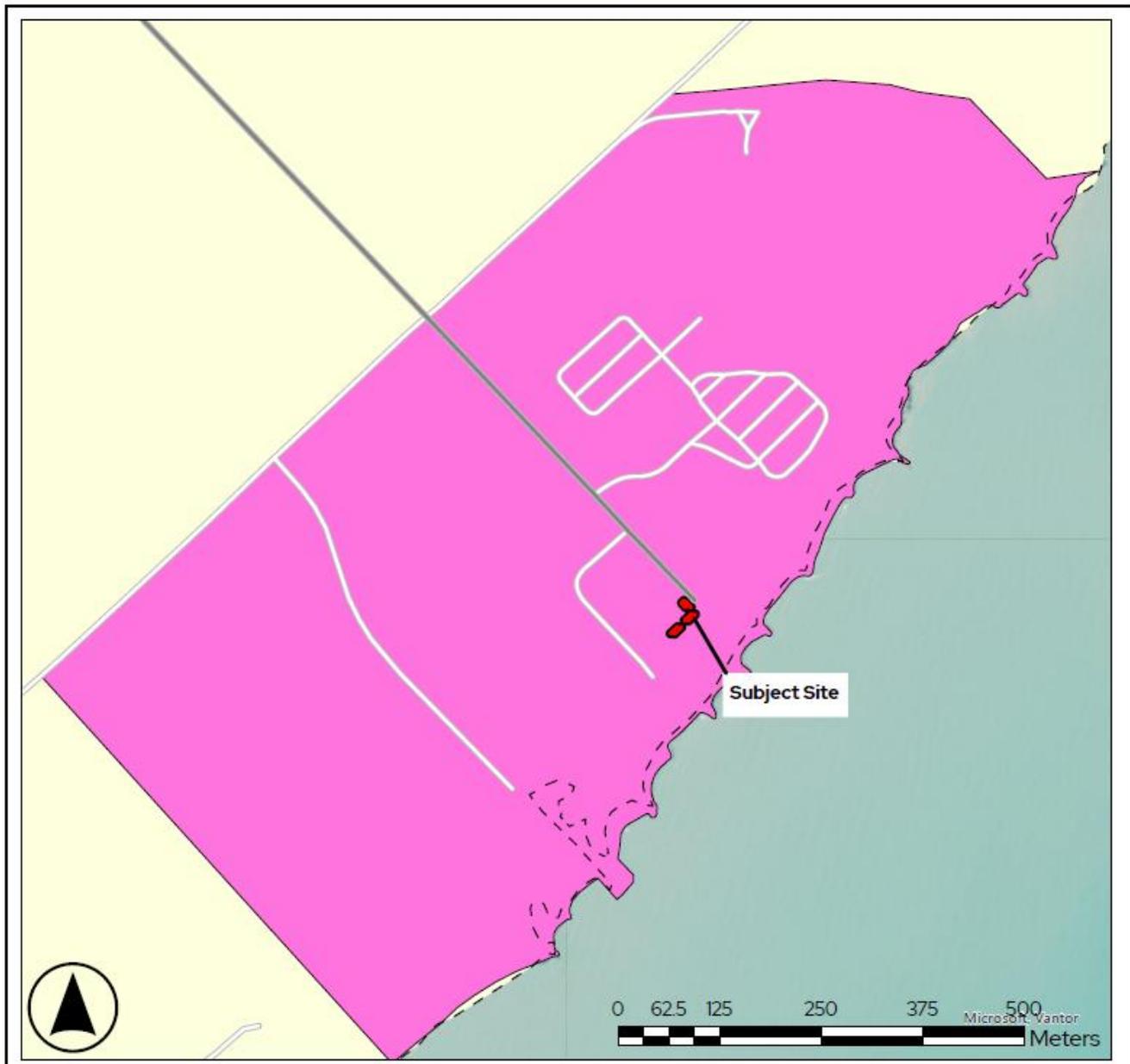
Location:

The subject property is located at 8589 Furnival Road and is legally described as Part of Lot 6 Concession 14 Geographic Township of Aldborough, Municipality of West Elgin. The subject property is shown on the Key Maps provided below.

Background:

Application No.	E 25-26
Owners:	Robert Miller, Rachel Miller Reardon, Mary Jane Miller, Norman Miller, Roberta Ann Miller-Reardon
Agent:	Joseph Hentz
Address:	85 Dufferin Avenue., Box 2335, London ON
Water Supply:	No Water
Sewage Supply:	No Sewage
Buildings/Structures	Existing Shed, dog run and concrete pad (to be removed)
Elgin County Official Plan	Tier 2 Settlement Area, Port Glasgow
West Elgin Official Plan Designation	Existing Built Area
West Elgin Zoning By-law 2015-36. 8589 Furnival Road	Hamlet Residential (HR) Minimum Lot Area – 1000 m ² Minimum Lot Frontage – 25 m Maximum Lot Coverage- 35% Front Yard Depth – 7.5 m Side Yard Width – 3 m (interior) & 7.5m (corner)

County Official Plan Key Map (Figure 1):



Site Location

Subject Site: 343400004017602
 8589 Furnival Road
 File Number: E-25-26
 Owners: Robert Miller, Rachel Miller
 Reardon, Mary Jane
 Miller, Norman Miller, Roberta Ann
 Miller-Reardon
 CA: Lower Thames Valley
 Conservation Authority
 Created by: MC
 Date: 02/03/2026
 Municipality of West Elgin

Legend

- | | |
|--|---|
|  Subject Site | Settlement Areas |
|  County Roads |  1 |
|  Local Roads |  2 |
|  Provincial Roads |  3 |
| |  Agricultural Area |

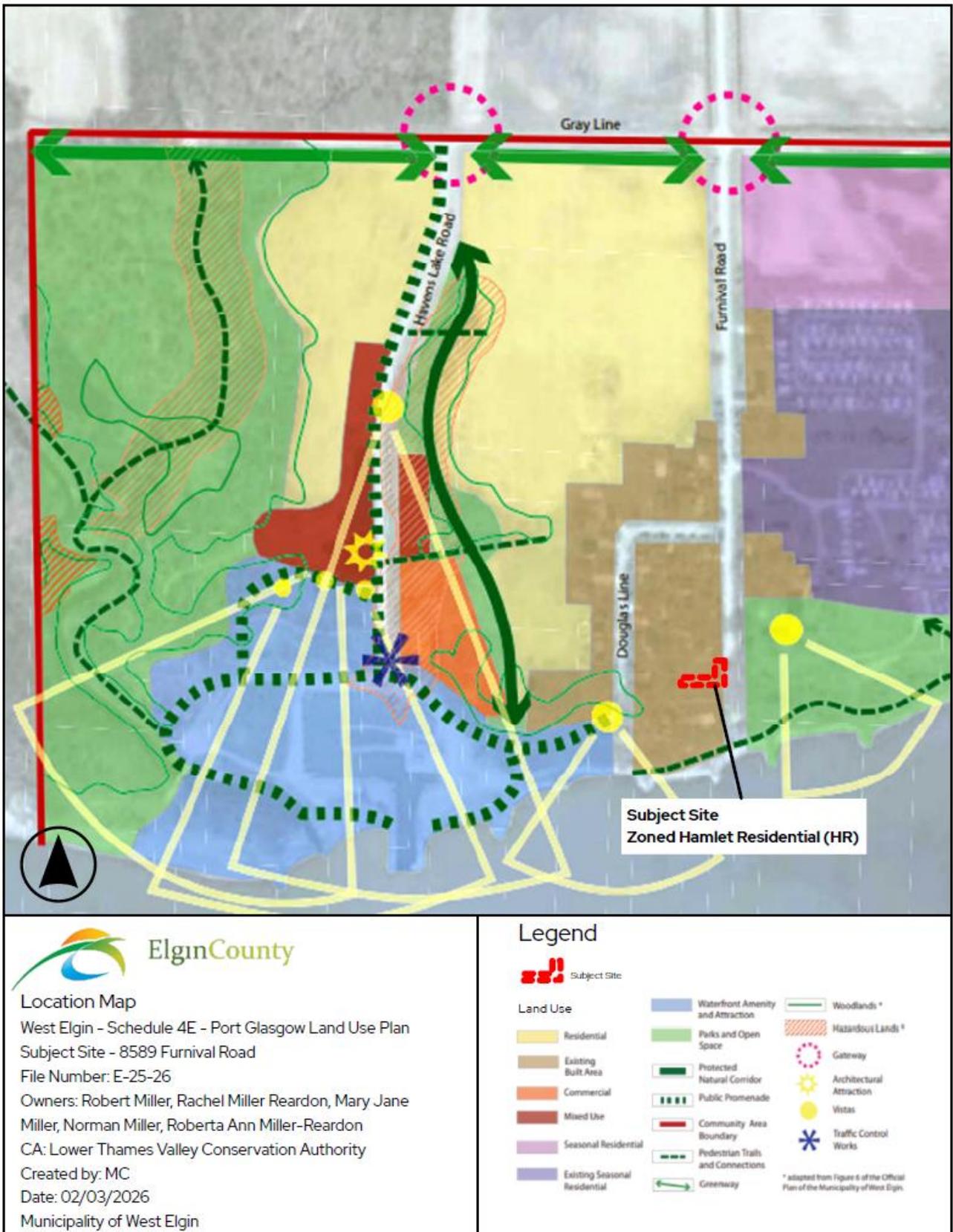
County of Elgin Official Plan



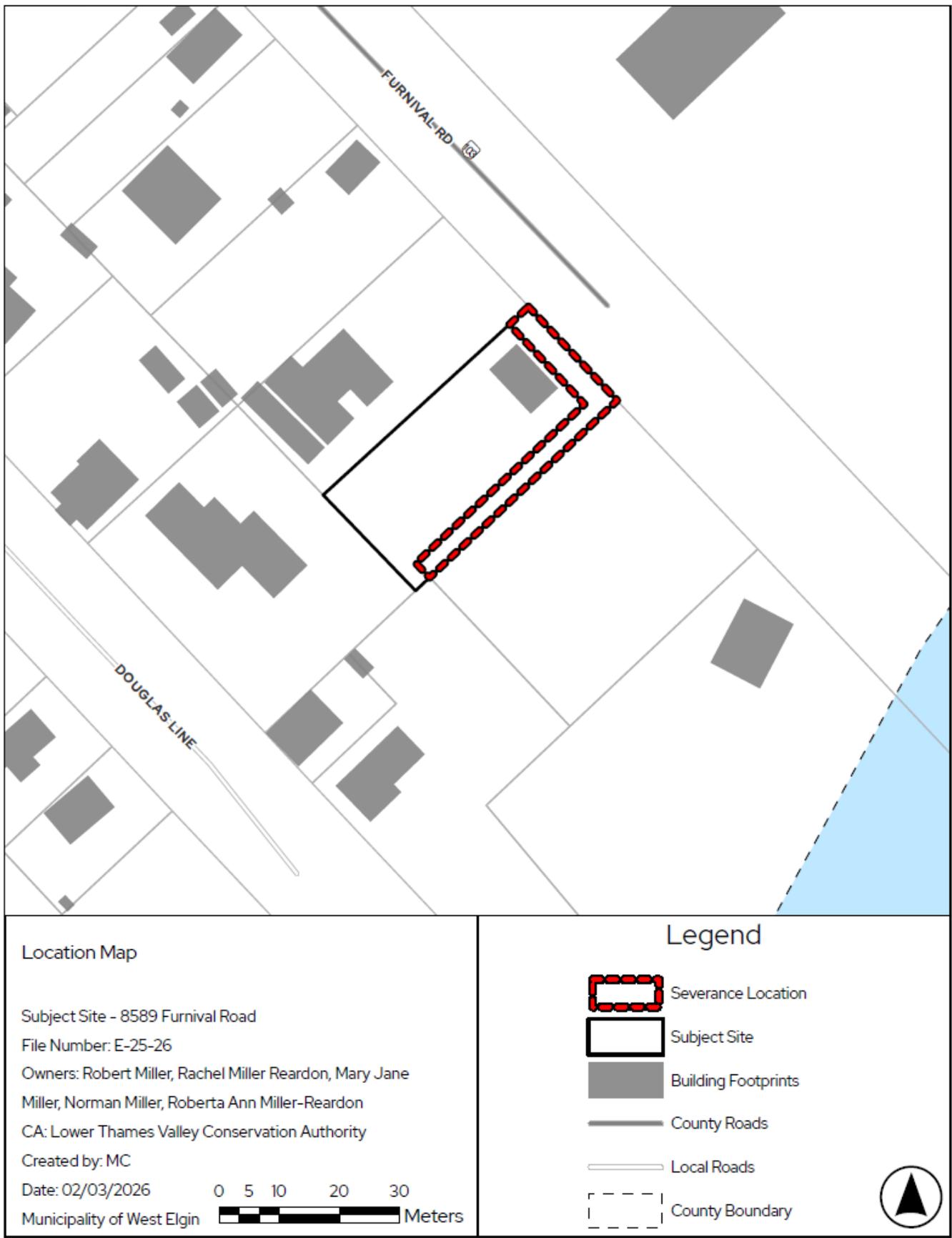
**Schedule 'A'
 County Structure Map**

Date: March 2, 2026
 Projection: UTM NAD 1983 Zone 17 North
 Disclaimer: The County of Elgin takes every precaution to put up-to-date and correct information on all maps published by Corporate Applications. However, it does not expressly warranty that the information contained in the map is accurate on the date of publication.
 All users may use this information at their own risk. The Municipality will not entertain any claims arising out of the use of this map or information.

Municipality of West Elgin Official Key Map (Figure 2):



Site Subject Key Map (Figure 3):



Financial Implications:

Application fees were collected in accordance with the Municipality's Fees and Charges By-law, as amended from time to time. The proposed severance may result in a minimal increase in assessment.

Policies/Legislation:

Consent Application E 25-26 was submitted to, and declared complete, by Elgin County. Elgin County is the Approval Authority for applications considered under Section 53 of the *Planning Act*. The Municipality of West Elgin is a commenting agency and provides a recommendation to the Land Division Committee, including conditions of approval.

Consent Application E 25-26 was reviewed by staff with consideration to the *Provincial Planning Statement (2024)*, Elgin County Official Plan, Municipality of West Elgin Official Plan, and The Municipality of West Elgin Zoning Bylaw 2015-36. A summary of the applicable and commentary is provided below.

Legislation	Section(s)	Relevance To Application	Comments
<p style="text-align: center;"><i>Provincial Planning Statement, 2024</i></p>	<p>2.3.1 General Policies for Settlement Areas</p>	<ul style="list-style-type: none"> • Settlement Areas shall be the focus of growth and development • Land use patterns within settlement areas should be based on densities and a mix of land uses which: a) efficiently use land and resources; b) optimize existing and planned infrastructure and public service facilities; c) support active transportation; d) are transit-supportive, as appropriate; and e) are freight-supportive. 	<p>The application for consent proposes to establish an easement for vehicular access. The proposed easement will connect to Furnival Road and function as an access way to adjacent properties. The easement is considered technical in nature, as it facilitates access without creating a new developable parcel or altering the intended land use of the subject lands.</p> <p>The <i>Provincial Policy Statement</i> supports development and land use patterns that efficiently utilize land and infrastructure within designated settlement areas. The subject lands are located within the settlement area of Port Glasgow, which in accordance with PPS policies is intended to be</p>

			the primary focus for growth and development.
Elgin County Official Plan	Section 6.2 General Policy	<ul style="list-style-type: none"> • Technical adjustments for access purposes within settlement areas is permitted 	The County of Elgin Official Plan encourages development within Settlement Areas. In this case, the proposed easement for access purposes represents a technical boundary adjustment. The easement is consistent with the intent of the Official Plan as it is administrative in nature.
The Municipality of West Elgin Official Plan	Section 7.3 Tier 2 Settlement Areas 8.1.1 f) Port Glasgow Secondary Plans	<ul style="list-style-type: none"> • Technical lot adjustments are permitted for access purposes within the Tier 2 settlement areas • Future development and redevelopment of lands in Port Glasgow will be compatible in terms of land use and built form with existing development 	<p>The proposed easement represents a technical servicing measure and is consistent with the intent of the West Elgin Official Plan.</p> <p>The proposed easement is compatible with the Port Glasgow Secondary Plan as it supports the continued use and function of existing development by providing access to pre-existing lands. The easement is technical in nature and does not introduce new land uses or alter the planned development.</p>
Municipality of West Elgin Zoning Bylaw	Hamlet Residential (HR)	<ul style="list-style-type: none"> • The subject lands will meet all zoning provisions of the Hamlet Residential (HR) zone regulations 	The proposed easement application will not change the use or dimensions of the land. That being said the application complies with all provisions of the zoning by law.

Consultation:

Consent Application E 25-26 was circulated internally for review and comments by Municipal and County departments. At the time of writing this report, the following comments have been received and where applicable, if passed recommended conditions of approval have been included.

Municipality of West Elgin Planning- Recommends approval, the application complies with the Provincial Planning Statement (2024), Elgin County Official Plan, the Municipality of West Elgin Official Plan and Municipality of West Elgin Zoning By-Law.

Municipality of West Elgin Drainage- A drainage re-apportionment is not required for this severance.

Municipality of West Elgin Infrastructure/ Utilities- West Elgin is not looking to extend the road, a Road Occupancy/ Road Entry permit will be required for the site.

Municipality of West Elgin Building Department: No concerns.

No Further Comments have been received at the time of writing.

Recommendation:

THAT Report DS-09/26 regarding Consent Application E 25-26 submitted by Ben McCauley be received;

AND THAT Council recommends approval to the Elgin County Land Division Committee for Consent Application E 25-26 which would facilitate an easement / R.O.W for vehicular access, subject to the following conditions and considerations:

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 copy of the easement schedule, which includes language protecting the use of that path for the owner and Municipality, to the Municipality.
3. That the Owner shall obtain an entrance permit from the Municipality to the satisfaction of the Municipality.
4. That all existing structures identified for removal be removed from the lands to be severed, to the satisfaction of the Municipality.

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:

Evan McKinstry

Junior Planner

Reviewed by:

Mat Vaughan

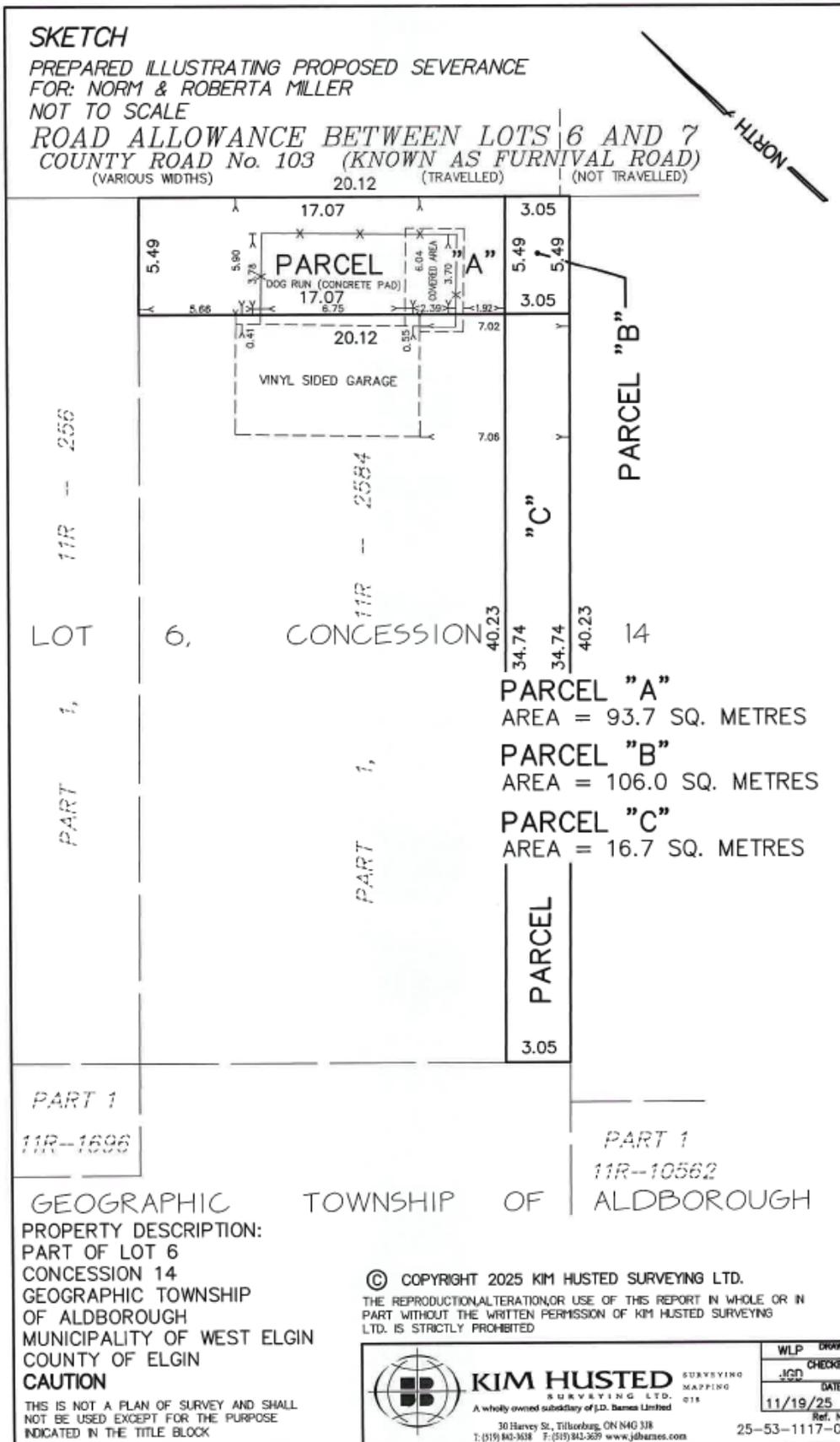
Director of Planning and Development (Elgin County)

Approved By:

Robin Greenall

Chief Administrator Officer

Appendix 1 – Applicant provided sketch





Ontario Clean Water Agency
Agence Ontarienne Des Eaux

March 20, 2026

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

Attention: Mr. Adrien

RE: Rodney Water Pollution Control Plant Annual Report 2025

The Ontario Clean Water Agency is the Operating Authority for the Rodney Water Pollution Control Plant on behalf of the Municipality of West Elgin. During the reporting period, the system was operated under Amended Certificate of Approval 3-0871-88-949 (January to September 24, 2025) and Environmental Compliance Approval 1177-DJDLFK issued September 25, 2025. Please find attached the 2025 Annual Report for the Rodney Water Pollution Control Plant.

Feel free to contact me should you require any additional information regarding the report. I can be reached at 519-274-5695.

Sincerely,

A handwritten signature in black ink, appearing to read 'H Wharram'.

Heather Wharram
Process and Compliance Technician
Midwest Region
Ontario Clean Water Agency

c.c. Robin Greenall, Municipality of West Elgin
Terri Towstiuic, Municipality of West Elgin
David Charron, Municipality of West Elgin
Sam Smith, OCWA Regional Hub Manager
Joe Daly, OCWA Senior Operations Manager
Maegan Garber, OCWA Safety, Process and Compliance Manager

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

**2025 ANNUAL REPORT
January 1 to December 31, 2025**

**Amended Certificate of Approval 3-0871-88-949
&
Environmental Compliance Approval # 1177-DJDLFK**

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

Appendix E: Construction Schedule

Section 1: Overview

Overall, the Rodney Water Pollution Control Plant (WPCP) provided effective wastewater treatment in 2025. The WPCP was operated under amended Certificate of Approval 3-0871-88-949 (January to September 24, 2025) and Environmental Compliance Approval 1177-DJDLFK issued September 25, 2025. Upgrades to the plant were previously completed in December, 2019 and further construction for upgrades began in late 2025.

Collection System

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

Plant Description

The Rodney WPCP operates as an extended aeration facility incorporating the following treatment stages: extended aeration, secondary clarification, seasonal ultraviolet (UV) disinfection, phosphorus removal, and effluent filtration. The extended aeration process is designed to remove both carbonaceous and nitrogenous biochemical oxygen demand (BOD). Aluminum sulfate is applied for chemical phosphorus removal. Following clarification, the treated effluent undergoes filtration. During the disinfection season of April 15 to October 15, effluent is treated with ultra-violet (UV) disinfection before being discharged to Sixteen Mile Creek. Waste activated sludge is conveyed to the lagoon for storage and settling. Supernatant from the lagoon is periodically decanted and returned to the plant influent for further treatment.

Process Details

- Wastewater from the Village of Rodney flows by gravity to the sewage lift station located near the intersection of Furnival Road and King Street. From there, it is pumped through a force main to a reinforced concrete splitter chamber equipped 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 spill containment, and two diaphragm metering pumps (1 duty and 1 standby).
- Three mechanical aerators in each aeration tank provide oxygen in the aeration tanks.
- The tertiary treatment system consists of four continuous backwash, 2-metre-deep granular single-media sand filters housed within the filter building. Hydrogen peroxide is introduced for filter cleaning when necessary.
- The disinfection system consists of a 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.

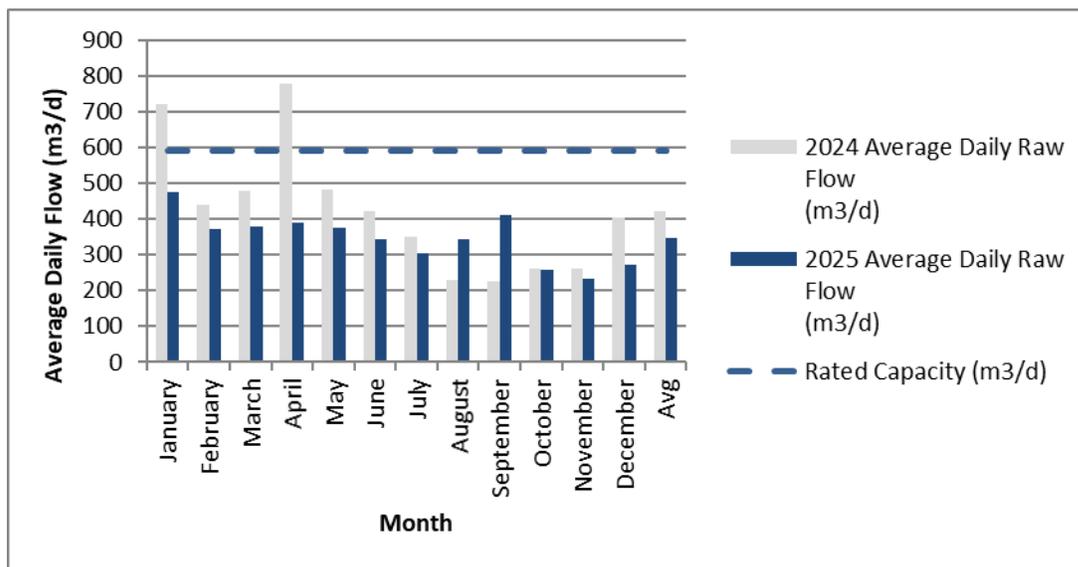
- Operations are controlled by a programmable logic controller (PLC). A data logging computer system with local monitoring capability is used to monitor, trend, and record select process parameters.
- Laboratory space is also located at the WPCP to allow for basic laboratory analyses to be conducted by the plant operator.
- Process control is monitored by SCADA.

Section 2: Influent Monitoring Data

Flows

In 2025, the average daily raw flow sent to the WPCP was 347.6 m³/d. This is an 18% reduction compared to the average daily flow from 2024 which was 420.7 m³/d. The plant is currently operating at 59% of its rated capacity of 590 m³/d, as defined in the facility’s Environmental Compliance Approval NUMBER 1177-DJDLFK. The rated capacity is calculated based on the definition of the ECA, which is defined as the annual average daily influent flow for which the sewage treatment plant is designed to handle. Figure 1 outlines the average daily raw flows in 2024 compared to those of 2025 against the rated capacity of the plant. Detailed monthly flow information and flow totals are summarized in Appendix A.

Figure 1: Average Daily Influent Flow, 2024 compared to 2025 against design average



Sample Collection and Testing

All samples are collected and tested as per the requirements of the ECA.

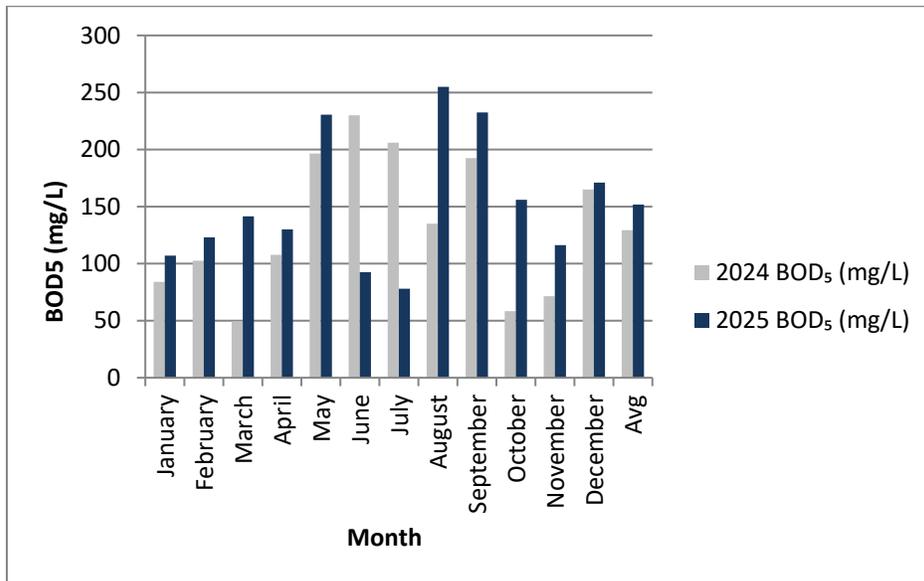
Prior to September 2025, raw influent samples were taken on a bi-weekly basis. Raw samples are now taken weekly as per the amended ECA issued on September 25, 2025. Raw influent samples are analyzed for Biochemical Oxygen Demand (BOD₅), Total Kjeldahl Nitrogen (TKN), Total Phosphorus (TP), and Total Suspended Solids (TSS). The raw samples are collected as 24-hour composite samples.

Raw Sewage Quality

In 2025, all raw influent parameters except alkalinity showed higher concentrations than in 2024. Normal year-to-year variability in these seasonal factors could reasonably contribute to the higher influent concentrations observed in 2025. Higher raw parameter concentrations may have partially contributed to effluent exceedance for Total Ammonia Nitrogen (TAN) in October and December and for Total Suspended Solids (TSS) and E. coli in December. See Section 3: Effluent Monitoring and Data for details on limit exceedances.

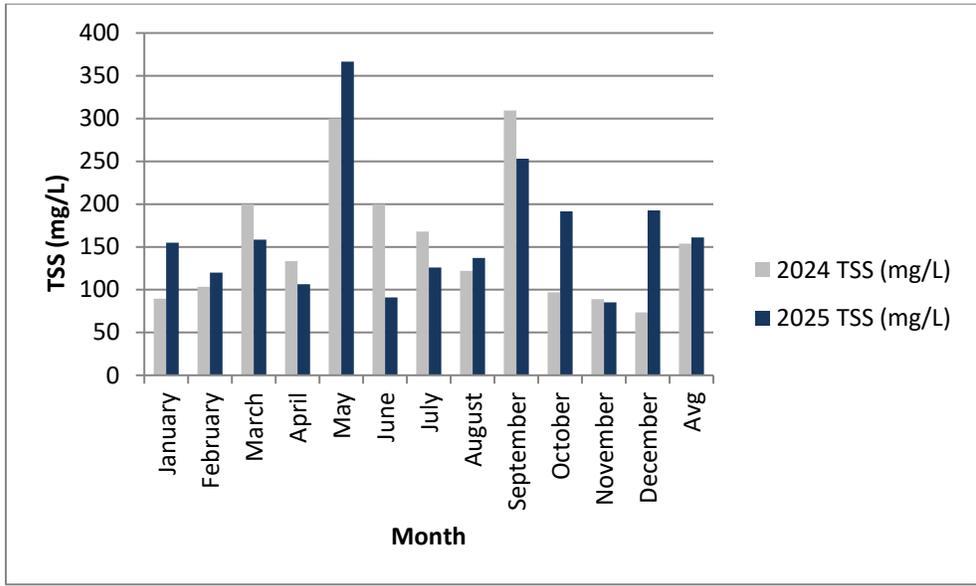
The annual average raw sewage BOD₅ concentration to the plant in 2025 was 151.82 mg/L with a maximum average monthly concentration of 255 mg/L. The average concentration of BOD₅ has increased 17% from 2024 (refer to Figure 2). Refer to Appendix A for detailed analytical data.

Figure 2: Monthly Average Raw BOD₅ Concentrations 2024 to 2025



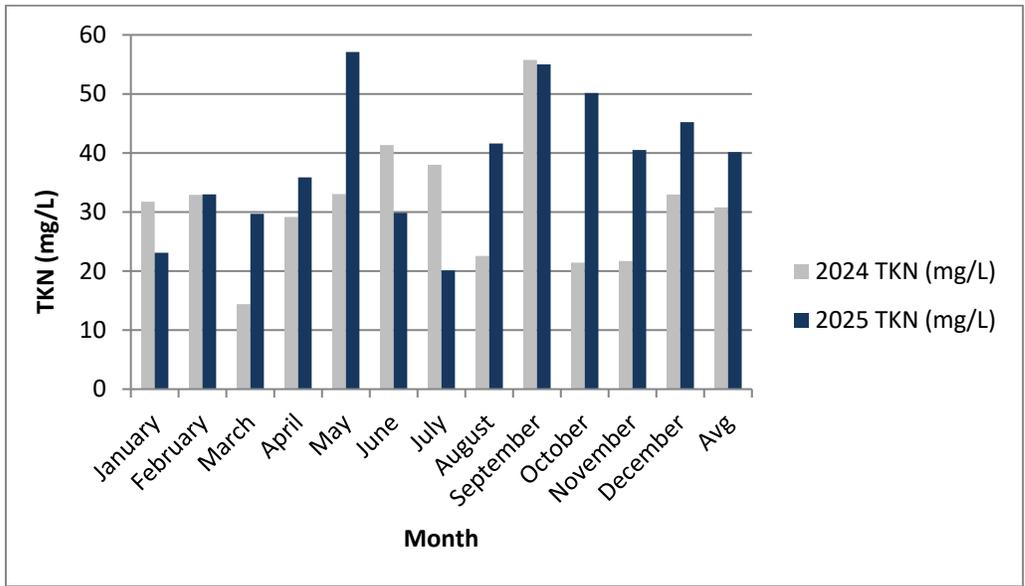
The annual average raw sewage TSS concentration to the plant in 2025 was 161.06 mg/L, with a maximum average monthly concentration of 366.5 mg/L. The average concentration of TSS has increased 5% from 2024 (refer to Figure 3). Refer to Appendix A for detailed analytical data.

Figure 3: Monthly Average Raw TSS Concentrations 2024 to 2025



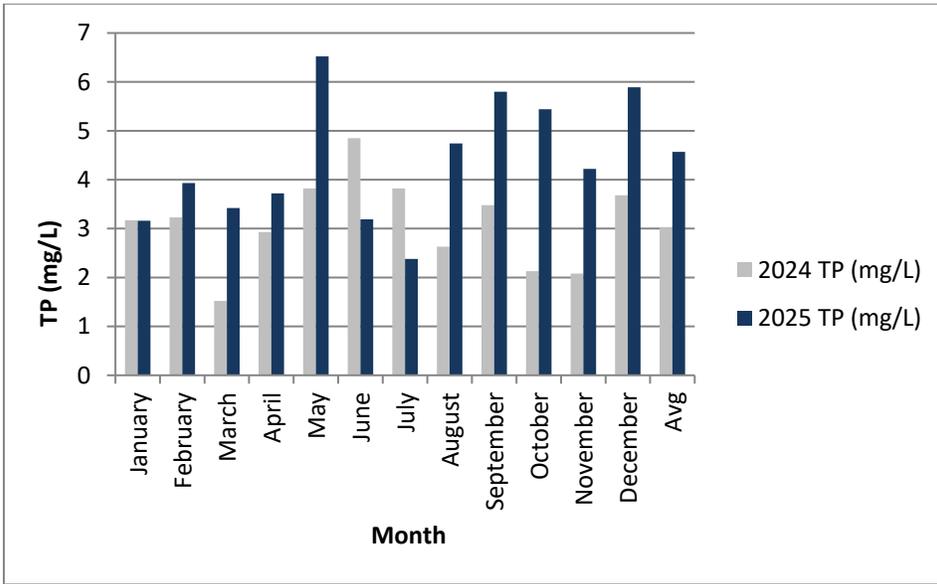
The annual average raw sewage nitrogen concentration (as represented by TKN) to the plant in 2025 was 40.16 mg/L, with a maximum average monthly concentration of 57.1 mg/L. The average concentration of TKN has increased 30% from 2024 (refer to Figure 4). Refer to Appendix A for detailed analytical data.

Figure 4: Monthly Average Raw TKN Concentrations 2024 to 2025



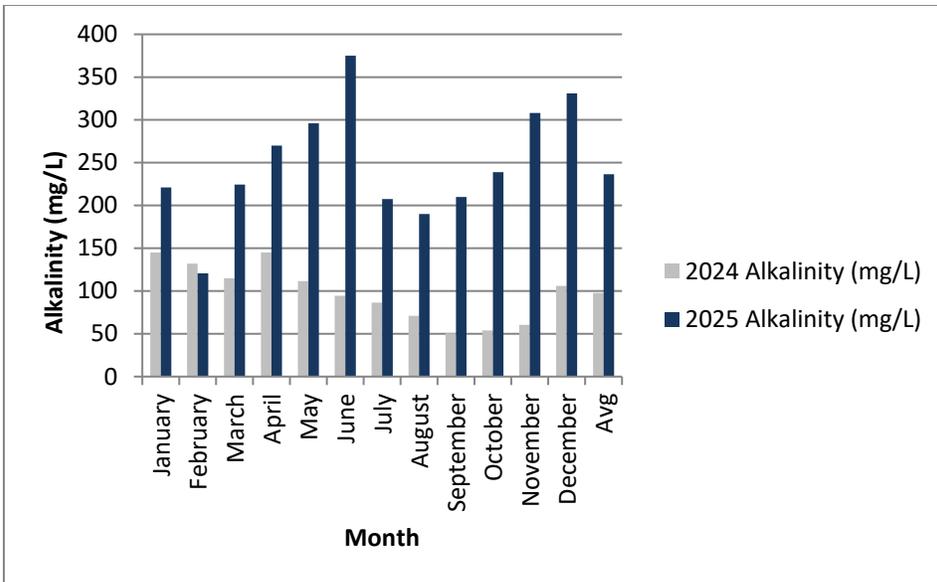
The annual average raw sewage total phosphorus (TP) to the plant in 2025 was 4.57 mg/L with a maximum average monthly concentration of 6.52 mg/L. The average concentration of TP has increased 51% from 2025 (refer to Figure 5). Refer to Appendix A for detailed analytical data.

Figure 5: Monthly Average Raw TP Concentrations 2024 to 2025



The annual average raw sewage alkalinity to the plant in 2025 was 237 mg/L with a maximum average monthly concentration of 375 mg/L. The annual average alkalinity has decreased 18% from 2024 (refer to Figure 6). Refer to Appendix A for detailed analytical data.

Figure 6: Monthly Average Raw Alkalinity 2024 to 2025

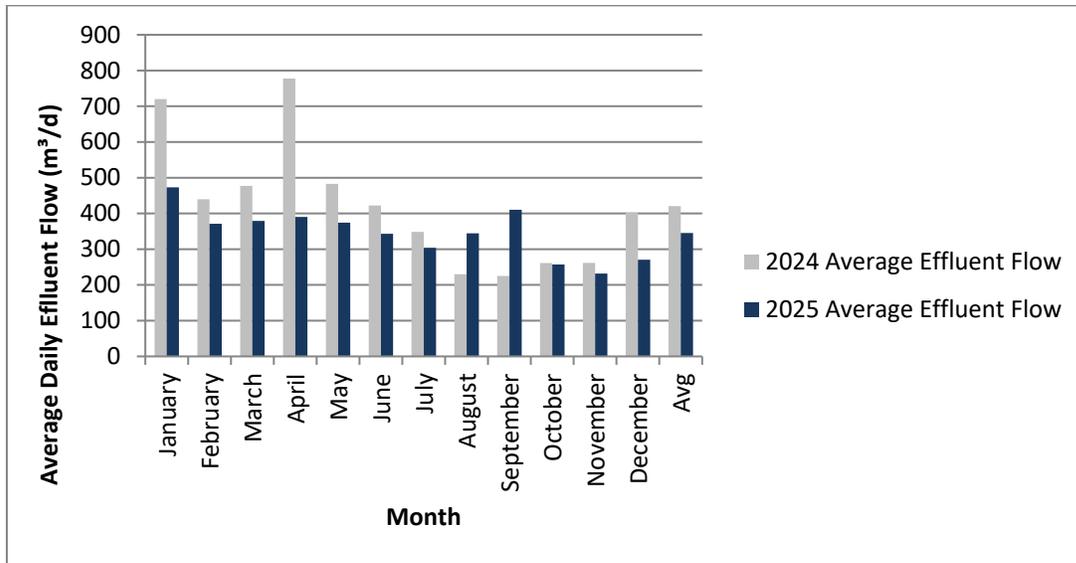


Section 3: Effluent Monitoring Data

In 2025, a total of 126,526 m³ of effluent was treated, representing an 18% decrease from 2024. This reduction aligns with the 18% decrease in inflow observed in 2025. The average daily

effluent flow was 347.57 m³/d compared to 420.65 m³/d in 2024 (refer to Figure 7). Detailed monthly flow and flow total information is summarized in Appendix A.

Figure 7: Average Daily Effluent Flow, 2024 compared to 2025



Sample Collection and Testing

Prior to the new ECA being issued in September 2025, final effluent was sampled bi-weekly. As per the ECA issued in September, final effluent is now sampled weekly and tested for Carbonaceous Biochemical Oxygen Demand (cBOD₅), Total Suspended Solids (TSS), Total Phosphorus (TP), Total Ammonia Nitrogen (TAN), Total Kjeldahl Nitrogen (TKN), Nitrite (NO₂), Nitrate (NO₃), and Unionized Ammonia. Samples are collected using an automatic composite sampler and collected over a 24-hour period. A grab sample is collected weekly and tested for E. coli, pH, temperature, alkalinity, and dissolved oxygen.

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 2025, 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 and Objectives

Detailed analytical data is attached to this report as Appendix A. Table 1 provides a summary of monthly average effluent result ranges and loading ranges compared to the compliance limits in the ECA. In 2025, the ECA monthly average limit was not met for TSS in October and December and for TAN and E. coli in December. However, all monthly average loading limits were met. See: ‘Discussion on Monitoring Data as Compared to the Effluent Limits and Objectives’ for details.

Table 1: Monthly Average Effluent Results and Loadings compared to ECA Limits

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
cBOD ₅	10.0 (a)	2.0 – 5.0	6.9	0.61 - 1.42
	15.0 (b)	2.0 - 3.2		
Total Suspended Solids	10.0 (a)	3.0 – 16.2	6.9	0.69 – 4.59
	15.0 (b)	2.0 – 10.3		
Total Phosphorus	0.5 (a)	0.1 – 0.3	0.4	0.03 – 0.10
	1.0 (b)	0.1 – 0.3		
Total (Ammonia + Ammonium) Nitrogen	3.0 (a)	0.1 – 5.1	2.2	0.18 – 1.43
	5.0 (b)	0.1 – 0.8		
E. coli *	200	1 – 209.9		

NOTE: (a) limit applies during the non-freezing period April 15 to December 15; mean calculated monthly
 (b) limit applies during the freezing period December 16 to April 14: mean calculated monthly
 *E. coli is calculated in mpn/100mL

Table 2 represents the monthly average effluent result ranges compared to the monthly average objectives outlined in the ECA. There are no monthly average loading objectives identified in the ECA. In 2025, concentrations of TSS exceeded the monthly average ECA objective in February, April, and October through December. The ECA objective for TAN and E. coli were exceeded in December. See ‘Discussion on Monitoring Data as Compared to Effluent Limits and Objectives’ for details.

Table 2: Monthly Average Effluent Results and Loadings compared to ECA Objectives

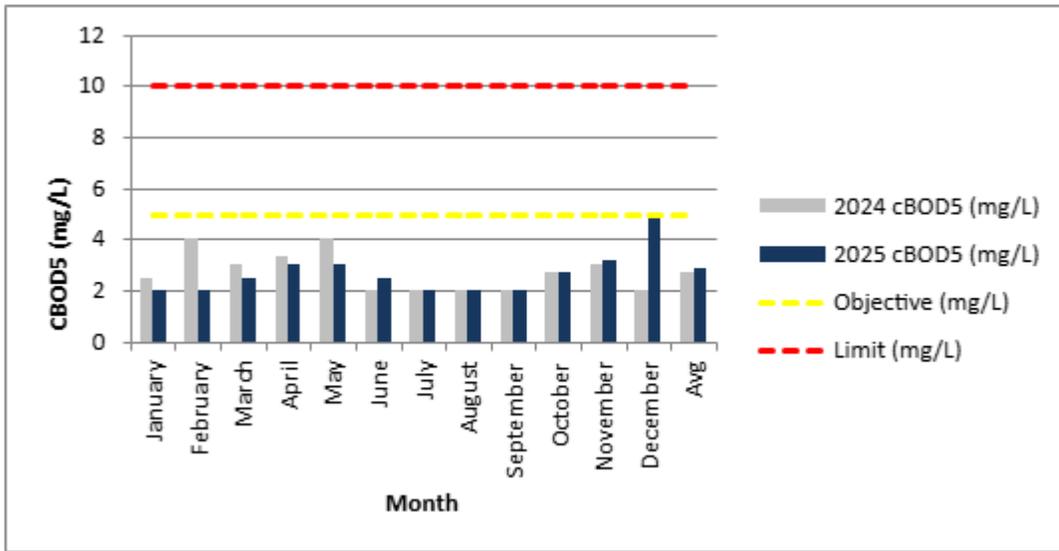
Parameter	Average Monthly Effluent Objective (mg/L)	Average Monthly Effluent Result Ranges (mg/L)
cBOD ₅	5.0 (a)	2.0 – 5.0
	10.0 (b)	2.0 - 3.2
Total Suspended Solids	5.0 (a)	3.0 – 16.2
	10.0 (b)	2.0 – 10.3
Total Phosphorus	0.3 (a)	0.1 – 0.3
	0.8 (b)	0.1 – 0.3
Total Ammonia Nitrogen	2.0 (a)	0.1 – 5.1
	4.0 (b)	0.1 – 0.8
E. coli *	150	1 – 209.9
Dissolved Oxygen**	>5	5.81 – 11.98

Note: (a) objective applies during the non-freezing period April 15 to December 15; mean calculated monthly
 (b) objective applies during the freezing period December 16 to April 14; mean calculated monthly
 *E. coli is calculated in mpn/100mL
 **Dissolved Oxygen objective is expressed as a minimum, where all other parameters are expressed as averages.

Discussion on Monitoring Data as Compared to the Effluent Limits and Objectives

The annual average effluent concentration for Carbonaceous Biochemical Oxygen Demand (cBOD₅) in 2025 was 2.9 mg/L, which is a decrease of 7% from the annual average concentration in 2024 (refer to Figure 8). The annual average loading of cBOD₅ was 1.02 kg/d. All ECA objectives and limits for cBOD₅ were met in 2025.

Figure 8: Monthly Average Effluent cBOD₅ Concentrations, 2024 to 2025 against ECA Limit and Objective



The annual average effluent concentration for Total Suspended Solids (TSS) in 2025 was 7.7 mg/L, which is a 64% increase from the annual average concentration in 2024 (refer to Figure 9). The annual average loading of TSS in 2025 was 2.7 kg/d. The ECA effluent objectives were not met in February, April, and October through December. TSS exceeded the ECA monthly average limit in October and December, however, all monthly average loading limits were met.

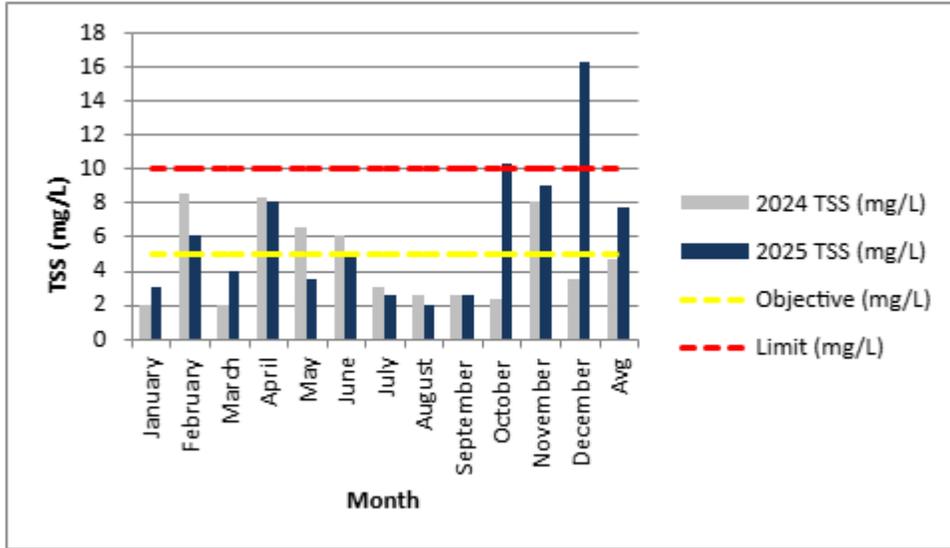
Higher than normal TSS concentrations observed in February and April were attributed to varying operational conditions at the WPCP. In February, a period of elevated influent flows reduced treatment efficiency and increased solids loading through the process; maintenance was subsequently completed on the sand filtration system to address the elevated TSS. In April, increased TSS levels were associated with the temporary removal of the clarifier from service for maintenance, which reduced settling capacity, combined with a scum pump failure that limited effective removal of floating solids. Effluent quality improved following completion of maintenance activities and restoration of equipment to normal operation.

In October, elevated effluent concentrations of TSS were due to a leak on the return activated sludge (RAS) pump. During the RAS pump repairs, sludge accumulated in the clarifier which resulted in the elevated TSS concentrations in the effluent. Additional maintenance was also completed on the sand filters and in the effluent channel.

The TSS monthly average effluent exceedance was caused by multiple factors during the month of December. Incoming raw sample results showed higher than normal TSS concentrations. As

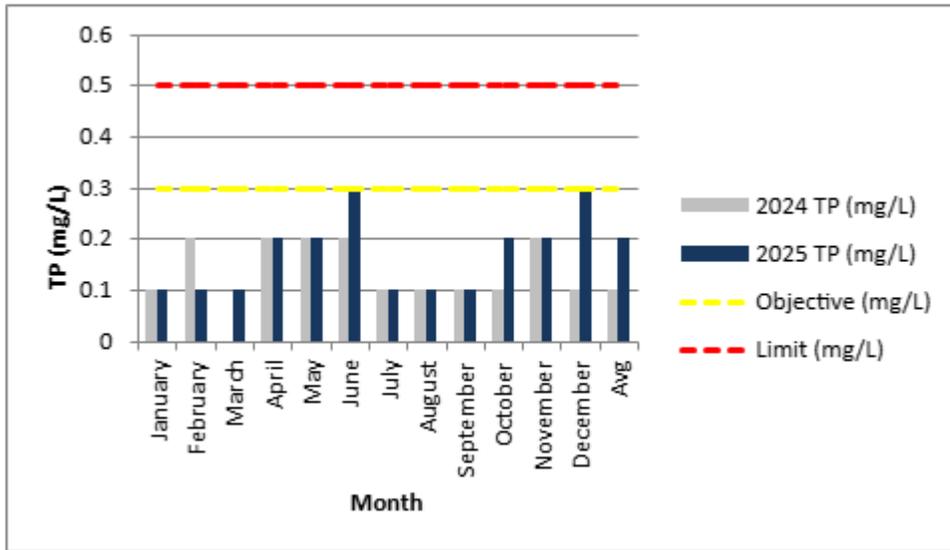
well, in preparation of the bar screen decommissioning, modifications were completed to remove the rake resulting in the required manual cleaning by operations staff. The scum pump also malfunctioned which hindered the removal of scum that formed on the surface of the clarifier. Lastly, significant ice build-up occurred in the aeration tank discharge channel due to the extreme cold temperatures which restricted flow to the clarifier and led to the increase of solids being carried over to the clarifier.

Figure 9: Monthly Average Effluent TSS Concentrations, 2024 to 2025 against ECA Limit and Objective



The annual average effluent concentration for Total Phosphorus (TP) in 2025 was 0.2mg/L, which is a 100% increase from the annual average concentration in 2024 (refer to Figure 10). The annual average loading of TP in 2024 was 0.07 kg/d. All ECA objective and limits were met in 2025. The increase from 2024 is attributed to higher incoming concentrations of TP in the raw influent and the optimization of chemical dosing throughout the year. Adjustments were made to reduce aluminum sulfate usage where possible to minimize chemical consumption while maintaining compliance. These dosing reductions contributed to slightly higher overall TP concentrations compared to previous years while still ensuring TP removal remained within regulatory limits.

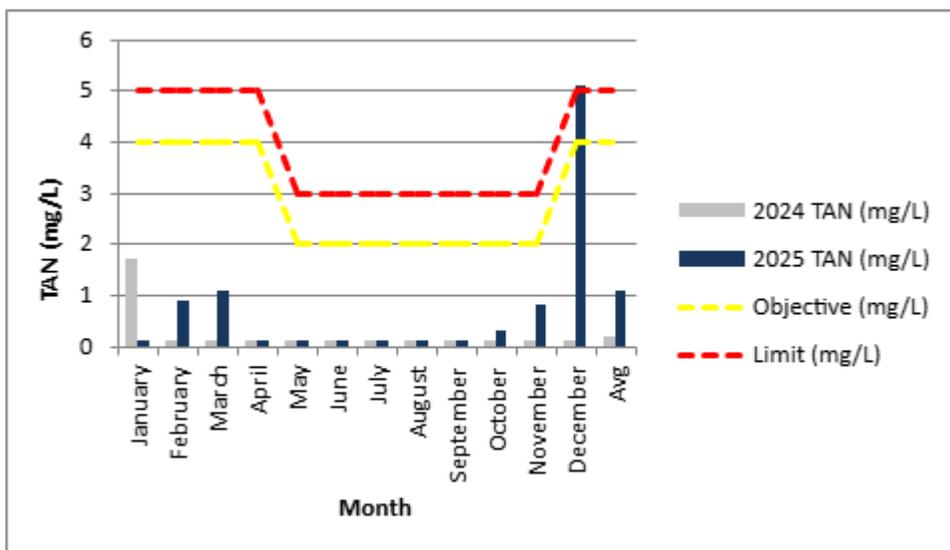
Figure 10: Monthly Average Effluent TP Concentrations, 2024 to 2025 against ECA Limit and Objective



The annual average effluent concentration for Total Ammonia Nitrogen (TAN) in 2025 was 1.1 mg/L, a significant increase from the annual average concentration in 2024 (refer to Figure 11). The annual average loading of TAN in 2025 was 0.37 kg/d.

The ECA objective and monthly average limit was not met in December; however the monthly loading average limit was met throughout 2025. The elevated TAN concentrations in December were the result of a sudden drop in temperature early in the month that resulted in an inadequate concentration of Mixed Liquor Suspended Solids (MLSS) in the aeration tanks to support the nitrification process. Wasting rates were decreased in order to increase the MLSS concentrations to support the nitrification process.

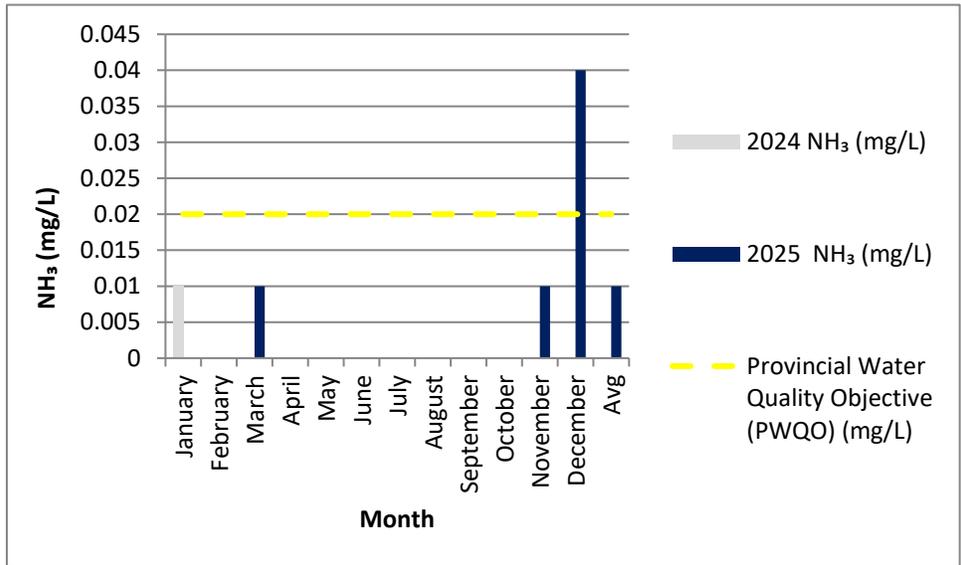
Figure 11: Monthly Average Effluent TAN Concentrations, 2024 to 2025 against ECA Limit and Objective



In addition to Total Ammonia Nitrogen (TAN), effluent concentrations of unionized ammonia (NH_3), Total Kjeldahl Nitrogen (TKN), Nitrite (NO_2), and Nitrate (NO_3) are monitored to evaluate nitrification performance and overall nitrogen transformation within the treatment process. These parameters collectively illustrate the conversion of reduced nitrogen to oxidized forms and help identify periods of process instability or seasonal transition.

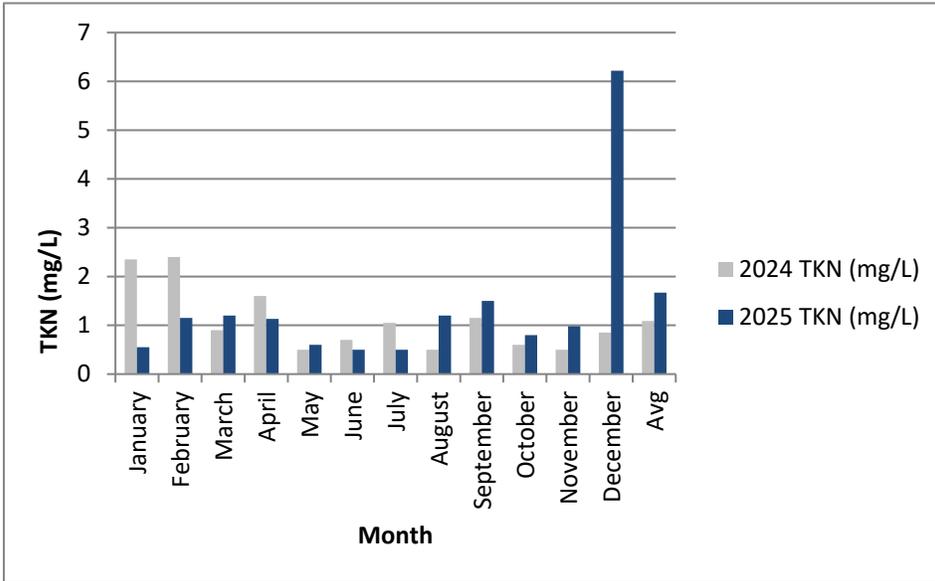
Unionized ammonia (NH_3) is the toxic fraction of ammonia; however, there is currently no ECA objective or limit for NH_3 . The Provincial Water Quality Objective (PWQO) of 0.02 mg/L is intended as a guideline for the protection of aquatic life and is not a regulated effluent limit. In December 2025, a concentration of 0.04 mg/L was calculated, representing a brief exceedance of the PWQO (refer to Figure 12). This exceedance is not considered a reportable non-compliance under the facility’s ECA and was directly attributable to elevated TAN concentrations resulting from reduced nitrification efficiency during cold-weather conditions. Operational adjustments implemented to restore nitrification subsequently improved ammonia removal performance.

Figure 12: NH_3 Concentrations, 2024 to 2025 against PWQO



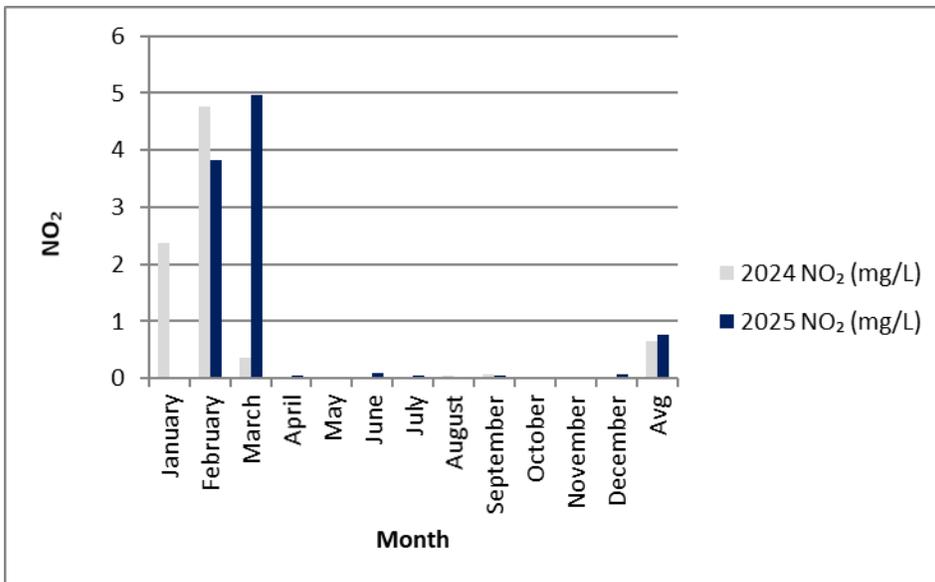
The annual average effluent concentration for Total Kjeldahl Nitrogen (TKN) in 2025 was 1.67 mg/L, which is a 53% increase compared to 2024 (refer to Figure 13). There are no ECA objectives or limits for TKN; however, elevated TKN concentrations are not desirable, as they indicate increased levels of reduced nitrogen in the effluent. The increase observed in 2025 was temporary and primarily associated with ammonia accumulation during a period of reduced nitrification efficiency in December.

Figure 13: Monthly Average Effluent TKN Concentrations, 2024 to 2025



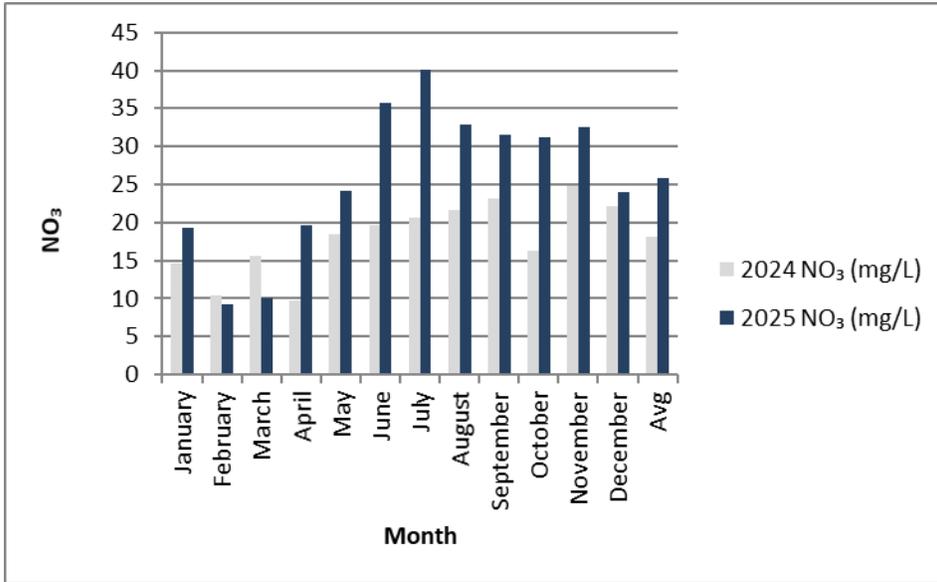
The annual average effluent concentration for Nitrite (NO_2) in 2025 was 0.77 mg/L, which is an 18% increase compared to 2024 (refer to Figure 14). This is attributed to elevated NO_2 concentrations observed in February and March. Nitrite accumulation can occur when ammonia-oxidizing bacteria recover more rapidly than nitrite-oxidizing bacteria under cold-weather conditions, resulting in incomplete nitrification. The observed NO_2 concentrations reflect a transitional nitrification response during late winter and early spring rather than a sustained process upset. As biological conditions stabilized, nitrite concentrations returned to typical levels.

Figure 14: Monthly Average Effluent NO_2 Concentrations, 2024 to 2025



The annual average effluent concentration for Nitrate (NO₃) in 2025 was 25.89 mg/L, which is a 43% increase compared to 2024 (refer to Figure 15). There are no ECA objectives or limits for NO₃; however, nitrate is monitored to confirm that nitrification is occurring. The consistent presence of nitrate throughout the year indicates that ammonia was effectively converted to nitrate for most of the reporting period, with seasonal variability consistent with expected biological treatment performance especially during the winter months.

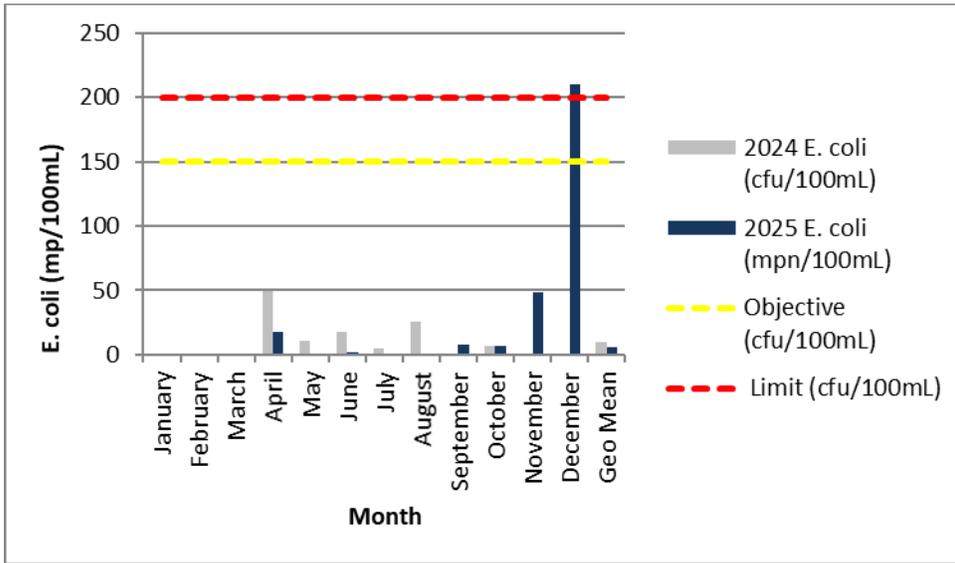
Figure 15: Monthly Average Effluent NO₃ Concentrations, 2024 to 2025



In 2025, SGS lab updated their E. coli measurement method to mpn/100mL (most probable number) rather than cfu/100mL. As per the ECA, the ECA objectives and limits remain the same for mpn/100mL sample results as they are for cfu/100mL sample results.

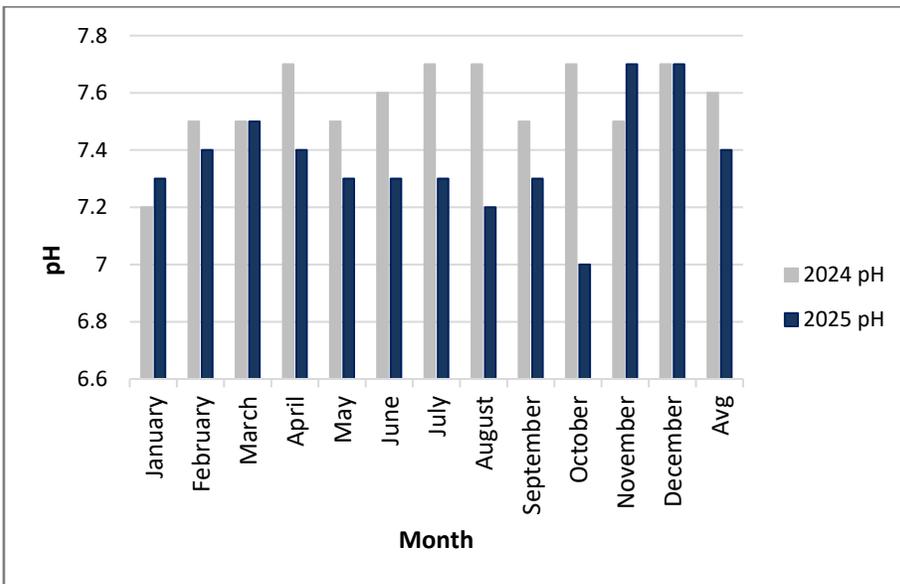
The annual effluent geometric mean for E. coli was 6.3 mpn/100 mL in 2025, which is a 35% decrease from the annual geometric mean in 2024 (refer to Figure 16). Despite the annual average decrease, there was an exceedance of the ECA limit for E. coli concentration in December. This occurred outside of the UV disinfection period (April 15 to October 15) when a rigorous cleaning of the effluent channel was conducted in response to elevated TSS. This action, in addition to elevated concentrations of TSS, is the likely cause of the E. coli exceedance. Effluent concentrations were back within expected ranges and under the ECA limit at the end of the month.

Figure 16: Monthly Geometric Mean Effluent E. coli Concentrations, 2024 to 2025 against ECA Limit and Objective



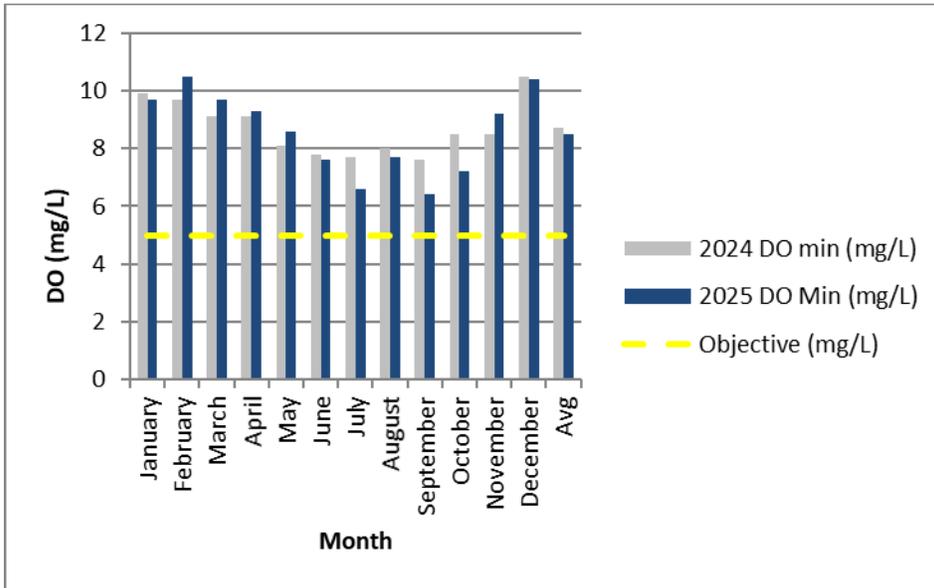
In 2025, effluent pH at the Rodney WPCP ranged from 7.0 to 7.77 and was thus within the recommended range of 6.5 to 8.5. The 2025 pH average of 7.4 is slightly lower than the 2024 average (refer to Figure 17).

Figure 17: 2024 and 2025 Effluent pH



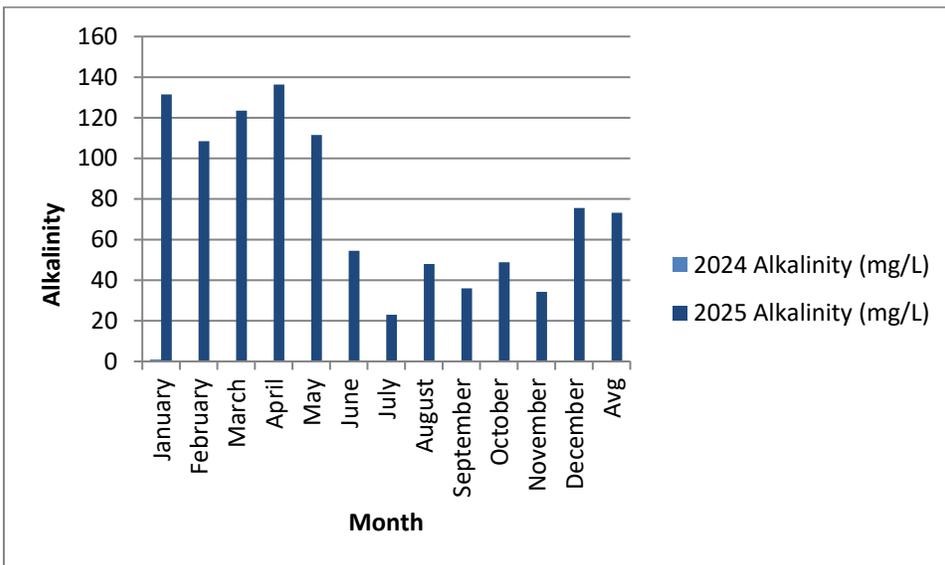
In 2025, the average concentration of DO in the final effluent was 8.5 mg/L, which is a 2% decrease from the average concentration in 2024 (refer to Figure 18). The minimum DO ECA objective was met throughout 2025.

Figure 18: Monthly DO Concentrations, 2024 to 2025 against ECA Objective



In 2025, the average monthly effluent alkalinity concentration was 73 mg/L, which is a 25% decrease from the average monthly concentration in 2024 (refer to Figure 19). This decrease is attributed to higher raw TKN concentrations which increased nitrification demand and subsequently alkalinity consumption. There are no ECA objectives or limits for alkalinity; however, an operational guideline is a minimum of 40 mg/L.

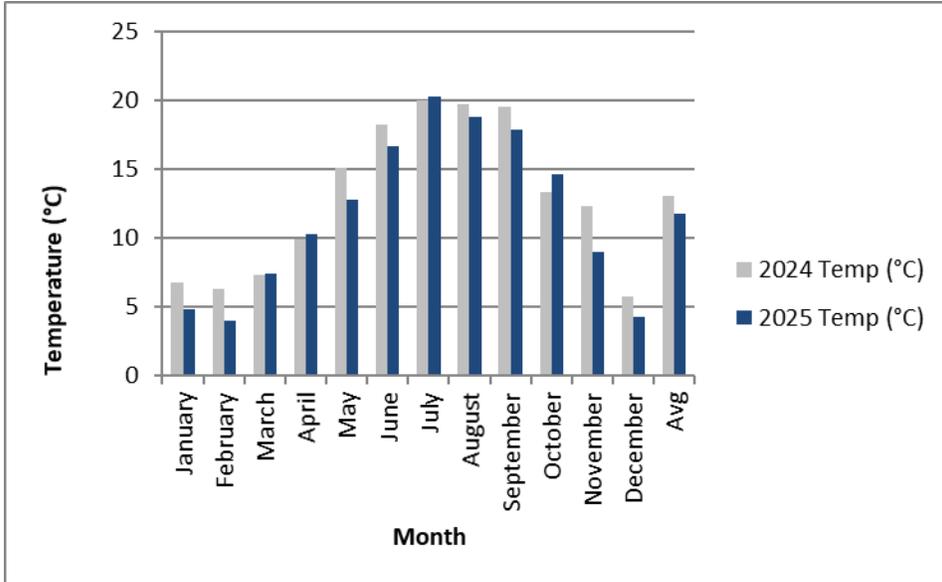
Figure 19: Monthly Alkalinity Concentrations, 2024 to 2025



In 2025, effluent temperature at the Rodney WPCP ranged from 4.02 °C to 20.24 °C. This is similar to the range seen in 2024 (refer to Figure 20). There are no ECA objectives or limits for temperature; however, it is measured to help interpret treatment performance and understand seasonal changes that can affect parameters such as ammonia, dissolved oxygen, and biological

activity in the system. This level of temperature variation seen in 2025 is normal for municipal wastewater systems in Ontario and does not present any operational or compliance concerns.

Figure 20: Monthly Average Effluent Temperatures, 2024 to 2025



Section 4: Monitoring Schedule

In 2025, deviations from the approved monitoring schedule were required due to operational and staffing constraints. This included changing the raw and effluent sample date from April 1st to April 4th as the result of the clarifier being drained and taken offline and raw flow being directed to the lagoon. On November 18th raw and effluent samples were moved to November 19th due to staffing shortages.

Additional final effluent samples were collected on October 31st to evaluate the effectiveness of effluent channel cleaning, sand filter maintenance, and wasting adjustments in response to elevated TSS concentrations. Further final effluent sampling was conducted on November 28th to assess the impact of additional wasting adjustments on TSS concentrations.

All 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

In 2025, the Rodney WPCP experienced several operational issues that temporarily affected effluent quality. These issues were primarily related to high influent flows, planned maintenance activities, plant upgrades, equipment malfunctions, and extreme cold weather conditions.

Elevated effluent TSS concentrations were observed during periods when solids removal capacity was reduced. In April, increased TSS levels were associated with the temporary removal

of the clarifier from service for maintenance, which reduced settling capacity, combined with a scum pump failure that limited effective removal of floating solids. Corrective actions included completing the required clarifier maintenance and returning the unit to service, after which effluent TSS concentrations improved.

Additional TSS impacts occurred during plant upgrade activities associated with the bar screen decommissioning. Modifications were required for the removal of the rake, resulting in manual cleaning by operations staff and increased solids loading to downstream processes. Corrective actions included increased operator monitoring, manual debris removal, adjustments to wasting rates, and sand filter and effluent channel cleaning.

Equipment malfunctions also contributed to elevated TSS concentrations at various times throughout the year, including failures of the return activated sludge (RAS) pump and scum pump, which affected sludge return and scum removal efficiency. Corrective actions included repair and restoration of the affected equipment, increased process monitoring, and operational adjustments to stabilize solids handling.

In December, elevated TAN concentrations were observed following a sudden drop in temperature, which reduced biological activity due to inadequate concentrations of mixed liquor suspended solids (MLSS) in the aeration tanks. Corrective actions included decreasing wasting rates to rebuild MLSS concentrations to support the nitrification process. Effluent quality improved following these operational adjustments and the return to stable treatment conditions.

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:

- Clarifier draining/cleaning, obtaining measurements for upgrades
- WPCP Upgrades – concrete work; property regrading; alum tank drained and decommissioned
- RAS pump repairs - WPCP
- Scum pump inspection - WPCP
- Sump pump replacement – WPCP
- Air compressor repairs - WPCP

Section 7: Effluent Quality Assurance

Effluent quality assurance is evaluated by monitoring parameters and changes throughout the plant processes. Operators monitor the aeration tanks by performing weekly tests on the mixed liquor. These tests include dissolved oxygen, pH, temperature, settling tests, and Mixed Liquor Suspended Solids (MLSS). As well, operators monitor alum dosages, wasting volumes and return activated sludge suspended solids. 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. Refer to Appendix D for a work order preventative maintenance summary.

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

SCG Flow Metrix Technical Services Inc. performed the annual calibrations 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 59% of the rated capacity. In 2025, 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 additional assessment required. Treatment plant upgrades are currently underway and are expected to further enhance the effluent quality.

Section 10: Sludge Generation

The lagoon is utilized for sludge digestion and storage in accordance with the ECA. Waste activated sludge (WAS) is transferred to the lagoon, where it settles to the bottom. Following settling, the lagoon is decanted, and the supernatant is pumped back to the head of the plant for treatment. In 2025, the total amount of WAS transferred to the lagoon was approximately 1940 m³. For 2026, the amount of sludge generated is expected to be approximately 2100 m³. 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 2025.

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

There were no bypasses or overflows reported for the treatment plant in 2025. On March 27, 2025, raw flow was diverted to the Rodney lagoon for maintenance on the clarifier. Maintenance was completed on April 2, and raw flow was returned to the plant at that time. Approximately 482 m³ of raw influent was diverted to the lagoon during this period.

Section 13: Modifications to Sewage Works

Currently, the Rodney WPCP is undergoing plant upgrades. Modifications that have been made to the sewage works under paragraph 1.d. Condition 10 of the ECA include the aluminum sulfate tank being drained and decommissioned.

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

The Rodney WPCP secondary and post-secondary treatment is provided by two aeration tanks, one clarifier, a sand filter system, and final disinfection from UV. Supplementary phosphorus removal is also achieved with the addition of aluminum sulfate. The treatment components are capable of producing effluent quality that exceeds the effluent design objectives specified in Procedure F-5-1. The Rodney WPCP 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 Rodney WPCP or the sanitary system in 2025. There are no projects at this time planned in the sanitary sewer system.

Section 15: Schedule for the Completion of Construction

All construction and upgrades of the Rodney WPCP are expected to be completed by the end of August, 2026. Please see 'Appendix E: Construction Schedule' for details.

Section 16: Summary

Despite the operational challenges described in Section 5, overall, the Rodney WPCP provided effective treatment in 2025.

APPENDIX A

Analytical Data

5834 RODNEY WASTEWATER TREATMENT PLANT 110001667

	1 / 2025	2 / 2025	3 / 2025	4 / 2025	5 / 2025	6 / 2025	7 / 2025	8 / 2025	9 / 2025	10 / 2025	11 / 2025	12 / 2025	<--Total-->	<--Avg-->	<--Max-->	<-Criteria-->
Flows																
Raw Flow: Total - Raw m³/d	14,662.40	10,396.00	11,748.70	11,710.26	11,599.70	10,295.71	9,425.20	10,677.20	12,305.30	7,968.70	6,958.30	8,778.30	126,525.77			0.00
Raw Flow: Avg - Raw m³/d	472.98	371.29	378.99	390.34	374.18	343.19	304.04	344.43	410.18	257.05	231.94	274.32		346.65		590.00
Raw Flow: Max - Raw m³/d	685.70	510.50	512.00	597.20	427.00	506.90	475.70	421.60	3,337.90	308.80	354.60	391.90			3,337.90	0.00
Raw Flow: Count - Raw m³/d	31.00	28.00	31.00	30.00	31.00	30.00	31.00	31.00	30.00	31.00	30.00	31.00	365.00			0.00
Eff. Flow: Total - Effluent m³/d	14,662.40	10,396.00	13,391.70	11,710.26	11,599.70	10,295.71	9,425.20	10,677.20	12,305.30	7,968.70	6,958.30	8,778.30	128,168.77			0.00
Eff. Flow: Avg - Effluent m³/d	472.98	371.29	431.99	390.34	374.18	343.19	304.04	344.43	410.18	257.05	231.94	274.32		351.15		
Eff. Flow: Max - Effluent m³/d	685.70	510.50	631.30	597.20	427.00	506.90	475.70	421.60	3,337.90	308.80	354.60	391.90			3,337.90	0.00
Eff Flow: Count - Effluent m³/d	31.00	28.00	31.00	30.00	31.00	30.00	31.00	31.00	30.00	31.00	30.00	31.00	365.00			0.00
Carbonaceous Biochemical Oxygen Demand: CBOD																
Eff: Avg cBOD5 - Effluent mg/L	< 2.00	< 2.00	< 2.50	< 3.00	< 3.00	< 2.50	< 2.00	< 2.00	< 2.00	< 2.67	< 3.20	< 5.00		< 2.91	< 5.00	15.00
Eff: # of samples of cBOD5 - Effluent	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	6.00	5.00	5.00	35.00			0.00
Loading: cBOD5 - Effluent kg/d	< 0.946	< 0.743	< 1.080	< 1.171	< 1.123	< 0.858	< 0.608	< 0.689	< 0.820	< 0.685	< 0.742	< 1.416		< 1.02	< 1.42	
Biochemical Oxygen Demand: BOD5																
Raw: Avg BOD5 - Raw mg/L	107.00	123.00	141.50	130.00	230.50	92.50	78.00	255.00	232.50	156.00	116.25	171.00		151.82	255.00	0.00
Raw: # of samples of BOD5 - Raw	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	5.00	4.00	5.00	33.00			0.00
Eff: Avg BOD5 - Effluent mg/L	3.00	< 2.50	< 3.00	< 3.00	< 6.00	< 2.00	< 2.50	< 3.00	< 2.00	< 0.00	< 0.00	< 0.00		< 3.00	< 6.00	15.00
Loading: BOD5 - Effluent kg/d	1.419	< 0.928	< 1.296	< 1.171	< 2.245	< 0.686	< 0.760	< 1.033	< 0.820	< 0.000	< 0.000	< 0.000		< 1.05	< 2.25	6.900
Percent Removal: BOD5 - Raw %	97.20	97.97	97.88	97.69	97.40	97.84	96.79	98.82	99.14	0.00	0.00	0.00		97.86	99.14	0.00
Total Suspended Solids: TSS																
Raw: Avg TSS - Raw mg/L	115.00	120.00	158.50	106.33	366.50	91.00	126.00	137.00	253.00	191.60	85.25	192.60		161.06	366.50	0.00
Raw: # of samples of TSS - Raw	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	5.00	4.00	5.00	33.00			0.00
Eff: Avg TSS - Effluent mg/L	3.00	6.00	4.00	8.00	< 3.50	< 5.00	< 2.50	< 2.00	< 2.50	< 10.33	< 9.00	< 16.20		< 7.69	< 16.20	15.00
Eff: # of samples of TSS - Effluent	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	6.00	5.00	5.00	35.00			0.00
Loading: TSS - Effluent kg/d	1.419	2.228	1.728	3.123	< 1.310	< 1.716	< 0.760	< 0.689	< 1.025	< 2.656	< 2.087	< 4.587		< 2.70	< 4.59	6.900
Percent Removal: TSS - Raw %	97.39	95.00	97.48	92.48	99.05	94.51	98.02	98.54	99.01	94.61	89.44	91.59		95.59	99.05	0.00
Total Phosphorus: TP																
Raw: Avg TP - Raw mg/L	3.16	3.93	3.42	3.72	6.52	3.19	2.38	4.74	5.80	5.44	4.22	5.89		4.57	6.52	0.00
Raw: # of samples of TP - Raw	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	5.00	4.00	5.00	33.00			0.00
Eff: Avg TP - Effluent mg/L	0.12	0.13	0.11	0.25	0.18	0.27	0.14	0.11	0.08	0.18	0.20	0.29		0.19	0.29	1.00
Eff: # of samples of TP - Effluent	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	6.00	5.00	5.00	35.00			0.00
Loading: TP - Effluent kg/d	0.054	0.048	0.045	0.098	0.067	0.093	0.043	0.036	0.033	0.047	0.047	0.083		0.07	0.10	0.400
Percent Removal: TP - Raw %	96.35	96.69	96.93	93.28	97.24	91.52	94.12	97.78	98.62	96.63	95.16	95.01		95.78	98.62	0.00
Nitrogen Series																
Raw: Avg TKN - Raw mg/L	23.10	33.00	29.70	35.87	57.10	29.85	20.10	41.60	55.00	50.16	40.50	45.22		40.16	57.10	0.00
Raw: # of samples of TKN - Raw	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	5.00	4.00	5.00	33.00			0.00
Eff: Avg TAN - Effluent mg/L	< 0.10	< 0.90	< 1.05	< 0.10	< 0.10	< 0.10	< 0.10	< 0.10	< 0.10	< 0.33	< 0.78	< 5.06		< 1.05	< 5.06	5.00
Eff: # of samples of TAN - Effluent	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	6.00	5.00	5.00	35.00			0.00
Loading: TAN - Effluent kg/d	< 0.047	< 0.334	< 0.454	< 0.039	< 0.037	< 0.034	< 0.030	< 0.034	< 0.041	< 0.086	< 0.181	< 1.433		< 0.37	< 1.43	2.200
Eff: Avg NO3-N - Effluent mg/L	19.25	9.30	10.13	19.57	24.20	35.80	40.10	32.85	31.60	31.28	32.61	24.00		25.89	40.10	0.00

Eff: # of samples of NO3-N - Effluent

	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	6.00	5.00	5.00	35.00			0.00
Eff: Avg NO2-N - Effluent mg/L	< 0.03	3.82	4.96	< 0.05	< 0.03	0.09	< 0.04	< 0.03	< 0.05	< 0.03	< 0.03	< 0.07		< 0.77	< 4.96	0.00
Eff: # of samples of NO2-N - Effluent	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	6.00	5.00	5.00	35.00			0.00

Disinfection

Eff: GMD E. Coli MPN - Effluent MPN

	0.00	0.00	0.00	17.66	1.00	1.73	1.00	1.00	7.55	7.08	48.17	209.90				
Eff: # of samples of E. Coli MPN - Effluent	0.00	0.00	0.00	2.00	2.00	2.00	2.00	2.00	2.00	6.00	5.00	5.00	28.00			0.00

APPENDIX B

Monitoring Schedule



Sample Schedule 2025 5834 Rodney WWTP

Issued: 2025-06-26
Rev.#: 1
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 (pH, Temp, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, TAN, pH, DO)
Effluent 24hr Composite (SS, TP, TAN); Grab (pH, DO, Temp. Alkalinity)

IH (In House) Reduced: Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, TAN)

Raw Samples: Weekly
Effluent Samples: Weekly
24hr Composite (BOD5, SS, TP, TKN)
24hr Composite (CBOD5, SS, TP, TAN, TKN, NO3, NO2)
Grab (E. coli, Alkalinity, DO, pH, 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
2025-09-26	1	Revised for new ECA	Terri-Lynn Thomson



Sample Schedule 2025 5834 Rodney WWTP

Issued: 2025-06-26
Rev.#: 1
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 (pH, Temp, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, TAN, pH, DO)
Effluent 24hr Composite (SS, TP, TAN); Grab (pH, DO, Temp. Alkalinity)

IH (In House) Reduced: Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, TAN)

Raw Samples: Weekly
Effluent Samples: Weekly
24hr Composite (BOD5, SS, TP, TKN)
24hr Composite (CBOD5, SS, TP, TAN, TKN, NO3, NO2)
Grab (E. coli, Alkalinity, DO, pH, 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
2025-09-26	1	Revised for new ECA	Terri-Lynn Thomson



Sample Schedule 2025 5834 Rodney WWTP

Issued: 2025-06-26
Rev.#: 1
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 (pH, Temp, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, TAN, pH, DO)
Effluent 24hr Composite (SS, TP, TAN); Grab (pH, DO, Temp. Alkalinity)

IH (In House) Reduced: Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, TAN)

Raw Samples: Weekly
Effluent Samples: Weekly
24hr Composite (BOD5, SS, TP, TKN)
24hr Composite (CBOD5, SS, TP, TAN, TKN, NO3, NO2)
Grab (E. coli, Alkalinity, DO, pH, 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
2025-09-26	1	Revised for new ECA	Terri-Lynn Thomson



Sample Schedule 2025 5834 Rodney WWTP

Issued: 2025-06-26
Rev.#: 1
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 (pH, Temp, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, TAN, pH, DO)
Effluent 24hr Composite (SS, TP, TAN); Grab (pH, DO, Temp. Alkalinity)

IH (In House) Reduced: Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, TAN)
24hr Composite (BOD5, SS, TP, TKN)

Raw Samples: Weekly
Effluent Samples: Weekly
24hr Composite (CBOD5, SS, TP, TAN, TKN, NO3, NO2)
Grab (E. coli, Alkalinity, DO, pH, 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.

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Date	Revision #	Reason for Revision	Revision By
2024-12-05	0	Create Schedule	Terri-Lynn Thomson
2025-09-26	1	Revised for new ECA	Terri-Lynn Thomson



Sample Schedule 2025 5834 Rodney WWTP

Issued: 2025-06-26
Rev.#: 1
Pages: 5 of 12

Reviewed by: QEMS Representative

Approved by: Operations Management

May 2025

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

IH (In House) Full: Raw (pH,Temp, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, TAN, pH, DO)
Effluent 24hr Composite (SS, TP, TAN); Grab (pH, DO, Temp. Alkalinity)

IH (In House) Reduced: Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, TAN)

Raw Samples: Weekly 24hr Composite (BOD5, SS, TP, TKN)
Effluent Samples: Weekly 24hr Composite (CBOD5, SS, TP, TAN, TKN, NO3, NO2)
Grab (E. coli, Alkalinity, DO, pH, 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.

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Date	Revision #	Reason for Revision	Revision By
2024-12-05	0	Create Schedule	Terri-Lynn Thomson
2025-09-26	1	Revised for new ECA	Terri-Lynn Thomson



Sample Schedule 2025 5834 Rodney WWTP

Issued: 2025-06-26
Rev.#: 1
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 (pH,Temp, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, TAN, pH, DO)
Effluent 24hr Composite (SS, TP, TAN); Grab (pH, DO, Temp. Alkalinity)

IH (In House) Reduced: Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, TAN)

Raw Samples: Weekly 24hr Composite (BOD5, SS, TP, TKN)
Effluent Samples: Weekly 24hr Composite (CBOD5, SS, TP, TAN, TKN, NO3, NO2)
Grab (E. coli, Alkalinity, DO, pH, 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
2025-09-26	1	Revised for new ECA	Terri-Lynn Thomson



Sample Schedule 2025 5834 Rodney WWTP

Issued: 2025-06-26
Rev.#: 1
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 (pH, Temp, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, TAN, pH, DO)
Effluent 24hr Composite (SS, TP, TAN); Grab (pH, DO, Temp. Alkalinity)

IH (In House) Reduced: Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, TAN)

Raw Samples: Weekly
Effluent Samples: Weekly
24hr Composite (BOD5, SS, TP, TKN)
24hr Composite (CBOD5, SS, TP, TAN, TKN, NO3, NO2)
Grab (E. coli, Alkalinity, DO, pH, 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
2025-09-26	1	Revised for new ECA	Terri-Lynn Thomson



Sample Schedule 2025 5834 Rodney WWTP

Issued: 2025-06-26
Rev.#: 1
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 IH Reduced	8 9
10	11	12 IH Full	13	14	15 IH Reduced	16
17	18	19 IH Full Raw & Effluent Samples	20	21	22 IH Reduced	23
24	25	26 IH Full	27	28	29 IH Reduced	30
31						

IH (In House) Full: Raw (pH,Temp, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, TAN, pH, DO)
Effluent 24hr Composite (SS, TP, TAN); Grab (pH, DO, Temp. Alkalinity)

IH (In House) Reduced: Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, TAN)

Raw Samples: Weekly
Effluent Samples: Weekly
24hr Composite (BOD5, SS, TP, TKN)
24hr Composite (CBOD5, SS, TP, TAN, TKN, NO3, NO2)
Grab (E. coli, Alkalinity, DO, pH, 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
2025-09-26	1	Revised for new ECA	Terri-Lynn Thomson



Sample Schedule 2025 5834 Rodney WWTP

Issued: 2025-06-26
Rev.#: 1
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 (pH, Temp, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, TAN, pH, DO)
Effluent 24hr Composite (SS, TP, TAN); Grab (pH, DO, Temp. Alkalinity)

IH (In House) Reduced: Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, TAN)

Raw Samples: Weekly
Effluent Samples: Weekly
24hr Composite (BOD5, SS, TP, TKN)
24hr Composite (CBOD5, SS, TP, TAN, TKN, NO3, NO2)
Grab (E. coli, Alkalinity, DO, pH, 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
2025-09-26	1	Revised for new ECA	Terri-Lynn Thomson



Sample Schedule 2025 5834 Rodney WWTP

Issued: 2025-06-26
Rev.#: 1
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 Raw & Effluent Samples	8	9	10 IH Reduced	11
12	STAT	13 IH Full Raw & Effluent Samples	14	15	16 IH Reduced	17
18	19	20 IH Full Raw & Effluent Samples	21	22	23 IH Reduced	24
25	26	27 IH Full Raw & Effluent Samples	28	29	30 IH Reduced	31

IH (In House) Full: Raw (pH,Temp, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, TAN, pH, DO)
Effluent 24hr Composite (SS, TP, TAN); Grab (pH, DO, Temp. Alkalinity)

IH (In House) Reduced: Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, TAN)

Raw Samples: Weekly
Effluent Samples: Weekly
24hr Composite (BOD5, SS, TP, TKN)
24hr Composite (CBOD5, SS, TP, TAN, TKN, NO3, NO2)
Grab (E. coli, Alkalinity, DO, pH, 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
2025-09-26	1	Revised for new ECA	Terri-Lynn Thomson



Sample Schedule 2025 5834 Rodney WWTP

Issued: 2025-06-26
Rev.#: 1
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 Raw & Effluent Samples	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 Raw & Effluent Samples	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 (pH, Temp, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, TAN, pH, DO)
Effluent 24hr Composite (SS, TP, TAN); Grab (pH, DO, Temp. Alkalinity)

IH (In House) Reduced: Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, TAN)

Raw Samples: Weekly
Effluent Samples: Weekly
24hr Composite (BOD5, SS, TP, TKN)
24hr Composite (CBOD5, SS, TP, TAN, TKN, NO3, NO2)
Grab (E. coli, Alkalinity, DO, pH, 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
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2025-09-26	1	Revised for new ECA	Terri-Lynn Thomson



Sample Schedule 2025 5834 Rodney WWTP

Issued: 2025-06-26
Rev.#: 1
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 Raw & Effluent Samples	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 Raw & Effluent Samples	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 Raw & Effluent Samples	31			

IH (In House) Full: Raw (pH, Temp, Alk)
Aeration (Set Test, MLSS, MLVSS, DO, pH, Temp.)
RAS (SS)
Lagoon Decant (TP, TAN, pH, DO)
Effluent 24hr Composite (SS, TP, TAN); Grab (pH, DO, Temp. Alkalinity)

IH (In House) Reduced: Aeration (Set Test, DO, pH, Temp.)
Effluent (DO, pH, Temp., TP, TAN)
24hr Composite (BOD5, SS, TP, TKN)
24hr Composite (CBOD5, SS, TP, TAN, TKN, NO3, NO2)
Grab (E. coli, Alkalinity, DO, pH, Temp.)

Raw Samples: Weekly
Effluent Samples: Weekly

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
2025-09-26	1	Revised for new ECA	Terri-Lynn Thomson

APPENDIX C

Flow Meter Verification

AS FOUND CERTIFICATION

PASS

CLIENT DETAIL		EQUIPMENT DETAIL	
CUSTOMER	OCWA Southwest Middlesex	[MUT] MANUFACTURER	Milltronics
CONTACT	Sam Smith	MODEL	OCM-III
	Senior Operations Manager	CONVERTER SERIAL NUMBER	05020C022466
	2701 Old Lakeshore Rd		
	Brights Grove ON N0N 1C0	PLANT ID	Rodney WWTP
	P:519-768-9925	METER ID	Clarifier Meter
	C:226-377-1540	FIT ID	n/a
	E:ssmith@ocwa.com	CLIENT TAG	OCWA# 123072
		OTHER	ORG#5834
VER. BY - FM	Daniel Kettlewell	GPS COORDINATES	N42 33.787 W081 39.977
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 17th 2025
		CAL. FREQUENCY	Annual
		CAL. DUE DATE	April 2026

PROGRAMMING PARAMETERS			TOTALIZER	
NOTCH ANGLE (φ)	inches	30	AS FOUND	2222395 M3
EMPTY DISTANCE, TX to notch	m	0.931	AS LEFT	2222405 M3
TRANSDUCER (TX), to sump flc	m	n/a	DIFFERENCE	10 M3
SUMP LEVEL, zero flow	m	n/a	TEST CRITERIA	
			AS FOUND CERTIFICATION TEST	Yes
MAX. HEAD	m	0.387	ALLOWABLE [%] ERROR	5
BLANKING DISTANCE	m	0.570	COMPONENTS TESTED	
DEAD ZONE	m	-0.026	CONVERTER DISPLAY	yes
MAX. FLOW	M3/D	2998.9	mA OUTPUT	yes
F.S. RANGE - O/P	M3/D	2998.9	TOTALIZER	yes
			ACCURACY BASED ON [% o.r.]	no
Ultrasonic Sensor is not installed high enough, to ensure full scale flow conditions			ERROR DOCUMENTED IN THIS REPORT; BASED ON % F.S.	

AS FOUND TEST RESULTS

		0.0	24.4	40.7	62.3	89.5	% F.S. Range
		0.000	0.220	0.270	0.320	0.370	m
REF. FLOW RATE		0.000	732.002	1221.419	1867.800	2685.095	M3/D
MUT [Reading]		0.000	736.490	1194.310	1775.510	2606.080	M3/D
MUT [Difference]		0.000	4.488	-27.109	-92.290	-79.015	M3/D
MUT [% Error]		0.0	0.1	-0.9	-3.1	-2.6	%
mA OUTPUT		4.000	7.905	10.517	13.965	18.326	mA
MUT [Reading]	min. 4.000 mA	4.000	7.905	10.399	13.385	17.822	mA
MUT [Difference]	max. 20.000 mA	0.000	0.000	-0.118	-0.580	-0.504	mA
MUT [% Error]		0.00	0.00	-0.59	-2.90	-2.52	%
TOTALIZER - REF. FLOW RATE						2685.095	M3/D
TOTALIZER [MUT]						2	M3
TEST TIME						66.93	SECONDS
CALC. TOTALIZER ERROR						2.080	M3
						-4.00	%

COMMENTS

COMMENTS	QUALITY MANAGEMENT STANDARDS INFO.			RESULTS		
	[QMS] INFORMATION	IDENT.	ID #	TEST	AVG %FS	PASS FAIL
	[REFERENCE] LEVEL	Sim. BOARD	Yes			
	PROCESS METER	PM	0	DISPLAY	-1.62	PASS
	STOP WATCH	SW	n/a	mA OUTPUT	-1.20	PASS
				TOTALIZER	-4.00	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, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

Location: 5834,5834-SPRD,5834-WWRD,5834-WWRD-BG,5834-WWRD-CH,5834-WWRD-EL,5834-WWRD-HS,5834-WWRD-HV,5834-WWRD-IN,5834-WWRD-PR

Work Order Type: 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
4298396	0000358525	PANEL ALARM/DIALER RAW SLUDGE BLDG	5834, Rodney WWTP, Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5834	CLOSE	1/1/25 12:00 AM	1/27/25 09:14 AM	1/27/25 09:14 AM	Tested -Tested facility alarms to ensure multiple alarms call out at dialer.
4298869	0000069698	ENGINE DIESEL RODNEY PUMPING STATION	5834, Rodney Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5834	CLOSE	1/1/25 12:00 AM	2/27/25 09:14 AM	2/27/25 09:14 AM	Completed - Generator was tested and data was recorded on QEMS sheet.
4299172	0000123036	UV LIGHT EFFLUENT FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5834	CLOSE	1/1/25 12:00 AM	1/16/25 08:50 AM	1/16/25 08:50 AM	No UV -UV is not in for the season.
4299205			5834, Rodney WWTP	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5834	CLOSE	1/1/25 12:00 AM	1/27/25 09:11 AM	1/27/25 09:11 AM	Facility Maintenance - Basic facility maintenance was completed during the month.
4299611			5834, Rodney WWTP	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Rodney (1m) - 5834	CLOSE	1/1/25 12:00 AM	1/27/25 09:13 AM	1/27/25 09:13 AM	Completed - Completed facility inspections
4300071			5834, Rodney WWTP	PM	HEALTH AND SAFETY	1	YEARS	Lifting Device Insp Route (1y) - 5834	CLOSE	1/1/25 12:00 AM	2/27/25 09:15 AM	4/28/25 01:53 PM	Kone Cranes -Kone Cranes was on-site during the month to inspect the lifting devices.
4351989	0000358525	PANEL ALARM/DIALER RAW SLUDGE BLDG	5834, Rodney WWTP, Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5834	CLOSE	2/1/25 12:00 AM	2/28/25 09:39 AM	2/28/25 09:39 AM	Tested - Alarm dialler was tested by operating generator and testing for generator alarm this month. All operations were as expected.
4352397	0000069698	ENGINE DIESEL RODNEY PUMPING STATION	5834, Rodney Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5834	CLOSE	2/1/25 12:00 AM	2/28/25 09:40 AM	2/28/25 09:40 AM	02/27/2025 -The generator was ran on 02/27 and all data was recorded on the QEMS Generator Operating Record.
4352695	0000123036	UV LIGHT EFFLUENT FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5834	CLOSE	2/1/25 12:00 AM	2/27/25 09:16 AM	2/27/25 09:16 AM	No UV -No UV installed during the freezing period.
4352730			5834, Rodney WWTP	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5834	CLOSE	2/1/25 12:00 AM	2/27/25 09:18 AM	2/27/25 09:18 AM	Completed - Facility garbage, facilities, cleanliness, etc maintained
4352905			5834, Rodney WWTP	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Rodney (1m) - 5834	CLOSE	2/1/25 12:00 AM	2/28/25 09:41 AM	2/28/25 09:41 AM	Completed -OHSA inspection was completed and deficiencies were recorded for fixing.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

Location: 5834,5834-SPRD,5834-WWRD,5834-WWRD-BG,5834-WWRD-CH,5834-WWRD-EL,5834-WWRD-HS,5834-WWRD-HV,5834-WWRD-IN,5834-WWRD-PR

Work Order Type: 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
4353534	0000123122	PUMP CENT 01 RAW SLUDGE BLDG	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Cent 01 RAS Insp/Service (1y) - 5834	CLOSE	2/1/25 12:00 AM	2/28/25 09:43 AM	2/28/25 09:43 AM	Running Checks -Running Checks were completed on RAS pumps. All operations normal and basic maintenance is kept up with.
4353537	0000123115	PUMP CENT 02 RAW SLUDGE BLDG	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Cent 02 RAS Insp/Service (1y) - 5834	CLOSE	2/1/25 12:00 AM	2/28/25 09:43 AM	2/28/25 09:43 AM	Running Checks - Running Checks were completed on RAS pumps. All operations normal and basic maintenance is kept up with.
4396257	0000123845	AERATOR MECHANICAL 01	5834, Rodney WWTP, Process	PM	Inspection	3	MONTHS	Aerator Mechanical 01 Insp/Service (3m) - 5834	CLOSE	3/1/25 12:00 AM	3/17/25 08:29 AM	3/17/25 08:29 AM	Running Checks -Running checks completed. No major maintenance was completed as these are scheduled to be replaced with blowers.
4396261	0000123843	AERATOR MECHANICAL 02	5834, Rodney WWTP, Process	PM	Inspection	0		Aerator Mechanical 02 Insp/Service (3m) - 5834	CLOSE	3/1/25 12:00 AM	3/17/25 08:37 AM	3/17/25 08:37 AM	Not runnin -Asset is not running and needs to be decomissioned.
4396265	0000123841	AERATOR MECHANICAL 03	5834, Rodney WWTP, Process	PM	Inspection	0		Aerator Mechanical 03 Insp/Service (3m) - 5834	CLOSE	3/1/25 12:00 AM	3/17/25 08:50 AM	3/17/25 08:50 AM	Asset Decomissioned - Asset does not run
4396269	0000123839	AERATOR MECHANICAL 04	5834, Rodney WWTP, Process	PM	Inspection	0		Aerator Mechanical 04 Insp/Service (3m) - 5834	CLOSE	3/1/25 12:00 AM	3/17/25 08:51 AM	3/17/25 08:51 AM	Asset - Assesst is decomissioned.
4396273	0000123837	AERATOR MECHANICAL 05	5834, Rodney WWTP, Process	PM	Inspection	3	MONTHS	Aerator Mechanical 05B Insp/ Service (3m) - 5834	CLOSE	3/1/25 12:00 AM	3/17/25 08:32 AM	3/17/25 08:32 AM	Running Checks - Running checks completed. No major maintenance as these are being replace with blowers.
4396282	0000123835	AERATOR MECHANICAL 06	5834, Rodney WWTP, Process	PM	Inspection	0		Aerator Mechanical 06 Insp/Service (3m) - 5834	CLOSE	3/1/25 12:00 AM	3/17/25 08:49 AM	3/17/25 08:49 AM	Asset Decomissioned - Asset is decomissioned.
4396344	0000358525	PANEL ALARM/ DIALER RAW SLUDGE BLDG	5834, Rodney WWTP, Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5834	CLOSE	3/1/25 12:00 AM	3/14/25 11:26 AM	3/14/25 11:26 AM	Completed -Alarms were received during a recent power outage (call back) and all applicable alarms were triggered and called out to the answering service.
4396746	0000069698	ENGINE DIESEL RODNEY PUMPING STATION	5834, Rodney Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5834	CLOSE	3/1/25 12:00 AM	3/14/25 11:23 AM	3/14/25 11:23 AM	Completed -Generator ran during a recent power outage (callback) and the data was recorded on the generator QEMS sheet.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

 Location: 5834,5834-SPRD,5834-WWRD,5834-WWRD-BG,5834-WWRD-CH,5834-WWRD-EL,5834-WWRD-HS,5834-WWRD-HV,5834-WWRD-IN,
 5834-WWRD-PR

Work Order Type: 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
4397061	0000123036	UV LIGHT EFFLUENT FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5834	CLOSE	3/1/25 12:00 AM	3/14/25 11:21 AM	3/14/25 11:21 AM	No UV installed -Uv not installed during this freezing period
4397094			5834, Rodney WWTP	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5834	CLOSE	3/1/25 12:00 AM	3/15/25 03:37 PM	3/15/25 03:37 PM	Completed -Building garbages, waste, removed. Lighting inspected.
4397283			5834, Rodney WWTP	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Rodney (1m) - 5834	CLOSE	3/1/25 12:00 AM	3/15/25 03:33 PM	3/15/25 03:33 PM	3/14/25 -OHSA walkthrough was completed and deficiencies were found that will be corrected (expired first aid contents)
4427603			5834, Rodney WWTP	PM	Compliance	1	YEARS	Annual Performance Report (due March 30)- (1y) 5834	CLOSE	3/22/25 12:00 AM	3/31/25 08:37 AM	3/31/25 08:37 AM	- Report completed and emailed Mar 28th
4444466	0000358525	PANEL ALARM/ DIALER RAW SLUDGE BLDG	5834, Rodney WWTP, Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5834	CLOSE	4/1/25 12:00 AM	6/12/25 01:00 PM	6/12/25 01:00 PM	Completed -Alarm dialer testing was completed during the month work order was created. Also call outs were received after hours by operators to further confirm function.
4444910	0000069698	ENGINE DIESEL RODNEY PUMPING STATION	5834, Rodney Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5834	CLOSE	4/1/25 12:00 AM	6/12/25 01:01 PM	6/12/25 01:01 PM	Completed - Engine was ran on emergency back up power and the results were recorded on the QEMS form.
4445202	0000123036	UV LIGHT EFFLUENT FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5834	CLOSE	4/1/25 12:00 AM	4/28/25 01:39 PM	4/28/25 01:39 PM	Working -UV bulbs were installed for the non freezing period and are working as intended. Some bulb replacements required however waiting on shipment.
4445235			5834, Rodney WWTP	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5834	CLOSE	4/1/25 12:00 AM	4/28/25 01:38 PM	4/28/25 01:38 PM	Upkeep -Basic facility upkeep has been completed throughout the month. Mainly grounds work for grass cutting as engineers have been on site more often.
4445413			5834, Rodney WWTP	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Rodney (1m) - 5834	CLOSE	4/1/25 12:00 AM	6/12/25 01:02 PM	6/12/25 01:02 PM	Inspected -Monthly inspections were completed and deficiencies were recorded to be addressed.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

 Location: 5834,5834-SPRD,5834-WWRD,5834-WWRD-BG,5834-WWRD-CH,5834-WWRD-EL,5834-WWRD-HS,5834-WWRD-HV,5834-WWRD-IN,
 5834-WWRD-PR

Work Order Type: 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 Finish	WorkLog Detail
4449641	0000123072	METER FLOW FIT 002 SECONDARY	5834, Rodney WWTP, Instrumentation	PM	Calibration	1	YEARS	Meter Flow Insp/Service (1y) - 5834	CLOSE	4/1/25 12:00 AM	4/28/25 01:55 PM	4/28/25 01:55 PM	SCH Flowmetrix -Flowmetrix was on site during the month to completes the maintenance on the flow meters
4449647	0000123036	UV LIGHT EFFLUENT FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	UV Light Effluent Insp/Service (1y) - 5834	CLOSE	4/1/25 12:00 AM	4/28/25 01:56 PM	4/28/25 01:56 PM	Installed - The UV system has been placed back into service as the sample schedule requires it to be mid month. Inspected system and noted that some lamps need to be replaced. Bulbs were ordered and maintenance will be completed once available.
4449667	0000164735	VALVE BACKFLOW PREVENTER	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	Valve Backflow Preventer Insp (1y) - 5834	CLOSE	4/1/25 12:00 AM	6/30/25 02:30 PM	6/30/25 02:30 PM	Completed -Keith Douglas was on-site to complete this during the month.
4505476	0000358525	PANEL ALARM/ DIALER RAW SLUDGE BLDG	5834, Rodney WWTP, Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5834	CLOSE	5/1/25 12:00 AM	6/12/25 01:09 PM	6/12/25 01:09 PM	Completed - Alarms were tested at the facility and were set off for power failure, and plc failure.
4505878	0000069698	ENGINE DIESEL RODNEY PUMPING STATION	5834, Rodney Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5834	CLOSE	5/1/25 12:00 AM	6/12/25 01:10 PM	6/12/25 01:10 PM	Completed - Generators were not tested during the month of May due to scheduling conflict. However inspections were completed and all systems appear in good order.
4506176	0000123036	UV LIGHT EFFLUENT FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5834	CLOSE	5/1/25 12:00 AM	6/12/25 01:12 PM	6/12/25 01:12 PM	Completed - UV bulbs were pulled, cleaned, and inspected. Equipment in great shape. Cleaned the UV channel of any debris build up to ensure no solids build up in channel
4506209			5834, Rodney WWTP	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5834	CLOSE	5/1/25 12:00 AM	6/12/25 01:12 PM	6/12/25 01:12 PM	Completed -Grass cut, garbages taken out, washrooms maintained. Floors swept, etc.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

Location: 5834,5834-SPRD,5834-WWRD,5834-WWRD-BG,5834-WWRD-CH,5834-WWRD-EL,5834-WWRD-HS,5834-WWRD-HV,5834-WWRD-IN,5834-WWRD-PR

Work Order Type: 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
4506264			5834, Rodney WWTP	PM	HEALTH AND SAFETY	1	YEARS	OHSA Inspection & Report Rodney (1y) - 5834	CLOSE	5/1/25 12:00 AM	6/12/25 01:14 PM	6/12/25 01:14 PM	Inspected - The annual walkthrough and inspection was scheduled for completion in May. Monthly checks have been completed and all deficiencies have been noted.
4506395			5834, Rodney WWTP	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Rodney (1m) - 5834	CLOSE	5/1/25 12:00 AM	6/12/25 01:15 PM	6/12/25 01:15 PM	Completed - Monthly inspections were completed during the annual walkthrough of the facility.
4510331	0000123033	SAMPLER EFFLUENT FILTER BLDG	5834, Rodney WWTP, Instrumentation	PM	Refurbish/ Replace/Repair	1	YEARS	Sampler Effluent Filter Bldg Insp/ Service (1y) - 5834	CLOSE	5/1/25 12:00 AM	7/14/25 08:35 AM	7/14/25 08:35 AM	Inspected -Sampler inspected. Noted deficiencies and need to quote required repairs for function.
4510334	0000123084	SAMPLER INFLUENT B29	5834, Rodney WWTP, Instrumentation	PM	Refurbish/ Replace/Repair	1	YEARS	Sampler Influent B29 Insp/Service (1y) - 5834	CLOSE	5/1/25 12:00 AM	7/14/25 08:36 AM	7/14/25 08:36 AM	inspected -Inspected and noted required repairs for functon.
4571835	0000123845	AERATOR MECHANICAL 01	5834, Rodney WWTP, Process	PM	Inspection	3	MONTHS	Aerator Mechanical 01 Insp/Service (3m) - 5834	CLOSE	6/1/25 12:00 AM	6/30/25 02:28 PM	6/30/25 02:28 PM	Inspected -Inspected. Visual inspections only as equipment is scheduled to be updated
4571839	0000123837	AERATOR MECHANICAL 05	5834, Rodney WWTP, Process	PM	Inspection	3	MONTHS	Aerator Mechanical 05B Insp/ Service (3m) - 5834	CLOSE	6/1/25 12:00 AM	6/30/25 02:32 PM	6/30/25 02:32 PM	Inspected -Inspected. Visual inspections only as equipment is scheduled to be updated
4571906	0000358525	PANEL ALARM/ DIALER RAW SLUDGE BLDG	5834, Rodney WWTP, Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5834	CLOSE	6/1/25 12:00 AM	6/12/25 01:20 PM	6/12/25 01:20 PM	Completed -Alarms were set off by Birnam excavating completing work. Power failure, PLC failure, equipment failure. etc.
4572308	0000069698	ENGINE DIESEL RODNEY PUMPING STATION	5834, Rodney Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5834	CLOSE	6/1/25 12:00 AM	7/14/25 08:37 AM	7/14/25 08:37 AM	Operated -Generator was operated and run data was recorded on facility QEMS sheet.
4572657	0000123036	UV LIGHT EFFLUENT FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5834	CLOSE	6/1/25 12:00 AM	6/30/25 02:25 PM	6/30/25 02:25 PM	Completed -Bulbs were pulled and cleaned, inspected during the month to ensure proper operation.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

Location: 5834,5834-SPRD,5834-WWRD,5834-WWRD-BG,5834-WWRD-CH,5834-WWRD-EL,5834-WWRD-HS,5834-WWRD-HV,5834-WWRD-IN,5834-WWRD-PR

Work Order Type: 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 Finish	WorkLog Detail
4572711			5834, Rodney WWTP	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5834	CLOSE	6/1/25 12:00 AM	6/30/25 02:31 PM	6/30/25 02:31 PM	Completed -Grass was cut, garbages taken care of , etc.
4572899			5834, Rodney WWTP	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Rodney (1m) - 5834	CLOSE	6/1/25 12:00 AM	7/14/25 08:42 AM	7/14/25 08:42 AM	Completed -Inspections were completed. Some deficiencies were noted and being worked on to meet requirements.
4577567	0000069698	ENGINE DIESEL RODNEY PUMPING STATION	5834, Rodney Sewage Pumping Stn	PM	Refurbish/ Replace/Repair	1	YEARS	Engine Diesel Ps01 Insp/Service (1y) - 5834	CLOSE	6/1/25 12:00 AM	8/8/25 07:52 AM	8/8/25 07:52 AM	Alberts -Alberts generator was on site during the month to complete yearly inspections.
4633867	0000358525	PANEL ALARM/ DIALER RAW SLUDGE BLDG	5834, Rodney WWTP, Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5834	CLOSE	7/1/25 12:00 AM	7/21/25 08:01 AM	7/21/25 08:01 AM	Tested -Alarm Dialer testing was completed and ensured answering service notified operators of the alarm.
4634313	0000069698	ENGINE DIESEL RODNEY PUMPING STATION	5834, Rodney Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5834	CLOSE	7/2/25 12:00 AM	8/8/25 07:55 AM	8/8/25 07:55 AM	Completed -Alberts generator was on site this month to complete yearly inspections and completed the transfer test.
4634609	0000123036	UV LIGHT EFFLUENT FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5834	CLOSE	7/2/25 12:00 AM	7/21/25 08:05 AM	7/21/25 08:05 AM	Completed -UV lights and channel were cleaned and inspected during day to day operations.
4634642			5834, Rodney WWTP	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5834	CLOSE	7/2/25 12:00 AM	7/21/25 08:04 AM	7/21/25 08:04 AM	Completed -Grass cutting and garbage were collecting. Ongoing construction on site.
4634813			5834, Rodney WWTP	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Rodney (1m) - 5834	CLOSE	7/2/25 12:00 AM	8/21/25 09:30 AM	8/21/25 09:30 AM	
4639466	0000123086	SCREEN BAR INFLUENT CHANNEL	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	Screen Bar Influent Channel Insp/ Service (1y) - 5834	CLOSE	7/2/25 12:00 AM	7/21/25 08:06 AM	7/21/25 08:06 AM	Visual Inspection -Visual inspection of bar screen was completed. New bar screen to be installed with plant upgrades/
4639475	0000164710	VALVE BACKFLOW PREVENTER	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	Valve Backflow Preventer Insp (1y) - 5834	CLOSE	7/2/25 12:00 AM	7/21/25 08:06 AM	7/21/25 08:06 AM	Completed -Keith Douglas was on site to complete this task.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

Location: 5834,5834-SPRD,5834-WWRD,5834-WWRD-BG,5834-WWRD-CH,5834-WWRD-EL,5834-WWRD-HS,5834-WWRD-HV,5834-WWRD-IN,5834-WWRD-PR

Work Order Type: 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
4639534	0000123837	AERATOR MECHANICAL 05	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	Aerator Mechanical 05-B Insp/ Service (1y) - 5834	CLOSE	7/2/25 12:00 AM	7/26/25 08:37 PM	7/26/25 08:37 PM	Visual -Visual inspections completed. To be replaced with blowers.
4639538	0000123845	AERATOR MECHANICAL 01	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	Aerator Mechanical 01 Insp/Service (1y) - 5834	CLOSE	7/2/25 12:00 AM	7/26/25 08:38 PM	7/26/25 08:38 PM	Completed -Visual inspections completed. To be replaced with blowers.
4678233	0000358525	PANEL ALARM/ DIALER RAW SLUDGE BLDG	5834, Rodney WWTP, Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5834	CLOSE	8/1/25 12:00 AM	8/14/25 09:37 AM	8/14/25 09:37 AM	Completed -Reset SCADA and Completed -Facility called out for an alarm due to power failure and PLC failures. Confirmed all alarms are calling out as intended.
4678656	0000069698	ENGINE DIESEL RODNEY PUMPING STATION	5834, Rodney Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5834	CLOSE	8/1/25 12:00 AM	9/2/25 08:10 AM	9/2/25 08:10 AM	Completed -Alberts generator was onsite for annual inspections.
4678967	0000123036	UV LIGHT EFFLUENT FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5834	CLOSE	8/1/25 12:00 AM	8/14/25 09:38 AM	8/14/25 09:38 AM	Running checks -Running checks were completed and the UV bulbs are cleaned as necessary.
4679000			5834, Rodney WWTP	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5834	CLOSE	8/1/25 12:00 AM	8/14/25 09:39 AM	8/14/25 09:39 AM	Completed -Regular maintenance is completed as necessary for grass cutting, garbage, etc.
4679171			5834, Rodney WWTP	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Rodney (1m) - 5834	CLOSE	8/1/25 12:00 AM	9/2/25 08:02 AM	9/2/25 08:02 AM	Completed -Completed health and safety checks at facility.
4683669	0000069692	PUMP SUBMERSIBLE 01 RODNEY PUMPING STATION	5834, Rodney Sewage Pumping Stn	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible 01 Ps01 Insp/ Service (1y) - 5834	CLOSE	8/1/25 12:00 AM	9/2/25 08:08 AM	9/2/25 08:08 AM	Running Checks. -Completed running check.
4683678	0000069693	PUMP SUBMERSIBLE 02 RODNEY PUMPING STATION	5834, Rodney Sewage Pumping Stn	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible 02 Ps01 Insp/ Service (1y) - 5834	CLOSE	8/1/25 12:00 AM	9/2/25 08:05 AM	9/2/25 08:05 AM	Completed Checks -Pump running checks completed.
4683687	0000123062	PUMP SUBMERSIBLE PUMP OFFICE SANITARY	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible Pump Office Sani Insp/Service (1y) - 5834	CLOSE	8/1/25 12:00 AM	9/2/25 08:04 AM	9/2/25 08:04 AM	completed -Pump hours and running checks completed.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

Location: 5834,5834-SPRD,5834-WWRD,5834-WWRD-BG,5834-WWRD-CH,5834-WWRD-EL,5834-WWRD-HS,5834-WWRD-HV,5834-WWRD-IN,5834-WWRD-PR

Work Order Type: 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
4683696	0000123073	PUMP SUBMERSIBLE SCUM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible Scum Insp/ Service (1y) - 5834	CLOSE	8/1/25 12:00 AM	9/2/25 08:13 AM	9/2/25 08:13 AM	Completed - Running checks of pump completed. Pit needs clean out.
4726840	0000123845	AERATOR MECHANICAL 01	5834, Rodney WWTP, Process	PM	Inspection	3	MONTHS	Aerator Mechanical 01 Insp/Service (3m) - 5834	CLOSE	9/1/25 12:00 AM	9/24/25 08:56 AM	9/24/25 08:56 AM	Inspected -Aerator to be removed for plant upgrades.
4726844	0000123837	AERATOR MECHANICAL 05	5834, Rodney WWTP, Process	PM	Inspection	3	MONTHS	Aerator Mechanical 05B Insp/ Service (3m) - 5834	CLOSE	9/1/25 12:00 AM	9/24/25 08:57 AM	9/24/25 08:57 AM	Inspected -Aerator to be removed for plant upgrades
4726911	0000358525	PANEL ALARM/ DIALER RAW SLUDGE BLDG	5834, Rodney WWTP, Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5834	CLOSE	9/1/25 12:00 AM	9/24/25 09:05 AM	9/24/25 09:05 AM	Tested -Tested SCADA alarms and confirmed dialer calls out for channel 2 and answering service picks up.
4727336	0000069698	ENGINE DIESEL RODNEY PUMPING STATION	5834, Rodney Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5834	CLOSE	9/1/25 12:00 AM	10/6/25 08:29 AM	10/6/25 08:29 AM	Running Checks -Running checks completed and data recorded.
4727657	0000123036	UV LIGHT EFFLUENT FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5834	CLOSE	9/1/25 12:00 AM	9/24/25 09:31 AM	9/24/25 09:31 AM	UV Cleaning -Cleaned UV trough to ensure effective dosage of UV
4727690			5834, Rodney WWTP	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5834	CLOSE	9/1/25 12:00 AM	9/24/25 09:32 AM	9/24/25 09:32 AM	Completed -Grass cut, facilities maintained as manageable as construction is underway.
4727883			5834, Rodney WWTP	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Rodney (1m) - 5834	CLOSE	9/1/25 12:00 AM	9/24/25 09:34 AM	9/24/25 09:34 AM	Completed inspections - First aid kits need stock up. Emergency lights need to be maintained.
4733570	0000123219	COMPRESSOR AIR 02 FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	Compressor 02 Air Filter Insp/ Service (1y) - 5834	CLOSE	9/1/25 12:00 AM	12/4/25 10:32 AM	12/4/25 10:32 AM	Quote sent -Quote submitted for inspection and service. -Compressor inspected by Kent Compressor and completed Dec 2. See logbook entry and associated WO 4763710. Closed by Cara McKillop 12/04/2025.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

Location: 5834,5834-SPRD,5834-WWRD,5834-WWRD-BG,5834-WWRD-CH,5834-WWRD-EL,5834-WWRD-HS,5834-WWRD-HV,5834-WWRD-IN,5834-WWRD-PR

Work Order Type: 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
4733573	0000123220	COMPRESSOR AIR 01 FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	Compressor 01 Air Filter Insp/ Service (1y) - 5834	CLOSE	9/1/25 12:00 AM	12/4/25 10:32 AM	12/4/25 10:32 AM	Quote sent -Quote sent for inspection. -Compressor inspected/repared by Kent Compressor and completed Dec 2. See logbook entry and associated WO 4763710. Closed by Cara McKillop 12/04/2025
4733576	0000123046	FILTER SAND 01 WALL FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	Filter Sand 01 Wall Filter Insp/ Service (1y) - 5834	CLOSE	9/1/25 12:00 AM	10/6/25 08:32 AM	10/6/25 08:32 AM	Inspections completed -Filters closest to wall need repairs/ servicing
4733579	0000123047	FILTER SAND 02 WALL FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	Filter Sand 02 Wall Filter Insp/ Service (1y) - 5834	CLOSE	9/1/25 12:00 AM	10/6/25 08:33 AM	10/6/25 08:33 AM	Inspectons -Filters closest to wall need service/ inspection.
4733582	0000123048	FILTER SAND 01 CENTRE FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	Filter Sand 01 Centre Filter Insp/ Service (1y) - 5834	CLOSE	9/1/25 12:00 AM	10/6/25 08:35 AM	10/6/25 08:35 AM	Filters inspected -Maintenance needs to be completed on all sand filter center cones to ensure they are running as intended.
4733585	0000123049	FILTER SAND 02 CENTRE FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	Filter Sand 02 Centre Filter Insp/ Service (1y) - 5834	CLOSE	9/1/25 12:00 AM	10/6/25 08:38 AM	10/6/25 08:38 AM	inspected -Sand filters need proper shut down and inspection to ensure proper operations.
4733588	0000123104	METER FLOW FIT-04 WASTE RAW SLUDGE BLDG	5834, Rodney WWTP, Instrumentation	PM	Calibration	1	YEARS	Meter Flow Insp/Service (1y) - 5834	CLOSE	9/1/25 12:00 AM	10/31/25 07:48 AM	10/31/25 07:48 AM	PM Moved -PM moved to April as these are inspected in the spring.
4733591	0000123105	METER FLOW 02 RETURN RAW SLUDGE BLDG	5834, Rodney WWTP, Instrumentation	PM	Calibration	1	YEARS	Meter Flow Insp/Service (1y) - 5834	CLOSE	9/1/25 12:00 AM	10/31/25 07:49 AM	10/31/25 07:49 AM	Completed -PM moved to April as these are inspected in the spring.
4733594	0000069699	METER LEVEL RODNEY PUMPING STATION	5834, Rodney Sewage Pumping Stn	PM	Inspection	1	YEARS	Meter Level Insp/Service (1y) - 5834	CLOSE	9/1/25 12:00 AM	10/31/25 07:50 AM	10/31/25 07:50 AM	Completed -PM moved to April as these are inspected in the spring.
4733597	0000123034	METER LEVEL FIT-009 BACKWASH SUMP FILTER RM	5834, Rodney WWTP, Instrumentation	PM	Inspection	1	YEARS	Meter Level Insp/Service (1y) - 5834	CLOSE	9/1/25 12:00 AM	10/31/25 07:53 AM	10/31/25 07:53 AM	Completed -PM moved to April as these are inspected in the spring.
4733609	0000123058	PUMP CENT EFFLUENT NORTH WALL FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Cent Effluent North Wall Insp/Service (1y) - 5834	CLOSE	9/1/25 12:00 AM	10/31/25 08:01 AM	10/31/25 08:01 AM	Pump not in use currently -

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

Location: 5834,5834-SPRD,5834-WWRD,5834-WWRD-BG,5834-WWRD-CH,5834-WWRD-EL,5834-WWRD-HS,5834-WWRD-HV,5834-WWRD-IN,5834-WWRD-PR

Work Order Type: 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 Finish	WorkLog Detail
4733612	0000069700	PUMP SUBMERSIBLE 01 BACKWASH RETURN FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible 01 Backwash Reti Insp/Service (1y) - 5834	CLOSE	9/1/25 12:00 AM	10/31/25 08:03 AM	10/31/25 08:03 AM	Running Checks. -
4733621	0000123717	PUMP SUBMERSIBLE 02 BACKWASH RETURN FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	Pump Submersible 02 Backwash Reti Insp/Service (1y) - 5834	CLOSE	9/1/25 12:00 AM	10/31/25 08:04 AM	10/31/25 08:04 AM	Running checks. -
4779120	0000358525	PANEL ALARM/ DIALER RAW SLUDGE BLDG	5834, Rodney WWTP, Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5834	CLOSE	10/1/25 12:00 AM	10/31/25 08:04 AM	10/31/25 08:04 AM	Alarms Tested -
4779587	0000069698	ENGINE DIESEL RODNEY PUMPING STATION	5834, Rodney Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5834	CLOSE	10/1/25 12:00 AM	11/24/25 03:41 PM	11/24/25 03:41 PM	-Generator test completed 11/24/2025 by Operator Cara McKillop. No issues. See WO 4833063
4779884	0000123036	UV LIGHT EFFLUENT FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5834	CLOSE	10/1/25 12:00 AM	10/31/25 08:06 AM	10/31/25 08:06 AM	Completed -Noted which bulbs needs replacement.
4779917			5834, Rodney WWTP	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5834	CLOSE	10/1/25 12:00 AM	10/31/25 08:07 AM	10/31/25 08:07 AM	Completed -
4780091			5834, Rodney WWTP	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Rodney (1m) - 5834	CLOSE	10/1/25 12:00 AM	10/31/25 08:07 AM	10/31/25 08:07 AM	Unable to fully complete due to construction -
4833063	0000069698	ENGINE DIESEL RODNEY PUMPING STATION	5834, Rodney Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5834	CLOSE	11/1/25 12:00 AM	11/24/25 03:40 PM	11/24/25 03:40 PM	-Completed generator run test, recorded values on generator operating record. No issues observed.
4833374			5834, Rodney WWTP	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5834	CLOSE	11/1/25 12:00 AM	12/11/25 01:44 PM	12/11/25 01:44 PM	-Closing workorder as reporting time has passed. All work completed during the month of November.
4838399	0000164778	HEATER ELECTRIC FILTER RM	5834, Rodney WWTP, HVAC	PM	Refurbish/ Replace/Repair	1	YEARS	Heater Electric Filter Building Insp/ Service (1y) - 5834	CLOSE	11/1/25 12:00 AM	11/24/25 03:52 PM	11/24/25 03:52 PM	-Completed inspection of heaters. No issues observed.
4855688	0000123036	UV LIGHT EFFLUENT FILTER RM	5834, Rodney WWTP, Process	PM	Refurbish/ Replace/Repair	1	YEARS	UV Light Effluent Shutdown Insp/ Service (1y) - 5834	COMP	11/1/25 12:00 AM	1/13/26 03:42 PM	1/13/26 03:42 PM	

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

Location: 5834,5834-SPRD,5834-WWRD,5834-WWRD-BG,5834-WWRD-CH,5834-WWRD-EL,5834-WWRD-HS,5834-WWRD-HV,5834-WWRD-IN,5834-WWRD-PR

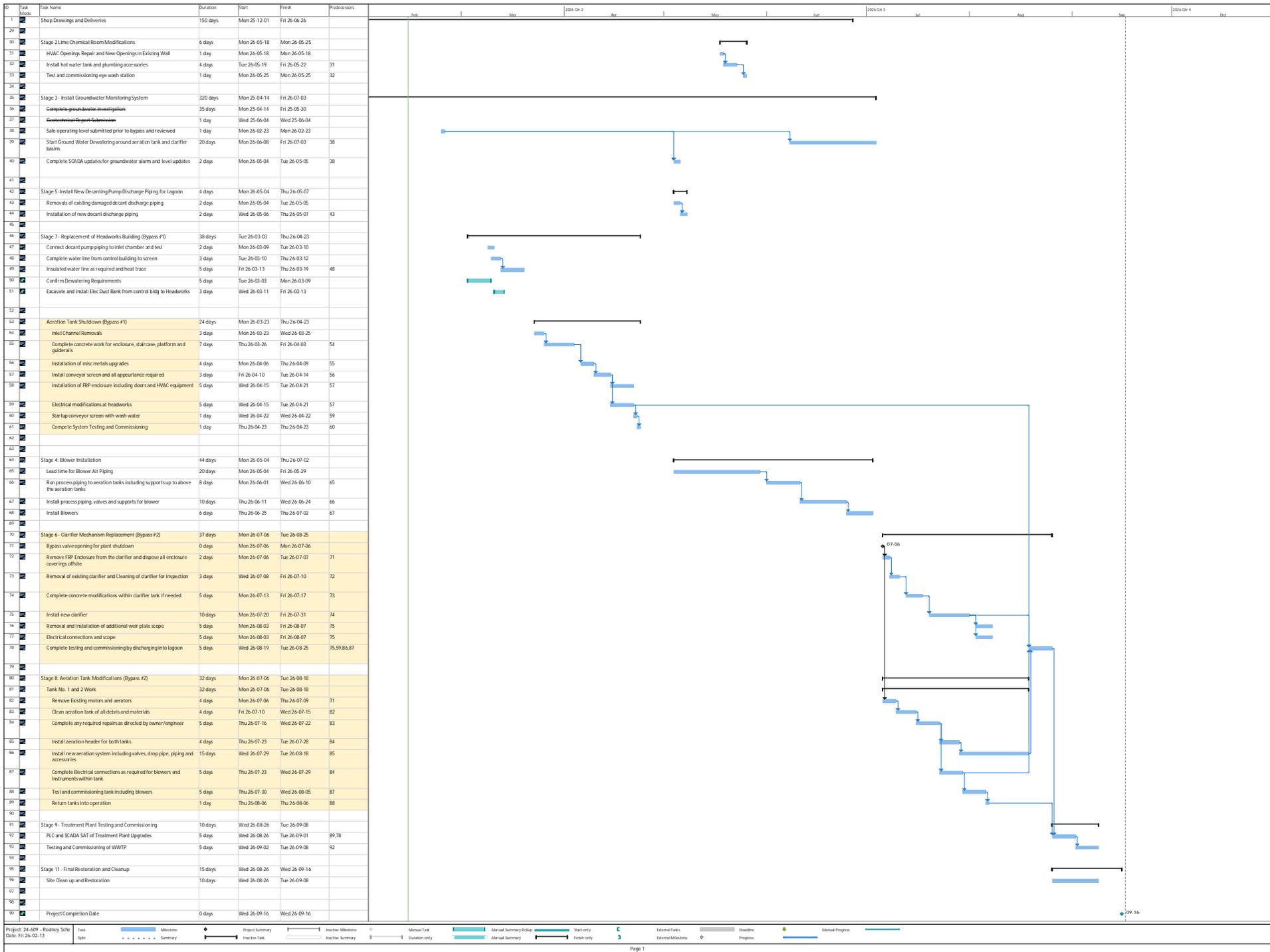
Work Order Type: PM

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
4878062	0000123845	AERATOR MECHANICAL 01	5834, Rodney WWTP, Process	PM	Inspection	3	MONTHS	Aerator Mechanical 01 Insp/Service (3m) - 5834	COMP	12/1/25 12:00 AM	12/30/25 07:48 AM	12/30/25 07:48 AM	-Completed running checks, no issues observed.
4878066	0000123837	AERATOR MECHANICAL 05	5834, Rodney WWTP, Process	PM	Inspection	3	MONTHS	Aerator Mechanical 05B Insp/Service (3m) - 5834	COMP	12/1/25 12:00 AM	12/30/25 07:48 AM	12/30/25 07:48 AM	-Completed running checks, no issues observed.
4878133	0000358525	PANEL ALARM/DIALER RAW SLUDGE BLDG	5834, Rodney WWTP, Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5834	COMP	12/1/25 12:00 AM	1/6/26 12:17 PM	1/6/26 12:17 PM	-Functional alarms actuated during month of December with alarm calls. Closed 01/06/2026 by CM.
4878662	0000069698	ENGINE DIESEL RODNEY PUMPING STATION	5834, Rodney Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5834	COMP	12/1/25 12:00 AM	1/2/26 08:11 AM	1/2/26 08:11 AM	
4879160			5834, Rodney WWTP	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5834	COMP	12/1/25 12:00 AM	1/6/26 12:18 PM	1/6/26 12:18 PM	-Building and grounds maintenance completed in December through course of daily activities. WO closed 01/06/2026 by CM
4879345			5834, Rodney WWTP	PM	HEALTH AND SAFETY	1	MONTHS	OHSA Inspection Rodney (1m) - 5834	COMP	12/1/25 12:00 AM	1/6/26 12:19 PM	1/6/26 12:19 PM	-H&S inspection completed in December. Closed 01/06/2026 by CM.

APPENDIX E

Construction Schedule





Ontario Clean Water Agency
Agence Ontarienne Des Eaux

March 20, 2026

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

Attention: Mr. Adrien

RE: West Lorne Water Pollution Control Plant Annual Report 2025

The Ontario Clean Water Agency is the Operating Authority for the West Lorne Water Pollution Control Plant on behalf of the Municipality of West Elgin. The system is operated under Environmental Compliance Approval 5873-B4RLEJ. Please find attached the 2025 Annual Report for the West Lorne Water Pollution Control Plant.

Feel free to contact me should you require any additional information regarding the report. I can be reached at 519-274-5695.

Sincerely,

A handwritten signature in black ink, appearing to read "H Wharram".

Heather Wharram
Process and Compliance Technician
Midwest Region
Ontario Clean Water Agency

c.c. Robin Greenall, Municipality of West Elgin
Terri Towstiuic, Municipality of West Elgin
David Charron, Municipality of West Elgin
Sam Smith, OCWA Regional Hub Manager
Joe Daly, OCWA Senior Operations Manager
Maegan Garber, OCWA Safety, Process and Compliance Manager

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

**2025 ANNUAL REPORT
January 1 to December 31, 2025**

Environmental Compliance Approval # 5873-B4RLEJ

Prepared by:



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

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Section 1: Overview

Overall, the West Lorne Water Pollution Control Plant (WPCP) provided effective wastewater treatment in 2025. The WPCP was operated under Environmental Compliance Approval (ECA) 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. The Main Pumping Stations 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 WPCP 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 Sulfate 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 that flows into Lake Erie. Sludge is directed to the lagoon for storage and settling. Decant liquid off of 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 Marsh 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 15,000 L plastic tank with two diaphragm type metering pumps (one duty and two 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 Total 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 is used to monitor, trend, and record select process parameters.

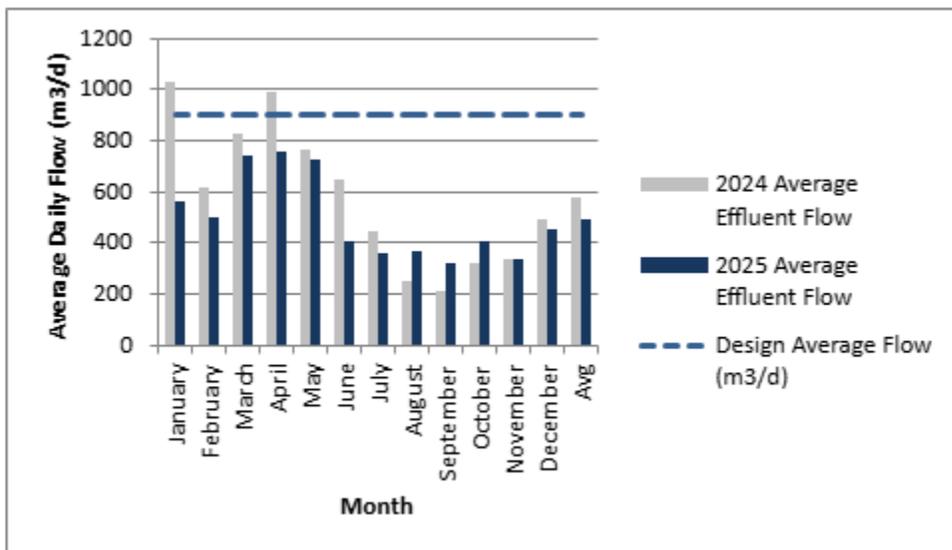
- Laboratory space is also located at the WPCP to allow for basic laboratory analyses to be conducted by the plant operator.

Section 2: Influent Monitoring Data

Flows

In 2025, the average daily raw flow sent to the water pollution control plant was 491.4 m³/d. This is a 19% reduction compared to the average daily flow from 2024 which was 605.8 m³/d. This reduction is attributed to the drier conditions during the 2025 reporting year. The plant is currently operating at 55% of its rated capacity of 900 m³/d, as defined in the facility’s Environmental Compliance Approval NUMBER 5873-B4RLEJ. The rated capacity is calculated based on the definition of the ECA, which is defined as the annual average daily influent flow for which the sewage treatment plant is designed to handle. Figure 1 outlines the average daily raw flows in 2024 compared to those of 2025 against the rated capacity of the plant. Detailed monthly flow information and flow totals are summarized in Appendix A.

Figure 1: Average Daily Influent Flow, 2024 compared to 2025 against design average



Sample Collection and Testing

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

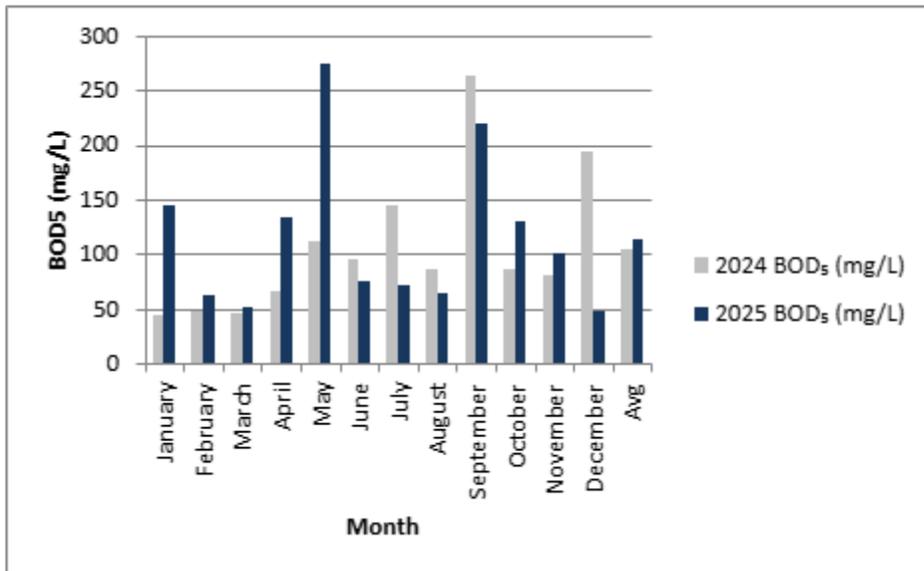
Raw sewage (influent) is sampled bi-weekly and tested for Biochemical Oxygen Demand (BOD₅), Total Suspended Solids (TSS), Total Phosphorus (TP), Total Kjeldahl Nitrogen (TKN), and alkalinity. The raw samples are collected as 24-hour composite samples.

Raw Sewage Quality

In 2025, all raw influent parameters except alkalinity showed higher concentrations than in 2024, with increases occurring in January, February, April, May, June, and October. These months commonly align with seasonal conditions such as freeze–thaw cycles, snowmelt, and periods of rainfall, which can raise inflow and infiltration and carry additional organic material, nutrients, and suspended solids into the collection system. Normal year-to-year variability in these seasonal factors could reasonably contribute to the higher influent concentrations observed in 2025.

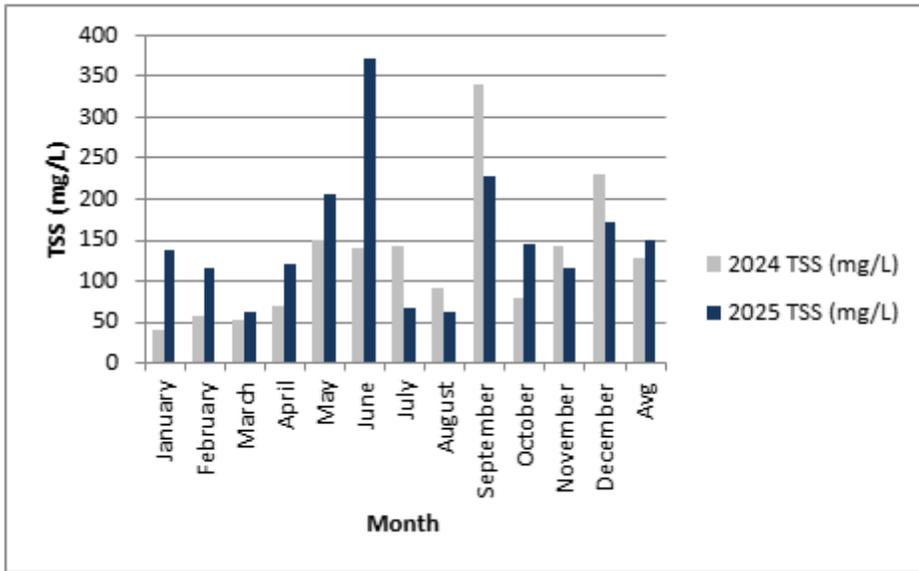
The annual average raw sewage BOD₅ concentration to the plant in 2025 was 113.52 mg/L with a maximum average monthly concentration of 220 mg/L. The average concentration of BOD₅ has increased 8% from 2024 (refer to Figure 2). Refer to Appendix A for detailed analytical data.

Figure 2: Monthly Average Raw BOD₅ Concentrations 2024 to 2025



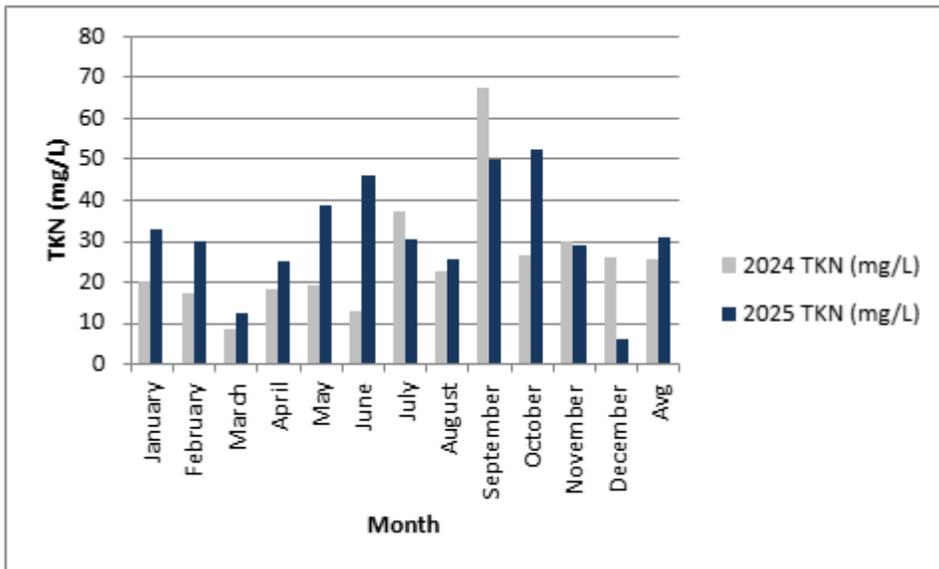
The annual average raw sewage TSS concentration to the plant in 2025 was 148.96 mg/L, with a maximum average monthly concentration of 371 mg/L. The average concentration of TSS has increased 17% from 2024 (refer to Figure 3). Refer to Appendix A for detailed analytical data.

Figure 3: Monthly Average Raw TSS Concentrations 2024 to 2025



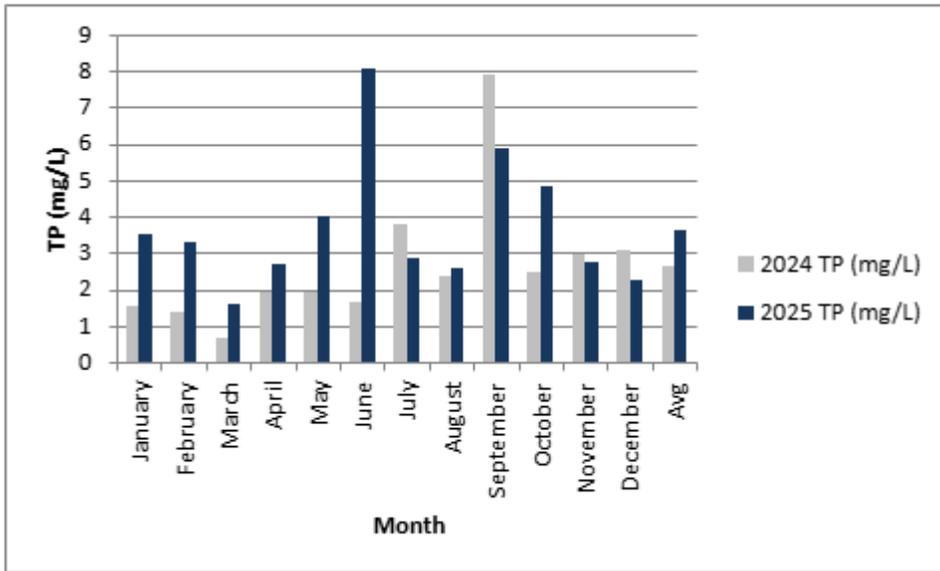
The annual average raw sewage nitrogen concentration (as represented by TKN) to the plant in 2025 was 30.88 mg/L with a maximum average monthly concentration of 52.03 mg/L. The average concentration of TKN has increased 22% from 2024 (refer to Figure 4). Refer to Appendix A for detailed analytical data.

Figure 4: Monthly Average Raw TKN Concentrations 2024 to 2025



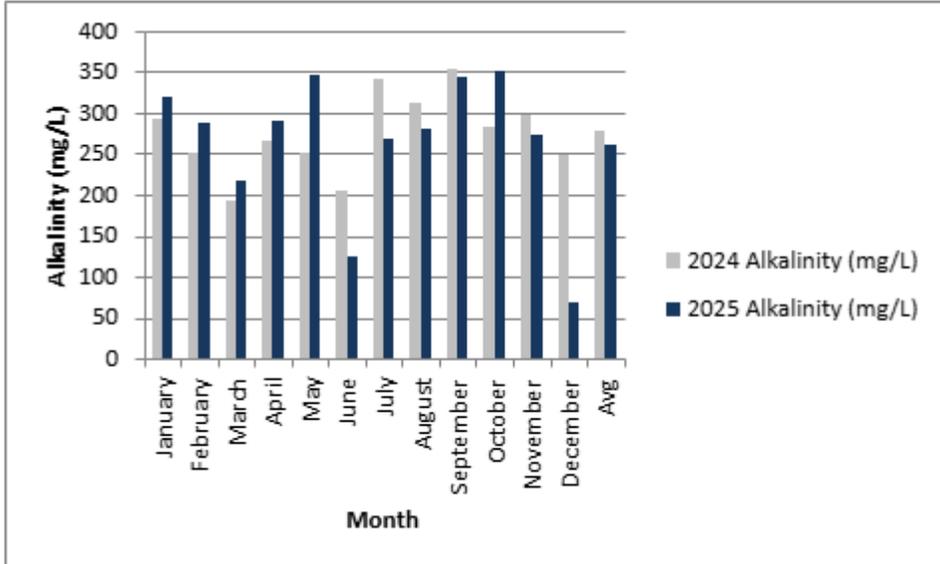
The annual average raw sewage total phosphorus (TP) to the plant in 2024 was 3.64mg/L with a maximum average monthly concentration of 2.64 mg/L. The average concentration of TP has increased 38% from 2025 (refer to Figure 5). Refer to Appendix A for detailed analytical data.

Figure 5: Monthly Average Raw TP Concentrations 2024 to 2025



The annual average raw sewage alkalinity to the plant in 2025 was 261 mg/L with a maximum average monthly concentration of 274 mg/L. The annual average alkalinity has decreased 6% from 2024 (refer to Figure 6). Refer to Appendix A for detailed analytical data.

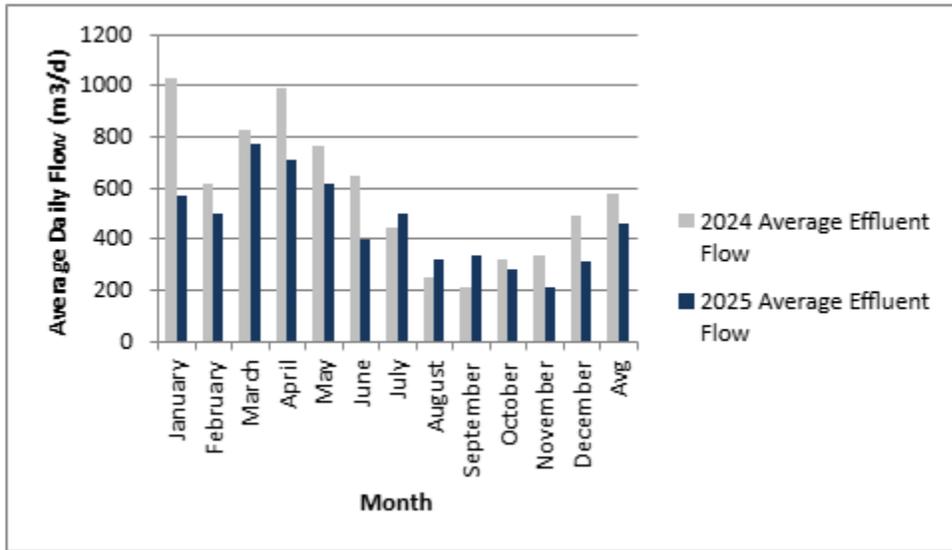
Figure 6: Monthly Average Raw Alkalinity 2024 to 2025



Section 3: Effluent Monitoring Data

In 2025, a total of 167,094 m³ of effluent was treated which represents a 21% decrease from 2024. This reduction aligns with the 19% decrease in inflow observed in 2025. The average daily effluent flow was 459.05 m³/d compared to 574.54 m³/d in 2024 (refer to Figure 7). Detailed monthly flow and flow total information is summarized in Appendix A.

Figure 7: Average Daily Effluent Flow, 2024 compared to 2025



Sample Collection and Testing

Final effluent is sampled bi-weekly and tested for Carbonaceous Biochemical Oxygen Demand (cBOD₅), Total Suspended Solids (TSS), Total Phosphorus (TP), Total Ammonia Nitrogen (TAN), Total Kjeldahl Nitrogen (TKN), Nitrite (NO₂), Nitrate (NO₃), Unionized Ammonia, 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, inclusive.

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 2025, 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 and Objectives

Detailed analytical data is attached to this report as Appendix A. Table 1 provides a summary of monthly average effluent result ranges and loading ranges compared to the compliance limits in the ECA. All ECA monthly average effluent limits and monthly average loading limits were met in 2025.

Table 1: Monthly Average Effluent Results and Loadings compared to ECA Limits

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 – 3.5	9	0.48 – 2.16
Total Suspended Solids	10	2 - 9	9	0.67 – 3.56
Total Phosphorus	0.5	0.05 – 0.31	0.45	0.02 – 0.12
Total (Ammonia + Ammonium) Nitrogen	3(a)	<0.1 – 0.6	2.7(a)	0.04 – 0.42
	5(b)	<0.1 – 0.27	4.5(b)	0.03 – 0.06
E. coli* (geomean)	200	1.0 – 49.19		

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

*E. coli is calculated in mpn/100mL

Table 2 represents the monthly average effluent result ranges and the monthly average loading ranges compared to the monthly average objectives outlined in the ECA. In 2025, concentrations of TSS exceeded the monthly average ECA objective in February, May, June and December. As well, minimum dissolved oxygen concentration objectives were not met in August. See ‘Discussion on Monitoring Data as Compared to Effluent Limits and Objectives’ for details.

Table 2: Monthly Average Effluent Results and Loadings compared to ECA Objectives

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 – 3.5	4.5	0.48 – 2.16
Total Suspended Solids	5	2 - 9	4.5	0.67 – 3.56
Total Phosphorus	0.3	0.05 – 0.31	0.27	0.02 – 0.12
Total (Ammonia + Ammonium) Nitrogen	2(a)	<0.1 – 0.6	1.8(a)	0.04 – 0.42
	4(b)	<0.1 – 0.27	3.6(b)	0.03 – 0.06
E. coli *	150	1.0 – 49.19		
Dissolved Oxygen* *	5	3.91 – 7.22		

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

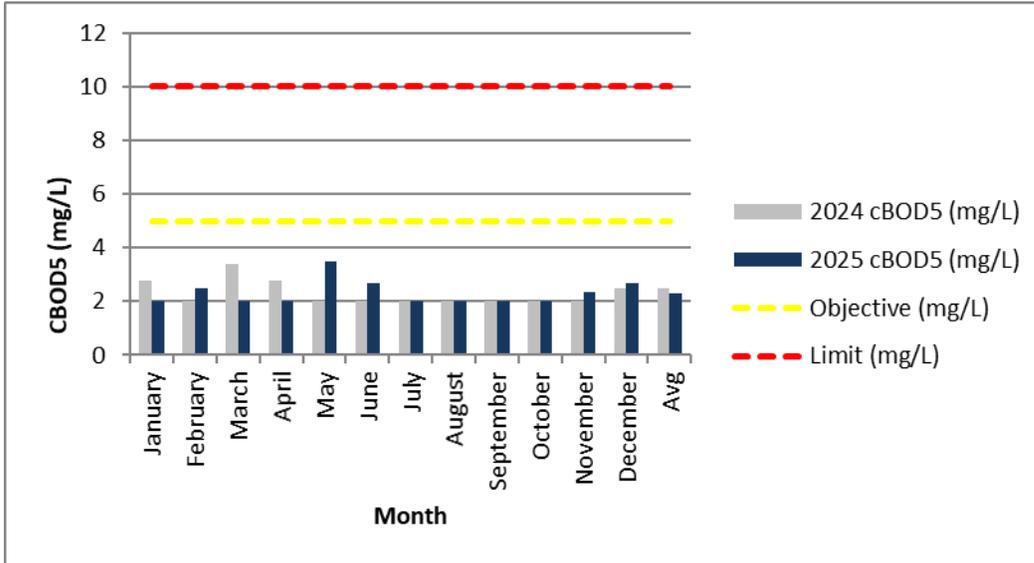
*E. coli is calculated in mpn/100mL

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

Discussion on Monitoring Data as Compared to the Effluent Limits and Objectives

The annual average effluent concentration for Carbonaceous Biochemical Oxygen Demand (cBOD₅) in 2025 was 2.3 mg/L, which is a decrease of 8% from the annual average concentration in 2024 (refer to Figure 8). The annual average loading of cBOD₅ was 1.43 kg/d. All objectives and limits for cBOD₅ were met in 2025.

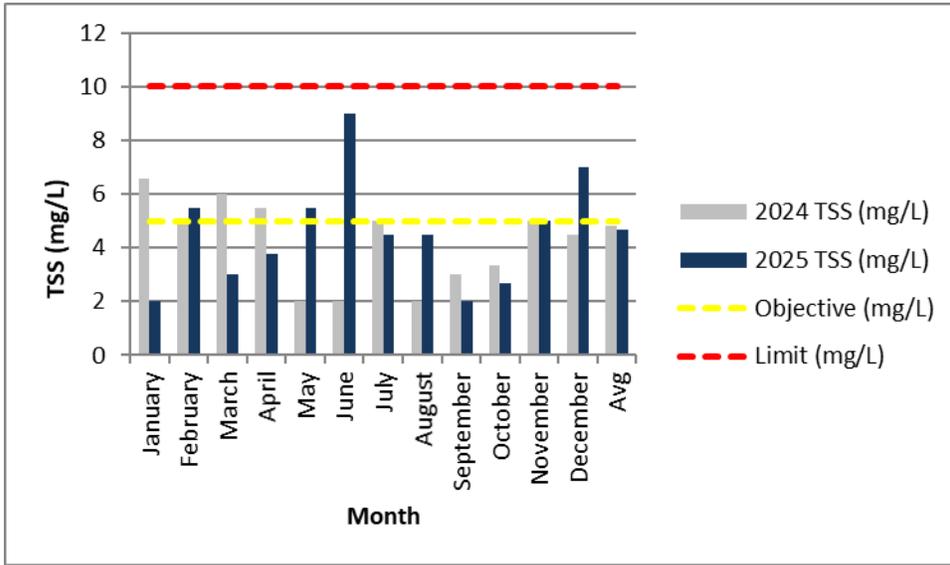
Figure 8: Monthly Average Effluent cBOD₅ Concentrations, 2024 to 2025 against ECA Limit and Objective



The annual average effluent concentration for Total Suspended Solids (TSS) in 2025 was 4.7 mg/L, which is a 3% decrease from the annual average concentration in 2024 (refer to Figure 9). The annual average loading of TSS in 2025 was 2.14 kg/d. Effluent limits, including loading limits, identified in the ECA were met throughout 2025. However, monthly average concentrations of TSS exceeded the ECA objective in February, May, June and December. The monthly loading objective was not exceeded.

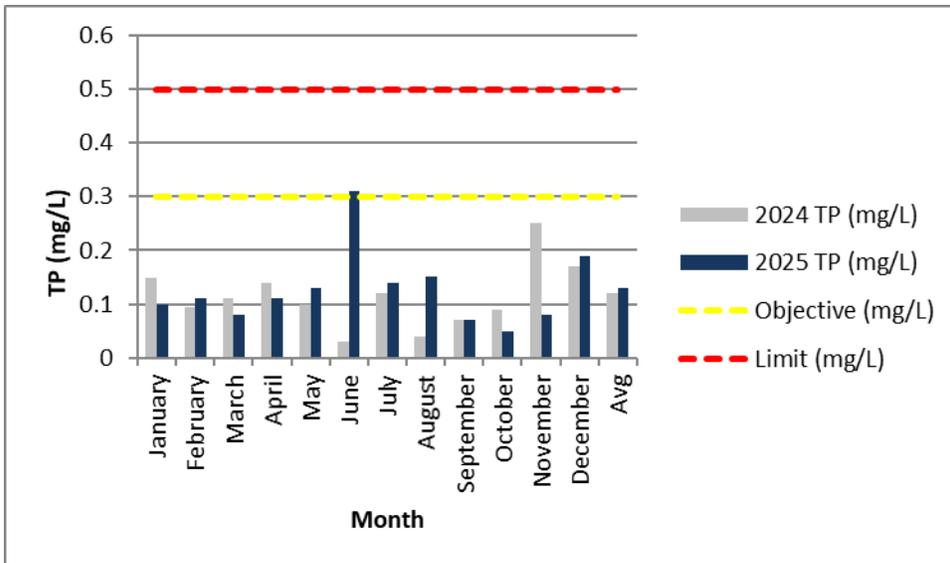
In February, this was likely due to elevated mixed liquor concentrations in the aeration basin. Consequently, waste activated sludge removal volumes were increased. The May objective exceedance was likely caused by algae build-up in the effluent channel. A full system clean was initiated. In June, there was a high flow event caused by heavy rain. This resulted in samples being obtained due to a condition in the ECA where sampling is required when the plant is outside of normal operating conditions. Such samples often result in high TSS concentrations due to high flows reducing settling efficiency and leading to solids carryover. In December, filter clogging was an issue; alum was lowered and wasting increased to reduce the load on the filters.

Figure 9: Monthly Average Effluent TSS Concentrations, 2024 to 2025 against ECA Limit and Objective



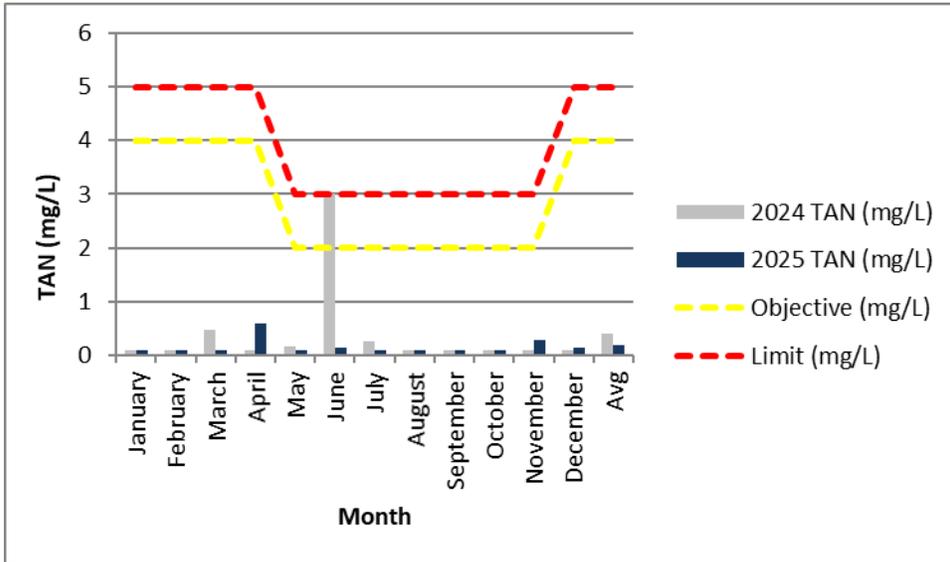
The annual average effluent concentration for Total Phosphorus (TP) in 2025 was 0.13mg/L, which is an 8% increase from the annual average concentration in 2024 (refer to Figure 10). The annual average loading of TP in 2024 was 0.06 kg/d. The TP monthly average concentration in June of 0.3 mg/L was higher than the annual average but still met the objective. This higher concentration was the result of a heavy rain event where samples were obtained due to the plant being outside of normal operating conditions. Heavy rain can carry phosphorus-rich material into the collection system and dilute the aluminum sulfate dosage resulting in increased TP concentrations. All months met both the monthly average and monthly loading ECA objective and limit.

Figure 10: Monthly Average Effluent TP Concentrations, 2024 to 2025 against ECA Limit and Objective



The annual average effluent concentration for Total Ammonia Nitrogen (TAN) in 2025 was 0.19 mg/L, which is a 54% decrease from the annual average concentration in 2024 (refer to Figure 11). The annual average loading of TAN in 2025 was 0.09 kg/d. All months met both the monthly average and monthly loading ECA objective and limit.

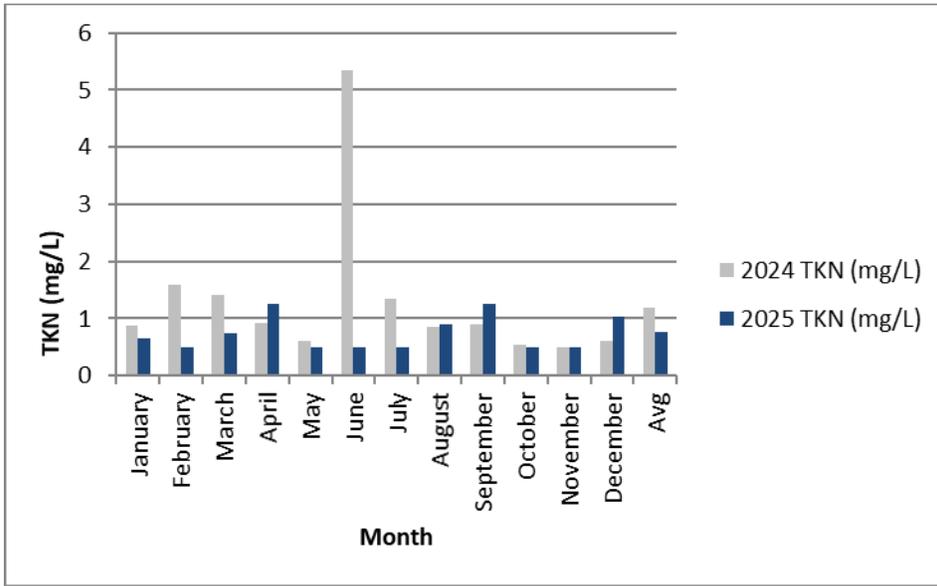
Figure 11: Monthly Average Effluent TAN Concentrations, 2024 to 2025 against ECA Limit and Objective



Unionized ammonia (NH₃) is the toxic form of ammonia that can occur in wastewater. While there is no ECA objective or limit for NH₃, the Provincial Water Quality Objective (PWQO) for unionized ammonia is 0.02 mg/L. In 2025, effluent unionized ammonia concentrations were calculated to be 0 mg/L for all samples.

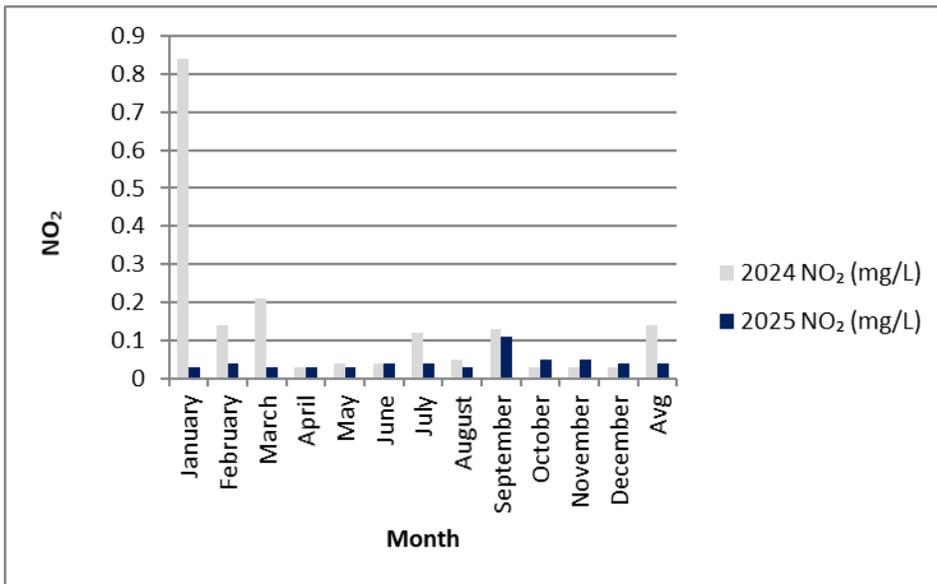
The annual average effluent concentration for Total Kjeldahl Nitrogen (TKN) in 2025 was 0.76 mg/L, which is a 36% decrease from the annual average concentration in 2024 (refer to Figure 12). There are no ECA objectives or limits for TKN; however, it is included to show the total amount of reduced nitrogen (ammonia + organic nitrogen) leaving the facility. In 2025, overall nitrogen levels in the effluent remained low throughout the year.

Figure 12: Monthly Average Effluent TKN Concentrations, 2024 to 2025



The annual average effluent concentration for Nitrite (NO_2) in 2025 was 0.04 mg/L, which is a 71% decrease from the annual average concentration in 2024 (refer to Figure 13). There are no ECA objectives or limits for NO_2 ; however, nitrite is monitored because it is an intermediate stage in the nitrification process. In a well-functioning system, nitrite should remain very low, and the consistently low NO_2 levels observed throughout 2025 indicate that nitrification proceeded normally and that nitrite was being fully converted to nitrate.

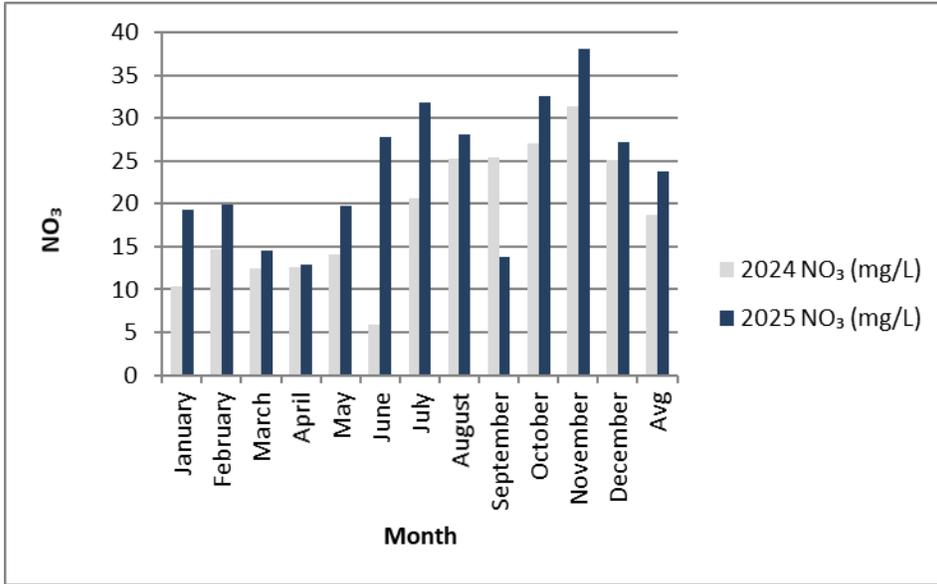
Figure 13: Monthly Average Effluent NO_2 Concentrations, 2024 to 2025



The annual average effluent concentration for Nitrate (NO_3) in 2025 was 23.82 mg/L, which is a 27% increase from the annual average concentration in 2024 (refer to Figure 14). There are no

ECA objectives or limits for NO₃; however, NO₃ is monitored to confirm that nitrification is occurring. While monthly nitrate levels vary seasonally, the presence of nitrate throughout the year indicates that ammonia is being effectively converted through the nitrification process.

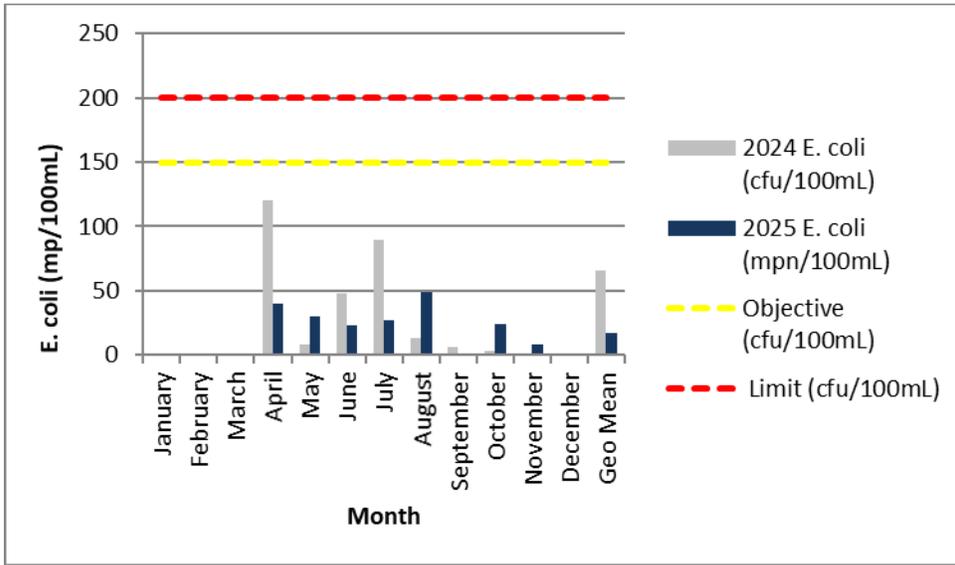
Figure 14: Monthly Average Effluent NO₃ Concentrations, 2024 to 2025



In 2025, SGS lab updated their E. coli measurement method to mpn/100mL (most probable number) rather than cfu/100mL. As per the ECA, the ECA objectives and limits remain the same for mpn/100mL sample results as they are for cfu/100mL sample results.

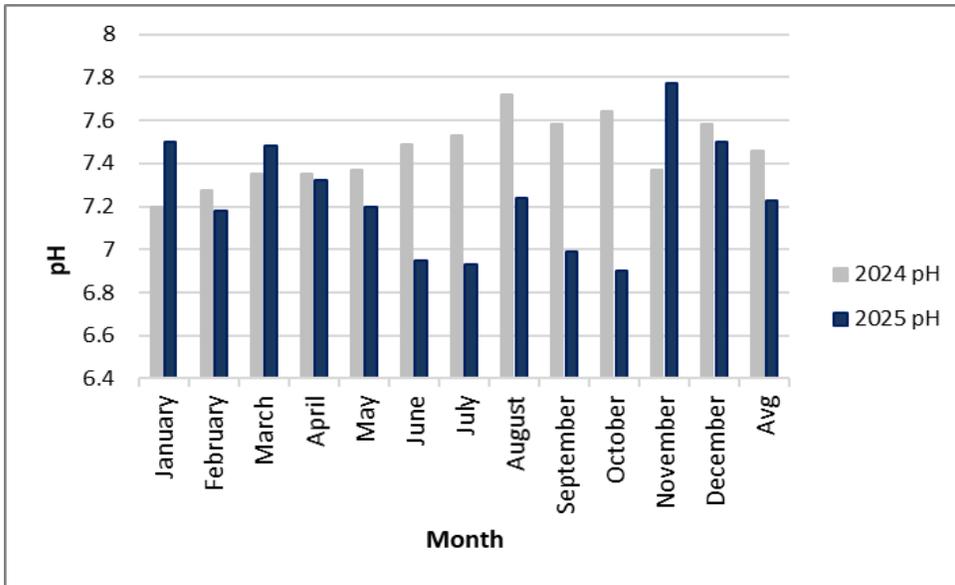
The annual effluent geometric mean for E. coli was 17 mpn/100 mL in 2025, which is a 74% decrease from the annual geometric mean in 2024 (refer to Figure 15). This is the result of elevated E. coli concentrations reported in 2024. The ECA objective and limit were met throughout 2025.

Figure 15: Monthly Geomean Effluent E. coli Concentrations, 2024 to 2025 against ECA Limit and Objective



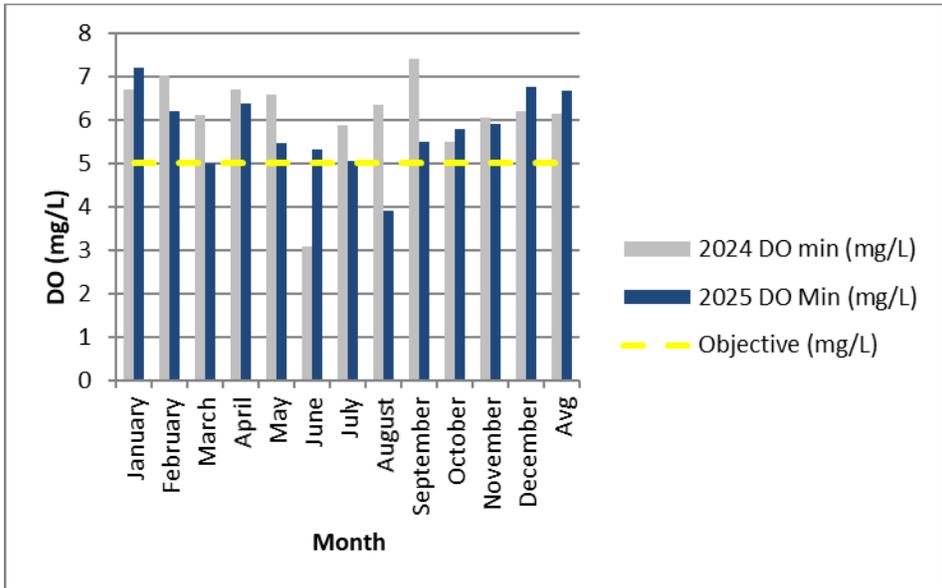
In 2025, effluent pH at the West Lorne WPCP ranged from 6.93 to 7.77 and was thus within the recommended range of 6.5 to 8.5. The 2025 pH average of 7.2 is similar to the pH recorded in previous years (refer to Figure 16).

Figure 16: 2024 and 2025 Effluent pH



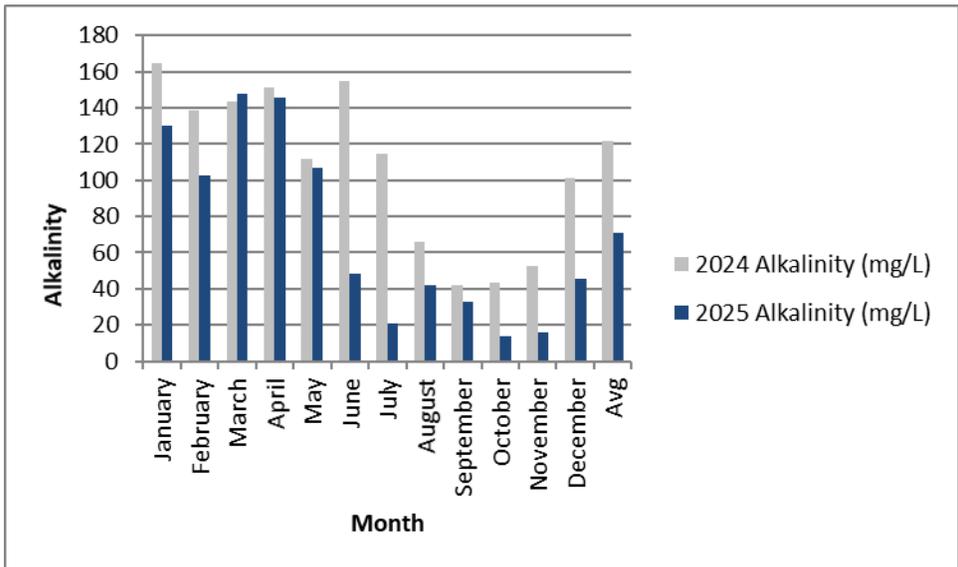
In 2025, the average concentration of DO in the final effluent was 6.69 mg/L, which is a 9% increase from the average concentration in 2024 (refer to Figure 17). In August, the ECA minimum DO concentration objective of 5.0 mg/L was not met with a concentration of 3.91 mg/L. This was possibly due to operator error as DO concentrations were sufficient prior to and after the low reading was recorded.

Figure 17: Monthly DO Concentrations, 2024 to 2025 against ECA Objective



In 2025, the average monthly effluent alkalinity concentration was 70 mg/L which is a 42% decrease from the average monthly concentration in 2024 (refer to Figure 18). This decrease is attributed to lower incoming raw alkalinity in 2025 and higher raw TKN concentrations which increased nitrification demand and subsequently alkalinity consumption. There are no ECA objectives or limits for alkalinity; however, an operational guideline is a minimum of 40 mg/L.

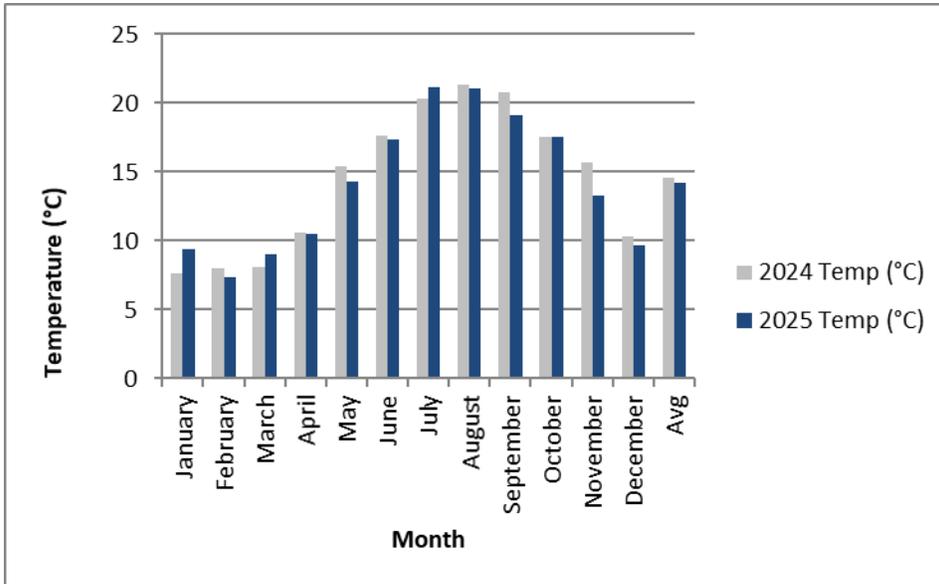
Figure 18: Monthly Alkalinity Concentrations, 2024 to 2025



In 2025, effluent temperature at the West Lorne WPCP ranged from 7.32 °C to 21.7 °C. This is similar to the range seen in 2024 (refer to Figure 19). There are no ECA objectives or limits for temperature; however, it is measured to help interpret treatment performance and understand seasonal changes that can affect parameters such as ammonia, dissolved oxygen, and biological

activity in the system. Temperature variations seen in 2025 are normal for municipal wastewater systems in Ontario and does not present any operational or compliance concerns.

Figure 19: Monthly Average Effluent Temperatures, 2024 to 2025



Section 4: Monitoring Schedule

In 2025, there were no deviations required from the monitoring schedule. However, additional samples were collected on November 19th to assess the effectiveness of sand filter maintenance performed in response to previously elevated effluent TSS concentrations, and again on December 16th to evaluate the impact of blower and filter maintenance on effluent quality. All 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. Additional samples were also collected during the 2025 reporting period when the system was operating outside normal operating conditions. Refer to Section 12.

Section 5: Operating Issues and Corrective Actions

High influent flows were experienced throughout 2025. These high-flow events caused solids carryover through the treatment process, resulting in elevated TSS concentrations in the effluent. The increased solids loading also contributed to higher TP levels in the effluent during these periods. Despite these events, all ECA monthly average effluent limits and monthly average loading limits were met in 2025.

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:

- Berm build-up on West Lagoon Cell
- Air compressor repairs - WPCP
- Scum pump installed - WPCP
- Sump pump replacement – WPCP
- Heater installation – WPCP Grit Room

Section 7: Effluent Quality Assurance

Effluent quality assurance is evaluated by monitoring parameters and changes throughout the plant processes. Operators monitor the aeration tanks by performing weekly tests on the mixed liquor. These tests include dissolved oxygen, pH, temperature, settling tests, and Mixed Liquor Suspended Solids (MLSS). As well, operators monitor alum dosages, wasting volumes and return activated sludge suspended solids. 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. Refer to Appendix D for a work order preventative maintenance summary.

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

SCG Flow Metrix Technical Services Inc. performed the annual calibrations 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 55% of the rated capacity. In 2025, 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 additional assessment required.

Section 10: Sludge Generation

The lagoon is utilized for sludge digestion and storage in accordance with the ECA. Waste activated sludge (WAS) is transferred to the lagoon, where it settles to the bottom. Following settling, the lagoon is decanted, and the supernatant is pumped back to the head of the plant for treatment. In 2025, the total amount of WAS transferred to the lagoon was approximately 4,600 m³. For 2025, the amount of sludge generated will be approximately 4,900 m³. 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 2025.

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

There were no bypasses or overflows reported for the treatment plant in 2025.

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.

A spill event occurred on May 18th, 2025. The contents of the west lagoon breached the berm and an estimated 3000 m³ of lagoon contents were released to the Zoller Drain. This incident was reported to the Spills Action Centre and a spill sample obtained. Remediation of the berm was completed on May 27th, 2025, including building up the berm's height. Operations staff at the West Lorne WPCP are routinely monitoring the lagoon levels and berm condition and are continuing to monitor the decant process to ensure the lagoon levels are adequately maintained.

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 Procedure F-5-1. The West Lorne WPCP 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 WPCP or the sanitary system in 2025. There are no projects at this time planned in the sanitary sewer system.

Section 15: Schedule for the Completion of Construction

There are no Proposed Works identified for the system that require completion or commissioning.

Section 16: Summary

Overall, the West Lorne Water Pollution Control Plant provided effective treatment in 2025. There were no effluent limit exceedances reported.

APPENDIX A

Analytical Data

5526 WEST LORNE WASTEWATER TREATMENT PLANT 110002853

	1 / 2025	2 / 2025	3 / 2025	4 / 2025	5 / 2025	6 / 2025	7 / 2025	8 / 2025	9 / 2025	10 / 2025	11 / 2025	12 / 2025	<--Total-->	<--Avg-->	<--Max-->	<-Criteria-->
Flows																
Raw Flow: Total - Raw m³/d	17,292.78	13,952.97	22,894.51	22,570.79	22,313.97	12,045.80	11,054.65	11,408.13	9,495.20	12,440.83	10,051.97	13,846.52	179,368.12			0.00
Raw Flow: Avg - Raw m³/d	557.83	498.32	738.53	752.36	719.81	401.53	356.60	368.00	316.51	401.32	335.07	446.66		491.42		900.00
Raw Flow: Max - Raw m³/d	992.06	814.76	1,304.30	2,135.68	4,833.31	651.60	864.67	671.30	429.53	3,187.24	517.98	924.83			4,833.31	0.00
Raw Flow: Count - Raw m³/d	31.00	28.00	31.00	30.00	31.00	30.00	31.00	31.00	30.00	31.00	30.00	31.00	365.00			0.00
Eff. Flow: Total - Effluent m³/d	17,568.99	14,001.05	23,906.64	21,178.20	19,127.80	11,871.47	15,378.48	9,786.86	10,070.74	8,700.37	6,174.32	9,328.93	167,093.85			0.00
Eff. Flow: Avg - Effluent m³/d	566.74	500.04	771.18	705.94	617.03	395.72	496.08	315.71	335.69	280.66	205.81	310.96		459.05		2,700.00
Eff. Flow: Max - Effluent m³/d	3,390.68	810.51	1,465.98	2,054.93	1,145.55	533.30	1,339.25	834.90	1,029.33	1,006.86	347.20	652.83			3,390.68	0.00
Eff Flow: Count - Effluent m³/d	31.00	28.00	31.00	30.00	31.00	30.00	31.00	31.00	30.00	31.00	30.00	30.00	364.00			0.00
Carbonaceous Biochemical Oxygen Demand: CBOD																
Eff: Avg cBOD5 - Effluent mg/L	< 2.00	< 2.50	< 2.00	< 2.00	< 3.50	< 2.67	< 2.00	< 2.00	< 2.00	< 2.00	< 2.33	< 2.67		< 2.30	< 3.50	
Eff: # of samples of cBOD5 - Effluent	2.00	2.00	2.00	4.00	2.00	3.00	2.00	2.00	2.00	3.00	3.00	3.00	30.00			0.00
Loading: cBOD5 - Effluent kg/d	< 1.133	< 1.250	< 1.542	< 1.412	< 2.160	< 1.055	< 0.992	< 0.631	< 0.671	< 0.561	< 0.480	< 0.829		< 1.06	< 2.16	
Biochemical Oxygen Demand: BOD5																
Raw: Avg BOD5 - Raw mg/L	144.50	63.00	50.50	134.33	274.00	75.50	71.50	63.50	220.00	130.67	101.50	47.33		113.52	274.00	0.00
Raw: # of samples of BOD5 - Raw	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	3.00	27.00			0.00
Total Suspended Solids: TSS																
Raw: Avg TSS - Raw mg/L	135.50	115.50	61.00	120.33	204.50	371.00	66.00	62.00	227.00	145.00	115.50	170.00		148.96	371.00	0.00
Raw: # of samples of TSS - Raw	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	3.00	27.00			0.00
Eff: Avg TSS - Effluent mg/L	< 2.00	< 5.50	< 3.00	< 3.75	< 5.50	< 9.00	< 4.50	< 4.50	< 2.00	< 2.67	< 5.00	< 7.00		< 4.67	< 9.00	15.00
Eff: # of samples of TSS - Effluent	2.00	2.00	2.00	4.00	2.00	3.00	2.00	2.00	2.00	3.00	3.00	3.00	30.00			0.00
Loading: TSS - Effluent kg/d	< 1.133	< 2.750	< 2.314	< 2.647	< 3.394	< 3.561	< 2.232	< 1.421	< 0.671	< 0.748	< 1.029	< 2.177		< 2.14	< 3.56	9.000
Percent Removal: TSS - Raw %	98.52	95.24	95.08	96.88	97.31	97.57	93.18	92.74	99.12	98.16	95.67	95.88		96.28	99.12	0.00
Total Phosphorus: TP																
Raw: Avg TP - Raw mg/L	3.53	3.30	1.59	2.68	3.98	8.07	2.84	2.59	5.87	4.83	2.72	2.28		3.64	8.07	0.00
Raw: # of samples of TP - Raw	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	3.00	27.00			0.00
Eff: Avg TP - Effluent mg/L	0.10	0.11	0.08	0.11	0.13	0.31	0.14	0.15	0.07	0.05	0.08	0.19		0.13	0.31	0.50
Eff: # of samples of TP - Effluent	2.00	2.00	2.00	4.00	2.00	3.00	2.00	2.00	2.00	3.00	3.00	3.00	30.00			0.00
Loading: TP - Effluent kg/d	0.057	0.053	0.062	0.074	0.080	0.121	0.067	0.046	0.023	0.015	0.016	0.058		0.06	0.12	0.450
Percent Removal: TP - Raw %	97.16	96.81	94.97	96.08	96.73	96.20	95.24	94.39	98.81	98.90	97.18	91.82		96.19	98.90	0.00
Nitrogen Series																
Raw: Avg TKN - Raw mg/L	32.60	29.65	12.40	24.77	38.65	45.65	30.40	25.30	49.60	52.03	28.65	5.83		30.88	52.03	0.00
Raw: # of samples of TKN - Raw	2.00	2.00	2.00	3.00	2.00	2.00	2.00	2.00	2.00	3.00	2.00	3.00	27.00			0.00
Eff: Avg TAN - Effluent mg/L	< 0.10	< 0.10	< 0.10	< 0.60	< 0.10	< 0.13	< 0.10	< 0.10	< 0.10	< 0.10	< 0.27	< 0.13		< 0.19	< 0.60	5.00
Eff: # of samples of TAN - Effluent	2.00	2.00	2.00	4.00	2.00	3.00	2.00	2.00	2.00	3.00	3.00	3.00	30.00			0.00
Loading: TAN - Effluent kg/d	< 0.057	< 0.050	< 0.077	< 0.424	< 0.062	< 0.053	< 0.050	< 0.032	< 0.034	< 0.028	< 0.055	< 0.041		< 0.09	< 0.42	2.700
Eff: Avg NO3-N - Effluent mg/L	19.35	19.90	14.55	12.92	19.75	27.77	31.80	28.10	13.83	32.63	38.03	27.20		23.82	38.03	0.00
Eff: # of samples of NO3-N - Effluent	2.00	2.00	2.00	4.00	2.00	3.00	2.00	2.00	2.00	3.00	3.00	3.00	30.00			0.00
Eff: Avg NO2-N - Effluent mg/L	< 0.03	< 0.04	< 0.03	< 0.03	< 0.03	< 0.04	< 0.04	< 0.03	< 0.11	< 0.05	< 0.05	< 0.04		< 0.04	< 0.11	0.00
Eff: # of samples of NO2-N - Effluent	2.00	2.00	2.00	4.00	2.00	3.00	2.00	2.00	2.00	3.00	3.00	3.00	30.00			0.00

Disinfection

Eff: GMD E. Coli MPN - Effluent MPN

Eff: # of samples of E. Coli MPN - Effluent

0.00	0.00	0.00	39.52	30.35	22.74	26.83	49.19	1.00	24.12	8.00	0.00				
0.00	0.00	0.00	2.00	2.00	2.00	2.00	2.00	2.00	3.00	1.00	0.00	16.00			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	STAT	17 IH Full Raw & Effluent Samples	18	19	20 IH Reduced	21 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	12 IH Full	13	14	15 IH Reduced	16
17	18	19 IH Full Raw & Effluent Samples	20	21	22 IH Reduced	23
24	25	26 IH Full	27	28	29 IH Reduced	30
31						

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

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

Revision History

Date	Revision #	Reason for Revision	Revision By
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

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 16th 2025
 CAL. FREQUENCY Annual
 CAL. DUE DATE April 2026

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 1064467 M3
 AS LEFT 1064503 M3
 DIFFERENCE 36 M3

TEST CRITERIA

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

COMPONENTS TESTED

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

VERIFICATOR CAL. FACTOR 1000015010000000
 [16-digits]

FLOW TUBE SIMULATION

	0	3	10	30	ft/s
DISPLAY	0.00	3.00	10.00	30.00	ft/s
MUT Reading	0.00	3.00	10.00	30.00	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	5.595	9.330	19.997	mA
MUT % Error	20 mA	-0.09	-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	-0.05	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

EQUIPMENT DETAIL

[MUT] MANUFACTURER Pulsar
MODEL FlowCERT
CONVERTER SERIAL NUMBER 323205

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

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 16th 2025
CAL. FREQUENCY Annual
CAL. DUE DATE April 2026

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	8639963 LITER
AS LEFT	8643926 LITER
DIFFERENCE	3963 LITER

TEST CRITERIA	
AS FOUND CERTIFICATION TEST	Yes
ALLOWABLE [%] ERROR	5

COMPONENTS TESTED

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

Ultrasonic sensor installed to ensure full scale flow condition

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

AS FOUND TEST RESULTS

		0.0	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]				11.94	25.08	28.94	LPS
MUT [Difference]				-0.09	0.39	1.05	LPS
MUT [% Error]				-0.7	1.6	3.8	%
mA OUTPUT		4.000	5.831	9.046	14.357	15.701	mA
MUT [Reading]	min. 4.000 mA			8.975	14.892	15.832	mA
MUT [Difference]	max. 20.000 mA			-0.071	0.535	0.131	mA
MUT [% Error]				-0.78	3.72	0.83	%
TOTALIZER - REF. FLOW RATE						27.889	LPS
TOTALIZER [MUT]						1893	LITER
TEST TIME						68.25	SECONDS
CALC. TOTALIZER						1903.400	LITER
ERROR						-0.55	%

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	1.55	PASS
mA OUTPUT	1.26	PASS
TOTALIZER	-0.55	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, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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
4298371	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	1/1/25 12:00 AM	1/2/25 10:45 AM	1/2/25 10:45 AM	Tested -Set off multiple alarms on SCADA system and ensured alarm dialler calls out.
4298748	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	1/1/25 12:00 AM	1/12/25 01:04 PM	1/12/25 01:04 PM	Completed -Generator ran during power outage on the 3rd of January. Run time was recorded.
4298774	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	1/1/25 12:00 AM	2/28/25 09:51 AM	2/28/25 09:51 AM	Completed - Ran generator and recorded data on QEMS sheet.
4299160	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	1/1/25 12:00 AM	1/2/25 10:45 AM	1/2/25 10:45 AM	No UV -No UV at this time.
4299199	0000336283	SAFETY ATMOSPHERE DETECTOR	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	1/1/25 12:00 AM	1/12/25 01:05 PM	1/12/25 01:05 PM	Completed - Building grounds maintained. Indoor fixtures and cleanliness maintained.
4300068	0000336283	SAFETY ATMOSPHERE DETECTOR	5526, West Lorne WWTF	PM	HEALTH AND SAFETY	1	YEARS	Lifting Device Insp Route (1y) - 5526	CLOSE	1/1/25 12:00 AM	2/27/25 08:28 AM	4/28/25 01:42 PM	Kone Cranes -Kone Cranes was on site this month to complete inspections of all lifting devices at each facility.
4312046	0000336283	SAFETY ATMOSPHERE DETECTOR	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	1/1/25 12:00 AM	1/27/25 09:10 AM	1/27/25 09:10 AM	Completed - Basic checks and maintenance completed.
4312048	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	1/1/25 12:00 AM	1/27/25 09:09 AM	1/27/25 09:09 AM	Running Checks - Oil changes and inspections were completed prior to work order release date. Running checks completed. Blowers are rotated regularly.
4312053	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	1/1/25 12:00 AM	1/27/25 09:08 AM	1/27/25 09:08 AM	Running Checks - Oil changes and inspections were completed prior to work order release date. Running checks were completed.
4312058	0000336283	SAFETY ATMOSPHERE DETECTOR	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	1/1/25 12:00 AM	1/27/25 09:03 AM	1/27/25 09:03 AM	Running Checks - Running checks were completed by adjusting set points.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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
4312072	0000336283	SAFETY ATMOSPHERE DETECTOR	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	1/1/25 12:00 AM	1/27/25 09:01 AM	1/27/25 09:01 AM	Completed -Completed work to relieve moisture.
4312180	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	1/1/25 12:00 AM	1/27/25 09:02 AM	1/27/25 09:02 AM	Completed - Oil changes and inspections were completed before work order release date.
4323326	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	CLOSE	1/1/25 12:00 AM	1/16/25 08:40 AM	1/16/25 08:40 AM	maintenance -Maintenance procedure was recently completed for the tank by qualified technician.
4324930	0000336283	SAFETY ATMOSPHERE DETECTOR	5526, West Lorne WWTF	PM	Inspection	6	MONTHS	Portable Gas Detector Inspection/ Calibration (3m) - 5526	CLOSE	1/1/25 12:00 AM	2/27/25 08:48 AM	2/27/25 08:48 AM	Bump Test completed -Completed bump test of device using required gas canister. Confirmed device said bump test pass.
4333618	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	1/6/25 12:00 AM	1/16/25 08:39 AM	1/16/25 08:39 AM	Call backs -Confirmed auto dialler functions with call backs as well as manually setting off alarms and testing to ensure proper function.
4351964	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	2/1/25 12:00 AM	2/28/25 09:44 AM	2/28/25 09:44 AM	Completed -Alarms were sent out during the month for multiple failures and ran as expected.
4352283	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	2/1/25 12:00 AM	2/12/25 03:31 PM	2/12/25 03:31 PM	- Completed engine test; operating as normal.
4352302	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	2/1/25 12:00 AM	2/28/25 09:45 AM	2/28/25 09:45 AM	Power Outage -A power outage occurred during the month and the generator ran as expected. All data was recorded on the Generator Operating Record QEMS Form.
4352657	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	2/1/25 12:00 AM	2/28/25 09:48 AM	2/28/25 09:48 AM	calibrated -Running checks of pump were completed. A draw down was completed in calibration mode to ensure proper dosage.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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
4352683	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	2/1/25 12:00 AM	2/6/25 08:05 AM	2/6/25 08:05 AM	No UV -No UV currently in place during the freezing period.
4352724	0000336283	SAFETY ATMOSPHERE DETECTOR	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	2/1/25 12:00 AM	2/28/25 09:47 AM	2/28/25 09:47 AM	Maintained -Facility cleanliness was kept up with (garbage, sweep, mop, etc) Plowing, shoveling, salting, etc. All repairs made as needed.
4353586	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	2/1/25 12:00 AM	2/12/25 02:42 PM	2/12/25 02:42 PM	-Visually inspected in service; no issues observed.
4362124	0000336283	SAFETY ATMOSPHERE DETECTOR	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	2/1/25 12:00 AM	2/28/25 09:48 AM	2/28/25 09:48 AM	Running Checks - Running checks of probes completed and compared with portable DO probe readings. Basic maintenance is scheduled as required.
4362126	0000336283	SAFETY ATMOSPHERE DETECTOR	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	2/1/25 12:00 AM	2/12/25 02:41 PM	2/12/25 02:41 PM	- Completed running checks; no issues observed.
4362140	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	2/1/25 12:00 AM	2/28/25 09:50 AM	4/28/25 01:45 PM	- Completed -HETEK was on site to complete inspections for these devices and confirmed all functions were running as intended
4362144	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	2/1/25 12:00 AM	4/28/25 01:48 PM	4/28/25 01:48 PM	Cleaned -Confirmed that the tank has been drained, inspected, and cleaned as required within the last 12 months
4362147	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	2/1/25 12:00 AM	2/12/25 02:37 PM	2/12/25 02:37 PM	- Workorder was completed in the summer of 2024 by Jada Krebs and Kiley Aarsteinsen.
4362150	0000336283	SAFETY ATMOSPHERE DETECTOR	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	2/1/25 12:00 AM	2/28/25 09:49 AM	2/28/25 09:49 AM	Completed -Air was released and water removed.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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
4370018	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	CLOSE	2/1/25 12:00 AM	2/28/25 09:49 AM	3/17/25 09:29 AM	-Running checks completed in February; running but noted significant oil discharge. NCA scheduled for inspection/maintenance, came in March to complete.
4378615	0000315331	PANEL ALARM/DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	2/6/25 12:00 AM	2/12/25 02:34 PM	2/12/25 02:34 PM	- Completed alarm dialer testing.
4396319	0000123533	PANEL ALARM/DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	3/1/25 12:00 AM	3/17/25 08:31 AM	3/17/25 08:31 AM	- Duplicate workorder. Alarms tested already.
4396632	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	3/1/25 12:00 AM	3/17/25 08:10 AM	3/17/25 08:10 AM	- Completed running checks of generator supplying emergency power; no issues observed.
4396651	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	3/1/25 12:00 AM	3/17/25 12:13 PM	3/17/25 12:13 PM	- Completed running checks of generator in operation; no issues observed.
4397049	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	3/1/25 12:00 AM	3/17/25 08:25 AM	3/17/25 08:25 AM	- UV system not currently in use.
4397088	0000336283	SAFETY ATMOSPHERE DETECTOR	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	3/1/25 12:00 AM	3/17/25 09:38 AM	3/17/25 09:38 AM	- Completed regular maintenance, check/replace lights, garbage, floors, and general miscellaneous duties.
4406489	0000336283	SAFETY ATMOSPHERE DETECTOR	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	3/1/25 12:00 AM	4/28/25 01:11 PM	4/28/25 01:11 PM	Inspected -Inspected DO readings and noted deficiencies in two probes that. Will order new parts/service as per O&M manual.
4406491	0000336283	SAFETY ATMOSPHERE DETECTOR	5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	3/1/25 12:00 AM	3/17/25 02:22 PM	3/17/25 02:22 PM	- Job plan not for this facility, however, inspected VFD monitors and all readings okay.
4406505	0000334515	TANK STORAGE FILTER BACKWASH FILTER RM	5526, West Lorne WWTF Process	PM	Refurbish/Replace/Repair	6	MONTHS	Backwash Tank Cleaning/inspection 5526	CLOSE	3/1/25 12:00 AM	3/17/25 09:26 AM	3/17/25 09:26 AM	- Completed running checks, tested for alarms, no issues observed.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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
4406519	0000336283	SAFETY ATMOSPHERE DETECTOR	5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	3/1/25 12:00 AM	3/17/25 08:51 AM	3/17/25 08:51 AM	- Opened all 3 valves and purged, no issues observed.
4412053	0000315336	ANALYZER PH PORTABLE LABORATORY RM	5526, West Lorne WWTF Instrumentation	PM	Inspection	1	MONTHS	Hand held pH and temperature probe (6M) 5526	CLOSE	3/1/25 12:00 AM	3/17/25 09:30 AM	3/17/25 09:30 AM	Completed -Work order was updated to represent current pH probes being used with job plans specific for the pH101 probe that has a gel filling and does not require replacement, except requires calibration/ verification before use. These records are already maintained and submitted by operators every month and the work order will represent a proper work history for this probe.
4414781	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	CLOSE	3/1/25 12:00 AM	3/6/25 10:46 AM	3/6/25 10:46 AM	- Inspected compressor during operation, noted an oil leak. Service requested.
4424630	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	3/6/25 12:00 AM	3/17/25 08:29 AM	3/17/25 08:29 AM	-Completed alarm dialer testing, no issues observed.
4424709	0000336267	ANALYZER DO PORTABLE LABORATORY RM	5526, West Lorne WWTF Instrumentation	PM	Inspection	1	YEARS	ANALYZER DO PORTABLE SENSOR REPLACEMENT (1y)	CLOSE	3/6/25 12:00 AM	3/17/25 09:30 AM	3/17/25 09:30 AM	DO CAP replaced -Replaced the DO cap per the O&M manual.
4424858	0000336268	ANALYZER PH PORTABLE LABORATORY RM	5526, West Lorne WWTF Instrumentation	PM	Inspection	1	MONTHS	Analyzer pH Portable (1M) - 5526	CLOSE	3/7/25 12:00 AM	3/7/25 08:37 AM	3/7/25 08:37 AM	Completed -Work order was generated to represent the current pH101 probes being used by staff. A monthly calibration sheet is filled out and the probe has passed successfully each time.
4427596			5526, West Lorne WWTF	PM	Compliance	1	YEARS	Annual Performance Report (due March 30)- (1y) 5526	CLOSE	3/22/25 12:00 AM	3/31/25 08:35 AM	3/31/25 08:35 AM	- Completed report and emailed March 28th
4444441	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	4/1/25 12:00 AM	4/28/25 01:12 PM	4/28/25 01:12 PM	Successful -Alarm dialler has successfully called out this month for alarms and does not need to be tested.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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
4444796	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	4/1/25 12:00 AM	4/28/25 01:13 PM	4/28/25 01:13 PM	Inspected -Generator has run during after hours power outages and data was recorded as necessary. Inspected generator to ensure all operations are normal.
4444815	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	4/1/25 12:00 AM	4/28/25 01:15 PM	4/28/25 01:15 PM	Inspected -Generator has run during after hours power outages. Inspected generator after to confirm all processes normal.
4445190	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	4/1/25 12:00 AM	4/28/25 01:21 PM	4/28/25 01:21 PM	Inspected -UV bulbs have been inspected as they have recently been installed. All processes with UV appear normal. Completed basic cleaning of UV channel to ensure disinfection
4445229			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	4/1/25 12:00 AM	4/28/25 01:23 PM	4/28/25 01:23 PM	Upkeep -Basic facility upkeep has been maintained through out the month Floors, bathroom, garbages, etc are all cleaned up. All lighting and HVAC have been adjusted. Grass cutting being done as necessary
4449566	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	4/1/25 12:00 AM	4/28/25 01:49 PM	4/28/25 01:49 PM	Hetek Onsite -Hetek was on site to complete inspections of the analyzers. Confirmed that all functions are running as intended.
4449581	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	4/1/25 12:00 AM	4/28/25 01:50 PM	4/28/25 01:50 PM	Inspected -UV lights were inspected as a part of the non freezing period installation. All functions working.
4457369			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	4/1/25 12:00 AM	4/28/25 01:27 PM	4/28/25 01:27 PM	Inspected -Probes were inspected as per O&M manual and two probes are awaiting replacement/maintenance

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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
4457371			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	4/1/25 12:00 AM	4/28/25 01:28 PM	4/28/25 01:28 PM	Inspected -Vfd functions has been inspected per O&M manual. All functions are working.
4457385			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	4/1/25 12:00 AM	4/28/25 01:36 PM	4/28/25 01:36 PM	Completed -Air line blow offs are completed regularly during facility rounds and readings. Confirmed little air in the lines at this time.
4468373	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	CLOSE	4/1/25 12:00 AM	4/28/25 01:33 PM	4/28/25 01:33 PM	Completed -Air compressor inspections are completed as part of facility walkthrough and rounds. Confirmed through out the month that compressor is running as intended with no issues
4470541	0000336283	SAFETY ATMOSPHERE DETECTOR	5526, West Lorne WWTF	PM	Inspection	6	MONTHS	Portable Gas Detector Inspection/ Calibration (3m) - 5526	CLOSE	4/1/25 12:00 AM	4/28/25 01:52 PM	4/28/25 01:52 PM	Bump test -Completed bump test and inspection of analyzer. All functions are working properly
4485412	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	4/6/25 12:00 AM	4/28/25 01:32 PM	4/28/25 01:32 PM	Confirmed -Confirmed that alarms on facility SCADA are sending the signal to the auto dialler channel 2 alarm and that is calling out. Operators have been called after hours successfully this month.
4485615	0000336268	ANALYZER PH PORTABLE LABORATORY RM	5526, West Lorne WWTF Instrumentation	PM	Inspection	1	MONTHS	Analyzer pH Portable (1M) - 5526	CLOSE	4/7/25 12:00 AM	4/28/25 01:31 PM	4/28/25 01:31 PM	Recorded -PH calibrations and verifications have been recorded for the month and pH probe is properly stored when not in use. All functions are working as intended.
4505451	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	5/1/25 12:00 AM	6/12/25 01:21 PM	6/12/25 01:21 PM	Completed - Alarms were set off after hours and confirmed working. As well multipl alarms were set off during basic maintenance and operation of facility (power failure, high level alarms, equipment failure alarms, etc)

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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 Finish	WorkLog Detail
4505764	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	5/1/25 12:00 AM	6/12/25 01:27 PM	6/12/25 01:27 PM	Completed - Engine tests were not completed during the month due to scheduling issues. Inspections were completed and all equipment appears in optimal shape
4505783	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	5/1/25 12:00 AM	6/12/25 01:28 PM	6/12/25 01:28 PM	Completed - Engine tests were not completed during the month due to scheduling issues. Inspections were completed and all equipment appears in optimal shape
4506138	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	5/1/25 12:00 AM	6/23/25 08:46 AM	6/23/25 08:46 AM	Completed -Drip tests and draw downs completed to ensure proper calibration of pump. Pump head in good shape.
4506164	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	5/1/25 12:00 AM	6/12/25 01:29 PM	6/12/25 01:29 PM	Completed - UV bulbs and channel were frequently cleaned and inspected to ensure proper operation.
4506203			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	5/1/25 12:00 AM	6/12/25 01:30 PM	6/12/25 01:30 PM	Completed - Grass cut, garbage removed, grounds cleaned, floors cleaned, bathrooms cleaned, etc.
4506256			5526, West Lorne WWTF	PM	HEALTH AND SAFETY	1	YEARS	OHSA Inspection & Report West Lorne (1y) 5526	CLOSE	5/1/25 12:00 AM	7/14/25 08:46 AM	7/14/25 08:46 AM	Completed -Completed annual H/S walkthrough.
4512056	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	5/1/25 12:00 AM	7/14/25 08:54 AM	7/14/25 08:54 AM	Down -Working with nevtro as pump is down and needs repair.
4512065	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	5/1/25 12:00 AM	7/14/25 08:50 AM	7/14/25 08:50 AM	Inspections Completed -Inspections of the pump were completed. Current operations dont allow for pulling and full service as we are heavily decanting at this time and other RAS pumps are down.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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
4512074	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	5/1/25 12:00 AM	7/14/25 08:53 AM	7/14/25 08:53 AM	Down -Working with Nevro for pump repair as it is currently down.
4516204			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	5/1/25 12:00 AM	6/12/25 01:31 PM	6/12/25 01:31 PM	Inspected -DO probes inspected and calibrations/replacement parts scheduled for order.
4516206			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	5/1/25 12:00 AM	6/12/25 01:31 PM	6/12/25 01:31 PM	Completed -Operations of VFD inspected.
4516209	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	5/1/25 12:00 AM	7/14/25 08:52 AM	7/14/25 08:52 AM	Inspected -Inspected pump. Unable to fully service as lagoon is heavily decanting and other pumps are down.
4516229			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	5/1/25 12:00 AM	6/12/25 01:34 PM	6/12/25 01:34 PM	Opened -Valves opened regularly during operation to release water from lines.
4525401	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	CLOSE	5/1/25 12:00 AM	6/12/25 01:33 PM	6/12/25 01:33 PM	Compressor Inspected -Inspected during daily checks of facilities and maintenance completed as required.
4551707	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	5/6/25 12:00 AM	6/12/25 01:35 PM	6/12/25 01:35 PM	Tested -Alarms were tested and confirmed during the month from call backs, operations, and maintenance at plant.
4551871	0000336268	ANALYZER PH PORTABLE LABORATORY RM	5526, West Lorne WWTF Instrumentation	PM	Inspection	1	MONTHS	Analyzer pH Portable (1M) - 5526	CLOSE	5/7/25 12:00 AM	6/12/25 01:37 PM	6/12/25 01:37 PM	Verifications -Verifications and calibrations completed and recorded on QEMS sheet.
4571881	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	6/1/25 12:00 AM	6/23/25 08:37 AM	6/23/25 08:37 AM	Tested -Alarms tested and all functions work. Answering service receives call and operator is notified.
4572194	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	6/1/25 12:00 AM	6/23/25 08:35 AM	6/23/25 08:35 AM	Tested -Generator was switched over to emergency power at the transfer panel. Results were recorded on QEMS sheet.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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
4572213	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	6/1/25 12:00 AM	6/30/25 01:51 PM	6/30/25 01:51 PM	Completed -Generator was run during the month. Data was recorded on the QEMS sheet.
4572645	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	6/1/25 12:00 AM	6/30/25 01:52 PM	6/30/25 01:52 PM	Completed - Uv bulbs were pulled and cleaned. Inspected multiple times during the month
4572705			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	6/1/25 12:00 AM	6/23/25 08:37 AM	6/23/25 08:37 AM	Maintained -Garbages, grass, floors, etc all kept up. Minor repair to roof vent.
4575785	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	6/1/25 12:00 AM	8/8/25 08:40 AM	8/8/25 08:40 AM	Running Checks -Ran Pump in hand - Motor Burnt
4575788	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	6/1/25 12:00 AM	8/8/25 08:47 AM	8/8/25 08:47 AM	Running Checks -Complete Running check - functional
4577408	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	6/1/25 12:00 AM	6/23/25 08:49 AM	6/23/25 08:49 AM	Tested -Generator testing was completed using transfer switch and all data was recorded on QEMS sheet.
4577452	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	6/1/25 12:00 AM	8/8/25 08:29 AM	8/8/25 08:29 AM	Alberts Generator -Alberts Generator - Annual service/ inspection - July 31/2025
4584374			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	6/1/25 12:00 AM	6/30/25 02:19 PM	6/30/25 02:19 PM	Completed cleaning -Probe cleaning was completed during the month.
4584376			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	6/1/25 12:00 AM	6/23/25 08:38 AM	6/23/25 08:38 AM	Inspected -Inspected VFD and works as intended. No abnormalities to function. Blower 3 running as intended.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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
4584379			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Fan Route Insp/Service (1y) 5526	CLOSE	6/1/25 12:00 AM	6/23/25 08:56 AM	6/23/25 08:56 AM	Inspected -Working as intended. No further maintenance required.
4584382			5526, West Lorne WWTF	PM	Inspection	1	YEARS	Filter Sand Inspection (1y) 5526	CLOSE	6/1/25 12:00 AM	7/14/25 08:56 AM	7/14/25 08:56 AM	Maintainence Complete -Maintenance has been completed on sand filters to ensure proper flow and function through inlet, sand washer, etc. Only limitations are flow rate from decant and algae from decant. All processes are normal.
4584387	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	6/1/25 12:00 AM	8/8/25 08:57 AM	8/8/25 08:57 AM	Running Checks -Running Checks - Pump Functional
4584401			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	6/1/25 12:00 AM	6/30/25 02:06 PM	6/30/25 02:06 PM	Blew off -Blew off lines during regular maintenance to the plant
4593753	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	CLOSE	6/1/25 12:00 AM	6/30/25 01:57 PM	6/30/25 01:57 PM	Completed -Air compressor was inspected during facility rounds. NCA was on-site to complete corrective maintenance on the compressor during the month.
4604838	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	6/6/25 12:00 AM	6/30/25 02:00 PM	6/30/25 02:00 PM	Alarms Tested -Callouts for the alarm dialer were received during the month of June. Confirmed that callouts were made to operators on call from the answering service.
4604963	0000336268	ANALYZER PH PORTABLE LABORATORY RM	5526, West Lorne WWTF Instrumentation	PM	Inspection	1	MONTHS	Analyzer pH Portable (1M) - 5526	CLOSE	6/7/25 12:00 AM	6/30/25 01:53 PM	6/30/25 01:53 PM	Completed -pH probe was calibrated and verified throughout the month of June. Data was recorded on the verification sheet.
4633842	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	7/1/25 12:00 AM	7/21/25 07:46 AM	7/21/25 07:46 AM	Completed -Alarms were tested and confirmed that they call out as intended.
4634199	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	7/2/25 12:00 AM	7/31/25 08:44 AM	7/31/25 08:44 AM	Alberts Generator -Alberts Generator on site for yearly generator testing.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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
4634218	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	7/2/25 12:00 AM	7/31/25 08:41 AM	7/31/25 08:41 AM	Alberts Generator -Alberts Generator on-site to complete yearly inspection.
4634597	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	7/2/25 12:00 AM	7/21/25 07:49 AM	7/21/25 07:49 AM	UV Cleaned -UV lights were cleaned as needed through out the month.
4634636			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	7/2/25 12:00 AM	7/21/25 07:58 AM	7/21/25 07:58 AM	Building and Grounds -Completed garbage removal, sweeping, mopping, grass cutting.
4639438	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	7/2/25 12:00 AM	7/21/25 07:55 AM	7/21/25 07:55 AM	Completed -Keith Douglas was on-site to complete testing.
4641676			5526, West Lorne WWTF	PM	Inspection	1	YEARS	Heat Trace Inspection (1y) 5526	CLOSE	7/2/25 12:00 AM	8/8/25 09:23 AM	8/8/25 09:23 AM	Annual -Check heat trace - Working
4641684	0000334523	METER LEVEL LIT-101 BACKWASH TANK FILTER RM	5526, West Lorne WWTF Instrumentation	PM	Calibration	1	YEARS	Transmitter Level Service (1y) - 5526	CLOSE	7/2/25 12:00 AM	8/8/25 09:17 AM	8/8/25 09:17 AM	Annual Service -Annual Completed by Flow Metrics - April 2025
4648466			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	7/2/25 12:00 AM	7/21/25 07:54 AM	7/21/25 07:54 AM	Completed -Completed DO inspections. Ordered new sensor caps after getting quote approval.
4648477			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	7/2/25 12:00 AM	7/14/25 10:05 AM	7/14/25 10:05 AM	Inspected -Completed VFD inspectipn.
4648554			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	7/2/25 12:00 AM	7/14/25 10:01 AM	7/14/25 10:01 AM	Completed -Released moisture build up from air lines.
4657312	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	CLOSE	7/3/25 12:00 AM	7/14/25 09:58 AM	7/14/25 09:58 AM	Inspected -Inspected air compressor. Found all operations normal.
4658598	0000336283	SAFETY ATMOSPHERE DETECTOR	5526, West Lorne WWTF	PM	Inspection	6	MONTHS	Portable Gas Detector Inspection/ Calibration (3m) - 5526	CLOSE	7/4/25 12:00 AM	7/21/25 07:52 AM	7/21/25 07:52 AM	Tested -Completed a bump test per O&M manual.
4659829	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	7/6/25 12:00 AM	7/14/25 09:53 AM	7/14/25 09:53 AM	Completed -Completed monthly alarm panel testing and confirmed function. Recorded alarms teste don sheet.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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
4660147	0000336268	ANALYZER PH PORTABLE LABORATORY RM	5526, West Lorne WWTF Instrumentation	PM	Inspection	1	MONTHS	Analyzer pH Portable (1M) - 5526	CLOSE	7/7/25 12:00 AM	7/31/25 08:38 AM	7/31/25 08:38 AM	Calibrated -Calibrated probe throughout the month per device O&M manual and WO plan. Refer to calibration sheet.
4678208	0000123533	PANEL ALARM/DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	8/1/25 12:00 AM	8/14/25 10:40 AM	8/14/25 10:40 AM	Alarms Functional -Work order complete - Alarms Functional - Alarmed out during a Call Back 08/12/25
4678542	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	8/1/25 12:00 AM	9/9/25 09:36 AM	9/9/25 09:36 AM	July 31 -Generator ran July 31 as part of service.
4678561	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	8/1/25 12:00 AM	9/10/25 09:02 AM	9/10/25 09:02 AM	Alberts - Albert's generator was on site July 31 to comple
4678928	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	8/1/25 12:00 AM	9/9/25 09:17 AM	9/9/25 09:17 AM	Calibrated -Complete calibration per the O&M Manual of the pump.
4678954	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	8/1/25 12:00 AM	9/9/25 09:19 AM	9/9/25 09:19 AM	Inspected -Inspected bulb functions, clarity, and screen. Swept and cleaned as needed.
4678994			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	8/1/25 12:00 AM	8/14/25 10:57 AM	8/14/25 10:57 AM	Building and Grounds Maintenance -Housekeeping, Grass Mowed
4683623	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	8/1/25 12:00 AM	10/6/25 08:11 AM	10/6/25 08:11 AM	Running Checks -Running checks are completed during facility visits and inspections.
4683632	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	8/1/25 12:00 AM	10/6/25 08:11 AM	10/6/25 08:11 AM	Inactive -Pump is inactive and awaiting repair or replacement.
4683641	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	8/1/25 12:00 AM	10/6/25 08:10 AM	10/6/25 08:10 AM	Running Checks -Running checks are completed during facility visits and inspections.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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 Finish	WorkLog Detail
4683651	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	8/1/25 12:00 AM	10/6/25 08:09 AM	10/6/25 08:09 AM	Completed -Pumps were pulled and plumbing fixed earlier in the year.
4683660	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	8/1/25 12:00 AM	10/6/25 08:08 AM	10/6/25 08:08 AM	Completed -Pumps were pulled and plumbing fixed earlier in the year.
4688257			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	8/1/25 12:00 AM	8/14/25 11:23 AM	8/14/25 11:23 AM	DO Probes -Replacement parts on order
4688259			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Drive VFD Insp/Service (1m) 5526	CLOSE	8/1/25 12:00 AM	10/6/25 08:07 AM	10/6/25 08:07 AM	Runng Checks -Running checks are completed during rounds and readings.
4688262			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	YEARS	Heater Unit Route Inspection/ Service (1y) 5526	CLOSE	8/1/25 12:00 AM	10/6/25 08:06 AM	10/6/25 08:06 AM	Running checks -Running checks of unit completed. Deficiencies noted.
4688270	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	8/1/25 12:00 AM	10/6/25 08:03 AM	10/6/25 08:03 AM	Running Checks - Running checks are completed during operations. Bar screen in need of maintenance as rags/garbage do make their way through the screen into the plant.
4688288	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	8/1/25 12:00 AM	9/9/25 09:21 AM	9/9/25 09:21 AM	Hetek Onsite -Hetek was on-site to complete the service Sept 8 2025
4688292	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	8/1/25 12:00 AM	10/6/25 08:02 AM	10/6/25 08:02 AM	running checks -Running checks are completed during facility inspections and rounds.
4688295			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	8/1/25 12:00 AM	10/6/25 08:00 AM	10/6/25 08:00 AM	Blower line -Blower lines were opened to relieve water from them.
4696975	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	CLOSE	8/1/25 12:00 AM	10/6/25 08:00 AM	10/6/25 08:00 AM	Regular Operation -Compressor was inspected during regular operations. Maintenance and run times recorded as required.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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
4707592	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	8/6/25 12:00 AM	10/6/25 07:59 AM	10/6/25 07:59 AM	Completed -Alarms were called out and tested during operations/after hours and confirmed dialler and alarms are functioning as intended.
4707763	0000336268	ANALYZER PH PORTABLE LABORATORY RM	5526, West Lorne WWTF Instrumentation	PM	Inspection	1	MONTHS	Analyzer pH Portable (1M) - 5526	CLOSE	8/7/25 12:00 AM	10/6/25 07:58 AM	10/6/25 07:58 AM	Completed -Completed during operations following sampling schedules.
4726886	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	9/1/25 12:00 AM	10/6/25 08:12 AM	10/6/25 08:12 AM	Completed -Alarms were activated during operational hours and after hours. Confirming the dialer works and the answering service calls as needed.
4727222	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	9/1/25 12:00 AM	10/6/25 08:13 AM	10/6/25 08:13 AM	Cannot run generator -Gerber electric on-site to look at generator as it will not start.
4727241	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	9/1/25 12:00 AM	10/6/25 08:14 AM	10/6/25 08:14 AM	Running Checks -Running checks completed as required.
4727645	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	9/1/25 12:00 AM	10/6/25 08:16 AM	10/6/25 08:16 AM	Completed -UV inspected and area cleaned as needed based on operational rounds and inspections.
4727684			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	9/1/25 12:00 AM	10/6/25 08:17 AM	10/6/25 08:17 AM	Completed -Garbage, lights, grass, etc completed as needed throughout the month.
4738720			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	9/1/25 12:00 AM	10/6/25 08:18 AM	10/6/25 08:18 AM	awaiting new caps -New DO caps are needed to run these probes and complete this W.O/ Waiting on delivery.
4738725	0000334524	SCADA COMPUTER COMMUNICATION LABORATORY RM	5526, West Lorne WWTF Electrical	PM	Inspection	1	YEARS	Scada Server Insp/Service (1y) 5526	CLOSE	9/1/25 12:00 AM	10/6/25 08:19 AM	10/6/25 08:19 AM	Completed -Completed checks as needed. Most checks are completed as parts of regular rounds and readings.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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
4738740	0000334515	TANK STORAGE FILTER BACKWASH FILTER RM	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	6	MONTHS	Backwash Tank Cleaning/inspection 5526 (6m)	CLOSE	9/1/25 12:00 AM	10/6/25 08:20 AM	10/6/25 08:20 AM	Inspected - Tank inspected as part of regular rounds and readings. Did not find a large enough build up of debris to justify a cleaning.
4738754	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	9/1/25 12:00 AM	10/6/25 08:22 AM	10/6/25 08:22 AM	System not fully operational -Per AUMA site visit, the valve is not opening and closing for the tank. Will need to be replaced to properly run the grit system.
4738757			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	9/1/25 12:00 AM	10/6/25 08:22 AM	10/6/25 08:22 AM	Blower Lines Opened -Blower lines are opened to flush water out during regular operations/
4738759	0000334527	ACTUATOR ELECTRIC PLG300 SEPARATOR GRIT RM	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	Valve Plug Insp. (1y) - 5526	CLOSE	9/1/25 12:00 AM	10/6/25 08:24 AM	10/6/25 08:24 AM	Incompleted -Per AUMA, the valve needs to be repaired/replaced with different type of valve as it isnt ideal for this situation.
4748162	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	CLOSE	9/1/25 12:00 AM	10/6/25 08:25 AM	10/6/25 08:25 AM	Completed -Checks were completed per regulation operations and maintenance.
4759882	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	9/6/25 12:00 AM	10/6/25 08:26 AM	10/6/25 08:26 AM	Completed -Alarms are tested during regular operations. Confirmed all alarms called out as needed. and answering service notifies operations.
4759984	0000336268	ANALYZER PH PORTABLE LABORATORY RM	5526, West Lorne WWTF Instrumentation	PM	Inspection	1	MONTHS	Analyzer pH Portable (1M) - 5526	CLOSE	9/7/25 12:00 AM	10/6/25 08:27 AM	10/6/25 08:27 AM	Completed -pH probes are calibrated per sampling schedule during sample/ testing days.
4779095	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	10/1/25 12:00 AM	10/28/25 07:53 AM	10/28/25 07:53 AM	Various alarms -Various alarms were made throughout the month and called to the answering service. All logged
4779473	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	10/1/25 12:00 AM	10/28/25 07:54 AM	10/28/25 07:54 AM	Completed -after repairs to generator on 10/27/2025 the generator was tested and results recorded.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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
4779492	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	10/1/25 12:00 AM	12/4/25 10:41 AM	12/4/25 10:41 AM	
4779872	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	MONTHS	UV Light Insp (1m) - 5526	CLOSE	10/1/25 12:00 AM	10/28/25 07:55 AM	10/28/25 07:55 AM	Completed -bulbs are inspected as part of daily O&M rounds. Cleaning is done as needed.
4779911			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	10/1/25 12:00 AM	10/31/25 07:41 AM	10/31/25 07:41 AM	Completed -Completed throughout the month. Grass cut, garbages, etc.
4783971	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	10/1/25 12:00 AM	10/28/25 08:17 AM	10/28/25 08:17 AM	sept 8 2025 -Hetek was on-site september 8 2025 to complete service.
4793126			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	10/1/25 12:00 AM	10/28/25 08:21 AM	10/28/25 08:21 AM	new caps -New caps were installed in the aeration probes on 10/27/2025
4793139			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	10/1/25 12:00 AM	10/28/25 08:22 AM	10/28/25 08:22 AM	Completed -air lines are blown off at the aeration tanks weekly as part of regular rounds/readings.
4802387	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	CLOSE	10/1/25 12:00 AM	10/28/25 07:52 AM	10/28/25 07:52 AM	Maintenance needed -Compressor has has basic inspections and work done throughout the month. However it is leaking oil again. This is likely due to overheating in the room with poor exhaust systems.
4814794	0000336283	SAFETY ATMOSPHERE DETECTOR	5526, West Lorne WWTF	PM	Inspection	6	MONTHS	Portable Gas Detector Inspection/ Calibration (3m) - 5526	CLOSE	10/4/25 12:00 AM	10/31/25 07:41 AM	10/31/25 07:41 AM	Bump test -Bump test completed. 6 month calibration added to PM for semi annual WO
4815199	0000336268	ANALYZER PH PORTABLE LABORATORY RM	5526, West Lorne WWTF Instrumentation	PM	Inspection	1	MONTHS	Analyzer pH Portable (1M) - 5526	CLOSE	10/7/25 12:00 AM	10/28/25 08:18 AM	10/28/25 08:18 AM	calibrations completed -each sample day the probes are calibrated or verified as needed. All calibrations and verifications have been successful

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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 Finish	WorkLog Detail
4815248	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	10/6/25 12:00 AM	10/28/25 08:20 AM	10/28/25 08:20 AM	alarms -multiple alarms called throughout the month and were logged. All alarms went to answering service and were acknowledged by the operator.
4832618	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	COMP	11/1/25 12:00 AM	1/2/26 07:52 AM	1/2/26 07:52 AM	
4832949	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	11/1/25 12:00 AM	11/13/25 11:23 AM	11/13/25 11:23 AM	-Completed generator test, recorded engine values on operating record. No issues found.
4832968	0000123677	ENGINE DIESEL STAND-BY PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	CLOSE	11/1/25 12:00 AM	12/4/25 10:41 AM	12/4/25 10:41 AM	
4833327	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	COMP	11/1/25 12:00 AM	1/21/26 08:38 AM	1/21/26 08:38 AM	Inspected -Inspected and completed a calibration. All 100% accurate.
4833368			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	CLOSE	11/1/25 12:00 AM	11/28/25 03:47 PM	11/28/25 03:47 PM	-Closing workorder as month is over. Building and grounds maintenance completed during November.
4838192			5526, West Lorne WWTF	PM	Inspection	1	YEARS	Emergency Generator Trailer Insp/Service (1y) - 5526	CLOSE	11/1/25 12:00 AM	11/27/25 08:26 AM	11/27/25 08:26 AM	
4838218	0000123532	UPS BATTERY BANK PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	YEARS	UPS Insp/Service (1y) - 5526	COMP	11/1/25 12:00 AM	1/21/26 03:58 PM	1/21/26 03:58 PM	Tested -Tested during generator transfer test and reviewed information. Asset good.
4838229	0000336263	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	COMP	11/1/25 12:00 AM	1/21/26 08:42 AM	1/21/26 08:42 AM	Installed recently -Pump was installed recently.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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
4842329			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	CLOSE	11/1/25 12:00 AM	11/13/25 11:25 AM	11/13/25 11:25 AM	-Completed WO, Aeration 1 (East), online DO probe reading 8.0, handheld probe reading 7.93 Aeration 2 (West), online DO probe reading 7.7, handheld probe reading 7.55. Readings in range, no calibrations required. WO completed on 11/12/2025 by Operator Cara McKillop
4842342	0000334513	UPS BATTERY BANK PLC PANEL FILTER RM	5526, West Lorne WWTF Electrical	PM	Inspection	1	YEARS	UPS Insp/Service (1y) - 5526	CLOSE	11/1/25 12:00 AM	12/15/25 10:26 AM	12/15/25 10:26 AM	-Completed UPS test/inspection, no issues to unit observed.
4842353			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	11/1/25 12:00 AM	11/26/25 12:51 PM	11/26/25 12:51 PM	-Opened all valves and purged until all moisture was cleared. No issues. Completed by OIC Cara McKillop.
4850745	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	CLOSE	11/1/25 12:00 AM	12/15/25 09:21 AM	12/15/25 09:21 AM	
4855668	0000123567	UV LIGHT BANK EFFLUENT CONDUIT	5526, West Lorne WWTF Process	PM	Refurbish/ Replace/Repair	1	YEARS	UV Light Effluent Shutdown Insp/ Service (1y) - 5526	COMP	11/1/25 12:00 AM	1/21/26 03:59 PM	1/21/26 03:59 PM	Off -Unit is off for the season and removed.
4861140	0000315331	PANEL ALARM/ DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	CLOSE	11/6/25 12:00 AM	11/28/25 03:42 PM	11/28/25 03:42 PM	-Completed monthly alarm dialer testing. See dialer testing sheet.
4861297	0000336268	ANALYZER PH PORTABLE LABORATORY RM	5526, West Lorne WWTF Instrumentation	PM	Inspection	1	MONTHS	Analyzer pH Portable (1M) - 5526	CLOSE	11/7/25 12:00 AM	11/13/25 11:25 AM	11/28/25 03:46 PM	-Completed pH prob calibrations during the month with regular use. See pH calibration sheet for details.
4878108	0000123533	PANEL ALARM/ DIALER 01 PUMPING STATION	5526, West Lorne Sewage Pumping Stn	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	COMP	12/1/25 12:00 AM	12/18/25 08:36 AM	3/17/26 09:42 AM	-alarms were tested by previous operator and WO was left open. -Alarm testing completed during the scheduled month, WO closed 03/17/2026 by operator CM.

Workorder Summary Report

Report Start Date: Jan 1, 2025 12:00 AM

Report End Date: Dec 31, 2025 11:59 PM

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

Work Order Type: 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
4878542	0000123442	ENGINE DIESEL STAND-BY PLANT	5526, West Lorne WWTF Electrical	PM	Inspection	1	MONTHS	Engine Diesel Test/Insp (1m) - 5526	COMP	12/1/25 12:00 AM	12/18/25 09:22 AM	12/18/25 09:22 AM	-Completed generator run test. Recorded generator data on operating record sheet. No issues observed.
4879154			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Building & Grounds Maintenance (1m) - 5526	COMP	12/1/25 12:00 AM	1/6/26 08:41 AM	1/6/26 08:41 AM	-Building and grounds maintenance completed during the month of December with normal activities. Closing WO 01/06/2026 by CM.
4887559			5526, West Lorne WWTF	PM	Inspection	1	MONTHS	Analyzer DO Route Inspection (1m) 5526	COMP	12/1/25 12:00 AM	12/19/25 01:39 PM	12/19/25 01:39 PM	-Completed DO route inspection and compared SCADA values to handheld DO probe, reading within 0.5mg/l difference and acceptable. Cleared buildup of ice/sludge off of probes. No issues.
4887572			5526, West Lorne WWTF	PM	Refurbish/ Replace/Repair	1	MONTHS	Valve Blower Damper (1m) - 5526	CLOSE	12/1/25 12:00 AM	12/15/25 10:15 AM	12/15/25 10:15 AM	-Opened butterfly valves and cleared moisture from line. No issues observed.
4895964	0000358285	COMPRESSOR AIR AC-101 BACKWASH COMPRESSOR RM	5526, West Lorne WWTF Process	PM	Inspection	1	MONTHS	Compressor Backwash Insp/Service (1m) - 5526	BUSCOMP	12/1/25 12:00 AM	12/18/25 09:25 AM	12/18/25 09:25 AM	-Completed compressor inspection. Operating PSI 125 Sensor temp 40 F Hours 30401.45
4906868	0000315331	PANEL ALARM/DIALER ELECTRICAL RM	5526, West Lorne WWTF Health and Safety	PM	Inspection	1	MONTHS	Alarm Dialer Test/Insp (1m) - 5526	COMP	12/6/25 12:00 AM	1/2/26 07:55 AM	1/2/26 07:55 AM	
4907048	0000336268	ANALYZER PH PORTABLE LABORATORY RM	5526, West Lorne WWTF Instrumentation	PM	Inspection	1	MONTHS	Analyzer pH Portable (1M) - 5526	COMP	12/7/25 12:00 AM	12/15/25 09:20 AM	1/2/26 08:01 AM	



Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-03-26
Subject: Enactment of a Consolidated Stop Sign By-Law

Recommendation:

That West Elgin Council hereby receives the report from Dave Charron, Manager of Infrastructure and Development for Enactment of a Consolidated Stop Sign By-law report, And

That Council adopts By-law 2026-16 as the By-law providing for the erection of stop signs in The Municipality of West Elgin, thereby repealing By-law 95-56 of the former Township of Aldborough, and By-law 87-05 of the former Village of West Lorne.

Purpose:

The purpose of this report is to provide Council with information to support the recommendation to enact By-law 2026-16.

Background:

Following a review of the Municipality's current stop sign by-law, staff has determined that a number of stop signs were never officially added to the list of stop signs as per Schedule "A" of By-Law 95-56.

To address discrepancies and improve administrative clarity, staff are proposing a new consolidated Stop Sign By-law that includes all existing stop sign locations and repeals the legacy by-laws previously adopted by the Municipality.

By-law 95-56 is a legacy by-law adopted by the Municipality of West Elgin from the former Township of Aldborough. There were eleven stop signs added as amendments to By-law 95-56 that needed to be incorporated into Schedule "A" of said by-law.

By-law 87-05 is a legacy by-law of the former village of West Lorne. Twenty-seven of the stop signs listed in this by-law have not been incorporated as an amendment to By-law 95-56.

Under the Highway Traffic Act, stop signs must be authorized through municipal by-law in order to be enforceable.

Financial Implications:

There are no financial implications concerning the enactment of By-Law 2026-16.

Policies/Legislation:

[Highway Traffic Act](#)

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,

Dave Charron
 Manager, Infrastructure and Development

Report Approval Details

Document Title:	Enactment of a Consolidated Stop Sign By-Law - 2026-14-Infrastructure Development.docx
Attachments:	- By-law 2026-16- Stop Sign Consolidation.docx
Final Approval Date:	Mar 19, 2026

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

No Signature - Task assigned to Robin Greenall was completed by workflow administrator Dave Charron

Robin Greenall



THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

BY-LAW NO. 2026-16

PROVIDING FOR THE ERECTION OF STOP SIGNS AT INTERSECTIONS

WHEREAS section 137 of the Highway Traffic Act, R.S.O 1990, Chapter H.8, provides that the council of a municipality and the trustees of a police village may by by-law provide for the erection of stop signs at intersections on highways under its jurisdiction, and every sign so erected shall comply with the regulations of the Ministry;

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

1. The intersections of highways set out in Column 1 are designated as intersections where stop signs shall be erected at the locations shown in Column 2, all as shown on Schedule "A" attached.
2. The penalties provided in section 214 of the Highway Traffic Act shall apply to offenses against the by-law.
3. Each designation made by section 1 shall not become effective until stop signs have been erected in accordance with the regulations of the Highway Traffic Act
4. By-law 87-05 of the former Village of West Lorne and By-law 95-56 of the former Township of Aldborough and any other by-laws of the former Village of West Lorne and the former Township of Aldborough inconsistent with this by-law are hereby repealed.

READ A FIRST AND SECOND TIME THIS 26th DAY OF MARCH 2026

READ A THIRD TIME AND FINALLY PASSED THIS 26th DAY OF MARCH 2026

MAYOR

CLERK

SCHEDULE "A"
BY-LAW 2026-16

COLUMN 1
INTERSECTION

COLUMN 2
FACING TRAFFIC

Airey Road and Downie Line	northbound on Airey Road turning either east or west on to Downie Line
Argyle Line and Colley Road	westbound on Argyle Line turning either north or south on to Colley Road
Blacks Road and Fleming Line	northbound on Blacks Road turning either east or west on to Fleming Line
Blacks Road and Gray Line	southbound on Blacks Road turning either east or west on to Gray Line
Colley Road and Downie Line	southbound on Colley Road turning either east or west on to Downie Line
Crinan Line and Colley Road	westbound on Crinan Line turning either north or south on to Colley Road
Downie Line and Blacks Road	eastbound and westbound on Downie Line
Downie Line and Macpherson Line	westbound on Downie Line turning either north or south on to Macpherson Line
Eagle Court and Graham Road	eastbound on Eagle Court turning north or south on Graham Road
Fleming Line and Furnival Road	eastbound on Fleming Line turning north or south on Furnival Road
Forest Line and Colley Road	eastbound on Forest Line turning north or south on Colley Road
Furnival Road and Gibb Line	northbound and southbound on Furnival Road
Gibb Line and Blacks Road	eastbound and westbound on Gibb Line
Gilbert Line and Dunborough Road	eastbound on Gilbert Line turning north or south on to Dunborough Road
Gray Line and Graham Road	eastbound and westbound on Gray Line

SCHEDULE "A"
BY-LAW 2026-16

COLUMN 1
INTERSECTION

COLUMN 2
FACING TRAFFIC

Gray Line and Kerr Road	eastbound on Gray Line turning north on Kerr Road or east on Gray Line
Havens Lake Road and Gray Line	northbound on Havens Lake Road turning either east or west on to Gray Line
Havens Lake Road and Road between lots 5 and 6	southbound on Havens Lake Road turning either east or west on to road between lots 5 and 6 in concession 14
Henry Road and Johnston Line	northbound on Henry Road turning either east or west on to Johnston Line
Henry Road and McLean Line	southbound and northbound on Henry Road
Hoskins Line and Blacks Road	eastbound and westbound on Hoskins Line
Hoskins Line and Macpherson Line	westbound on Hoskins Line turning either north or south on to Macpherson Line
Kerr Road and Queens Line	northbound and southbound on Kerr Road
Kintyre Line and Blacks Road	eastbound and westbound on Kintyre Line
Kintyre Line and Clachan Line	westbound on Kintyre Line turning either north or south on to Clachan Road
Kintyre Line and Colley Road	eastbound on Kintyre Line turning either north or south on to Colley Road
Kintyre Line and Henry Road	eastbound and westbound on Kintyre Line
Marsh Line and Blacks Road	eastbound and westbound on Marsh Line
Marsh Line and Dunborough Road	eastbound on Marsh Line turning either north or south on to Dunborough Road

SCHEDULE "A"
BY-LAW 2026-16

COLUMN 1
INTERSECTION

COLUMN 2
FACING TRAFFIC

Marsh Line and Kerr Road	eastbound and westbound on Marsh Line
Marsh Line and Macpherson Line	westbound on Marsh Line turning either north or south on to Macpherson Line
McColl Road and Gray Line	southbound on McColl Road turning either east or west on to Gray Line
McDougall Line and Blacks Road	eastbound and westbound on McDougall Line
McKillop Road and Talbot Line	northbound on McKillop Road turning either east or west on to Talbot Line
McKillop Road and Warwick Line	southbound on McKillop Road turning either east or west on to Warwick Line
McLean Line and Blacks Road	eastbound and westbound on McLean Line
McLean Line and Clachan Road	westbound on McLean Line turning either north or south on to Clachan Road
Mistele Sideroad and Gray Line	southbound on Mistele Sideroad turning either east or west on to Gray Line
Omalley Road and Henry Road and Johnston Line	westbound on Omalley Road turning either north on to Johnston Road or south on to Henry Road
Omalley Road and McLean Line	southbound on Omalley Road turning either east or west on to McLean Line
Pioneer Line and Blacks Road	eastbound and westbound on Pioneer Line
Pioneer Line and Macpherson Line	westbound on Pioneer Line turning either north or south on to Macpherson Line

SCHEDULE "A"
BY-LAW 2026-16

COLUMN 1
INTERSECTION

COLUMN 2
FACING TRAFFIC

Silver Clay Line and Dunborough Road	eastbound on Silver Clay Line turning either north or south on to Dunborough Road
Silver Clay Line and Blacks Road	eastbound and westbound on Silver Clay Line
Silver Clay Line and Kerr Road	eastbound and westbound on Silver Clay Line
Silver Clay Line and Macpherson Line	westbound on Silver Clay Line turning either north or south on to Macpherson Line
Thomson Line and Blacks Road	eastbound and westbound on Thomson Line
Thomson Line and Dunborough Road	eastbound on Thomson Line turning either north or south on to Dunborough Road
Thomson Line and Kerr Road	eastbound and westbound on Thomson Line
Thomson Line and MacPherson Line	eastbound and westbound on Thomson Line
Warwick Line on McKillop Road	westbound on Warwick Line turning either north on to McKillop Road or west on to Warwick Line
Albert Street and Ridout Street	eastbound on Albert Street turning either north or south on to Ridout Street
Centre Street and Ridout Street	eastbound and westbound on Centre Street
Fourth Street and Queen Street	northbound on Fourth Street turning either east or west on to Queen Street

SCHEDULE "A"
BY-LAW 2026-16

COLUMN 1
INTERSECTION

COLUMN 2
FACING TRAFFIC

Harper Street and Flora Street	eastbound and westbound on Harper Street
Jane Street and Harper Street	northbound on Jane Street turning either east or west on to Harper Street
Jane Street and Victoria Street	northbound and westbound on Jane Street
Maple Street and Ridout Street	eastbound on Maple Street turning either north or south on to Ridout Street
Monroe Street and Moriah Street	northbound and southbound on Monroe Street
Monroe Street and Powell Street	northbound and southbound on Monroe Street
Monroe Street and Queen Street	northbound on Monroe Street turning either east or west on to Queen Street
Moriah Street and Fourth Street	eastbound on Moriah Street turning either north or south on to Fourth Street
Moriah Street and Monroe Street	eastbound and westbound on Moriah Street
Padfield Line and Harper Street	northbound on Padfield Line turning either east or west on to Harper Street
Padfield Line and Victoria Street	northbound and southbound on Padfield Line
Powell Street and Fourth Street	eastbound and westbound on Powell Street
Powell Street and Stinson Street	westbound on Powell Street turning either north or south on to Stinson Street
Ridout Street and Centre Street	northbound and southbound on Ridout Street

SCHEDULE "A"
BY-LAW 2026-16

COLUMN 1
INTERSECTION

COLUMN 2
FACING TRAFFIC

Ridout Street and Maple Street	southbound on Ridout Street
Ridout Street and Queen Street	southbound on Ridout Street turning either east or west on to Queen Street
Road between lot 1-3 and lot 4-6 Block B and Moriah Street	northbound on laneway between lot 1-3 and lot 4-6 block B turning either east or west on to Moriah Street
Road between lot 5 and lot 4 Block D and Ridout Street	westbound on road between lot 5 and lot 4 block D turning either north or south on to Ridout Street
Sandford Street and Harper Street	northbound and southbound on Sandford Street
Sandford Street and Victoria Street	southbound on Sandford Street turning either east or west on to Victoria Street
Second Street and Harper Street	northbound on Second Street turning either east or west on to Second Street
Stinson Street and Moriah Street	northbound and southbound on Stinson Street
Stinson Street and Queen Street	northbound on Stinson Street turning either east or west on to Queen Street
Stinson Street and Clark Street	southbound on Stinson Street turning either east or west on to Clark Street
Third Street and Moriah Street	northbound and southbound on Third Street
Third Street and Powell Street	northbound and southbound on Third Street
Third Street and Queen Street	northbound on Third Street turning either east or west on to Queen Street

SCHEDULE "A"
BY-LAW 2026-16

COLUMN 1
INTERSECTION

COLUMN 2
FACING TRAFFIC

West Alley and Harper Street	southbound on West Alley turning either east or west on to Harper Street
Angelo Street and Marsh Line	southbound on Angelo Street turning either east or west on to Marsh Line
Anne Street and Finney Street	westbound on Anne Street turning either north or south on to Finney Street
Argyle Street and Elm Street	southbound on Argyle Street turning west on to Elm Street
Bainard Street and Mary Street	eastbound on Bainard Street turning either north or south on to Mary Street
Division Street and McGregor Street	southbound on Division Street turning either east or west on to McGregor Street
Finney Street and Frederic Street	northbound and southbound on Finney Street
Finney Street and Gilbert Street	northbound and southbound on Finney Street
Finney Street and Jane Street	southbound on Finney Street turning either east or west on to Jane Street
Frederic Street and Mary Street	eastbound and westbound on Frederic Street
Gilbert Street and Finney Street	eastbound and westbound on Gilbert Street
John Street and Mary Street	eastbound and westbound on John Street
Macleod Court and Finney Street	westbound on Macleod Court turning either north or south on to Finney Street
Maple Street and Argyle Street	eastbound on Maple Street turning either north or south on to Argyle Street

SCHEDULE "A"
BY-LAW 2026-16

COLUMN 1
INTERSECTION

COLUMN 2
FACING TRAFFIC

Maple Street and Ridge Street	eastbound and westbound on Maple Street
Mary Street and Jane Street	southbound on Mary Street turning either east or west on to Jane Street
Mary Street and Walker Street	northbound on Mary Street turning either east or west on to Walker Street
McGregor Street and Wood Street	westbound on McGregor Street turning either north or south on to Wood Street
Morden Street and Munroe Street	northbound on Morden Street turning either east or west on to Munroe Street
Ridge Street and Elm Street	northbound and southbound on Ridge Street
Ridge Street and Munroe Street	northbound on Ridge Street turning either east or west on to Munroe Street
Sexton Street and Wood Street	westbound on Sexton Street turning either east or west on to Wood Street
Todd Place and Angelo Street	westbound on Todd Place turning either north or south on to Angelo Street
Todd Place and Angelo Street	eastbound and westbound on Todd Place
Wellington Street and Elm Street	southbound on Wellington Street turning either east or west on to Elm Street
Wellington Street and Maple Street	northbound and southbound on Wellington Street
Wellington Street and Munroe Street	northbound on Wellington Street turning either east or west on to Munroe Street
William Street and Division Street	eastbound and westbound on William Street
William Street and Evandale Street	eastbound and westbound on William Street

SCHEDULE "A"
BY-LAW 2026-16

COLUMN 1
INTERSECTION

COLUMN 2
FACING TRAFFIC

Wood Street and William Street

northbound and southbound on Wood Street



Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-03-26
Subject: Port Glasgow Trailer Park – Washroom Construction

Recommendation:

That West Elgin Council hereby receives the report from Dave Charron, Manager of Infrastructure and Development, and

That the West Elgin Council accept the tender submitted by Complete Building System in the amount of \$642,000.00 (excluding HST), being the lowest compliant bid for the Port Glasgow Trailer Park Washroom; and

That Council authorizes the Mayor and Clerk to execute all necessary agreements and contract documents related to the project.

Purpose:

The purpose of this report is to provide Council with the results of the public tender process for the Port Glasgow Trailer Park Washroom and to seek Council approval to award the construction contract.

Background:

The Municipality identified the need for a new Washroom/Administration Building to improve service levels, accessibility, and operational functionality at the Port Glasgow Trailer Park. The project was included in the approved to address aging infrastructure and meet current user demands.

The existing washroom building will be demolished as part of this project. The new construction will provide a larger, modernized facility that includes expanded washroom amenities, as well as dedicated space for administration and laundry services, which were not available in the previous building.

The new building will also incorporate fully accessible washroom facilities, representing the first accessible washrooms within the park, in compliance with current Ontario Building Code requirements.

Consulting costs associated with the design of the structure are approximately \$35,000, excluding HST. In addition, minor civil works estimated at \$15,000 will be required to support the project; internal municipal staff will complete these works.

A formal tender process was issued in accordance with municipal procurement policies. The tender closed on March 16th, 2026, and six (6) bids were received.

Tender Results

The following bids were received (excluding HST):

Bidder	Tender Price (\$)
Complete Building System	642,000.00
Tonda Construction	649,700.00
Accuratus Design & Build	666,500.00
K&L Construction	701,700.00
Elgin Contracting	720,000.00
Aveiro Construction	726,572.30

Analysis

All submissions were reviewed for completeness, compliance with tender specifications, and pricing.

Complete Building System submitted the lowest compliant bid and has demonstrated the ability to complete similar municipal projects. References obtained from the City of Stratford indicated that previous work completed by the contractor was well received, delivered to expectations, and professionally managed.

Staff have reviewed the submission and are satisfied that the bid meets the requirements outlined in the tender documents. The bid is competitive and aligns with the Municipality's expectations based on pre-tender cost estimates.

Financial Implications:

Funding for the project will be supported through the Port Glasgow Trailer Park reserves.

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 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,
 Dave Charron
 Manager, Infrastructure and Development

Report Approval Details

Document Title:	Port Glasgow Trailer Park - Washroom Construction - 2026-15-Infrastructure Development.docx
Attachments:	
Final Approval Date:	Mar 19, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Terri Towstiuć, Manager of Community Services/Clerk
Date: 2026-03-26
Subject: Restricted Acts after Nomination Day (Lame Duck)

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuć, Manager of Community Services/Clerk Re: Restricted Acts after Nomination Day (Lame Duck); And

That West Elgin Council direct the Clerk to prepare the necessary By-law prior to Nomination Day, being August 21, 2026, delegating authority to the Chief Administrative Officer, pursuant to Section 275 of the *Municipal Act*, being Restricted Acts after Nomination Day (“Lame Duck”).

Purpose:

The purpose of this report is to provide Council information on the possibility of Lame Duck status and to get direction on preparing the necessary by-laws to continue Municipal Operations.

Attached to this report is an article from *Municipal World*, providing further information on restricted acts, commonly known as “Lame Duck”, written by Fred Dean. “*Fred Dean has been involved in local government since the mid-1970s as city solicitor, as well as a municipal coach, closed meeting investigator, and integrity commissioner. He facilitates training for councils and administration, as well as webinars for staff.*”

Background:

The *Municipal Act, 2001* provides that Council becomes subject to restrictions (“Lame Duck”) on the first day that it can be determined that the new Council will have less than three quarters of the members of the outgoing Council.

This can be determined at two different dates:

- **Close of nominations** (August 21, 2026, at 2:00 p.m.). This period begins at the close of nominations if it is determined that less than three quarters of the current council members could possibly be elected to the new Council.
- **After voting day** (as soon as the results are declared after October 26, 2026). This period begins after voting day, based on the declaration of the results of the election (including any

acclamations), if the new Council will include less than three quarters of the members of the outgoing Council, then the restrictions will apply to the outgoing council.

If multiple incumbents are competing for the same seat, then only one of them could be a returning member for the purposes of the three quarters calculation. This is one scenario that could impact whether a council would become subject to the restricted acts provisions at the close of nominations.

To clarify, this limitation applies only when multiple incumbents are competing for a **single-seat** office (e.g., Mayor or Deputy Mayor). Where councillor positions are elected **at-large** and multiple seats are available, multiple incumbent councillors can all be re-elected, so this does not reduce the number of potential returning members.

More specifically, Section 275(1) of the *Municipal Act* provides “that where three quarters (3/4) of the members of the outgoing Council of the municipality will not be returning, the following authorities of the Council will cease on Nomination Day (August 21, 2026, 2:00pm):

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality which has value exceeding \$50,000 at the time of disposal;
- d) Making any expenditure or incurring any other liability which exceeds \$50,000.

*Exceptions to clauses (c) and (d) do not apply if the disposition of liability was included in the most recent budget adopted by the Council before Nomination Day of the 2026 Municipal Election.

The restricted acts clause may be triggered depending on the outcome of two key dates in the upcoming Municipal Election. These key dates are Nomination and Final Voting Day. If it is apparent that the incoming Council will be comprised of less than three quarters (i.e., 75%) of its current membership, the Council is required to refrain from certain acts until its next term begins.”

The next Municipal Election is scheduled for October 26, 2026. As such, Council could be in a restricted acts situation during one or both of the following timeframes in 2026:

1. From Nomination Day through to the end of the current term of Council (August 22, 2026 – November 16, 2026); or,
2. From Final Voting Day in the 2022 Municipal Election through to the end of the current term of Council (October 27, 2026 – November 16, 2026).

As Municipality of West Elgin Council is comprised of five (5) members, the restricted acts clause would apply if fewer than four (4) incumbent Members of Council were to return for the 2026-2030

term. There are two scenarios in which Council would be subject to a restricted acts period in respect of the 2026 Municipal Election:

If neither of these situations occur, Council would not be subject to a restricted acts period in 2026.

Land Matters

Pursuant to Section 275(3)(c), a municipality could close a real estate transaction during the 'Lame Duck' period only if the Council passed a by-law approving the execution of the agreement of purchase and sale in advance of the 'Lame Duck' period.

Expenditures

A contract could be awarded by a 'Lame Duck' Council more than \$50,000 so long as the amount was included in the approved 2026 annual budget. However, the 'Lame Duck' Council would not be able to award a contract if the amount of the tender or bid exceeds the amount included in the budget.

Emergencies

Pursuant to Section 275(4) (4.1), there are no clauses within that Section that prevent a municipality from taking actions in the event of an emergency within the municipality.

Delegation of Authority

Section 275(6) provides that the authority of a municipality can be delegated to a person or body prior to Nomination Day for the election of the new Council.

The eventual delegation of authority By-Law to be presented for Council's consideration is important to ensure the continuity of Municipal services during a "Lame Duck" scenario. For the purpose of ensuring transparency and accountability with respect to this delegation of authority, the Chief Administrative Officer is required to report upon the utilization of delegated authority throughout this period at the conclusion of the "Lame Duck" period.

Financial Implications:

There is no direct financial impact associated with this recommendation. The delegated authority ensures that previously approved programs, services, and operational needs continue without interruption during the election transition period.

Policies/Legislation:

The Municipal Act, 2001

The Municipal Elections Act, 1996

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, Dipl. M.A.
 Manager of Community Services

Report Approval Details

Document Title:	Delegation of Authority (Lame Duck) - 2026-09-Community ServicesClerks.docx
Attachments:	- Lame duck councils in Ontario.pdf
Final Approval Date:	Mar 17, 2026

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

Robin Greenall

“Lame duck councils in Ontario”

Restricted acts after nomination day

by DEAN F



Published in December 2021 - Page 21

When it comes to lame duck councils in Ontario there is good news. The rules restricting lame duck councils have not changed and councils can easily deal with the restrictions by starting to plan now. The second piece of good news is that councils that are lame duck will have their powers restricted for a significantly shorter time than in 2018.

As the end of the term of councils across Ontario approaches, municipal council members and administrators must direct their minds to the possibility that the powers of council may be restricted for as much as 88 days in 2022. What follows is intended to provide members of council and municipal staff a summary of the lame duck restrictions and what preparations need to be made in advance of the election period. Two questions must be asked when looking at section 275:

- When does a council become “lame duck”? That is, under what circumstances is a council restricted in its ability to act?
- How is council restricted?

This article focuses on two situations: when the composition of council has not changed since the last election, and when the new council elected in 2022 will be smaller than the current council.

When Does a Council Become Lame Duck?

A council may become lame duck in one or both of two separate time periods.

First, the period from Nomination Day to Election Day. Under Section 31 of the Municipal Elections Act, 1996, Nomination Day is Friday, August 19, 2022. Thus, this first period runs from August 19 to October 24, 2022 – a total of 67 days.

The second time period runs from October 24, Election Day, to November 14, the end of the term. At the beginning of each of the time frames, the clerk shall make a determination as to whether council's powers are restricted by Section 275 of the Municipal Act, 2001.

The Municipal Elections Act contemplates three scenarios: no change in the composition of council, a larger council elected in 2022, and a smaller council elected. Let's look at two of these scenarios: no change in council size (the most common scenario) and the reduced council size.

1. Same council composition

The test for this first time period is whether the new council "will include less than three-quarters of the members of the outgoing council." The use of the word "will" suggests that there is a determination that the council will with certainty have less than 75 percent of the members of the old council, not that it "may" have.

The first thing to do is determine 75 percent of the membership of council. For a council of five, the number is four; for a council of seven, the number is six; and for a council of 10, the number is eight.

For example, on a council of seven members elected by wards, there is not a lame duck council when six members are running in elections and one is not running for office. The seven-member council becomes lame duck if six members are retiring and one is in an election. Also, council becomes lame duck if the head of council and two members are running for office of mayor and four are running in elections for their current office.

In these examples, it can be determined with certainty that less than 75 percent of the current members of council will be returning to sit on the new council. Thus, the test in paragraph 1 of subsection (1) – that the new council will include less than 75 percent of the outgoing council – is satisfied.

The second determination must be made on Election Day after the results are known. The same question must be asked. Will the new council be composed of 75 percent or more of the members of the old council? If the answer is "yes," then there is not a lame duck council. If the answer is "no," then council will be restricted in its actions – it will be lame duck.

Thus, for example, the council of seven does not become lame duck if six members are returned in elections but the mayor lost to a newcomer. Similarly, if a councillor successfully ran against the mayor and all the other members were re-elected, the council would not become lame duck.

In these examples it can be determined with certainty that 75 percent or more of the members of the old council are returning as members of the new council. Thus, the new council is not lame duck from the date of the election until the end of the term. Council's powers are not restricted during this period. It is business as usual.

However, there is a lame duck council when five members of the old council are elected and two are defeated. If it can be determined with certainty that less than 75 percent of the current members of council will be returning to sit on the new council, the test is satisfied. Thus, the old council is lame duck from the date of the election to the end of the term. Its powers are therefore restricted.

2. Reduction in size of council

Section 275 of the Municipal Act, 2001 restricts the acts of the old council in one of three circumstances: council size remains the same, is increased, or reduced. Paragraph 3 of section 275 (1) deals with the reduction in the size of council. It can be divided into two parts, with the second part having two elements. Note the word “or” between the parts.

The Municipal Elections Act provides that if the new council of a local municipality will have fewer members than the outgoing council, it will have its acts restricted – i.e., be lame duck if either:

- less than three-quarters of the members of the new council will have been members of the outgoing council; or
- at least three-quarters of the members of the new council will have been members of the outgoing council. Three-quarters of the members of the new council will not constitute, at a minimum, a majority of the members of the outgoing council.

It is important to keep in mind that the purpose of section 275 is to restrict acts by the old council where a sufficient number will not go forward to the new council. If either of the calculations of the tests result in a lame duck council, then council is lame duck, notwithstanding that it may not be by virtue of the other test.

The first test provides that the new council is lame duck if “less than three-quarters of the members of the new council will have been members of the outgoing council.” As an example, assume the outgoing council has 15 members and the new council will have nine members. Less than three-quarters of the new council of nine is less than 6.75. That is, council is lame duck if six or less members of the new council will have been on the old council.

The second test provides that the new council is lame duck if at least three-quarters of the members of the new council will have been members of the outgoing council. Three-quarters of the members of the new council will not constitute, at a minimum, a majority of the members of the outgoing council. If the new council has seven members from the old council, it will be lame duck, whereas if there are eight members from the old council, it will not be lame duck.

Figure 1
Is the new council lame duck?

1	2	3	4	5	6	7	8	9	
O	O	O	O	O	O	O	N	N	Lame Duck
O	O	O	O	O	O	O	O	N	Not Lame Duck

Member of old council: O

Majority = 8

Member of new council: N

Three-Quarters New (6.75)

Determining if a council is lame duck: If an outgoing council has 15 members, and the new incoming council has nine, three-quarters of the new council must be members of the outgoing council. For example, if the new council has seven members from the old council, it is lame duck; if there are eight from the old council, it is not.

Figure 1 is an example where the old council is composed of 15 members and the new of nine members.

In the situation where at least 6.75 members of the new council were members of the old, then three-quarters of the members of the new council will not constitute, at a minimum, a majority of the members of the old. Three-quarters of new members (6.75) will not constitute a majority of old – i.e., seven.

The legislative intent is to ensure that a sufficient number of old members are elected (acclaimed) to the new. Thus, even though the new has three-quarters of its members from the old, there must be a majority of the old on the new.

How Council is Restricted – and Some Exceptions

It is critical for planning to begin as early as possible. Once the determination has been made with certainty that the council is lame duck for either or both time frames, then the four restrictions in subsection 275 (3) of the Municipal Act, 2001 will apply. These are:

- (a) the appointment or removal from office of any officer of the municipality;
- (b) the hiring or dismissal of any employee of the municipality;
- (c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- (d) making any expenditures or incurring any other liability which exceeds \$50,000.

This is the complete list. There are no other restrictions on a council’s ability to make decisions or exercise powers. But there are exceptions that apply.

Appointment or removal of officers

The restriction on the appointment or removal from office of any officer requires special attention and planning. Municipal officers can be statutory appointments, such as the CAO, clerk, treasurer, or CBO, but may also include other persons in the organization.

There are a number of scenarios that require advanced consideration. If an officer is planning retirement, it should be timed as to not create issues for council in appointing a new person to the position. Also, if council appoints an officer in early 2022, when does the probation period end? A prudent council should seek professional advice before appointing or terminating officers.

Hiring or dismissal of employees

The restriction on the hiring or firing of staff could cause real difficulties for a municipality. This restriction is more likely to directly impact smaller municipalities.

Nothing in section 275 of the Municipal Act, 2001 prevents a person or body from exercising authority delegated by council. Thus, if the power to hire employees has been delegated to staff, then the fact that council's powers are restricted during the lame duck period will not restrict staff from being hired or fired. It is common practice in larger municipalities for council to have delegated to staff this authority to hire and fire. That is not the case for smaller municipalities where councils often maintain control of the hiring process.

It is important to note that council cannot delegate during the election period. The delegation by council must be made before August 19, Nomination Day. Any delegation will require that council's delegation policy be amended. This could require special notice in accordance with council's notice policy.

Expenditures and disposition of municipal property

Subsection 275 (4) of the Municipal Act, 2001 provides that restrictions (c) and (d) do not apply if the disposition or liability was approved by council in the annual budget. The one condition is that council must have approved the budget before Nomination Day.

Thus, a contract could be awarded by a lame duck council for an amount in excess of \$50,000 so long as the amount was included in the previously approved 2022 annual budget. The lame duck council would not be able to award the contract if the amount of the tenders or bids exceeded the amount included in the approved budget.

A frequently asked question is whether the municipality can close a real estate transaction during the lame duck period. The answer is yes, assuming that council passed a by-law approving the execution of the agreement of purchase and sale in advance of the lame duck period.

In terms of emergencies

Nothing prevents a municipality taking action in the event of an emergency. What constitutes an emergency? It does not mean merely urgent or inconvenient. The best definition for a council to apply is found in the Emergency Management and Civil Protection Act, in which "emergency" is defined. It is prudent to seek legal advice if council intends to rely on the emergency exception.

Conclusion

Start planning now for the possibility of a lame duck council. It is critical that the 2022 current and capital budgets be prepared and approved taking the potential restrictions into consideration. Council's powers are limited by section 275 of the Municipal Act, 2001, and there are four powers that are restricted.

The impact of these restrictions is reduced by the ability of council to exercise powers in those matters that have been previously approved in the annual budget. Also, council may delegate its powers before Nomination Day and the person to whom they have been delegated will be able to act. MW

Fred Dean has been involved in local government since the mid-1970s as city solicitor, as well as a municipal coach, closed meeting investigator, and integrity commissioner. He facilitates training for councils and administration, as well as webinars for staff.



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-03-12
Subject: Website Migration to Loop, iCreate End of Life

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Website Migration; And

That Council hereby authorizes the transition from GHD Digital to Loop for website hosting solutions.

Purpose:

The purpose of this report is to provide Council with an update on the end-of-life for iCreate, through GHD Digital, who is our current website provider, and the decision to move to Loop, for future website services.

Background:

The current website host since 2019 for the Municipality is GHD Digital, previously eSolutions Group (A GHD Company), operating its websites as iCreate. Since 2023/24, GHD has been migrating clients to Govstack, with a firm end of life for iCreate of December 2026. Previously the date was mid-2027, and the change to 2026 is less than ideal, with a municipal election underway and potential for temporary website outages.

West Elgin staff have worked with the IT service provider (Zouling Technologies), and in consultation with neighbouring municipalities to review migration options: remain with GHD Digital and migrate to their new platform or consider a new service provider. Several alternatives service providers were reviewed, with the preferred vendor of choice being [Loop](#).

Loop is a Canadian based company, specializing in municipal websites and apps. *“For over 20 years, Loop has been building websites and apps for municipalities. We serve over 80 municipalities across North America, combining off-the-shelf features with a hands-on, customer-focused approach to planning and support”.*

GHD Digital was the host to numerous lower tier municipalities (LMP) in Elgin County; three (3) LMPs have chosen to move to Loop. These three (3) municipalities are also clients of Zouling Technologies, making IT support more seamless for website assistance. West Elgin staff and IT

have taken part in preliminary demonstrations for the creation and maintenance of a Loop website and have indicated the “back-end” maintenance is very user-friendly.

Loop has provided staff with samples from six (6) pre-designed websites that include extensive features and models built for municipalities. While a transition of information from our current provider would be mostly automated, staff are requesting Council approve a migration fee of \$2,000, to assist with a seamless migration to the new provider. Staff will still be heavily involved in the process, working in collaboration with Loop staff. Internal staff will be mostly responsible for administration of the website, and a user-friendly site is extremely important.

During initial conversations with GHD, significant feedback and push back was given from municipalities due to the 1) the cost of conversion, 2) the lack of choice to move forward with the process (forced migration) and 3) and an aggressive sales approach. This provided for a negative experience for many municipalities.

The transition to Loop will be a lower up-front cost for the municipality, and a slightly lower annual fee as well (see chart below).

Fees	iCreate to Govstack	Loop
Migration Fees	\$9,951.40 (after discount). Requires joining a migration cohort. One time fee for migration and set up.	\$0 using pre-design fee. (\$7,500 for custom design). \$2,000 for migration fee (optional) to assist staff with migration of files
Annual Fees	\$4,431 Starter Plan subscription, subject to 5% or inflation annual increase	\$3,950 Plus Plan. 3-year commitment, additional features available for purchase.

A third quote was received from an additional provider, however, and was quickly eliminated due to negative feedback and the lack of available features.

Financial Implications:

\$2,000 up front cost for migration, and \$3,950 annual.

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 Towstiuć, Dipl. M.A.
 Manager of Community Services/Clerk



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-03-26
Subject: Rodney Park Masterplan – Pre-Budget Approval

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Rodney Park Masterplan, Pre Budget Approval Request; And

That Council hereby approves pre-budget funding for the Rodney Park Masterplan in an upset limit of \$15,000 plus HST and directs staff to include the approved funding within the 2026 Municipal Budget.

Purpose:

The purpose of this report is to seek Council's pre-budget approval to proceed with the development of a comprehensive Rodney Park Masterplan, in advance of the 2026 budget deliberations, to allow the project to move forward in a timely manner.

Background:

Council previously received a report regarding the Rodney Park Masterplan, which outlined the benefits of undertaking a comprehensive planning process and identified the associated costs.

Rodney Park continues to evolve as a key recreational asset within the municipality. Recent progress includes the successful fundraising efforts of the Rodney Park Revitalization Committee and the awarding of an Ontario Trillium Foundation grant to support the installation of an accessible playground, with construction anticipated to begin in Spring 2026.

As interest grows in expanding park amenities—such as permanent washroom facilities, a pavilion, a splash pad, and additional recreational features—it is important that future development is guided by a coordinated and strategic approach.

The development of a Rodney Park Masterplan will provide a comprehensive framework to guide future decision-making and investment in the park.

The Masterplan will include:

- Review of existing conditions and prior studies
- Extensive community and stakeholder engagement

- Development of concept design options
- High-level capital and lifecycle cost estimates
- Phasing and implementation strategy
- Identification of funding opportunities

This process will ensure that future improvements are aligned with community needs, financially sustainable, and strategically prioritized.

The estimated cost to complete the Masterplan ranges from \$8,000 to \$15,000 plus HST, depending on the level of detail and scope of engagement.

Given the timing of upcoming park improvements and the need to coordinate future phases, staff are recommending that Council provide pre-budget approval to allow the project to proceed without delay.

Financial Implications:

Pre-budget approval is being requested for an upset limit of **\$15,000 plus HST**.

Funding will be incorporated into the 2026 Municipal Budget, if approved by Council.

This investment represents a modest upfront cost that will help guide significant future capital expenditures and reduce the risk of uncoordinated or inefficient park development.

Policies/Legislation:

West Elgin Procurement Policy, By-law 2023-42 (Purchasing Policy and Procedure)

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 checked="" 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,

Terri Towstiuć, Dipl. M.A.
Manager of Community Services/Clerk

Report Approval Details

Document Title:	Pre Budget Approval, Rodney Park Masterplan - 2026-11-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Mar 19, 2026

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: 2026-03-26
Subject: 2025 Council Remuneration Report

Recommendation:

That West Elgin Council hereby receives the 2025 Council Remuneration Report from R. Greenall, CAO for information purposes.

Purpose:

The purpose of this report is to provide an itemized statement of remuneration and expenses of Council Members for the 2025 calendar year.

Background:

Section 284(1) of the Municipal Act requires that the Treasurer shall, on or before March 31 of each year, provide Council with an itemized statement on remuneration and expenses paid in the previous year to each member of Council.

The table below presents the itemized 2025 remuneration and expenses for all council members

Name	Annual Earnings	CPP	EHT	Mileage	Meals	Conferences Meeting Seminars	Totals
Denning, Bill	\$ 14,815.32	\$ 673.32	\$ 288.74		\$ 58.71	\$ 742.85	\$ 16,578.94
Leatham, Richard	\$ 21,083.28	--	\$ 411.11		\$ 58.71		\$ 21,533.10
Sousa, Philip	\$ 8,204.95	\$ 356.03	\$ 156.48				\$ 8,537.46
Statham, Ryan	\$ 14,815.32	\$ 673.32	\$ 288.89	\$ 892.80	\$ 112.25	\$ 2,141.09	\$ 18,923.67
Tellier, Taraesa	\$ 17,664.36	\$ 842.76	\$ 344.45	\$ 313.82	\$ 19.00	\$ 3,662.93	\$ 22,847.32
Dougherty, Heather	\$ 3,703.83	\$ 163.33	\$ 72.21			\$ 636.00	\$ 4,580.37

Financial Implications:

There are no financial implications, as all expenses align with the 2025 Operating Budget.

Policies/Legislation:

By Law 2022-73

[Municipal Act, 2001, S.O. 2001, c. 25](#)

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,

Robin Greenall, Chief Administrative Officer



MUNICIPALITY OF West Elgin

The Corporation of The Municipality of West Elgin

By-Law 2022-73

A By-Law to Set Rates of Remuneration for Members of Council

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

Whereas Section 283 (1) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board; and

Whereas Section 283 (2) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality may pay expenses of the members of its council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if, the expenses are actually incurred or the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council, of the actual expenses incurred; and

Whereas Section 283 (7) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that “ on or after December 1, 2003 a council shall review a by-law under subsection 5 at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election”; and

Whereas despite any Act, a municipality may only pay the expenses of the members of its Council, Officers and Employees if the expenses are of those persons in their capacity, and if the expenses are actually incurred; or the expenses are in lieu of the expenses actually incurred, a reasonable estimate of the actual expense that would be incurred; and

Whereas it is deemed desirable and expedient to set the remuneration and expenses for all Members of Council of the Municipality of West Elgin;

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

1. The Mayor shall be paid an annual rate of \$20,009.60. This shall be for attendance at all Council meetings, committee meetings, conventions,

- seminars and to perform all other duties which are associated with the Office of the Mayor.
2. The Deputy Mayor shall be paid an annual rate of \$16,764.80. This shall be for attendance at all Council meetings, committee meetings, conventions, seminars and to perform all other duties which are associated with the Office of the Deputy Mayor.
 3. Councillors shall be paid an annual rate of \$14,060.80. This shall be for attendance at all Council meetings, committee meetings, conventions, seminars and to perform all other duties which are associated with the Office of Council.
 4. The amounts identified in sections 1, 2 and 3 shall not include any amounts paid directly by any Joint Boards or Committees.
 5. The amounts identified in sections 1, 2 and 3 shall be increased annually by the percentage increase provided to the municipal employees.
 6. The amounts identified in sections 1, 2 and 3 shall be paid in equal monthly payments, payable the final day of each month.
 7. In addition to the above, Council members are entitled to receive a mileage reimbursement of \$0.61 per kilometer for the use of their personal vehicles, while travelling outside of the Municipality of West Elgin for matters relating to municipal business.
 8. All members of Council shall receive reimbursement for:
 - a. Cost of registration for attendance at approved conventions and seminars;
 - b. Travelling costs associated with conventions and seminars
 - c. The cost of overnight accommodation to a maximum of \$365 per day, upon submission of receipts. The amount paid will be equal to the receipts submitted to the maximum amount.
 9. That By-Law 2021-65 is hereby repealed and replaced.
 10. This By-Law shall come into force and effect on January 1, 2023.

Read a first, second and third and finally passed this 8th day of December, 2022.

Richard Leatham
Deputy Mayor

Magda Badura
Deputy Clerk



Staff Report

Report To: Council Meeting
From: Robin Greenall, Chief Administrative Officer
Date: 2026-03-26
Subject: 2025 Public Sector Salary Disclosure

Recommendation:

That West Elgin Council hereby receives the 2025 Public Sector Salary Disclosure report from R. Greenall, CAO, for information purposes.

Purpose:

The purpose of this report is to provide the Municipal Council with an overview of the 2025 Public Sector Salary Disclosure for the Municipality of West Elgin.

Background:

The Ontario Public Sector Salary Disclosure (PSSD), commonly referred to as the "Sunshine List," is an annual release mandated by the Public Sector Salary Disclosure Act, 1996, which requires organizations receiving public funding to disclose the salaries of employees earning \$100,000 or more annually.

The 2025 PSSD includes employees from various sectors, including municipal governments, healthcare, education, and provincial agencies. The data is publicly accessible and serves as a transparency measure to ensure accountability in the use of public funds. This information is annually published in mid to late March of each year on the Province of Ontario Webpage: [Public Sector Salary Disclosure](#).

For the 2025 PSSD, Municipality of West Elgin reported a total of two senior administrative officials:

Manager of Corporate Service /Treasurer:	Employment Income \$158,486.96 Benefits \$559.80
Chief Administrative Officer;	Employment Income \$154,805.66 Benefits \$684.20

Financial Implications:

The salaries and benefits listed in this report as are approved by the municipal council in the 2025 budget

Policies/Legislation:

By-Law 2024-48 Pay Administration Policy

[Public Sector Salary Disclosure Act, 1996, S.O. 1996, c. 1, Sched. 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,

Robin Greenall, Chief Administrative Officer

Human Resources

Policy and Procedure Manual

Title: Pay Administration	
Number: HR 3.6	Type: Policy
Effective Date: December 19 2025	Last Review Date:
Approval: December 19 2025	Review Frequency: 4 Years
Applies to: All Non-Union Staff	

Purpose:

The purpose of this policy is to:

- Attract and retain qualified employees a fair, consistent, and competitive pay program.
- Comply with the Ontario Pay Equity Act and promote the concept of equal pay for work of equal value.
- Achieve all three pay equities: internal, external (market check) and statutory.
- Interpret and apply the policy in a manner consistent with all applicable employment statutes including the Human Rights Code and Employment Standards Act.
- Establish and maintain annual pay bands.
- Outline how staff can earn pay increases through step movements and annual adjustment through performance reviews.
- Establish and maintain a consistent job evaluation process.
- Maintain updated job descriptions.
- Describe all significant pay administration procedures.

Application:

This policy applies to all non-union employees of the Municipality of West Elgin immediately upon hire.

Responsibility:

The CAO, under the direction from Council will

- Implement, administer and monitor this policy
- Recommend to Council, amendments to this policy, which must be approved by Council.
- Ensure all pay increases under this policy are appropriately budgeted for and subject to the finances of the Municipality of West Elgin.
- Conduct a formal review of this policy every four years and bring any recommendations to Council for approval.

Policy:**Pay Band System**

- Most non-union Municipality of West Elgin positions are included in the pay band system. Certain Contract, Seasonal and Student positions are excluded.
- The Municipality uses a job evaluation methodology to score positions.
- When scoring positions, it is important to ensure that the position and not an employee in the position is being scored.
- All positions included in the pay band system are evaluated and scored based on a range from 250 to 1180.
- The score range is divided into 12 Pay Bands, with 1 being the lowest point range (250 to 299) and 12 being the highest point range (1075 to 1180).
- Based on the score out of 1180, each position is assigned to the corresponding pay band.
- Each pay band has six (6) steps. Each step increases by 4% over the previous step as illustrated below:
 - Step 1 – Base Rate (82.193% of the job rate)
 - Step 2 – 4% increase (85.480% of the job rate)
 - Step 3 – 4% increase (88.900% of the job rate)
 - Step 4 – 4% increase (92.456% of the job rate)
 - Step 5 – 4% increase (96.154% of the job rate)
 - Step 6 – 4% increase (100%) Job rate (highest rate)
- Each step on the pay grid is expressed as an hourly rate which excludes all benefits.
- All hourly paid staff are paid at the hourly rate at their assigned step.
- All salaried staff are paid an annual salary at their assigned step.
- All staff are at a certain full step at any time. Placement at partial steps or outside their pay band is not permitted.
- New staff will normally be hired at Step 1 (Base Rate). If the new hire has experience and/or qualifications for the position, the person can be hired at a higher rate subject to CAO approval. No staff should be hired at a rate below the base rate or above job rate for the position.
- Supervisors and Department Heads shall not promise any starting pay or pay increases to prospective staff or existing staff until approved by the CAO.

The Job Evaluation Process for New Positions

If a new position is created the following procedures are followed:

- A Job Description (JD) in the standard format is created by the Department Head.
- The new JD is then submitted to the CAO for consideration and approval.

- The job evaluation (score) of the position will be determined by the CAO (with assistance from an external consultant if needed) using the West Elgin Job Evaluation tool.
- The Job Description and wage grid placement for the position is submitted to Council for approval.
- The new position will be placed in the appropriate pay band based on the score from the job evaluation.
- Upon hiring, and at regular intervals, the incumbent and department head should review and sign the JD and the signed copy will be placed in the incumbent's personnel file.

The Job Evaluation Process for Existing Positions

If the duties and/or responsibilities of an existing job change substantially the following procedures are followed:

- A Job Description (JD), in the standard format, is updated by the Department Head.
- The revised JD is then submitted to the CAO for consideration and approval.
- The job evaluation (score) of the position will be determined by the CAO (with assistance from an external consultant if needed) using the West Elgin Job Evaluation tool.
- The revised JD and pay grid placement is submitted to Council for approval.
- The incumbent in the existing job and the department head will sign the JD and the signed copy will be placed in the incumbent's personnel file.
- The revised position will be placed in the pay band based on the new score from the Job Evaluation process. The step placement will be dependent on the incumbent's experience and qualifications. Any position changes that result in reclassification in the pay grid should be reviewed and approved prior to budget approval.
- Every employee has the right to review the evaluation of their position and placement in the West Elgin Pay Grid. To initiate a review, the employee should contact the CAO.

The Job Description (JD) Ongoing Maintenance

- A complete and accurate JD in the standard format will be maintained for all positions.
- The JD will be reviewed and updated each year during the annual performance review.
- All changes to a JD will be approved by the affected staff member, the appropriate supervisor, and the CAO. A copy of the approved job description will be kept in the staff member's personnel file.
- The current approved job descriptions will be used to evaluate all positions for statutory pay equity and pay banding purposes.

Performance Reviews

- Performance reviews are conducted annually within 1 month of the Employee's anniversary date to determine eligibility for a potential anniversary date step increase and annual adjustment.
- Pay reviews are conducted at the same time as annual performance reviews.
- All pay increases (either a step movement or annual adjustment) require at least satisfactory performance.
- Employees with performance issues may have their pay increase (step movement and/or annual adjustment) held back and a performance improvement plan (PIP) implemented. PIPs are usually for three months. The affected employees will not receive their pay increase until their performance improves. Any subsequent pay increase will not be retroactive.

Pay Band Annual Adjustment

- Each year on January 1 the entire pay grid may be adjusted by a % using an established formula. The formula used is the annual Statistics Canada Ontario CPI Ontario for all goods for the 12 months ended October 31 each year.
- The job rate will increase by the annual adjustment and the other five steps calculated as a % of the job rate.
- The annual adjustment is not automatic each year. It depends on the Municipalities finances and affordability and is subject to annual Council approval.
- If the formula each year results in a negative % the pay grid will remain the same as the previous year. In the following year, the negative % will be netted against a positive %.
- If Council approves an annual adjustment, all staff with at least satisfactory performance in the latest Performance Review will have their pay increase by the amount of the increase in their step.

Pay Band Step Movements

- In addition to the annual pay band adjustments, staff are eligible for step movements (merit increases) through the pay band for their position based on satisfactory individual job performance and Council's overall budget approval.
- Satisfactory performance is defined as achieving annual goals and satisfactory performance of key measurables as arranged with the Department Head and/or CAO.
- New staff on probation are not eligible for a step movement. Once a new staff member successfully completes their probation, a step movement may be possible as set out in their employment agreement. All employment contracts are prepared by the CAO.
- Step movements take place on the anniversary date of their hire. After probation, to be eligible for the next step movement, the staff member must have at least six months employment in the old step.
- It is expected that the longer staff members work at their West Elgin job the more effective and efficient they become in their position. As a result, it is standard practice,

subject to Council overall budget approval and satisfactory individual job performance, to award one step movement per year of active employment until the staff member reaches the job rate in their pay band. If an individual has all active employment, they will normally reach the job rate in their pay band within five years of their start date.

- If a new staff member is hired at a rate higher than step 1, the number of years required to reach job rate is reduced accordingly.
- The pay rate for a position cannot exceed Step 6 (Job Rate) for a position.
- Part-time and casual staff members will earn a step movement in their pay band after accumulating the equivalent number of hour to a typical full-time position (ie. 2080 hours). For example, if a part time employee starts at step 1 on January 1, 2020, and works 1040 hours (50%) per year they will move to step 2 in their pay band on January 1, 2022, not January 1, 2021. This practice has been adopted to ensure consistency in step movements between full and part-time staff. Individual circumstances will be considered.
- Active employment is defined to mean working on the job. Time spent on any leave is deemed inactive employment and does not count towards qualifying for a pay band step movement. Examples of leaves are pregnancy, parental, short-term disability, or long-term disability. For example, an individual on a pregnancy and parental leave for one year (and no other leave) would achieve the job rate on their 5th Anniversary of employment with West Elgin, rather than on their 4th Anniversary. This rule of active employment may not apply to other West Elgin compensation entitlements such as vacation.
- Once a staff member has reached Step 6 (Job Rate) their pay rate is frozen at Step 6 (Job Rate), and they are eligible only for the approved annual adjustment and any approved market adjustment.
- All step movements require the approval of the CAO and the overall budget approval of Council.

Market Check

- Every four years the entire pay band grid will be compared to "the market" to ensure the Municipality is paying employees fairly and achieving external equity.
- The external wage market will be continually monitored for changes to determine whether a comprehensive market check should be completed before the four-year mark.
- The median (50th percentile) of the job rate of the comparators will be used. This comparison may involve contracting an external consultant to perform an independent market check. The council will approve the selection of comparators.
- The overall pay band may increase, decrease, or remain the same as the result of this comparison.
- No employee's pay will be reduced because of this exercise. However individual pay may be red circled until the pay band for their position catches up to their current pay.

Employees in this situation will not be eligible for the annual pay adjustment until their pay is equal to or exceeds the job rate in their band.

- Since West Elgin is achieving the three pay equities (external, internal and statutory) the job rate of individual pay bands will be close to market but may end up slightly above or slightly below the 50th percentile of the job rate of the comparators.
- The council will approve the market check and the implementation of the results.
- If the market check results in substantial pay increases these may be phased in over more than one year.

Temporary Market Adjustments

- Occasionally, due to extraordinary labour market conditions for certain skilled positions, a temporary market adjustment in addition to the pay at the appropriate step may be required.
- Temporary market adjustments will be awarded for a period of up to one year. All temporary market adjustments will be reviewed annually to see if they are still appropriate. The Statutory pay equity requirements of such an adjustment will be researched before proceeding.
- The temporary nature and related procedures of these market adjustments will be clearly communicated in writing to any staff member receiving such a pay award.
- All temporary market adjustments must be approved by Council.

Promotions

- Employees promoted to a different position that is evaluated at a higher pay band than their present job, shall move to a step which reflects their degree of proficiency for the new position as recommended by their Supervisor and approved by the CAO. The employee's new pay will not be less than their pay at the old position.
- After 180 days, an employee in a new position will have their job performance reviewed.

Demotions

- Employees demoted to a different position that is evaluated at a lower pay band than their present job, shall move to a step which reflects their degree of proficiency for the new position as recommended by their Supervisor and approved by the CAO.
- The employee's new pay may be less than their pay at the old position, however sufficient working notice with pay at their higher rate to comply with the requirements of the Employment Standards Act will be required before the lower rate of pay is implemented.
- If their pay is maintained at a rate above the job rate for their new position, their pay will be red circled.
- After 180 days, an employee in a new position will have their job performance reviewed and a step movement considered.

Appointments to "Acting" Positions

- Employees temporarily appointed by the CAO and/or Council to a position with responsibilities higher than those of their present job for more than 20 consecutive working days, may receive an increase of their regular pay for the duration of the temporary appointment. The pay increase would be effective on the date of the responsibility change.
- The pay increase will be kept separate from their regular hourly rate and paid as an 'acting payroll increase'.
- At the end of the acting appointment, the employee will resume their previous position at the step and pay rate existing at the time of the appointment plus any annual adjustments or merit adjustments due.
- The Acting Pay increase shall be 10% of their current pay rate.

Contract, Seasonal and Student Employees

- Certain contract, seasonal and student employees of West Elgin may not be part of the pay banding system.
- Contract employees will receive pay increases according to the terms of their contract.
- Attempts will be made to make these dates and pay increases consistent with other pay administration procedures when practical.

Other Compensation Policies

- Other compensation policies such as acting assignment pay, bereavement leave, employee benefits, hours of work, overtime, statutory holidays, vacation etc. are covered elsewhere in the West Elgin Employee Manual.

Revision History:

Version	Effective Date	Revision Notes
HR-3.6	11/12/2020	Repealed

Related Policies, Procedures and Documents:

- Employment Agreements
- Performance Management Policy
- All the policies in this section



Staff Report

Report To: Council Meeting
From: Robin Greenall, Chief Administrative Officer
Date: 2026-03-26
Subject: 2026 Remuneration Schedules for Council, Fire and Public Works & Parks and Recreation Staff

Recommendation:

That West Elgin Council receives the 2026 Remuneration Schedules for Council, Fire and Public Works & Parks and Recreation Staff report from R. Greenall, CAO, and

That Council approve the Schedule D, the 2026 remuneration for Council positions, and

That Council approve the Schedule E 2026 remuneration for the West Elgin Fire Department, and

That Council approve the 2026 amendments to Schedule B, remuneration for the West Elgin Public Works and Parks & Recreation staff (previously unionized positions), and

That Council directs staff to complete a review of council stipends and benefits of neighbouring municipalities and return a comparison report before the end of term.

Purpose:

The purpose of this report is to provide Council with information to support the approval of remuneration schedules for Council (Schedule D) and the West Elgin Fire Department (Schedule E). This report also provides Council with an amended schedule for Public Works and Parks & Recreation employees – formally unionized positions (Schedule B).

Background:

Council approved at the February 26th, 2026, regular meeting the proposed wage adjustments for West Elgin staff as per the municipal Pay Administration Policy. This policy recommends an annual wage adjustment as per the October 2025 Consumer Price Index (CPI) rate of 2.2%. This rate is to be applied to the job rate (Step 6) for all positions reflected in the Municipality of West Elgin's Pay Equity schedule.

The West Elgin By-Law 2022-73 - Council Remuneration, item 5 notes that *[Council's rates] shall be increased annually by the percentage increase provided to the municipal employees*. With this direction, it is proposed that Council's remuneration receive a 2.2% adjustment as reflected in Schedule D (attached).

This report recommends that as 2026 is the last year in the current term, Council could consider directing staff to complete a comparative review of council stipends and benefits of neighbouring municipalities. Council could assess their current remunerations to similar sized municipalities and consider any adjustments to be applied to the next term of Council.

This report provides the remuneration schedule for the West Elgin Fire Department. Stipend amounts for Fire Services have traditionally received the same annual adjustments as applied to West Elgin staff as reflected in Schedule E (attached).

This report also returns Schedule B – remuneration rates for Public Works and Parks & Recreation (previously unionized positions). This amended schedule reflects a 2.2% increase to all positions and wage rates (attached) The application of this increase would be consistent with historical adjustments when negotiated under contract. The previous report recommended an application as per the Pay Administration Policy, this approach will be more appropriate once the positions in Schedule B have been assessed by a comparative Pay Equity review.

Financial Implications:

Financial implications of this report will be reflected in the 2026 budget.

Policies/Legislation:

By-law 2022 – 73

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,

Robin Greenall, Chief Administrative Officer

Schedule D - Council Stipend

Job Title	2025 \$ Monthly Stipend	2026 \$ Monthly Stipend
Mayor	\$1,756.9400	\$1,795.5927
Deputy Mayor	\$1,472.0300	\$1,504.4147
Councillor	\$1,234.6100	\$1,261.7714
	\$1,234.6100	\$1,261.7714
	\$1,234.6100	\$1,261.7714

Schedule E - West Elgin Fire

2026 2.2% Increase

WEST ELGIN FIRE	2026	Annual	Hourly	
Deputy Chief	\$ 4,249.44	\$ -		
Station Chief	\$ 3,035.30	\$ -		
Captains	\$ 1,214.13	\$ -		
Fire Fighting	\$ -	\$ -	\$ 30.35	
Training Officer	\$ 3,035.30	\$ -		
Officers Meetings	\$ -	\$ -	\$ 30.35	
Training	\$ -	\$ -	\$ 30.35	
Fire Prevention Officer	\$ 3,035.30	\$ -		
Fire Inspector			\$ 53.84	

Schedule B - Previously Union Positions

Job Title	Step 1	Step 2	Step 3	Step 4 (Job Rate) 2026
Facility Operator	\$26.0402	\$27.5830	\$29.1049	\$30.6396
PW Operator	\$26.0402	\$27.5830	\$29.1049	\$30.6396
Utilities Operator	\$26.0402	\$27.5830	\$29.1049	\$30.6396
Landfill Attendant	\$22.6105	\$27.5830	\$25.2792	\$26.6129
Seasonal Operator - Winter Control	\$26.0402	\$27.5830	\$29.1049	\$30.6396
Winter Patrol - Weekend Rate				\$100.0000



**Elgin County Council
Regular Council Meeting
Minutes**

**February 24, 2026, 9:00 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON**

Members Present: Warden Dominique Giguère
Deputy Warden Grant Jones
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Andrew Sloan
Councillor Mike Hentz
Councillor Richard Leatham

Members Absent: Councillor Jack Couckuyt (with notice)
Councillor Todd Noble (with notice)

Staff Present: Blaine Parkin, Chief Administrative Officer/Clerk
Nicholas Loeb, Director of Legal Services
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer (virtual)
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Holly Hurley, Director of People & Culture
Joe Anne Holloway, Director of Homes and Seniors Services
Ryan Terpstra, Manager of Corporate Facilities
Katherine Thompson, Manager of Administrative Services/Deputy Clerk
Jeff Brooks, Manager of Emergency Management (virtual)
Jenna Fentie, Legislative Services Coordinator
Stefanie Heide, Legislative Services Coordinator
Candace Bill, Employee Rewards and Systems Advisor

1. Meeting Call to Order

The meeting was called to order at 9.01 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Moved by: Councillor Hentz

Seconded by: Deputy Warden Jones

RESOLVED THAT the agenda for the February 24, 2026 County Council Meeting be approved as presented.

Motion Carried.

3. Introductions, Recognitions, Memorials

A moment of silence was held to honour the life of former County Councillor and Mayor of the Town of Aylmer Bob Habkirk. Warden Giguère noted that the flags have been lowered to half mast in recognition of his passing.

4. Adoption of Minutes

Moved by: Councillor Sloan
Seconded by: Councillor Hentz

RESOLVED THAT the minutes of the meeting held on February 10, 2026 be adopted.

Motion Carried.

5. Disclosure of Pecuniary Interest and the General Nature Thereof

Deputy Warden Jones declared a conflict for item CW26-17 under 7.1 Recommendations from Committee of the Whole. Deputy Warden Jones will not participate in the discussion or vote on this item.

6. Presenting Petitions, Presentations and Delegations

6.1 Betsy McClure, Program Coordinator, Elgin Clean Water Program - Elgin Clean Water Program Annual Report 2025

Betsy McClure, Program Coordinator for the Elgin Clean Water Program, presented the 2025 Elgin Clean Water Program Annual Report that summarizes the successes of the program over the past year.

Moved by: Councillor Widner
Seconded by: Councillor Leatham

RESOLVED THAT the presentation from Betsy McClure from the Elgin Clean Water Program be received and filed.

Motion Carried.

7. Motion to Adopt Recommendations from the Committee of the Whole

7.1 Warden Giguère - ADM 26-06 - Recommendations from Committee of the Whole – February 10, 2026

Warden Giguère requested that item CW26-17 be pulled for further discussion and clarification. The Manager of Emergency Management provided additional information regarding the Live Fire Training Structure Fee for Council's information.

Deputy Warden Jones declared a conflict of interest for item CW26-17. Deputy Warden Jones left the Chambers during the discussion and did not participate in the vote for this item.

Moved by: Deputy Warden Jones
Seconded by: Councillor Ketchabaw

RESOLVED THAT item CW26-16 from the Committee of the Whole meeting dated February 10, 2026, and the recommendations therein be adopted.

Motion Carried.

Moved by: Councillor Hentz
Seconded by: Councillor Widner

RESOLVED THAT a licence agreement between the County of Elgin and the Township of Southwold for the use of land for the purpose of installing and operating a live-fire structure, substantially in the form of Appendix "A" of the February 10, 2026 report titled "Land Use Agreement for Fire Training Structure" be approved; and

THAT the fee structure contained in the report titled "Live Fire Training Structure Rental Fee Schedule" dated February 24, 2026 be approved.

Motion Carried.

8. Committee Recommendations

None.

9. Reports for Information and Immediate Consideration

None.

10. Council Correspondence

Deputy Warden Jones returned to the Chambers.

Moved by: Councillor Widner

Seconded by: Deputy Warden Jones

RESOLVED THAT the County of Elgin support the resolution from the County of Prince Edward supporting Bill 21 Protect our Food Act, 2025.

Motion Carried.

Moved by: Councillor Ketchabaw

Seconded by: Councillor Leatham

RESOLVED THAT Correspondence Item 10.2 be received and filed.

Motion Carried.

10.1 Resolution from the County of Prince Edward supporting Bill 21, Protect Our Food Act, 2025.

10.2 Letter from Alzheimer Society Southwest Partners announcing that the application period for the Board of Directors is now open.

11. Statements/Inquiries by Members

None.

12. Closed Meeting Items

Moved by: Councillor Hentz

Seconded by: Councillor Sloan

RESOLVED THAT we do now proceed into closed meeting session in accordance with the Municipal Act to discuss the following matters under Municipal Act Section 239 (2):

Closed Meeting Item #1 - Lease Renewals - County Administration Building

(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

Motion Carried.

12.1 Manager of Corporate Facilities - ENG 26-03 Lease Renewals - County Administration Building

13. Motion to Rise and Report

Moved by: Councillor Hentz

Seconded by: Councillor Widner

RESOLVED THAT we do now rise and report.

Motion Carried.

Closed Meeting Item #1 - Lease Renewals - County Administration Building

Moved by: Deputy Warden Jones
Seconded by: Councillor Leatham

RESOLVED THAT Elgin County Council approve a new commercial two-year term Lease Agreement between Mervin Riddell and Elgin County in relation to Suites 223, 225 and 227 commencing May 1, 2025, and annual rent of \$15,820.08; and

THAT Elgin County Council approve a new commercial one-year term Lease Agreement between Ontario Clean Water Agency, and Elgin County in relation to Suites 305 and 370. Lease commencing November 1, 2025, at an annual rent of \$42,027.37.

Motion Carried.

14. Consideration of By-Laws

14.1 By-Law No. 26-11 Confirmation

BEING a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the February 24, 2026 Meeting.

Moved by: Councillor Hentz
Seconded by: Councillor Leatham

RESOLVED THAT By-Law No. 26-11 be now read a first, second, and third time and finally passed.

Motion Carried.

15. Adjournment

Moved by: Councillor Widner
Seconded by: Councillor Sloan

RESOLVED THAT we do now adjourn at 9:29 a.m. to meet again on March 10, 2026 at 9:00 a.m.

Motion Carried.



Blaine Parkin,
Chief Administrative Officer/Clerk.



Dominique Giguere,
Warden.



Elgin County Council
Committee of the Whole Meeting
Minutes

February 24, 2026, 9:30 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON

Members Present: Warden Dominique Giguère
Deputy Warden Grant Jones
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Andrew Sloan
Councillor Mike Hentz
Councillor Richard Leatham

Members Absent: Councillor Jack Couckuyt (with notice)
Councillor Todd Noble (with notice)

Staff Present: Blaine Parkin, Chief Administrative Officer/Clerk
Nicholas Loeb, Director of Legal Services
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer (virtual)
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Holly Hurley, Director of People & Culture
Joe Anne Holloway, Director of Homes and Seniors Services
Katherine Thompson, Manager of Administrative Services/Deputy Clerk
Diana Morris, Senior Planner
Jenna Fentie, Legislative Services Coordinator
Stefanie Heide, Legislative Services Coordinator
Candace Bill, Employee Rewards and Systems Advisor

1. Meeting Call to Order

The meeting was called to order at 9:35 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Resolution Number: CW26-18

Moved by: Deputy Warden Jones

Seconded by: Councillor Hentz

RESOLVED THAT the agenda for the February 24, 2026 Committee of the Whole Meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

Resolution Number: CW26-19

Moved by: Councillor Leatham

Seconded by: Deputy Warden Jones

RESOLVED THAT the minutes of the meeting held on February 10, 2026 be adopted.

Motion Carried.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Members' Motions

None.

6. Reports of Council, Staff or Outside Boards

6.1 Senior Planner - PLN 26-03 Official Plan Amendment No. 27 in the Town of Aylmer 516 John Street North

The Senior Planner presented the report that recommends approval of Official Plan Amendment No. 27 to the Official Plan of the Town of Aylmer.

Resolution Number: CW26-20

Moved by: Councillor Hentz
Seconded by: Councillor Ketchabaw

RESOLVED THAT the Council of the Corporation of the County of Elgin approves Official Plan Amendment No. 27 to the Official Plan of the Town of Aylmer; and

THAT staff be directed to provide Notice of this Decision in accordance with the requirements of the *Planning Act*.

Motion Carried.

6.2 Manager of Administrative Services/Deputy Clerk - ADM 26-07 Recommendations for Council Learning Sessions

The Manager of Administrative Services/Deputy Clerk presented the report that provides a list of potential learning session topics for Council as suggested by Councillors and members of the Executive Leadership Team for the Committee's consideration.

Resolution Number: CW26-21

Moved by: Councillor Ketchabaw
Seconded by: Deputy Warden Jones

RESOLVED THAT the learning session topics identified in the report titled "ADM 26-07 Recommendations for Council Learning Sessions", with the addition of Municipal Servicing Corporations and Transportation Assets, be endorsed; and

THAT Council approve a list of prioritized learning session topics based on Committee Member input.

Motion Carried.

7. Adjournment

Resolution Number: CW26-22

Moved by: Councillor Widner
Seconded by: Councillor Hentz

RESOLVED THAT we do now adjourn at 9:49 a.m. to meet again on March 10, 2026 at 9:30 a.m.

Motion Carried.



Blaine Parkin,

Chief Administrative Officer/Clerk.



Dominique Giguère,

Warden.

Council Meeting

Council Receives Final Transportation Master Plan

Elgin County Council received the final report for the County's first comprehensive Transportation Master Plan (TMP), marking the completion of a multi-year planning process that will guide future transportation decisions across the County.

The plan establishes 31 initiatives focused on key priorities such as improving road safety, responding to future traffic demands, supporting agricultural and freight movement, and exploring options for passenger transit services. It also considers emerging transportation trends, including cycling infrastructure, pedestrian crossings, and micromobility vehicles such as e-bikes.

Several near-term initiatives are already underway, including planning for safety improvements at intersections and policy development related to transit services. The Transportation Master Plan will serve as a reference for future policy and capital investment decisions and will be revisited in 2030 to reflect updated growth projections and Council priorities.

The Transportation Master Plan be viewed [here](#).

Council Awards 2026 Road Rehabilitation Contracts

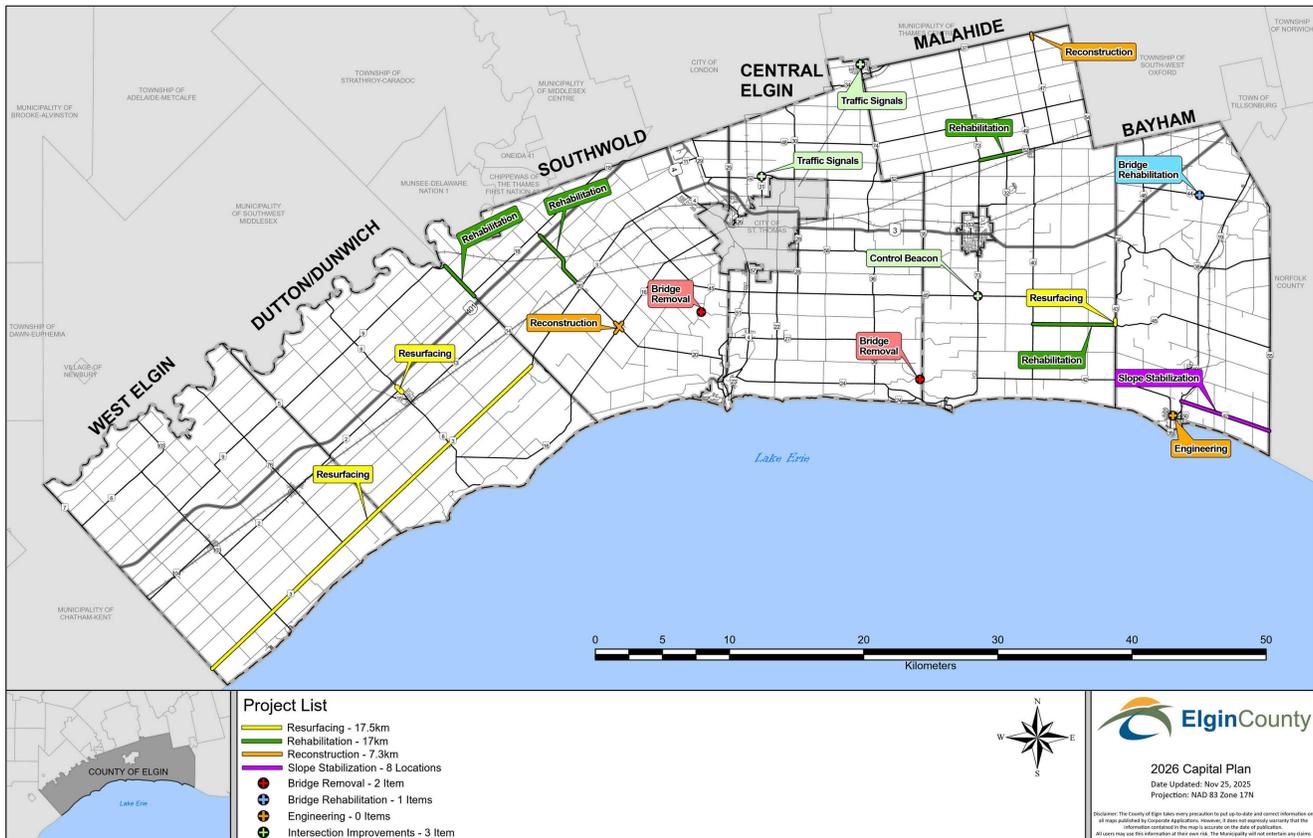
Council approved the award of three tenders supporting road rehabilitation and infrastructure improvements scheduled for the 2026 construction season.

Contracts were awarded to complete Cold In-Place Asphalt Recycling, Hot Mix Asphalt Paving, and Culvert Rehabilitations on several County roads. Roto-Mill Inc. was selected to complete the asphalt recycling work for \$1,978,191.24, while Brantco Construction will carry out the hot mix asphalt paving program for \$5,415,177.50, and Laemers Excavating will complete culvert rehabilitation projects for \$380,382.66.

Council Meeting

Council Awards 2026 Road Rehabilitation Contracts (continued)

These projects are part of the County's approved 2026 Capital Budget and support ongoing maintenance and improvement of Elgin County's transportation network. Work will take place on several County roads throughout the upcoming construction season to help maintain safe and reliable infrastructure for residents, businesses, and agricultural traffic.



Contract Approved for Incontinence Products at County Homes

Council approved the award of a contract for the supply of incontinence products for Elgin County's long-term care homes following a Request for Proposals (RFP) process.

The contract will ensure residents at Terrace Lodge, Elgin Manor, and Bobier Villa continue to receive essential personal care products that support comfort, dignity, and quality of life.

The agreement will provide a consistent supply of products across all three Homes while supporting the ongoing delivery of high-quality resident care.

For the full Council Agenda, [click here](#).

Committee of the Whole

Committee Selects Pro-Rated Distribution for 2026 Sponsorship Funding

Elgin County's Committee of the Whole reviewed the 2026 Sponsorship Application Submissions and selected a pro-rated distribution of available funding among all eligible applicants. Each year, the County reviews applications from organizations requesting sponsorship support for events and initiatives that align with the County's strategic priorities and provide benefit to residents and communities across Elgin.

The County received 50 sponsorship applications requesting a combined total of \$110,025. After two applications were deemed ineligible, 48 eligible applications remained requesting \$99,625, exceeding the \$78,184 budgeted for the program.

Under the selected approach, four applicants requesting less than the maximum amount will receive their full requested funding. The remaining applicants, each of whom requested the maximum \$2,000, would receive \$1,683.16 through a proportional distribution of the available funds.

This option allows all eligible applicants to receive support while ensuring the total allocations remain within the approved 2026 sponsorship budget.

Committee Reviews Updates to County Road and Reduced Load By-Laws

The Committee reviewed proposed updates to the County Road By-Law and the Reduced Load By-Law and recommended approval to Council.

The updates to the County Road By-Law provide an updated summary of the legal property plans and documents that outline the County Road network, ensuring the by-law accurately reflects the County's road system.

The Committee also reviewed updates to the County's Reduced Load By-Law, which regulates seasonal weight restrictions on certain County roads to protect infrastructure during the spring thaw when road conditions are more vulnerable to damage.

Maintaining up-to-date by-laws helps ensure clear guidance for road users, supports effective transportation planning, and protects County infrastructure.

For the full Committee of the Whole Agenda, [click here](#).

From: [Regional.Clerk](#)
Subject: Regional Council Decision - Circular Materials Ontario
Date: Friday, March 6, 2026 8:12:57 AM

You don't often get email from regional.clerk@york.ca. [Learn why this is important](#)

On February 26, 2026 Regional Council passed the following resolution:

Whereas the Province of Ontario has implemented the Blue Box Extended Producer Responsibility (EPR) framework, transferring responsibility for municipal recycling to producer responsibility organizations and their contractors, including Circular Materials Ontario;

And Whereas Circular Materials Ontario has engaged multiple private collection contractors to deliver recycling services to municipalities across Ontario, including those within the Regional Municipality of York;

And Whereas municipalities throughout Ontario are experiencing inconsistent recycling collection service levels under the new EPR model, including differences in collection frequency, missed collections, accepted materials, cart provision, contamination management, customer service response times, and contractor accountability;

And Whereas residents in some municipalities are receiving reduced or inferior recycling collection services compared to others, despite participating in the same provincial Blue Box program;

And Whereas these service level inequities have resulted in increased resident complaints, confusion, reduced participation in recycling programs, and declining public confidence in Ontario's recycling system;

And Whereas upper- and lower-tier municipalities, including York Region, no longer have direct operational control over Blue Box recycling collection, yet continue to experience the impacts of service disruptions and resident dissatisfaction;

And Whereas the intent of Extended Producer Responsibility was to improve environmental outcomes, efficiency, and accountability, not to create unequal treatment of Ontario residents based on municipal boundaries;

And Whereas access to reliable and effective recycling collection is an essential public service and should be fair, consistent, and equitable for all residents of Ontario, regardless of where they live;

Therefore Be It Resolved That the Council of The Regional Municipality of York calls upon the Province of Ontario to intervene to ensure that Circular Materials Ontario and its contractors provide fair, consistent, and equitable recycling collection service levels across all municipalities in Ontario;

And That the Province be requested to establish, enforce, and publicly report

on consistent province-wide service standards for Blue Box recycling, including collection frequency, missed-collection recovery, accepted materials, cart provision, customer service response times, and contractor performance;

And That the Province require Circular Materials Ontario to promptly address collection service level inequities and performance gaps between municipalities, including those impacting York Region;

And That this resolution be circulated to the Premier of Ontario, the Minister of the Environment, Conservation and Parks, all Ontario Members of Provincial Parliament, the Association of Municipalities of Ontario (AMO), and Circular Materials Ontario and all Mayors of Ontario.

Regards,

Christopher Raynor (he/him) | Regional Clerk, Regional Clerk's Office, Corporate Services
Department

The Regional Municipality of York | 17250 Yonge Street | Newmarket, ON L3Y 6Z1
O: 1-877-464-9675 ext. 71300 | christopher.raynor@york.ca | york.ca

Our Mission: **Working together to serve our thriving communities – today and tomorrow**



February 26, 2026

In This Issue:

- Opportunity: AMO Board of Directors Election 2026-2028.
- Unlock AMO's New Workforce Development Campaign Assets.
- Recently launched: AMO's Leading with Respect Handguides.
- Geologic Carbon Storage Framework.
- Market Diversification and Trade Resiliency Initiative.
- AMO 2026: Conference Registration Open!
- Supporting your Run for Municipal Office in 2026: Resources and Workshops.
- Indigenous Candidates Thinking of Running for Office.
- Workshop: Lead through crisis with confidence.
- Let's Turn Up Voter Turnout.
- OSUM Conference: Register Today!
- Navigating Conflict Relationships for Municipally Elected Officials.
- Freedom of Information and Privacy Impact Assessments.
- Help Property Owners Avoid Expense Service Line Repair Costs.
- Healthcare Procurement Made Easy.
- 2026 IPAC Leadership Summit & One-Year Membership.
- Free Intersectoral Action Training Series.
- Webinar on lead service line replacements.
- Careers.

AMO Matters

We encourage all Council members and senior municipal employers to consider a leadership role on AMO's Board of Directors for the 2026-2028 term. Please find preliminary information on this opportunity [on the AMO website](#). Further information will be released in spring 2026 when nominations open.

Don't miss your chance to register for a [free webinar](#) on March 3, 2026, and learn how to make the most of AMO's new public affairs and advertising campaign, '[Make Your Municipal Move](#)'. This session will walk you through how to leverage brand-new campaign assets and ready-made templates to drive local engagement through your own channels. For more information email: WGardiner@amo.on.ca.

AMO has launched its Leading with Respect Handguides to provide practical, accessible tools for councils and staff to navigate conflict, foster good governance, and build vibrant, inclusive communities. Access [AMO's Leading with Respect Handguides here](#).

Provincial Matters

Regulations under the *Geologic Carbon Storage Act* came into effect of February 1 and The Ministry of Natural Resources (MNR) has published a [Fact Sheet for Municipalities](#) about this [new framework](#).

The governments of Canada and Ontario are accepting applications from February 17 to March 17 for [new funding](#) to help local businesses grow international and domestic sales under the Market Diversification and Trade Resiliency Initiative.

Education Opportunities

Registration is open for the AMO 2026 conference. [Register today](#).

AMO is offering programs designed to support aspiring candidates and returning elected officials. Whether you are considering your first run for office, seeking re-election, represent an underrepresented community, or a youth, we have a program tailored for you. Resources range from helping you make the decision to run or run again, to building your team, crafting your message, and getting out the vote, and includes the *Lead Where You Live* guide for key steps in the process. Register for workshops and access resources [here](#).

AMO has expanded their **Healthy Democracy Leadership Series**. AMO is offering a series of workshops for urban Indigenous peoples' thinking about running for municipal office in the October 2026 elections. These sessions will provide insights and strategies to build your understanding and confidence around how to become a candidate and running a campaign. [Register here](#).

Municipal leaders need to know what to say and do during a crisis. Join us March 11th & 12th for a two half-day course that will give you the tools frameworks, and confidence to lead your community through an emergency. [Secure Your Spot](#).

AMO's resource, [Turn Up the Turnout](#), complements other Healthy Democracy Project resources and research and is designed to equip elected officials, policymakers, civil society leaders, and citizens with evidence-based strategies and examples of efforts to increase voter turnout. If you want to drive up turnout in your municipality, take a look and find a strategy that fits your community.

Join your Ontario Small Urban colleagues for at the OSUM 2026, April 29 – May 1 in Parry Sound. [Click here](#) for registration and hotel details.

Gain skills in building collaborative relationships and negotiating difficult ones. This 2 part, interactive workshop will explore the constructs, traps and pitfalls of conflict relationships, and how to approach, plan and execute relationships successfully. [Register here to save your spot](#).

LAS

Managing privacy risk has become increasingly important for Ontario municipalities, particularly with the growing use of AI-enabled technologies. [Reach out](#) to the Freedom of Information and Privacy Impact Assessments services partner, Vayle, [for more information](#).

The LAS endorsed [Sewer & Water Line Warranty service](#), offered through SLWC, helps residential property owners avoid expensive repair costs for clogs, leaks, and breaks to the water and sewer lines running from their home to the municipal connection. Learn how your municipality can offer this optional service to your residents.

Help your healthcare professional save time and money with the LAS HealthPRO Canada procurement service. Under this partnership municipalities can access high-quality, safe health-care related products and services. [Learn more here](#).

Municipal Wire*

The Institute of Public Administration of Canada is offering new professionals in the first seven years of their public sector career complimentary registration to the 2026 IPAC Leadership Summit and a one year IPAC membership at no cost. Learn from senior leaders, strengthen your leadership perspective, and connect with peers from across the public service. [Claim your free registration here](#).

The Public Health Agency of Canada (PHAC) and Tamarack Institute are offering public health units, governments, and others a [virtual learning series](#) on strengthening collaboration to enhance well-being in Ontario.

On February 27, the Ontario Municipal Water Association is hosting a webinar on how municipalities can facilitate full lead service line replacements. [Register here](#).

Careers

[Director, Public Works - City of Kawartha](#). Closing Date: March 8, 2026.

[Construction Projects Supervisor, Facility Maintenance and Development - County of Simcoe](#). Closing Date: March 13, 2026.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

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[ONE Investment](#)

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[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

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Association of Municipalities of Ontario (AMO)

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March 05, 2026

In This Issue:

- Opportunity: AMO Board of Directors Election 2026-2028.
- Take a look at AMO's Responding to Constituents Handguide.
- Recording: Unlock AMO's New Workforce Development Campaign Assets.
- Market Diversification and Trade Resiliency Initiative.
- AMO Conference Early Bird Rates End Thursday, March 12.
- Supporting your Run for Municipal Office in 2026: Resources and Workshops.
- Indigenous Candidates Thinking of Running for Office.
- Workshop: Lead through crisis with confidence.
- The All Risk Municipal Grant Application Deadline is May 1.
- BPS Energy Data Reports due July 1, 2026.
- Blog: Why Canadian Municipalities Must Rethink Cybersecurity in the Age of AI.
- Reduce Employee Group Benefits Costs.
- Apply now: AMCTO-Mitacs Municipal Innovation Internship Program.
- Free Intersectoral Action Training Series to enhance well-being in Ontario.
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AMO's [Responding to Constituents Handguide](#) includes tools to help reduce escalation, set boundaries, offers sample response language, and foundational policies to back you up. This is one of seven guides found within [AMO's Leading with Respect Handguides](#), which all provide practical tools to help councils and staff manage conflict and foster a culture of civility.

In case you missed it, check out this week's recording of AMO's Municipal Workforce Development Project webinar that walks you through how to leverage the brand new [Make Your Municipal Move](#) campaign assets and ready-made templates to drive local engagement through your own channels. [Watch the webinar recording here](#).

Provincial Matters

The governments of Canada and Ontario are accepting applications from February 17 to March 17 for [new funding](#) to help local businesses grow international and domestic sales under the Market Diversification and Trade Resiliency Initiative.

Education Opportunities

Are you joining us for the AMO Conference in Ottawa this year? Now is the time to register to access delegation meeting opportunities, networking, learning and more. [Secure your spot before next Thursday](#), March 12th at 6 pm for early bird rates.

AMO is offering programs designed to support aspiring candidates and returning elected officials. Whether you are considering your first run for office, seeking re-election, represent an underrepresented community, or a youth, we have a program tailored for you. Resources range from helping you make the decision to run or run again, to building your team, crafting your message, and getting out the vote, and

includes the *Lead Where You Live* guide for key steps in the process. Register for workshops and access resources [here](#).

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Municipal leaders need to know what to say and do during a crisis. Join us March 11th & 12th for a two half-day course that will give you the tools frameworks, and confidence to lead your community through an emergency. [Secure Your Spot](#).

LAS

The *All Risk Municipal Grant – Investing in Municipal Risk Resiliency* recognizes and supports innovative risk management practices within Ontario municipalities. [Submit your ideas by May 1](#) for a chance to receive \$10,000 towards your projects.

Only 4 short months until your [annual energy reports](#) are due to the Ministry of Energy and Mines. The LAS [Energy Planning Tool \(EPT\)](#) make this easy, especially if you are part of our [Electricity](#) and/or [Natural Gas](#) programs. Don't wait - get started on your reporting today. Not sure where to start – join the Ministry's webinar on either [April 28](#) or [May 26](#) from 11a-12p, or contact BPSsupport@ontario.ca.

AI-enabled attacks are the number one defining trend that could reshape the Ontario municipal threat environment as municipalities increase their AI usage. Learn what AI cyber threats are and how to mitigate the risks by reading our latest blog contributed by our CIMOM program partner, ISA Cybersecurity. [Click here](#).

The LAS Group Benefits program offered by Mosey & Mosey helps reduce your employee group benefit costs. The plan offerings are customizable to your municipality's needs, and quotes are free of charge. [Visit our website for more information](#).

Municipal Wire*

Don't miss your chance to apply for the next intake of the AMCTO-Mitacs Municipal Innovation Internship Program. This program offers municipalities a cost-effective way to identify, advance, and address innovation or research challenges by partnering with a post-secondary student interested in a career in local government. To learn more or to submit an application, [Click Here](#).

The Public Health Agency of Canada (PHAC) and Tamarack Institute are offering public health units, governments, and others a [virtual learning series](#) on strengthening collaboration to enhance well-being in Ontario.

Careers

[Manager of Legal - Town of Innisfil](#). Closing Date: March 9, 2026.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

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March 12, 2026

In This Issue:

- Municipal Information & Data Analysis System - Get access!
- Opportunity: AMO Board of Directors Election 2026-2028.
- Recording: Unlock AMO's New Workforce Development Campaign Assets.
- Consultation on 2026-2029 Federal Sustainable Development Strategy.
- Market Diversification and Trade Resiliency Initiative.
- AMO Conference Early Bird Rates End Today at 6 pm.
- Celebrating 70 years of Ontario's Small Urban Municipalities: Program Update.
- Supporting your Run for Municipal Office in 2026: Resources and Workshops.
- Indigenous Candidates Thinking of Running for Office.
- Take a look at AMO's Chairing Meetings Effectively Handguide.
- Asset Management Orientation for Council.
- The All Risk Municipal Grant Application Deadline is May 1.
- Canoe Webinar: Procurement Confessions.
- IPAC Emerging Leaders Conference.
- Free Intersectoral Action Training Series to enhance well-being in Ontario.
- Careers.

AMO Matters

Get access to MIDAS - the [Municipal Information & Data Analysis System](#). MIDAS provides access to Financial Information Returns (FIRs) data, converts it into meaningful reports and identifies multiple year trends. For access, municipal elected officials and municipal staff can email MIDASAdmin@amo.on.ca.

We encourage all Council members and senior municipal employers to consider a leadership role on AMO's Board of Directors for the 2026-2028 term. Please find preliminary information on this opportunity [on the AMO website](#). Further information will be released in spring 2026 when nominations open.

In case you missed it, check out this week's recording of AMO's Municipal Workforce Development Project webinar that walks you through how to leverage the brand new [Make Your Municipal Move](#) campaign assets and ready-made templates to drive local engagement through your own channels. [Watch the webinar recording here](#).

Federal Matters

Environment and Climate Change Canada are seeking feedback on their Sustainable Development Strategy by May 12. Provide feedback through [online questionnaire](#), by [e-mail](#), or through participating in an upcoming [webinar](#).

Provincial Matters

The governments of Canada and Ontario are accepting applications from February 17 to March 17 for [new funding](#) to help local businesses grow international and domestic sales under the Market Diversification and Trade Resiliency Initiative.

Education Opportunities

Are you joining us for the AMO Conference in Ottawa this year? Now is the time to register to access delegation meeting opportunities, networking, learning and more. [Secure your spot before 6 pm today](#) for

[Subscribe](#) to our email list.

In this milestone year, the 2026 Conference program content is a reminder why OSUM matters to your leadership. Join solution driven conversations on homelessness, infrastructure challenges, and strong mayor powers. Be a part of the conversation - [view program outline and register now](#).

AMO is offering programs designed to support aspiring candidates and returning elected officials. Whether you are considering your first run for office, seeking re-election, represent an underrepresented community, or a youth, we have a program tailored for you. Resources range from helping you make the decision to run or run again, to building your team, crafting your message, and getting out the vote, and includes the *Lead Where You Live* guide for key steps in the process. Register for workshops and access resources [here](#).

AMO has expanded their Healthy Democracy Leadership Series. AMO is offering a series of workshops for urban Indigenous peoples' thinking about running for municipal office in the October 2026 elections. These sessions will provide insights and strategies to build your understanding and confidence around how to become a candidate and running a campaign. [Register here](#).

AMO's [Chairing Meetings Effectively Handguide](#) provides principles, tools, and tactics to support chairs manage and oversee civil, fair, and accessible discussions including proactive conflict management and de-escalation approaches. This is one of seven guides found within [AMO's Leading with Respect Handguides](#), which all provide practical tools to help councils and staff manage conflict and foster a culture of civility.

Municipal staff play a critical role in preparing Council for leadership. Provide feedback for a new toolkit (handbook and training videos) for AMO's asset management onboarding through this [survey](#).

LAS

The *All Risk Municipal Grant – Investing in Municipal Risk Resiliency* recognizes and supports innovative risk management practices within Ontario municipalities. [Submit your ideas by May 1](#) for a chance to receive \$10,000 towards your projects.

Join Stéphanie and Tony from [Canoe](#) as they share some of the strangest stories they've encountered in the world of procurement. [Register here](#) for 'Procurement Confessions: The Good, The Bad, and the "Did That Really Just Happen?"' on March 25th at 10:00AM.

Municipal Wire*

The Public Health Agency of Canada (PHAC) and Tamarack Institute are offering public health units, governments, and others a [virtual learning series](#) on strengthening collaboration to enhance well-being in Ontario.

The Institute of Public Administration of Canada is hosting a professional development event focused on service delivery excellence on April 21. [Register for](#) virtual or in-person attendance.

Careers

[Associate Director, Communications - Association of Municipalities of Ontario](#). Closing Date: April 3, 2026.

[Program Advisor, Infrastructure Asset Management - AMO](#). Temporary full time (18-months) maternity leave coverage. Closing Date: March 27, 2026.

[Deputy Chief Administrative Officer \(DCAO\), Infrastructure, Development and Environment - City of Guelph](#). Closing Date: March 24, 2026.

About AMO

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March 19, 2026

In This Issue:

- Take a look at AMO's Holding Public Meetings Handguide.
- Make Your Municipal Move campaign update.
- Proposed Harmonization of Municipal Road Construction Standards.
- Ontario Heritage Framework Transformation: Archaeology Program changes.
- July 1 Deadline for BPS energy reporting.
- Consultation on 2026-2029 Federal Sustainable Development Strategy.
- Webinar on Build Canada Homes.
- Celebrating 70 years of Ontario's Small Urban Municipalities: keynote speaker announcement.
- Supporting your Run for Municipal Office in 2026: Resources and Workshops.
- Indigenous Candidates Thinking of Running for Office.
- Better Rural Data for Better Municipal Decisions - join us April 2.
- Blog: Public-Sector Identification in the Age of AI.
- Canoe Webinar: Procurement Confessions.
- OPPI is seeking a Public Interest Representative.
- IPAC Emerging Leaders Conference.
- FCM's Board nominations are now open.
- Careers.

AMO Matters

AMO's [Holding Public Meetings Handguide](#) addresses challenges that may arise in public meetings and engagements. This handguide offers practical tools and resources to ensure decorum, structure, and clear communication so that residents can contribute to meaningful discussions. This is one of seven guides found within [AMO's Leading with Respect Handguides](#), which all provide practical tools to help councils and staff manage conflict and foster a culture of civility.

AMO's Municipal Move Campaign has generated nearly 18 million impressions, helping to raise awareness of municipal careers in Ontario and the vital role of local government. Don't miss out -- [use our Campaign Toolkit](#) to make the most of this momentum.

Provincial Matters

The Ministry of Transportation is seeking feedback on a proposed regulation that would set mandatory road construction standards for municipalities. [Provide feedback](#) by March 30.

The Ministry of Citizenship and Multiculturalism is proposing changes to Ontario's Heritage Framework to streamline archaeological assessments and set criteria for evaluating Licensed Consultant Archaeologists' compliance records. [Provide feedback](#) by April 5.

Municipalities must [report annual energy use](#) and greenhouse gas emissions to the province by July 1. This helps manage costs, identify energy-saving opportunities, and reduce emissions.

Federal Matters

Environment and Climate Change Canada is seeking feedback on their Sustainable Development Strategy by May 12. Provide feedback through [online questionnaire](#), by [e-mail](#), or through participating in an upcoming [webinar](#).

On April 24th, Housing, Infrastructure and Communities Canada will host a webinar explaining Build Canada Homes' portal and investment policy framework in Ontario. Register now on [Microsoft Teams](#).

Education Opportunities

In this milestone year, the 2026 Conference program content is a reminder of why OSUM matters to your leadership. Join Opening Keynote, Althia Raj, who will set the stage on the state of provincial and federal politics. [View program outline and register now](#).

AMO is offering programs designed to support aspiring candidates and returning elected officials. Whether you are considering your first run for office, seeking re-election, representing an underrepresented community, or a youth, we have a program tailored for you. Resources range from helping you make the decision to run or run again, to building your team, crafting your message, and getting out the vote, and includes the *Lead Where You Live* guide for key steps in the process. Register for workshops and access resources [here](#).

AMO has expanded their Healthy Democracy Leadership Series. AMO is offering a series of workshops for urban Indigenous peoples thinking about running for municipal office in the October 2026 elections. These sessions will provide insights and strategies to build your understanding and confidence around how to become a candidate and run a campaign. [Register here](#).

HEAR Initiative (Health, Economics, Adaptation in Rural Communities Initiative) is developing a new province-wide rural data platform designed to support more informed decision-making in rural communities. Join us for an interactive information session on Thursday, April 2 at 12:00 p.m. to learn how household-level rural data can help strengthen municipal planning, funding applications, council decisions, advocacy efforts, and long-term community resilience across rural Ontario. [Register for the free session here](#).

LAS

As identity fraud becomes more sophisticated with the use of AI tools, our FOI and Privacy Program Management program partner, Vayle, explains why public-sector verification practices must evolve. [Read the blog](#).

Join Stéphanie and Tony from [Canoe](#) as they share some of the strangest stories they've encountered in the world of procurement. [Register here](#) for 'Procurement Confessions: The Good, The Bad, and the "Did That Really Just Happen?"' on March 25th at 10:00 AM.

Municipal Wire*

The Ontario Professional Planners Institute (OPPI) is seeking a Public Interest Representative (PIR) to fill a [volunteer OPPI Council position](#) the governance term of June 2026 to June 2028. Experience in a field other than planning is required. The deadline to apply is April 10, 2026.

The Institute of Public Administration of Canada is hosting a professional development event focused on service delivery excellence on April 21. [Register for](#) virtual or in-person attendance.

Are you motivated by influencing and driving change on a national scale? Are you interested in defining municipal priorities? If so, submit your nomination to join FCM's Board of Directors today! The [nomination process is now open](#) for those who wish to run for FCM Board of Directors.

Careers

[Associate Director, Communications - Association of Municipalities of Ontario](#). Closing Date: April 3, 2026.

[Policy Advisor - Regional Municipality of Durham](#). Closing Date: March 29, 2026.

[Asset Management Analyst - City of Belleville](#). Closing Date: April 6, 2026.

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February 25, 2026

Robin Greenall
Corporation of the Municipality of West Elgin
22413 Hoskins Line
Rodney, ON N0L 2C0

Re: Requirement under the Safe Drinking Water Act for a Summary Report

Dear Robin Greenall,

Attached is the 2025 Summary Report for the West Elgin Distribution System for January 1st to December 31st, 2025. This report is completed in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act.

This Summary Report is to be provided to the members of council by March 31st, 2026.

Section 12 of O. Reg. 170/03, requires the Annual Report required under Section 11 of O. Reg. 170/03 to be made available for inspection by any member of the public during normal business hours, without charge. The reports should be made available for inspection at the office of the Municipality, or at a location that is reasonably convenient to the users of the water system.

Please feel free to contact me should you require any additional information regarding these reports. I can be reached at 519-274-5695.

Sincerely,



Heather Wharram
Process and Compliance Technician
Midwest Region
Ontario Clean Water Agency

cc. Sam Smith, OCWA Regional Hub Manager
Joe Daly, OCWA Senior Operations Manager
Maegan Garber, OCWA Safety, Process and Compliance Manager
Terri Towstiuc, Municipality of West Elgin
David Charron, Municipality of West Elgin

West Elgin Distribution System

Waterworks # 260094627
System Category – Large Municipal Residential

Annual Water Report

Prepared For: The Corporation of the Municipality of West
Elgin

Reporting Period of January 1st – December 31st, 2025

Issued: Feb 25th, 2026

Revision: 0

Operating Authority:



This report has been prepared to satisfy the annual reporting requirements in O.Reg 170/03 Section 11 and Schedule 22.

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Revision History

Date	Revision #	Revision Notes
2026-02-25	0	Report Issued

Report Availability

This system does not serve more than 10,000 people. The annual reports will be available to residents at the Municipality of West Elgin Municipal Office. Notification will be at the Municipal Office and copies provided free of charge, if requested. The West Elgin Municipal Office is located at 22413 Hoskins Street in the Town of Rodney.

Compliance Report Card

Compliance Event	# of Events
Ministry of Environment Inspections	1
Ministry of Labour Inspections	0
QEMS External Audit	1
AWQI's/BWA	1
Non-Compliance	1
Community Complaints	9
Spills	0
Watermain Breaks	4
Hydrant Repairs	2
Appurtenance Repair	1

System Process Description

Distribution

The West Elgin Distribution System receives water from the Tri-County Drinking Water System. The West Elgin Distribution System services West Lorne, Rodney and rural areas of West Elgin. The distribution system contains a network of watermains along with a water tower located in Rodney with re-chlorination. There are sample stations, hydrants, blow offs and auto flushers located throughout the municipality for monitoring the system. The West Elgin Distribution System supplies water to the

Dutton-Dunwich Distribution System via Pioneer Line.

Treatment Chemicals

Table 1 below provides a list of water treatment chemicals used by the system during the period covered by the report.

Table 1: Treatment Chemicals

Chemical Name	Use	Supplier
Sodium Hypochlorite (12%)	Secondary Disinfection	Jutzi

Summary of Non-Compliance

Adverse Water Quality Incidents

Under the Safe Drinking Water Act, O. Reg 170/03, any adverse water quality incidents (AWQI) are required to be reported to the Ministry of the Environment, Conservation and Parks (MECP) and corrective action taken. Refer to Table 2 below for a summary of AWQI incidents in 2025.

Table 2: Adverse Water Quality Incidents

Date	AWQI #	Location	Problem	Details	Legislation	Corrective Action Taken
June 18, 2025	168612	Sample Station 8: 26168 Queens Line, West Lorne	1 Total Coliform	A routine sample taken on June 16, 2025 came back positive with 1 Total Coliform.	O.Reg.170/03	On June 18 th and June 20 th , samples were taken upstream, downstream and at the source. Both sets of samples returned showing 0 Total Coliform and 0 E.coli.

Non-Compliance

Under the Safe Drinking Water Act, O. Reg 170/03, any events where legislative requirements were not met are required to be reported to the MECP and corrective actions taken. Refer to Table 3 below for a summary of non-compliance incidents in 2025.

Table 3: Non-Compliances

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There were no non-compliance issues reported during the reporting period.				

Non-Compliance Identified in a Ministry Inspection

The routine MECP Inspections have an Inspection Rating Record. This record evaluates the system to provide information for the owner/operator on areas that need to be improved. The particular areas that were evaluated for the West Elgin Distribution System were: Certification and Training, Distribution System, Logbooks, Operations Manuals, Reporting and Corrective Actions, Treatment Processes, and Water Quality Monitoring. The West Elgin Distribution System inspection was conducted on January 6th, 2025 by Meghan Morgan of the Ministry of the Environment, Conservation and Parks (MECP). The inspection review period was January 1, 2024 to December 31, 2024. An inspection rating of 98.92% was received. The 2025 inspection was conducted on February 3rd, 2026. The report has not yet been received. Refer to Table 4 below for non-compliances identified in the report.

Table 4: Non-Compliances identified in a Ministry Inspection

Legislation	Requirement(s) System Failed to Meet	Duration of the Failure (i.e. date(s))	Corrective Action	Status
O. Reg. 128/04, s. 26 (2).	<p>The operator-in-charge did not ensure that records were maintained of all adjustments to the processes within their responsibility.</p> <p>Review of the electronic logbook for the West Elgin Distribution System found the owner/operating authority to be in non-compliance with Ontario Regulation 128/04, Section 26. (2), specifically (c) the obligation for the operator-in-charge to ensure that records are maintained of all adjustments made to the processes within his or her responsibility. This requirement includes adjustments to processes including calibration of monitoring equipment.</p> <p>Logbook entries made by an operator-in-training detailed the replacement of continuous monitoring probe electrolytes for the pH and chlorine analyzers, cleaning of the probes and calibrating analyzers with no mention of</p>	January 1, 2024 to December 31, 2024	<p>An SOP was created to detail the operating ranges for all components of the West Elgin Distribution System and to outline the duties an Operator in Training (OIT) is able to complete on their own without supervision or direction from an Operator in Charge (OIC), and what duties they have to notify an OIC before completing, or complete under the supervision of an OIC. The SOP also outlines the required information to be logged in the logbook as per the SDWA, O. Reg. 128/04.</p> <p>Formal, documented training was provided to all staff working in the West Elgin Distribution System on March 6th and March 16th, 2025. During this training, a comprehensive review of the SOP was completed along with additional training on the requirements specified in</p>	<p>Corrective action completed.</p> <p>Ongoing monitoring of logbook.</p>

Legislation	Requirement(s) System Failed to Meet	Duration of the Failure (i.e. date(s))	Corrective Action	Status
	direction/instruction/consultation with the operator-in-charge.		O.Reg. 128/04, s.26 & 27.	

Flows

The West Elgin Distribution System is operated in accordance with Municipal Drinking Water Licence 304-101, and Drinking Water Works Permit 304-201. There are no rated capacities specified in the Municipal Drinking Water License.

In accordance with Schedule 22-2(3) 1, below is a summary and discussion of the quantity of water supplied during the reporting period.

The West Elgin Distribution System is supplied from the Tri-County Drinking Water System. The flow is metered as it leaves the treatment plant. The total volume supplied from the treatment plant in 2025 was 1,051,664 m³. This flow is distributed to the following distribution systems:

- West Elgin Distribution System
- Southwest Middlesex Distribution System
- Dutton-Dunwich Distribution System
- Newbury Distribution System
- Bothwell Distribution System

There are various meters that monitor flow throughout the West Elgin Distribution System. Table 5 below is a summary of the flows from the various flow meters throughout the distribution system.

Table 5: West Elgin Distribution System Flows

	West Lorne Train WTP (m ³)	West Elgin North (m ³)	Pioneer Line (m ³)	Marsh Line (m ³)	Silver Clay Line (m ³)	Eagle West (m ³)
January	73,997.00	9,839	1,815	12,556	2,287	3,412
February	72,088.00	11,058	1,257	12,192	1,799	3,490
March	72,204.00	5,020	1,254	11,064	1,586	3,283
April	72,212.00	4,859	1,584	12,348	1,916	4,333
May	85,518.00	7,128	1,407	14,033	2,294	5,276
June	101,931.00	7,380	1,934	16,236	2,990	5,338
July	106,594.00	5,966	2,242	19,218	3,344	7,046
August	109,291.00	13,034	2,127	18,168	3,081	5,347
September	94,103.00	9,195.00	791.13	13,569	1,732	8,614
October	89,138.00	8,871.00	732.49	16,514	2,077	5,390
November	89,840.00	8,065	776	13,240	1,800	4,098
December	84,768.00	7,433.00	930.09	16,223	1,931	4,911

	West Lorne Train WTP (m ³)	West Elgin North (m ³)	Pioneer Line (m ³)	Marsh Line (m ³)	Silver Clay Line (m ³)	Eagle West (m ³)
Total	1,051,684	97,848	16,849	175,361	26,837	60,537

Regulatory Sample Results Summary

Microbiological Testing

The West Elgin Distribution System was operated and maintained in such a manner that the treated water supplied to the consumers serviced by the system satisfied the Ontario Drinking Water Quality Standards with the exception of the adverse reported in June, 2025. Refer to Table 6 below.

Table 6: Microbiological Testing Summary

	No. of Samples Collected	Range of E.Coli Results		Range of Total Coliform Results		No. of Samples Collected	Range of HPC Results	
		Min	Max	Min	Max		Min	Max
Distribution Water	214	0	0	0	1	110	<10	40

Operational Testing

Free chlorine residuals are monitored throughout the distribution system to meet regulatory requirements and ensure adequate secondary disinfection is provided. Table 7 below details the operational testing completed in the system during the reporting period.

Table 7: Operational Testing Summary

	No. of Samples Collected	Range of Results	
		Minimum	Maximum
Free Chlorine Residual, DW Field (mg/L)	368	0.28	1.66

Summary of Lead Testing

Schedule 15.1 sampling is required under O.Reg 170/03. This system is under reduced sampling which requires lead samples to be collected every 3rd year in the winter and summer period. Refer to Table 8.

Table 8: Schedule 15.1 Sample Results

Distribution System	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
		Minimum	Maximum		
Alkalinity (mg/L)	6	101	112	N/A	N/A
pH	6	7.48	7.83	N/A	N/A
Lead (ug/l)	N/A	N/A	N/A	N/A	N/A

Organic Parameters

These parameters are tested quarterly as a requirement under O.Reg 170/03. Refer to Table 9.

Table 9: Organic Parameter Testing and Results

Distribution Water	Sample Date (yyyy/mm/dd)	Sample Result	MAC (ug/L)	Number of Exceedances	
				MAC	1/2 MAC
Trihalomethane: Total (ug/L) Annual Average-DW	2025	58.25	100	0	2
Haloacetic Acids: Total (ug/L) Annual Average-DW	2025	27.43	80	0	0

MAC = Maximum Allowable Concentration as per O.Reg 169/03

Additional Legislated Samples

There is no additional sampling required in the West Elgin Distribution System.

Major Maintenance Summary

The West Elgin Distribution System completed a number of repairs, installations, and replacement projects as listed below in Table 10. These represent the major expenses incurred in 2025.

Distribution Maintenance

Table 10: Major Maintenance Summary

Details
Fire hydrant maintenance
Blow off/sample station maintenance
Valve repair/replacement
Auto flusher maintenance/repair
Leak detection Survey
Pocket colorimeter purchased
Rodney Tower chlorine pump rebuild/repair
Rodney Tower chlorine board rebuild



THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

BY-LAW NO. 2026-16

PROVIDING FOR THE ERECTION OF STOP SIGNS AT INTERSECTIONS

WHEREAS section 137 of the Highway Traffic Act, R.S.O 1990, Chapter H.8, provides that the council of a municipality and the trustees of a police village may by by-law provide for the erection of stop signs at intersections on highways under its jurisdiction, and every sign so erected shall comply with the regulations of the Ministry;

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

1. The intersections of highways set out in Column 1 are designated as intersections where stop signs shall be erected at the locations shown in Column 2, all as shown on Schedule "A" attached.
2. The penalties provided in section 214 of the Highway Traffic Act shall apply to offenses against the by-law.
3. Each designation made by section 1 shall not become effective until stop signs have been erected in accordance with the regulations of the Highway Traffic Act
4. By-law 87-05 of the former Village of West Lorne and By-law 95-56 of the former Township of Aldborough and any other by-laws of the former Village of West Lorne and the former Township of Aldborough inconsistent with this by-law are hereby repealed.

READ A FIRST AND SECOND TIME THIS 26th DAY OF MARCH 2026

READ A THIRD TIME AND FINALLY PASSED THIS 26th DAY OF MARCH 2026

MAYOR

CLERK

SCHEDULE "A"
BY-LAW 2026-16

COLUMN 1
INTERSECTION

COLUMN 2
FACING TRAFFIC

Airey Road and Downie Line	northbound on Airey Road turning either east or west on to Downie Line
Argyle Line and Colley Road	westbound on Argyle Line turning either north or south on to Colley Road
Blacks Road and Fleming Line	northbound on Blacks Road turning either east or west on to Fleming Line
Blacks Road and Gray Line	southbound on Blacks Road turning either east or west on to Gray Line
Colley Road and Downie Line	southbound on Colley Road turning either east or west on to Downie Line
Crinan Line and Colley Road	westbound on Crinan Line turning either north or south on to Colley Road
Downie Line and Blacks Road	eastbound and westbound on Downie Line
Downie Line and Macpherson Line	westbound on Downie Line turning either north or south on to Macpherson Line
Eagle Court and Graham Road	eastbound on Eagle Court turning north or south on Graham Road
Fleming Line and Furnival Road	eastbound on Fleming Line turning north or south on Furnival Road
Forest Line and Colley Road	eastbound on Forest Line turning north or south on Colley Road
Furnival Road and Gibb Line	northbound and southbound on Furnival Road
Gibb Line and Blacks Road	eastbound and westbound on Gibb Line
Gilbert Line and Dunborough Road	eastbound on Gilbert Line turning north or south on to Dunborough Road
Gray Line and Graham Road	eastbound and westbound on Gray Line

SCHEDULE "A"
BY-LAW 2026-16

COLUMN 1
INTERSECTION

COLUMN 2
FACING TRAFFIC

Gray Line and Kerr Road	eastbound on Gray Line turning north on Kerr Road or east on Gray Line
Havens Lake Road and Gray Line	northbound on Havens Lake Road turning either east or west on to Gray Line
Havens Lake Road and Road between lots 5 and 6	southbound on Havens Lake Road turning either east or west on to road between lots 5 and 6 in concession 14
Henry Road and Johnston Line	northbound on Henry Road turning either east or west on to Johnston Line
Henry Road and McLean Line	southbound and northbound on Henry Road
Hoskins Line and Blacks Road	eastbound and westbound on Hoskins Line
Hoskins Line and Macpherson Line	westbound on Hoskins Line turning either north or south on to Macpherson Line
Kerr Road and Queens Line	northbound and southbound on Kerr Road
Kintyre Line and Blacks Road	eastbound and westbound on Kintyre Line
Kintyre Line and Clachan Line	westbound on Kintyre Line turning either north or south on to Clachan Road
Kintyre Line and Colley Road	eastbound on Kintyre Line turning either north or south on to Colley Road
Kintyre Line and Henry Road	eastbound and westbound on Kintyre Line
Marsh Line and Blacks Road	eastbound and westbound on Marsh Line
Marsh Line and Dunborough Road	eastbound on Marsh Line turning either north or south on to Dunborough Road

SCHEDULE "A"
BY-LAW 2026-16

COLUMN 1
INTERSECTION

COLUMN 2
FACING TRAFFIC

Marsh Line and Kerr Road	eastbound and westbound on Marsh Line
Marsh Line and Macpherson Line	westbound on Marsh Line turning either north or south on to Macpherson Line
McColl Road and Gray Line	southbound on McColl Road turning either east or west on to Gray Line
McDougall Line and Blacks Road	eastbound and westbound on McDougall Line
McKillop Road and Talbot Line	northbound on McKillop Road turning either east or west on to Talbot Line
McKillop Road and Warwick Line	southbound on McKillop Road turning either east or west on to Warwick Line
McLean Line and Blacks Road	eastbound and westbound on McLean Line
McLean Line and Clachan Road	westbound on McLean Line turning either north or south on to Clachan Road
Mistele Sideroad and Gray Line	southbound on Mistele Sideroad turning either east or west on to Gray Line
Omalley Road and Henry Road and Johnston Line	westbound on Omalley Road turning either north on to Johnston Road or south on to Henry Road
Omalley Road and McLean Line	southbound on Omalley Road turning either east or west on to McLean Line
Pioneer Line and Blacks Road	eastbound and westbound on Pioneer Line
Pioneer Line and Macpherson Line	westbound on Pioneer Line turning either north or south on to Macpherson Line

SCHEDULE "A"
BY-LAW 2026-16

COLUMN 1
INTERSECTION

COLUMN 2
FACING TRAFFIC

Silver Clay Line and Dunborough Road	eastbound on Silver Clay Line turning either north or south on to Dunborough Road
Silver Clay Line and Blacks Road	eastbound and westbound on Silver Clay Line
Silver Clay Line and Kerr Road	eastbound and westbound on Silver Clay Line
Silver Clay Line and Macpherson Line	westbound on Silver Clay Line turning either north or south on to Macpherson Line
Thomson Line and Blacks Road	eastbound and westbound on Thomson Line
Thomson Line and Dunborough Road	eastbound on Thomson Line turning either north or south on to Dunborough Road
Thomson Line and Kerr Road	eastbound and westbound on Thomson Line
Thomson Line and MacPherson Line	eastbound and westbound on Thomson Line
Warwick Line on McKillop Road	westbound on Warwick Line turning either north on to McKillop Road or west on to Warwick Line
Albert Street and Ridout Street	eastbound on Albert Street turning either north or south on to Ridout Street
Centre Street and Ridout Street	eastbound and westbound on Centre Street
Fourth Street and Queen Street	northbound on Fourth Street turning either east or west on to Queen Street

SCHEDULE "A"
BY-LAW 2026-16

COLUMN 1
INTERSECTION

COLUMN 2
FACING TRAFFIC

Harper Street and Flora Street	eastbound and westbound on Harper Street
Jane Street and Harper Street	northbound on Jane Street turning either east or west on to Harper Street
Jane Street and Victoria Street	northbound and westbound on Jane Street
Maple Street and Ridout Street	eastbound on Maple Street turning either north or south on to Ridout Street
Monroe Street and Moriah Street	northbound and southbound on Monroe Street
Monroe Street and Powell Street	northbound and southbound on Monroe Street
Monroe Street and Queen Street	northbound on Monroe Street turning either east or west on to Queen Street
Moriah Street and Fourth Street	eastbound on Moriah Street turning either north or south on to Fourth Street
Moriah Street and Monroe Street	eastbound and westbound on Moriah Street
Padfield Line and Harper Street	northbound on Padfield Line turning either east or west on to Harper Street
Padfield Line and Victoria Street	northbound and southbound on Padfield Line
Powell Street and Fourth Street	eastbound and westbound on Powell Street
Powell Street and Stinson Street	westbound on Powell Street turning either north or south on to Stinson Street
Ridout Street and Centre Street	northbound and southbound on Ridout Street

SCHEDULE "A"
BY-LAW 2026-16

COLUMN 1
INTERSECTION

COLUMN 2
FACING TRAFFIC

Ridout Street and Maple Street	southbound on Ridout Street
Ridout Street and Queen Street	southbound on Ridout Street turning either east or west on to Queen Street
Road between lot 1-3 and lot 4-6 Block B and Moriah Street	northbound on laneway between lot 1-3 and lot 4-6 block B turning either east or west on to Moriah Street
Road between lot 5 and lot 4 Block D and Ridout Street	westbound on road between lot 5 and lot 4 block D turning either north or south on to Ridout Street
Sandford Street and Harper Street	northbound and southbound on Sandford Street
Sandford Street and Victoria Street	southbound on Sandford Street turning either east or west on to Victoria Street
Second Street and Harper Street	northbound on Second Street turning either east or west on to Second Street
Stinson Street and Moriah Street	northbound and southbound on Stinson Street
Stinson Street and Queen Street	northbound on Stinson Street turning either east or west on to Queen Street
Stinson Street and Clark Street	southbound on Stinson Street turning either east or west on to Clark Street
Third Street and Moriah Street	northbound and southbound on Third Street
Third Street and Powell Street	northbound and southbound on Third Street
Third Street and Queen Street	northbound on Third Street turning either east or west on to Queen Street

SCHEDULE "A"
BY-LAW 2026-16

COLUMN 1
INTERSECTION

COLUMN 2
FACING TRAFFIC

West Alley and Harper Street	southbound on West Alley turning either east or west on to Harper Street
Angelo Street and Marsh Line	southbound on Angelo Street turning either east or west on to Marsh Line
Anne Street and Finney Street	westbound on Anne Street turning either north or south on to Finney Street
Argyle Street and Elm Street	southbound on Argyle Street turning west on to Elm Street
Bainard Street and Mary Street	eastbound on Bainard Street turning either north or south on to Mary Street
Division Street and McGregor Street	southbound on Division Street turning either east or west on to McGregor Street
Finney Street and Frederic Street	northbound and southbound on Finney Street
Finney Street and Gilbert Street	northbound and southbound on Finney Street
Finney Street and Jane Street	southbound on Finney Street turning either east or west on to Jane Street
Frederic Street and Mary Street	eastbound and westbound on Frederic Street
Gilbert Street and Finney Street	eastbound and westbound on Gilbert Street
John Street and Mary Street	eastbound and westbound on John Street
Macleod Court and Finney Street	westbound on Macleod Court turning either north or south on to Finney Street
Maple Street and Argyle Street	eastbound on Maple Street turning either north or south on to Argyle Street

SCHEDULE "A"
BY-LAW 2026-16

COLUMN 1
INTERSECTION

COLUMN 2
FACING TRAFFIC

Maple Street and Ridge Street	eastbound and westbound on Maple Street
Mary Street and Jane Street	southbound on Mary Street turning either east or west on to Jane Street
Mary Street and Walker Street	northbound on Mary Street turning either east or west on to Walker Street
McGregor Street and Wood Street	westbound on McGregor Street turning either north or south on to Wood Street
Morden Street and Munroe Street	northbound on Morden Street turning either east or west on to Munroe Street
Ridge Street and Elm Street	northbound and southbound on Ridge Street
Ridge Street and Munroe Street	northbound on Ridge Street turning either east or west on to Munroe Street
Sexton Street and Wood Street	westbound on Sexton Street turning either east or west on to Wood Street
Todd Place and Angelo Street	westbound on Todd Place turning either north or south on to Angelo Street
Todd Place and Angelo Street	eastbound and westbound on Todd Place
Wellington Street and Elm Street	southbound on Wellington Street turning either east or west on to Elm Street
Wellington Street and Maple Street	northbound and southbound on Wellington Street
Wellington Street and Munroe Street	northbound on Wellington Street turning either east or west on to Munroe Street
William Street and Division Street	eastbound and westbound on William Street
William Street and Evandale Street	eastbound and westbound on William Street

SCHEDULE "A"
BY-LAW 2026-16

COLUMN 1
INTERSECTION

COLUMN 2
FACING TRAFFIC

Wood Street and William Street

northbound and southbound on Wood Street



MUNICIPALITY OF West Elgin

The Corporation of The Municipality of West Elgin

By-Law No. 2026-17

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on March 26, 2026.

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 March 26, 2026, 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 26th day of March 2026.

Richard Leatham, Mayor

Terri Towstiuć, Clerk