



Municipality of West Elgin

Addendum to Agenda

Council Meeting

August 8, 2019 – 9:30 a.m.

Council Chambers, West Elgin Municipal Building

Documents are available in alternate formats upon request. If you require an accessible format or communication support, please contact the Clerk's Department at 519-785-0560 or by email at gscharback@westelgin.net to discuss how we best can meet your needs.

9.3.1. A. Beer, Fire Chief – Fire Department Monthly Report July 2019

Recommendation: That West Elgin Council hereby receives the report from Allen Beer, Fire Chief for information purposes.

9.9.1. Sam Smith, OCWA - West Lorne Wastewater Treatment Plant 2019 Second Quarter Operations Report

Recommendation: That West Elgin Council hereby receives the report from Sam Smith, OCWA re: West Lorne Wastewater Treatment Plant and Collection System Operations Report, Second Quarter 2019.

9.9.2. Sam Smith, OCWA - Rodney Wastewater Treatment Plant 2019 Second Quarter Operations Report

Recommendation: That West Elgin Council hereby receives the report from Sam Smith, OCWA re: Rodney Wastewater Treatment Plant and Collection System Operations Report, Second Quarter 2019.

13.6. West Elgin Community Health Centre - Request for Event at Miller Park

Recommendation: That West Elgin Council hereby approve the request for sixty (60) chairs to be provided for the West Elgin Community Health Centre Soups On event in Miller Park on August 20, 2019



Staff Report

Report To: West Elgin Council

From: Al Beer, Fire Chief

Presented by: John Campbell

Date: August 8 2019

Report: 01-2019

Subject: Fire Department

Recommendations:

Receive and file

Purpose:

Monthly Fire Department report for July 2019

Discussion:

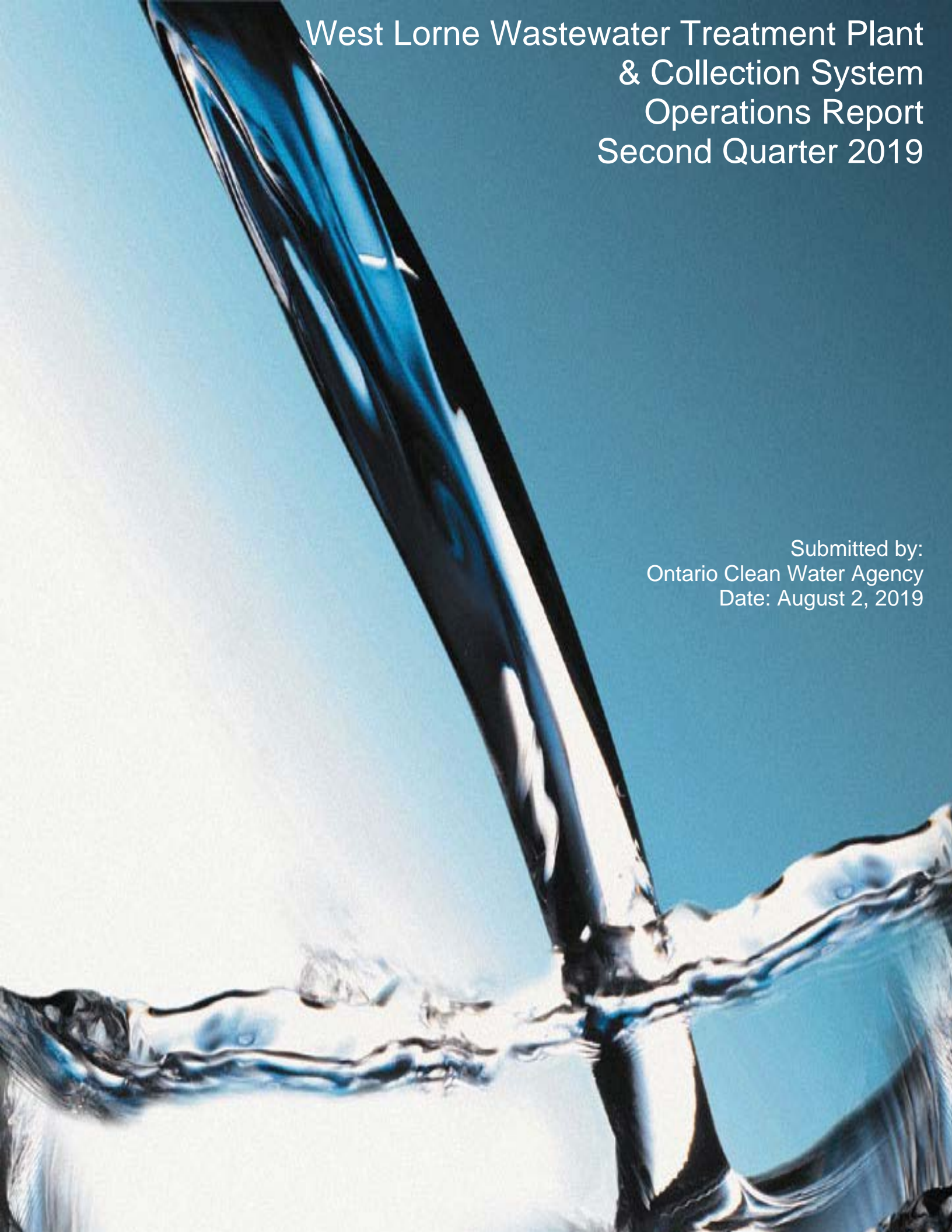
1. Recent commercial building fire
2. During the last several months, many of our West Elgin firefighters have received OFC training and NFPA certifications.
3. West Elgin Fire Department assisted with the fireworks demonstration for Canada Day and the August long weekend.
4. Applications have been received for new hires. Interviews will be taking place in the following weeks.
5. The West Elgin Fire Department is arranging for driver DZ licensing in Malahide for the month of September.
6. NFPA Fire Officer 1 training and certification is being scheduled for the fall at Station 1.

Respectfully submitted,

Reviewed by,

Al Beer, Fire Chief

G. Scharback, CAO/Clerk



West Lorne Wastewater Treatment Plant
& Collection System
Operations Report
Second Quarter 2019

Submitted by:
Ontario Clean Water Agency
Date: August 2, 2019

Facility Information:

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

Operational Description:

The village of West Lorne is served by an extended aeration Wastewater Treatment Plant, comprised of aeration, clarification, filtration, disinfection and sludge disposal. Also included is the collection system with one pumping station and a sanitary sewer system. The operations are in accordance to ECA # 3-0442-90-938, which covers the entire plant including the pumping stations.

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

Service Information

Areas Served: Village of West Lorne

Design Capacity:

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

Treatment Process Features:

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

Contacts:

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

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

There were no non-compliances reported for the first quarter.

SECOND QUARTER:

There were no non-compliances reported for the second quarter.

SECTION 2: INSPECTIONS

FIRST QUARTER:

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

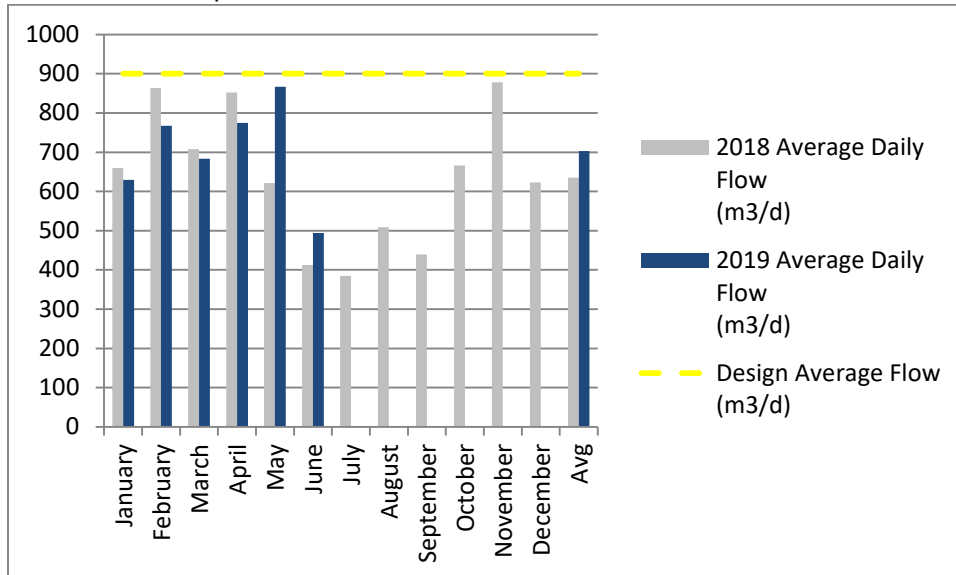
SECOND QUARTER:

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

SECTION 3: PERFORMANCE ASSESSMENT REPORT

The average daily flow for the wastewater treatment plant in 2019 so far is 702.65 m³/d. The average daily flow in 2018 was 634.8 m³/d, therefore the flow for 2019 is up 10.7% when compared to 2018. The plant is currently at 78 % of its rated capacity of 900m³/d.

Chart 1. Raw Flows in 2019 Compared to 2018 flows.



Raw samples are taken on a biweekly basis following the ECA requirements. The table below shows the raw sample results for 2018 so far.

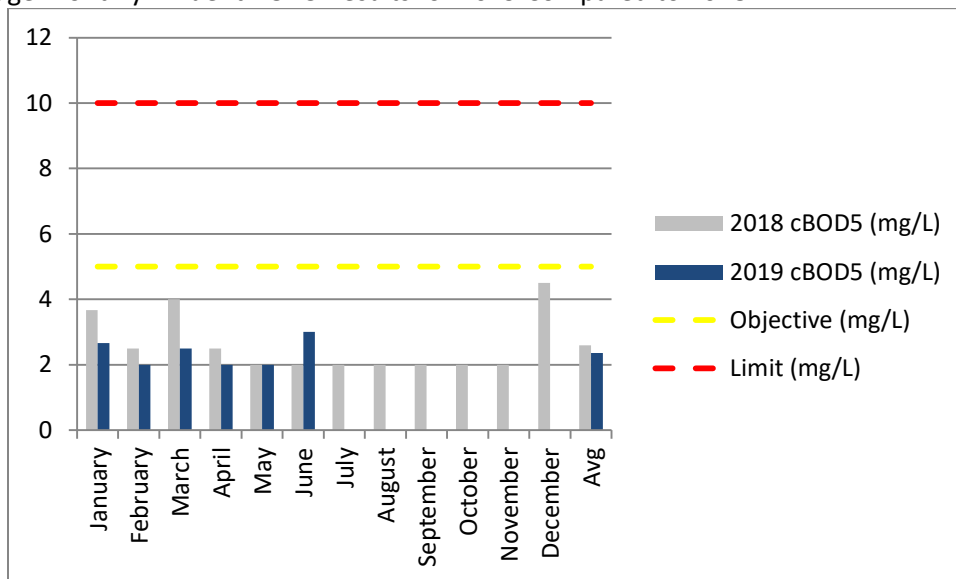
Table 1. Raw Water Sample Results for 2019.

	BOD5 (mg/L)	TKN (mg/L)	TP (mg/L)	TSS (mg/L)	Alkalinity (mg/L)
January Results	78.333	32.13	3.687	124.67	282.4
February Results	98.5	23.35	2.54	73	247
March Results	148	35.5	4.375	317	209
April Results	38	20.95	1.93	71.5	282
May Results	33.5	13.15	1.305	37	280
June Results	45	16.7	1.535	54	304.5
July Results	-	-	-	-	-
August Results	-	-	-	-	-
September Results	-	-	-	-	-
October Results	-	-	-	-	-
November Results	-	-	-	-	-
December Results	-	-	-	-	-
Annual Average	73.9	24.29	2.65	113.77	267.5

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

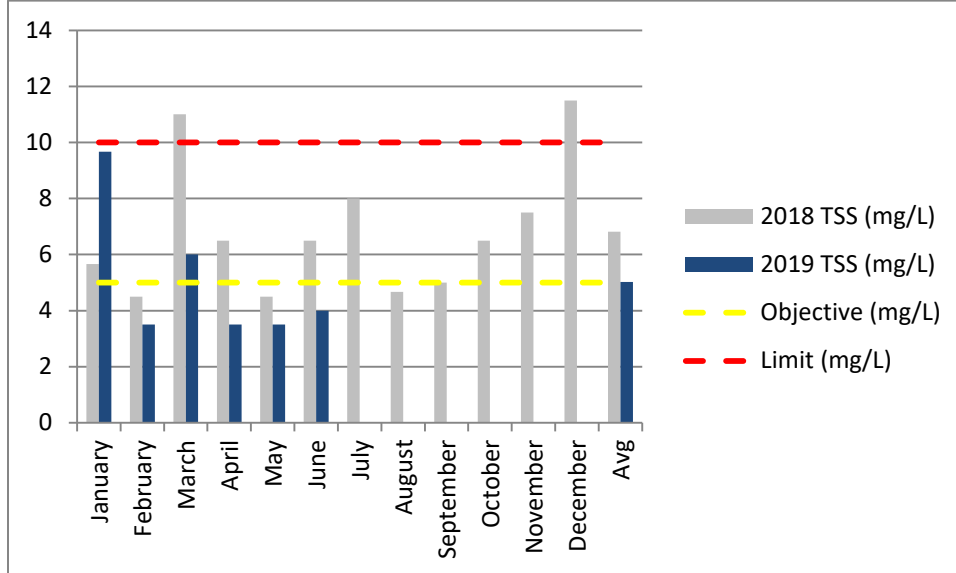
The average effluent cBOD5 for 2019 so far is 2.4 mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for BOD5 in 2018 was 2.6mg/L, therefore the results for 2019 are down by 9% when compared to 2018 (refer to Chart 2).

Chart 2. Average Monthly Effluent BOD5 Results for 2019 Compared to 2018.



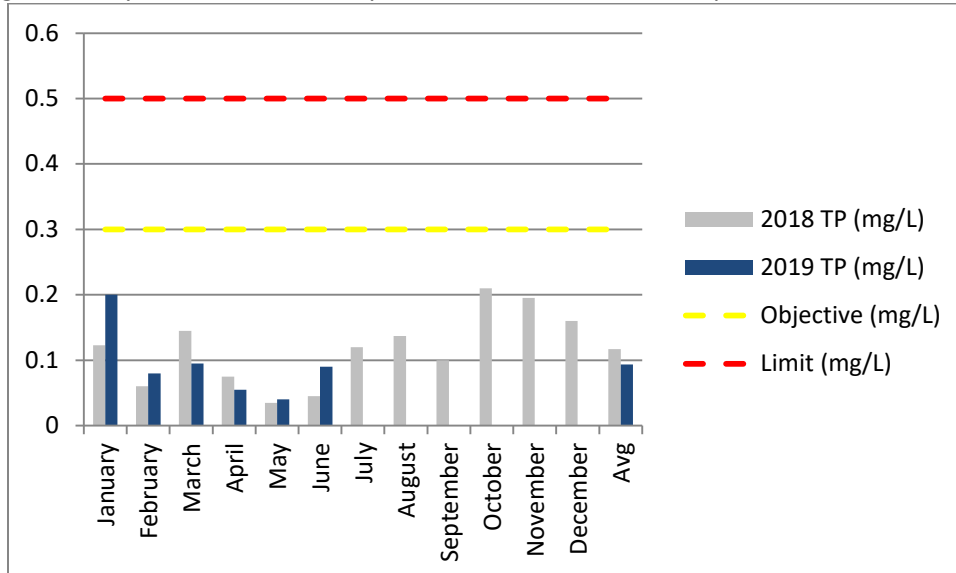
The average effluent TSS for 2019 so far is 5mg/L, meeting effluent limits identified in the ECA and exceeding the effluent objective in January and March due to wasting and alum dosage adjustments. The annual average result for TSS in 2018 was 6.8mg/L, therefore the results for 2019 are down by 26% when compared to 2018 (refer to Chart 3).

Chart 3. Average Monthly Effluent Total Suspended Solids Results for 2019 Compared to 2018.



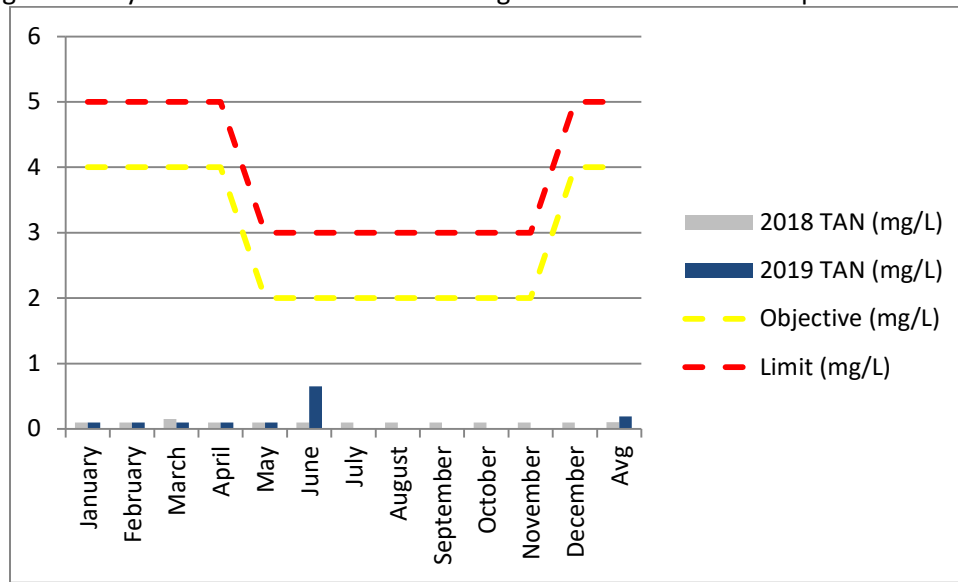
The average effluent TP for 2019 so far is 0.09 mg/L, meeting effluent limits and objectives identified in the ECA. The annual average result for TP in 2018 was 0.12mg/L, therefore the results for 2019 so far is down 20% when compared to 2018 (refer to Chart 4).

Chart 4. Average Monthly Effluent Total Phosphorus Results for 2019 Compared to 2018.



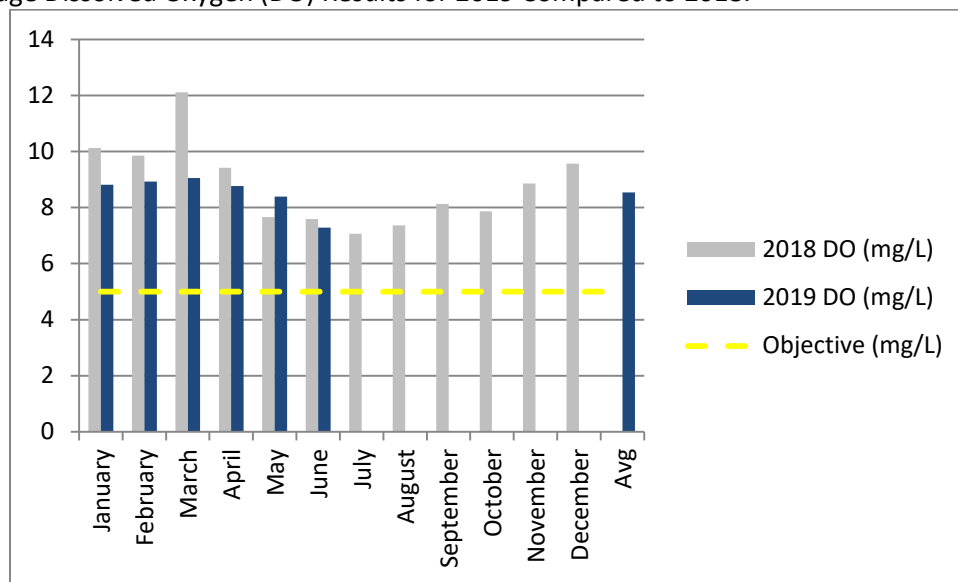
The average effluent TAN for 2019 so far is 0.19mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TAN in 2018 was 0.104mg/L, therefore the results for 2019 are up 84% compared to 2018 (refer to Chart 5).

Chart 5. Average Monthly Effluent Total Ammonia Nitrogen Results for 2019 Compared to 2018.



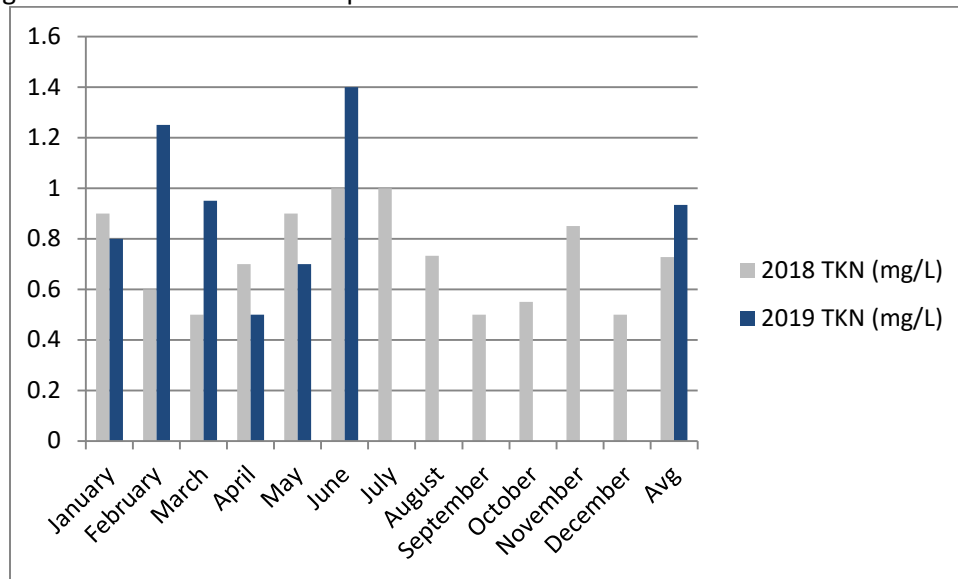
Dissolved oxygen (DO) of the effluent is tested on site at the plant, the ECA identifies a minimum level required as an objective. This objective is 5mg/L. The chart below (chart 7) shows the minimum DO concentrations; there have been no objective exceedances.

Chart 7. Average Dissolved Oxygen (DO) Results for 2019 Compared to 2018.



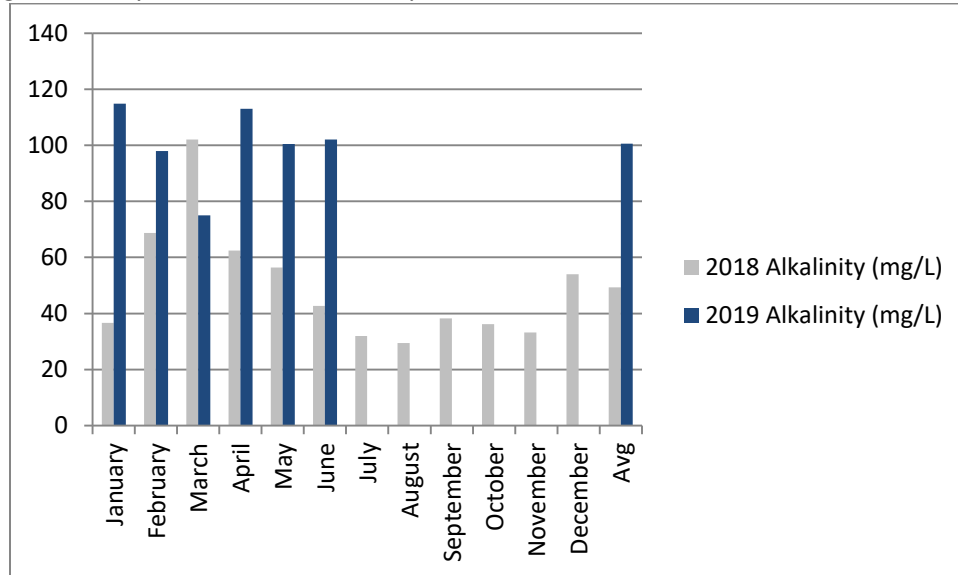
Total Kjeldahl Nitrogen (TKN) is sampled biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. The average effluent TKN for 2019 so far is .93mg/L. The annual average result for TKN in 2018 was 0.72mg/L, therefore the results for 2019 are up by 28% when compared to 2018 (refer to Chart 8).

Chart 8. Average TKN Results for 2019 Compared to 2018.



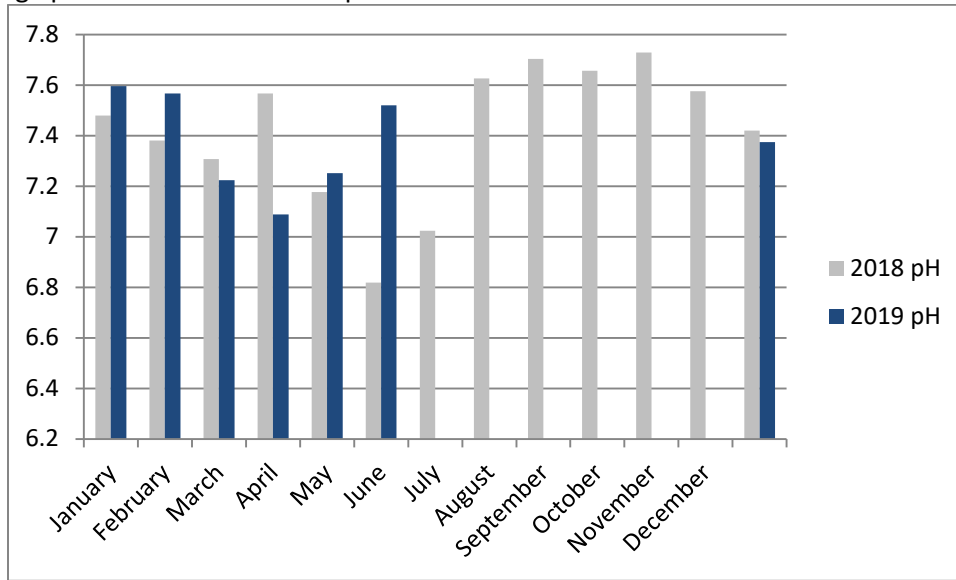
Alkalinity is sampled at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. It is recommended that at least 50mg/L is present in the effluent. The average effluent alkalinity for 2019 so far is 100mg/L. The annual average result for alkalinity in 2018 was 49mg/L, therefore the results for 2019 are up by 104% when compared to 2018(refer to Chart 9).

Chart 9. Average Alkalinity Results for 2019 Compared to 2018.



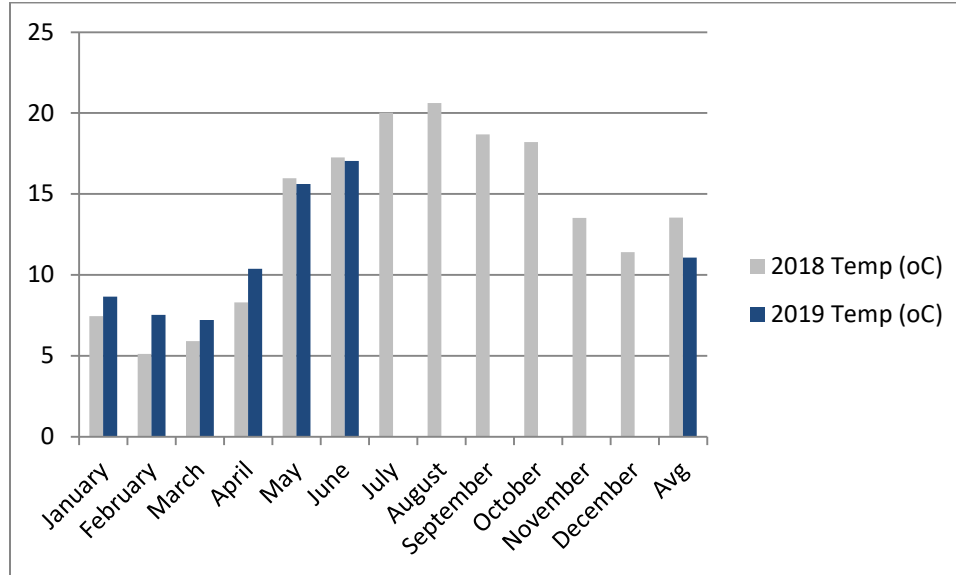
pH is sampled at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. It is recommended that the pH is in the range of 6.5-8.5. The average effluent pH for 2019 so far is 7.37. The annual average result for pH in 2018 was 7.42, therefore the results for 2019 are down by 0.6% when compared to 2018 (refer to Chart 10).

Chart 10. Average pH Results for 2019 Compared to 2018.



Temperature is measured at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. The temperature of the effluent fluctuates based on outdoor temperatures. The average effluent temperature for 2019 so far is 11°C. The annual average temperature in 2018 was 13.54 °C, therefore the results for 2019 so far are down by 18% when compared to 2018 (refer to Chart 11).

Chart 11. Average Temperature Results for 2019 Compared to 2018.



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

There were no Health and Safety concerns this quarter.

SECOND QUARTER

Emergency lights need repaired

SECTION 5: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY:

- 07: Completed cleaning on clarifiers & v-notches. Completed cleaning of UV channel.
- 08: RVA Anderson on site today to inspect / tour facility in prep for facility upgrade project.
- 11: K&L Contracting on site to measure grit system hopper & clarifiers.
- 14: Completed cleaning on clarifiers & v-notches. Completed cleaning of UV channel.
- 16: Nevro on site to deliver effluent pump.
- 18: Gerber Electric on site to repair inoperable scum scraper flight system; replaced melted coil & replaced burnt fuses in electrical panel causing issues.
- 22: Chemtrade on site for alum delivery.

FEBRUARY:

- 01: Adjust wasting times to maintain proper operation in plant.
- 04: Pump down west clarifier, to view where flight chain has fallen off and realign to sprockets.
- 05: Replaced blown fuses on bar screen and got bar screen operating.
- 06: Gerber Electric on site for pump repair P106; pump has leak causing to trip and fault out.
- 07: East clarifier blocked off till ras/was pumps are replaced or repaired.
- 11: Gloverhills contractor on site compressor 1 removed for repairs. Hollen controls on site to isolate compressor power supply until it is returned.
- 12: Power out at water treatment plant, generator running in emergency 3hours.
- 15: Start Lagoon decant to prep lagoons for plant upgrades.
- 26: Glover Contracting on site to take measurements and obtain serial numbers for blower 1

MARCH:

- 08: Completed monthly OSHA inspections for fire extinguishers, eye wash stations, emergency light systems & first aid stations.
- 11: Completed cleaning on clarifier, overflow weirs & effluent channels.
- 14: Nevro on site to deliver pump.
- 25: Gerber Electric on site to diagnose/repair inoperable RAS pump P107.
- 27: Geber Electric on site to replace parts on RAS pump P107.
- 31: Power failure at plant; ran on emergency power for 12.0 hours.

SECOND QUARTER:

APRIL:

- 01: Gerber Electric on site to fix RAS pump.
- 03: Health and Safety inspections
- 11: Chemtrade was on site to deliver alum
- 15: Chemtrade was on site to deliver alum
- 18: Flowmetrix was on site to calibrate flow meter
- 24: Keengsway was on site to deliver new pumps
- 26: Gerber Electric was on site to fix coil in sprayers pump

MAY:

- 01: Albert's Generator on site to do maintenance on generator
- 06: Contractors on site to install new blower 1
- 27: Contractors on site to work on blower 2
- 28: ORO and engineers on site to estimate major renovation cost for all equipment

JUNE:

- 04: Contractor install new scum trough on east clarifier
- 06: Chemtrade on site to deliver alum
- 07: Flowmetrix on site to check WAS and RAS flowmeter

SECTION 6: ALARM SUMMARY

FIRST QUARTER:

JANUARY:

No alarms this month.

FEBRUARY:

- 02: Channel 7 alarm, RAS chamber flooded, operator pumped pit out.
- 03: Channel 7 alarm, RAS chamber flooded, operator pumped pit out.
- 24: Channel 18; RAS flow issues, reset pumps and monitored system.

MARCH:

- 20: Channel 7 alarm, RAS chamber flooded, operator pumped pit out.
- 24: Channel 21 alarm, no RAS flow for 1.0 hr. operator reset faulted pumps.
- 27: Channel 21 alarm, no RAS flow for 1.0 hr. operator reset faulted pumps.
- 31: Power failure at plant, ran on emergency power for 12.0 hours

SECOND QUARTER:

No alarms to report this quarter.


SECTION 7: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

There were no complaints or concerns this quarter.

SECOND QUARTER:

There were no complaints or concerns this quarter.



Rodney Wastewater Treatment Plant
Operations Report
Second Quarter 2019

Submitted by:
Ontario Clean Water Agency
Date: July 31, 2019

Facility Information:

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

Operational Description:

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

Service Information

Areas: Serviced: Village of Rodney

Design Capacity:

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

Treatment Process Features:

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

Contacts:

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

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

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

SECOND QUARTER:

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

SECTION 2: INSPECTIONS

FIRST QUARTER:

There were no MECP or MOL inspections during this quarter.

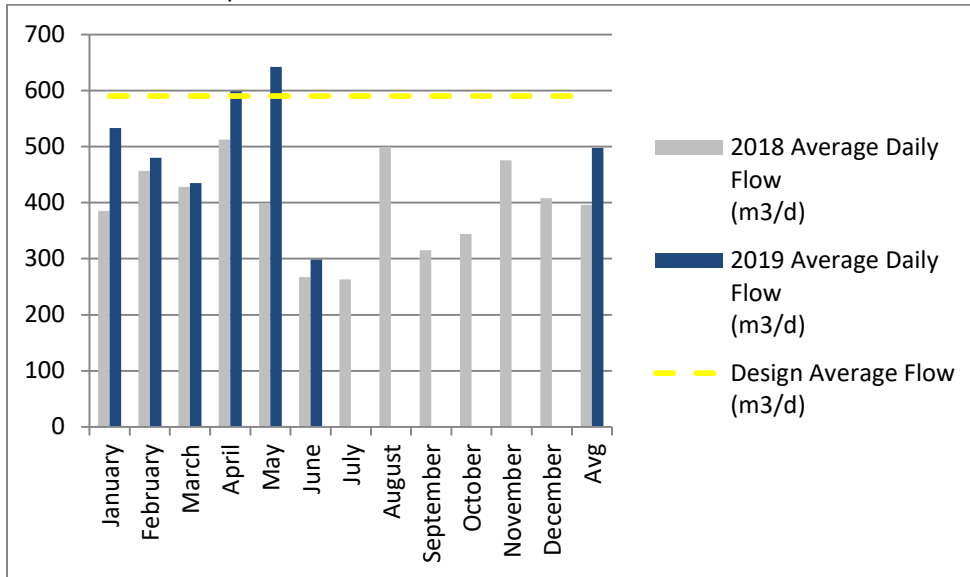
SECOND QUARTER:

There were no MECP or MOL inspections during this quarter.

SECTION 3: PERFORMANCE ASSESSMENT REPORT

The average daily flow for the wastewater treatment plant so far in 2019 is 497.9 m³/d. The average daily flow in 2018 was 396.1m³/d, therefore the flow for 2019 so far is up by 25.7% when compared to 2018. The plant is currently at 84% of its rated capacity of 590m³/d.

Chart 1. Raw Flows in 2019 Compared to 2018



Raw samples are taken on a biweekly basis following the ECA requirements. The table below shows the raw sample results for 2019.

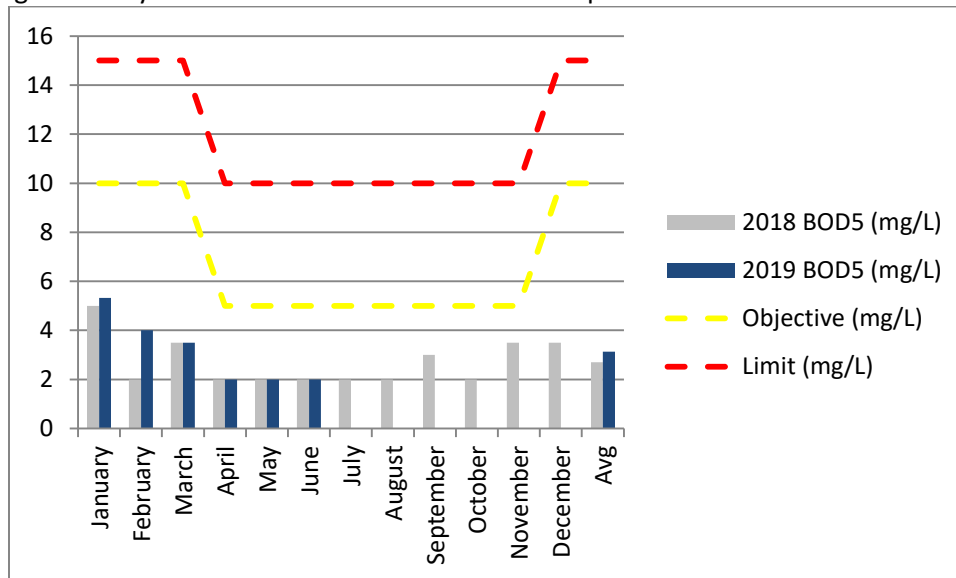
Table 1. Raw Water Sample Results for 2019.

	BOD5 (mg/L)	TKN (mg/L)	TP(mg/L)	TSS (mg/L)
January Results	46	14.467	1.467	58
February Results	91	29.75	3.215	272
March Results	100	25.15	2.845	132.5
April Results	37.5	12.95	1.785	61.5
May Results	82	29.35	2.92	107
June Results	143.5	27.65	2.75	205.5
July Results	-	-	-	-
August Results	-	-	-	-
September Results	-	-	-	-
October Results	-	-	-	-
November Results	-	-	-	-
December Results	-	-	-	-
Annual Average	80.462	22.546	2.418	133.15

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

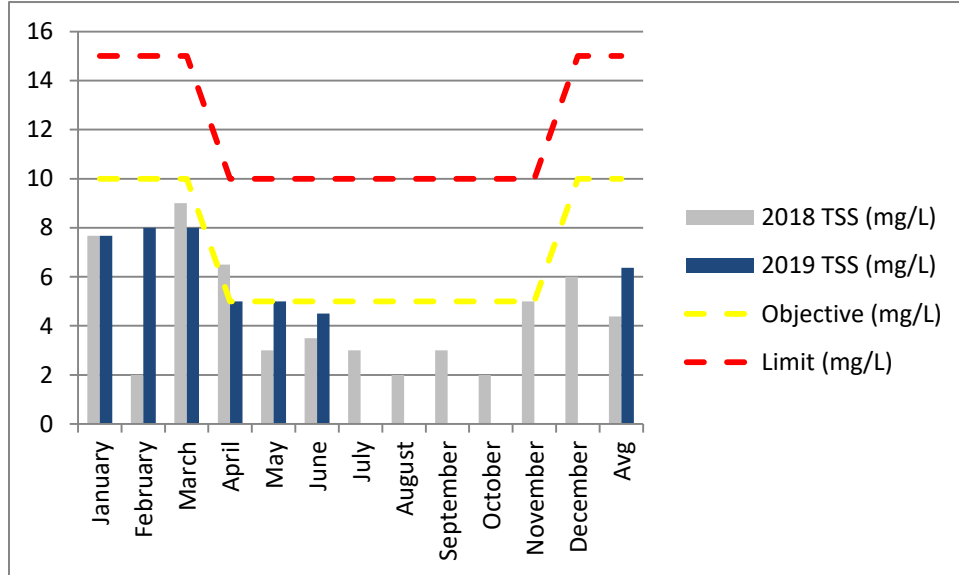
The average effluent BOD5 for 2019 is 3.14mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for BOD5 in 2018 was 2.71mg/L, therefore the results for 2019 so far are up by 16% when compared to 2018 (refer to Chart 2).

Chart 2. Average Monthly Effluent BOD5 Results for 2019 Compared to 2018.



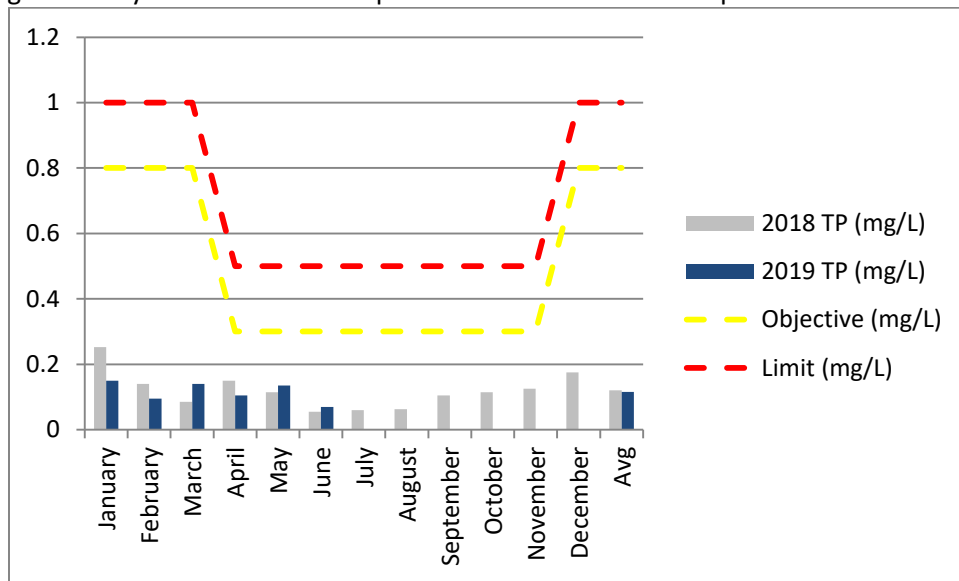
The average effluent TSS so far for 2019 is 6.4 mg/L, meeting effluent limits identified in the ECA. The annual average result for TSS in 2018 was 4.4mg/L, therefore the results for 2019 so far are up by 45% when compared to 2018 (refer to Chart 3).

Chart 3. Average Monthly Effluent Total Suspended Solids Results for 2019 Compared to 2018



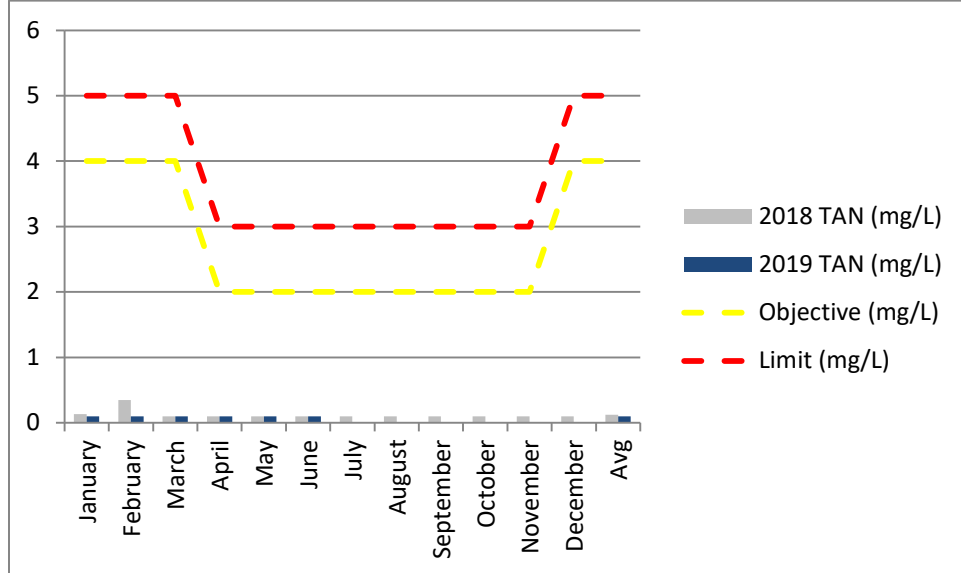
The average effluent TP so far for 2019 is 0.115 mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TP in 2018 was 0.12mg/L, therefore the results for 2019 so far are down by 3.5% when compared to 2018 (refer to Chart 4).

Chart 4. Average Monthly Effluent Total Phosphorus Results for 2019 Compared to 2018



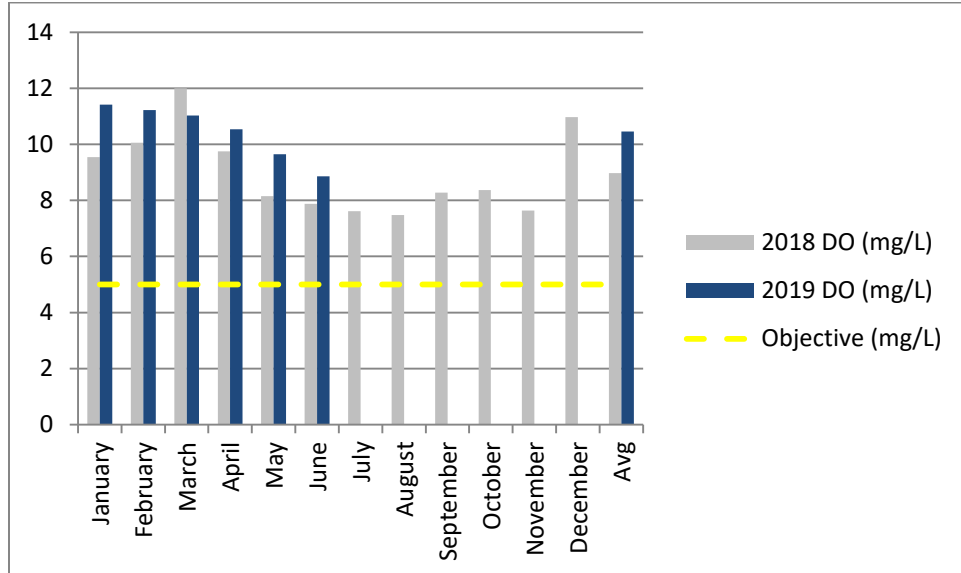
The average effluent TAN for 2019so far is 0.1 mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TAN in 2018 was 0.12mg/L, therefore the results for 2019 so far are down by 19% when compared to 2018 (refer to Chart 5).

Chart 5. Average monthly Effluent Total Ammonia Nitrogen Results for 2019 Compared to 2018



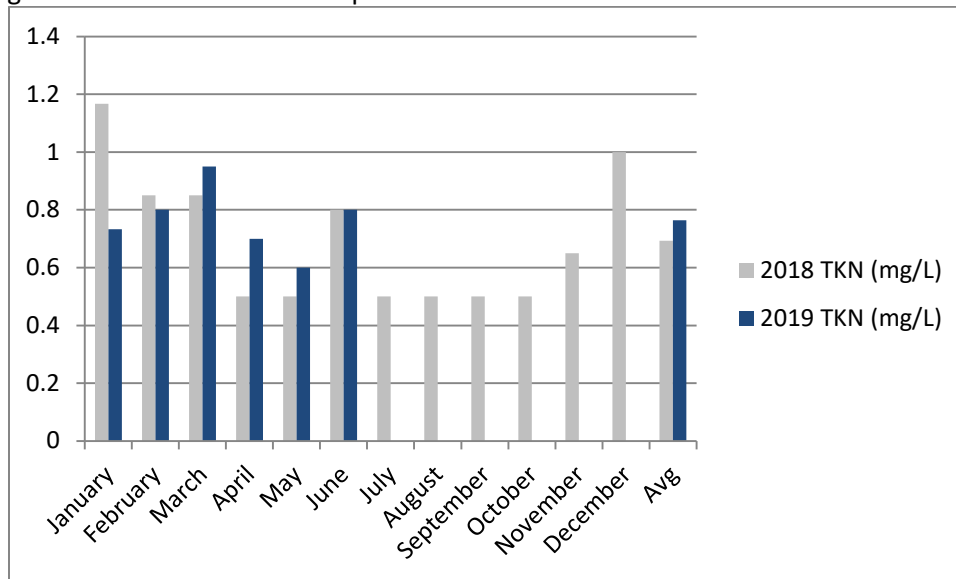
Dissolved oxygen (DO) of the effluent is tested on site at the plant, the ECA identifies a minimum level required as an objective. This objective is 5mg/L. The chart below (chart 7) shows the average DO concentrations, there have been no objective exceedances.

Chart 7. Average Dissolved Oxygen (DO) Results for 2019 Compared to 2018



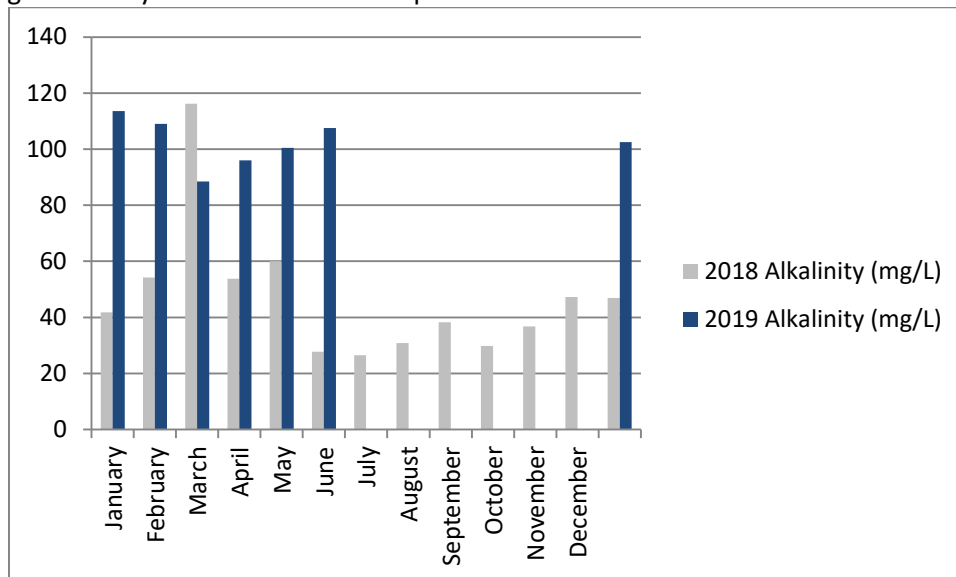
Total Kjeldahl Nitrogen (TKN) is sampled biweekly in accordance with ECA requirements, there are no objective or limits imposed on this parameter. The average effluent TKN for 2019 so far is 0.76 mg/L. The annual average result for TKN in 2018 was 0.69mg/L, therefore the results for 2019 so far are up by 10% when compared to 2018 (refer to Chart 8).

Chart 8. Average TKN Results for 2019 Compared to 2018



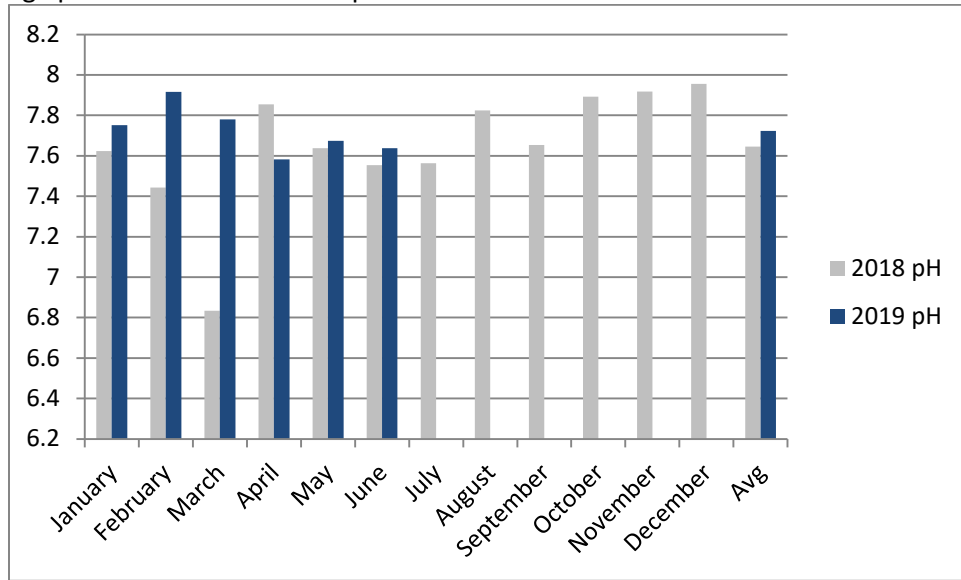
Alkalinity is sampled at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. It is recommended that at least 50mg/L is present in the effluent. The average effluent alkalinity for 2019 so far is 102.5mg/L. The annual average result for alkalinity in 2018 was 46.9mg/L, therefore the results for 2019 so far are up by 118% when compared to 2018 (refer to Chart 9).

Chart 9. Average Alkalinity Results for 2019 Compared to 2018



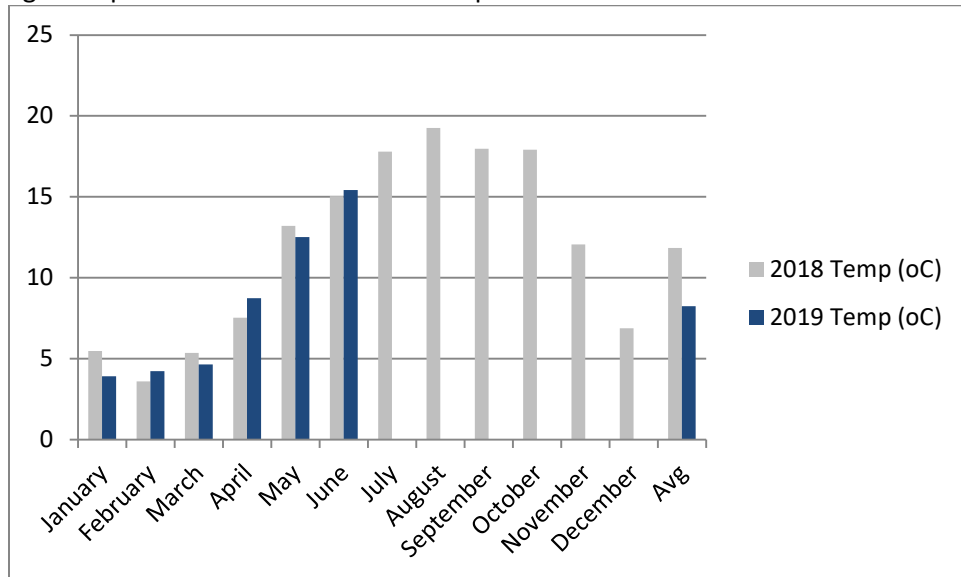
pH is sampled at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. It is recommended that the pH is in the range of 6.5-8.5. The average effluent pH for 2019 so far is 7.72. The annual average result for pH in 2018 was 7.64, therefore the results for 2019 so far are up by 1% when compared to 2018 (refer to Chart 10).

Chart 10. Average pH Results for 2019 Compared to 2018



Temperature is measured at least biweekly in accordance with ECA requirements; there are no objective or limits imposed on this parameter. The temperature of the effluent fluctuates based on outdoor temperatures. The average effluent temperature for 2019 so far is 8.2°C. The annual average temperature in 2018 was 11.8°C, therefore the results for 2019 so far are down 30% when compared to 2018 (refer to Chart 11).

Chart 11. Average Temperature Results for 2019 Compared to 2018



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

There were no Health and Safety issues identified this quarter.

SECOND QUARTER:

There were no Health and Safety issues identified this quarter.

SECTION 5: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY:

- 01: Heavy flows today caused by rainfall & melting conditions.
- 02: Completed cleaning of aeration channels, clarifier & UV channels.
- 14: Cleaned RAS building, RAS pit & effluent channels
- 16: Supersucker on site today to vacuum out & clean scum chamber & diagnose inoperable pump. Found that pump had come off mounting flange not allowing pump to work properly. Placed in proper position and is now pumping as designed.
- 16: Gerber electric onsite to repair main power supply to pump station after being drilled thru by Weber contracting. Pump station ran off generator power for 7.5 hours while repairs completed.
- 18: Gerber electric onsite to diagnose / repair pump #2 at pumping station.
- 22: Chemtrade onsite today for alum delivery.
- 23: Heavy flows today caused by rainfall & melting conditions (1972 m³) causing plant to back up. Operator opened by-pass to lagoons as per facility manager instructions to relieve plant.
- 25: Closed by-pass to lagoon as per facility manager as plant is now back to working as designed.
- 28: Hardie onsite to diagnose why back wash return pumps will not work in auto. Replaced 2 float switches and now working as designed.

FEBRUARY:

- 05: Flow to filter building slow, adjusted operations to allow proper flow, adjust alum dosage as it was low.
- 08: High flows washed out plant; adjusted setting to allow plant to recoup its self.
- 22: Farmington onsite to inspect issues with clarifier arm and operations; suggests the clarifier will need to be drained to better inspect the whole system to find out where the actual noise is coming from.

MARCH:

- 06: Fixed bar screen
- 08: Change bulbs in emergency lights
- 15: Add oil to the gearbox in clarifier

SECOND QUARTER:

APRIL:

- 05: Installed UV lights in UV channel
- 17: Switched Alum feed from small tank to main outside tank
- 25: Flow matrix was on site to calibrate flowmeter

MAY:

- 23: Installed new fork cleaner on a bar screen
- 24: Changed UV bulbs in UV system

- 29: RVA was on site to check PLC
- 30: Gerber was on site to connect RAS pit pump

JUNE:

- 04: Cleaner a bar screen container
- 06: Chemtrade on site to deliver alum
- 12: Cleaned bar screen container
- 24: Changed UV bulbs in UV system

SECTION 6: ALARM SUMMARY

FIRST QUARTER:

JANUARY:

- 23: Received call from facility manager in regards to sewer back up at 145 Moriah Street. Met with W.E operator onsite & investigated issue. Found that sewer was backed up at manhole on Stinson Street causing back up at 145 Moriah. Called Sanitary Sewer Services in, flushed sewer line until plug was broken free, sewer is now unplugged and running as designed. Monitored system & pump station to ensure proper operation and all appears ok now.
- 26: Onsite as per facility managers request to check plant operations. Found filter reject pit was full and required pumping out. Issues caused as back wash pumps are not working in auto & will be repaired on the 28th.
- 27: Onsite as per facility managers request to check plant operations. Found filter reject pit was full and required pumping out. Issues caused as back wash pumps are not working in auto & will be repaired on the 28th.

FEBRUARY:

No alarms this month.

MARCH:

No alarms this month.

SECOND QUARTER:

APRIL:

- 28: Operator got alarm for power is off. Operator attends the site. Power was off. Reset main breaker and reset Alum pumps. Start the plant. Everything happened because of storm.

MAY:

No alarms this month.

JUNE:

- 09: Operator received alarm for power failure. Operator arrived on site to reset main breaker and alum pumps. All system was returned to normal.

SECTION 7: COMMUNITY COMPLAINTS & CONCERNS

FIRST QUARTER:

JANUARY:

23: Complaint from home owner of 145 Moriah Street in regards to sewer backing up into basement of house.

FEBRUARY:

No complaints or concerns to report this month.

MARCH:

No complaints or concerns to report this month.

SECOND QUARTER:

No complaints this quarter.

From: Meghan Harvie <mharvie@wehc.on.ca>

Sent: August 7, 2019 10:04 AM

To: Megan Fletcher <westelgin@westelgin.net>; West Elgin Arena <arena@westelgin.net>; Genevieve Scharback <GScharback@westelgin.net>

Subject: Soups On at Miller Park

West Elgin Municipality,

I am emailing on behalf of the West Elgin Community Health Centre to ask if we could please get about 60 chairs from the arena to be used at the pavilion in Miller Park on August 20th for our Soups On event. If we could also have the picnic tables from under the pavilion moved (similar to what we did for our 25th anniversary) and the power turned on, that would be great too.

Thank you for your help.

Meghan Harvie
Event Coordinator
mharvie@wehc.on.ca



Private and confidential, intended only for named recipient(s). If otherwise received, please notify by return email and destroy/delete immediately.