



# TOWNSHIP of DAWN-EUPHEMIA

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# 2015-2016 YEAR IN REVIEW

## Leadership...



Moving  
the  
community  
forward

Winter 2017

**It has been a very exciting and progressive year! Council felt it was important to share with you, the residents, the accomplishments made over the past year.**

## NEW SERVICES

Council is very pleased to introduce the following new services for your convenience:

In February, Council agreed to implement a "rental insurance alternative" for people looking to rent the community centre. Lessees now have a choice to obtain rental insurance through a separate policy via the Township's insurance company, as opposed to obtaining coverage through their own personal home insurance. This option has already been used several times this year and is considered an advantageous insurance alternative.

**Sale of Marriage Licenses:** Now a prospective new bride and groom no longer have to travel outside the municipality to purchase a license, they can simply stop at the Municipal Office and purchase it for \$100 (which is also one of the lowest prices in Lambton County). To date, a total of 9 licenses have been sold, proving that this has been a worthwhile service for the community.

Along with the sale of marriage licenses, Council thought it a natural progression to endorse the Clerk to perform **Civil Ceremonies**, truly making Dawn-Euphemia a "one-stop" shopping location for newlyweds. A civil ceremony is a non-religious, legal ceremony performed by a government officiant. What is unique about a civil ceremony, is that the Clerk is very

flexible, offers after-hour services, will travel to alternate locations, and will customize the ceremony to meet your specific needs to deliver a unique and memorable experience.

## IMPROVEMENTS

Council has made several changes over the past year to enhance service delivery, communications, and overall effectiveness and efficiency of the day-to-day operations, such as.....

### Installation of Outdoor Mail Box:

Another convenience offered to the public, was the installation of an "outdoor mail box" which was installed just under the canopy of the Municipal Office. Although this was somewhat of a "small" project, it was a very important step in providing a convenient, safe and secure, after-hours access for the public to drop off correspondence or payments to the Office.



**A Fresh, New Look for Newsletters, Agendas & Minutes:** Council felt that the current format of the newsletters was outdated and in need of a makeover. Staff have been experimenting with a few different formats and have received some very positive feedback. Along with the change in format of the newsletters, Council decided it

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was also time to change the longstanding layout of the Council Agenda and Minutes. The new look is more streamlined, esthetically pleasing, and easier to read.

**Computer Upgrades:** This year a few of the older computers were replaced, and software was upgraded on all of the office computers. This transition was necessary due to the fact that the former software was no longer supported. Upgrading the software has improved overall office productivity by making the computers more compatible and able to perform new multi-functional

features not previously offered. The last step in the computer upgrades is the replacement of the server which has far exceeded its life expectancy. The server is an essential component of the computer network system which hosts centralized services and information for all the other computers.

**Electronic vs Hard Copies:** In March, Council made the bold move towards a more environmentally friendly alternative by converting from hard copies to electronic copies. The anticipated savings of \$500/yr has easily been surpassed by making this change. Office staff have also done their part in creating a unified approach towards electronic communications wherever possible. Council and staff pride themselves in exploring more efficient and environmentally friendly solutions.

**Electronic Sign:** Thanks to the generous donations from Union Gas, Enbridge and the Firefighter's Association, the outdoor electronic sign became a reality in October. The sign has proven to be an invaluable tool for improving communication with residents. The sign is changed regularly to provide you with the most up-to-date information. **Keep an eye out for new messages!**

**Enhanced Website** – The website continues to be improved as information becomes available. New web pages have been added including: Marriages and Planning, along with many new documents, forms and by-laws. If you haven't been on the website lately – check it out at [www.dawneuphemia.ca](http://www.dawneuphemia.ca). In 2018, Council will be investigating costs to update the website to meet accessibility requirements. Also, members are pleased to announce that they are now available to their constituents via email.

- [mayor@dawneuphemia.on.ca](mailto:mayor@dawneuphemia.on.ca)
- [bilton@dawneuphemia.on.ca](mailto:bilton@dawneuphemia.on.ca)
- [leboeuf@dawneuphemia.on.ca](mailto:leboeuf@dawneuphemia.on.ca)
- [meyer@dawneuphemia.on.ca](mailto:meyer@dawneuphemia.on.ca)
- [williams@dawneuphemia.on.ca](mailto:williams@dawneuphemia.on.ca)

**NEW/REVISED BYLAWS**

In 2016, several new, key bylaws were introduced including the (1) **Appointment of a Freedom of Information Officer**, for the purpose of administering the

Municipal Freedom of Information and Protection of Privacy Act. This appointment will assist in accelerating information requests received from the public, by having requests dealt with directly by the Clerk; (2) **Parking Bylaw**, for the purposes of regulating parking on Township roads. This by-law will give staff the authority to enforce parking offenses and deal more effectively with parking complaints; and (3) **Open Air Burning By-law**, which provides for conditions to be observed when burning various materials in the Township. **It is very important that anyone looking to burn, speaks directly to, and submits a completed Burn Notification Form to, the Municipal Office in advance of the burn.** Please take a look at the new by-laws on the website so you can familiarize yourself with them.



In addition to the new by-laws, two older by-laws were reviewed, updated and replaced including the (1) **Sale of Land By-Law** and the (2) **Procurement By-Law**. The new Sale of Land By-law replaced the 2009 bylaw and allows for greater flexibility, transparency, accountability and responsiveness when dealing with the sale and disposition of municipal land. The Procurement Bylaw outlines the steps to be taken when purchasing goods and services. The new bylaw replaces the outdated 2004 version and provides for a more current reflection of purchasing practices while promoting and maintaining the integrity of the process.

**NEW POLICIES**

**Human Resources Policy Review:** Last year, Council completed a lengthy and thorough review of the Township's human resources policies. A lot of time was spent examining, updating, and creating new policies. The importance of policies cannot be under estimated – they are critical to the effective operations of any workforce and set out the standard for acceptable behavior in the workplace.

A few new policies were also introduced including the **"Line of Duty Death Policy for Firefighters."** Following the introduction of the Workplace Safety and Insurance Amendment Act for presumptions relating to heart injuries and occupational diseases (cancers), Council was proactive in adopting a policy that protects our firefighters in the event of a WSIB-related claim. This policy reinforces Council's commitment, appreciation and respect for our volunteer fire fighters.



Over the past year, Council also felt it necessary to review the Township's practices when it came to responding to a "water-related" emergency. To ensure a quick, well-organized response from staff, Council adopted a **"Boil Water Advisory Guideline"**. The new guideline provides clear direction along with essential information required to respond to an emergency. The guideline was tested as part of the Township's annual emergency exercise and several glitches were ironed out. Being proactive, Council purchased pre-printed informative door hangers for use during an emergency to ensure information can be communicated, in a timely manner.

**Complaint Policy**

Dealing with complaints is an important aspect of any job. Council recognizes the value of responding appropriately to complaints and therefore established a **Complaint Policy**.



The new Complaint Policy is a key document intended to reinforce accountability and transparency of the municipality and its operations. A copy of the policy and form are available on the website. The public is encouraged to submit their complaints either by phone, email, mail, fax, in-person or by using the after-hours drop box.

With the introduction of the Public Sector Accountability and Transparency Act by the Province, Council was proactive in establishing a Code of Conduct for themselves which further promotes openness, accountability and public confidence in their elected officials.

In keeping current with accessible legislative requirements in Ontario, Council recently adopted an "Alternate Format and Communications Support Procedure". The process provides the disabled with a means of requesting documents in an alternate format. Council is dedicated to improving accessibility in the Township and recently renewed their commitment by updating the Township's Accessibility Plan. The Plan describes the measures that have been taken in the past and the measures to be taken in the future to identify, remove and prevent barriers for people with disabilities. Future accessibility initiatives being considered include remodeling the front counter at the Municipal Office, renovating the public washrooms at the Fire Hall and updating the website.

**Lambton County Fire Communications System Replacement and Upgrades Initiative:** Most recently an open house was held at the Cairo Works Yard to receive input on the proposed telecommunications tower installation. The tower will accommodate improved radio transmission for more reliable pager reception and portable talkback for the fire fighters. The Township will be maintaining ownership of the tower in order to add equipment for potential future technologies. The radios for the fire departments are in the process of being replaced with more efficient, digital radios which will provide improved safety for our firefighters!

**Shetland Conservation Park** - It was another successful camping season at the Shetland Conservation Area thanks to caretaker, Warren Beecroft. After four years of caring for the campground, Mr. Beecroft has resigned from his position. Council would like to thank Mr. Beecroft for his years of service and wish him the very best of luck in his future endeavours. Council is now looking

to hire a new Park Attendant for the 2017 Season. If anyone is interested in this position – please contact the Municipal Office by no later than March 1, 2017. The main responsibilities associated with this position includes collecting fees, issuing receipts, answering inquiries and assisting campers when needed,



emptying garbage receptacles, enforce park rules, and reporting any concerns to Administration staff.

The public is invited to come out and enjoy some of the natural heritage features and solitude that the park has to offer!

### Cemetery Work

Cemeteries are more than places where stones lie on the ground. They hold the history of the people who have lived before us.... people who have shaped our past.



Approximately \$4,500 was spent on improvements and repairs to the various cemeteries in the Township including Johnston, Cameron, Cairo, Eacott, Kerry and Gould including tree removal, monument repairs, fence repairs, grouting, and installation of uniform entrance signs. A very special thank you to the Cemetery Committee for their continued interest and dedication as volunteers in caring for the cemeteries in our Township.



In 2017, Council will be looking to adopt a multi-year budget. This will not alleviate the requirement to adopt an annual budget; however, a 3-year budget will assist in providing a

projection into the future and will better-equip staff and council with the tools to help improve long-range forecasts and strategic planning.

Another valuable tool now available to Council to assist them with long-term planning, is the **Asset Management Plan** which was adopted in October. The plan provides Council with an important tactical plan to manage infrastructure assets as well as an essential tool for budgeting infrastructure replacement in the upcoming years. It is considered a long-term plan to assist Council in prioritizing for its core infrastructure services including water, wastewater, roads and bridges.



The Plan is intended to provide a comprehensive reference for renewing, operating, maintaining, building, replacing and disposing of the Township's core infrastructure assets. The Township currently has 16 bridges, 92 culverts, approx. 479 km of roads, approx. 147 km of watermain, 5 facilities with a value over \$150,000 and an 18 vehicle strong fleet. The replacement cost of these assets is estimated at over \$197m. The Plan summarizes the following information:

- Existing Infrastructure
- Risks
- Level of Service and Theoretical Strategies
- Assessment of Available Finances

To read more on the Asset Management Plan, please visit the Township's website.

### Long-term Goals & Objectives

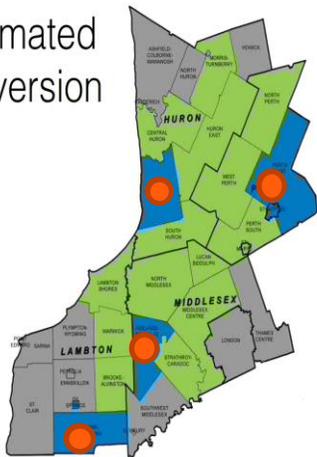
Council continues to work closely with Parsons, investigating options for the **Class Environmental Assessment for Wastewater Servicing in the Hamlet of Florence**. A draft report has been submitted to Council and it is anticipated that the report will be adopted pending receipt of additional information.

Council will begin preparing for the **2018 Municipal Election** and have agreed to use the Vote-By-Mail process again this election. Voters can fill out their ballots in the privacy and convenience of their own home. Casting a vote is as easy as mailing a letter! More information is forthcoming - watch future newsletters!

## Wheelie Bins!

In November, Council welcomed a presentation from Blue Water Recycling to discuss the future of manual garbage collection in the former Township of Euphemia. Municipalities have steadily been moving towards automated collection, better known as the "Wheelie Bin Program". The reasons for changing are obvious (1) higher productivity (2) increased efficiency (3) increased safety (4) reduced litter (5) easier to handle by both workers and residents, and (6) discourages scavenging.

### Automated Conversion



Only 4 municipalities are still using manual collection, and with only 2 manual collection trucks in the fleet, it is unlikely that they will be replaced at the end of their life cycle. Council will be taking a closer look at this during the 2017 budget deliberations.

### Wheelie Results

(7 year average)



Recently, Council adopted reports that comprised of an independent

review of the Fire, Administration and Public Works Departments. The report examined staffing levels and operational practices with recommendations to improve the overall effectiveness and efficiencies in the utilization of Township resources. The next few years will focus on the implementation of these reports. Several other plans recently adopted by Council, will also be the focus over the next few years including:

**1 The Township's Strategic Plan**, was developed with input from members of the community, municipal staff and Council. The plan is designed to guide the work of the municipality by setting goals and priorities and a plan to achieve those goals in an ever-changing environment.

**2 The Community Centre Marketing Plan** was adopted in 2015 and provides a tool to guide Council in maximizing the use of the community centre through increased rentals and programming opportunities. Council will continue to examine ways to implement the goals and objectives of the plan during future years. The Dawn-Euphemia Community Centre was built to provide the residents with a multi-purpose facility for public recreation, education and socialization. The facility currently hosts a variety of programs, activities, special events from birthday parties to dance training programs, craft shows to company meetings, weddings and much more.

**3 The Shetland Conservation Area Master Plan** was adopted in 2015 and provides a framework for the management, enhancement and development of the conservation area. The goal is to enhance and manage it in a manner that will provide the public with both quality passive and active outdoor recreational opportunities.

**4 The Florence Fairgrounds Master Plan** provides a document to council and staff which will help guide the Township in the future re-development and revitalization of the fairgrounds. The fairgrounds is a property of unlimited potential for the Township of Dawn-Euphemia. It is home to the annual Grand Ole Power Days, and has been the site of many recreational and social activities and events.

With the construction of the Community Centre, the fairgrounds became even more important as collectively, they can act as a strong social hub for the community and surround area.

**Retirement:** Jeff Stevens, Public Works Employee has retired after 30 years of employment. Council would like to thank Jeff for his years of service and dedication to the municipality and wish you the very best of luck in your future endeavours. Remember, "retirement" only means that it is time for a new adventure.

## Congratulations!

to the following employees, firefighters and board members who were recognized in December for their **Years of Service** and dedication to the municipality. The key to our success rests in people like you.

- Jeff Stevens, Public Works - 30 Yrs
- Lonnie Butler, Fire Department - 25 Yrs
- Ernie Kramer, Fire Department - 25 Yrs
- Keith Kramer, Fire Department - 25 Yrs
- Stan Burrell, Fire Department - 25 Yrs
- David Williams, Fire Department - 25 Yrs
- Allan Gray, Fenceviewers - 15 Yrs
- William Gray, Fire Department - 15 Yrs
- Susan Symington, Office Assistant - 15 Yrs
- Betty Lou Wranich, Cemetery Board - 15 Yrs

### DATES TO REMEMBER

**RABIES CLINIC:** Saturday April 1<sup>st</sup>, 9:30 to 11:30 am @ Cairo Works Yard, 1345 Cairo Road & from 1:00 to 3:00 pm @ Community Centre, 6213 Mill Street, Florence & Saturday April 8<sup>th</sup>, 9am to noon @ Rutherford Works Yard, 4590 Lambton Line.

**SPECIAL CLEANUP DAY:** Saturday April 8<sup>th</sup>, 9:00 am to 3:00 pm @ Dawn Landfill, 4084 Langbank Line.

**TAX DUE DATES:** Friday March 31<sup>st</sup> & Wednesday May 31<sup>st</sup>.

**Reminder:** Keep an eye out for Dog Tag Invoices! Licenses not paid for by the deadline of May 1<sup>st</sup> will be result in a \$15 late fee. Failure to license a dog could result in a \$150 fine