



The Corporation of the Township of Dawn-Euphemia

- A G E N D A -

Monday April 15, 2024 – 6:30 pm

REGULAR MEETING OF COUNCIL

Municipal Office, 4591 Lambton Line

-
1. **CALL TO ORDER**
 2. **DISCLOSURE OF PECUNIARY INTEREST**
 3. **DELEGATIONS**
 - a) 6:30 pm John Collison, Compliance Coordinator – DWQMS Operational Plan Annual Endorsement
 4. **ADOPTION OF MINUTES**
 - a) Minutes of Regular Council Meeting of April 2, 2024
 - b) Minutes of the Lambton Seniors' Advisory Committee Meeting of January 23, 2024
 5. **BUSINESS ARISING FROM MINUTES**
 6. **PLANNING/DRAINAGE/PROPERTY**
 - a) Drain Maintenance Requests received (1) April 10, 2024 Re: Bateman Drain and (2) April 11, 2024 Re: Lumley Drain
 7. **REPORTS**
 - a) Report from the Treasurer Re: Energy Conservation and Demand Management Plan Report
 - b) Report from the Public Works Superintendent Re: Dust Control 2024
 - c) Report from the Public Works Superintendent Re: Dawn Valley Road Resurfacing
 - d) Report from the Administrator-Clerk Re: Council Remuneration Survey
 - e) Report from the Administrator-Clerk Re: Senior of the Year Nomination
 8. **CORRESPONDENCE**
 - a) Letter dated April 2, 2024 received from Three Oaks Respite Cabin Re: DEFD & Public Works for Shifting Gears Tractor Parade
 - b) Memo Re: York1 Environmental – Designation under *Environmental Assessment Act Information Only*
 - c) Flyer received from St. Clair Region Conservation Authority Re: Sydenham River Canoe and Kayak Race 2024
 - d) Letter dated April 9, 2024 received from Jason Cole, County of Lambton Re: York1 Proposed Landfill
 9. **OTHER BUSINESS**
 - a) Accounts
 10. **BY-LAWS**
 - a) By-Law 2024-07, being a by-law to enter into a second dwelling agreement with the owners of 4626 Edys Mills Line
 - b) By-Law 2024-09, being a by-law to authorize entering in an agreement for the provision of additional police services
 11. **CLOSED SESSION**
 12. **ADJOURNMENT:** *Next Meeting of Council*
Regular Council Meeting – Monday, May 6, 2024 @ 6:30 pm

The Corporation of the Township of Dawn-Euphemia

3a

RESOLUTION – REGULAR MEETING

Date: April 15, 2024

Moved by:	Seconded by:	Order	Recorded Vote: Vote	
<input type="checkbox"/> A. Broad	<input type="checkbox"/> A. Broad	_____	_____	A. Broad
<input type="checkbox"/> A. Gray	<input type="checkbox"/> A. Gray	_____	_____	A. Gray
<input type="checkbox"/> P. LeBoeuf	<input type="checkbox"/> P. LeBoeuf	_____	_____	P. LeBoeuf
<input type="checkbox"/> M. McGuire	<input type="checkbox"/> M. McGuire	_____	_____	M. McGuire
<input type="checkbox"/> J. Meyer	<input type="checkbox"/> J. Meyer	_____	_____	J. Meyer

That Council endorse the 2024 DWQMS Operational Plan, as presented by the Overall Responsible Operator. *Carried.*



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA WATER DISTRIBUTION SYSTEM

Drinking Water Quality Management System Operational Plan

Approved and Authorized for Use:

Mayor

Date

Superintendent

Date

**THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA
WATER DISTRIBUTION SYSTEM**

Drinking Water Quality Management System Operational Plan

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ELEMENT 1: QUALITY MANAGEMENT SYSTEM

This document will be the Quality Management System Operational Plan for the Dawn- Euphemia Water Distribution System (# 260046904).

The Quality Management System for the Township of Dawn-Euphemia covers the transmission and distribution of potable water to consumers within the Dawn-Euphemia Water Distribution System. Treated potable water is purchased from the Enniskillen Water Distribution System (# 220004377) and enters the Dawn-Euphemia Water Distribution System from five Metered connection points.

ELEMENT 2: QUALITY MANAGEMENT SYSTEM POLICY

The Operating Authority is committed to comply with all water legislative requirements and regulations to supply clean safe drinking water to meet the consumers' requirements.

The Operating Authority is committed to the maintenance and continual improvement of the Quality Management System.

(Refer to Procedure H for Quality Management System Policy – Communication Procedure)

ELEMENT 3: COMMITMENT AND ENDORSEMENT

The owner (Mayor and Council) has passed a motion to endorse the operational plan of the DWQMS and will review the revisions annually, at the conclusion of the Management Meeting.

Endorsement is found on the cover page of Dawn-Euphemia Drinking Water Quality Management System Operational Plan.

A copy of the Operational Plan will be included in each “New Councillors Package “.

ELEMENT 4: QMS REPRESENTATIVE

The Overall Responsible Operator (ORO) will be the Quality Management System (QMS) representative or, in his absence, the Operator in Charge (OIC).

The QMS representative will develop, implement, maintain, and report the effectiveness, including the need for improvement, of the QMS to the owner and ensure that the current versions of the documents required by the QMS are in use at all times. The representative will promote the QMS throughout the water department and see that personnel are aware of all current legislation and regulatory requirements that are relevant to the operation.

ELEMENT 5: DOCUMENTS AND RECORD CONTROL

(Refer to Procedure A for document and record control.)

ELEMENT 6: DRINKING WATER SYSTEM

The Township of Dawn-Euphemia is the owner and operator of the Water Distribution System that services approximately 900 consumers. It is the Townships aim to supply clean safe drinking water to its consumers. As shown in the organizational chart, the Mayor and Council are head of the Municipality and the responsibility is delegated to water distribution system operators and staff. **(See Annex A).**

The Public Works Compliance Coordinator of the Township of Dawn-Euphemia is the Overall Responsible Operator (ORO) for the Dawn-Euphemia Water Distribution System.

The Township of Dawn-Euphemia is responsible for implementing and maintaining the Quality Management System. The Township purchases potable drinking water from the Township of Enniskillen and is supplied from the Enniskillen Water Distribution System (Enniskillen is owner and operating authority) via 5 meter chambers. The Township of Enniskillen receives its water from the Town of Petrolia Water Distribution System which receives its water from The Town of Petrolia Water Treatment Plant (Petrolia is owner and Ontario Clean Water Agency “OCWA” is operating authority) in Brights Grove on Lake Huron, Operated by OCWA.

The distribution system includes one water reservoir and pumping station and one inline booster pump station that provides water on LaSalle line and a portion of Petrolia Line in the Township of Brooke-Alvinston. The Township of Enniskillen is responsible for implementing and maintaining the Quality Management System.

WATER SOURCE

The Township of Enniskillen purchases potable drinking water from the Town of Petrolia and is supplied from the Petrolia Water Distribution System via 9 meter chambers. Enniskillen water is supplied by the Petrolia water treatment plant at Brights Grove, Operated by OCWA.

The Township of Enniskillen operates a water reservoir and pumping station north of the Village of Oil Springs at 2868 Oil Heritage Road. This facility provides potable water during peak hours. When pumps are not operating, the treatment and quality of the water is controlled by the water supplier (Town of Petrolia) and the Town of Petrolia does the relevant sampling, testing, and monitoring upstream.

The Town of Petrolia has online chlorine residual analyzers on the treated water leaving the water treatment plant and also downstream in the distribution system. The water supplied by the Town of Petrolia has sufficient residual chlorine to ensure that regulatory requirements are met within the Dawn-Euphemia water distribution system.

Re-chlorination occurs at the water reservoir and pumping station during peak hours when water is pumped into the water distribution system. Pumping occurs for approx. 7 hours when water is pumped into the water distribution system in order to keep the water in the reservoir fresh. The water in the reservoir is replaced about every 3.5 days. There is an online chlorine residual analyzer located at the water reservoir and pumping station.

When the pumps are not operating, the treatment and quality of the water is controlled by the water supplier, the Town of Petrolia.

All customers within the system are metered and usage billings are issued bi-monthly. There is no discount

within the water system for large water users. All water bills are calculated based on a per cubic metre rate.

The water agreement with the Township of Enniskillen limits the amount of water that can be used in the water distribution system. Peak demands are constant. Water supply to large users may be restricted to off peak times. Daily peaks occur at approximately 7:00 am and 5:00 pm. There is minimal change in the peak flows between summer and winter.

The main challenge is the waterlines which are not continuous and dead end. Chlorine residuals have been maintained by routinely flushing water from these dead-end areas.

(See Process Flow Chart/Distribution Map on Page 80 & 81)

ELEMENT 7: RISK ASSESSMENT

(Refer to Procedure B for risk assessment.)

ELEMENT 8: RISK ASSESSMENT OUTCOMES

(Refer to Annex E for outcomes of risk assessment.)

**ELEMENT 9: ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES
AND AUTHORITIES**

The Overall Responsible Operator will keep the operational structure, respective roles, responsibilities, and authorities current, and will communicate this information to the Owner, QMS Representative and personnel.

Any changes to operational structure, roles, responsibilities and authorities will be communicated to the operating authority and the owner of the water system on an annual basis at the Management Review meeting.

(See ANNEX A, ANNEX B and ANNEX C).

ELEMENT 10: COMPETENCIES

The following table illustrates the competencies required by personnel whose duties directly affect drinking water quality.

Function	Required Competencies	Desired Competencies
Overall Responsible Operator QMS Representative	<ul style="list-style-type: none"> • Minimum Class 1 water distribution certificate • WHMIS training • Confined spaces training • Valid driver's license • First aid (including CPR) 	<ul style="list-style-type: none"> • Development of all capital and regular plans • Trenching Safety • Traffic Protection
Operator in Charge	<ul style="list-style-type: none"> • Minimum Class 1 water distribution certificate • WHMIS training • Confined spaces training • Valid driver's license • First Aid (including CPR) 	<ul style="list-style-type: none"> • Trenching Safety • Traffic Protection
Operators	<ul style="list-style-type: none"> • Operator in training (OIT) to Class 1 water distribution certificate • WHMIS training • Confined spaces training • Valid driver's license • First aid (including CPR) 	<ul style="list-style-type: none"> • Trenching Safety • Traffic Protection

The above competency requirements are ensured by the following:

1. All new employees outlined above must provide evidence of certification and other competency requirements. All operator certificates are posted at the Municipal Office and copies are contained in the Operators Manual maintained at the ORO office.
2. All new employees will undergo training under the Overall Responsible Operator (ORO) or the Operator in Charge (OIC) including a review of the Operators Manual for the distribution system, a review of the QMS Operational Plan, and on the job training.
3. Changes to the distribution system or to the QMS are communicated, as needed, to all water department staff by the Overall Responsible Operator.
4. All records of training are kept in a training file in the ORO office as proof that the required training has been successfully completed.
5. The ORO is responsible for ensuring that all identified training is complete.

ELEMENT 11: PERSONAL COVERAGE 24/7

The water department is staffed Monday through Friday, 7:00 am to 3:30 pm. The Operator in Charge is the backup Overall Responsible Operator.

The 24/7 personnel coverage procedure shows how after-hours emergencies are handled. There is a water emergency number that allows water users to contact the operator on call. **(See Procedure C)**. Emergency phone numbers are posted in customer's billing statements and on the Dawn-Euphemia website.

Class 1 (or higher) operators and Operators in Training (OIT) can work on their own with an operator in charge (OIC) being readily available by phone or radio. Other employees not licensed must have an OIC or an operator with the proper Class 1 (or greater) license present. If required, subcontractors are approved by the ORO or OIC and used at the discretion of the OIC.

Full-Time Public Works Operators will carry the After-Hours Emergency Phone 24 hours per day for 7 nights straight. This schedule is continuously rotated alphabetically by last name, by shop. Operator receives the phone at the beginning of shift each Monday morning at 7am (Tuesday morning in event of a holiday). The Operator will carry the phone at all times until the following Monday am or Tuesday am in the event of a holiday.

If the emergency is part of the Water Distribution System and the Operator On-Call is not a Certified Water Operator then the following procedure is to be followed:

Contact the Public Works Superintendent (O.R.O).

Contact the Public Works Lead-Hand O.I.C.

Contact the Class 1 Operator in Alphabetical Order by last name.

Probationary Employees are not included in the On-Call rotation until they have successfully completed their probationary period.

ELEMENT 12: COMMUNICATION

The QMS Representative shall ensure an electronic copy of the Municipal DWQMS Operational Plan is updated annually and is available to the Municipal Owner, Top Management and Operating Authority staff.

Should a printed copy be made, this document would be considered uncontrolled.

Communication with the Owner

- The QMS Representative shall ensure the Mayor and Council is provided with a written report, received by Resolution of Council.
- Top Management provides updates to Council and receives information back from regular Administration meetings and Council meetings.
- Communication with the Mayor and Council may be documented in the Council minutes.
- Other means of communication to and from the Owner is achieved through informal meetings (i.e., direct telephone contact, e-mails, verbal discussions)

Communication with Operating Authority Personnel

- Permanent or temporary employees of the water distribution system shall be provided an overview of the Operational Plan.
- Other means of communication to and from the Operating Authority personnel is achieved through e-mail, verbal discussions, staff meetings and presentations.

Communication with Suppliers

- Communication to and from essential suppliers, services and contractors can be achieved verbally, through e-mail and written correspondence, if and when necessary.

Communication with the Public

- Consumers may be informed of the QMS and any significant changes by the Township of Dawn-Euphemia website.
- Customer complaints, inquiries, and concerns are accepted from the public through email, phone calls or personally. The Water Complaint Procedure for Receiving and Recording will be utilized.
- Notification of water system emergencies and alerts may be distributed via newsletters with applicable date (month/year), handouts, website, radio station or in-person, if and when necessary.

The most recent version of the Operational Plan is available to any Council, or Staff Member upon request.

ELEMENT 13: ESSENTIAL SUPPLIERS AND SERVICES

Where applicable, supplies must meet AWWA standards. Supplies are verified against the packing slip or original order notes when received.

A list of suppliers and contractors has been developed and is provided below. The list includes primary and secondary suppliers, where feasible, for each essential supply/service. The list is reviewed annually by the ORO to ensure that it is current and up to date.

The procurement of these services has been established by a history of a fee for service arrangement.

	<u>Supplier</u>	<u>Contact</u>	<u>Phone</u>	<u>Cell</u>
<u>Watermain Repair</u>	Wolseley Waterworks	[REDACTED]	[REDACTED]	[REDACTED]
	Babcock Supply Limited	[REDACTED]	[REDACTED]	[REDACTED]
<u>Meter Calibration</u>	Iconix Water Works	[REDACTED]	[REDACTED]	[REDACTED]
<u>Excavation</u>	Douglas & Kozera	[REDACTED]	[REDACTED]	[REDACTED]
	Robinson Farm Drainage	[REDACTED]	[REDACTED]	[REDACTED]
<u>Electrical</u>	Sydenham Electric	[REDACTED]	[REDACTED]	[REDACTED]
	Kent Electric	[REDACTED]	[REDACTED]	[REDACTED]
<u>Water Supply</u>	Town of Petrolia Enniskillen Twp.	[REDACTED]	[REDACTED]	[REDACTED]
<u>Labs</u>	SGS London SGS Lakefield Research	[REDACTED]	[REDACTED]	[REDACTED]
	Maxxam Analytics Inc	[REDACTED]	[REDACTED]	[REDACTED]
<u>Sampling</u>	OCWA	[REDACTED]	[REDACTED]	[REDACTED]
<u>Chlorine Monitor Calibration</u>	Hach Sales & Service Canada Ltd. (Mississauga)	www.hach.com	[REDACTED]	[REDACTED]

ELEMENT 14: REVIEW AND PROVISIONS OF INFRASTRUCTURE

The infrastructure for the Dawn-Euphemia Water Distribution System consists of a water distribution system. The bulk of the distribution system was constructed starting in 1995 and has continued to expand as demand increases.

The ORO will communicate with the owner on the infrastructure necessary to operate and maintain the water distribution system. This will be done on an annual basis. Beginning in 2020 and going forward, the ORO will consider the outcomes of the risk assessment documented **under Element 8** as part of the annual infrastructure review.

ELEMENT 15: INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL

Water mains and other equipment are replaced and maintained on an as needed basis. Unplanned maintenance activities are authorized by the ORO or OIC. All records of activities are maintained at the Dawn-Euphemia Municipal Office.

The following routine maintenance is conducted on the Dawn-Euphemia Water Distribution System: once per year an inspection and exercising of gate valves and twice per year the flushing, exercising and maintenance of hydrants and the inspection and exercising of blow-off valves, at which time the free chlorine residuals are tested.

Leak detection is conducted by reports from the public, as well as by monitoring line pressure each working day at the Public Works Garage which is a customer on the system.

All records of the results of any of these activities are recorded and maintained in the appropriate binders and retained in the ORO office.

The ORO will keep a summary of the infrastructure maintenance, rehabilitation, and renewal programs and communicates this summary to the owner annually in the Summary Report. Beginning with the 2020 annual Summary Report. The ORO will include a long term (5 year) forecast of major infrastructure maintenance, rehabilitation and renewal activities that will be presented to the Owner during a regular meeting of Council by the required deadlines.

Once per year the ORO prepares a summary of the infrastructure maintenance, rehabilitation and renewal programs and specifically looks at unplanned maintenance work to determine if additional planned maintenance is required. This summary is reported to the owner during the yearly Management Review Meeting.

The Township of Dawn-Euphemia has adopted a Water Financial Plan (2016), attached as **Annex H**. The Owner is committed to updating the plan as required by legislation. The plan is in effect from 2017 -2021.

A new plan was presented to The Mayor and Council In 2021 for adoption. This plan is effective for 2022 through 2026.

ELEMENT 16: SAMPLING, TESTING AND MONITORING

There is an online chlorine residual analyzer at the Water Reservoir and Pumping Station. The chlorine residual is also measured within the water distribution system on a weekly basis. The chlorine levels are checked at the Water Reservoir and Pumping Station on a daily basis during regular working days and online chlorine residual is checked within 72 hours of the test on the weekends and holidays.

Relevant sampling, testing, and monitoring is done upstream of the Dawn-Euphemia Water Distribution System by staff from the Enniskillen water distribution system, the Petrolia Water Distribution System and the Petrolia Water Treatment Plant. They ensure that the water supplied meets the Ontario Drinking Water Quality standards (ODWQS) and has a minimum chlorine residual of 0.2mg/L. They also have online chlorine residual analyzers monitoring the treated water leaving the plant and also test the treated water downstream.

Three (3) water samples are taken in various locations throughout the Dawn-Euphemia water distribution system on a weekly basis and tested at the accredited SGS Lakefield Research laboratory in London for E. Coli, total coliform, HPC, and background. Chlorine residuals are also measured at each sampling location. These samples are taken by OCWA.

One (1) water sample is taken on a quarterly basis in the Dawn-Euphemia water distribution system and tested at the accredited Maxxam Analytics Inc. laboratory or at the accredited SGS Lakefield Research laboratory in London for trihalomethanes. This sample is taken by OCWA.

The laboratories will immediately verbally notify the Township of any adverse readings. The Township, in turn, will notify the local Medical Officer of Health and the MOE Spills Action Line and record the name of the persons contacted. Within 24 hours of this notification, the lab will send Section 1 of the Notice of Adverse Test Results to the municipality and the municipality will complete Section 2(a) indicating the corrective action to be taken by the municipality. These forms will then be faxed to The Medical Officer of Health and the MOE Spills Action Centre.

Once the sample has been retested and the results received, Section 2(b) will be completed and sent to the Medical Officer of Health and the MOE Spills Action Centre. These papers will then be filed in a properly labelled folder in a file cabinet and retained as per regulations.

Samples will be taken from April to May and November to December each year from each dead-end point within the system to ensure proper chlorine residuals are maintained. These points are served with either a hydrant or a blow off valve for access to the system.

The annual report will show any adverse readings and will be available to the owner and to the public.

ELEMENT 17:

MEASUREMENT AND RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE

Flow meters at the Enniskillen Water Reservoir and Pumping Station are calibrated on an annual basis (see 2nd paragraph). Flow meters measuring water flowing from the Enniskillen Water Distribution System to the Dawn- Euphemia Water Distribution System are calibrated on a semi-annual basis. The calibration is carried out by a reliable contractor that is listed in the Suppliers and Services list **(see Element 13)**.

Dawn-Euphemia's five pit meters from Enniskillen Township were not calibrated/Flow-Tested in 2022 due to contractor's not being available. Enniskillen Township has 2 testing dates scheduled in 2023 and will advise the ORO when testing is taking place. Enniskillen Township has recently ordered its' own systems for testing meters to correct this issue going forward. Products have been ordered as of Apr.13/22 but has a 6-12week expected delivery.

Portable analyzers are calibrated monthly using Gel Method of calibration. These results are recorded and maintained in the appropriate binders and retained in the ORO office.

ELEMENT 18: EMERGENCY MANAGEMENT

Some causes of emergency situations include loss of water supply, contamination, watermain breaks, or interruptions in water pressure. The Risk Management chart contained in the QMS Operational Plan can be referenced for emergency procedures and contingency plans.

(See Procedure F and G).

The Operating Manual is reviewed on an annual basis by all operators and each operator signs the water distribution log book that he has reviewed the above documents. In addition, desk top simulations will be practiced annually to keep all water personnel up to date on emergency procedures. Minutes from simulation will be taken for future references.

The Township of Dawn-Euphemia has an emergency plan in accordance with the prevailing legislation and regulations which is updated annually at the municipal office. It is kept with the 24/7 Operational Procedure in place for the water distribution system at the Township Office. A list of emergency contacts and essential suppliers and services are also kept with the Emergency Response Plan. The emergency contacts and essential suppliers and services list will be kept current by the ORO **(See Element 13 and Procedure C).**

The responsibilities of all positions within the municipality during an emergency are listed in the municipal Emergency Response Plan.

If there is a water problem after hours, residents are to call the water emergency number to contact the operator on call. The problem will be investigated promptly.

In the event of an emergency, the operator would contact the ORO or his/her designate who has an emergency phone for use on a 24/7 basis. Any contacts are listed in the Operators Manual.

ELEMENT 19: INTERNAL AUDITS

A qualified person designated by the municipality shall perform the internal audit once every calendar year, approximately 1 month before the annual Management Review. The audit date shall be determined by the QMS representative and the internal auditor. Written record of the audit shall be distributed to the ORO and OIC within 7 business days of audit completion.

To ensure performance of the Internal Audit, it will be added as a reoccurring task on the O.R.O.'s calendar.

(See Procedure D Internal Audit.)

ELEMENT 20: MANAGEMENT REVIEW

A Management Review will be completed once every calendar year, with the top management as defined as the owner (Mayor & Council), the QMSR, and the Administrator-Clerk to evaluate the continued suitability, adequacy and effectiveness of the QMS.

Typical items to be discussed include incidents of regulatory non-compliance, incidents of adverse drinking water tests, deviations from critical control points, internal and third-party audit results, operational performance, results of emergency response testing, changes that could affect the QMS, consumer feedback, operational plan content and updates, staff suggestions, etc.

(See Procedure E Management Review.)

ELEMENT 21: CONTINUAL IMPROVEMENT

21.1 Purpose

To describe the activities undertaken for the continual improvement of the drinking water quality management system.

21.2 Scope

This procedure is applicable to all personnel who operate and maintain the Township of Dawn-Euphemia's water distribution system.

21.3 Procedure

Continual Improvement Opportunities

The water operations strive to continually improve the effectiveness of its QMS through the use of non-compliance, non-conformance opportunities for improvement, best management practices and preventative actions. Continual improvement will be used to identify opportunities for improvement.

Best Management Practices

MECP's best management practices document (when published, at least once every 36 months, available on www.ontario.ca/drinkingwater.) will be reviewed and considered. If applicable the best management practice will be entered into the Corrective Action Report and Log. Type of finding will be labelled as BMP.

Corrective Action Request

Corrective Action involves taking measures to eliminate causes of identified quality problems to ensure the problems do not recur. Corrective Action may be initiated as a result of the following indicators of a breakdown in the Quality Management System:

- All non-conformances resulting from internal or external audits
- Opportunities for Improvement from internal or external audits
- Management Reviews
- MECP's inspection (opportunities for improvement and best practices)
- Risk assessment
- Incident debriefing

Preventative Actions

Preventative actions will be identified and implement to eliminate the occurrence of potential non-conformities in the Quality Management System. The QMS representative or Employees may submit written suggestions or ideas any time using the **Continual Improvement Opportunities Form 21-01 (ANNEX J)**. Each suggestion or idea will be reviewed for its value adding applicability and added to the CAR and Log for follow up. These suggestions may include potential non-conformities.

Corrective Action Report

Corrective Action involves taking measures to eliminate causes of identified quality problems to ensure the problems do not occur or reoccur.

The following items will be documented and tracked in the Corrective Action Report and Log:

- Best Management Practices
- Corrective Actions
- Preventative Actions

The QMS Representative or designate shall assign the action item to an employee using the **QMS Form 19-04 Corrective Action Report (CAR) and Log (ANNEX I)**.

Part A of the Corrective Action Report (CAR) is completed by the Lead Auditor or QMS Representative for non-conformances identified during Internal/External Audits, Management Reviews, Continuous Improvement Suggestions, MECP inspection findings, staff suggestions and preventative actions.

The QMS Representative will issue the CAR number and determine who is responsible to address the issue and establish a timeline. The person responsible for the specific issue completes Part B of the CAR and implements the corrective action.

The QMS Representative completes Part C of the CAR within to show that it has been followed up and determine if corrective action has been effectively implemented to prevent recurrence.

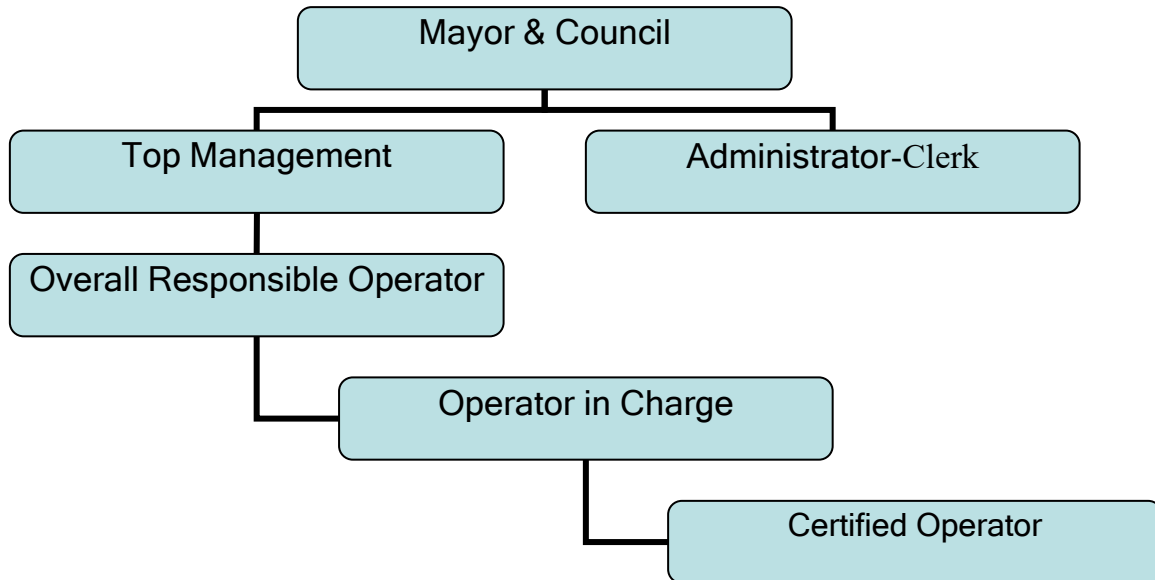
21.4 Reference

Continual Improvement Opportunities Form 21-01 (**ANNEX J**).

Corrective Action Report (CAR) and Log (**ANNEX I**).

Annex A

Organizational Structure



Mayor and Council – Mayor Alan Broad

Top Management – Paul Dalton

Administrator-Clerk – Donna Clermont

Overall Responsible Operator – John Collison

Operator in Charge – Paul Dalton, Brad Anderson, Ken Nevills

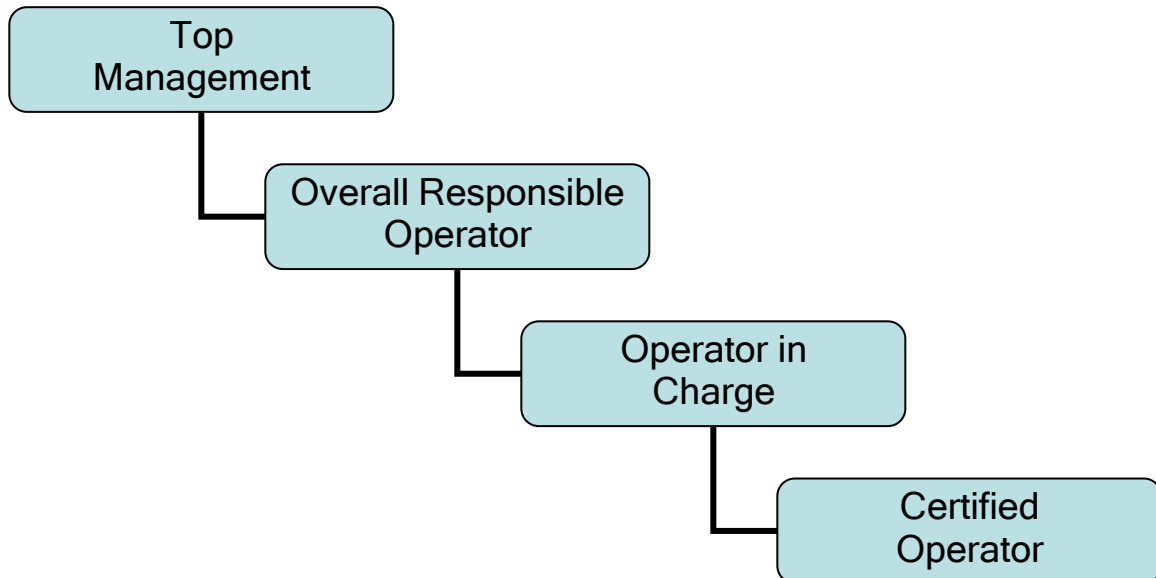
Certified Class 1 Operators – Paul Dalton, Brad Anderson, Ken Nevills, John Collison, Rick Mackenzie (O.I.T)

In the absence of the ORO the OIC will be backup ORO

In the absence of the OIC an assigned Class 1 Operator will be backup OIC

Annex B

Operational Structure



DUTIES:

Top Management – (Paul Dalton)

- complete oversight of the entire water distribution system and the QMS

OVERALL RESPONSIBLE OPERATOR – (John Collison)

- Overall total responsibility and reports to top management and owners, directs all general operations
- ORO is QMS Representative

OPERATOR IN CHARGE (Paul Dalton, Brad Anderson, Ken Nevills)

- Operator in Charge
- Acting Overall Responsible Operator when required
- Allocation of staff and equipment
- Supervises contractors and work
- Communication during emergency

CERTIFIED CLASS 1 OPERATORS (Paul Dalton, Brad Anderson, Ken Nevills, John Collison) Rick Mackenzie OIT

- Acting operator in charge when required
- Enforce proper maintenance and operation procedures

Annex C

OPERATIONAL ROLES, RESPONSIBILITIES AND AUTHORITIES

Mayor/Council, Owner, (Mayor Alan Broad)

Responsibilities	Authorities
<ul style="list-style-type: none">- complete oversight of the entire water distribution system and the QMS- ultimate responsibility for the provision of safe drinking water- ensure compliance with applicable legislation and regulations	<ul style="list-style-type: none">- financial, administrative authority related to the distribution of safe water

Top Management, (Superintendent Paul Dalton)

Responsibilities	Authorities
<ul style="list-style-type: none">- complete oversight of the entire water distribution system and the QMS- Assists with responsibility for the provision of safe drinking water- ensure compliance with applicable legislation and regulations- Responsible for undertaking the Management Review described	<ul style="list-style-type: none">- Financial, administrative, and technical authority related to the distribution of safe drinking water to the Dawn-Euphemia Water Distribution System

Overall Responsible Operator – (QMS REPRESENTATIVE – John Collison)

Responsibilities	Authorities
<ul style="list-style-type: none"> - Complete oversight of the entire water distribution system and the QMS - Overall Responsible Operator (ORO) provide and/or obtain resources for the QMS and necessary infrastructure and resources to operate and maintain the drinking water system safely and effectively -Ensure that the system is operated in accordance with all applicable legislation and regulations -Lead for management reviews -Communication with mayor and council about the QMS and the water distribution system -Preparation of budget and planning materials -Work with foreman on annual assessments of operator personnel performance - Recommendation of system improvements - Develop procedures and processes for assuring water quality - Emergency response planning and training - Act as operator 	<ul style="list-style-type: none"> - Financial, administrative, and technical authority related to the distribution of safe drinking water to the Dawn-Euphemia Water Distribution System - Staffing within guidelines of the Township - Activity/program scheduling within the department - Oversee adverse water quality incidences and responses - Identify and oversee staff training needs - Make changes to the QMS - Delegate ORO to certified operator in absence

Operator in Charge (Paul Dalton, Brad Anderson, Ken Nevills)

Responsibilities	Authorities
<ul style="list-style-type: none"> - schedule and oversee the day-to-day activities relating to the water distribution system - communication with ORO, operators, Township staff and office assistant - act and report any incidents of non-compliance - works with ORO and Township staff on annual assessments of operators' performance - develop procedures and processes for assuring water quality - ORO in absence of regular ORO - act as operator 	<ul style="list-style-type: none"> - direct operators in day-to-day operation of water distribution system - oversee adverse water quality incidences and responses - day to day supplies as needed - recommend changes to the QMS - ORO responsibilities in absence regular ORO

Office Assistant (Carla Trepanier)

Responsibilities	Authorities
<ul style="list-style-type: none">- respond to and document public complaints- communicate during emergency	<ul style="list-style-type: none">- relay complaints, or concerns from any situation to ORO, or OIC, then Operator in their absence.

Operators Class 1 (Paul Dalton, Brad Anderson, Ken Nevills, John Collison, Rick Mackenzie O.I.T.)

Responsibilities	Authorities
<ul style="list-style-type: none">- regular maintenance- report any incidents of non-compliance- respond to repairs as directed from ORO and OIC	<ul style="list-style-type: none">- monitor process and equipment- respond to public complaints as relayed from ORO, Township staff or Office Assistant

Annex D

DWQMS CHECKLIST

Form Approval: _____

(QMS Representative)

Requirement	Notes, Observations and Audit Evidence	Comments	Records or Documents Reviewed, Interviews Conducted
<p>PLAN AND DO elements of the QMS</p> <p><u>1. Quality Management System</u></p> <p>PLAN – The operational plan shall document a QMS that meets the requirements of this standard.</p> <p>DO – The operating authority shall establish and maintain the QMS in accordance with the requirements of this standard and the policies and procedures included in the operational plan.</p>			
<p><u>2. QMS Policy</u></p> <p>PLAN – The operational plan shall document a QMS policy that provides the foundation for the QMS, and:</p> <ul style="list-style-type: none"> a) is appropriate for the size and type of the subject system, b) includes a commitment to the maintenance and continual improvement of the QMS, c) includes a commitment to the consumer to provide safe drinking water, d) includes a commitment to comply with applicable legislation and regulations, and e) is in a form that provides for ready communications to all operating authority personnel, the owner, and the public. <p>DO – The operating authority shall establish and maintain a QMS that is consistent with the policy.</p>			
<p><u>3. Commitment and Endorsement</u></p> <p>PLAN – The operational plan shall contain a written endorsement of its contents by top management and the owner.</p> <p>DO – Top management shall provide evidence of its commitment to an effective QMS by:</p>			

<p>a) ensuring the a QMS is in place that meets the requirements of this standard,</p> <p>b) ensuring that the operating authority is aware of all applicable legislative and regulatory requirements,</p> <p>c) communicating the QMS according to the procedure for communications, and</p> <p>d) determining, obtaining or providing the resources needed to maintain and continually improve the QMS.</p>			
<p><u>4. QMS Representative</u></p> <p>PLAN – The operational plan shall identify a QMS representative.</p> <p>DO – Top management shall appoint, authorize, and maintain a QMS representative who, irrespective of other responsibilities, shall:</p> <p>a) administer the QMS by ensuring that processes and procedures needed for the QMS are established and maintained,</p> <p>b) report to top management on the performance of the QMS and any needs for improvements,</p> <p>c) ensure that current versions of documents required by the QMS are being used at all times,</p> <p>d) ensure that personnel are aware of all applicable legislative and regulatory requirements that pertain to the duties in the operation of the subject system, and</p> <p>e) promote awareness of the QMS throughout the operating authority.</p>			
<p><u>5. Documentation and Records Control</u></p> <p>PLAN – The operational plan shall document a procedure for document and records control that describes how:</p> <p>a) documents required by the QMS are:</p> <ul style="list-style-type: none"> - kept current, legible, and readily identifiable - retrievable - stored, protected, retained and disposed of, and <p>b) records required by the QMS are:</p> <ul style="list-style-type: none"> - kept legible and readily identifiable - retrievable - stored, protected, retained and disposed of <p>DO – The operating authority shall implement the procedure for document and records control and shall ensure that the QMS documentation for the subject system includes:</p>			

<p>a) the operational plan and its associated policies and procedures, b) documents and records determined by the operating authority to ensure the effective planning, operation and control of its operations, and c) the results of internal and external audits and management reviews.</p>			
<p><u>6. Drinking Water System</u></p> <p>PLAN – The operational plan shall document, as applicable:</p> <p>a) for the subject system:</p> <ul style="list-style-type: none"> - a description of the system including all treatment processes and distribution system components - the name of the owner and operating authority - a process flow chart - a description of the water source, including: <ul style="list-style-type: none"> - general characteristics of the raw water supply - common event driven fluctuations and - any resulting operational challenges and threats - a description of any critical upstream or downstream processes relied upon to ensure the provision of safe drinking water, <p>b) if the subject system is an operational subsystem, a summary description of the municipal residential drinking water system it is part of,</p> <p>c) if the subject system is connected to one or more other drinking water systems owned by different owners, a summary description of those systems which:</p> <ul style="list-style-type: none"> - indicates whether the subject system obtains water from or supplies water to those systems, and - names the owner and operating authority of those systems, <p>“DO – The Operating Authority shall ensure that the description of the Drinking Water System is kept current</p>			

<p><u>7. Risk Assessment</u></p> <p>PLAN – The operational plan shall document a risk assessment process that:</p> <ul style="list-style-type: none"> a) identifies potential hazardous events and associated hazards, b) assesses the risks associated with the occurrence of hazardous events, c) ranks the hazardous events according to the associated risk, d) identifies control measures to address the potential hazards and hazardous events, e) identifies critical control points, f) identifies a method to verify once a year, the currency of information and the validity of the assumptions used in the risk assessment, g) ensures that a risk assessment is conducted at least once every 36 months, and h) considers the reliability and redundancy of equipment. <p>DO – The operating authority shall perform a risk assessment consistent with the documented process.</p>			
<p><u>8. Risk Assessment Outcomes</u></p> <p>PLAN – The operational plan shall document:</p> <ul style="list-style-type: none"> a) the identified potential hazardous events and associated hazards, b) the assessed risks associated with the occurrence of hazardous events, c) the ranked hazardous events, d) the identified control measures to address the potential hazards and hazardous events, e) the identified critical control points and their respective critical control limits, f) procedures and/or processes to monitor the critical control limits, g) procedures to be undertaken in response to deviations from the critical control limits, and h) procedures for reporting and recording deviations from the critical control limits. <p>DO – The operating authority shall implement and conform to the procedures.</p>			

9. Organizational Structure, Roles, Responsibilities and Authorities

PLAN – The operational plan shall:

- a) describe the organizational structure of the operating authority including respective roles, responsibilities and authorities,
- b) delineate corporate oversight roles, responsibilities and authorities in the case where the operating authority operates multiple subject systems,
- c) identify the person, persons or group of people within the management structure of the organization responsible for undertaking the management review,
- d) identify the person, persons, or group of people, having top management and responsibilities required by this standard, along with their responsibilities, and
- e) identify the owner of the subject system.

DO – The operating authority shall keep current the description of the organizational structure including respective roles, responsibilities and authorities, and shall communicate this information to operating authority personnel and the owner.

10. Competencies

PLAN – The operational plan shall document:

- a) competencies required for personnel performing duties directly affecting drinking water quality,
- b) activities to develop and maintain competencies for personnel performing duties directly affecting drinking water quality,
- c) Activities to ensure that personnel are aware of the relevance of their duties and how they affect safe drinking water.

DO – The operating authority shall undertake activities to:

- a) meet and maintain competencies for personnel directly affecting drinking water quality and shall maintain records of these activities, and
- b) Ensure that personnel are aware of the relevance of their duties and how they affect safe drinking water, and shall maintain records of these activities.

<p><u>11. Personnel Coverage</u></p> <p>PLAN – The operational plan shall document a procedure to ensure that sufficient personnel meeting the identified competencies are available for duties that directly affect drinking water quality.</p> <p>DO – The operating authority shall implement and conform to the procedure.</p>			
<p><u>12. Communications</u></p> <p>PLAN – The operational plan shall document a procedure for communications that describes how the relevant aspects of the QMS are communicated between top management and:</p> <ul style="list-style-type: none"> a) the owner, b) operating authority personnel, c) suppliers, and d) the public. <p>DO – The operating authority shall implement and conform to the procedure.</p>			
<p><u>13. Essential Supplies and Services</u></p> <p>PLAN – The operational plan shall:</p> <ul style="list-style-type: none"> a) identify all supplies and services essential for the delivery of safe drinking water and shall state, for each supply or service, the means to ensure its procurement, a b) include a procedure by which the operating authority ensures the quality of essential supplies and services, in as much as they may affect drinking water quality. <p>DO – The operating authority shall implement and conform to the procedure.</p>			
<p><u>14. Review and Provision of Infrastructure</u></p> <p>PLAN – The operational plan shall document a procedure for the annual review of the adequacy of the infrastructure necessary to operate and maintain the subject system.</p> <p>DO – The operating authority shall implement and conform to the procedure and communicate its findings of the review to the owner.</p>			

15. Infrastructure Maintenance, Rehabilitation, and Renewal

PLAN – The operational plan shall document a summary of the operating authorities’ infrastructure maintenance, rehabilitation and renewal programs for the subject system

DO – The operating authority shall:
a) keep the summary current,
b) communicate the programs to the owner, and
c) monitor the effectiveness of the maintenance program

16. Sampling, Testing and Monitoring

PLAN – The operational plan shall document:
a) a sampling, testing and monitoring procedure for process control and finished drinking water quality including requirements for sampling, testing and monitoring at the conditions most challenging to the subject system,
b) a description of any relevant sampling, testing or monitoring activities that take place upstream of the subject system, and
c) a procedure that describes how sampling, testing and monitoring results are recorded and shared between the operating authority and the owner, where applicable.

DO – The operating authority shall implement and conform to the procedures.

17. Measurement and Recording Equipment Calibration and Maintenance

PLAN – The operational plan shall document a procedure for the calibration and maintenance of measurement and recording equipment.

DO – The operating authority shall implement and conform to the procedure.

<p><u>18. Emergency Management</u></p> <p>PLAN – The operational plan shall document a procedure to maintain a state of emergency preparedness that includes:</p> <ul style="list-style-type: none"> a) a list of potential emergency situations or service interruptions, b) processes for emergency response and recovery, c) emergency response training and testing requirements, to be communicated with supplying purveyors and County Emergency Planning services d) owner and operating authority responsibilities during emergency situations, e) references to municipal emergency planning measures as appropriate, and f) an emergency communication protocol and an up-to-date list of emergency contacts. <p>DO – The operating authority shall implement and conform to the procedure.</p>			
<p>CHECK elements of the QM Standard</p> <p><u>19. Internal Audits</u></p> <p>PLAN – The operational plan shall document a procedure for internal audits that:</p> <ul style="list-style-type: none"> a) evaluates conformity of the QMS with the requirements of this standard, b) identifies internal audit criteria, frequency, scope, methodology and record keeping requirements, c) considers previous internal and external audit results, and d) describes how QMS corrective actions are identified and initiated. <p>DO – The operating authority shall implement and conform to the procedure and shall ensure that internal audits are conducted at least once every Calendar Year, to be completed prior to the Management Review.</p>			

20. Management Review

PLAN - T h e operational plan shall document a procedure for management review that evaluates the continuing suitability, adequacy, and effectiveness of the QMS and that includes consideration of:

1. incidents of regulatory non-compliance,
2. incidents of adverse drinking water tests,
3. deviations from critical control point limits and response actions,
4. the efficacy of the risk assessment process,
5. internal and third-party audit results,
6. results of emergency response testing,
7. operational performance, water quality trends
8. follow up on action items from previous management reviews,
9. the status of management action items identified between reviews,
10. changes that could affect the QMS,
11. consumer feedback,
12. the resources needed to maintain the QMS,
13. the results of the infrastructure review,
14. operational plan currency, content and updates, and
15. staff suggestions

DO – Top management shall implement and conform to the procedure and shall:

- a) ensure that a management review is conducted at least once every calendar year,
- b) consider the results of the management review and identify deficiencies and action items to address the deficiencies,
- c) provide a record of any decisions and action items related to the management review including the personnel responsible for delivering the action items and the proposed timelines for their implementation, and
- d) report the results of the management review, the identified deficiencies, decisions, and action items to the owner.

<p>IMPROVE element of the QM Standard</p> <p><u>21. Continual Improvement</u></p> <p>PLAN – The Operating Authority shall develop a procedure for tracking and measuring continual improvement of its QMS by:</p> <ul style="list-style-type: none"> a) reviewing and considering applicable best management practices, including any published by the Ministry of Environment and Climate Change available at www.ontario.ca/drinkingwater, at least once every thirty-six months; b) documenting a process for identification and management of QMS Corrective Actions that includes: <ul style="list-style-type: none"> i. investigating the cause(s) of an identified non-conformity. ii. documenting the action(s) that will be taken to correct the non-conformity and prevent the non-conformity from re-occurring, and iii. reviewing the action(s) taken to correct the non-conformity, verifying that they are implemented and are effective in correcting and preventing the re-occurrence of the non-conformity (See ANNEX I) c) documenting a process for identifying and implementing Preventive Actions to eliminate the occurrence of potential non-conformities in the QMS that includes: <ul style="list-style-type: none"> i. reviewing potential non-conformities that are identified to determine if preventive actions may be necessary, ii. documenting the outcome of the review, including the action(s) if any, that will be taken to prevent a non-conformity from occurring, and iii. reviewing the action(s) taken to prevent a non-conformity, verifying that they are implemented and are effective in preventing the occurrence of the non-conformity. <p>DO – The operating authority shall strive to continually improve the effectiveness of its QMS by implementing and conforming to the procedure.</p>			
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ANNEX E

RISK ASSESSMENT OUTCOMES

- A. Likelihood
- B. Severity
- C. Detect ability
- D. Total

The outcomes of the risk assessment are provided below.

Activity or Process Step	Description of Hazard	Potential Result of Hazard	Comments	Available Monitoring & Control Measures	Emergency Procedure or Contingency Plan	A	B	C	D	CCP ?
Source Water (treated water – Petrolia via Enniskillen)	Contamination of source water	Chemical or biological contamination of source water	No control	Online monitoring of chlorine residual at Water Reservoir and Pumping Station with alarm system. Online monitoring system by water supplier (Petrolia)	Isolate distribution system from supply. Notify Enniskillen distribution system of situation. Work with Enniskillen to operate water reservoir and pumping station on continuous basis (12 hours supply). Notify customers to conserve water. Enniskillen may need emergency connections with neighbouring systems.	1	3	1	5	No
Distribution	Watermain break within distribution system	Quantity/quality Low pressure /back siphoning Bacteriological or chemical contamination	No elevated distribution system storage. Need to maintain supply from Enniskillen.	Customer complaints, low pressure or high flow through supply meters, visual if at ground. Looping of watermain has improved ability to isolate areas and also to maintain flow during watermain break events	Repair according to watermain repair procedure contained in Operators Manual, training, stock repair material, microbiological testing as necessary. Notify Health Unit as necessary (boil water order)	3	2	3	7	No
	Loss of chlorine residual	Biological contamination	Legislated under O. Reg.170/03	Continuous chlorine residual monitoring at reservoir with alarms. Weekly testing in distribution system	Flush distribution system to increase chlorine dosage and resample. Corrective actions required by O. Reg. 170/03. Contact the Enniskillen water distribution system	1	4	1	6	No

	Commissioning of new water mains causing contamination	Biological contamination		Follow procedures for watermain repair procedure in Operators Manual. Check chlorine residual and conduct microbiological testing	Follow corrective action per O. Reg. 170/03. Notify Health Unit as necessary (boil water order)	1	2	2	5	No
	Loss of pressure – watermain break, major fire	Quantity/quality Low pressure /back siphoning Bacteriological or chemical contamination		Water hammer, consumer complaints Backflow contamination prevented by backflow preventers on all service connections	Check pressure and chlorine residual, discussions with MOE and Health Unit if low. Notify Health Unit as necessary (boil water order) Restore pressure and chlorine residual. Conduct sampling per MOE and Health Unit direction	1	2	1	4	No
	Backflow from private plumbing (cross connection)	Biological and chemical contamination	Backflow preventers on all service connections	Meters are installed on all water services in use. Backflow required on all active water services through bylaw. A separate bylaw requires that owners of high-risk facilities have the backflow device tested both initially and every 5 years thereafter.	Notify Health Unit and MOE Spills Action Centre, if necessary, communicate boil water order after consultation with Health Unit	1	2	4	7	No
	Biofilms	Biological and quality		Visual inspection of pipe breaks, reduced flow in pipes, inability to maintain chlorine residual Flushing and swabbing		1	2	2	5	No
	Wide Spread Illness (Pandemic)	Staff Shortage		Masks, Barriers, Screening Tools, Social Distancing	Mutual agreement with neighbouring Township (Enniskillen) for coverage. Advise/Recommendations from Public Health Unit.	2	2	1	5	No
	Cyber Security Threat (added Mar.28/24)	Loss of Electronic Records.		Have back-up hard/paper copies.	Being Distribution only, If our Township only had a cyber attack, we would still be able to deliver Potable water to our consumers and check chlorine residuals manually.	1	1	1	3	No

*** Critical control point – loss of chlorine – As per Schedule 17-4, Corrective Action, O. Reg 170/03.**

If loss of chlorine residual occurs the following action shall take place:

1. Contact the Medical Officer of Health and take such steps as are directed by the Medical Officer of Health
2. Immediately flush the watermains and restore secondary disinfection to ensure that:
 - i) a free chlorine residual of at least 0.05 mg/litre is achieved at all points in the affected parts of the distribution system, if the drinking water system provides chlorination and does not provide chloramination, or
 - ii) a combined chlorine residual of at least 0.25 mg/l is achieved at all points in the affected parts of the distribution system, if the drinking water system provides chloramination
3. Take such other steps as are directed by the medical officer of health.

After taking these steps – record all actions taken including times, dates in the water log book as well as the chlorine residuals.

Risk Analysis conducted July 6, 2015 by Ken Nevills (OIC) and Paul Dalton (ORO), no changes.

Risk Analysis conducted June 13, 2018 by Brad Anderson (Operator) and Paul Dalton (ORO); no changes required.

Risk Analysis conducted March 31, 2021 by Brad Anderson (OIC) and Paul Dalton (ORO); John Collison (OIT) changes required.

Risk Analysis conducted March 28, 2024 by John Collison (ORO) and Paul Dalton (OIC); Rick Mackenzie (OIT) changes required.

*Risk Analysis **DUE 2027***

Annex F

Revisions Made to Operational Plan

June 28, 2013

Procedure E, page 74

Management reviews are conducted yearly.

July 11, 2013

Procedure E, page 74

Removed Office Assistant from Review Participants

May 8, 2014

Element 6, page 9

Added text the Council are Top Management for the water distribution system

May 8, 2014

Element 20, page 24

Changed ORO to QMSR

May 8, 2014

Annex E, page 42

Added text for testing backflow devices at
High Risk Facilities

May 8, 2014

Procedure A, page 66

Added availability of Internal Audit, System Audit,
Management Review and Lab Reports

May 8, 2014

Procedure E, pages 74 and 75

Changed ORO to QMSR

May 8, 2014

Annex C, page 29

Add "Top Management" to Rolls and Responsibilities

May 8, 2014

Page 80

Add Process Flow Chart

April 9, 2015

Element 16, Page 20. Sampling, Testing and Monitoring
Change Sampling period to include April to May and
November to December each year.

Revisions Made to Operational Plan Cont'd

December 19, 2016

Procedure G, page 77

Add procedure back in, omitted in error

May 25, 2017

Procedure A, page 66

Change records to be stored in labelled boxes after 6 years, from 5 years.

May 25, 2017

Element 18, page 22

Added that Emergency Training to be communicated to supplying purveyors and to County Emergency Planning Department.

May 25, 2017

Element 19, page 23

Added that the Internal Audit to be completed annually approximately one month prior to the Management Review.

November 21, 2017

Annex C, page 29

Added authorities to Office Assistant's rolls.

November 21, 2017

Element 13, page 17

Updates Essential Services Contacts.

November 21, 2017

Annex F, page 45

Updated Contacts List

November 21, 2017

Procedure A, page 66 and 67

Added Operations Manuals to Document and Record Control

May 15, 2018

Element 6, page 9

Changed run times of pumps at Enniskillen Reservoir

May 15, 2018

Annex E, page 42

Changed date of Risk Assessment to July 6, 2015.

Revisions Made to Operational Plan Cont'd

May 15, 2018

Procedure B, page 68

Removed date of Risk Assessment (redundant to Procedure)

May 15, 2018

Procedure G, page 77

Added M.O.E. "New Disinfection Procedure" to Watermain Repair Procedure.

May 22, 2018

Annex F page 44

Update Emergency Contact List

June 13, 2018

Annex E page 42

Added Risk Assessment June 13, 2018

April 8, 2019

Element 3, Page 6

Added that the Operational Plan would be endorsed by Council at the conclusion of the annual Management

Review, and that a copy of the Operational Plan will be included in each "New Councillors Package".

April 8, 2019

Element 12, Page 16

Added that the most recent version of the Operational Plan is available to any Council or Staff Member upon request.

April 8, 2019

Element 19, Page 23

Added that to ensure performance of the Internal Audit, it will be added as a reoccurring task on the O.R.O.'s calendar.

June 24, 2020

Element 2, Page 5

Added Procedure H, Quality Management System Policy

June 24, 2020

Element 7, Page 11

Added footnote to Annex E Risk Assessment

Revisions Made to Operational Plan Cont'd

June 24, 2020

Element 14, Page 18

Added Risk Assessment as part of the annual infrastructure review

June 24, 2020

Element 15, Page 19

Added Annex H, Water Financial Plan

June 24, 2020

Element 19, Page 23

Changed wording from annually to once every calendar year

June 24, 2020

Element 20, Page 24

Changed wording from annually to once every calendar year

June 24, 2020

Element 21, Page 25

Added Risk Assessment, Corrective Action Reports and Petrolia Distribution Water Advisory Committee. Added Annex I, Corrective Action Reports

June 25, 2020

Element 13, Page 17

Updated Essential Suppliers and Services

June 25, 2020

Process Flow Chart, Page 80

Added Distribution Map

June 25, 2020

Element 18, Page 22

Changed Annex F reference to Element 13 & Procedure C

June 25, 2020

Element 17, Page 21

Omitted Log Book reference, replaced with Retained in the O.R.O Office

Revisions Made to Operational Plan Cont'd

June 25, 2020

Updated Table of Contents Page Numbers to reflect all changes made in Version 5

September 22, 2020

Element 6, Page 9

Added description of Treatment and Raw Water Source

Added Reference to Flow Chart/Distribution Map

September 22, 2020

Element 9, Page 13

Added that changes would be communicated to the Operating Authority Annually.

Added Reference to ANNEX A.

September 22, 2020

Element 12, Page 16

Made Reference to Top Management (Mayor) and the channels of Communication.

September 22, 2020

Element 15, Page 19

Added that current 5 year Financial Plan is in effect from 2017 to 2021.

A new 5 plan will be presented to The Mayor and Council In 2021 for adoption with appropriate breakdowns. This plan would be effective from 2022 throughout 2026.

September 22, 2020

Element 21, Page 25

Added refer to ANNEX I for Documenting, Tracking and Measuring continual improvements to the Operational Plan.

September 22, 2020

Annex A, Page 27

Added names to Organizational Structure.

September 22, 2020

Annex B, Page 28

Added names to Operational Structure.

Revisions Made to Operational Plan Cont'd

September 22, 2020

Annex C, Page 29

Added names to Operational Rules and Responsibilities.

September 22, 2020

Annex D, Page 32

Added detail to section 21 of DWQMS Checklist.

Added reference to ANNEX I.

October 20, 2020

Element 6, Page 9

Changed wording in 1st paragraph to properly identify Owner vs Top Management

October 20, 2020

Flow Chart, Page 80

Added Clearer version

October 20, 2020

Distribution Map, Page 81

Updated valid year on Map from 2014 to 2020 as no changes have added in the past 6 years

October 20, 2020

Annex B, Page 28

Identified ORO as Top Management and QMS Representative

October 20, 2020

Annex C, Page 29

Omitted the Top Management reference from the Mayor and Council and Added it to the ORO

October 20, 2020

Updated Table of Contents Page Numbers to reflect all changes made

October 21, 2020

Element 12, Page 16

Corrected all of Element 12 made reference to Top Management not being Mayor/Council and reference to communications.

Revisions Made to Operational Plan Cont'd

October 23, 2020

Element 21, Page 25

Reconfigured the element to address tracking and measuring including a Continual Improvement Form 21-01 as Annex J.

October 23, 2020

Annex J, Page 64

Added Continual Improvement Form 21-01

January 13, 2021

Annex H, Page 57

Updated Financial Plan to Project Years 2021-2026 to comply with O.Reg. 453/07 for water licence renewal.

January 13, 2021

Distribution Map, Page 81

Updated map to include two new 4" Water Mains installed on Esterville Road and add more precise placement of Fire Hydrants.

April 1, 2021

Annex E, Page 42

Changed hazard ratings of Backflow from private plumbing (cross connection).

Was 2,2,3,7, No and now changed to 1,2,4,7, No.

Minutes from the March 31, 2021 Risk Assessment meeting saved on Municipal hard drive E:\E - Environmental Services\E-8 - Water Services\Risk Management

April 1, 2021

Annex E, Page 42

Added new hazard under Distribution to include Widespread Illness (Pandemic).

April 28, 2021

DWQMS Management Review Committee Meeting Minutes saved on Municipal hard drive via link E:\C - Council, Boards & Bylaws\C-6 - Minutes, Committees\DWQMS Committee

May 17, 2021

Element 13, Essential Supplies and Services, Page 17

Added Town of Petrolia and Enniskillen Township as a supplier of potable water.

Revisions Made to Operational Plan Cont'd

July 7, 2022

Table of Contents, Pages 2-3

Updated Table of Contents Page Numbers to reflect all changes made

July 7, 2022

Annex D, DWQMS Checklist

6. Drinking Water System, Page 34

Updated wording in the "DO" statement to read *"The Operating Authority shall ensure that the description of the Drinking Water System is kept current"*

July 7, 2022

Annex A, Page 27

Annex B, Page 28

Annex C, Page 29

Updates John Collison's certification from O.I.T. to Class 1

July 7, 2022

Procedure C, Page 71

Add John Collison Class 1 Operator to Emergency Contacts List

July 7, 2022

Annex D, DWQMS Checklist

19. Internal Audit, Page 32

Updated wording in the "DO" statement to read *"once every calendar year"*.

July 7, 2022

Annex F, Pages 45-53

Revised page number to coincide with changes.

July 8, 2022

Procedure G, Page 77-78

Update Watermain Repair Procedures to reflect 2020 Standards

July 8, 2022

Table of Contents Pages 2-3 and Annex F, Revisions to Operational Plan, Pages 45-53

Revised page numbers to reflect changes.

July 8, 2022

Distribution Map, Page 81

Updated water map to include main extension Inwood Road.

Revisions Made to Operational Plan Cont'd

August 22, 22

Element 12, Page 16

Communicate with Public added "with applicable date (month/year)" in reference to Newsletter

August 24, 22

Annex A, Page 27

Annex B, Page 28

Annex C, Pages 29-30

Updated Operator Roles Changes. John Collison to ORO and QMS Rep, Paul Dalton to OIC and Brad Anderson to Class 1 Operator. Added assigned duty clauses in absence of ORO and/or OIC.

August 24, 22

Table of Contents, Pages 2-3

Updated Table of Contents Page Numbers to reflect all changes made

August 24, 22

Element 11, Page 15

Included a summary of how the 24/7 coverage works.

Nov 9, 22

Annex A, Page 27

Annex B, Page 28

Annex C, Pages 29-30

Updated Operators to include Rick Mackenzie O.I.T.

Mar 2, 23

Element 13 Page 17

Reviewed and Updated Contacts & Phone Numbers

Mar 2, 23

Element 5

Procedure A, Page 66

QMS Record Control added bullet #2 to indicate when the QMS Version Number should Change

Apr 13, 23

Element 6, Page 9

Paragraph 2 change to state the Public Works Compliance Coordinator is the ORO.

Revisions Made to Operational Plan Cont'd

Apr 13, 23

Element 17, Page 21

Paragraph 2 added to indicate why 2022/23-meter calibration/flow rates have not been done.

Apr 17, 23

Title Page

Updated Version Number and Date

July 20, 23

Procedure C, Page 71

Removed Home phone numbers for Township of Enniskillen Operators

July 20, 23

Element 17, Page 21

Added the word Enniskillen to clarify the location of the Water Reservoir

July 20, 23

Element 6, Page 9

Added the words "of Enniskillen" to the following statement.... The Township of Enniskillen purchases potable drinking water from the Town of Petrolia

Mar 8, 24

Annex E, Page 42

Added row for Cyber Security Threat in preparation for 36 Month Risk assessment review Mar.13/24

Mar 19, 24

Element 6, Page 9

Removed the treatment description from this element being as our system is solely a distribution system.

Mar.19, 24

Procedure E, Page 74

Added wording.... "Names of participants complete with their respective positions shall be recorded"

Numbered report items for easier referencing

Mar.19/24

Annex D, Page 41

Management review. Numbered the items instead of alphabetizing them for easier referencing

Mar.26/24

Element 2 Page 5

Procedure H, Pg 79

Add the words Communication Procedure to the title

Mar.26/24
Annex C, Page 30
Remove Top Management title from ORO/QMS Title

Mar.26/24
Annex C, Page 29
Added Top Management to organizational structure

Mar.26/24
Annex B, Page 28
Remove Top Management from ORO Title

Mar.27/24
Annex A, Page 27
Annex B, Page 28
Added Top Management to chart

Mar.27/24
Element 2, Page 5
Removed the words Dawn-Euphemia Township is committed and changed to the Operating Authority is committed.

Mar.27/24
Procedure A, Page 66
Added description of what qualifies for a version number increase.

Apr.3/24
Procedure A, Page 67
Remove the follow statement "All QMS related documents shall be approved by the QMS Representative".
It is approved/endorsed annually already by council.

Apr.3/24
Table of Contents and Annex F, Pages 45-53
Revised page number to coincide with changes

Apr.9/24
Element 18, Page 22
Added ending sentence to 2nd paragraph to read.... Minutes from simulation will be taken for future references.

Apr.9/24
Annex C, Page 29
- Added the following duty to the Top Management.... Responsible for undertaking the Management Review described

Annex G

REQUEST TO CHANGE FORM

Request to change an existing QMS document

Complete form and date, sign and return to Water Distribution O.R.O. Office

Change Request:

Please check one of the following:

It is required by the DWQMS _____

It enhances the process control _____

It reduces a risk _____

It supports regulatory requirements _____

It may improve operational efficiency _____

Date _____

Name _____

Signature _____



THE TOWNSHIP OF DAWN-EUPHEMIA

DRINKING WATER SYSTEM

FINANCIAL PLAN

JANUARY 2021

(Adopted for 2022-2026)

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1. Introduction

The Township of Dawn-Euphemia has authorized the development of a Financial Plan for the Township's drinking water system. The Financial Plan was originally prepared in 2012 in accordance with the Financial Plan regulation (O. Reg. 453/07) made under the Safe Drinking Water Act, as well as the provisions of the financial planning guidelines published by the Ministry of Environment (MOE) in August, 2007 entitled "Toward Financially Sustainable Drinking Water and Wastewater Systems".

This report updates the original plan and estimates the operating expenses and capital costs from the year 2021 to the year 2026 in an operating plan. The revenue needed to support the operating plan is laid out in a funding plan which relies on user fees along with government grants. User fees are set so that adequate reserves are developed in order to fund capital expenses.

The Financial Plan was developed for the Township's drinking water system, as well as tangible capital asset information that the Township generated in accordance with the Public Sector Accounting Board (PSAB) standard requirements. The Financial Plan includes a projection of financial statements over six years from the year 2021 to the year 2026.

1.1 Legislative Context to Financial Planning

There have been legislative initiatives affecting water system management and operations over the past decade. These initiatives were precipitated as a result of the water borne illness tragedy in Walkerton in 2000 and the subsequent public inquiry chaired by the Honourable Dennis O'Connor. The Inquiry Report recommended a comprehensive approach to the delivery of safe drinking water in Ontario.

The MOE has responded to the Inquiry recommendations by making legislative changes. One change directly related to the development of the Financial Plan was the passage of the Safe Drinking Water Act, 2002 (SDWA). It requires owners of municipal drinking water systems to apply for and obtain a Municipal Drinking Water License. There are five elements that must be in place in order for the owner of a drinking water system to obtain a license:

- 1) A Drinking Water Works Permit to establish or alter a drinking water system.
- 2) An accepted Operational Plan. The Drinking Water Quality Management Standard (DWQMS) is the standard upon which operational plans are based. The plan documents an operating authority's quality management system (QMS).
- 3) An Accredited Operating Authority. A third-party audit of an operating authority's QMS will be the basis for accreditation.
- 4) A Permit to Take Water.
- 5) A Financial Plan that must be prepared and approved in accordance with the prescribed requirements in the Financial Plans Regulation.

Under section 30 of the SDW A, the Financial Plan element of the license program must either be prepared in accordance with the Sustainable Water and Sewage System Act, 2002 (SWSSA) or in accordance with the requirements set by the Minister of the Environment. SWSSA regulations have yet to be published. Accordingly, the requirements set by the Minister of Environment apply as per the 2007 MOE guidelines.

Regulation 453/07 of the Safe Drinking Water Act was passed in 2007 and contains two key provisions that apply to existing water systems:

1. A person who makes an application under the Act for a municipal drinking water license, shall, before making the application, prepare and approve financial plans for the system that satisfy the requirements of Reg. 453/07, S. 1(1).
2. As a condition in a municipal drinking water license that is issued in response to an application made under section 33 of the Act for a municipal drinking water license, the Director shall include a requirement that the owner of the drinking water system, by the later of July 1, 2011 and the date that is six months after the date the first license for the system is issued, prepare and approve financial plans for the system that satisfy the requirements prescribed Reg. 453/07, S. 1(3).

Several other provisions are also set out in the regulation that must be met by a municipality operating a water system:

- The Financial Plan must be approved by a resolution that is passed by the Council of the municipality.
- The Financial Plan must apply to a period of at least six years.
- The first year to which the Financial Plan must apply must be the later of July 1, 2011 or six months after the first license for the system was issued.

Once a system is licensed, the municipality's Financial Plan is required to be updated every 5 years, in conjunction with every application for license renewal.

1.2 Additional Legislative Context to Financial Planning

In June 2006, the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants approved new municipal financial accounting and reporting standards requiring that tangible capital assets (TCA), including components of water and wastewater systems, be included in municipal financial statements. The new accounting standard PS 3150 came into effect on January 1, 2009. This provides for a sharper focus on the depreciation of the capital asset base of the water and wastewater systems and the need to plan for renewal and replacement on a timely basis. This data is an integral component of the financial statements included in the Financial Plan.

The Clean Water Act 2006 targets the protection of drinking water supplies through the development of collaborative, locally driven, science and watershed-based source protection plans. According to the MOE financial planning guidelines, Financial Plans should include source water protection costs related to the provision of water services.

In June 2007, the government of Ontario proposed a lead action plan. The Financial Plans regulation contains requirements for municipalities to include in their Financial Plans, the costs associated with replacing lead service pipes that are part of the drinking water system.

1.3 Township of Dawn-Euphemia Water System

The Township of Dawn-Euphemia operates one drinking water system. Potable water is purchased from the Township of Enniskillen, who purchases water from the Town of Petrolia, and is resold to the ratepayers in the Dawn-Euphemia distribution system. There are approximately 387 farm and residential users within the Dawn-Euphemia distribution system. All water users are metered. It is anticipated that growth in the water system will be very small during the period of the financial plan.

2. Operating Plan

2.1 Operations Expenses

Over the 2021 to 2026 period, operating costs such as labour, chemicals, insurance and other costs are projected to increase at 1.7% per annum. Energy cost is projected to increase to 1.7% per annum over the same period. Future increases in the cost of purchased water are projected to increase at the annual CPI for Canada 1.268 to 1.998 has been forecast for 2021 to 2025.

2.2 Capital Expenses

Capital renewal and replacement costs have been projected to the year 2026 and funding needs have been included in the rates for the 2012-2026 period. The intent is to ensure that funding will be available for the projected capital costs when needed. Capital needs beyond 2021 should be considered in the next Financial Plan report due in 2026. The 2021 report will roll the time horizon forward at least five years to the year 2026.

2.3 Debt

There is no long-term debt on the system at present and no multi-year debt is forecasted in the 2021-2026 period.

2.4 Lead replacement Costs

There is no lead present in the system and as a result, no funds have been set aside for lead abatement.

2.5 Source Water Protection Costs

Studies related to source protection are underway however no specific protection costs have been identified at this time. Until such time as the source water protection initiative is better defined, we have not ventured to guess what such costs might be. This should be revisited at the time the Financial Plan is next updated in the year 2026.

3. Funding Plan

3.1 Government Grants

The Township received significant provincial funding for the initial build of the distribution system in 1995 and again for a major extension in 2010. The financial feasibility of constructing the system was totally dependent on this grant funding. The ultimate renewal of the system will be dependent on future senior government funding at that time.

No renewals are contemplated during this current planning period.

3.2 Debt

No future long-term debt is projected at this time.

3.3 Required User Fee

Based on the current results, the water rates are projected to remain stable for the 2021-2026 period. All users are billed on a metered basis and charged for the water going through the meter. The rates are based on a \$23 administration charge six times per year in 2021/2022, increasing to \$24 in 2023/2024 and \$25 in 2025. This money is to offset the operating expenses. In addition, users are charged \$2.95 per m3 used. \$1.88 is to offset the cost of the purchase of water, \$0.20 for the cost of line loss, \$0.41 for operating expenses and \$0.08 for capital maintenance and renewals. An annual rate increases of \$0.05 for capital renewals and \$0.03 for operating increases is proposed during the planning period.

Proposed Water Rates	2020	2021	2022	2023	2024	2025	2026
Rate per cubic meter	2.85	2.95	3.03	3.11	3.19	3.27	3.35
Water User Fees	300,000	315,000	324,450	334,184	344,209	354,535	365,171
Number of Users	379	387	387	387	387	387	387
Cost per User	791	813	838	863	889	916	944
(Household)							

4. Continuous Improvement

The Financial Plan regulation requires that the Financial Plans be updated every 5 years, along with the request for application for the renewal of the Drinking Water License. This on-going update will assist in revisiting the assumptions made to develop the operating and funding plans as well as re-assessing the need for capital expenses.

5. Financial Plan Summary

This section provides a summary of principal features contained in the projected financial statements over six years (2021-2026) in compliance with O. Reg. 453/07. The detailed financial statements are set out in section 6. The notes regarding the Financial Plan are presented at the end of the financial statement section.

5.1 Financial Plan Summary

One important marker of the financial position of a water system is the net financial assets. A positive number indicates that the system has the resources to deal with future capital and other needs. A negative number indicates that past capital and other investments must be financed from future revenues. The projected water system net financial assets are summarized below:

	2020	2021	2022	2023	2024	2025	2026
Net Financial Assets	912,213	856,888	876,273	901,122	929,621	963,963	1,002,346

The Dawn-Euphemia water system has a working capital surplus in 2019.

The Dawn-Euphemia water system has a strong positive cash position throughout the 2012 to 2020 period with a continuous increase in cash position through 2026.

5.2 Tangible Capital Assets

A second important marker is the total value of the water system assets such as reservoirs and water lines. Consideration of the value of tangible capital assets is part of PSAB compliance. Water systems have a significant amount of resources tied up in tangible capital assets and managing these assets is critical to maintaining current levels of service. Tangible capital assets are constantly decreasing in value as the assets age. This is termed amortization. An increase in tangible capital assets is an indication that new assets have been added to the water system.

	2020	2021	2022	2023	2024	2025	2026
Net Tangible Capital Assets	2,502,927	2,711,927	2,595,927	2,479,927	2,363,927	2,247,927	2,131,927

The summary indicates that no capital assets are forecasted to be added to the Dawn-Euphemia water system during the planning period, except for a minor extension to eight new customers in 2020/2021. The values of assets have steadily risen from 1995 to 2012 & small expansion 2020 indicating the build of the system. No further system build is anticipated beyond 2022. In 2021 completion of the upgrade of the water meters is expected. The declines from 2021 to 2026 indicate that assets are being used and thus depreciate in value over time. The illustrations above indicate the need to maintain vigilance in managing the system's tangible capital assets.

5.3 Accumulated Surplus

A third important marker is the accumulated surplus chart shown below. It represents cash on hand plus the book value of capital assets less debt. A surplus indicates that the proposed rates are generating revenues to fund future operating and capital renewal requirements.

The water system is showing positive numbers with the surplus declining annually by an amount that approximates the corresponding annual amortization charge.

	2020	2021	2022	2023	2024	2025	2026
Accumulated Surplus	3,456,410	3,500,860	3,404,602	3,313,814	3,226,682	3,145,399	3,068,165

Conclusion

The financial statements reveal that the Dawn-Euphemia water system is being properly renewed, from an accounting perspective. In addition, the water system is being maintained with substantial cash available to fund future capital requirements. The detailed financial statements that were the basis for the above summary follow in Section 6.

6. Financial Plan Statements

The detailed financial plan statements are set out in the following tables.

Annex I

CORRECTIVE ACTION REPORT (CAR)
Dawn-Euphemia Water Distribution System QMS Operational Plan

CAR # _____

Part A

Date: _____	Issued By: _____ Signature of Auditor
Source ____ Internal Audit ____ Management Review Meeting	____ Non-Conformance Report # ____ ____ Other
Description of the issue/concern: 	

Part B

Assigned to (Team Leader): _____	Date Due: _____
What is the root cause of the problem or potential problem? 	
Describe action to be taken: (include time lines if necessary) 	
Can the effectiveness of action be measured, and if so how? 	
Which documents need to be changed? 	

Part C

Was action taken effective? 	
Document change ____ Yes ____ No	
Is CAR Complete? _____	_____
Signature – QMS Representative	Date

Annex J

QMS 21-01 | Continual Improvement Form

Issue Date:	yyyy-mm-dd	Issued By:	Who is issuing this?	CIR#:	yyyy-##
Issue Source:	Compliance	Conformance	Process Failure	Feedback	
	<input type="checkbox"/> Adverse Impact <input type="checkbox"/> General <input type="checkbox"/> Ministry Inspection <input type="checkbox"/> Compliance Audit	<input type="checkbox"/> QMS Manual <input type="checkbox"/> Internal Audit <input type="checkbox"/> External Audit <input type="checkbox"/> Health & Safety	<input type="checkbox"/> Equipment <input type="checkbox"/> Method <input type="checkbox"/> Materials <input type="checkbox"/> Measurement	<input type="checkbox"/> Customer Calls <input type="checkbox"/> Managemt Review <input type="checkbox"/> Staff <input type="checkbox"/> Other	
Assigned to:	Name of person to whom this improvement item is assigned.		Response: <input type="checkbox"/> Accept <input type="checkbox"/> Decline <input type="checkbox"/> Defer <input type="checkbox"/> Delete		
Issue Description:	Describe the problem, issue, or potential problem that this improvement item is addressing. This form's cells expand as you type.		Comment (if "decline" or "delete"): If the response above is either "decline" or "delete", insert the reason why here.		
Priority:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	Due date:	yyyy-mm-dd		
Immediate / Containment Action:	Describe what you've done to contain the issue and/or prevent the issue from getting worse.				
Issue Root Cause:	Describe the root cause: why the issue happened in the first place.				
Corrective Action:	Describe what you're going to do / what you've done to correct the issue.				
Preventive Action:	Describe what you're going to do / what you've done to prevent the issue from ever recurring.				
Description of Follow-up Verification:	Describe what evidence you've seen that the issue has been adequately addressed (e.g. not seeing a recurrence).				
Verified by:	Name of person who carried out the verification activity.	Date Verified:	yyyy-mm-dd		
CIR Sign-off:		Date Closed:	yyyy-mm-dd		

Revision history

#	yyyy-mm-dd	Description	By
01	2020-10-23	Initial release of this form.	QMS Representative name: Paul Dalton
			Press tab here to add more rows

Procedure A

DOCUMENT AND RECORD CONTROL

QMS Document Control

This procedure is applicable to the following QMS documents:

- Operational Plan and associated procedures
- QMS Forms
- Operations Manuals
- As Built Drawings
- Applicable drinking water regulations (O. Reg. 170/03 and O. Reg. 128/04)
- Version numbers will be changed (increased by 1 number) for every new Council Term (Once every 4 years), unless a change in the organizational structure has happened in the following positions; Mayor and Council, Top Management, Administrator-Clerk or Overall Responsible Operator.

Creating New or Updating Existing Documents

- The need for document changes or for the new documents may be identified through the audits or Management Reviews. The QMS Representative will delegate the task of creating a new document.
- Any employee of the Water Department may request a change to an existing QMS document. The request must be made in writing, dated, and submitted to the QMS Representative and include the following information:
 1. Reason for the new or changed document (one of the following needs to apply):
 - It is required by the DWQMS
 - It enhances process control
 - It reduces risk
 - It supports regulatory requirements
 - It may improve operational efficiency
 2. The proposed document changes or new document content. Narrative content is acceptable.
- The requester shall develop the new/changed document and submit it to the QMS Representative for review. The QMS Representative shall review the procedure, make any changes as required, and approve it.
- Electronic versions of the new/changed documents will be created and approved by the QMS Representative.

Approving Documents

- All QMS documentation shall be stored at the ORO Office on the central computer in the QMS folder and in hard copy in the QMS binder.
- The QMS Representative shall be responsible for ensuring that copies of new or changed internal documents show the document title, revision number and the date modified
- The QMS Representative is responsible to ensure that new or changed documents are communicated and/or distributed to water department staff.

- Obsolete documents shall be collected, archived in labelled boxes and store in the vault.

Reviewing Documents

- The Operational Plan, The Operations Manual and procedures shall be reviewed annually by the QMS Representative for applicability and relevance.

Document Availability

- The current copy of the Operational Plan, Operations Manuals, Internal Audit Reports, System Audit Reports, Management Review Reports, procedures, and associated documents are retained in the QMS binder at the municipal office.
- Copies of Lab Reports are retained in a binder in the ORO's Office.
- Original sets of equipment documents/specifications and drinking water regulations are kept in binders at the municipal office.
- Copies of as built drawings are stored in the filing drawers at the municipal office.
- As appropriate, copies of these documents are also kept at the municipal garage.

QMS Record Control

This procedure is applicable to all records that demonstrate conformance to DWQMS requirements. All records that demonstrate compliance are covered by Ontario Regulations 170/03 and 128/04, as amended.

- QMS records shall be filed at the water department office by type by date.
- Records that are greater than 6 years in age shall be filed in labeled boxes and placed in water department archives.
- QMS records shall be stored in such a manner as to prevent deterioration.
- QMS records and documents which have been updated will be shred after a ten-year retention period.

Manual Records

- The record title shall be clearly visible and legible.
- Manual records shall be legible. Pencil or any other erasable marker shall not be used to record process or product information or data.
- All manual records shall show the name or initials of the recorder and the date the record was generated.

Procedure B

RISK ASSESSMENT AND OUTCOMES

The Overall Responsible Operator, Operator in Charge, and operators shall form a Risk Assessment Team to identify:

- The potential hazards and hazardous events which could affect the water system
- The control measures to address the hazards
- The critical control points and control limits
- Associated methods of monitoring critical limits and responding to deviations

The Risk Assessment form, provided in Annex E, is used to record the results of the risk assessment.

At the first step of the Risk Assessment, the Risk Assessment team shall review the hazards and hazardous events associated with the DWS. The monitoring, control measures, and emergency procedures or contingency plans which are available are identified. The risks associated with the hazards and hazardous events will then be assessed by the team on the basis of likelihood, severity, and detectability, based on the tables below. The reliability and redundancy of equipment is considered when assigning ratings to the hazard and hazardous events.

Description	Likelihood of Hazardous Event Occurring	Rating
Rare	May occur in exceptional circumstances, and has not occurred in the past	1
Unlikely	Could occur at some time, historically has occurred less than once every 5 to 10 years	2
Possible	Has occurred or may occur once or more per year	3
Likely	Has occurred or may occur on a monthly to quarterly basis	4
Very Likely	One or more occurrences on a monthly basis or more frequent basis	5

Description	Severity of Hazardous Event Occurring	Rating
Insignificant	Insignificant impact, little public exposure, little or no health risk	1
Minor	Limited public exposure, minor health risk	2
Moderate	Minor public exposure, minor health risk	3
Major	Large population at risk	4
Catastrophic	Major impact for large population, complete failure of systems	5

Description	Detectability of Hazardous Event	Rating
Very Detectable	Easy to detect, visible	1
Moderately Detectable	Increased flow rates	2
Normally Detectable	Visually detectable but not on rounds or on a regular basis	3
Poorly Detectable	Visually detectable but not inspected on a regular basis	4
Undetectable	Cannot detect	5

The rating for the likelihood, severity, and detectability is then added to give an overall level of risk for each hazard or hazardous event. All hazards or hazardous events which have an overall risk factor greater than 7 are considered critical and are associated with a critical control point.

Each year, the ORO will review the risk assessment and ensure that the information and assumptions remain current and valid.

Every 3 years the ORO will assemble the Risk Assessment Team to conduct a new risk assessment.

Potential Hazardous Events for Municipal Residential Drinking Water Systems to Consider in the DWQMS Risk Assessment

http://www.downloads.ene.gov.on.ca/envision/env_reg/er/documents/2017/012-5530_FinalHazard.pdf February 2017

1.0 Background

A risk assessment must be conducted for all municipal residential drinking water systems, as part of the operational plans for those systems. These operational plans form the basis upon which third party auditors assess conformance to the Drinking Water Quality Management Standard.

This approach includes identification of potential risks and risk mitigation strategies for items such as system security, water treatment, and the impacts of climate change. This document lists the potential hazardous events and associated hazards that are, at a minimum, required to be assessed as part of these risk assessments.

2.0 Definitions

All Systems - all municipal residential drinking water systems, including distribution-only systems.

Treatment Systems - all municipal residential drinking water systems that include equipment used to provide primary and/or secondary disinfection of the drinking water, including those with groundwater and/or surface water sources unless otherwise noted.

3.0 Potential Hazardous Events

System Type Description	Description of Hazardous Event / Hazard
All systems	Long Term Impacts of Climate Change
All systems	Water supply shortfall
All systems	Extreme weather events (e.g., tornado, ice storm)
All systems	Sustained extreme temperatures (e.g., heat wave, deep freeze)
All systems	Chemical spill impacting source water
All systems	Terrorist and vandalism actions
Distribution Systems	Sustained pressure loss
Distribution Systems	Backflow
Treatment Systems	Sudden changes to raw water characteristics (e.g., turbidity, pH)
Treatment Systems	Failure of equipment or process associated with primary disinfection (e.g., coagulant dosing system, filters, UV system, chlorination system)
Treatment Systems and Distribution Systems providing secondary disinfection	Failure of equipment or process associated with secondary disinfection (e.g., chlorination equipment, chloramination equipment) Treatment Systems
Treatment Systems using Surface Water	Algal blooms

Procedure C
EMERGENCY CONTACT LIST
The Corporation of the Township of Dawn Euphemia Water
Distribution System

<i>Township of Dawn-Euphemia</i>		Public Works
		Office
		Emergency Pager
		Fax
<i>Paul Dalton</i>		Cell
<i>Brad Anderson</i>		Cell
<i>Ken Nevills</i>		Cell
<i>John Collison</i>		Cell
<i>Township of Enniskillen</i>		Office
		Fax
		Emergency Pager
<i>Jake VanDamme</i>		Cell
<i>Mike Cumming</i>		Cell
<i>OTHERS</i>		
<i>Ministry of the Environment</i>		
<i>Spills Action Centre</i>		
<i>Lambton Health Unit</i>		
<i>REPAIRS</i>		
<i>Robinson Farm Drainage</i>		
		Cell
<i>Kozera & Douglas</i>		Office
<i>Joe Kozera</i>		Home
<i>SUPPLIERS</i>		
<i>Wolseley Waterworks</i>		Office
<i>Babcock Supply</i>		Office
<i>REPAIR MATERIAL IN AN EMERGENCY</i>		
<i>Town of Petrolia</i>		
<i>Township of St. Clair</i>		
<i>Township of Enniskillen</i>		

Procedure D

INTERNAL AUDIT

Internal audits will be conducted to ensure that the QMS conforms to the requirements of the DWQMS. These requirements include ensuring that the QMS has been effectively implemented and properly maintained.

The Township of Dawn-Euphemia may, from time to time, request that internal audits be conducted by trained auditors from a neighbouring municipality. In turn, the Township of Dawn-Euphemia may provide the same service to other municipalities as the case arises.

Audits conducted by the Township of Dawn-Euphemia

Auditors

- Internal audits will be conducted by an operator or office assistant who has successfully completed a recognized minimum 16-hour Internal Auditor workshop.

Internal Audit Schedule

- Internal audits may be scheduled throughout the year. The audits may be scheduled by element(s) for each month. The assigned auditor's name also appears on the schedule.
- Each element of the DWQMS is audited at least once during the fiscal year.

Audit Planning

- The auditor shall review all related QMS documentation and obtain the current version of the DWQMS checklist (see Annex D) at least one week prior to the audit.

Conducting the Audit

- The auditor shall observe activities, review records, review previous internal and external audit reviews, and interview personnel as necessary to ensure that the status of the audited element of the QMS has been effectively covered.

Reporting the Results

- The auditor shall submit a completed report, including the DWQMS checklist to the QMS representative and the ORO within 7 days of the internal audit.
- The report shall include any corrective actions requests (CARs) required to address discrepancies between the QMS and the DWQMS or between the QMS and how it is actually implemented. Responses to CARs shall be designated to the responsible individual by the QMS Representative,

Audits Conducted by another Municipality

Auditors

- Outside auditors must provide proof of competency prior to conducting an audit.

Audit Schedule

- Audits are to be conducted as required per government regulations.

Planning and Conducting the Audit and Reporting and Reporting the Results

- Audits may be planned and conducted per the procedures of the auditing municipality. The current version of the DWQMS checklist must be used during the audit and all sections of the DWQMS must be audited within the fiscal year. Prior approval by the QMS Representative is required.
- Audit results may be reported per the procedures of the auditing municipality as long as the audit results and any CARs are documented.
- The audit report, including any CARs will be provided to the QMS Representative within 7 days of the internal audit. Responses to CARs shall be designated to the responsible individual by the QMS Representative.

Procedure E

MANAGEMENT REVIEW

This procedure defines the Management Review process to evaluate the continuing suitability, adequacy, and effectiveness of the QMS.

Review Frequency

Management reviews are conducted at least once every 12 months.

Review Participants

The management review is convened by the QMSR. Attendees shall include the owner (Mayor and Council) and the Administrator-Clerk. Names of participants complete with their respective positions shall be recorded

Review Input

The QMS Representative shall provide information and data concerning the following categories for the review:

1. incidents of regulatory non-compliance
2. incidents of adverse drinking water tests
3. deviations from critical control point limits and response actions
4. the efficacy of the risk assessment process
5. results of internal and third-party audits
6. results of relevant emergency response testing
7. operational performance and water quality trends
8. follow up on actions from previous management reviews
9. status of management action items (if any) identified between reviews
10. Management Standard, or regulations that could affect the QMS
11. consumer feedback
12. the resources needed to maintain the QMS
13. the results of the infrastructure review
14. Operational Plan currency, content, and updates
15. staff suggestions

Review Process

The management review shall be a planned event. A minimum of two hours shall be set aside by the participants to ensure a thorough review of the QMS is conducted.

Each input category shall be reviewed in order to identify if, where, and when improvements to the QMS and its procedures are required.

The QMS Representative shall make note of any changes or action items required during the course of the review.

Review Output

The output from the management review shall include meeting minutes maintained by the QMS Representative. The minutes shall include:

- the date and time of the management review and the names of the participants and attendees
- any identified deficiencies
- a list of "action" items. All action items shall identify an individual responsible and the proposed time lines for implementation
- recommendation(s) for any resources needed for maintenance or improvement of the QMS

The meeting minutes will be provided to the owner (Mayor and Council)) and the QMSR within 30 days of the management meeting.

Procedure F

DISCOVERY OF LEAKS

Leaks may be discovered by different means but mostly they are either from the Public Works Employees, or from the public at large. Public Works Employees merely pass the information on to the ORO or his/her Alternate Operators.

If they are discovered by the general public, information has been provided by means of a newsletter to call the Municipal Office during normal working hours, at which time the problem will be given to the ORO or his/her Alternate Operators.

For after hours and emergencies, the Public Works Employees are on-call on a rotating basis. They have been provided with a cellular phone with its number displayed in the same newsletter.

Since not all Public Works Employees are Licensed Operators, upon the discovery of a leak within the Dawn-Euphemia Water Distribution System, employees will contact the ORO or his/her alternates to provide them with the details of the leak as they have been relayed to them. A site visit may be required to provide all pertinent information.

The ORO or his/her alternate will determine the actions to be implemented, which may include implementing the "Repair Procedure".

PROCEDURE G

WATERMAIN REPAIR

REPAIR PROCEDURE

1. Upon the discovery or report of a water leak, confirm the leak is within the Dawn-Euphemia Water Distribution System. Note the Date and Time Incident was reported. If not within the local system, notify operators / owners of water system where leak has occurred.
2. Assess water leak in field. Call in Emergency Locates to Ontario One Call prior to any excavation. for normal locates. Mark limits of proposed excavation with flags/paint.
3. Locate gate valves in vicinity of leak. Determine area that will have water shut off during repair of watermain.
4. Prepare notices that water will be shut off. If an emergency, repair notices shall be delivered to those affected as soon as practical before water shutoff.
5. Check gate valves prior to repair to confirm operation. Make sure repair couplings, fittings, clamps, restrainers, pipe, etc. that may be required for repair are available.
6. Prior to excavation, prepare traffic control plan, if necessary, as per Book 7. Place all traffic control signs and overhead hydro wire signs as required. Designate traffic control person if required. Designate employee to ensure safe operation around hydro lines if required.
7. Prior to excavation, discuss proposed method of operation and review any safety concerns with all workers on site.
8. Expose watermain pipe and establish exact location and nature of leak. Ensure line pressure is maintained until an Air Gap of 24" below centerline of watermain is established. Flow may be reduced by throttling the valves while maintaining sufficient flow from the break to minimize the potential for contamination.
9. Excavate sump area and place pump to remove excess water.
10. Cut pipe to drain water. Ensure Air Gap is maintained
11. Repair watermain with pipe, fittings and couplings as necessary. The repair parts shall be installed while ensuring that Contaminants do not enter the watermain. All pipe, couplings and fittings are to be swabbed / cleaned with a minimum of 1% sodium hypochlorite solution or approved equivalent. Watermain Disinfection Procedure August 1, 2020 Ministry of the Environment, Conservation and Parks Environmental Assessment and Permissions Division procedures are to be followed. The steps may include the disinfection procedures for new watermains as per ANSI/AWWA Standard C651. A copy of Watermain Disinfection Procedure August 1, 2020 and ANSI/AWWA Standard C651 is enclosed in the operator's manual (section 13). Existing pipe shall be cleaned and disinfected where couplings or clamps are to be placed.

12. After repair, partially open one gate valve to test the repair for leaks before excavation is backfilled
13. Flush shall be conducted following repairs by creating a temporary dead end downstream of the watermain break through valve operation, and Flushing through the location of the repair to a discharge point. Flushed water may be discharged from a hydrant, plumbing or Appurtenances. Where there is no discharge point to allow for Flushing, the Operating Authority shall tap the watermain on the downstream side of the watermain break and discharge from that point. Flushing shall continue until the discharged water is visibly free from discoloration and particulates, and an Acceptable Disinfectant Concentration has been restored (a minimum chlorine residual of 0.2 mg/l is established); whereupon the system can be returned to normal service, defined as having all valves returned to normal operating position. After flushing, the chlorine residual is to be measured and recorded in the log book.
14. De-Chlorination is required for any water that is directly discharged into surface water or if the discharge into the natural environment is likely to cause an adverse effect, as per Condition 10.0 of Schedule B of the Municipal Drinking Water Licence. De-Chlorination products include but not limited to Anaprox-35, Bio-Max Tablets or equivalent.
15. If watermain repair is completed where the water level in the trench rises within 150 mm of the invert of the watermain pipe or positive pressure cannot be achieved or if there is a danger of contamination, health tests shall be taken at the blowoff point and submitted to a certified laboratory. There shall be two health tests taken minimum 24 hours apart. The health test results shall be recorded in the log book.
16. Make entry into log book including date, starting and completion time, cause of leak, repair method / material used, chlorine residual result and health test result if taken.
17. Operator to sign log book.

Procedure stored in E:\PublicWorks\Water\Water\WatermainRepair2020
Updated: June 28, 2022

Procedure H

QUALITY MANAGEMENT SYSTEM POLICY - Communication Procedure

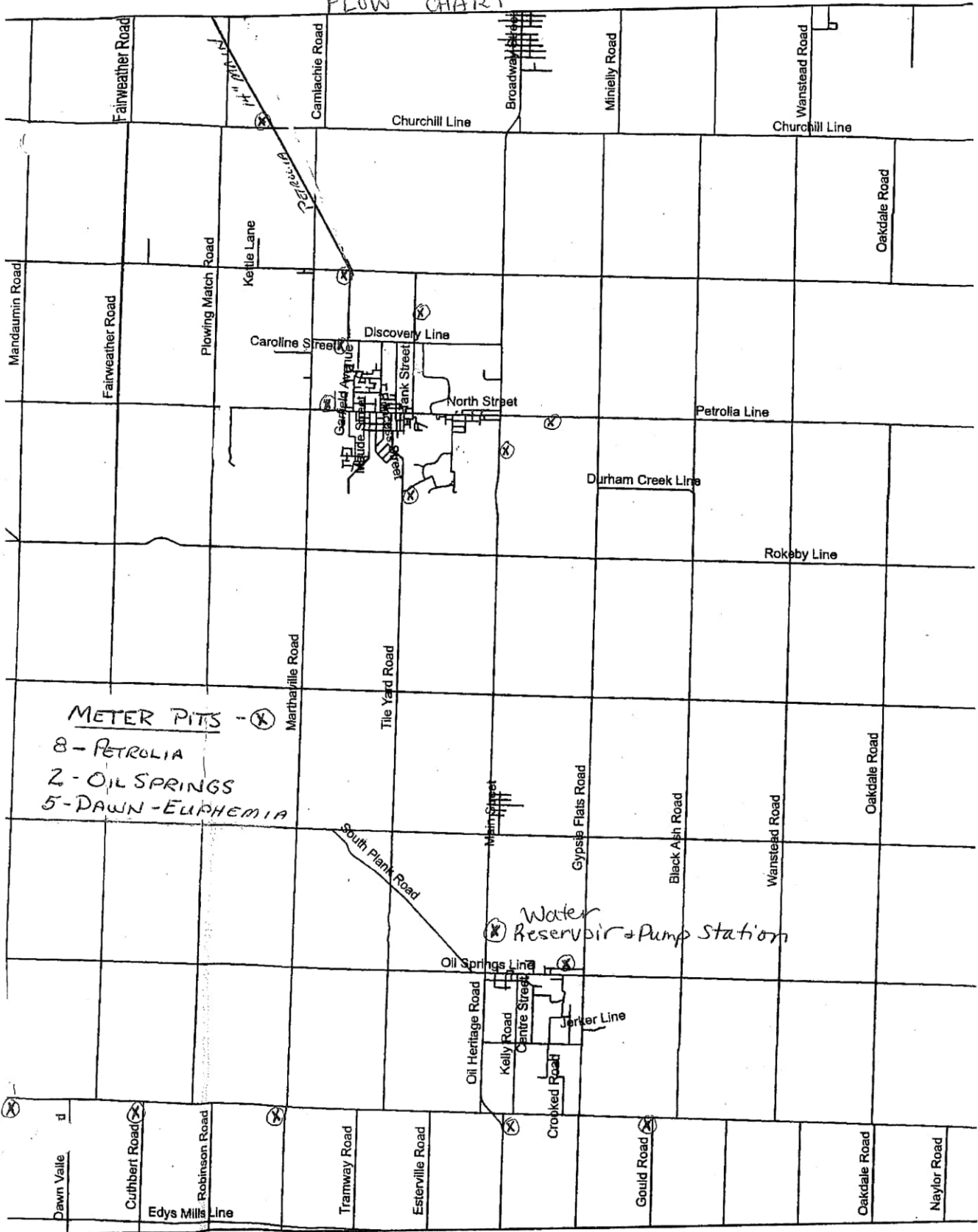
This procedure ensures that the QMS Policy is in a form that can be communicated to all Operating Authority personnel, the Owner and the Public.

To ensure this policy is communicated to all Operating Authority personnel, the Owner and the Public the following practices shall be in place:

- Operating Authority personnel shall review this policy on an annual basis during the Operators Annual Review
- This policy shall be reviewed during the annual Management Review, minutes of which are circulated to the Owner
- This policy shall be posted on the municipal website as well as on the bulletin board at the Township Municipal Office

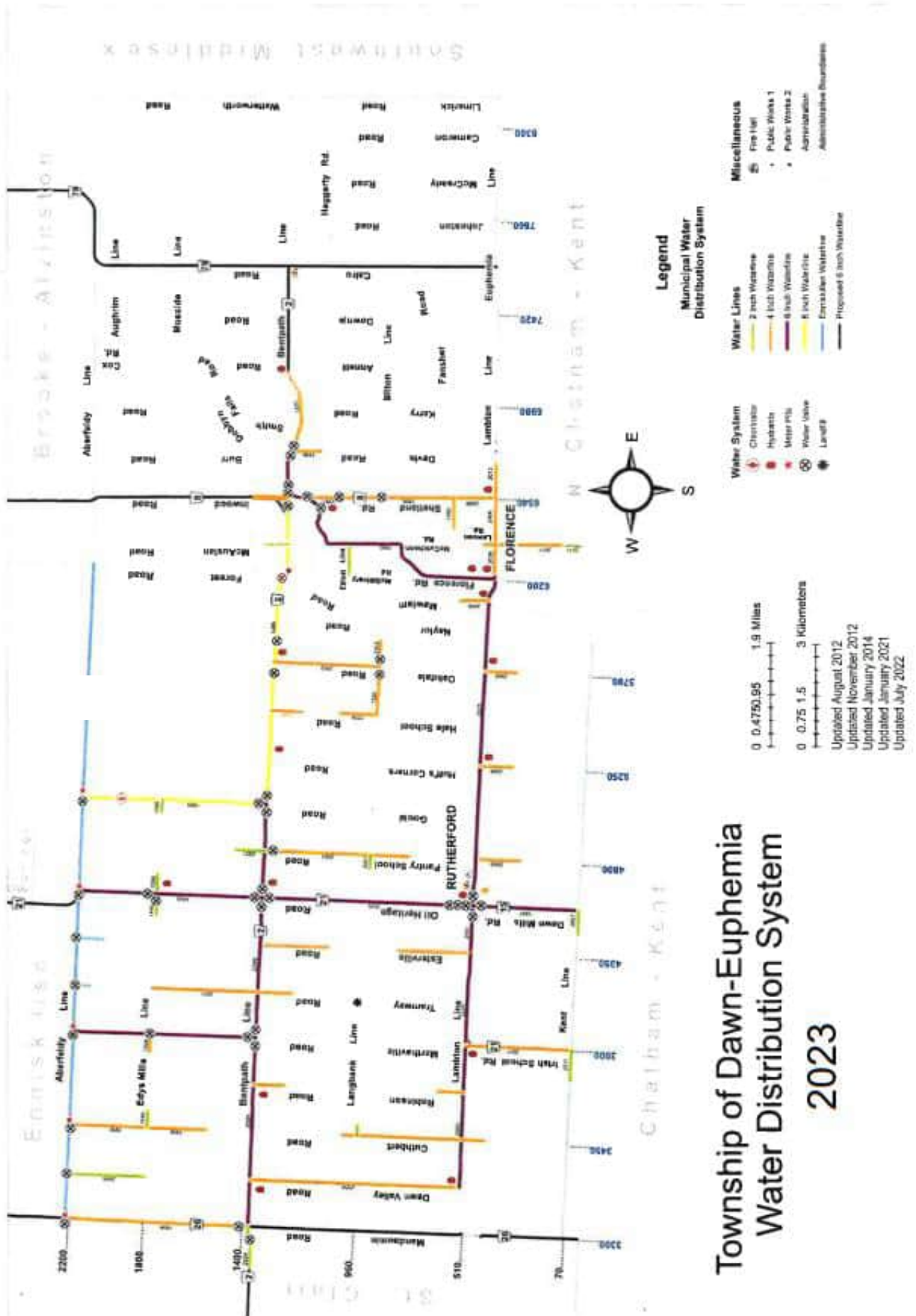
-

FLOW CHART



METER PITS - (X)
 8 - PETROLIA
 2 - OIL SPRINGS
 5 - DAWN - EUPHEMIA

(X) Water Reservoir = Pump Station



Township of Dawn-Euphemia Water Distribution System 2023

The Corporation of the Township of Dawn-Euphemia

4a

RESOLUTION – REGULAR MEETING

Date: April 15, 2024

Moved by:	Seconded by:	Recorded Vote:		
		Order	Vote	
<input type="checkbox"/> A. Broad	<input type="checkbox"/> A. Broad	_____	_____	A. Broad
<input type="checkbox"/> A. Gray	<input type="checkbox"/> A. Gray	_____	_____	A. Gray
<input type="checkbox"/> P. LeBoeuf	<input type="checkbox"/> P. LeBoeuf	_____	_____	P. LeBoeuf
<input type="checkbox"/> M. McGuire	<input type="checkbox"/> M. McGuire	_____	_____	M. McGuire
<input type="checkbox"/> J. Meyer	<input type="checkbox"/> J. Meyer	_____	_____	J. Meyer

That the Minutes of the Regular Council Meeting of April 2, 2024, be adopted. *Carried.*



The Corporation of the Township of Dawn-Euphemia

- M I N U T E S -

Regular Council Meeting
Tuesday, April 2, 2024
6:30 pm, Municipal Office, 4591 Lambton Line

Present: Mayor: A. Broad
Councillors: A. Gray
P. LeBoeuf
M. McGuire
J. Meyer

Staff Present: D. Clermont, Administrator-Clerk

Disclosures: None

6:30pm Presentation of Donation Cheque: Jackie Van Eerd Beatty and Tom Jeffery, Fundraising Coordinator from Four Counties Health Service Foundation were presented a cheque from Mayor and Council, in the amount of \$4,000.00, the first of two donations, towards the purchase of 2 Workstations on Wheels for Four Counties Health Services. They both thanked Council for their ongoing support of their fundraising efforts over the years.

2024-59 Councillor McGuire – Councillor Gray Minutes – March 18, 2024
That the minutes of the March 18, 2024 Regular Council Meeting be adopted. *Carried.*

Recorded Vote	
Vote	
Y	A. Broad
Y	A. Gray
Y	P. LeBoeuf
Y	M. McGuire
Y	J. Meyer

2024-60 Councillor LeBoeuf – Councillor Gray Drain Mntc – Eacott, Christener, North Bull Smith Branch, Fenby-Pesha
That the following Drain Maintenance and/or Repair Requests be referred to the Drainage Superintendent with the power to act;

1. The Eacott Drain Maintenance Request received March 20, 2024, submitted by David Annett.
2. The Christener Drain Maintenance Request received March 25, 2024, submitted by Rob Butler.
3. The North Bull Drain Smith Branch Drain Maintenance Request received March 26, 2024, submitted by Paul Dalton, Road Authority.
4. The Fenby-Pesha Drain Maintenance Request received March 27, 2024, submitted by William Bilton. *Carried.*

Recorded Vote	
Vote	
Y	A. Broad
Y	A. Gray
Y	P. LeBoeuf
Y	M. McGuire
Y	J. Meyer

2024-61 Councillor McGuire – Councillor Meyer Request to Waive Fees
That Council acknowledges receipt of the request dated March 26, 2024, received the Florence Oddfellows requesting the waiving of the hall rental for the Dawn-Euphemia Community Centre for a future fundraiser for playground equipment for Dawn-Euphemia Public School; And further that Council agrees to waive the fees in the amount of \$355.00. *Carried.*

Recorded Vote	
Vote	
Y	A. Broad
Y	A. Gray
N	P. LeBoeuf
Y	M. McGuire
Y	J. Meyer

2024-62 Councillor Meyer – Councillor LeBoeuf

Retirement – Deputy Chief

That Council accepts the retirement letter dated March 27, 2024, from the Deputy Fire Chief and thanks him for his 17 years of service to the Dawn-Euphemia Volunteer Fire Department and agree to have him continue to serve on the Lambton County CISM (Critical Incident Stress Management) Team; and that Council directs the Fire Chief to proceed with recruitment and hiring of a new Deputy Fire Chief; and further that the following member of Council be appointed to the hiring committee: Councillor McGuire. *Carried.*

Recorded Vote	
Vote	
Y	A. Broad
Y	A. Gray
Y	P. LeBoeuf
Y	M. McGuire
Y	J. Meyer

2024-63 Councillor LeBoeuf – Councillor Gray

2024 Rural Game Membership & Banquet

That Council approves the 2024 Membership to the Lambton County Rural Game Protective Association in the amount of \$300.00; And that the following Members of Council will be attending the Annual Banquet on Thursday, April 18, 2024, at the Royal Canadian Legion Branch 62 in Sarnia: Mayor and Councillors McGuire, LeBoeuf and Gray. *Carried.*

Recorded Vote	
Vote	
Y	A. Broad
Y	A. Gray
Y	P. LeBoeuf
Y	M. McGuire
Y	J. Meyer

2024-64 Councillor Gray – Councillor McGuire

York1 Proposed Facility

That Council acknowledges receipt of the information received re: York1 Environmental Waste Solutions Ltd. Proposed amendment to Environmental Compliance Approval No. A021304 at 29831 Irish School Road regarding an 8-hectare landfill; and further that Council directs the Clerk to work with Lambton County to prepare and submit comments. *Carried.*

Recorded Vote	
Vote	
Y	A. Broad
Y	A. Gray
Y	P. LeBoeuf
Y	M. McGuire
Y	J. Meyer

2024-65 Councillor Gray – Councillor McGuire

Bill 165 – Keeping Energy Costs Down

That Council directs the Clerk to provide comment to the Standing Committee on the Interior, regarding Bill 165, Keeping Energy Costs Down Act 2024, in support of natural gas in Ontario, by deadline of April 9, 2024. *Carried.*

Recorded Vote	
Vote	
Y	A. Broad
Y	A. Gray
Y	P. LeBoeuf
Y	M. McGuire
Y	J. Meyer

Other Business

The Mayor reminded the Public and Members of Council of Hydro One (Longwood to Lakeshore Project) upcoming public Meetings on Wednesday, April 3, from 4:00-8:00pm at the Brunner Community Centre in Thamesville; and on Thursday, April 4, from 4:00-8:00pm at the Glencoe Agricultural Hall in Glencoe.

2024-66 Councillor Meyer – Councillor LeBoeuf

By-Law 2024-06 – Mutual Assistance

That By-Law 2024-06, being a By-Law to authorize and agreement between the Corporation of the Township of Dawn-Euphemia and The Corporation of the Municipality of Brooke-Alvinston and the Village of Oil Springs for the purpose of establishing a Mutual Assistance Agreement be taken as read a first, second, and third time, and finally passed this 2nd day of April, 2024. *Carried.*

Recorded Vote	
Vote	
Y	A. Broad
Y	A. Gray
Y	P. LeBoeuf
Y	M. McGuire
Y	J. Meyer

2024-67 Councillor Gray – Councillor LeBoeuf

By-Law 2024-08 – Tile Loan

That By-Law 2024-08, being a By-Law to impose special annual drainage charges upon land in respect of which money is borrowed under the *Tile Drainage Act*, be taken as read a first, second, and third time, and finally passed this 2nd day of April, 2024. *Carried.*

Recorded Vote	
Vote	
Y	A. Broad
Y	A. Gray
Y	P. LeBoeuf
Y	M. McGuire
Y	J. Meyer

2024-68 Councillor LeBoeuf – Councillor McGuire

That this Regular Session of Council be hereby adjourned at the hour of 6:55 pm, to meet again on April 15, 2024 @ 6:30 pm (Regular Meeting), or at the call of the Chair. *Carried.*

Adjournment

Recorded Vote	
Vote	
Y	A. Broad
Y	A. Gray
Y	P. LeBoeuf
Y	M. McGuire
Y	J. Meyer

Mayor

Administrator-Clerk

The Corporation of the Township of Dawn-Euphemia

46

RESOLUTION – REGULAR MEETING

Date: April 15, 2024

Moved by:	Seconded by:	Recorded Vote:	
		Order	Vote
<input type="checkbox"/> A. Broad	<input type="checkbox"/> A. Broad	_____	_____ A. Broad
<input type="checkbox"/> A. Gray	<input type="checkbox"/> A. Gray	_____	_____ A. Gray
<input type="checkbox"/> P. LeBoeuf	<input type="checkbox"/> P. LeBoeuf	_____	_____ P. LeBoeuf
<input type="checkbox"/> M. McGuire	<input type="checkbox"/> M. McGuire	_____	_____ M. McGuire
<input type="checkbox"/> J. Meyer	<input type="checkbox"/> J. Meyer	_____	_____ J. Meyer

That Council acknowledges receipt of the minutes of the Lambton Seniors' Advisory Committee Meeting held January 23, 2024.
Carried.

MINUTES

LAMBTON SENIORS' ADVISORY COMMITTEE

Lambton Shared Services Centre (Boardroom)/ MS Teams

January 23, 2024

Committee Representatives	
COL County Council	Councillor Dan Sageman
Municipality of Brooke-Alvinston	Jeannette Douglas
Township of Dawn-Euphemia	Heather Childs
Township of Enniskillen	Mary Lynne McCallum
Municipality of Lambton Shores	Bill Weber
Village of Oil Springs	Cathy Martin
Town of Petrolia	Sherry Hamilton
Town of Plympton-Wyoming	Maggie Eastman
Village of Point Edward	Lois Lafond
City of Sarnia	Jamie Dillon
Township of St. Clair	Avril Helps
Township of Warwick	Jodi Campbell
Navigating Senior Care Lambton	Arlene Patterson

Present: Bill Weber (Chair), Mary Lynn McCallum (Vice-Chair), Sherry Hamilton, Lois Lafond, Heather Childs, Jodi Campbell, Jamie Dillon, Avril Helps, Maggie Eastman, Anita Trusler (COL staff/recorder), Matthew Butler (COL staff)

Regrets: Dan Sageman, Arlene Patterson, Cathy Martin

1. Welcome/Call to Order/Land Acknowledgement

B. Weber called the meeting to order at 9:06 a.m.

B. Weber read the County of Lambton land acknowledgement statement.

Guest Presentation: Julie Harries, Health System Integration Lead, Sarnia-Lambton Ontario Health Team

J. Harries presented an update on the Sarnia-Lambton Ontario Health Team (SL OHT). The slide presentation will be shared with committee members for reference. Information about the SL OHT, including their strategic plan, is available on their website at <https://www.sarnialambtonoht.ca/> J. Harries also shared that community members can sign up to the new 'ConnectMyHealth' app

to access hospital records. Due to personal health information requirements, the application requires two-factor authentication. Details are available at <https://info.connectmyhealth.ca/home>

Discussion:

B. Weber shared that partnership and communication are key priorities for the Seniors' Advisory Committee and asked how the Committee can help the SL OHT get the word out about the SL OHT and available services. J. Harries acknowledged the challenge of understanding what the new SL OHT is when there are other family health teams and community health centres in the community. It can be very confusing for seniors to understand. The biggest thing the Committee can do is get involved in things like EXPO planning and the Patient and Family Advisory Committee.

L. Lafond indicated interest in getting involved and shared that when she signed up for Connect My Health, she had to purchase an authenticator application that had a fee. This is a barrier for many seniors. J. Harries will look further into this and will recommend secure authenticator applications that are available at no cost.

A. Helps asked for clarification regarding Home and Community Care being combined under one umbrella with Ontario Health. J. Harries confirmed the 14 Home and Community Care agencies formerly under the Local Health Integration Networks are being combined under a single entity with Ontario Health. Local agencies will go through a procurement process to provide home and community care services to their local Ontario health teams.

J. Dillon asked if there is any way to get information about the SL OHT (advertising, handouts) on buses that are used by seniors. J. Harries appreciated the suggestion and will take it back to the SL OHT for consideration.

B. Weber asked for more information about 811 Ontario. J. Harries clarified that 811 Ontario is the new Telehealth Ontario. The number connects callers to a registered nurse, day or night, for free, secure and confidential health advice.

B. Weber asked how Lambton compares with Emergency Department (ED) wait times and closures. J. Harries responded that Lambton is well situated with one hospital group. The focus is on human resources and ensuring there are enough skilled workers in our community to support the needs of an aging population. A. Trusler shared the link to the provincial website that reports wait times <https://www.ontario.ca/page/wait-times-ontario> (note that Bluewater Health data is not currently available due to the recent Cyberattack).

S. Hamilton asked if the SL OHT is working with Lambton College on strategies to address health human resources challenges (citing the recent closure of the

Registered Massage Therapy program). J. Harries shared that the SL OHT is looking to work with the college to advocate for more programs.

2. Approval of the Agenda/Additions

Amendment: J. Harries attended as guest presenter in place of N. Neve, Executive Lead, who had to attend another meeting.

#1 (J. Campbell/J. Dillon): That the agenda for January 23, 2024, be approved as amended.

Carried.

3. Approval of the Minutes from December 19, 2023

#2 (M. McCallum/L. Lafond): That the minutes from December 19, 2023, be approved as presented.

Carried.

4. Business Arising from the Last Meeting

4.1 Update on action items from the December 19th LSAC meeting.

i) Age-Friendly Sarnia-Lambton Spring Campaign – Library Kiosks

A. Trusler confirmed that County staff are working with Library services and the Sarnia-Lambton OHT to ensure resources and necessary communication products are created for the April – June campaign of Age-Friendly Sarnia-Lambton and Lambton Seniors' Advisory Committee.

ii) RTOERO Future of Aging Summit (May 15-17, 2024)

A. Trusler updated committee members that the County will cover the cost to send a LSAC representative to the Summit. A. Trusler shared a recommendation on behalf of Councillor Sageman that Chair B. Weber attend the Summit on behalf of the Committee if he is amenable. B. Weber confirmed that he is amenable to attending in-person.

#3 (L. Lafond/S. Hamilton): That B. Weber attend the RTOERO Future of Aging Summit as a representative of the Seniors' Advisory Committee.

Carried.

4.2 Age-Friendly EXPO Planning Committee

J. Dillon updated the committee that meetings are going well. There is a strong group working on the 2024 EXPO event. The planning committee is currently working on transportation and confirming venue details. J. Dillon was able to secure security for the event and is reaching out to local contacts regarding sponsorship.

S. Hamilton has taken on responsibility for overseeing transportation needs for people to attend the EXPO. She shared challenges with getting municipal sponsorship for the May event given that budgets for 2024 have already been submitted and grant applications for future events don't open until late spring-summer. There will be opportunities to apply for funding for a 2025 EXPO event when grant funding applications open.

B. Weber asked if committee members have investigated carpool and rideshare options to get seniors from rural communities to the EXPO. S. Hamilton flagged concerns about liability risks associated with carpooling. S. Hamilton will continue to push for transportation options. The biggest challenge is for individuals who live south of the 402 and east of Sarnia.

Further discussion ensued regarding transportation and municipalities coming together to build a transportation network. A. Helps indicated it would be appropriate for her to go to her mayor to advocate for transportation needs. S. Hamilton agreed that each LSAC Committee member can advocate transportation needs to their municipalities. Committee members suggested that it would be beneficial to learn more from County staff regarding transportation planning.

#4 (J. Dillon/M. Eastman): That Jason Cole, General Manager of Infrastructure and Development, be invited to the March 26th LSAC meeting to provide an update on intercommunity transit planning.

Carried.

5. New Business

5.1 New COL staff support – Matthew Butler, Supervisor of Health Promotion

A. Trusler updated committee members that she has accepted a new position as Crisis System Navigation Program Manager with Lambton Emergency Medical Services. M. Butler will be taking over the COL staff support role after today's meeting.

6. Standing Items

6.1 Committee roundtable

A. Helps shared that Thompson Gardens in Corunna is hosting a Seniors Living Fair on February 6th from 11:00 a.m. – 2:00 p.m. She will be representing LSAC and distributing handouts from Age-Friendly Sarnia-Lambton. L. Lafond offered to attend as a second representative of the committee. A. Trusler shared that Lisa Leggate, Communications and Marketing Coordinator for the COL, is creating a LSAC poster that can be used at the Seniors Living Fair to promote LSAC.

J. Douglas received a letter from the Four County Transportation Group. Transportation services are offered Monday, Wednesday, and Friday from 8:00 a.m. to 5:00 p.m. Seniors require a medical note to qualify for transportation and this is a barrier due to the costs associated with medical notes. J. Douglas will follow-up to assess community interest and identify the cost related barriers.

A. Helps shared that with the new 988 line for mental health crisis, the Family Counselling Centre has shut down their distress line. There is concern that this might have an impact on the Community Navigator phone line. A. Trusler offered to follow-up with the SL OHT to confirm if there are any direct impacts to the Age-Friendly Sarnia-Lambton Community Navigation phone line.

J. Dillon thanked A. Trusler for her support to LSAC and wished her success in her new role with the County.

7. Next steps/Action Items

Next meeting scheduled for March 26th at 9:00 a.m. (virtual MS Teams meeting link and in-person option at County of Lambton Administration Building, Wyoming, Committee Room 1)

8. Adjournment

B. Weber adjourned the meeting at 10:33 a.m.

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: April 15, 2024

Moved by:	Seconded by:	Order	Recorded Vote: Vote
<input type="checkbox"/> A. Broad	<input type="checkbox"/> A. Broad	_____	_____ A. Broad
<input type="checkbox"/> A. Gray	<input type="checkbox"/> A. Gray	_____	_____ A. Gray
<input type="checkbox"/> P. LeBoeuf	<input type="checkbox"/> P. LeBoeuf	_____	_____ P. LeBoeuf
<input type="checkbox"/> M. McGuire	<input type="checkbox"/> M. McGuire	_____	_____ M. McGuire
<input type="checkbox"/> J. Meyer	<input type="checkbox"/> J. Meyer	_____	_____ J. Meyer

That the following Drain Maintenance and/or Repair Requests be referred to the Drainage Superintendent with the power to act;

1. The Bateman Drain Maintenance Request received April 10, 2024, submitted by Scott Liberty.
2. The Lumley Drain Maintenance Request received April 11, 2024, submitted by Joe Armstrong. *Carried.*

For Office Use Only

Drainage Supt Apr 10/24
Council Apr 15/24
Res: _____
Electronic File Apr 10/24

Township of Dawn-Euphemia

APR 10 2024

RECEIVED

Notice of Request for Drain Maintenance and/or Repair

Drainage Act, R.S.O. 1990, c. D.17, subs. 79(1)

To: The Clerk of the Corporation of the Township of Dawn-Euphemia

Re: BATEMAN DRAIN

(Name of Drain)

In accordance with section 74 and 79(1) of the Drainage Act, take notice that I, as a person affected by the above mentioned drain, request that it be maintained and repaired.

Provide a brief description of how you are affected by the condition of this drain:

- WATER NOT DRAINING - PONDING.
- PVC TO PLUGGED & BROKEN TILE.

Property Owners:

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

Property Description

NR LOT 15 CONC 5 N 1/2 NW

Ward or Geographic Township

Parcel Roll Number

DAWN EUPHEMIA

3806 006 010 15400

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

Select Ownership Type

Enter the mailing address and primary contact information:

Last Name

First Name

Middle Initial

Mailing Address

Unit Number

Street/Road Number

Street/Road Name

PO Box

City/Town

Province

Postal Code

THANKSVILLE

ONT

N0P 2K0

Telephone Number

Cell Phone Number (Optional)

Email Address (Optional)

8

0

Signature of Landowner: _____

Date: Apr. 10/2024

To be completed by recipient municipality:

Notice filed this

10 day of April 20 24

Name of Clerk (Last Name, First Name)

Signature of Clerk

Clermont, Donna

For Office Use Only

Drainage Supt Apr 11/24
Council Apr 15/24
Res: _____
Electronic File Apr 11/24

Township of Dawn-Euphemia

Notice of Request for Drain Maintenance and/or Repair

Drainage Act, R.S.O. 1990, c. D.17, subs. 79(1)

APR 11 2024

RECEIVED

To: The Clerk of the Corporation of the Township of Dawn-Euphemia

Re: LUMLEY DRAIN
(Name of Drain)

In accordance with section 74 and 79(1) of the Drainage Act, take notice that I, as a person affected by the above mentioned drain, request that it be maintained and repaired.

Provide a brief description of how you are affected by the condition of this drain:

CULVERT REPLACEMENT

Property Owners:

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

Property Description

CON 7 PT LOT 27 N 1/2 W 1/2

Ward or Geographic Township

Dawn

Parcel Roll Number

380600605006710

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

Select Ownership Type

Enter the mailing address and primary contact information:

Last Name <u>ARMSTRONG</u>		First Name <u>JOE</u>	Middle Initial
Mailing Address			
Unit Number	Street/Road Number	Street/Road Name	PO Box
City/Town		Province <u>ON</u>	Postal Code <u>N6P 1M0</u>
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	

Signature of Landowner: [Signature] Date: April 11/24

To be completed by recipient municipality:

Notice filed this 11 day of April 20 24

Name of Clerk (Last Name, First Name) <u>Clermont, Donna</u>	Signature of Clerk
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THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

7a

4591 Lambton Line, RR # 4, Dresden, Ontario N0P 1M0
Tel: (519) 692-5148 Fax: (519) 692-5511 Public Works Department: (519) 692-5018
Email: admin@dawneuphemia.on.ca Website: www.dawneuphemia.ca

To: Members of Dawn-Euphemia Township Council
Meeting Date: April 15, 2024
From: Marc Seguin - Treasurer
Subject: **Energy Conservation and Demand Management Plan Report**

OPEN SESSION REPORT FIN 24-04-15

Background:

This report is a required report of the Ministry of Energy and a continuation of the plan report submitted to Council in 2011.

Comments:

The Ministry requires Municipalities to update their plan every five (5) years. In discussions with the Ministry, there is no set structure that plan is required to follow.

Plan strategies for 2024 to 2028 have not been finalized and are in discussion.

Financial:

NA

Consultations:

We have consulted with the Ministry of Energy.

Recommendation:

That Council accept the Energy Conservation and Demand Management (CDM) Plan report as presented.



**TOWNSHIP
of
DAWN-EUPHEMIA**

**Energy Conservation and
Demand Management (CDM) Plan
2024 – 2028**



Energy Conservation and Demand Management Plan

Dawn-Euphemia Township: 2024 to 2028

Commitment

Declaration of Commitment: The Township of Dawn-Euphemia will allocate the necessary resources to develop and implement a strategic energy management plan that will reduce our energy consumption and its related environmental impact and fulfill our regulatory obligations.

Vision: We will strive to reduce our energy consumption through the wise and efficient use of energy and resources, while still maintaining an efficient and effective level of service for our citizens. This will involve a collaborative effort to increase the awareness and understanding of energy management within the municipality. Total energy consumption includes electricity and fossil fuel use associated with the maintenance and operations of our corporate assets.

Policy: Municipalities face rising costs to maintain and repair aging infrastructure, to deliver services to their community and to obtain the necessary energy to power their facilities. The generation and use of energy also contributes to climate change through greenhouse gas (GHG) emissions. The implementation and renewal of this energy management program will ensure that energy conservation and efficiency is a key consideration in the township's facility maintenance and renewal actions.

Programs, processes, and projects will be revisited yearly to track progress of the CDM plan.

Goals: To maintain our current assets and improve the energy efficiency of our facilities and processes where feasible to reduce energy consumption, greenhouse gas emissions, and maintenance costs while improving the reliability of equipment.

Overall Target: We will strive to reduce our overall municipal energy consumption (from all facilities and streetlights) by 3% between now and 2030 (based on 2023 baseline data).

Objectives: In order to meet the strategic goals of the Energy Conservation and Demand Management Plan, there are a number of goals and objectives that align with its development and implementation:

1. Ensure energy efficiency consistency across municipal facilities.
2. Monitor and report on energy consumption annually. Staff will monitor and verify ROI to enable reinvestment in energy projects and report on energy consumption yearly.
3. Better analyze energy costs and look for savings opportunities. This will include energy procurement options and taking advantage of all available resources and funding for energy projects.
4. Raise staff and Council awareness around energy efficiency. This will include communicating successes to both internal and external stakeholders.

Organizational Understanding

Our Municipal Energy Needs: The Township requires reliable, low-cost, sustainable energy sources delivering energy to the most efficient facilities and energy-consuming technology feasible. It is essential for the Township to do its utmost to reduce energy consumption and consider cleaner sources of generation whenever possible to minimize the economic, environmental, and social outcomes of this energy use.

Stakeholder Needs: Internal stakeholders need to be able to clearly communicate our commitment to energy efficiency, and to develop the skills and knowledge required to implement energy management practices and measures. External stakeholders need the municipality to be accountable for energy performance and to minimize the energy component of the costs of municipal services.

Municipal Energy Situation: Our assessment of capacity for energy management with respect to energy policy; organizational structure; employee awareness, skills and knowledge; energy information management; communications; and investment practices indicates the following issues:

1. Energy costs continue to increase and are forecast to increase further.
2. Energy is not visible to decision makers such as Council, management, and members of the public. This leads to a lack of understanding of the costs of energy and the opportunities for energy efficiency.
3. Occasional efforts are made to raise general awareness about energy.
4. Additional responsibilities and cost of services have had an important impact on existing facilities and they may not be able to operate in a sustainable manner over the longer term.
5. The requirement for this Energy Conservation and Demand Management Plan provides an opportunity to build upon other initiatives such as the Asset Management Plan, Municipal Services Review, Official Plan and Zoning updates.

How We Manage Energy Today: The management of our energy is a combination of energy data management, energy supply management, and energy use management.

Energy Data Management: Our energy data is managed through the Treasurer. The data is received via supplier invoices, tracked using an Energy Planning Tool, consumption is analyzed, and reports are generated.

Energy Supply Management: Our municipal energy is supplied via a number of providers as outlined below: Electricity is supplied by Hydro One and natural gas by Enbridge on an as needed basis and is priced at the standard rates offered by the provider. Staff will investigate hedging strategies for purchasing electricity and natural gas.

Energy Use Management: Day to day management of energy has historically happened in an ad-hoc manner. To aid in our efforts to track and reduce energy use the Township plans to utilize an Energy Planning Tool (EPT) in an ongoing manner and to generate and share reports as required.

Summary of Current Energy Consumption, Cost and GHGs: The current annual energy usage by building is detailed in Appendix A. Our energy usage is updated monthly in an Energy Tracking Tool and reported annually to the Ministry of Energy. 2014 is the base year to determine a ten (10) year operating cycle.

Summary of Current Technical Practices: Our assessment of operations and maintenance practices, facility and equipment condition, and energy performance indicators establishes the following priorities:

1. Development of standard operating procedures incorporating energy efficiency optimization.
2. Enhancement of preventative maintenance procedures.
3. Upgrade and retrofit lighting efficiency, HVAC units and appliances with current technology as funding becomes available and life cycle dictates.

Trends in Energy Consumption: Our energy intensity continues to decline, after allowing for seasonal severities from year to year. Appendix B details our yearly energy use by building. Our hydro consumption has decreased by 25% and our gas consumption has decreased by 10% from 2014 to 2023.

Strategic Planning

Links with other municipal plans: The Township will develop and implement energy policies, organize for energy management, develop the required skills and knowledge, manage energy information, communicate with our stakeholders, and invest in energy management measures. As a component of the management structure, the Energy Conservation and Demand Management Plan is to be coordinated with the municipality's budget planning, strategic plan, purchasing policy, preventative maintenance plans, environmental management plan, asset management plan, and the policy development process.

Structure Planning

Consideration of energy efficiency for all projects: The Township will incorporate life cycle cost analysis into the design procedures for all capital projects as well as procurement decisions for equipment and other municipal assets.

Resources Planning

Energy Leader: The Administrator-Clerk has been designated as our energy leader with overall responsibility for corporate energy management.

Energy Team: We will identify staff members and personnel from our critical service providers who carry significant responsibility for energy performance or who can make essential input to energy management processes.

Internal Resources: We will develop criteria for determining whether internal resources can be utilized for the implementation of energy projects.

External Consultants and Suppliers: We will establish criteria in our Procurement Policy based on our energy goals and objectives for the selection of external consultants and energy suppliers.

Energy Training: The Township will develop and deliver skills training for operators, maintainers and others that have "hands-on" involvement with energy consuming systems and equipment. Training focused on the energy use and conservation opportunities associated with employees' job functions will be utilized whenever possible. All such energy management training opportunities are integrated into ongoing staff training and designed to allow for the internal capacity building necessary to ensure that staff are making informed decision and reducing the need for costly external assistance. The Township will utilize both internal and external resources to provide this training as much as resources allow.

Procurement Planning

Energy Purchasing: The Township will investigate the utilization of purchasing groups and/or cooperatives to procure its energy needs and services. This investigation will include the analysis of cost considerations, available energy services, energy quality, and other performance factors. Our energy procurement goal will continue to be the pursuit of optimal rates while achieving an appropriate level of cost certainty.

Consideration of energy efficiency of acquired equipment: Our purchasing procedures will be modified as required to incorporate energy efficiency into the criteria for selection of materials and equipment.

Implementation Planning

Building Standards: As required, we will develop criteria for the design and/or acquisition of new buildings that include energy performance factors and that use as appropriate the principles embedded in performance standards such as LEED and the Model National Energy Code for Buildings. Our new community centre, that opened in 2010, utilized LEED standards in its design.

Investment Planning

Internal Funding Sources: We will develop and/or clarify as necessary the financial indicators that are applied to investment analysis and prioritization of proposed energy projects, taking due consideration of the priority given to energy efficiency projects versus other investment needs (life cycle versus simple payback). Energy and operating costs savings, physical asset renewal, improved employee comfort and service delivery, and enhanced environmental protection are all quantifiable benefits of energy conservation and demand management and will be factored in accordingly.

Creative Approaches: Township staff will investigate, document, and communicate funding sources for energy projects, including government and utility grants and incentives.

Implementation Planning

Business Procedures: We will carry out a comprehensive review of all business processes, including third party contracts, and modify them as necessary in order to incorporate energy efficiency considerations

Projects Execution

Municipal Level: The administration of this Plan will be the responsibility of the Administrator-Clerk. Since we all use energy in our daily activities, it will also be the responsibility of all municipal staff to be aware of their energy use and work towards a culture of conservation. Through staff training and energy management tools, staff will be able to see the results of their efforts, and benchmark between corporate facilities and with industry standards.

Asset Level: In order to sustain a corporate culture of conservation, staff must be engaged in an effective awareness and education program. Although departmental managers have the lead responsibility in ensuring facilities operate efficiently, all municipal staff should be familiar with and utilize energy efficient measures where possible. In addition, any facilities requiring rehabilitation, renewal and/or replacement will incorporate energy saving strategies where possible. Appendix C details Programs, Processes and Projects that are proposed for implementation during the planning period, as resources permit.

Review

Energy Plan Review: As part of any energy management strategy, continuous monitoring, verification, and reporting is an essential tool to track consumption and dollar savings and/or avoidance as the result of implemented initiatives. Township staff will develop an annual progress report with energy consumption data and initiatives undertaken within the calendar year and will report to Council on progress.

Discussion of Progress: Annual energy performance summary reports will be generated to apprise Council of the progress made towards our corporate energy goals and objectives. The general public will be apprised of energy performance of municipal facilities and the impact of implemented energy management measures where appropriate.

Evaluation Progress

Energy Consumption: We will review and evaluate our energy plan, revising and updating it as necessary, on an annual basis based on the Energy Consumption Reports that are submitted to the Ministry of Energy as required under Regulation 397/11.

Green House Gas Emission: Municipalities can lower emissions by improving energy efficiency of buildings and using more renewable energy. The Township is committed to both objectives through the development and implementation of this Energy Conservation and Demand Management Plan (CDM). We will continue to track and report on GHGs as part of our regular reporting on energy consumption and will evaluate progress in this area. Our GHG emissions declined from 73,887kg CO₂e in 2014 to 62,795kg CO₂e in 2023.

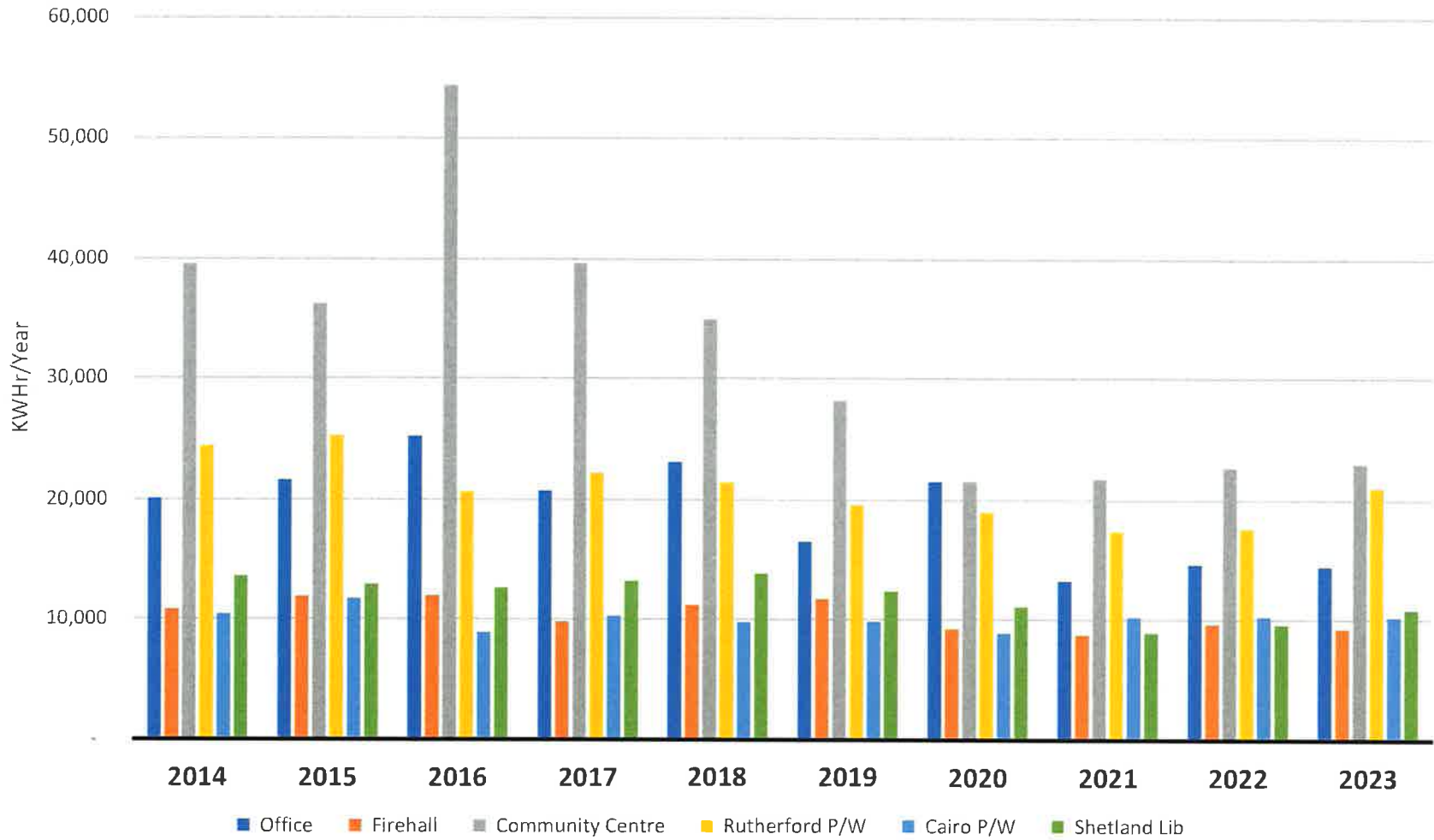


**Energy Conservation and
Demand Management Plan
2024 – 2028**

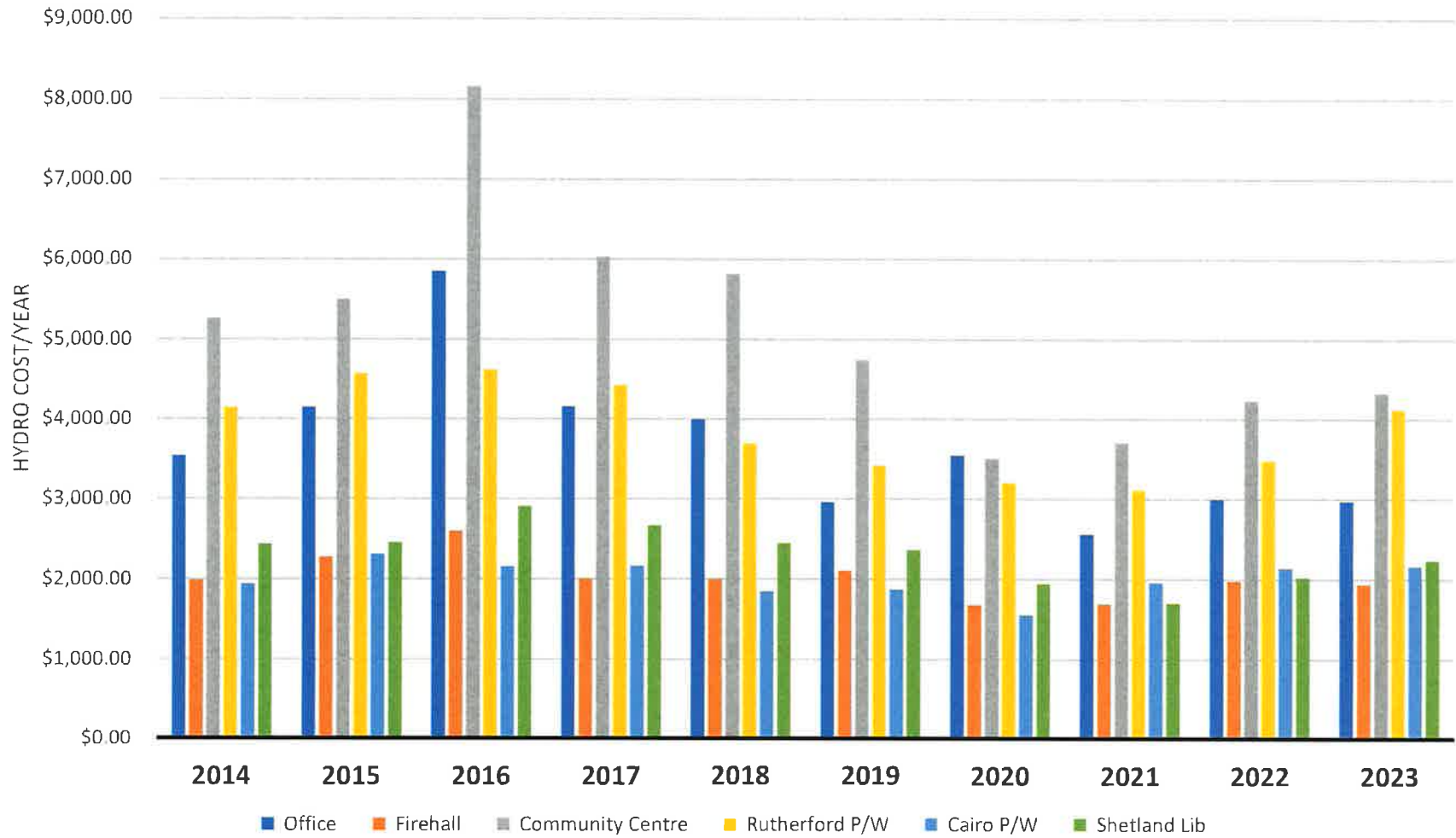
**Appendix A
Consumption Reports 2014 - 2023**

Hydro kWh	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	
Office	20,060	21,589	25,201	20,708	23,123	16,520	21,488	13,231	14,624	14,437	
Firehall	10,806	11,889	11,952	9,802	11,205	11,720	9,202	8,717	9,604	9,226	
Community Centre	39,600	36,300	54,360	39,670	34,980	28,199	21,545	21,763	22,696	22,989	
Rutherford P/W	24,396	25,293	20,642	22,228	21,431	19,619	19,003	17,412	17,665	21,007	
Cairo P/W	10,400	11,720	8,888	10,264	9,760	9,834	8,859	10,202	10,239	10,202	
Shetland Lib	13,587	12,931	12,611	13,205	13,831	12,378	11,077	8,899	9,552	10,835	
Totals	118,849	119,722	133,654	115,877	114,330	98,270	91,174	80,224	84,380	88,696	
		100.73%	111.64%	86.70%	98.66%	85.95%	92.78%	87.99%	105.18%	105.11%	year over year change
		100.73%	112.46%	97.50%	96.20%	82.68%	76.71%	67.50%	71.00%	74.63%	cummulative change from 2014
Office	\$3,541.87	\$4,146.52	\$5,846.89	\$4,163.23	\$3,996.91	\$2,959.45	\$3,552.36	\$2,556.93	\$3,002.42	\$2,971.86	
Firehall	\$1,987.89	\$2,273.85	\$2,593.97	\$2,003.83	\$2,000.67	\$2,105.75	\$1,682.09	\$1,693.51	\$1,981.53	\$1,940.03	
Community Centre	\$5,260.98	\$5,500.22	\$8,160.98	\$6,035.15	\$5,817.31	\$4,747.54	\$3,507.73	\$3,706.52	\$4,238.25	\$4,336.94	
Rutherford P/W	\$4,155.42	\$4,580.38	\$4,624.08	\$4,434.18	\$3,703.74	\$3,425.47	\$3,207.43	\$3,114.72	\$3,488.01	\$4,133.68	
Cairo P/W	\$1,943.84	\$2,312.88	\$2,156.81	\$2,168.10	\$1,852.29	\$1,875.68	\$1,558.34	\$1,957.22	\$2,138.08	\$2,161.53	
Shetland Lib	\$2,439.31	\$2,456.90	\$2,907.97	\$2,666.54	\$2,448.93	\$2,369.30	\$1,948.62	\$1,705.87	\$2,024.15	\$2,240.63	
Totals	\$19,329.31	\$21,270.75	\$26,290.70	\$21,471.03	\$19,819.85	\$17,483.19	\$15,456.57	\$14,734.77	\$16,872.44	\$17,784.67	
		110.04%	123.60%	81.67%	92.31%	88.21%	88.41%	95.33%	114.51%	105.41%	year over year change
		110.04%	136.01%	111.08%	102.54%	90.45%	79.96%	76.23%	87.29%	92.01%	cummulative change from 2014
Gas cu m	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	
Office	3,886	3,557	3,314	3,562	3,297	2,596	2,051	2,297	2,898	2,304	
Firehall	6,329	5,131	5,286	5,560	4,902	5,377	3,634	3,129	2,454	7,855	
Community Centre	6,685	5,972	7,048	5,515	6,687	6,944	5,865	3,949	2,855	7,320	
Rutherford P/W	11,299	8,904	8,791	8,768	8,666	10,206	7,574	7,121	4,685	7,339	
Cairo P/W	8,353	6,269	4,936	4,755	7,616	6,605	5,989	4,791	3,852	8,270	
Totals	36,552	29,833	29,375	28,160	31,168	31,728	25,113	21,287	16,744	33,088	
		81.62%	98.46%	95.86%	110.68%	101.80%	79.15%	84.76%	78.66%	197.61%	year over year change
		81.62%	80.36%	77.04%	85.27%	86.80%	68.70%	58.24%	45.81%	90.52%	cummulative change from 2014
Office	\$1,190.75	\$1,136.01	\$891.17	\$1,186.00	\$1,039.56	\$885.32	\$789.97	\$965.33	\$1,412.86	\$1,382.46	
Firehall	\$1,753.92	\$1,544.26	\$1,254.52	\$1,598.10	\$1,417.96	\$1,537.59	\$1,164.56	\$1,584.91	\$2,138.58	\$3,831.64	
Community Centre	\$1,836.56	\$1,746.09	\$1,626.65	\$1,665.60	\$1,829.40	\$1,911.27	\$1,712.49	\$1,949.79	\$2,586.61	\$3,697.62	
Rutherford P/W	\$2,777.93	\$2,569.42	\$1,898.72	\$2,398.97	\$2,299.73	\$2,669.09	\$2,131.17	\$3,342.89	\$3,451.61	\$3,761.76	
Cairo P/W	\$2,139.99	\$1,905.62	\$1,178.65	\$1,485.62	\$2,073.57	\$1,797.50	\$1,751.13	\$1,923.18	\$3,273.24	\$4,409.38	
Totals	\$9,699.15	\$8,901.40	\$6,849.71	\$8,334.29	\$8,660.22	\$8,800.77	\$7,549.32	\$9,766.10	\$12,862.90	\$17,082.86	
		91.78%	76.95%	121.67%	103.91%	101.62%	85.78%	129.36%	131.71%	132.81%	year over year change
		91.78%	70.62%	85.93%	89.29%	90.74%	77.83%	100.69%	132.62%	176.13%	cummulative change from 2014

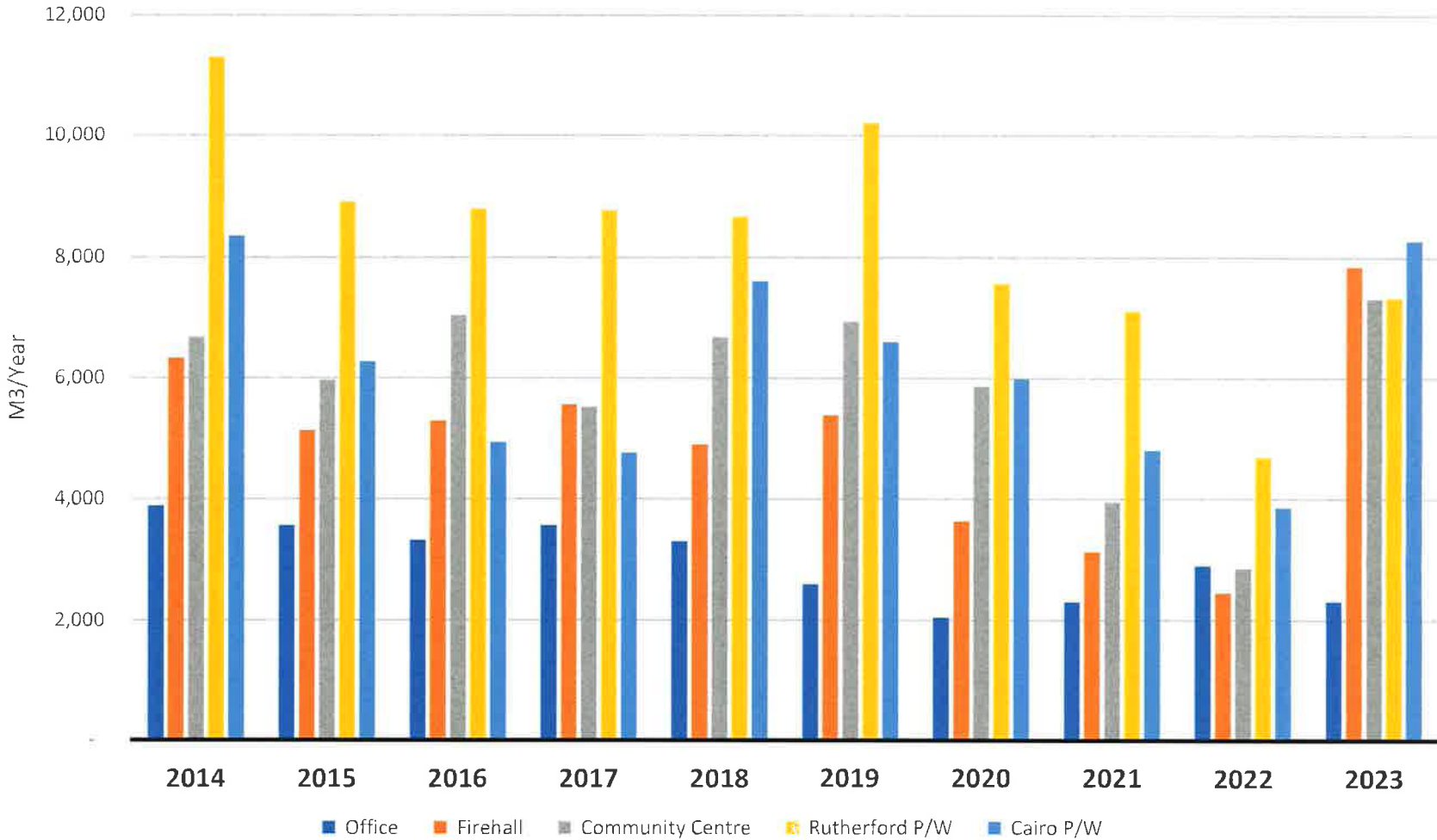
HYDRO USAGE COMPARISON 2014-2023



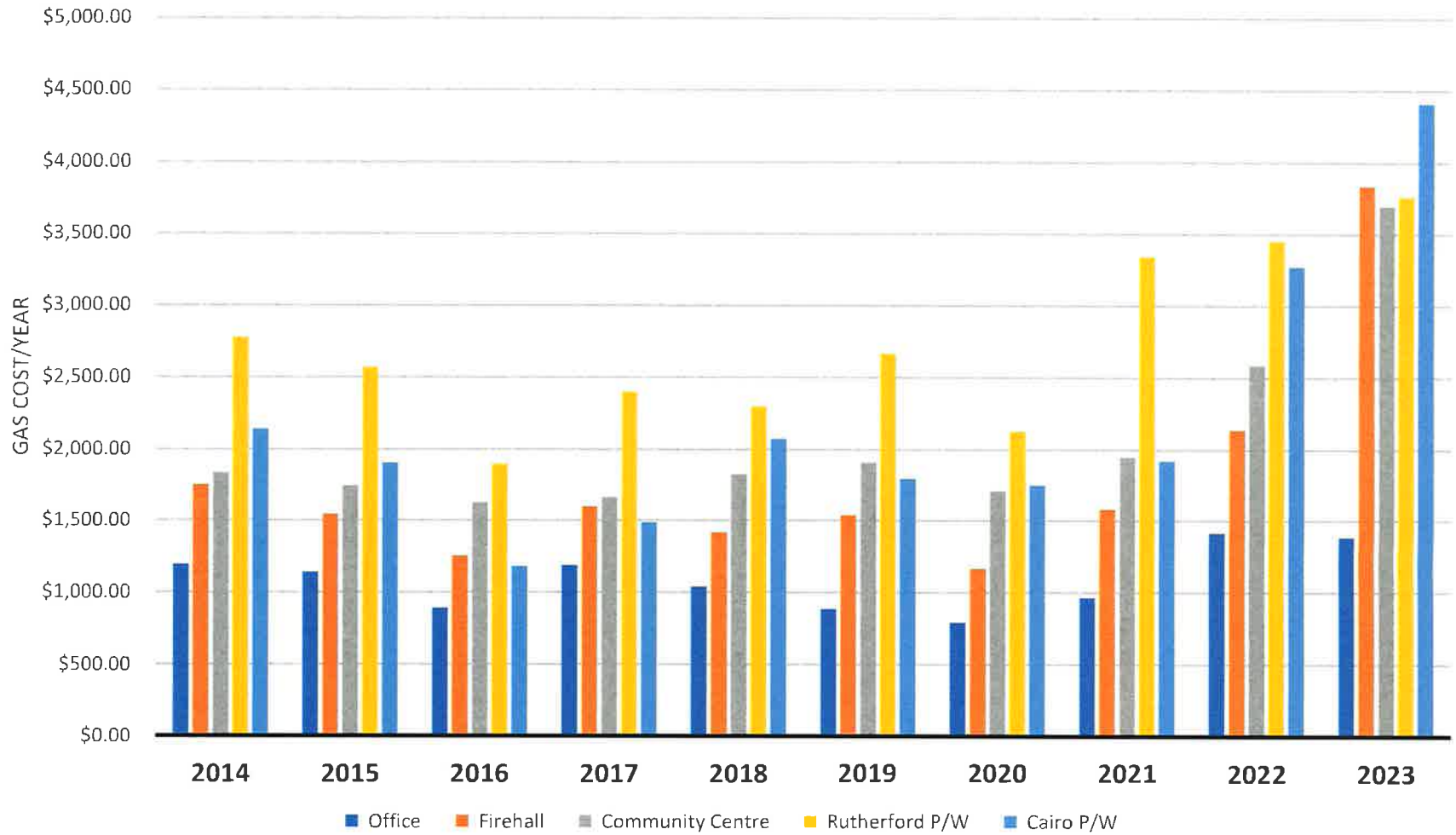
HYDRO COST COMPARISON 2014-2023



GAS USAGE COMPARISON 2014-2023



GAS COST COMPARISON 2014-2023



Dawn-Euphemia Township

Energy Consumption and GHG Emissions

Appendix 'A' to CDM Plan

From: 2014-01-01 to: 2014-12-31

Facility Name	Address	Total Area (ft ²)	Hours / Wk	Fuel Type	Energy Usage	Energy Cost	Energy (ekWh / yr)	Energy Intensity (ekWh / ft ²)	GHG Emissions (kg CO2e / yr)	GHG Intensity (kgCO2e / ft ²)	ekWh / HDD / ft ² (Note 1)	Public Sector Rank
Facility Type: Office												
Municipal Office	4591 Lambton Line	3048	35	Hydro	20,060 kWh	\$3,541.87	20,060	6.58	804	0.26		
				Gas	3,886 cu m	\$1,190.75	41,310	13.55	7,349	2.41		
Facility Type Total						\$4,732.62	61,370	20.13	8,153	2.67	n/a	n/a
Facility Type: Fire												
Rutherford Firehall	4596 Lambton Line	4500	35	Hydro	10,806 kWh	\$1,987.89	10,806	2.40	433	0.10		
				Gas	6,329 cu m	\$1,753.92	67,277	14.95	11,968	2.66		
Facility Type Total						\$3,741.81	78,082	17.35	12,401	2.76	n/a	n/a
Facility Type: Community Centre												
Community Ctr	6215 Mill St, Florence	8500	35	Hydro	39,600 kWh	\$5,260.98	39,600	4.66	1,588	0.19		
				Gas	6,685 cu m	\$1,836.56	71,063	8.36	12,641	1.49		
Facility Type Total						\$7,097.54	110,663	13.02	14,229	1.67	n/a	n/a
Facility Type: Libraries												
Shetland Library	1279 Shetland Road	810	12	Hydro	13,587 kWh	\$2,439.31	13,587	16.77	545	0.67	n/a	n/a
Facility Type: Public Works Garage												
Rutherford Garage	4590 Lambton Line	4760	40	Hydro	24,396 kWh	\$4,155.42	24,396	5.13	978	0.21	n/a	n/a
				Gas	11,299 cu m	\$2,777.93	120,114	25.23	21,367	4.49		
Cairo Garage	1345 Cairo Road	4423	40	Hydro	10,400 kWh	\$1,943.84	10,400	2.35	417	0.09	n/a	n/a
				Gas	8,353 cu m	\$2,139.99	88,802	20.08	15,797	3.57		
Facility Type Total						\$11,017.18	243,712	52.79	38,559	8.36		
Facility Type: Streetlights												
Florence Stlts				Hydro	38,184 kWh	\$7,051.60	38,184					
Oakdale Stlts				Hydro	6,036 kWh	\$1,062.46	6,036					
Facility Type Total						\$8,114.06	44,220		0			
Grand Total:						\$37,142.52	551,634	120.07	73,887	23.24		

GHG - greenhouse gas; kWh - kilowatt hour; ekWh - equivalent kWh; CO2e - equivalent carbon dioxide; ekWh / HDD - ekWh use per Heating Degree Day

Note 1 - calculation & rank provided by the Ontario Ministry of Energy; rank indicates the % of reporting facilities that scored better; n/a - not yet available

Dawn-Euphemia Township

Energy Consumption and GHG Emissions

Appendix 'A' to CDM Plan

From: 2015-01-01 to: 2015-12-31

Facility Name	Address	Total Area (ft ²)	Hours / Wk	Fuel Type	Energy Usage	Energy Cost	Energy (ekWh / yr)	Energy Intensity (ekWh / ft ²)	GHG Emissions (kg CO2e / yr)	GHG Intensity (kgCO2e / ft ²)	ekWh / HDD / ft ² (Note 1)	Public Sector Rank
Facility Type: Office												
Municipal Office	4591 Lambton Line	3048	35	Hydro	21,589 kWh	\$4,146.52	21,589	7.08	866	0.28		
				Gas	3,557 cu m	\$1,136.01	37,805	12.40	6,728	2.21		
Facility Type Total						\$5,282.53	59,393	19.49	7,594	2.49	n/a	n/a
Facility Type: Fire												
Rutherford Firehall	4596 Lambton Line	4500	35	Hydro	11,889 kWh	\$2,273.85	11,889	2.64	477	0.11		
				Gas	5,131 cu m	\$1,544.26	54,533	12.12	9,705	2.16		
Facility Type Total						\$3,818.11	66,422	14.76	10,182	2.26	n/a	n/a
Facility Type: Community Centre												
Community Ctr	6215 Mill St, Florence	8500	35	Hydro	36,300 kWh	\$5,500.22	36,300	4.27	1,456	0.17		
				Gas	5,972 cu m	\$1,746.09	63,472	7.47	11,296	1.33		
Facility Type Total						\$7,246.31	99,772	11.74	12,752	1.50	n/a	n/a
Facility Type: Libraries												
Shetland Library	1279 Shetland Road	810	12	Hydro	12,931 kWh	\$2,456.90	12,931	15.96	519	0.64	n/a	n/a
Facility Type: Public Works Garage												
Rutherford Garage	4590 Lambton Line	4760	40	Hydro	25,293 kWh	\$4,580.38	25,293	5.31	1,014	0.21	n/a	n/a
				Gas	8,904 cu m	\$2,569.42	94,630	19.88	16,842	3.54		
Cairo Garage	1345 Cairo Road	4423	40	Hydro	11,720 kWh	\$2,312.88	11,720	2.65	470	0.11	n/a	n/a
				Gas	6,269 cu m	\$1,905.62	66,628	15.06	11,858	2.68		
Facility Type Total						\$11,368.30	198,271	42.91	30,184	6.54		
Facility Type: Streetlights												
Florence Stlts				Hydro	38,184 kWh	\$7,611.65	38,184					
Oakdale Stlts				Hydro	6,036 kWh	\$1,174.83	6,036					
Facility Type Total						\$8,786.48	44,220		0			
Grand Total:						\$38,958.63	481,009	104.86	61,230	19.69		

GHG - greenhouse gas; kWh - kilowatt hour; ekWh - equivalent kWh; CO2e - equivalent carbon dioxide; ekWh / HDD - ekWh use per Heating Degree Day

Note 1 - calculation & rank provided by the Ontario Ministry of Energy; rank indicates the % of reporting facilities that scored better; n/a - not yet available

Dawn-Euphemia Township

Energy Consumption and GHG Emissions

Appendix 'A' to CDM Plan

From: 2016-01-01 to: 2016-12-31

Facility Name	Address	Total Area (ft ²)	Hours / Wk	Fuel Type	Energy Usage	Energy Cost	Energy (ekWh / yr)	Energy Intensity (ekWh / ft ²)	GHG Emissions (kg CO2e / yr)	GHG Intensity (kgCO2e / ft ²)	ekWh / HDD / ft ² (Note 1)	Public Sector Rank
Facility Type: Office												
Municipal Office	4591 Lambton Line	3048	35	Hydro	25,201 kWh	\$5,846.89	25,201	8.27	2,420	0.79		
				Gas	3,314 cu m	\$891.17	35,224	11.56	6,269	2.06		
Facility Type Total						\$6,738.06	60,425	19.82	8,689	2.85	n/a	n/a
Facility Type: Fire												
Rutherford Firehall	4596 Lambton Line	4500	35	Hydro	11,952 kWh	\$2,593.97	11,952	2.66	1,148	0.26		
				Gas	5,286 cu m	\$1,254.52	56,184	12.49	9,999	2.22		
Facility Type Total						\$3,848.49	68,136	15.14	11,147	2.48	n/a	n/a
Facility Type: Community Centre												
Community Ctr	6215 Mill St, Florence	8500	35	Hydro	54,360 kWh	\$8,160.98	54,360	6.40	5,221	0.61		
				Gas	7,049 cu m	\$1,626.65	74,914	8.81	5,538	0.65		
Facility Type Total						\$9,787.63	129,274	15.21	10,759	1.27	n/a	n/a
Facility Type: Libraries												
Shetland Library	1279 Shetland Road	810	12	Hydro	12,611 kWh	\$2,907.97	12,611	15.57	1,211	1.50	n/a	n/a
Facility Type: Public Works Garage												
Rutherford Garage	4590 Lambton Line	4760	40	Hydro	20,642 kWh	\$4,624.08	20,642	4.34	1,982	0.42		
				Gas	8,791 cu m	\$1,898.72	93,429	19.63	16,628	3.49	n/a	n/a
Cairo Garage	1345 Cairo Road	4423	40	Hydro	8,888 kWh	\$2,156.81	8,888	2.01	854	0.19		
				Gas	4,936 cu m	\$1,178.65	52,462	11.86	9,337	2.11	n/a	n/a
Facility Type Total						\$9,858.26	175,420	37.84	28,801	6.21		
Facility Type: Streetlights												
Florence Stlts				Hydro	38,184 kWh	\$9,416.20	38,184					
Oakdale Stlts				Hydro	6,036 kWh	\$1,460.03	6,036					
Facility Type Total						\$10,876.23	44,220		0			
Grand Total:						\$44,016.64	490,086	103.58	60,607	20.90		

GHG - greenhouse gas; kWh - kilowatt hour; ekWh - equivalent kWh; CO2e - equivalent carbon dioxide; ekWh / HDD - ekWh use per Heating Degree Day

Note 1 - calculation & rank provided by the Ontario Ministry of Energy; rank indicates the % of reporting facilities that scored better; n/a - not yet available

Dawn-Euphemia Township

Energy Consumption and GHG Emissions

Appendix 'A' to CDM Plan

From: 2017-01-01 to: 2017-12-31

Facility Name	Address	Total Area (ft ²)	Hours / Wk	Fuel Type	Energy Usage	Energy Cost	Energy (ekWh / yr)	Energy Intensity (ekWh / ft ²)	GHG Emissions (kg CO2e / yr)	GHG Intensity (kgCO2e / ft ²)	ekWh / HDD / ft ² (Note 1)	Public Sector Rank
Facility Type: Office												
Municipal Office	4591 Lambton Line	3048	35	Hydro	20,708 kWh	\$4,163.23	20,708	6.79	1,989	0.65		
				Gas	3,562 cu m	\$1,186.00	37,858	12.42	6,738	2.21		
Facility Type Total						\$5,349.23	58,566	19.21	8,726	2.86	n/a	n/a
Facility Type: Fire												
Rutherford Firehall	4596 Lambton Line	4500	35	Hydro	9,802 kWh	\$2,003.83	9,802	2.18	941	0.21		
				Gas	5,560 cu m	\$1,598.10	59,095	13.13	10,517	2.34		
Facility Type Total						\$3,601.93	68,897	15.31	11,459	2.55	n/a	n/a
Facility Type: Community Centre												
Community Ctr	6215 Mill St, Florence	8500	35	Hydro	39,670 kWh	\$6,035.15	39,670	4.67	3,810	0.45		
				Gas	5,415 cu m	\$1,665.60	57,548	6.77	5,538	0.65		
Facility Type Total						\$7,700.75	97,218	11.44	9,348	1.10	n/a	n/a
Facility Type: Libraries												
Shetland Library	1279 Shetland Road	810	12	Hydro	13,205 kWh	\$2,666.54	13,205	16.30	1,268	1.57	n/a	n/a
Facility Type: Public Works Garage												
Rutherford Garage	4590 Lambton Line	4760	40	Hydro	22,228 kWh	\$4,434.18	22,228	4.67	2,135	0.45	n/a	n/a
				Gas	8,768 cu m	\$2,398.97	93,189	19.58	16,585	3.48		
Cairo Garage	1345 Cairo Road	4423	40	Hydro	10,264 kWh	\$2,168.10	10,264	2.32	986	0.22	n/a	n/a
				Gas	4,755 cu m	\$1,485.62	50,539	11.43	8,995	2.03		
Facility Type Total						\$10,486.87	176,220	37.99	28,700	6.19		
Facility Type: Streetlights												
Florence Stlts				Hydro	24,508 kWh	\$5,430.79	24,508					
Oakdale Stlts				Hydro	3,774 kWh	\$840.73	3,774					
Facility Type Total						\$6,271.52	28,282		0			
Grand Total:						\$36,076.84	442,388	100.26	59,501	20.77		

GHG - greenhouse gas; kWh - kilowatt hour; ekWh - equivalent kWh; CO2e - equivalent carbon dioxide; ekWh / HDD - ekWh use per Heating Degree Day

Note 1 - calculation & rank provided by the Ontario Ministry of Energy; rank indicates the % of reporting facilities that scored better; n/a - not yet available

Dawn-Euphemia Township

Energy Consumption and GHG Emissions

Appendix 'A' to CDM Plan

From: 2018-01-01 to: 2018-12-31

Facility Name	Address	Total Area (ft ²)	Hours / Wk	Fuel Type	Energy Usage	Energy Cost	Energy (ekWh / yr)	Energy Intensity (ekWh / ft ²)	GHG Emissions (kg CO2e / yr)	GHG Intensity (kgCO2e / ft ²)	ekWh / HDD / ft ² (Note 1)	Public Sector Rank
Facility Type: Office												
Municipal Office	4591 Lambton Line	3048	35	Hydro	23,123 kWh	\$3,996.91	23,123	7.59	2,221	0.73		
				Gas	3,297 cu m	\$1,039.56	35,044	11.50	6,237	2.05		
Facility Type Total						\$5,036.47	58,166	19.08	8,458	2.77	n/a	n/a
Facility Type: Fire												
Rutherford Firehall	4596 Lambton Line	4500	35	Hydro	11,205 kWh	\$2,000.67	11,205	2.49	1,076	0.24		
				Gas	4,902 cu m	\$1,417.96	52,102	11.58	9,273	2.06		
Facility Type Total						\$3,418.63	63,307	14.07	10,349	2.30	n/a	n/a
Facility Type: Community Centre												
Community Ctr	6215 Mill St, Florence	8500	35	Hydro	34,980 kWh	\$5,817.31	34,980	4.12	3,359	0.40		
				Gas	6,688 cu m	\$1,829.40	71,077	8.36	5,538	0.65		
Facility Type Total						\$7,646.71	106,057	12.48	8,897	1.05	n/a	n/a
Facility Type: Libraries												
Shetland Library	1279 Shetland Road	810	12	Hydro	13,831 kWh	\$2,448.93	13,831	17.08	1,328	1.64	n/a	n/a
Facility Type: Public Works Garage												
Rutherford Garage	4590 Lambton Line	4760	40	Hydro	21,431 kWh	\$3,703.74	21,431	4.50	2,058	0.43	n/a	n/a
				Gas	8,667 cu m	\$2,299.73	92,109	19.35	16,393	3.44		
Cairo Garage	1345 Cairo Road	4423	40	Hydro	9,760 kWh	\$1,852.29	9,760	2.21	937	0.21	n/a	n/a
				Gas	7,616 cu m	\$2,073.57	80,944	18.30	14,406	3.26		
Facility Type Total						\$9,929.33	204,245	44.36	33,794	7.35		
Facility Type: Streetlights												
Florence Stlts				Hydro	10,824 kWh	\$2,099.32	10,824					
Oakdale Stlts				Hydro	1,512 kWh	\$335.62	1,512					
Facility Type Total						\$2,434.94	12,336		0			
Grand Total:						\$30,915.01	457,942	107.06	62,827	21.23		

GHG - greenhouse gas; kWh - kilowatt hour; ekWh - equivalent kWh; CO2e - equivalent carbon dioxide; ekWh / HDD - ekWh use per Heating Degree Day

Note 1 - calculation & rank provided by the Ontario Ministry of Energy; rank indicates the % of reporting facilities that scored better; n/a - not yet available

Dawn-Euphemia Township

Energy Consumption and GHG Emissions

Appendix 'A' to CDM Plan

From: 2019-01-01 to: 2019-12-31

Facility Name	Address	Total Area (ft ²)	Hours / Wk	Fuel Type	Energy Usage	Energy Cost	Energy (ekWh / yr)	Energy Intensity (ekWh / ft ²)	GHG Emissions (kg CO2e / yr)	GHG Intensity (kgCO2e / ft ²)	ekWh / HDD / ft ² (Note 1)	Public Sector Rank
Facility Type: Office												
Municipal Office	4591 Lambton Line	3048	35	Hydro	16,520 kWh	\$2,959.45	16,520	5.42	1,587	0.52		
				Gas	2,596 cu m	\$885.32	27,589	9.05	4,910	1.61		
Facility Type Total						\$3,844.77	44,109	14.47	6,497	2.13	n/a	n/a
Facility Type: Fire												
Rutherford Firehall	4596 Lambton Line	4500	35	Hydro	11,720 kWh	\$2,105.75	11,720	2.60	1,126	0.25		
				Gas	5,377 cu m	\$1,537.59	57,144	12.70	10,170	2.26		
Facility Type Total						\$3,643.34	68,864	15.30	11,296	2.51	n/a	n/a
Facility Type: Community Centre												
Community Ctr	6215 Mill St, Florence	8500	35	Hydro	28,199 kWh	\$4,747.54	28,199	3.32	2,708	0.32		
				Gas	6,944 cu m	\$1,911.27	73,803	8.68	5,538	0.65		
Facility Type Total						\$6,658.81	102,003	12.00	8,246	0.97	n/a	n/a
Facility Type: Libraries												
Shetland Library	1279 Shetland Road	810	12	Hydro	12,378 kWh	\$2,369.30	12,378	15.28	1,189	1.47	n/a	n/a
Facility Type: Public Works Garage												
Rutherford Garage	4590 Lambton Line	4760	40	Hydro	19,619 kWh	\$3,425.47	19,619	4.12	1,884	0.40	n/a	n/a
				Gas	10,206 cu m	\$2,669.09	108,465	22.79	19,304	4.06		
Cairo Garage	1345 Cairo Road	4423	40	Hydro	9,834 kWh	\$1,875.68	9,834	2.22	944	0.21	n/a	n/a
				Gas	6,605 cu m	\$1,797.50	70,199	15.87	12,494	2.82		
Facility Type Total						\$9,767.74	208,118	45.00	34,626	7.49		
Facility Type: Streetlights												
Florence Stlts				Hydro	10,824 kWh	\$2,118.29	10,824					
Oakdale Stlts				Hydro	1,512 kWh	\$331.38	1,512					
Facility Type Total						\$2,449.67	12,336		0			
Grand Total:						\$28,733.63	447,807	102.06	61,854	20.18		

GHG - greenhouse gas; kWh - kilowatt hour; ekWh - equivalent kWh; CO2e - equivalent carbon dioxide; ekWh / HDD - ekWh use per Heating Degree Day

Note 1 - calculation & rank provided by the Ontario Ministry of Energy; rank indicates the % of reporting facilities that scored better; n/a - not yet available

Dawn-Euphemia Township

Energy Consumption and GHG Emissions

Appendix 'A' to CDM Plan

From: 2020-01-01 to: 2020-12-31

Facility Name	Address	Total Area (ft ²)	Hours / Wk	Fuel Type	Energy Usage	Energy Cost	Energy (ekWh / yr)	Energy Intensity (ekWh / ft ²)	GHG Emissions (kg CO2e / yr)	GHG Intensity (kgCO2e / ft ²)	ekWh / HDD / ft ² (Note 1)	Public Sector Rank
Facility Type: Office												
Municipal Office	4591 Lambton Line	3048	35	Hydro	21,488 kWh	\$3,552.36	21,488	7.05	2,064	0.68		
				Gas	2,051 cu m	\$789.97	21,801	7.15	3,880	1.27		
Facility Type Total						\$4,342.33	43,290	14.20	5,944	1.95	n/a	n/a
Facility Type: Fire												
Rutherford Firehall	4596 Lambton Line	4500	35	Hydro	9,202 kWh	\$1,682.09	9,202	2.04	884	0.20		
				Gas	3,634 cu m	\$1,164.56	38,626	8.58	6,874	1.53		
Facility Type Total						\$2,846.65	47,828	10.63	7,758	1.72	n/a	n/a
Facility Type: Community Centre												
Community Ctr	6215 Mill St, Florence	8500	35	Hydro	21,545 kWh	\$3,507.73	21,545	2.53	2,069	0.24		
				Gas	5,865 cu m	\$1,712.49	62,327	7.33	5,538	0.65		
Facility Type Total						\$5,220.22	83,873	9.87	7,607	0.89	n/a	n/a
Facility Type: Libraries												
Shetland Library	1279 Shetland Road	810	12	Hydro	11,077 kWh	\$1,948.62	11,077	13.68	1,064	1.31	n/a	n/a
Facility Type: Public Works Garage												
Rutherford Garage	4590 Lambton Line	4760	40	Hydro	19,003 kWh	\$3,207.43	19,003	3.99	1,825	0.38	n/a	n/a
				Gas	7,574 cu m	\$2,131.17	80,494	16.91	14,326	3.01		
Cairo Garage	1345 Cairo Road	4423	40	Hydro	8,859 kWh	\$1,558.34	8,859	2.00	851	0.19	n/a	n/a
				Gas	5,990 cu m	\$1,751.13	63,657	14.39	11,329	2.56		
Facility Type Total						\$8,648.07	172,012	37.30	28,331	6.15		
Facility Type: Streetlights												
Florence Stlts				Hydro	10,824 kWh	\$2,054.32	10,824					
Oakdale Stlts				Hydro	1,512 kWh	\$305.95	1,512					
Facility Type Total						\$2,360.27	12,336		0			
Grand Total:						\$25,366.16	370,416	85.67	50,704	16.60		

GHG - greenhouse gas; kWh - kilowatt hour; ekWh - equivalent kWh; CO2e - equivalent carbon dioxide; ekWh / HDD - ekWh use per Heating Degree Day

Note 1 - calculation & rank provided by the Ontario Ministry of Energy; rank indicates the % of reporting facilities that scored better; n/a - not yet available

Dawn-Euphemia Township

Energy Consumption and GHG Emissions

Appendix 'A' to CDM Plan

From: 2021-01-01 to: 2021-12-31

Facility Name	Address	Total Area (ft ²)	Hours / Wk	Fuel Type	Energy Usage	Energy Cost	Energy (ekWh / yr)	Energy Intensity (ekWh / ft ²)	GHG Emissions (kg CO2e / yr)	GHG Intensity (kgCO2e / ft ²)	ekWh / HDD / ft ² (Note 1)	Public Sector Rank
Facility Type: Office												
Municipal Office	4591 Lambton Line	3048	35	Hydro	13,231 kWh	\$2,556.93	13,231	4.34	1,271	0.42		
				Gas	2,297 cu m	\$965.33	24,412	8.01	4,345	1.43		
Facility Type Total						\$3,522.26	37,643	12.35	5,615	1.84	n/a	n/a
Facility Type: Fire												
Rutherford Firehall	4596 Lambton Line	4500	35	Hydro	8,717 kWh	\$1,693.51	8,717	1.94	837	0.19		
				Gas	3,129 cu m	\$1,584.91	33,256	7.39	5,919	1.32		
Facility Type Total						\$3,278.42	41,973	9.33	6,756	1.50	n/a	n/a
Facility Type: Community Centre												
Community Ctr	6215 Mill St, Florence	8500	35	Hydro	21,763 kWh	\$3,706.52	21,763	2.56	2,090	0.25		
				Gas	3,949 cu m	\$1,949.79	41,965	4.94	5,538	0.65		
Facility Type Total						\$5,656.31	63,728	7.50	7,628	0.90	n/a	n/a
Facility Type: Libraries												
Shetland Library	1279 Shetland Road	810	12	Hydro	8,899 kWh	\$1,705.87	8,899	10.99	855	1.06	n/a	n/a
Facility Type: Public Works Garage												
Rutherford Garage	4590 Lambton Line	4760	40	Hydro	17,412 kWh	\$3,114.72	17,412	3.66	1,672	0.35	n/a	n/a
				Gas	7,121 cu m	\$3,342.89	75,679	15.90	13,469	2.83		
Cairo Garage	1345 Cairo Road	4423	40	Hydro	10,202 kWh	\$1,957.22	10,202	2.31	980	0.22	n/a	n/a
				Gas	4,791 cu m	\$1,923.18	50,921	11.51	9,063	2.05		
Facility Type Total						\$10,338.01	154,214	33.38	25,184	5.45		
Facility Type: Streetlights												
Florence Stlts				Hydro	10,824 kWh	\$2,168.34	10,824					
Oakdale Stlts				Hydro	1,512 kWh	\$333.39	1,512					
Facility Type Total						\$2,501.73	12,336		0			
Grand Total:						\$27,002.60	318,793	73.54	46,038	14.99		

GHG - greenhouse gas; kWh - kilowatt hour; ekWh - equivalent kWh; CO2e - equivalent carbon dioxide; ekWh / HDD - ekWh use per Heating Degree Day

Note 1 - calculation & rank provided by the Ontario Ministry of Energy; rank indicates the % of reporting facilities that scored better; n/a - not yet available

Dawn-Euphemia Township

Energy Consumption and GHG Emissions

Appendix 'A' to CDM Plan

From: 2022-01-01 to: 2022-12-31

Facility Name	Address	Total Area (ft ²)	Hours / Wk	Fuel Type	Energy Usage	Energy Cost	Energy (ekWh / yr)	Energy Intensity (ekWh / ft ²)	GHG Emissions (kg CO2e / yr)	GHG Intensity (kgCO2e / ft ²)	ekWh / HDD / ft ² (Note 1)	Public Sector Rank
Facility Type: Office												
Municipal Office	4591 Lambton Line	3048	35	Hydro	14,624 kWh	\$3,002.42	14,624	4.80	1,405	0.46		
				Gas	2,898 cu m	\$1,412.86	30,799	10.10	5,481	1.80		
Facility Type Total						\$4,415.28	45,424	14.90	6,886	2.26	n/a	n/a
Facility Type: Fire												
Rutherford Firehall	4596 Lambton Line	4500	35	Hydro	9,604 kWh	\$1,981.53	9,604	2.13	922	0.20		
				Gas	2,454 cu m	\$2,138.58	26,081	5.80	4,642	1.03		
Facility Type Total						\$4,120.11	35,685	7.93	5,564	1.24	n/a	n/a
Facility Type: Community Centre												
Community Ctr	6215 Mill St, Florence	8500	35	Hydro	22,696 kWh	\$4,238.25	22,696	2.67	2,180	0.26		
				Gas	2,855 cu m	\$2,586.61	30,342	3.57	5,538	0.65		
Facility Type Total						\$6,824.86	53,038	6.24	7,718	0.91	n/a	n/a
Facility Type: Libraries												
Shetland Library	1279 Shetland Road	810	12	Hydro	9,552 kWh	\$2,024.15	9,552	11.79	917	1.13	n/a	n/a
Facility Type: Public Works Garage												
Rutherford Garage	4590 Lambton Line	4760	40	Hydro	17,665 kWh	\$3,488.01	17,665	3.71	1,697	0.36	n/a	n/a
				Gas	4,685 cu m	\$3,451.61	49,791	10.46	8,861	1.86		
Cairo Garage	1345 Cairo Road	4423	40	Hydro	10,239 kWh	\$2,138.08	10,239	2.31	983	0.22	n/a	n/a
				Gas	3,852 cu m	\$3,273.24	40,938	9.26	7,286	1.65		
Facility Type Total						\$12,350.94	118,633	25.74	18,827	4.09		
Facility Type: Streetlights												
Florence Stlts				Hydro	10,824 kWh	\$2,350.03	10,824					
Oakdale Stlts				Hydro	1,512 kWh	\$361.79	1,512					
Facility Type Total						\$2,711.82	12,336		0			
Grand Total:						\$32,447.16	274,668	66.61	39,912	14.03		

GHG - greenhouse gas; kWh - kilowatt hour; ekWh - equivalent kWh; CO2e - equivalent carbon dioxide; ekWh / HDD - ekWh use per Heating Degree Day

Note 1 - calculation & rank provided by the Ontario Ministry of Energy; rank indicates the % of reporting facilities that scored better; n/a - not yet available

Dawn-Euphemia Township

Energy Consumption and GHG Emissions

Appendix 'A' to CDM Plan

From: 2023-01-01 to: 2023-12-31

Facility Name	Address	Total Area (ft ²)	Hours / Wk	Fuel Type	Energy Usage	Energy Cost	Energy (ekWh / yr)	Energy Intensity (ekWh / ft ²)	GHG Emissions (kg CO2e / yr)	GHG Intensity (kgCO2e / ft ²)	ekWh / HDD / ft ² (Note 1)	Public Sector Rank
Facility Type: Office												
Municipal Office	4591 Lambton Line	3048	35	Hydro	14,437 kWh	\$2,971.86	14,437	4.74	1,387	0.45		
				Gas	2,304 cu m	\$1,382.46	24,486	8.03	4,358	1.43		
Facility Type Total						\$4,354.32	38,923	12.77	5,744	1.88	n/a	n/a
Facility Type: Fire												
Rutherford Firehall	4596 Lambton Line	4500	35	Hydro	9,226 kWh	\$1,940.03	9,226	2.05	886	0.20		
				Gas	7,855 cu m	\$3,831.64	83,481	18.55	14,857	3.30		
Facility Type Total						\$5,771.67	92,707	20.60	15,743	3.50	n/a	n/a
Facility Type: Community Centre												
Community Ctr	6215 Mill St, Florence	8500	35	Hydro	22,989 kWh	\$4,336.94	22,989	2.70	2,208	0.26		
				Gas	7,320 cu m	\$3,697.62	77,795	9.15	5,538	0.65		
Facility Type Total						\$8,034.56	100,784	11.86	7,746	0.91	n/a	n/a
Facility Type: Libraries												
Shetland Library	1279 Shetland Road	810	12	Hydro	10,835 kWh	\$2,240.63	10,835	13.38	1,041	1.28	n/a	n/a
Facility Type: Public Works Garage												
Rutherford Garage	4590 Lambton Line	4760	40	Hydro	21,007 kWh	\$4,133.68	21,007	4.41	2,018	0.42	n/a	n/a
				Gas	7,339 cu m	\$3,761.76	77,997	16.39	13,881	2.92		
Cairo Garage	1345 Cairo Road	4423	40	Hydro	10,202 kWh	\$2,161.53	10,202	2.31	980	0.22	n/a	n/a
				Gas	8,270 cu m	\$4,409.38	87,892	19.87	15,642	3.54		
Facility Type Total						\$14,466.35	197,098	42.98	32,521	7.10		
Facility Type: Streetlights												
Florence Stlts				Hydro	10,757 kWh	\$2,354.37	10,757					
Oakdale Stlts				Hydro	1,503 kWh	\$358.04	1,503					
Facility Type Total						\$2,712.41	12,260		0			
Grand Total:						\$37,579.94	452,608	101.58	62,795	20.97		

GHG - greenhouse gas; kWh - kilowatt hour; ekWh - equivalent kWh; CO2e - equivalent carbon dioxide; ekWh / HDD - ekWh use per Heating Degree Day

Note 1 - calculation & rank provided by the Ontario Ministry of Energy; rank indicates the % of reporting facilities that scored better; n/a - not yet available



**Energy Conservation and
Demand Management Plan
2024 – 2028**

**Appendix B
Consumption Trends 2014 - 2023**



**Energy Conservation and
Demand Management Plan
2024 – 2028**

**Appendix C
Programs, Processes and Projects**

Programs, Processes and Projects

All work completed on the plan to date and the ongoing implementation of the plan will culminate in the development of actions for execution. Generally, the action can be classified as a program, process, or project. All actions are linked to particular objectives developed in the plan.

Programs

Energy Awareness - Add energy awareness to management meetings. This will provide a platform to discuss topics like the current costs of energy consumption, future implications of current usage, areas for improvements and ways to reduce energy use.

Employee Participation - Invite employees from all departments of the Municipality to recommend ideas to reduce energy use in their departments.

Energy Accounting - Monthly utility usage and costs should be monitored to identify trends and emphasize anomalies to better predict future usage requirements.

Efficiency Standards - Standards of performance will be developed to identify and implement temperature regulations for each building for the following:

- Indoor temperature for occupied space
- Indoor temperature for unoccupied space
- Desirable hot water tank temperature

Energy Efficiency Purchasing - All potential asset purchases will be subject to energy use evaluations to determine the energy consumption of the potential purchase. In the decision-making process, preference will be given to assets that use less kWh or are Energy Star rated.

After Hours - Adopt a strategy to ensure that lighting is turned off during periods where facilities are not in use after hours. Staff who use the facilities after hours will be advised to minimize illumination to occupied areas.

Processes

Enhance Building Envelopes – For those Municipal buildings that have been identified as critical in terms of heating and cooling energy consumption will be re caulked, weather stripped, and insulated to reduce air leakage.

Annual Energy Reports – Energy reports will be produced annually for management review and reduction analysis.

Energy Planning – Energy planning will be added to discussions at Manager Meetings to reduce consumption and increase cost savings.

Energy Commodity – Investigate the feasibility of joining a purchasing program such as that offered by A.M.O. through their LAS division for both electricity and natural gas.

Energy Procurement Policies – Choosing products with minimal life-cycle impacts can save energy, reduce operating costs and reduce emissions. Procurement policies and practices will be updated to include life-cycle cost analysis that takes into account the energy use and cost.

Energy Conservation – Encourage staff and facility users to consciously incorporate conservation in daily routines through the use of signage, checklists, user manuals, etc. Items such as the use of power bars, turning off devices at night / on exit, lights out, etc.

Projects – recent past

Municipal Office – installed new energy efficient furnace, air conditioner and water heater

Dawn Euphemia Community Centre – installed new energy efficient stove

Projects – under consideration

All facilities – update lighting as required to meet energy efficiency standards



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA



4591 Lambton Line, RR 4, Dresden, ON N0P 1M0
Tel: 519-692-5148 Fax: 519-692-5511 Public Works: 519-692-5018
Email: roads@dawneuphemia.on.ca Website: www.dawneuphemia.ca

Meeting Date: April 15, 2024
To: Mayor Broad and Members of Township Council
From: Paul Dalton, Public Works Superintendent
Subject: Dust Control 2024

OPEN SESSION REPORT

BACKGROUND:

Report to recommend a proposal for the 2024 Dust Control Program.

COMMENTS:

I have received quotes to supply and apply dust control products from Den-Mar Brines Limited, Pollard Distribution Inc. and Eastern Oil Field Services Ltd.

- Den-Mar Brines has provided a quote of \$70.00 per cubic metre for dust control (same as 2023).
- Pollard Distribution Inc. has provided a quote of \$99.00 per cubic metre for dust control (increase of 2.00 per cubic metre).
- Eastern Oil Field Services Ltd. has provided a quote of \$95.00 per cubic metre for dust control with a combined chloride concentration of 18%, (same as 2023), but has also offered a quote for dust control with a 9.5% combined chloride solution for \$55.00 per cubic metre.
- Holland Dust Control has thankfully declined to quote at this time.

I would like to utilize all three suppliers, (Den-Mar Brines, Pollard Highway Products, and Eastern Oil Field Services Ltd.), in 2024, as timely delivery is becoming a major concern with the majority of the brine being purchased from Den-Mar Brines Limited, to complete the Dust Control Program. This method has been utilized the last nine years, achieving exemplary results. This method ensures timely delivery of dust control when it is required. Product amounts will be purchased within the amount budgeted.

CONSULTATION:

John Scott of Den-Mar Brines, Clifford Holland of Holland Transport, Nate Sewell of Eastern Oil Field Services Ltd. and Kevin Pollard and Paul Kay of Pollard Highway Products were consulted and invited to provide quotes for dust control products.

FINANCIAL IMPLICATIONS:

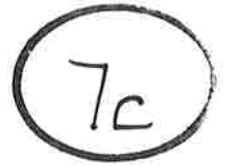
The increases, if any are minimal, and will be considered in the amount applied to operate within the parameters of the 2024 budget.

RECOMMENDATIONS:

That Council accepts the quote from Den-Mar Brines Limited at a cost of \$70.00 per cubic metre, the quote from Pollard Highway Products at a cost of \$99.00 per cubic metre, and the quote from Eastern Oil Field Services Ltd., at a cost of \$95.00 per cubic metre to provide dust control product and application to complete the 2024 Dust Control Program as directed by the Public Works Superintendent.



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA



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Tel: (519) 692-5148 Fax: (519) 692-5511 Public Works Department: (519) 692-5018

Email: roads@dawneuphemia.on.ca Website: www.dawneuphemia.ca

To: Members of Dawn-Euphemia Township Council
Meeting Date: April 15, 2024
From: Paul Dalton, Public Works Superintendent
Subject: 2024 Dawn Valley Road Resurfacing

Background:

To inform Council of the prospective repairs, or remediation of Dawn Valley Road, and to receive direction as to their wishes.

Comments:

I had provided a previous Report to Council outlining the prospective amounts required to remediate the section of Dawn Valley Road from Lambton to Bentpath Line, which I have attached to this report. There was a question as to whether there may be funding assistance for this section of road, which will not be considered, as it will serve mainly for our residents. The road *does not* connect to any “year-round”, “not restricted” access points, plus there is an alternative hard surface 5 km east, (Marthaville Road), and Lambton County also has plans to hard surface Mandaumin Road, 1.4 km west.

Summarily, I would like direction, as to Council’s consensus to either keep this section in a state of repair or leave it to gather funding from our 2025 Budget, to pulverized the roadway next year.

I am confident that I can bring the roadway back to a good state of repair by adding a modified asphalt mixture to the ponding and areas of abrupt discontinuances using our forces and perhaps some rented equipment, which will require a good portion of the 2024 allotted amount for Hardtop Resurfacing. Then, leave the unused portion to couple with the 2025 amount to resume the resurfacing Plan.

Alternatively, we can do minor repairs to the roadway to keep it intact, leaving the unused portion of funding, coupled with the 2025 amount, plus whatever requirements to pulverize the roadway and add base at that time. Hard surfacing the road would be an option, either at that time, or in future years, dependant of funding wishes.

While totally repairing any problem is always desired, it is expensive, and, I doubt that Council would appreciate the “fall out” that they would receive if the road were to be returned to a gravel surface, but that is certainly an option, or, we can complete more extensive repairs with our own forces this year, and then have the Resurfacing Program remain closer to historic levels.

Consultations: Brian Duncan and Scott Schamerhorn from Duncor, and Don Severin from Sev-Con were consulted.

Financial Implications: Basically, if the extensive repairs which I have outlined were to be utilized, the Hardtop Resurfacing Program could continue at the current pace. However, if remediation by pulverizing and possible resurfacing were directed, then additional funds would be required in the future, which would either require being accessed from Reserve accounts, or by allowing the Program to lapse to channel the amounts to this project. This would require additional funding being added progressively to get back to the current level of annual Hardtop Resurfacing.

Recommendation:

That Council directs the Public Works Superintendent to carry out extensive repairs to remediate the surface discontinuances and ponding on Dawn Valley Road, as outlined in the Report dated April 15, 2024 Re: 2024 Dawn Valley Road Resurfacing.

- OR -

That Council directs the Public Works Superintendent to keep Dawn Valley Road in an acceptable state of repair, but to plan for pulverizing and adding to the structure of the base in the 2025 Budget deliberations.

Attach: Report dated Dec 18/24 Re: Items for Future Budget Considerations (Page 1)



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

COPY

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Tel: (519) 692-5148 Fax: (519) 692-5511 Public Works Department: (519) 692-5018
Email: roads@dawneuphemia.on.ca Website: www.dawneuphemia.ca

To: Members of Dawn-Euphemia Township Council
Meeting Date: December 18, 2023
From: Paul Dalton, Public Works Superintendent
Subject: **Items for Future Budget Considerations**

Background:

A Report to inform Council of some items for consideration for this, and future Budget Considerations.

Comments:

The following considerations are in point form for discussion purposes. The financial implications will be included with each point.

- Dawn Valley Road from Lambton Line to Bentpath Line, is a section of surface treated road which will require thought as to its future. The road has issues with poor base material, as well as a lack of base material. We have posted the road to have a 5 tonne per axle year round, and have been crack sealing and repairing surface problems by hand, and have added a new surface treatment, (3 years ago), which has kept the roadway in reasonable repair.
- Surface treatment : \$225,000.00, annual patching: \$30,000.00
- The question is, when to improve the section of road.
- Whether to: pulverize the section, add 150 mm gravel, then leave as a gravel surfaced road . This cost would be approximately \$750,000.00.
- To add a double surface treatment to the same area after the base was improved would cost an additional \$320,000.00.
- There is a process, where the surface is non pulverized, but rather 100 mm thickness of recycled asphalt is added, applied by a unit with a screed, such as a paver, then a surface treatment, plus additional material to the shoulders, which would cost approximately \$1,050,000.00.
- Or to continue with the current practice of patching and surface treating until the road surface becomes redundant.
- Our current Hardtop Roads Resurfacing Budgeted amount, raised from taxation and the Gas Tax Rebate is \$ 62,000.00 (decreasing) is \$350,000.00 annually.



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA



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Email: admin@dawneuphemia.on.ca Website: www.dawneuphemia.ca

To: Members of Dawn-Euphemia Township Council
Meeting Date: April 23, 2024
From: Donna Clermont, Administrator-Clerk
Subject: **COUNCIL REMUNERATION SURVEY**

Open Session Report

Background:

Following up on the request from Council on February 20, 2024, to conduct a survey of Council Remuneration for Lambton County.

Attached are the results of the survey.

Financial Impact:

N/A

Consultations:

Lambton County Municipalities

Recommendation: For information purposes.

Attach: Council Remuneration Survey 2024 (1 pg)

Council Remuneration Survey 2024

Municipality	Lambton Shores	Brooke-Alvinston	Enniskillen	Petrolia	St. Clair	Warwick	Point Edward	Dawn-Euphemia	Sarnia	Oil Springs	Plympton - Wyoming
Population (2021)	11,876	2,359	3,005	6,013	14,659	3,641	1,930	1,968	71,594	647	8,308
Mayor	\$37,031.84 annually	\$4,944 annually	\$6,685.00 annually	\$27964.06 annually	\$47,566 annually	\$9,595.91 annually	26313.94 annually	\$6,683.67 annually	\$86,726.00 annually	\$2,340.00 annually	\$9,592.66 annually
Deputy Mayor	\$27,921.51 annually	\$2,781 annually	\$5,305.00 annually	\$21,285.50 annually	\$28,894 annually	N/A	\$14,951.73 annually	N/A	N/A	N/A	\$7,194.50 annually
Councillors	\$23,272.41 annually	\$2,472 annually	\$3,840.00 annually	\$14,631.61 annually	\$23,881 annually	\$5,952.58 annually	\$12,297.17 annually	\$3,840.46	\$25,807.00 annually	\$1,930.00 annually	\$4,796.34 annually
Annual increase? If so, percent	Same as staff		3% tied to staff	annual COLA	same as union	Rate approved by Council		3% tied to staff	annual increase based on CPI	based on CPI	usually based on CPI, but for 2024 council voted to freeze their wages & meeting pay at 2023 rates
Per Meeting	None	M-\$180.25/Council Mtg; DM & C \$154.50/Council Mtg	\$175 per meeting		N/A	Mayor - \$181.57/meeting; Councillor - \$165.78/Meeting		\$165 per meeting	NA	Mayor - 155.40/meeting Councillors - 129.50/meeting	Mayor - \$220.89; Deputy Mayor - \$200.43; Council - \$179.98
Per Special Meeting	None	M-\$180.25/Council Mtg; DM & C \$154.50/Council Mtg	\$113 per meeting		N/A			\$165 per meeting	NA	same as above	same as above
Mileage	Only for meetings outside of Lambton Shores - County rate	60/km	\$0.50/km		.62 per km		based on County rate	\$0.57/km	NA	.60/km	CRA rate = .70/km
Per Diem	None				\$250 for conference	\$120.00 per day		N/A	NA	n/a	Reimbursement of receipts (no alcohol)
Car Allowance					None				Mayor - \$6,250.00/annu	n/a	
Seminars/ Conferences	\$2,500/Councillor for 2024	Mayor \$180.25 /day & DM & C \$154.50/day	Part of convention	\$4500.00 per year inclusive per member	3 annually, \$250/day + mileage	Same rate as meeting pay	\$125 per day + \$75 meals + mileage	\$240 per day + mileage (or train ticket, etc.)	Resolution required for reimbursement conf/seminars. No max. .44/km, \$20 breakfast, \$20 lunch, \$45 dinner. Must produce receipt for meal reimbursement.	Conventions 200/day plus mileage or train ticket	Meeting pay for each day attended. Max \$2,000 covers hotel, travel, meals. Two registration fees are also reimbursed.
last wage adjustment	Annually based COLA	3% - 2024	January 2024	January 2024	Annually 2024		3.5% increase 2024	2024 - 3% increase	2022	2024	2023
Conference	Annual budget increase	Conference Allowance Mayor \$2,575/year; DM&C \$2,060/year	\$3,500 per year		3 per year		\$125 per day + \$75 meals + mileage	\$240 per day + mileage (or train ticket, etc.)	As noted above for conference/ seminars	May attend 1 conference per year	
Committee Meetings		Committee Meetings (all) \$103.00/Committee Mtg	\$113.00					\$165 per meeting	No additional remuneration provided for participation on Advisory Comm.	Mayor 155.40/meeting Councillors 129.50/meeting	same meeting pay as council meetings



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

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Email: admin@dawneuphemia.on.ca Website: www.dawneuphemia.ca

To: Members of Dawn-Euphemia Township Council
Meeting Date: April 15, 2024
From: Donna Clermont, Administrator-Clerk
Subject: **Senior of the Year Nomination**

Open Session Report

Background:

Each year, Municipalities are invited to nominate a Senior in the community to be the recipient of the "Senior of the Year" award. The deadline to submit nominations to the Province is April 30, 2024.

Comments:

The Ontario Senior of the Year Award gives each municipality in Ontario the opportunity to honour one outstanding local Ontarian who after the age of 65 has enriched the social, cultural or civic life of his or her community.

This year one nomination was received locally by the due date of April 10th. Due to the personal information contained in the application, the nomination was forwarded to Council (under separate email) for consideration.

Attached is a list of "Senior of the Years" that were nominated to date.

Consultations:

None

Financial:

None

Strategic Plan Implications:

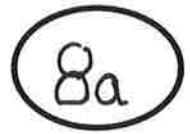
N/A

Recommendation:

That Council hereby agrees to the 2024 Senior of the Year Award nomination, as selected by Council; And that staff be directed to submit the nomination accordingly; And that Council present the award to the nominee at a June 2024 Council meeting, in conjunction with Seniors Month. Carried.

Attach: Senior of the Year List

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: April 15, 2024

Moved by:	Seconded by:	Recorded Vote:	
		Order	Vote
<input type="checkbox"/> A. Broad	<input type="checkbox"/> A. Broad	_____	_____ A. Broad
<input type="checkbox"/> A. Gray	<input type="checkbox"/> A. Gray	_____	_____ A. Gray
<input type="checkbox"/> P. LeBoeuf	<input type="checkbox"/> P. LeBoeuf	_____	_____ P. LeBoeuf
<input type="checkbox"/> M. McGuire	<input type="checkbox"/> M. McGuire	_____	_____ M. McGuire
<input type="checkbox"/> J. Meyer	<input type="checkbox"/> J. Meyer	_____	_____ J. Meyer

That Council acknowledge receipt of the request received April 2, 2024, from Three Oaks Respite Cabin regarding the “Shifting Gears Tractor Parade and Fundraiser” scheduled for August 17, 2024; And that the DE Fire Department Members participate, if able, to lead the parade and the Public Works Department assist in the erection and dismantling of the road barriers in accordance with the Temporary Road Closure Agreement with Lambton County; and that a certificate of insurance listing the Corporation of the Township of Dawn-Euphemia as additionally insured, be provided to the Township prior to the event. *Carried.*

APR 02 2024

RECEIVED



Council of Dawn Euphemia Township
4591 Lambton Line,
Dresden, ON
NOP 1M0

Dear Members of Council


We wish to thank you for your ongoing support for Three Oaks Cabin. From the initial stages of the project to the completion of construction we have experienced your solid support, and have shared with many people how grateful and proud we are to be part of this generous community.

We are excited to share that the Shifting Gears Tractor Parade will be held again this summer on August 17. The purpose of the parade is to showcase our farmers and the many vital contributions they bring to our communities and also to raise funds for the work at Three Oaks Cabin in their support.

The parade will stage at the wheat field just north of 1035 Shetland Road. Starting at 2:00 p.m. it will travel north to Bentpath Line, east to Davis Road, south to Bilton Line, west to Shetland Road, south to Lambton Line, west to Florence Road, and north into Florence finishing at the Florence Community Centre. The necessary road closures have been approved at Lambton County. We are hoping that Dawn Euphemia Township would again be willing to erect and dismantle the road barriers to ensure everyone's safety.

We are also hoping that permission could be granted and willing DE Fire Department Members be found to lead the parade again. We are aware that there are many obligations and expectations on the FD, so if that is not possible would you kindly let us know?

Warm Regards,



Diane Bergsma,
Three Oaks Chair

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: April 15, 2024

Moved by:	Seconded by:	Recorded Vote:	
		Order	Vote
<input type="checkbox"/> A. Broad	<input type="checkbox"/> A. Broad	_____	_____ A. Broad
<input type="checkbox"/> A. Gray	<input type="checkbox"/> A. Gray	_____	_____ A. Gray
<input type="checkbox"/> P. LeBoeuf	<input type="checkbox"/> P. LeBoeuf	_____	_____ P. LeBoeuf
<input type="checkbox"/> M. McGuire	<input type="checkbox"/> M. McGuire	_____	_____ M. McGuire
<input type="checkbox"/> J. Meyer	<input type="checkbox"/> J. Meyer	_____	_____ J. Meyer

That Council acknowledge receipt of the memo re: proposed designation under the *Environmental Assessment Act* to require a comprehensive environmental assessment for York1 Environmental Waste Solutions Ltd.'s proposed re-establishment of landfill operations at 29831 Irish School Rd; and further that Council directs the clerk to submit the following comments:

Carried

Proposed designation under the Environmental Assessment Act of the landfill site and waste transfer and processing expansion, located in the former Town of Dresden, Municipality of Chatham Kent

RO (Environmental Registry of Ontario) number	019-8417
Notice type	Regulation
Act	Environmental Assessment Act, R.S.O. 1990
Posted by	Ministry of the Environment, Conservation and Parks
Notice stage	Proposal
Proposal posted	March 26, 2024
Comment period	March 26, 2024 - May 10, 2024 (45 days) Open
Last updated	March 26, 2024

This consultation closes at 11:59 p.m.

on:

May 10, 2024

Proposal summary

We are proposing to designate York1 Environmental Waste Solutions Ltd. (Limited)'s proposal to re-establish landfill operations and re-establish and expand on-site waste transfer and processing operations in Chatham Kent as a Part II.(two).3 project under the *Environmental Assessment Act* to require a comprehensive environmental assessment of the project.

Proposal details

Designation under the *Environmental Assessment Act*

The *Environmental Assessment Act* (Act) allows for a project to be designated, by regulation, as a project to which the Act applies.

We have heard the concerns of the people of Dresden about York1 Environmental Waste Solutions Ltd. (Limited)'s proposal to start receiving waste at a local landfill site that has not been in operation since the 1980s. We also know that an environmental assessment has never been completed for this site, because the landfill predates Ontario's environmental assessment requirements for landfills. We recognize the potential impact that a landfill of this size could have on the local residents and the surrounding environment.

In response to the significant public interest in the proposed project and the environmental concerns raised, in particular regarding potential impacts to species at risk, groundwater, surface water, increased truck traffic, odour, and other potential impacts to the local community, we are seeking comments on a proposal for a regulation that would, if made, require York1 Environmental Waste Solutions Ltd. (Limited) to complete a comprehensive environmental assessment process for the project.

By requiring a comprehensive environmental assessment process for the project, additional opportunities for consultation with Indigenous communities and the public would also be provided.

Proposed Regulation

In order to designate York1 Environmental Waste Solutions Ltd. (Limited)'s project as being subject to the comprehensive environmental assessment process, a regulation would need to be made by the Lieutenant Governor in Council.

The proposed regulation would, if made, designate the following activities as a project subject to Part II (two).3 of the Act (comprehensive environmental assessment):

- Re-establishing landfill operations, including construction of a new landfill cell, within the approved site with a theoretical approved capacity of 1,620,000 cubic metres to landfill non-hazardous solid waste including construction and demolition waste and excess soil that are not reusable

- Reestablishment and expansion of a waste transfer and processing station at the approved site for receiving, storing and processing up to 6,000 tonnes per day of solid, non-hazardous waste, including blue box waste, construction and demolition waste, tires, asbestos, excess soil and organic waste.
- In accordance with section 3(3) of the Act, the project would include any enterprise or activity ancillary to the project.

The proposed regulation would come into force on filing.

Proposed Project

York1 Environmental Waste Solutions Ltd. (Limited) is proposing to build an 8-hectare engineered landfill cell and re-establish landfill operations at an existing landfill site, including construction of any other works or facilities such as screening, landscaping, onsite roads, and fencing to receive waste and restart waste management activities and landfilling at the site, located at 2983 Irish School Road, in the former Town of Dresden, Municipality of Chatham Kent, Ontario.

The proposed landfill would be used for the disposal of non-hazardous solid construction and demolition waste from industrial, commercial, institutional and municipal sectors, including excess soil that cannot be reused, from the Town of Dresden. The proposed landfill would operate 24 hours per day, 7 days per week, 365 days per year, and would have a maximum theoretical capacity of 1,620,000 cubic metres (including an estimated 40,000 cubic metre of previously landfilled material that exist currently in non-engineered cells).

As part of the project, York1 Environmental Waste Solutions Ltd. (Limited) is also proposing to re-establish and expand waste processing and transfer operations at the site, including expanding the existing 0.8-hectare waste processing site to 25 hectares. The expanded waste processing site would operate 24 hours per day, 7 days per week. It would have a maximum daily receiving rate of 6,000 tonnes per day of non-hazardous solid waste including construction and demolition waste and excess soil for beneficial reuse. The waste processing facility would also have a maximum average residual waste limit of not more than 1,000 tonnes per day, averaged annually of non-hazardous solid residual waste destined for final disposal at approved landfills

Other activities are also anticipated, including:

- the construction of a new processing / sorting building capable of indoor storage
- the addition of waste classes for accepted and processed waste (including sorted blue box materials, source-separated organics, asbestos-containing materials, tires, and soil, soil-like materials and excess soil for beneficial reuse)
- installation of stationary equipment for processing construction and demolition waste into alternative low-carbon fuels (ALCF) in the new processing/sorting building
- placement of mobile diesel-powered shredding/grinding equipment for wood/construction & demolition waste outdoors
- installation of a soil treatment/soil washing system for processing solid and liquid soil to recover sand and aggregate material
- construction of a stormwater management infrastructure

The project, as described, is not automatically subject to environmental assessment requirements under the Act.

The property, which was formerly known as the Dresden Tile Yard, was approved as a landfilling site in the 1980s and has been used as an approved landfill and waste processing / transfer site (both are located within the same property).

Environmental Compliance Approval Requirements

There are existing Environmental Compliance Approvals (ECA) for the site, which allow for an 8-hectare landfilling area and for a 0.8-hectare waste processing site within the 35-hectare property. Amendments to the waste disposal and waste processing site ECAs (Environmental Compliance Approvals) are required for the project. A new ECA (Environmental Compliance Approval) is also required for proposed stormwater management works at the site.

York1 Environmental Waste Solutions Ltd. (Limited) submitted applications to the ministry to meet these ECA (Environmental Compliance Approval) requirements. If the proposed regulation is made, the Act provides that ECAs (Environmental Compliance Approvals) approving the project will not be permitted to be issued until the proponent receives approval under Part II (two).3 of the Act to proceed with the project.

Public Response

Through the ministry's consultation on York1 Environmental Waste Solutions Ltd. (Limited)'s ECA (Environmental Compliance Approval) applications, we have heard concerns raised by the local community and municipality regarding the proposed reestablishment of landfill operations and the reestablishment and expansion of waste transfer / processing operations at the site.

Among the issues raised were concerns about potential impacts to species at risk, groundwater, surface water, increased truck traffic, odour, and other potential impacts to the local community.

Implementation and timelines

If a regulation is made designating the proposed project as a project subject to the requirements of Part II (two) of the Act, York1 Environmental Waste Solutions Ltd. (Limited) would be required to complete a comprehensive environmental assessment prior to proceeding with implementation of their project.

If made, the proposed regulation would come into effect on filing of the regulation.

Supporting materials

Related ERO (Environmental Registry of Ontario) notices

[York1 Environmental Waste Solutions Ltd. as general partner for and on behalf of York1 Environmental Waste Solutions LP - Environmental Compliance Approval \(sewage\) \(/notice/019-7917\)](#)

[York1 Environmental Waste Solutions Ltd. as general partner for and on behalf of York1 Environmental Waste Solutions LP - Environmental Compliance Approval \(waste\) \(/notice/019-8205\)](#)

[York1 Environmental Waste Solutions Ltd., as general partner for and on behalf of York1 Environmental Waste Solutions LP - Environmental Compliance Approval \(waste\) \(/notice/019-8313\)](#)

View materials in person

Some supporting materials may not be available online. If this is the case, you can request to view the materials in person.

Get in touch with the office listed below to find out if materials are available.

Comment

Let us know what you think of our proposal.

Have questions? Get in touch with the contact person below. Please include the ERO (Environmental Registry of Ontario) number for this notice in your email or letter to the contact.

[Read our commenting and privacy policies. \(/page/commenting-privacy\)](#)

Submit by mail

Dresden Landfill Comments
Environmental Assessment Branch
135 St. Clair Ave W
4th Floor
Toronto, ON
M4V 1P5
Canada

Connect with

US

Contact

Dresden Landfill Comments

 [416-314-8001](tel:416-314-8001) or [1-800-461-6290](tel:1-800-461-6290)

 DresdenLandfill@ontario.ca

SYDENHAM RIVER CANOE AND KAYAK RACE 2024

Supporting Outdoor Education



SUNDAY, APRIL 28, 2024

Shuttles, Race Prep, and Registration - 10:00 am to 11:00 am

Race Briefing - 11:20 am

Races Start - 11:30 am

***Rain Date** - Sunday, May 5, 2024

REGISTRATION

Registration - \$10.00 per person

Pre-register online at www.scrca.on.ca/events (until April 24th)

OR

Register in-person the morning of the event (cash only)



**Purchase your Sydenham River
Canoe Race T-shirt!
\$15.00 each (cash only)**

RACE CLASSES AND LENGTHS

7 km - Recreation; Lazy River Class; VIP;
Touring (over 50 y/o); Short Kayak

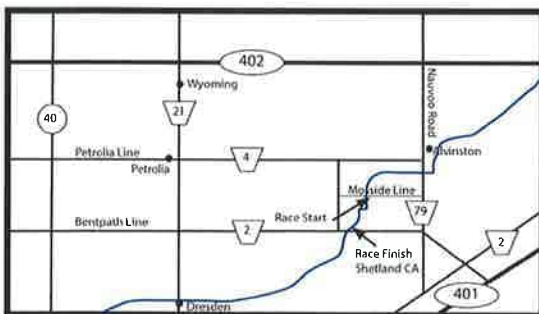
12 km - Rec Tandem Men; Rec Tandem Mixed;
Long Rec Kayak

16 km - Pro C2 Men; Pro C2 Mixed; Fast Kayak

**TROPHIES FOR 1ST PLACE
WINNERS AND
THE TEAM WITH THE MOST
MONEY RAISED!**

IMPORTANT INFORMATION

- All canoes must have a whistle, bailer, 50 feet of rope, and approved PFDs for each paddler
- A shuttle service is available between the race start and end locations between 10 am - 11 am
- To download a copy of the fundraising pledge form visit our website at scrca.on.ca/events
- Funds raised support conservation education
- Race recognized by the Ontario Marathon Canoe and Kayak Racing Association



LOCATION

Race Start: Mossy Line (Euphemia Sideroad 30-31)
(42 44' 00.80" N, 81 55' 50.15" W)

Race Finish: Shetland Conservation Area
(42 42' 34.72" N, 81 58' 26.40" W)

WWW.SCRCA.ON.CA/EVENTS

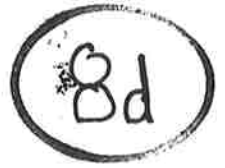




Infrastructure & Development Services Division
789 Broadway Street, Box 3000
Wyoming, ON N0N 1T0

Telephone: 519-845-0801
Toll-free: 1-866-324-6912
Fax: 519-845-3872

April 9, 2024



York1 Environmental Waste Solutions Ltd.
5090 Commerce Boulevard
Suite 200
Mississauga, ON L4W 5M4

Submitted via Environmental Registry of Ontario

RE: Summary of Comments Related to York1 ECA Amendment Number 019-8313

The County of Lambton, with the services of GHD, has reviewed the Environmental Compliance Approval (ECA) amendment application (ERO number 019-8313) and associated documentation submitted by York1 Environmental Waste Solutions Ltd. as general partner for and on behalf of York1 Environmental Waste Solutions LP ("York1") on February 26, 2024. We understand that York1 is proposing to amend their existing landfill ECA at 29831 Irish School Road Dresden, ON (herein referred to as the "Site").

It is the County's understanding that the existing waste disposal ECA is for an 8-hectare landfill that accepts wastes from the from the Town of Dresden, within the Municipality of Chatham-Kent. The application for ECA amendment to the landfill is to allow a maximum fill rate of 1,000 tonnes per day, or 365,000 tonnes annually. It proposes a maximum theoretical capacity of 1,620,000 cubic metres for the 8-hectare landfill. The amendment also proposes to excavate the existing fly ash that has been landfilled on site to deposit it into newly constructed engineered cells. The amendment seeks to allow operations at the landfill 24 hours per day, 7 days per week, 365 days per year.

The County of Lambton is submitting the following comments regarding the noted ECA amendment application.

Comments related to O. Reg. 50/24

We reviewed the ECA amendment application within the context of O. Reg. 50/24: Part II.3 Projects – Designations and Exemptions under the Environmental Assessment Act. York1 has stated that the current service area for the landfill is the Town of Dresden. Does York1 intend to limit the source of the accepted wastes to the Town of Dresden? If

the service area is changing from what is currently outlined in the existing ECA, will an environmental screening under O. Reg. 50/24 be triggered?

We note that the Ministry of the Environment, Conservation and Parks has proposed to designate the landfill site and waste transfer and processing expansion under the Environmental Assessment Act to require a comprehensive environmental assessment. A comprehensive environmental assessment would allow for a more fulsome assessment of the potential impacts of the landfill re-development and associated transfer station.

Comments related to the ECA Amendment Application

Upon review of the cover letter submitted by York1, we note that additional hydrogeological work is outstanding, including a survey of residential wells located in the vicinity of the Site. York1 stated that this work will be completed “on an ongoing basis”. Can York1 please clarify as to why this work wasn’t completed prior to the submission and public comment period for the ECA amendment application so that interested parties, including residents and the County of Lambton, could review all hydrogeological information for the Site? What is the timeline for completing this work and will the results be made available for public review?

The amendment application proposes to allow a maximum fill rate of 1,000 tonnes per day. Is this amount on an annual average basis, or will this be the maximum fill rate for each calendar day?

We note that York1 has submitted three separate applications for ECAs or ECA amendments for the Site (ERO numbers 019-8205, 019-8313, and 019-7917). We understand from supporting documents that York1 intends to apply for air and noise ECAs for the site in the future. It is difficult to assess potential impacts to the Site and surrounding community, including impacts to Lambton County services, when applications are submitted separately. A comprehensive ECA application is particularly important for the aspects of the separate ECA applications that are operationally dependent on each other, such as the stormwater management pond. Would York1 consider submitting one comprehensive ECA application encompassing all of the proposed changes to the site and their associated environmental approvals?

We noticed discrepancies between the public-facing materials (i.e. project website and public open house slides) prepared by York1 and the supporting documentation submitted to the Ministry of Environment, Conservation, and Parks. Will York1 be updating their public-facing materials to reflect the information provided in the technical documentation submitted for the ECA amendment application?

There are several First Nations and the Métis Nation of Ontario Region 9 within the vicinity of the Site. Has York1 contacted any of these Indigenous Nations and communities to confirm whether they have an interest in providing feedback on the proposal?

Section 3.3 of the ECA application states that the project will not impact a water body, however, a stormwater management pond is proposed to be located adjacent to Molly's Creek and portions of the site are within the St. Clair Conservation Authority Regulated Area. Can York1 please confirm that this assessment is correct, and there will be no impacts to waterbodies from this project?

Has York1 completed a Stage 1 archaeological assessment of the Site to confirm that no further archaeological potential remains for any portion of the Site that will be developed as a part of this ECA amendment application?

Comments related to available background information

The Design and Operations Plan (D&O Plan) for the proposed landfill site states in Section 6.2 that the contaminating lifespan of the landfill is approximately 25 years for a leachate generation rate of 12,000 m³/year/m². In Section 12.2, the D&O Plan states that the contaminating lifespan of the landfill cannot be accurately calculated at this time. Can York1 please clarify whether the contaminating lifespan can be calculated at this time, and if so, can background information be provided to demonstrate how it has been calculated?

The current plans for the site do not appear to include a landfill gas collection system. The D&O Plan notes that the landfill will not accept organic materials but recommends a Landfill Gas Emission Study in conjunction with an Environmental Assessment. Can York1 please confirm whether they intend to complete the study recommended by their consultant, and whether they commit to installing a landfill gas collection system if the study recommends one?

The D&O Plan notes that the maximum proposed hours of operation are Monday to Sunday from 7:00 am – 7:00 PM, except for statutory holidays. The ECA amendment application indicated that York1 is seeking to extend operations of the landfill to 24 hours per day and 7 days per week. The current Chatham-Kent noise by-law prohibits sound resulting from loading, unloading, delivering, or otherwise handling containers, products, materials, or refuse on Monday to Saturday from 2300 to 0700 and all day on Sunday and statutory holidays. Does York1 intend to seek a by-law amendment for their operations, or will the operations be limited to comply with the existing by-law? Will York1 consider updating the ECA amendment application and/or the D&O Plan to list a consistent set of operating hours for the site?

York1's consultant has provided preliminary information about the potential vehicle traffic expected to enter and leave the Site each day. More detailed information is required to properly assess and comment on the potential impacts to surrounding roads, including Lambton County roads, from a threshold increase in vehicle traffic. Is York1 preparing a Transportation Impact Assessment (TIA) for the proposed operations at the Site that can be shared with Lambton County? We suggest that the TIA should examine existing traffic, including any seasonal variations, to/from the facility for all proposed

operations onsite and over the design life of the facility. The TIA should review the capacity of the existing road network, current and future traffic patterns with background growth, including vehicle, pedestrian, and cyclist movements. The report should include a breakdown of the assumed inbound and outbound waste routes to and from the facility and specifically the expected traffic volumes utilizing and routes on County of Lambton roads. The report should include a level of service analysis for all roadways, intersections, and the site entrance and shall itemize any roadway improvements (i.e. turning lanes, queue lengths, acceleration/deceleration lanes, etc.) required as a result of the development. York1 should also assess the potential impacts of noise, dust, tracking of mud, and vehicle exhaust from increased truck traffic on surrounding roadways, residents and other land users.

Comments related to consultation

We noted that members of the public expressed a great deal of interest in York1's proposal, and both open houses were widely attended. Has York1 considered hosting additional open houses, including a virtual open house, to reach additional members of the local community about this proposal? We would also like to understand whether York1 has consulted with the St. Clair Region Conservation Authority about potential works within the regulated area or floodplain at the Site.

The County of Lambton notes that the lack of specific, detailed, and consistent information available via the publicly facing materials and open houses throughout the review process has created unnecessary confusion and speculation among stakeholders and the surrounding community. Will York1 be creating a community engagement, outreach and communication plan to receive and address public and municipal concerns?

Closing

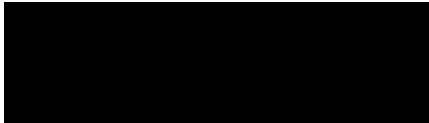
The above items are presented to identify specific technical questions that remain outstanding or unknown regarding this amendment application. In addition, further items may be identified as the missing or conflicting information is released.

The proposed operations at the Site will have a clear and direct impact on public services provided by the County of Lambton and associated local municipalities. The current information available is not sufficient to conduct a complete analysis of municipal and public impacts resulting from the submitted amendment. In addition, the piecemeal submission of this application in conjunction with other submissions relating to the Site obfuscates the full and compounding nature of each of the Site components.

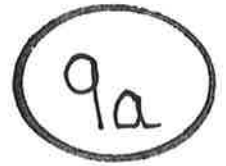
Lastly, it is requested that York1 conduct additional public outreach and municipal consultation to adequately recognize, compile, and address the resulting impacts from the changes noted in the ECA amendment application. This is particularly relevant due to the magnitude of potential waste and traffic volumes included as part of the amendment, as compared to observed historical activity at the Site.

If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,



Jason Cole, P.Eng.
General Manager



VOUCHER # 8 - 2024

15-Apr-24

INVOICES	CHEQUE RUN	CHEQUE #	TOTAL
Admin/P Wks/Fire/Drain/Water/DECC	02-Apr-24	#3399- 3438	\$ 193,476.56
Admin/P Wks/Fire/Drain/Water/DECC	04-Apr-24	EFT	\$ 8,616.05
Grand total of all invoices			\$202,092.61
PAYROLL	PP # 7		
Administration	\$ 15,326.10		\$ 15,326.10
Public Works	\$ 33,165.50		\$ 33,165.50
DE Community Centre Council	\$ 3,873.80		\$ 3,873.80
Grand total of all Payroll			\$ 52,365.40
VOUCHER # 8 - 2024		GRAND TOTAL	\$254,458.01

The Corporation of the Township of Dawn-Euphemia

10a

RESOLUTION – REGULAR MEETING

Date: April 15, 2024

Moved by:	Seconded by:	Recorded Vote:
		Order Vote
<input type="checkbox"/> A. Broad	<input type="checkbox"/> A. Broad	_____ _____ A. Broad
<input type="checkbox"/> A. Gray	<input type="checkbox"/> A. Gray	_____ _____ A. Gray
<input type="checkbox"/> P. LeBoeuf	<input type="checkbox"/> P. LeBoeuf	_____ _____ P. LeBoeuf
<input type="checkbox"/> M. McGuire	<input type="checkbox"/> M. McGuire	_____ _____ M. McGuire
<input type="checkbox"/> J. Meyer	<input type="checkbox"/> J. Meyer	_____ _____ J. Meyer

That By-Law 2024-07, being a By-Law to authorize the execution of an agreement between the owners of 4626 Edys Mills Line and the Township of Dawn-Euphemia for the purpose of living in an existing dwelling during construction of a single family dwelling, be taken as read a first, second, and third time, and finally passed this 15th day of April, 2024. *Carried*



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

BY-LAW 2024-07

Being a By-Law to Authorize the Execution of an Agreement between the owner of 4626 Edys Mills Line and the Township of Dawn-Euphemia for the purpose of Living in an Existing Dwelling During Construction of a Single Family Dwelling

WHEREAS pursuant to Section 9 of the *Municipal Act, 2001* S.O. 2001, c.25 as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS pursuant to Section 11(1) of the *Municipal Act, 2001* S.O. 2001, c.25 as amended, a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in Section 11(4) of the *Act*; and

WHEREAS it is deemed expedient to execute an agreement between Tyler and Melissa Young and the Township of Dawn-Euphemia regarding the temporary occurrence of two dwellings at 4626 Edys Mills Line; CON 8 WP PT LOT 31 SE COR W ½ LOT 31; 38-06-006-050-12500.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA ENACTS AS FOLLOWS:

1. That the Mayor and Clerk are hereby authorized to execute an agreement between the owners of 4626 Edys Mills Line; CON 8 WP PT LOT 31 SE COR W ½ LOT 31; 38-06-006-050-12500 and the Township of Dawn-Euphemia as per the attached Schedule A.
2. That the Clerk is hereby authorized to make whatever minor changes to the agreement as may be necessary and reasonable in the circumstances.
3. That all other by-laws or parts of by-laws inconsistent with this by-law are hereby repealed.
4. That this by-law shall come into force and take effect on and from the date it is finally passed by Council.

Read a first and taken as read a second and third time and finally passed this 15th day of April, 2024.

Mayor – Alan Broad

Administrator Clerk – Donna Clermont

The Corporation of the Township of Dawn-Euphemia

10b

RESOLUTION – REGULAR MEETING

Date: April 15, 2024

Moved by:	Seconded by:	Recorded Vote:	
		Order	Vote
<input type="checkbox"/> A. Broad	<input type="checkbox"/> A. Broad	_____	_____ A. Broad
<input type="checkbox"/> A. Gray	<input type="checkbox"/> A. Gray	_____	_____ A. Gray
<input type="checkbox"/> P. LeBoeuf	<input type="checkbox"/> P. LeBoeuf	_____	_____ P. LeBoeuf
<input type="checkbox"/> M. McGuire	<input type="checkbox"/> M. McGuire	_____	_____ M. McGuire
<input type="checkbox"/> J. Meyer	<input type="checkbox"/> J. Meyer	_____	_____ J. Meyer

That By-Law 2024-09, being a By-Law to authorize entering into an agreement for the provision of additional police services, be taken as read a first, second, and third time, and finally passed this 15th day of April, 2024. *Carried*



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

BY-LAW 2024-09

BEING A BY-LAW TO AUTHORIZE ENTERING INTO AN AGREEMENT
FOR THE PROVISION OF ADDITIONAL POLICE SERVICES

WHEREAS Subsection 5 (3) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipal council shall exercise its powers by by-law;

AND WHEREAS Section 17(2) of the *Community Safety and Policing Act, 2019, S.O. 2019, c.1, Sched. 1*, as amended (the Act), provides that the Minister may enter into a written agreement with a municipality or with any other person to have the Commissioner provide policing, or other specified services, that would not otherwise be provided or be required to be provided by the Commissioner;

AND WHEREAS Council for the Township of Dawn-Euphemia wishes to enter into an agreement for the provision of police services not otherwise provided by the commissioner (O.P.P. policing services).

THEREFORE the Municipal Council of the Corporation of the Township of Dawn-Euphemia enacts as follows:

1. THAT the Mayor and Clerk are hereby authorized to execute an Agreement with His Majesty the King in Right of Ontario as represented by the Solicitor General, to enter into an agreement for the provision of additional services, attached as Schedule "A" hereto.
2. THAT the agreement shall commence on April 1st, 2024 and shall conclude on December 31, 2029.

READ A FIRST, SECOND, AND THIRD TIME AND FINALLY PASSED this 15th day of April, 2024.

Mayor

Clerk

The term of this Agreement (the “Agreement”) is effective as of the 1st day of April 2024

**AGREEMENT FOR THE PROVISION OF ADDITIONAL SERVICES
UNDER SECTION 17(2) OF THE COMMUNITY SAFETY AND POLICING ACT,
2019, S.O. 2019, c. 1, Sched. 1**

BETWEEN:

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO AS REPRESENTED
BY THE SOLICITOR GENERAL**

(“Ontario”)

OF THE FIRST PART

AND:

**THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES
THE CORPORATION OF THE TOWNSHIP OF ST. CLAIR
THE CORPORATION OF THE TOWN OF PETROLIA
THE CORPORATION OF THE TOWNSHIP OF BROOKE-ALVINSTON
THE CORPORATION OF THE VILLAGE OF OIL SPRINGS
THE CORPORATION OF THE TOWN OF PLYMPTON-WYOMING
THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA
THE CORPORATION OF THE TOWNSHIP OF ENNISKILLEN
THE CORPORATION OF THE TOWNSHIP OF WARWICK
(the “Municipalities”)**

OF THE SECOND PART

RECITALS:

- (a) Under s. 17(2) of the *Community Safety and Policing Act*, 2019, S.O. 2019, c. 1, Sched. 1 (the “CSPA”), the Minister may enter into a written agreement with a municipality or with any other person to have the Commissioner provide policing, or other specified services, that would not otherwise be provided or be required to be provided by the Commissioner.
- (b) The Municipalities have expressed their desire for Ontario to provide such additional services by means of this Agreement, as evidenced in;
- (c) By-law Number ####, dated the this ## Day of April, 2024 of the Council of the

- Corporation of the Municipality of **Lambton Shores** (attached as Schedule "A").
 - By-law Number #####, dated the this ## Day of April, 2024 2023 of the Council of the Corporation of the Municipality of **The Township of St. Clair** (attached as Schedule "A").
 - By-law Number #####, dated the this ## Day of April, 2024 of the Council of the Corporation of the Municipality of **The Town of Petrolia** (attached as Schedule "A").
 - By-law Number #####, dated the this ## Day of April, 2024 of the Council of the Corporation of the Municipality of **The Township of Brooke-Alvinston** (attached as Schedule "A").
 - By-law Number #####, dated the this ## Day of April, 2024 of the Council of the Corporation of the Municipality of **The Village of Oil Springs** (attached as Schedule "A").
 - By-law Number #####, dated the this ## Day of April, 2024 of the Council of the Corporation of the Municipality of **The Town of Plympton-Wyoming** (attached as Schedule "A").
 - By-law Number #####, dated the this ## Day of April, 2024 of the Council of the Corporation of the Municipality of **The Township of Dawn-Euphemia** (attached as Schedule "A").
 - By-law Number #####, dated the this ## Day of April, 2024 of the Council of the Corporation of the Municipality of **The Township of Enniskillen** (attached as Schedule "A").
 - By-law Number #####, dated the this ## Day of April, 2024 of the Council of the Corporation of the Municipality of **The Township of Warwick** (attached as Schedule "A").
- (c) This Agreement reflects the intent of the parties for Ontario to provide additional services to the Municipality in the form of enhanced additional services set out in the "Contract Proposal for Additional Services" dated the 20th day of March, 2024. (attached as Schedule "B")

NOW THEREFORE, in consideration of the premises and covenants herein, the parties agree as follows:

1. The parties warrant that the recitals are true.

Definitions

2. In this Agreement:

(a) "Additional Services Cost Statement" means a statement prepared by Ontario and submitted to the Municipality which:

- (i) contains the Municipality's cost for additional services for the year following the year in which the statement is prepared based on an estimate of salaries and benefits and any additional unique costs associated with the additional services together with sufficient documentation and information reasonably necessary to explain and support the billing;
- (ii) contains a year-end adjustment reconciling the cost of additional services billed for the previous year based on the actual staffing resources and the applicable compensation rates for salaries and benefits;

(iii) the Municipality acknowledges will reflect changes resulting from new or amended collective agreements; and

(iv) forms part of the Annual Billing Statement.

(b) “Annual Billing Statement” means a statement prepared by Ontario and submitted to the “Municipality with respect to policing services provided pursuant to the CSPA.

(c) “Commissioner” means the Commissioner of the O.P.P

(d) “Detachment Commander” means the O.P.P officer in charge of a Detachment.

General Provisions

3. Ontario shall provide the additional services set out in Schedule “B” in accordance with the terms and conditions of the Agreement. The Municipality shall pay Ontario for the additional services provided under this Agreement in accordance with this Agreement.

Liability of Ontario

4. Ontario shall be liable for any damages that may arise as a result of any negligent acts or omissions of O.P.P members in the performance of this Agreement.

Equipment

5. Ontario shall supply or cause to be supplied all vehicles and equipment reasonably necessary and appropriate for the use of the O.P.P in providing additional services under this Agreement.

Cost of Additional Services

6. (a) On or before November 1st each year, Ontario shall prepare and deliver to the Municipality for review and approval, the Additional Services Cost Statement for the following year together with sufficient documentation and information reasonably necessary to explain the billing.

(b) The Municipality shall review the Additional Services Cost Statement upon receipt and, within sixty (60) days of such receipt, shall approve the Additional Services Cost Statement or deliver to Ontario a request to meet to discuss the Additional Services Cost Statement.

7. (a) In the event that the Municipality fails to approve the Additional Services Cost Statement or request a meeting to discuss the Additional Cost Services Cost Statement within sixty (60) days of receipt, the Municipality shall be deemed to have approved the Additional Services Cost Statement.

- (b) In the event that the Municipality requests a meeting to discuss the Additional Services Cost Statement, the Detachment Commander or representative and the Municipality or representative shall meet within fifteen (15) days of the OPP's receipt of the request and use all best good faith efforts to reach agreement on the Additional Services Cost Statement. If the parties are unable to reach agreement, the Regional Commander or representative and the Municipality or representative shall meet and use all good faith efforts to reach agreement on the Additional Services Cost Statement. If the parties are unable to reach agreement, the Commissioner or Deputy Commissioner or representative and the Municipality, or representative shall meet and use all best good faith efforts to reach agreement on the Additional Services Cost Statement. If the parties are unable to reach agreement, the Additional Services Cost Statement shall be deemed to apply.
8. The Municipality shall make monthly installment payments to Ontario due no later than 30 days following the receipt by the Municipality of each monthly invoice, each one being one twelfth of the Additional Services Cost Statement for that year. Any amounts which have become due and owing shall bear interest at the rate set by the Minister of Finance from time to time.
9. Ontario shall keep all records, statements of account, invoices and any other such documents necessary to support the Additional Services Cost Statement, and all such records shall be kept for a period of seven years. Ontario shall permit the Municipality, upon notice to Ontario, to examine all such records and books of account and conduct a review of the Additional Services Cost Statement.
10. Upon the approval or deemed approval of the Additional Services Cost Statement, adjustments shall be made to the amounts paid by the Municipality by installment so that (i) the total amount paid in respect of the preceding year is equal to the amount shown on the approved Additional Services Cost Statement and (ii) the installments for the year following the year in which the statement is prepared are each equal to one twelfth of the approved Additional Services Cost Statement. Any amounts payable by one party to the other shall be paid to the appropriate party in the remaining monthly billings for the year following the year in which the statement is prepared.

Dispute Resolution

11. (a) The provisions of this paragraph apply in the event of a dispute between the Municipality and Ontario concerning the interpretation, application, administration, or alleged violation of this Agreement.
- (b) In the event that a dispute arises the Detachment Commander, or representative, and the Municipality, or representative, shall meet within thirty (30) days of such dispute arising and use all best good faith efforts to resolve the dispute.
- (c) If the dispute remains unresolved, the Regional Commander, or representative and the

Municipality, or representative, shall meet and use all best good faith efforts to resolve the dispute.

- (d) If the dispute remains unresolved, the Commissioner, or Deputy Commissioner or representative and the Municipality, or representative, shall meet and use all best good faith efforts to resolve the dispute.

Notice

12. Any notice, statement, invoice, or account shall be delivered to both Ontario and the Commissioner using the delivery methods listed below. Any notice statement, invoice or account sent by mail shall be deemed to be received on the third day following the date of mailing unless shown to the contrary, and if sent by email, it shall be deemed to be received on the date it was sent. Contact information may be changed by giving notice as provided herein:

- (a) By mail to Ontario addressed to: The Solicitor General, 25 Grosvenor Street, 11th Floor, Toronto, Ontario, M7A 1Y6
- (b) By mail to the Commissioner addressed to: The Commissioner, Ontario Provincial Police, 777 Memorial Avenue, Orillia, Ontario L3V 7V3. To the attention of the Manager, Municipal Policing Bureau, or by email to opp.municipalpolicing@opp.ca
- (c) By mail to the Municipality addressed to: The Lambton Group, or by email. **EMIAL TBD BY THE LAMBTON GROUP**

Commencement and Termination of Agreement

13. Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the 1st day of April 2024 and **conclude on the 31st day of December 2028.**
14. Either party to this Agreement may terminate this Agreement upon one-year written notice of termination to the other party, in which case this Agreement shall terminate one year following the delivery of such notice. Should a notice to terminate be given, the Municipality shall continue to be obligated to pay for the cost of providing additional services under this Agreement to and including the date of such termination and Ontario shall continue to be responsible to provide the additional services outlined in this Agreement.

Entire Agreement

15. This Agreement and the schedules attached constitute the entire Agreement between the parties, and there are no representations, warranties, collateral agreements or conditions affecting this Agreement or the relationship of the parties or supported hereby other than as

expressed herein in writing. Any amendment to this Agreement must be in writing, duly executed by the parties.

IN WITNESS WHEREOF, the Municipality has affixed its Corporate Seal attested by the signature of its duly authorized signing officers, and the Solicitor General, has personally signed this Agreement to be effective as of the date set out herein.

FOR ONTARIO

Solicitor General

FOR THE MUNICIPALITY

Mayor

Chief Administrative Officer

Date Signed by the Municipality.

FOR THE MUNICIPALITY

Mayor

Chief Administrative Officer

Date Signed by the Municipality.

FOR THE MUNICIPALITY

Mayor

Chief Administrative Officer

Date Signed by the Municipality.

FOR THE Corporation of the Municipality of Lambton Shores

Mayor

Chief Administrative Officer

Date Signed by the Municipality.

FOR THE Corporation of the Municipality of The Township of St. Clair

Mayor

Chief Administrative Officer

Date Signed by the Municipality.

FOR THE Corporation of the Town of Petrolia

Mayor

Chief Administrative Officer

Date Signed by the Municipality.

FOR THE Corporation of The Township of Brooke-Alvinston

Mayor

Chief Administrative Officer

Date Signed by the Municipality.

FOR THE Corporation of The Village of Oil Springs

Mayor

Chief Administrative Officer

Date Signed by the Municipality.

FOR THE Corporation of The Town of Plympton-Wyoming

Mayor

Chief Administrative Officer

Date Signed by the Municipality.

FOR THE Corporation of The Township of Dawn-Euphemia

Mayor

Chief Administrative Officer

Date Signed by the Municipality.

FOR THE Corporation of The Township of Enniskillen

Mayor

Chief Administrative Officer

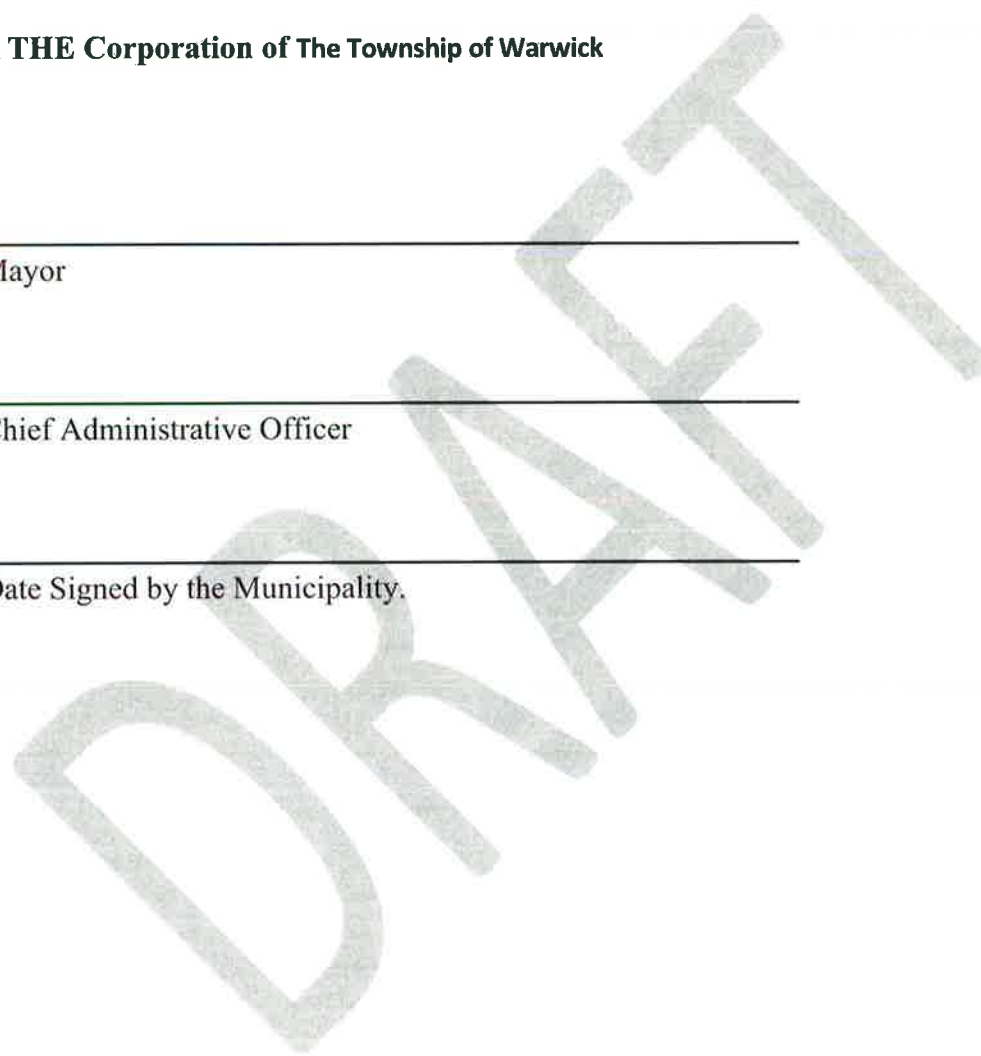
Date Signed by the Municipality.

FOR THE Corporation of The Township of Warwick

Mayor

Chief Administrative Officer

Date Signed by the Municipality.



SCHEDULE "A"

BY-LAW OF THE MUNICIPAL COUNCIL

SCHEDULE “B”

PROPOSAL FOR ADDITIONAL SERVICES



The Lambton Group

Contract Policing Proposal for Additional Services Under Section 17(2) of the Community Safety and Policing Act, 2019

**Prepared by: Sergeant Rob Griffin
Ontario Provincial Police,
Municipal Policing Bureau**

Date: March 20th 2024

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Executive Summary

This contract proposal for the provision of additional services by the Ontario Provincial Police (OPP) is provided based on a request by the Lambton Group, dated this 20th day of March 2024. Any additional services provided according to this agreement are services that are not required as a component of adequate and effective policing in the municipality, as set out in section 11(3) of the Community Safety and Policing Act, 2019.

The Lambton Group will be billed for the cost of Additional Service Position(s) using actual salaries, wages, overtime and benefits and the latest approved municipal cost-recovery formula (*see Table 1- Additional Services Position FTEs*). The cost statement will also include a year-end adjustment reconciling the cost of additional services billed for the previous year based on the actual staffing resources and the applicable compensation rates for salaries and benefits.

Costs for Additional Services Positions for the Municipalities within the Lambton Group will be allocated based on property counts for each individual municipality. To determine each municipalities cost a percentage will be calculated based on the property counts of each municipality, which will then be applied to the total cost of the Additional Services Position(s) to determine the amount for each municipality.

The service delivered by these positions will be tracked and reconciled on an annual basis. The Lambton Group Additional Services Positions are listed below:

Table 1 – Additional Services Position FTEs

FTE Additional Services Positions	Classification	Position Description
1.00	Staff Sergeant	Community Staff Sergeant

*1.0 Uniform FTE does not refer to an officer exclusively dedicated to the Agreement. It is a unit of hours of police services per annum. The number of hours for an FTE is subject to change from year to year, and will reflect the latest availability factor, currently at 1,381 hours per year for 2024.

The availability factor for the billing year will be specified in the Additional Services Cost Statement for that year.

**Civilian FTEs refer to specific detachment positions established to provide additional services. They will be tracked and reconciled annually based on the actual period of time the positions were filled during the year.

Note Regarding Uniform Positions:

- Total hours of service provided by all Additional Services Positions will be reconciled annually.
- In accordance with the uniform availability factor calculations for 2024, it is estimated that each dedicated Additional Services Positions will provide 1,381 hours of service per year to fulfill the requirements of their respective positions. If this number of hours is not met, the total cost of Additional Services Positions will be reduced accordingly.
- Total hours of service for dedicated additional services uniform positions include hours of work performed in a municipality by all officers assigned to the Additional Services Positions.
- Total hours do not include:
 - overtime hours,
 - hours recorded for duties accounted for in the availability factor such as court attendance, training, and specific administrative duties; and
 - hours calculated for billable calls for service by officers assigned to dedicated Additional Services Positions unless the officer's position is general law enforcement

OPP 2024 Annual Billing Statement
Lambton Group
Estimated costs for the period January 1 to December 31, 2024

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	25,906		
	Commercial and Industrial	1,269		
	Total Properties	<u>27,175</u>	165.59	4,499,813
Calls for Service				
	Total all municipalities	183,003,471		
	Municipal portion	1.9685%	132.57	3,602,481
Overtime			20.38	553,854
Contract Enhancements			9.99	271,567
Prisoner Transportation	(per property cost)		1.12	30,436
Accommodation/Cleaning Services	(per property cost)		3.65	99,088
Total 2024 Estimated Cost			<u><u>333.29</u></u>	<u>9,057,239</u>
2022 Year-End Adjustment				392,954
Grand Total Billing for 2024				<u><u>9,450,192</u></u>
2024 Monthly Billing Amount				787,516

OPP 2024 Additional Services Cost Statement (Note 1)

Lambton Shores M (Lambton Group)

Estimated cost for the period January 1 to December 31, 2024

2023 Cost Recovery Formula (Note 2)

Salaries and Benefits

			Group	Municipal Portion
	Positions	\$/FTE	\$ Total	\$ Total
Uniform Members	Note 3			
Staff Sergeant	1.00	142,419	142,419	43,850
Total Uniform Salaries	1.00		142,419	43,850
Statutory Holiday Payout		5,132	5,132	1,580
Uniform Benefits - Full-Time Salaries.		32.44%	46,201	14,225
Total Uniform Salaries & Benefits			193,751	59,655
Support Costs - Salaries and Benefits				
Communication Operators		6,228	6,228	1,918
Prisoner Guards		1,996	1,996	615
Operational Support		6,080	6,080	1,872
RHQ Municipal Support		2,751	2,751	847
Telephone Support		141	141	43
Office Automation Support		875	875	269
Mobile and Portable Radio Support		282	282	87
Total Support Staff Salaries and Benefits Costs			18,353	5,651
Total Salaries & Benefits			212,104	65,306
Other Direct Operating Expenses				
Communication Centre		155	155	48
Operational Support		1,018	1,018	313
RHQ Municipal Support		212	212	65
Telephone		1,582	1,582	487
Mobile Radio Equipment Repairs & Maintenance		147	147	45
Office Automation - Uniform		3,019	3,019	930
Vehicle Usage		9,975	9,975	3,071
Detachment Supplies & Equipment		548	548	169
Uniform & Equipment		2,305	2,305	710
Administrative Vehicle	Note 4	9,731	29,194	8,989
Additional Municipally Leased Desktop Computer.	Note 5	1,028	11,308	3,482
Total Other Direct Operating Expenses			59,463	18,308
Total 2024 Estimated Additional Services Cost (Note 6)			\$ 271,567	\$ 83,614

OPP 2024 Additional Services Cost Statement (Note 1)
Lambton Shores M (Lambton Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
- 2) The Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2023 Municipal Cost-Recovery Formula, has been used to set costs for 2024. The Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.
- 3) Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.
 In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 4) Three (3) Administrative vehicles are included in this costing at a current annual cost of \$9,731 per vehicle.
- 5) Additional Municipally Leased Desktop Computers includes one (1) desktop computer which was previously under a separate agreement with the OPP IT Section, at the current Cost-Recovery Formula rate of \$1,028 each.
- 6) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Brooke-Alvinston M	1,120	4.12%	11,192
Dawn-Euphemia Tp	932	3.43%	9,314
Enniskillen Tp	1,176	4.33%	11,752
Lambton Shores M	8,367	30.79%	83,614
Oil Springs V	334	1.23%	3,338
Petrolia T	2,750	10.12%	27,482
Plympton-Wyoming T	3,927	14.45%	39,244
St. Clair Tp	6,953	25.59%	69,483
Warwick Tp	1,616	5.95%	16,149
Total	27,175	100.00%	271,567

OPP 2024 Additional Services Cost Statement (Note 1)

Plympton-Wyoming T (Lambton Group)

Estimated cost for the period January 1 to December 31, 2024

2023 Cost Recovery Formula (Note 2)

Salaries and Benefits

			Group	Municipal Portion
	Positions	\$/FTE	\$ Total	\$ Total
Uniform Members				
	Note 3			
Staff Sergeant	1.00	142,419	142,419	20,581
Total Uniform Salaries	1.00		142,419	20,581
Statutory Holiday Payout		5,132	5,132	742
Uniform Benefits - Full-Time Salaries.		32.44%	46,201	6,676
Total Uniform Salaries & Benefits			193,751	27,999
Support Costs - Salaries and Benefits				
Communication Operators		6,228	6,228	900
Prisoner Guards		1,996	1,996	288
Operational Support		6,080	6,080	879
RHQ Municipal Support		2,751	2,751	398
Telephone Support		141	141	20
Office Automation Support		875	875	126
Mobile and Portable Radio Support		282	282	41
Total Support Staff Salaries and Benefits Costs			18,353	2,652
Total Salaries & Benefits			212,104	30,651
Other Direct Operating Expenses				
Communication Centre		155	155	22
Operational Support		1,018	1,018	147
RHQ Municipal Support		212	212	31
Telephone		1,582	1,582	229
Mobile Radio Equipment Repairs & Maintenance		147	147	21
Office Automation - Uniform		3,019	3,019	436
Vehicle Usage		9,975	9,975	1,441
Detachment Supplies & Equipment		548	548	79
Uniform & Equipment		2,305	2,305	333
Administrative Vehicle	Note 4	9,731	29,194	4,219
Additional Municipally Leased Desktop Computer.	Note 5	1,028	11,308	1,634
Total Other Direct Operating Expenses			59,463	8,593
Total 2024 Estimated Additional Services Cost (Note 6)			\$ 271,567	\$ 39,244

OPP 2024 Additional Services Cost Statement (Note 1)
Plympton-Wyoming T (Lambton Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
- 2) The Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2023 Municipal Cost-Recovery Formula, has been used to set costs for 2024. The Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.
- 3) Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation. In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 4) Three (3) Administrative vehicles are included in this costing at a current annual cost of \$9,731 per vehicle.
- 5) Additional Municipally Leased Desktop Computers includes one (1) desktop computer which was previously under a separate agreement with the OPP IT Section, at the current Cost-Recovery Formula rate of \$1,028 each.
- 6) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Brooke-Alvinston M	1,120	4.12%	11,192
Dawn-Euphemia Tp	932	3.43%	9,314
Enniskillen Tp	1,176	4.33%	11,752
Lambton Shores M	8,367	30.79%	83,614
Oil Springs V	334	1.23%	3,338
Petrolia T	2,750	10.12%	27,482
Plympton-Wyoming T	3,927	14.45%	39,244
St. Clair Tp	6,953	25.59%	69,483
Warwick Tp	1,616	5.95%	16,149
Total	27,175	100.00%	271,567

OPP 2024 Additional Services Cost Statement (Note 1)

Petrolia T (Lambton Group)

Estimated cost for the period January 1 to December 31, 2024

2023 Cost Recovery Formula (Note 2)

Salaries and Benefits

			Group	Municipal Portion
	Positions	\$/FTE	\$ Total	\$ Total
Uniform Members				
	Note 3			
Staff Sergeant	1.00	142,419	142,419	14,412
Total Uniform Salaries	1.00		142,419	14,412
Statutory Holiday Payout		5,132	5,132	519
Uniform Benefits - Full-Time Salaries.		32.44%	46,201	4,675
Total Uniform Salaries & Benefits			193,751	19,607
Support Costs - Salaries and Benefits				
Communication Operators		6,228	6,228	630
Prisoner Guards		1,996	1,996	202
Operational Support		6,080	6,080	615
RHQ Municipal Support		2,751	2,751	278
Telephone Support		141	141	14
Office Automation Support		875	875	89
Mobile and Portable Radio Support		282	282	29
Total Support Staff Salaries and Benefits Costs			18,353	1,857
Total Salaries & Benefits			212,104	21,464
Other Direct Operating Expenses				
Communication Centre		155	155	16
Operational Support		1,018	1,018	103
RHQ Municipal Support		212	212	21
Telephone		1,582	1,582	160
Mobile Radio Equipment Repairs & Maintenance		147	147	15
Office Automation - Uniform		3,019	3,019	306
Vehicle Usage		9,975	9,975	1,009
Detachment Supplies & Equipment		548	548	55
Uniform & Equipment		2,305	2,305	233
Administrative Vehicle	Note 4	9,731	29,194	2,954
Additional Municipally Leased Desktop Computer.	Note 5	1,028	11,308	1,144
Total Other Direct Operating Expenses			59,463	6,017
Total 2024 Estimated Additional Services Cost (Note 6)			\$ 271,567	\$ 27,482

OPP 2024 Additional Services Cost Statement (Note 1)
Petrolia T (Lambton Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
- 2) The Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2023 Municipal Cost-Recovery Formula, has been used to set costs for 2024. The Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.
- 3) Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation. In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 4) Three (3) Administrative vehicles are included in this costing at a current annual cost of \$9,731 per vehicle.
- 5) Additional Municipally Leased Desktop Computers includes one (1) desktop computer which was previously under a separate agreement with the OPP IT Section, at the current Cost-Recovery Formula rate of \$1,028 each.
- 6) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Brooke-Alvinston M	1,120	4.12%	11,192
Dawn-Euphemia Tp	932	3.43%	9,314
Enniskillen Tp	1,176	4.33%	11,752
Lambton Shores M	8,367	30.79%	83,614
Oil Springs V	334	1.23%	3,338
Petrolia T	2,750	10.12%	27,482
Plympton-Wyoming T	3,927	14.45%	39,244
St. Clair Tp	6,953	25.59%	69,483
Warwick Tp	1,616	5.95%	16,149
Total	27,175	100.00%	271,567

OPP 2024 Additional Services Cost Statement (Note 1)

New Tecumseth T (Adjala-Tosorontio, Essa, New Tecumseh Group)

Estimated cost for the period January 1 to December 31, 2024

2023 Cost Recovery Formula (Note 2)

Salaries and Benefits

		Positions	\$/FTE	Group \$ Total	Municipal Portion \$ Total
Uniform Members	Note 3				
Sergeant		2.00	127,275	254,551	148,541
Constable		3.00	108,173	324,518	189,369
Total Uniform Salaries		5.00		579,069	337,910
Statutory Holiday Payout			5,132	25,660	14,974
Shift Premiums			1,130	5,650	3,297
Uniform Benefits - Full-Time Salaries			32.44%	187,850	109,618
Total Uniform Salaries & Benefits				798,230	465,799
Detachment Civilian Members	Note 3				
Detachment Administrative Clerk	Full-time	1.00	68,433	68,433	39,934
Total Detachment Civilian Salaries		1.00		68,433	39,934
Civilian Benefits - Full-Time Salaries			33.98%	23,254	13,569
Total Detachment Civilian Salaries & Benefits				91,687	53,503
Support Costs - Salaries and Benefits					
Communication Operators			6,228	31,140	18,171
Prisoner Guards			1,996	9,980	5,824
Operational Support			6,080	30,400	17,740
RHQ Municipal Support			2,751	13,755	8,027
Telephone Support			141	705	411
Office Automation Support			875	4,375	2,553
Mobile and Portable Radio Support			282	1,410	823
Total Support Staff Salaries and Benefits Costs				91,765	53,549
Total Salaries & Benefits				981,682	572,850
Other Direct Operating Expenses					
Communication Centre			155	775	452
Operational Support			1,018	5,090	2,970
RHQ Municipal Support			212	1,060	619
Telephone			1,582	7,910	4,616
Mobile Radio Equipment Repairs & Maintenance			147	735	429
Office Automation - Uniform			3,019	15,095	8,809
Office Automation - Civilian			1,154	1,154	673
Vehicle Usage			9,975	49,875	29,104
Detachment Supplies & Equipment			548	2,740	1,599
Uniform & Equipment			2,305	11,525	6,725
Additional Municipally Leased Desktop Computer	Note 4		1,028	1,028	600
Total Other Direct Operating Expenses				96,987	56,596
Total 2024 Estimated Additional Services Cost (Note 5)				\$ 1,078,669	\$ 629,446

OPP 2024 Additional Services Cost Statement (Note 1)
New Tecumseth T (Adjala-Tosorontio, Essa, New Tecumseh Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
- 2) The Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2023 Municipal Cost-Recovery Formula, has been used to set costs for 2024. The Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.
- 3) Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.
 In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 4) Additional Municipally Leased Desktop Computers includes one (1) desktop computer which was previously under a separate agreement with the OPP IT Section, at the current Cost-Recovery Formula rate of \$1,028 each.
- 5) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Adjala-Tosorontio Tp	4,230	14.56%	157,055
Essa Tp	7,869	27.09%	292,167
New Tecumseth T	16,953	58.35%	629,446
Total	29,052	100.00%	1,078,669

OPP 2024 Additional Services Cost Statement (Note 1)

Oil Springs V (Lambton Group)

Estimated cost for the period January 1 to December 31, 2024

2023 Cost Recovery Formula (Note 2)

Salaries and Benefits

			Group	Municipal Portion
	Positions	\$/FTE	\$ Total	\$ Total
Uniform Members				
	Note 3			
Staff Sergeant	1.00	142,419	142,419	1,750
Total Uniform Salaries	1.00		142,419	1,750
Statutory Holiday Payout		5,132	5,132	63
Uniform Benefits - Full-Time Salaries.		32.44%	46,201	568
Total Uniform Salaries & Benefits			193,751	2,381
Support Costs - Salaries and Benefits				
Communication Operators		6,228	6,228	77
Prisoner Guards		1,996	1,996	25
Operational Support		6,080	6,080	75
RHQ Municipal Support		2,751	2,751	34
Telephone Support		141	141	2
Office Automation Support		875	875	11
Mobile and Portable Radio Support		282	282	3
Total Support Staff Salaries and Benefits Costs			18,353	226
Total Salaries & Benefits			212,104	2,607
Other Direct Operating Expenses				
Communication Centre		155	155	2
Operational Support		1,018	1,018	13
RHQ Municipal Support		212	212	3
Telephone		1,582	1,582	19
Mobile Radio Equipment Repairs & Maintenance		147	147	2
Office Automation - Uniform		3,019	3,019	37
Vehicle Usage		9,975	9,975	123
Detachment Supplies & Equipment		548	548	7
Uniform & Equipment		2,305	2,305	28
Administrative Vehicle	Note 4	9,731	29,194	359
Additional Municipally Leased Desktop Computer.	Note 5	1,028	11,308	139
Total Other Direct Operating Expenses			59,463	731
Total 2024 Estimated Additional Services Cost (Note 6)			\$ 271,567	\$ 3,338

OPP 2024 Additional Services Cost Statement (Note 1)
Oil Springs V (Lambton Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
- 2) The Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2023 Municipal Cost-Recovery Formula, has been used to set costs for 2024. The Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.
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 In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 4) Three (3) Administrative vehicles are included in this costing at a current annual cost of \$9,731 per vehicle.
- 5) Additional Municipally Leased Desktop Computers includes one (1) desktop computer which was previously under a separate agreement with the OPP IT Section, at the current Cost-Recovery Formula rate of \$1,028 each.
- 6) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Brooke-Alvinston M	1,120	4.12%	11,192
Dawn-Euphemia Tp	932	3.43%	9,314
Enniskillen Tp	1,176	4.33%	11,752
Lambton Shores M	8,367	30.79%	83,614
Oil Springs V	334	1.23%	3,338
Petrolia T	2,750	10.12%	27,482
Plympton-Wyoming T	3,927	14.45%	39,244
St. Clair Tp	6,953	25.59%	69,483
Warwick Tp	1,616	5.95%	16,149
Total	27,175	100.00%	271,567

OPP 2024 Additional Services Cost Statement (Note 1)

Plympton-Wyoming T (Lambton Group)

Estimated cost for the period January 1 to December 31, 2024

2023 Cost Recovery Formula (Note 2)

Salaries and Benefits

			Group	Municipal Portion
	Positions	\$/FTE	\$ Total	\$ Total
Uniform Members	Note 3			
Staff Sergeant	1.00	142,419	142,419	20,581
Total Uniform Salaries	1.00		142,419	20,581
Statutory Holiday Payout		5,132	5,132	742
Uniform Benefits - Full-Time Salaries.		32.44%	46,201	6,676
Total Uniform Salaries & Benefits			193,751	27,999
Support Costs - Salaries and Benefits				
Communication Operators		6,228	6,228	900
Prisoner Guards		1,996	1,996	288
Operational Support		6,080	6,080	879
RHQ Municipal Support		2,751	2,751	398
Telephone Support		141	141	20
Office Automation Support		875	875	126
Mobile and Portable Radio Support		282	282	41
Total Support Staff Salaries and Benefits Costs			18,353	2,652
Total Salaries & Benefits			212,104	30,651
Other Direct Operating Expenses				
Communication Centre		155	155	22
Operational Support		1,018	1,018	147
RHQ Municipal Support		212	212	31
Telephone		1,582	1,582	229
Mobile Radio Equipment Repairs & Maintenance		147	147	21
Office Automation - Uniform		3,019	3,019	436
Vehicle Usage		9,975	9,975	1,441
Detachment Supplies & Equipment		548	548	79
Uniform & Equipment		2,305	2,305	333
Administrative Vehicle	Note 4	9,731	29,194	4,219
Additional Municipally Leased Desktop Computer.	Note 5	1,028	11,308	1,634
Total Other Direct Operating Expenses			59,463	8,593
Total 2024 Estimated Additional Services Cost (Note 6)			\$ 271,567	\$ 39,244

OPP 2024 Additional Services Cost Statement (Note 1)
Plympton-Wyoming T (Lambton Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
- 2) The Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2023 Municipal Cost-Recovery Formula, has been used to set costs for 2024. The Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.
- 3) Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.
 In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 4) Three (3) Administrative vehicles are included in this costing at a current annual cost of \$9,731 per vehicle.
- 5) Additional Municipally Leased Desktop Computers includes one (1) desktop computer which was previously under a separate agreement with the OPP IT Section, at the current Cost-Recovery Formula rate of \$1,028 each.
- 6) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Brooke-Alvinston M	1,120	4.12%	11,192
Dawn-Euphemia Tp	932	3.43%	9,314
Enniskillen Tp	1,176	4.33%	11,752
Lambton Shores M	8,367	30.79%	83,614
Oil Springs V	334	1.23%	3,338
Petrolia T	2,750	10.12%	27,482
Plympton-Wyoming T	3,927	14.45%	39,244
St. Clair Tp	6,953	25.59%	69,483
Warwick Tp	1,616	5.95%	16,149
Total	27,175	100.00%	271,567

OPP 2024 Additional Services Cost Statement (Note 1)

Dawn-Euphemia Tp (Lambton Group)

Estimated cost for the period January 1 to December 31, 2024

2023 Cost Recovery Formula (Note 2)

Salaries and Benefits

			Group	Municipal Portion
	Positions	\$/FTE	\$ Total	\$ Total
Uniform Members	Note 3			
Staff Sergeant	1.00	142,419	142,419	4,884
Total Uniform Salaries	1.00		142,419	4,884
Statutory Holiday Payout		5,132	5,132	176
Uniform Benefits - Full-Time Salaries.		32.44%	46,201	1,585
Total Uniform Salaries & Benefits			193,751	6,645
Support Costs - Salaries and Benefits				
Communication Operators		6,228	6,228	214
Prisoner Guards		1,996	1,996	68
Operational Support		6,080	6,080	209
RHQ Municipal Support		2,751	2,751	94
Telephone Support		141	141	5
Office Automation Support		875	875	30
Mobile and Portable Radio Support		282	282	10
Total Support Staff Salaries and Benefits Costs			18,353	629
Total Salaries & Benefits			212,104	7,274
Other Direct Operating Expenses				
Communication Centre		155	155	5
Operational Support		1,018	1,018	35
RHQ Municipal Support		212	212	7
Telephone		1,582	1,582	54
Mobile Radio Equipment Repairs & Maintenance		147	147	5
Office Automation - Uniform		3,019	3,019	104
Vehicle Usage		9,975	9,975	342
Detachment Supplies & Equipment		548	548	19
Uniform & Equipment		2,305	2,305	79
Administrative Vehicle	Note 4	9,731	29,194	1,001
Additional Municipally Leased Desktop Computer.	Note 5	1,028	11,308	388
Total Other Direct Operating Expenses			59,463	2,039
Total 2024 Estimated Additional Services Cost (Note 6)			\$ 271,567	\$ 9,314

OPP 2024 Additional Services Cost Statement (Note 1)
Dawn-Euphemia Tp (Lambton Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
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- 3) Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation. In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 4) Three (3) Administrative vehicles are included in this costing at a current annual cost of \$9,731 per vehicle.
- 5) Additional Municipally Leased Desktop Computers includes one (1) desktop computer which was previously under a separate agreement with the OPP IT Section, at the current Cost-Recovery Formula rate of \$1,028 each.
- 6) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Brooke-Alvinston M	1,120	4.12%	11,192
Dawn-Euphemia Tp	932	3.43%	9,314
Enniskillen Tp	1,176	4.33%	11,752
Lambton Shores M	8,367	30.79%	83,614
Oil Springs V	334	1.23%	3,338
Petrolia T	2,750	10.12%	27,482
Plympton-Wyoming T	3,927	14.45%	39,244
St. Clair Tp	6,953	25.59%	69,483
Warwick Tp	1,616	5.95%	16,149
Total	27,175	100.00%	271,567

OPP 2024 Additional Services Cost Statement (Note 1)

Enniskillen Tp (Lambton Group)

Estimated cost for the period January 1 to December 31, 2024

2023 Cost Recovery Formula (Note 2)

Salaries and Benefits

			Group	Municipal Portion
	Positions	\$/FTE	\$ Total	\$ Total
Uniform Members	Note 3			
Staff Sergeant	1.00	142,419	142,419	6,163
Total Uniform Salaries	1.00		142,419	6,163
Statutory Holiday Payout		5,132	5,132	222
Uniform Benefits - Full-Time Salaries.		32.44%	46,201	1,999
Total Uniform Salaries & Benefits			193,751	8,385
Support Costs - Salaries and Benefits				
Communication Operators		6,228	6,228	270
Prisoner Guards		1,996	1,996	86
Operational Support		6,080	6,080	263
RHQ Municipal Support		2,751	2,751	119
Telephone Support		141	141	6
Office Automation Support		875	875	38
Mobile and Portable Radio Support		282	282	12
Total Support Staff Salaries and Benefits Costs			18,353	794
Total Salaries & Benefits			212,104	9,179
Other Direct Operating Expenses				
Communication Centre		155	155	7
Operational Support		1,018	1,018	44
RHQ Municipal Support		212	212	9
Telephone		1,582	1,582	68
Mobile Radio Equipment Repairs & Maintenance		147	147	6
Office Automation - Uniform		3,019	3,019	131
Vehicle Usage		9,975	9,975	432
Detachment Supplies & Equipment		548	548	24
Uniform & Equipment		2,305	2,305	100
Administrative Vehicle	Note 4	9,731	29,194	1,263
Additional Municipally Leased Desktop Computer.	Note 5	1,028	11,308	489
Total Other Direct Operating Expenses			59,463	2,573
Total 2024 Estimated Additional Services Cost (Note 6)			\$ 271,567	\$ 11,752

OPP 2024 Additional Services Cost Statement (Note 1)

Enniskillen Tp (Lambton Group)

Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
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- 4) Three (3) Administrative vehicles are included in this costing at a current annual cost of \$9,731 per vehicle.
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- 6) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Brooke-Alvinston M	1,120	4.12%	11,192
Dawn-Euphemia Tp	932	3.43%	9,314
Enniskillen Tp	1,176	4.33%	11,752
Lambton Shores M	8,367	30.79%	83,614
Oil Springs V	334	1.23%	3,338
Petrolia T	2,750	10.12%	27,482
Plympton-Wyoming T	3,927	14.45%	39,244
St. Clair Tp	6,953	25.59%	69,483
Warwick Tp	1,616	5.95%	16,149
Total	27,175	100.00%	271,567

OPP 2024 Additional Services Cost Statement (Note 1)
Warwick Tp (Lambton Group)
 Estimated cost for the period January 1 to December 31, 2024

2023 Cost Recovery Formula (Note 2)

Salaries and Benefits

		Positions	\$/FTE	Group \$ Total	Municipal Portion \$ Total
Uniform Members	Note 3				
Staff Sergeant		1.00	142,419	142,419	8,469
Total Uniform Salaries		1.00		142,419	8,469
Statutory Holiday Payout			5,132	5,132	305
Uniform Benefits - Full-Time Salaries.			32.44%	46,201	2,747
Total Uniform Salaries & Benefits				193,751	11,522
Support Costs - Salaries and Benefits					
Communication Operators			6,228	6,228	370
Prisoner Guards			1,996	1,996	119
Operational Support			6,080	6,080	362
RHQ Municipal Support			2,751	2,751	164
Telephone Support			141	141	8
Office Automation Support			875	875	52
Mobile and Portable Radio Support			282	282	17
Total Support Staff Salaries and Benefits Costs				18,353	1,091
Total Salaries & Benefits				212,104	12,613
Other Direct Operating Expenses					
Communication Centre			155	155	9
Operational Support			1,018	1,018	61
RHQ Municipal Support			212	212	13
Telephone			1,582	1,582	94
Mobile Radio Equipment Repairs & Maintenance			147	147	9
Office Automation - Uniform			3,019	3,019	180
Vehicle Usage			9,975	9,975	593
Detachment Supplies & Equipment			548	548	33
Uniform & Equipment			2,305	2,305	137
Administrative Vehicle	Note 4		9,731	29,194	1,736
Additional Municipally Leased Desktop Computer.	Note 5		1,028	11,308	672
Total Other Direct Operating Expenses				59,463	3,536
Total 2024 Estimated Additional Services Cost (Note 6)				\$ 271,567	\$ 16,149

OPP 2024 Additional Services Cost Statement (Note 1)
Warwick Tp (Lambton Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

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St. Clair Tp	6,953	25.59%	69,483
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Total	27,175	100.00%	271,567

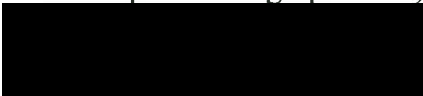
OPP Contacts

Please forward any questions or concerns to Detachment Commander or Municipal Policing Specialist at the Municipal Policing Bureau, OPP General Headquarters.

Detachment Commander, Inspector Chris Avery



Municipal Policing Specialist, Sargeant Rob Griffin



The Corporation of the Township of Dawn-Euphemia

12

RESOLUTION – REGULAR MEETING

Date: April 15, 2024

Moved by:	Seconded by:	Recorded Vote:	
		Order	Vote
<input type="checkbox"/> A. Broad	<input type="checkbox"/> A. Broad	_____	_____ A. Broad
<input type="checkbox"/> A. Gray	<input type="checkbox"/> A. Gray	_____	_____ A. Gray
<input type="checkbox"/> P. LeBoeuf	<input type="checkbox"/> P. LeBoeuf	_____	_____ P. LeBoeuf
<input type="checkbox"/> M. McGuire	<input type="checkbox"/> M. McGuire	_____	_____ M. McGuire
<input type="checkbox"/> J. Meyer	<input type="checkbox"/> J. Meyer	_____	_____ J. Meyer

That this Regular Meeting of Council be hereby adjourned at the hour of _____ pm, to meet again for the Regular Meeting of Council on May 6, 2023, at 6:30 pm or at the call of the Chair. *Carried.*