



# The Corporation of the Township of Dawn-Euphemia

## - A G E N D A -

**Monday, June 17, 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) Presentation: Senior of the Year Award
  4. **ADOPTION OF MINUTES**
    - a) Minutes of Regular Council Meeting of June 3, 2024
  5. **BUSINESS ARISING FROM MINUTES**
  6. **PLANNING/DRAINAGE/PROPERTY**
    - a) Drain Maintenance Request received (1) June 3, 2024 Re: Turtle Drain; and (2) June 4, 2024 Re: Dell Drain
  7. **REPORTS**
    - a) Report from the Fire Chief Re: Deputy Chief Recruitment
    - b) Verbal Report from the Mayor Re: MPP Presentation
  8. **CORRESPONDENCE**
    - a) Email from Jason Cole, Lambton County, dated May 30, 2024 Re: Rural Transit Solutions Fund Letter of Support  
*Information Only*
    - b) Deputy Clerk Certificate – OACA Primer on Planning Course
  9. **OTHER BUSINESS**
    - a) Accounts
  10. **BY-LAWS**
    - a) By-Law 2024-12, being a respecting construction, demolition, change of use permits and inspections
    - b) Report and By-Law 2024-13, being a boundary highway agreement by-law with Middlesex County
    - c) By-Law 2024-14, being a by-law to accept a drainage works report on the Fourth Concession Outlet Drain Mar-dale Culvert in the Municipality of Chatham-Kent
    - d) By-Law 2024-15, being a confirmatory by-law, 2<sup>nd</sup> quarter
  11. **CLOSED SESSION**
    - a) One (1) Matter under S.239(2)(a) Security of Property of the Municipality; one (1) Matter under S.239(2)(f) Solicitor-Client Privilege; and Two (2) Matters under S.239(2)(b) relating to Personal Matters about Identifiable Individuals.
  12. **ADJOURNMENT:** *Next Meeting of Council*  
**Regular Council Meeting – Tuesday, July 2, 2024 @ 6:30 pm**

The Corporation of the Township of Dawn-Euphemia

4a

RESOLUTION – REGULAR MEETING

Date: June 17, 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 June 3, 2024, be adopted. *Carried.*



The Corporation of the Township of Dawn-Euphemia

**- MINUTES -**

Regular Council Meeting  
Monday, June 3, 2024  
6:30 pm, Municipal Office, 4591 Lambton Line

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

Absent: J. Meyer

Staff Present: D. Clermont, Administrator-Clerk  
P. Dalton, Public Works Superintendent  
M. Seguin, Treasurer (via zoom)

**Disclosures:** Councillor Paul LeBoeuf declared a pecuniary interest on item 6a) (Neville) Drain Maintenance Request. He did not participate in discussion or vote on the matter.

Before the Council Meeting, Jake Leeson was presented with 2024 Municipal Scholarship Award. Jake is pursuing a Bachelor of Arts in Political Science starting this fall. Congratulations Jake!

**2024-101 Councillor Gray – Councillor McGuire**

That the minutes of the May 21, 2024 Regular Council Meeting be adopted. *Carried.*

Minutes – May 21, 2024

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

**2024-102 Councillor McGuire – Councillor Gray**

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

1. The Neville Drain Maintenance Request received May 15, 2024, submitted by Paul LeBoeuf. *Carried.*

Drain Maintenance – Neville

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

**2024-103 Councillor McGuire – Councillor Gray**

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

1. The Kersey Drain Maintenance Request received May 27, 2024, submitted by Josh McLachlin.
2. The Coronation Drain Maintenance Request received May 29, 2024, submitted by Brian Butler. *Carried.*

Drain Maintenance – Kersey & Coronation

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

**2024-104 Councillor Gray – Councillor LeBoeuf**

MOECP Report – May 2024

That Council approves the monthly report from the Drainage Superintendent Re: MOECP Monthly Update for the month of May 2024 – Florence Septics; and that a copy be sent to the Ministry of Environment. *Carried.*

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

**2024-105 Councillor Gray – Councillor LeBoeuf**

Structure #88 – Mosside Ln

That Council receives the report from the Public Works Superintendent for the supply of the culvert for structure #88; and further that Council approves the low quote from Armtec Inc. in the amount of \$54,913 for culvert replacement of Structure #88 on Mosside Line. *Carried.*

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

**2024-106 Councillor McGuire – Councillor Gray**

Pavilion Roof - DECC

That Council receives the report from the Public Works Superintendent dated June 3, 2024, regarding the supply and application of a new steel roof at the pavilion at the Dawn-Euphemia Community Centre Grounds and accepts the low quote from Nth Degree Construction Inc for \$5,460.00 plus applicable taxes in accordance with Procurement Policy By-Law 2016-29 as per the informal quote process. *Carried.*

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

**2024-107 Councillor LeBoeuf – Councillor Gray**

HST Remittance

That Council receive the report from the Treasurer dated June 3, 2024 regarding HST remittance and that the fees schedule be adjusted to include HST, such that costs of HST are integrated into the fees; and further that the Fees By-Law be revised to reflect these changes for approval by Council. *Carried.*

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

**2024-108 Councillor LeBoeuf – Councillor Gray**

Rural Transit Solutions

That Council defer the letter of support to Lambton County for the Rural Transit Solutions Fund – County of Lambton Application in regards to the County of Lambton Rural/Inter-Community Transit Demand and Feasibility Study to the next Council meeting of June 17, 2024. *Carried.*

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

**Other Business**

The Mayor advised Council that Lambton County Council will be presenting the Heritage Awards on Wednesday June 5<sup>th</sup> @ 9:15 am. The Sydenham Antique Club will be receiving an award on behalf of the Township of Dawn-Euphemia.

Reminder that the Dawn-Euphemia Firemen’s July 1<sup>st</sup> Canada Day BBQ tickets are on sale at the Municipal Office.

**2024-109 Councillor LeBoeuf – Councillor McGuire**

That this Regular Session of Council be hereby adjourned at the hour of 6:55 pm, to meet again on June 17, 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 |
| -             | J. Meyer   |

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator-Clerk

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: June 17, 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 following Drain Maintenance and/or Repair Requests be referred to the Drainage Superintendent with the power to act;

1. The Turtle Drain Maintenance Request received June 3, 2024 submitted by Scott Elliott.
2. The Dell Drain Maintenance Request received June 4, 2024, submitted by Allen Dell. *Carried.*

For Office Use Only

Drainage Supt June 3/24

Council June 17/24

Res: \_\_\_\_\_

Electronic File June 3/24

Township of Dawn-Euphemia

JUN 03 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: Turtle Drain  
(Name of Drain)

# COPY

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:

Clean out

### 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 2 W Pt Lot 20 N 1/2 W 1/2 Lot 20

Ward or Geographic Township

Euphemia

Parcel Roll Number

009 110 02200

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<br><u>Elliott</u> | First Name<br><u>Scott</u> | Middle Initial |
|-----------------------------|----------------------------|----------------|

### Mailing Address

|                              |                              |                               |             |
|------------------------------|------------------------------|-------------------------------|-------------|
| Unit Number                  | Street/Road Number           | Street/Road Name<br><u>21</u> | PO Box      |
| City/Town<br><u>Florence</u> |                              | Province<br><u>ON</u>         | Postal Code |
| Telephone Number             | Cell Phone Number (Optional) | Email Address (Optional)      |             |

Signature of Landowner: \_\_\_\_\_

Date: June 3/24

To be completed by recipient municipality:

Notice filed this 3 day of June 20 24

Name of Clerk (Last Name, First Name)

Clermont, Donna

Signature of Clerk

For Office Use Only

Drainage Supt June 4/24  
Council June 17/24  
Res: \_\_\_\_\_  
Electronic File June 4/24

Township of Dawn-Euphemia

# Notice of Request for Drain Maintenance and/or Repair

JUN 04 2024

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

RECEIVED

# COPY

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

Re: Dell 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:

Tile Repair

### 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 8 PT LOT 19 PT LOT 20 PT W/1/2 LOT 19 PT W/1/2 LOT 20

|  |   |
|--|---|
| Ward or Geographic Township<br><u>Euphemia</u> | Parcel Roll Number<br><u>38-06-009-030-15700-0000</u> |
|--|---|

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<br><u>Dell</u> | First Name<br><u>Allen</u> | Middle Initial |
|--------------------------|----------------------------|----------------|

### Mailing Address

|                                    |                                |                               |        |
|------------------------------------|--------------------------------|-------------------------------|--------|
| Unit Number                        | Street/Road Number<br><u>2</u> | Street/Road Name              | PO Box |
| City/Town<br><u>Bothwell</u>       | Province<br><u>ON</u>          | Postal Code<br><u>N4P 1C0</u> |        |
| Telephone Number<br><u>416 111</u> | Cell Phone Number (Optional)   | Email Address (Optional)      |        |

Signature of Landowner: \_\_\_\_\_ Date: June 04/24

To be completed by recipient municipality:

Notice filed this 4 day of June 20 24

|   |                    |
|---|--------------------|
| Name of Clerk (Last Name, First Name)<br><u>Clermont, Donna</u> | Signature of Clerk |
|---|--------------------|



The Corporation of the Township of Dawn-Euphemia

7a

RESOLUTION – REGULAR MEETING

Date: June 17, 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 accepts the report dated June 17, 2024 from the Fire Chief regarding Deputy Chief Recruitment; and further that Council appoints John Sanderson to the position of Deputy Chief and Darren Logan to the position of Assistant Fire Chief. *Carried.*



## 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 Department: (519) 692-5018  
Email: [deputy.clerk@dawneuphemia.on.ca](mailto:deputy.clerk@dawneuphemia.on.ca) Website: [www.dawneuphemia.ca](http://www.dawneuphemia.ca)

To: Members of Dawn-Euphemia Township Council  
Meeting Date: June 17, 2024  
From: Don Ewing, Fire Chief  
Subject: Deputy Chief Recruitment

---

### Open Session Report

**Background:** Following the retirement of the Dawn-Euphemia Fire Department Deputy Chief in March 2024, applications for Deputy Chief were accepted from April 5, 2024 until May 10, 2024. Two applications were received. Interviews were held on May 22, 2024 by the Fire Chief, Administrator-Clerk, Deputy Clerk, and Councillor McGuire.

**Comments:** After consideration, the Fire Chief elected to offer the position of Deputy Chief to applicant John Sanderson, who currently serves at Assistant Fire Chief. With that position now vacant, the Fire Chief proposed that applicant Darren Logan step into the role of Assistant Fire Chief. Both John and Darren currently serve as captains. In addition to their responsibilities as Deputy Chief and Assistant Chief respectively, they will remain captains of their squads.

**Consultations:** N/A

**Financial:** Both successful applicants will receive stipends corresponding to their respective positions.

**Strategic Plan Implications:** N/A

**Recommendation:** That Council accepts the report dated June 17, 2024 from the Fire Chief regarding Deputy Chief Recruitment; and further that Council appoints John Sanderson to the position of Deputy Chief and Darren Logan to the position of Assistant Fire Chief.

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: June 17, 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 receives and files the information from Lambton County for the Rural Transit Solutions Fund – County of Lambton Application in regards to the County of Lambton Rural/Inter-Community Transit Demand and Feasibility Study. *Carried.*

**Donna Clermont, Dawn-Euphemia Clerk**

---

**From:** Jason Cole <[REDACTED]>  
**Sent:** May 30, 2024 10:34 AM  
**To:** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
**Cc:** [REDACTED]  
**Subject:** County of Lambton Rural Transit Demand and Feasibility Study Funding Application  
**Attachments:** Rural Transit Solutions Fund Letter of Support - Template.docx

CAO/Clerk Group,

The County of Lambton is soliciting **letters of support** from local municipalities and community groups to accompany our funding application under the federal Rural Transit Solutions Fund – Planning and Design Stream. If successful, the application will be applied to completion of a County of Lambton Rural/Inter-Community Demand and Feasibility Study, acting on the following motion from the February 7, 2024 meeting of Lambton County Council:

*#24: Bradley/Loosley:*

- a) That provided the funding stipulated in paragraph b) below is secured, that the County of Lambton engage a third-party consultant to carry out a Demand and Feasibility Study on the need for, and options for, a rural/inter-community transit system.*
- b) That the County be authorized to expend up to \$150,000 (including H.S.T.) to engage the third-party consultant for the purposes stated in paragraph (a) above, provided that the County first secure no less than \$50,000 in funding through external, thirdparty funding sources.*
- c) That Staff return to Council in September 2024 with an update on items (a) and (b) above.*

*Carried.*

A template letter is attached for your consideration and use, as appropriate. Noting active participation, administrative support, and in-kind contributions will assist with this application. Feel free to identify any direct impacts that a rural transit system would have on your community. We are not directly seeking any financial contributions from local municipalities toward this project, however, any identified budgetary consideration will be noted in the application.

The target submission date is **Thursday June 6, 2024**. If you intend to provide a letter of support, but need additional time for logistical reasons, please let me know.

Jason Cole, P.Eng.  
General Manager, Infrastructure & Development Services  
County of Lambton  
[REDACTED]

May 30, 2024

County of Lambton  
789 Broadway Street  
Wyoming ON  
N0N 1T0

Attention: Jason Cole, General Manager  
Infrastructure & Development Services Division

**Re.: Rural Transit Support Fund – County of Lambton Application**

Dear Mr. Cole:

The Corporation of the Township of Dawn-Euphemia supports the project of The County of Lambton for a Rural/Inter-Community Transit Demand and Feasibility Study so they may benefit, if approved, for funding under Infrastructure Canada's Rural Transit Solutions Fund. We anticipate that the proposed project will consider the application of rural transit alternatives throughout the County of Lambton to connect underserved populations within our community to critical health and support services, employment and education opportunities, necessities, recreational destinations, and broader transportation options.

The Corporation of the Township of Dawn-Euphemia is committed to providing support for the County of Lambton Rural/Inter-Community Transit Demand and Feasibility Study. We are committing the following contribution(s) to the project proposed by The County of Lambton;

- We will be **[insert any partnering role contribution to the project]**
  - o *Example:* We will be providing operational support to the proposed transit solution project.
  
- We will be **[insert any dollar amount financial contribution to the project]**
  - o *Example.:* We will provide direct financial support in the amount of \$**[insert any dollar amount financial contribution to the project]** out of the total anticipated cost of \$150,000 to retain a transit consultant to conduct this study.
  - o *Example:* We will provide \$**[insert any dollar amount financial contribution to the project]** of in-kind support for to assist with communication, public meetings, and community outreach services over a 12-month period.

Sincerely,

**[Digital/Physical Signature]**

**[Title/Contact Information]**

86



# OACA's PRIMER ON PLANNING

This certificate is awarded to  
***Brooklyn Stam***

---

*for successful completion of the Primer on Planning course*

dated           **May 30, 2024**          

          *Sonia Bennett*            
President

9a

**VOUCHER # 12 - 2024**

**17-Jun-24**

| <b>INVOICES</b>                    | <b>CHEQUE RUN</b> | <b>CHEQUE #</b>    | <b>TOTAL</b>          |
|------------------------------------|-------------------|--------------------|-----------------------|
| Admin/P Wks/Fire/Drain/Water/DECC  | 03-Jun-24         | # 3603- 3637       | \$ 997,366.13         |
| Admin/P Wks/Fire/Drain/Water/DECC  | 04-Jun-24         | EFT                | \$ 5,973.56           |
| <b>Grand total of all invoices</b> |                   |                    | <b>\$1,003,339.69</b> |
| <b>PAYROLL</b>                     | <b>PP # 12</b>    |                    |                       |
| Administration                     | \$ 15,337.00      |                    | \$ 15,337.00          |
| Public Works                       | \$ 27,366.73      |                    | \$ 27,366.73          |
| Council                            | \$ 3,891.44       |                    | \$ 3,891.44           |
| <b>Grand total of all Payroll</b>  |                   |                    | <b>\$ 46,595.17</b>   |
| <b>VOUCHER # 12 - 2024</b>         |                   | <b>GRAND TOTAL</b> | <b>\$1,049,934.86</b> |

The Corporation of the Township of Dawn-Euphemia

10a

RESOLUTION – REGULAR MEETING

Date: June 17, 2024

| Moved by:                           | Seconded by:                        | Order | Recorded Vote:<br>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 2024-12, being a by-Law respecting construction, demolition, change of use permits and inspections, be taken as read a first, second, and third time, and finally passed this 17<sup>th</sup> day of June, 2024. *Carried.*





THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

**BY-LAW NUMBER 2024-12**

**A BY-LAW RESPECTING CONSTRUCTION, DEMOLITION,  
CHANGE OF USE PERMITS AND INSPECTIONS.**

**“Building By-Law”**

**WHEREAS** Section 3(1) of the Building Code Act, 1992. SO. 1992, c. 23 (the “Act”) as amended, mandates that the council of each municipality is responsible for the enforcement of the Act in the municipality;

**WHEREAS** Section 3(5) of the Act states that the council of an upper-tier municipality and one or more municipalities in the upper-tier municipality may enter into an agreement for the enforcement by the upper-tier municipality of the Act in the municipalities and for charging the municipalities the whole or part of the cost;

**WHEREAS** Section 3(6) of the Act states that where such agreement is in effect, the upper-tier municipality has jurisdiction for the enforcement of the Act in the municipalities that are parties to the agreement and shall appoint a chief building official and such inspectors as are necessary for that purpose;

**WHEREAS** Section 7 of the Act, empowers council to pass certain By-Laws respecting construction, demolition and changes of use, conditional permits, inspections, and enforcement-related matters of the Act; and

**WHEREAS** Section 7 (1) (c) of the Act provides for a municipality to set By-Laws requiring the payment of fees and prescribing the amounts of the fees, on application for and on issuance of permits;

**WHEREAS** The Corporation of the Township of Dawn-Euphemia and The Corporation of the County of Lambton (“County”) have entered into an agreement to provide for the enforcement by the County of the Act within boundaries of the Township of Dawn-Euphemia;

**NOW THEREFORE**, the Municipal Council of The Corporation of the Township of Dawn-Euphemia enacts as follows:

**1. DEFINITIONS**

For the purposes of this By-Law:

1.1 **ACT** means the *Building Code Act, 1992, S.O. 1992, c.23*, as amended.

1.2 **AGREEMENT** means an agreement under Section 3(5) of the Act.

1.3 **APPLICABLE LAW** means applicable law as identified by Division A, 1.4.1.3.(1) of the Ontario Building Code, as amended.

- 1.4 **APPLICANT** means the owner of a building or property who applies for a permit, or any person authorized by the owner to apply for a permit on the owner's behalf, or any person or corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or corporation.
- 1.5 **APPLICATION** means in order to obtain a permit, the owner, or agent authorized in writing by the owner, shall submit the prescribed application form to the Chief Building Official in a paper format or through an online electronic software portal acceptable to the Chief Building Official. A complete application shall include the completion of the prescribed forms, along with information as outlined below in this By-Law. The same prescribed forms shall be used for all permit applications.
- 1.6 **AS CONSTRUCTED PLANS** means as constructed plans as defined in the Ontario Building Code.
- 1.7 **ARCHITECT** means the holder of a license, certificate of practice or a temporary license issued under the Architects Act as defined in the Ontario Building Code.
- 1.8 **BUILDING** means a building as defined in Section 1(1) of the Act, and "structure" has a corresponding meaning.
- 1.9 **BUILDING DEPARTMENT** shall mean the County's Building Department.
- 1.10 **BUSINESS DAY** mean any day falling on or between Monday and Friday of each week but does not include any statutory holidays prescribed in Ontario, wherein the Municipality is not open for the transaction of business with the public.
- 1.11 **CHIEF BUILDING OFFICIAL** means a Chief Building Official appointed by By-Law by the Corporation of the Municipality for the purposes of enforcement of the Act.
- 1.12 **CONSTRUCT** means construct as defined in subsection 1(1) of the Act, including to do anything in the erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit fabricated or removed from elsewhere and "constructed" has a corresponding meaning.
- 1.13 **DEMOLISH** means demolish as defined in subsection 1(1) of the Act, including to do anything in the removal of a building or any material part thereof and "demolition" has a corresponding meaning.
- 1.14 **FARM BUILDING** means a farm building as defined in Division A, 1.4.1.3.(1) of the Ontario Building Code.
- 1.15 **FIREWALL** means a Firewall as defined in Division A, 1.4.1.3.(1) of the Ontario Building Code.
- 1.16 **INSPECTOR** means an inspector appointed by By-Law by the Municipality for the purposes of enforcement of the Act.
- 1.17 **LOT GRADING AND DRAINAGE PLAN** means a plan that details and specifies the design elevations, surface gradients, swale locations and other drainage information that are required for lot grading and completed by a qualified individual, licensed in the Province of Ontario.

- 1.18 **MUNICIPAL PUBLIC WORKS DEPARTMENT** means the Public Works Superintendent (or designate) as appointed by the Municipality.
- 1.19 **MUNICIPALITY** means The Corporation of the Township of Dawn-Euphemia.
- 1.20 **ONTARIO BUILDING CODE** means O. Reg. 332/12 of the Act.
- 1.21 **OWNER** means the owner as defined by Division C, 1.3.1.2., “owner” of the Ontario Building Code.
- 1.22 **PARTY WALL** means a Party wall as defined in Division A, 1.4.1.3.(1) of the Ontario Building Code.
- 1.23 **PERMIT** means written permission or authorization given in writing from the Chief Building Official to perform work, to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the Act and Ontario Building Code.
- 1.24 **PERMIT HOLDER** means the person to whom the permit has been issued and who assumes the primary responsibility for complying with the Act and the Ontario Building Code.
- 1.25 **PRESCRIBED FORMS** The forms prescribed for use as applications for permits, for orders and for inspection reports as set out in Schedule “G” to this By-Law.
- 1.26 **PROFESSIONAL ENGINEER** or **ENGINEER** means a person who holds a license or temporary license under the Professional Engineers Act, R.S.O. 1990, c. P.28, as defined in the Building Code.
- 1.27 **SURFACE DRAINAGE** means the requirements set out in subsection 9.14.6.1 (1) of the Ontario Building Code, as amended or replaced.
- 1.28 **SURVEYORS REAL PROPERTY REPORT** means a survey and report that locates a building or structure in relation to the boundaries of a unit of land.

## 2. TYPES OF PERMITS

- 2.1 The types of permits set out in Schedule “A” of this By-Law are hereby established.
- 2.2 Any construction, demolition, and/or change of use to any structure or building defined in the Act requires a permit and a fee as defined in this By-Law.

## 3. APPLICATION FOR PERMIT

- 3.1 No person shall construct, demolish, or cause to be constructed or demolished a building, within the Municipality, unless a permit has been issued for the construction or demolition by the Chief Building Official, as required under the Act.
- 3.2 To obtain a permit, the owner, or agent authorized in writing by the owner, shall submit the prescribed forms, as applicable to the Chief Building Official in paper format at the County of Lambton Administration Building, Wyoming Ontario, or through an online electronic software portal acceptable to the Chief Building Official. The same prescribed forms shall be used for all permit applications.

### 3.3 **Building Permit**

Where an application is made for a construction permit under subsection 8(1) the Act, the application shall include:

- a) a complete application;
- b) completed plans and specifications, documents, and other information as required by Division C, Article 1.3.1.3. of the Ontario Building Code and as described in this By-Law for the work to be covered by the permit;
- c) a completed form as set out in Schedule "E" where Division C, Subsection 1.2.2. of the Ontario Building Code applies; and
- d) include any other information necessary to, or required in accordance with the Ontario Building Code, the Act and applicable law.

### 3.4 **Demolition Permit**

Where application is made for a demolition permit under subsection 8(1) of the Act, the application shall include:

- a) a completed application;
- b) completed plans and specifications, documents, and other information as required by Division C, Article 1.3.1.3. of the Ontario Building Code and as described in this By-Law for the work to be covered by the permit;
- c) a completed form as set out in Schedule "E" where Division C, Subsection 1.2.2. of the Ontario Building Code applies;
- d) include proof satisfactory to the Chief Building Official, that arrangements have been made with the proper authorities for the disconnection of all services;
- e) include information concerning the rehabilitation of the site to a graded, level, and landscaped condition upon completion of the demolition and
- f) include any other information necessary to, or required in accordance with the Ontario Building Code, the Act and applicable law

### 3.5 **Conditional Permit**

Where application is made for a conditional permit under subsection 8(3) of the Act, the application shall include:

- a) a complete application;
- b) complete plans and specifications, documents, and other information as required by Division C, Article 1.3.1.3. of the Ontario Building Code and as described in this By-Law for the work to be covered by the permit;
- c) a copy of an agreement between the applicant and the Municipality and confirmation that required securities as prescribed by the Municipality have been paid. and
- d) include any other information necessary to, or required in accordance with the Ontario Building Code, the Act and applicable law

### 3.6 **Change of Use Permit**

Where application is made for a change of use permit issued under subsection 10(1) of the Act, the application shall:

- a) Include a complete application;
- b) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;
- c) include complete plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Ontario Building Code, including floor plans; details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, details of the existing sewage system, if any, and,
- d) include any other information necessary to, or required in accordance with the Ontario Building Code, the Act and applicable law

### 3.7 **Partial Permit**

#### **Partial Permit Requirements**

- a) When, in order to expedite work, approval of a portion of the building or project is desired prior to the issuance of a permit for the whole project, application shall be made for the complete project and complete plans and specifications covering the portion of the overall work for which immediate approval is desired, shall be filed with the Chief Building Official;
- b) Where a partial permit is requested the application to construct the entirety of the Building is deemed to be incomplete as described in Section 3.1 of this By-Law; and
- c) include any other information necessary to, or required in accordance with the Ontario Building Code, the Act and applicable law;
- d) Should a permit be issued for part of a building or project, the holder of such Permit may proceed without assurances that the permit for the entire building or project will be granted.

### 3.8 **Occupancy Permit**

#### **Occupancy Permit Requirements**

- a) No person shall occupy, or permit to be occupied, any building which was constructed under a building permit except in conformance with the Act, the Ontario Building Code, and the provisions of this By-Law.
- b) Notice of intent to establish residential occupancy of a building constructed under a building permit must be given in writing to the Chief Building Official prior to establishing occupancy of any portion, in part or whole of the building under permit.
- c) Where notice of intent to occupy an unfinished Building is provided to the Chief Building Official, such notice shall be given in accordance with Section 11 of the Act, and Subsection 1.3.3. – Division C of the Ontario Building Code.
- d) The information to be provided to the Chief Building Official pertaining to the notice of intent to occupy shall include:
  - (i) The name of the person giving notice,
  - (ii) The date upon which occupancy is proposed to commence,
  - (iii) A description of the part, portion, or whole of the building, which is to be occupied, and
  - (iv) Where it is required general review by an Architect or Professional Engineer, a written report from the Architect or Professional Engineer, or both when applicable, stating their opinion as to the general conformity of the construction in accordance with the approved permit drawings and specifications as issued.
- e) an occupancy permit can be issued when all inspections required under Div. C, 1.3.5.3. of the Building Code have been completed.
- f) An Occupancy Permit may only be issued by the Chief Building Official, as appointed under By-Law of the Municipality.

### 3.9 **Incomplete Application**

#### **Incomplete Application Decision**

- a) Where the Chief Building Official determines that an application is incomplete, the Chief Building Official may commence to process the application if the applicant acknowledges that the application is incomplete and completes the form as set out in Schedule "D".
- b) Where an application for permit remains incomplete or inactive for a period of not less than six months from the submittal, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the applicant.

- c) If an application is deemed to be abandoned, the application may be dismissed at the sole and unfettered discretion of the Chief Building Official.
- d) A new application must be filed before any work proposed in the abandoned application can be substantially commenced.

#### **4. PLANS AND SPECIFICATIONS**

4.1 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will conform with the Act, the Ontario Building Code and any other applicable law. The applicant shall illustrate that Surface Drainage does not negatively impact any neighbouring or receiving property. Each application shall, unless otherwise specified by the Chief Building Official, include a complete set of the plans and specifications required under this By-Law.

4.2 Plans shall be drawn to scale in a digital format, shall be legible, and without limiting the generality of the foregoing, shall include:

- a) Plot Plan Diagram, as outlined in section 5 of this By-Law;
- b) Floor plans, for each level, whether finished or unfinished, to include the percentage of windows on each exterior wall;
- c) Foundation plans;
- d) Framing plans;
- e) Roof plans, including truss drawings stamped by an engineer and layout drawings signed by the building's designer as being reviewed
- f) Reflected ceiling plans;
- g) Sections and details;
- h) Building elevations;
- i) Electrical drawings;
- j) Heating, ventilation and air conditioning, including heat loss calculations
- k) One or more of the following to ensure appropriate plumbing and Surface Drainage at the discretion of the Chief Building Official and subject to Municipal approval:
  - i. site servicing plan prepared by a professional engineer;
  - ii. overall grading plan prepared and stamped by a professional engineer which shall include details of the entire property on which the proposed structure may be permitted and lands beyond the property line;
  - iii. a drainage system plan/report prepared and stamped by a professional engineer;
- l) geotechnical reports to ensure appropriate design of footings;
- m) hydrogeological reports to ensure adequate water supply for the building and meeting of Required Connections by the Building Code, as amended or replaced;
- n) sewage system drawings; and
- o) any other more specific plans the Chief Building Official deems to be required to accompany an application for a permit, at his or her discretion;

all to the satisfaction of the Chief Building Official for a building permit application to be deemed completed. The Chief Building Official may at his or her discretion, specify that not all the above-mentioned plans are required or that other more specific plans be required to accompany an application for a permit. See Schedule "F" for more information.

## **5. PLOT PLAN DIAGRAM**

- 5.1 Plot Plan Diagrams may be requested, including that an up-to-date survey be provided by an applicant to the Chief Building Official in order to demonstrate compliance with the Act, the Ontario Building Code and other applicable law.
- 5.2 Plot Plan Diagrams shall clearly demonstrate:
- a) lot size and the dimensions of the proposed building, including setbacks to property lines and any other existing or proposed buildings;
  - b) existing and finished sewage system, plumbing, Surface Drainage (including without limitation, ground levels, and grades);
  - c) if required by the Chief Building Official, a foundation and/or lot grading plan prepared by a professional engineer or by an Ontario Land Surveyor and certified by a professional;
  - d) existing rights-of-way, easements, hydro poles, other utilities, and municipal services; and
  - e) copies of all agreements or leases registered to title.

## **6. SITE PLAN**

- 6.1 Where applicable, a Site Plan shall be submitted and approved by the Clerk of the Municipality in accordance with the provisions and requirements of the Municipality's Site Plan Control By-Law.
- 6.2 All Site Plans shall reference to a current survey and, when required to demonstrate compliance with the Act, the Ontario Building Code or other applicable law, a copy of the survey shall be submitted, unless otherwise specified by the Chief Building Official.
- 6.3 A copy of the approved Site Plan shall be submitted with the Building Permit Application documentation and shall include the following information:
- a) the proposed location of the building with dimensions shown to all lot lines;
  - b) location of all potable water, storm, and sanitary sewer services;
  - c) dimensional location of any existing building(s) on the property; and
  - d) existing right of way, easements, and services.

## **7. LOT GRADING AND DRAINAGE PLANS**

- 7.1 Lot Grading and Drainage Plans shall be submitted as follows:
- a) in the case of land in respect of which an accepted area or subdivision grading plan has been filed with the Municipality, a lot grading and drainage plan bearing the signature and seal of the subdivider's professional engineer who is responsible for the overall subdivision grading certifying thereon that the lot grading and drainage plan conforms with the accepted area or subdivision grading plan filed with the Municipality; or
  - b) in the case of land in respect of which no accepted subdivision grading plan has been filed with the Corporation, a lot grading and drainage plan may be required at the discretion of the Chief Building Official bearing the signature and seal of a Professional Engineer, a Landscape Architect (a member of the Ontario Association of Landscape Architects) or an Ontario Land Surveyor who certifies thereon that the drainage scheme depicted by the plan will be compatible with the existing drainage patterns.
- 7.2 The information required to be provided upon the Site Plan may be merged with the information provided in a Lot Grading and Drainage Plan, unless otherwise required by the Chief Building Official.

- 7.3 The Lot Grading and Drainage Plan shall include the following details:
- a) Existing elevations at lot corners;
  - b) Proposed elevations at lot corners;
  - c) Proposed elevations for top of footings and top of foundation walls;
  - d) All drainage swales, swale slopes, embankments, retaining walls, catch basins and related infrastructure proposed;
  - e) Location and design details pertaining to an on-site sanitary sewage disposal system where required by the Building Code;
  - f) Existing elevation of curb and/or street along the frontage of the proposed building lot;
  - g) Existing elevation of lot corners on the abutting lots as well as the existing elevation of the finished grades around the structures located on these lots;
  - h) An existing approved Subdivision Grading Plan will be accepted for the above list requirements.

7.4 **As Constructed Plans**

- a) Upon completion of the construction of a building, or part of a building, the Chief Building Official may require a set of as-constructed plans, including a land survey, including the proposed and actual grading elevations showing the location of the building and any such details of the construction that have been significantly altered from the plans as they may have been approved for issuance of a building permit.
- b) A final land and grading survey be prepared and sealed by an Ontario Land Surveyor may be required to be submitted to the Chief Building Official prior to the return of a deposit.
- c) The Surveyor's Real Property Report will show:
  - i. All yard dimensions from the foundation wall to the lot lines; and
  - ii. The elevation of the top of the foundation wall.
  - iii. In addition, if the lot is located outside of a Settlement Area or Rural Cluster as defined by the Municipality Zoning By-Law, the Surveyor's Real Property Report will show:
  - iv. Distances separating a Settlement Area or Rural Cluster from Livestock housing or nutrient storage structures; and,
  - v. Distances separating Livestock housing or nutrient storage structures from municipal drains or wells, if applicable.

7.5 **Plans Property of Municipality**

- a) Plans and specifications furnished according to this By- law or otherwise required by the Act become the property of the Municipality and will be disposed of or retained in accordance with applicable legislation.

**8. REGISTERED CODE AGENCIES**

8.1 Registered Code Agencies (RCA's)

- a) The Chief Building Official is authorized to enter into and sign contracts for service agreements with Registered Code Agencies and appoint them to perform specified functions from time to time in order to maintain the time periods for permits prescribed in subsection 2.4.1. of the Ontario Building Code.
- b) The Registered Code Agency may be appointed by the Chief Building Official to perform one or more of the specified functions described in section 15.15 of the Act.



## 9. FEES

### 9.1 Determination of Fees

- a) The Municipality shall determine the required fees calculated in accordance with Schedule "A" of this By-Law (as amended from time to time), and the applicant shall pay such fees upon submission of an application for a permit.
- b) Where the fees payable in respect of an application for a construction, or demolition permit issued under subsection 8(1) of the Act or a conditional permit under subsection 8(3) of the Act are based on the cost of valuation of the proposed work, the cost of valuation of the proposed work shall mean the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services, provided that where application is made for a conditional permit, fees shall be paid for the complete project.
- c) The Chief Building Official may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee, and where disputed by the applicant, the applicant shall pay the required fee under protest and, within six months of completion of the project, shall submit an audited cost statement indicating the lesser valuation, at which time the Chief Building Official shall issue a refund equal to the different between the initial permit fee and the audited cost statement.
- d) Where the fees are based on square footage of a building, this shall include garages, all porches, decks, canopies, basement, walkouts and all storey's above grade.
- e) Where the fees payable in respect of an application for a construction or demolition permit issued under subsection 8(1) of the Act or a conditional permit issued under subsection 8(3) of the Act, full fees shall be remitted.

### 9.2 Work Without An Approved Permit

- a) Any person or corporation who commences construction work without a permit in place for the following: New Residential Dwellings, Garage, Detached Residential Accessory Structures (such as Garage or Carports), Accessory Structure Additions, Additions and Enlargements to Existing Dwellings, Agricultural Buildings (such as Pole Barns, Greenhouses and Barns), New Builds for Commercial/Industrial/Institutional, and Renovations of Com/Ind/Institutional; or changes the use of a building before obtaining a permit and required inspections completed and approved for the prescribed works, shall in addition to any other penalty under the Act, Ontario Building Code, or this By-Law pay an additional fee equal to 100% of the amount calculated as the regular permit fee, to compensate the Municipality for the additional expenses incurred by such early start of work.

## 10. DEPOSITS

### 10.1 Taking, Use and Refunding of Funds Deposited for permits.

- a) In addition to the provisions of Section 7 of the Act, the Chief Building Official shall collect deposits as specified in Schedule "A" of this By-Law.
- b) Prior to issuance of a building permit, the applicant shall submit the required deposit as security to the fulfillment of the applicant's statutory obligations to request inspections and give notice of intent under the Act and the Ontario Building Code.
- c) The deposit will be returned to the applicant when the Chief Building Official deems that the applicant has fulfilled the statutory obligations to request inspections and provided adequate notice of intent as prescribed by the Act and the Ontario Building Code and in accordance with Schedule "C" to this By-Law.

**11. CHANGING OF PERMIT FEES**

- 11.1 In accordance with Article 1.9.1.2. – Division C of the Ontario Building Code, the Municipality, prior to the passing of a By-Law to introduce or change a fee imposed for application for permits or for the issuance of permits shall:
- a) Hold at least one (1) public meeting at which any person who attends has an opportunity to make representations with respect to the matter;
  - b) Provide a minimum of twenty-one (21) day notice of the public meeting by advertisement in the local newspapers, placed on the Municipality website and also given to every person and organization that has, within five (5) years before the day of the meeting, requested such a notice;
  - c) Ensure that the notice includes an estimate of the costs for administering and enforcing the Act, the amount of the fee or any change to the existing fee and the rationale for imposing or changing the fee.
  - d) The Building Department is responsible for maintaining the list of persons or organizations requesting notice of amended permit fees.

**12. ADMINISTRATIVE PROCEDURES RELATING TO PERMITS**

12.1 Revision and Revocation

- a) Revision to Permit  
After the issuance of a permit under the Act, notice of any material change to a plan, specification, document or other information on the basis of which the permit was issued, must be given in writing, to the Chief Building Official together with the details of such change, which is not to be made without his or her written authorization, together with the payment of any additional fees due at the discretion of the Chief Building Official, in accordance with the fee schedule.
- b) Revocation of Permits  
The Chief Building Official, subject to provisions outlined in Subsection 8(10) of the Act has the authority to revoke a permit issued under the Act.
- c) Cancellation of Permits
  - i. An application for a permit shall be deemed to have been abandoned and cancelled six months after the date of filing unless such application is being seriously proceeded with, in the opinion of the Chief Building Official and such notice shall be provided as set out in section 3.9 of this By-Law.
  - ii. A permit holder can request the cancellation of any issued permit or application, in writing, to the Chief Building Official.
- d) Renewal of Permits  
The Chief Building Official may renew a permit, subject to Section 8 of the Act, provided that the plans and specifications comply with the Act, at the time of renewal.

**13. REFUNDS**

- 13.1 In the case of withdrawal of an application or the abandonment of all or a portion of the work, or refusal of a permit, or the non-commencement of any project, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule “C” of this By-Law.

## **14. REQUIREMENTS FOR INSPECTIONS**

### **14.1 Notice of Required Inspections**

- a) Every permit holder shall notify the Chief Building Official at least two (2) business day prior to each stage of construction for which notice is required under Article 1.3.5.1. – Division C of the Ontario Building Code and as provided on the approved building permit.
- b) With respect to “additional notices” under Article 1.3.5.2. – Division C of the Ontario Building Code, every permit holder shall notify the Chief Building Official or an inspector at least two (2) business day prior to each stage of construction for which notice in advance is required under the Ontario Building Code.
- c) The time periods referred to in 11.1.1 & 11.1.2 under the Ontario Building Code shall begin upon the business day following the business day which the notice is given.
- d) Every permit holder shall provide the notice of completion as prescribed by section 11 of the Act, or where occupancy is required prior to completion, notice of inspection to ensure that the requirements Section 11 of the Act and Subsection 1.3.3 – Division C of the Building Code are met.

### **14.2 Request for Inspections**

Notice may be given in any one of the following ways:

- i. by phoning (519) 845-5420 and speaking with the Building Department;
- ii. by requesting the inspection through the electronic software portal, as referenced on the applicable permit.

### **14.3 Inspection Results**

The written consent of the Chief Building Official is required before construction proceeds to the next stage of construction.

## **15. ANNUAL REPORT AND RESERVE FUND**

15.1 An annual report shall be prepared which will enumerate the direct and indirect costs of delivering building services related to the administration and enforcement of the Act. The said report shall also set out the amount of the reserve fund at the end of the previous fiscal year. The annual report shall be provided to Council for the Municipality no later than three months after the end of the previous year.

15.2 A cost stabilization reserve fund is hereby established for the purposes of setting aside surplus revenues from building permit fees. The reserve fund shall be used exclusively for the operation of the Building Department for any subsequent fiscal year(s). The Municipality shall maintain all records related to the reserve fund.

## **16. CODE OF CONDUCT**

### **16.1 The Code of Conduct**

- a) The Code of Conduct and the associated policy, as required under Section 7.1 of the Act, are set out in the County of Lambton H08 Policy #1, a copy of which shall be available, upon request.

## **17. CONTRAVENTION OF BY-LAW - OFFENCE**

### **17.1 Contravention**

- a) Every person who contravenes any provision of this By-Law is guilty of an offence and on conviction is liable to a fine as provided in section 36 of the Act.

**18. SEVERABILITY**

**18.1 Severability**

If any section(s) of the By-Law or parts thereof are found in any court to be illegal or beyond the power of Council to enact, such section(s) of parts thereof shall be deemed severable, and all other sections or parts of this By-Law shall be deemed separate and independent therefrom and enacted as such.

**19. SHORT TITLE**

**19.1 Short Title**

The short title of this By-Law shall be "Building By-Law".

**20. REPEAL**

20.1 By-Law 9 of 2009 AND 2023-03, and all amendments thereto are hereby repealed.

**21. EFFECTIVE DATE**

21.1 This By-Law shall come into force and take effect upon the final passing thereof

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 17<sup>th</sup> DAY OF JUNE, 2024.

---

MAYOR  
Alan Broad

---

ADMINISTRATOR/CLERK  
Donna Clermont

**SCHEDULE "A" TO  
BY-LAW 2024-12 (as amended from time to time)**

**CLASSES OF PERMITS AND FEES**

| <b><u>BUILDING/STRUCTURE</u></b>  | <b><u>FEES</u></b>  |
|---|---|
| 1) New Residential dwellings with or without attached garage<br>Deposit to be refunded upon proof of final inspection | \$1,670.00<br>(+\$1,000 refundable deposit)   |
| 2) Attached garage (if built at different time than house)  | \$700.00  |
| 3) Detached residential accessory structures (garages, carports, sheds)   | \$550.00  |
| 4) Accessory Structure Additions  | \$510.00  |
| 5) Apartments and multiple housing  | \$5,160.00  |
| 6) Additions and enlargements to existing dwellings   | \$1,120.00  |
| 7) Structural changes, alterations or repairs   | \$930.00  |
| 8) Fireplaces and other wood burning appliances   | \$420.00  |
| 9) Decks  | \$370.00  |
| 10) Agricultural Bldg. (pole barns, greenhouses and barns)  | \$870.00  |
| 11) Grain Bins/Silos  | \$510.00  |
| 12) Manure Pits   | \$1,150.00  |
| 13) Commercial/Industrial/Institutional (NEW), Restaurants  | \$2,520.00 plus \$1,500.00<br>deposit* for projects with<br>estimated construction costs<br>over \$300,000.00 |
| 14) Renovations of Com/Ind/Institutional  | \$2,230.00  |
| 15) Demolitions of Dwellings where Permit for New Dwelling Issued   | No Fee  |
| 16) Demolitions of Dwelling where Permit for New<br>Dwelling is not issued  | \$310.00  |
| 17) All Other Demolitions**   | \$200.00  |
| 18) Building Relocations  | \$1,560.00 + pre-inspection<br>fee of \$200.00  |
| 19) Renewal of abandoned /cancelled approved permit   | \$150.00 (within one year of<br>cancellation)   |
| 20) In-ground and above-ground swimming and/or pool fencing   | \$280.00  |

|   |             |
|---|-------------|
| 21) Change of Use                             | \$490.00    |
| 22) Class 3 and 4 Wind Turbines               | \$15,400.00 |
| 23) Solar Panel (over 10 kw)                  | \$790.00    |
| 24) Special Occasion Tent                     | \$490.00    |
| 25) C-Can (shipping container over 162 sq ft) | \$550.00    |
| 25) Minimum Charge for other permit           | \$350.00    |

**Note:**

- No permit required for roofing, siding, shingling, eavestroughing or window replacements within existing window openings.
  - Minimum charge for any permit is \$350.00 unless otherwise stated.
  - Class 1 and 2 wind turbines are included in the Commercial/Industrial/Institutional Building Permit Class.
  - Double Permit Fees apply if work commences without a permit in place for the following: New Residential Dwellings, Garage, Detached Residential Accessory Structures (such as Garage or Carports), Accessory Structure Additions, Additions and Enlargements to Existing Dwellings, Agricultural Buildings (such as Pole Barns, Greenhouses and Barns), New Builds for Commercial/Industrial/Institutional, and Renovations of Com/Ind/Institutional.
  - \$1,000 Deposits Required for new Single Family Dwellings
- \* Indicates deposit to be held by Township as security to ensure the Township is compensated for its cost of providing building inspection services. If the security deposit held by the Township exceeds the building inspection costs incurred by the Township, any surplus is to be reimbursed to the applicant without interest.
- \*\* The Building Code exempts farm buildings from demolition charges.

**SCHEDULE "B" TO  
BY-LAW 2024-12  
Refundable Deposit**

A deposit shall be collected as specified in Schedule "A"

Deposits will be returned upon verification of compliance by the Municipal Public Works Superintendent or designate.

A refundable deposit is secured to ensure that all works associated works commenced under a building or demolition permit is completed, inspected, and finalized in conformance with the provisions of this By-Law, the Building Code, the Act and all municipal requirements. All deposits are to be held to secure compliance with the provisions of the Building Code which describe the prescribed inspections, notice of intent to occupy, conditions to the issuance of an occupancy permit, and requirement to request final inspections, including municipal standards.

Use of the Deposit may be deemed necessary when, in the opinion of the Municipal Roads Superintendent or designate;

- The lot grading (including topsoil) has not been completed in accordance with the approved Engineered Grading and Drainage plan, or
- Grass sodding has not been placed, or there is no established growth from seeding within one year from the last date of inspection.
- Damage to municipal property has occurred which shall include but not limited to roads, boulevards, sidewalks, shutoffs, and curbs etc.

The deposit may be used when the depositor does not complete the work in compliance, as approved in accordance with the issuance of a Building Permit or through the construction or demolition process has caused damage to municipal property.

In such a case, the deposit shall be used in balance against the cost of any work necessary to conform to the approved plan, the requirements of Building Code and municipal standards.

**REFUND OF DEPOSITS**

This deposit less any portion expended by the municipality or their agent to obtain compliance.

The balance of the deposit remaining, if any, is refundable, without interest, when the subject project is substantially completed.

Where there is a balance owing to achieve compliance, the depositor will be invoiced for the additional costs incurred.

This deposit, less any portion expended by the municipality in enforcement of compliance, will be refunded without interest upon:

- confirmation of final inspection by the Building Department and the Municipal Roads Superintendent or designate.

**FORFEITURE OF DEPOSIT**

In the event that a building permit is revoked in accordance with Subsection 8.(10) of the Building Code Act, or where construction or demolition occurs in contravention of Subsection 8.(13) of the Building Code Act, the deposit shall be forfeited to the Corporation. The balance of the deposit shall be retained by the Corporation and dispensed to the Building Department Cost Stabilization Reserve Fund.

**EXTENSION**

The applicants shall have the right to request an extension to any of the time periods prescribed under the DEPOSITS section of Schedule "A" as described above, provided such requests are received in writing no later than thirty days prior to the set time period.

The Chief Building Official in consultation with the municipality will consider such requests made upon the merits of the explanation and may, upon his or her discretion, allow a refund of the deposit in part or in full, without interest.

**SCHEDULE "C" TO  
BY-LAW 2024-12**

**Refund of Permit Fees**

- A. The fees that may be refunded shall be a percentage of the fees payable under this By-Law as follows:
- i) 80 per cent if administrative functions only have been performed;
  - ii) 70 per cent if administrative and zoning functions have been performed;
  - iii) 45 per cent if administrative, zoning and plan examination functions have been performed;
  - iv) 35 per cent if the permit has been issued and no field inspections have been performed subsequent to permit issuance;
  - v) 5 per cent shall additionally be deducted for each field inspection that has been performed after the permit has been issued.
- B. Notwithstanding paragraph A above, no refund shall be made if the amount is \$100.00 or less.



**SCHEDULE "D" TO  
BY-LAW 2024-12**

**Acknowledgement by Applicant of an Incomplete Application**

Pursuant to Sentence 1.3.1.3.(6) of Division C of the Ontario Building Code

**PART A – Submittal of an Incomplete Application to Construct or Demolish**

A prescreening of the application to \_\_\_\_\_

\_\_\_\_\_ (describe work)

at \_\_\_\_\_

(location of work)

has been completed, and has reveal that the application is incomplete, in that the following items are missing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As such, the processing time periods prescribed in Sentence 1.3.1.3.(1) of Division C of the Building Code are not applicable at the time of initial receipt of the above reference application.

The Corporation of the Township of Dawn-Euphemia will hold the submittal and continue processing the incomplete application if the Acknowledgement below is completed.

**PART B – Declaration of Incomplete Application**

I, \_\_\_\_\_  
(print name of applicant)

am the owner or am the person described by Sentence 1.3.1.2. of Division C of the Ontario Building Code, in reference to the property as Described in Part A and have authority to bind the corporation or partnership as applicable.

I acknowledge that the application as describe in Part A to this Letter does not meet the requirements of Division C, 1.3.1.3.(6) of the Building Code, and as the below date the processing time periods prescribed in Table 1.3.1.3. of the Building Code are not applicable to the submittal of the application referenced in Part A.

Notwithstanding the above, I request that the Corporation commence processing of the incomplete application. I understand that a permit cannot be issued until such time as all the required information is submitted, reviewed for compliance and all applicable fees, charges and deposits are paid in full.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

**SCHEDULE "E" TO  
BY-LAW 2024-12**

**COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS**

*THIS FORM TO BE COMPLETED BY THE OWNER OR OWNER'S AUTHORIZED AGENT, AND SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS.*

**Part A – Owner's Undertaking**

|                        |
|------------------------|
| Permit Application No. |
|------------------------|

Project Description:

Address of Project:

Municipality:

WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that;

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

**THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS READ AND AGREES TO THE ABOVE.**

Name of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature of Owner (or officer of corporation): \_\_\_\_\_ Print Name: \_\_\_\_\_ Fax: \_\_\_\_\_

Coordinator of the work of all consultants: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**Part B - Consultants**

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other document that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

*SHADED PORTION TO BE COMPLETED BY CONSULTANTS*

ARCHITECTURAL    STRUCTURAL    MECHANICAL    ELECTRICAL    SITE SERVICES    OTHER (SPECIFY)

Consultant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Address: \_\_\_\_\_

ARCHITECTURAL    STRUCTURAL    MECHANICAL    ELECTRICAL    SITE SERVICES    OTHER (SPECIFY)

Consultant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Address: \_\_\_\_\_

ARCHITECTURAL    STRUCTURAL    MECHANICAL    ELECTRICAL    SITE SERVICES    OTHER (SPECIFY)

Consultant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Address: \_\_\_\_\_

ARCHITECTURAL    STRUCTURAL    MECHANICAL    ELECTRICAL    SITE SERVICES    OTHER (SPECIFY)

Consultant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Address: \_\_\_\_\_

NOTE: All final review reports are to be submitted to the Chief Building Official by:  
Mail: The Corporation of the County of Lambton, 789 Broadway Street, Box 3000, Wyoming ON N0N 1T0  
Fax: 519-845-3160 or Email: [corrine.nauta@county-lambton.on.ca](mailto:corrine.nauta@county-lambton.on.ca)

**SCHEDULE "F" TO  
BY-LAW 2024-12**

**LIST OF DRAWINGS, SPECIFICATIONS AND INFORMATION TO ACCOMPANY APPLICATION FOR PERMITS:**

In further to Section 4.1 of the Building By-Law, and in order an application to construct or demolish to be considered a complete application pursuant to section 1.3. of Division C of the Ontario Building Code, not less than\* the following drawings, specifications and documents are required to be submitted in accordance with the correlating type of Building proposed as categorized and referenced below.

**NOTE:**

\* Upon request, the Chief Building Official may specify that not all the below-mentioned plans are required to accompany an application for a permit. Conversely, the Chief Building Official may also determine that additional drawings specifications, or documentation may be needed were the minimum submittal is insufficient in order to determine compliance with the Code, the Act, or applicable law thereto.

- 1) Demolition (Full or partial)**
  - a. Demolition Declaration Form
  - b. Commitment to General Review by a professional engineer where Division C, 1.2 applies
  - c. Site/grading plan prepared by a professional engineer (P.Eng.), and an Ontario land surveyor (OLS)
  - d. Where a building is designated under the Heritage Act, approval of the demolition work under permit must be obtained from Council and the Heritage Committee
  
- 2) Residential Deck or Porch Permit**
  - a. Site plan
  - b. Floor plan, foundation and framing plan
  - c. Elevation(s)
  - d. Section or detail of guard
  - e. Detail Section (through deck view)
  
- 3) Residential Accessory Buildings**
  - a. Site Plan or survey
  - b. Foundation plan
  - c. Floor Plan (framing)
  - d. Building Elevations (two sides minimum)
  - e. Detail or Building Section
  - f. Grading and Drainage Plan
  
- 4) Residential Addition**
  - a. Site Plan
  - b. Grading and Drainage Plan prepared by a professional engineer (P.Eng.), if applicable
  - c. Foundation plan
  - d. Floor Plan(s) (one per floor, including framing elements, all dimensions, room names or uses, and any new plumbing facilities)
  - e. Building Elevations
  - f. Building and Detail Section
  - g. Letter of verification from heating designer of the sufficiency of capacity of the existing heating
  - h. Additional information on Existing System Sewage System may be required (where applicable)
  - i. Completed EEDS form (OBC Part 12, SB 12)

**5) Residential Renovation/Alteration, Change of Use**

- a. A location plan or Site Plan where required
- b. Approved Site Development Plan and Agreement (for townhouses, multi's and apartments)
- c. Any of the following construction plans as applicable
  - i. Foundation plan
  - ii. Floor Plan(s) (one per floor, including framing elements, all dimensions, room names or uses, and any new plumbing facilities)
  - iii. Building Elevations
  - iv. Building and Detail Section
- d. Letter of verification from heating designer of the sufficiency of capacity of the existing heating
- e. Additional information on Existing System Sewage System may be required (where applicable)
- f. Where renovation is extensive or a Change of Use occurs a completed EEDS form may be required (OBC Part 12, SB 12)

**6) New Residential House, Semi-Detached, Duplex, Townhouse, Multi-Unit or Apartment Buildings (Part 9 Building)**

- a. Approved Site Development Plan and Agreement (for townhouses, multi's and apartments)
- b. Site Plan, Grading and Drainage Plan prepared by a professional engineer (P.Eng.), or Ontario land surveyor (OLS)
- c. Completed EEDS form
- d. TARION (ONHWP) Registration Form
- e. Where applicable a complete Private Sewage System Permit Application (see 2., above)
- f. Verification of potable water supply if applicable
- g. Foundation Plan
- h. Floor Plan (one per floor, including all structural framing elements, dimensions, room names and proposed plumbing fixtures)
  - i. Engineered Floor and Roof Framing Plans (include engineered floor and roof truss drawings)
  - j. Building Elevations (4 sides)
  - k. Building and Detail Section
  - l. Mechanical Ventilation Design Summary Form
- m. Heat Loss / Heat Gain Calculations and Furnace make/model
- n. Energy Efficiency Design Summary form
- o. Information sheet for MDS I calculation (if applicable)
- p. Copy of deed or Record of Transfer may be required for newly created lots in Registered Plans (if applicable)

**7) New Residential Townhouse, Multi-Unit and Apartment Building (Part 3 Building)**

- a. Approved Site Development Plan and Agreement (see Township Site Plan Control By-Law)
- b. Geotechnical Investigation Report
- c. Site Plan, Grading and Site Servicing Plan (s) prepared by a professional engineer (P.Eng.), and an Ontario land surveyor (OLS)
- d. Commitment to General Review by a professional engineer and Architect where Division C, 1.2 applies
- e. Verification of on-site water supply for firefighting
- f. Architectural Drawings (sealed)
- g. Structural Drawings (sealed)
- h. Mechanical Drawings (sealed)
  - i. Electrical Drawings (sealed)
  - j. Sprinkler and Standpipe Drawings (sealed) where applicable
- k. Energy efficiency design compliance summary form (OBC Part 12; SB 10)
- l. Copy of deed or Record of Transfer may be required for newly created lots in Registered Plans (if applicable)

- 8) **New Non-Residential Building or Addition (Part 3 or 9 Building)**
  - a. Approved Site Development Plan and Agreement (see Site Plan Control By-Law)
  - b. Geotechnical Investigation Report
  - c. Site Plan, Grading and Site Servicing Plan (s) prepared by a professional engineer (P.Eng) and an Ontario land surveyor (OLS)
  - d. Commitment to General Review by a professional engineer and/or Architect, where Division C, 1.2 applies
  - e. Verification of on-site water supply for firefighting
  - f. Where applicable, a complete Private Sewage System Permit Application (see 2., above)
  - g. Architectural Drawings (sealed)
  - h. Structural Drawings (sealed)
  - i. Mechanical Drawings (sealed)
  - j. Electrical Drawings (sealed)
  - k. Sprinkler and Standpipe Drawings where applicable (sealed)
  
- 9) **Non-Residential Alteration/Renovation/Change of Use (Part 3 or 9 Building)**
  - a. Approved Site Development Plan and Agreement (see Township Site Plan Control By-Law)
  - b. Commitment to General Review by a professional engineer and/or architect, where Division C, 1.2 applies
  - c. Architectural Drawings (sealed), and includes applicable;
    - i. Elevations, Sections and Details
    - ii. Structural Drawings (sealed)
    - iii. Mechanical Drawings (sealed)
    - iv. Electrical Drawings (sealed)
    - v. Evaluation of the existing private septic system.
  
- 10) **Farm Building (livestock housing facility, or nutrient storage facility and fixed transfer systems)**
  - a. Site Plan (confirmation of location of building by OLS for MDS II purpose may be required)
  - b. Commitment to General Review by professional engineers, where OBC Division C, 1.2 applies
  - c. Site Characterization Report and Commitment to General Review (where required by the Nutrient Management Regulations)
  - d. Foundation Plan (sealed)
  - e. Floor Plan including interior penning and room layouts and uses (sealed)
  - f. Structural Plans and Specifications (sealed)
  - g. Building Section (sealed)
  - h. Engineered Roof Framing Plans
  - i. Confirmation of Drain relocate/disconnection (by Municipal Drainage Superintendent, where applicable)
  
- 11) **Farm Building (Accessory Uses)**
  - a. Site Plan
  - b. Commitment to General Review by professional engineers, where OBC Division C, 1.2 applies
  - c. Foundation Plan (sealed)
  - d. Floor Plan including room layouts and uses (sealed)
  - e. Structural Plans and Specifications (sealed)
  - f. Building Section (sealed)
  - g. Engineered Roof Framing Plans
  
- 12) **Designated Structures (including agricultural commodities storage bunkers and bins)**
  - a. Site Plan
  - b. Geotechnical review where new foundation system or ballasting is required
  - c. Structural Drawings or specifications
  - d. Elevations where applicable
  - e. Sections and Detail where applicable
  - f. MDS II calculations if applicable (nutrient storage facilities)

**SCHEDULE "G" TO  
BY-LAW 2024-12**

**PRESCRIBED FORMS**

- A) Application to Construct or Demolish, Change the Use of a Building [Pursuant to Subsection 8.(1) of the Building Code Act, 1992]
- B) Order to Comply [Pursuant to Subsection 12.(2) of the Building Code Act, 1992]
- C) Stop Work Order [Pursuant to Subsection 14.(1) of the Building Code Act, 1992]
- D) Order Not to Cover or Enclose [Pursuant to Subsection 13.(1) of the Building Code Act, 1992]
- E) Order to Uncover [Pursuant to Subsection 13.(6) of the Building Code Act, 1992]
- F) Order Requiring Tests and Samples [Pursuant to Subsection 18.(1)(f) of the Building Code Act, 1992]



## THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA



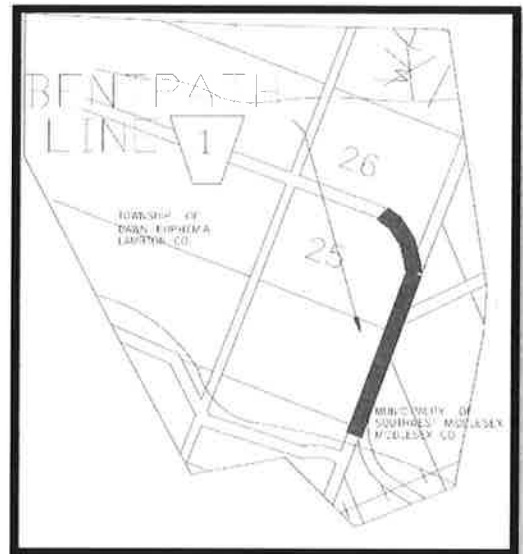
4591 Lambton Line, RR # 4, Dresden, ON N0P 1M0  
Tel: (519) 692-5148 Fax: (519) 692-5511 Public Works Department: (519) 692-5018  
Email: [roads@dawneuphemia.on.ca](mailto:roads@dawneuphemia.on.ca) Website: [www.dawneuphemia.ca](http://www.dawneuphemia.ca)

**To:** Members of Dawn-Euphemia Township Council  
**Meeting Date:** June 17, 2024  
**From:** Paul Dalton, Public Works Superintendent  
**Subject:** **Boundary Road Agreement – Middlesex County**

**Background:** A Report to recommend a Boundary Road Agreement for the section of roadway under our jurisdiction.

**Comments:** An Agreement for the maintenance and capital expenses for the section of Bentpath Line which is divided by the jurisdiction of Middlesex County and Dawn-Euphemia Township has been procured.

Basically, Dawn-Euphemia Township will conduct the summer maintenance for the section described, and Middlesex County will conduct Winter Control for the entire section, plus the section of sharp curve at the intersection with Watterworth Road, and west as far as the entrance to # 8426 Bentpath Line, for which Dawn-Euphemia Township will be invoiced for the Winter Maintenance Services on a pro rated basis. Middlesex County will be providing this service, as they provide 24 hour service during the winter season, thus, will vastly decrease liability for the sharp curve section, east of 8426 Bentpath Line.



The Agreement was endorsed by Tony Commisso of Intact Public Entities.

**Consultations:** Jarett Hoglund, General Superintendent, and Martin Langdale, former General Road Superintendent, both of Middlesex County were consulted. Tony Commisso of Intact Public Entities was consulted.

**Financial Implications:** The fee for Winter Maintenance Services will be included with the expenses for Winter Maintenance.

**Recommendation:** That Council accepts the Report from the Public Works Superintendent Re: Boundary Road Agreement – Middlesex County; AND THAT By-Law 2024-13, being a By-Law to authorize a boundary line highway agreement between the Corporation of the Township of Dawn-Euphemia and the County of Middlesex, be read a first and second time, read a third time and finally passed this 17<sup>th</sup> day of June, 2024.



**THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA  
BY-LAW 2024-13**

***Being a By-law to authorize a boundary line highway agreement between the Corporation of the Township of Dawn-Euphemia and the County of Middlesex***

---

**WHEREAS** the Corporation of the Township of Dawn-Euphemia is desirous of entering into an agreement with the County of Middlesex for the purpose of dealing with the maintenance and repair of the boundary road between municipalities

**NOW THEREFORE** the Council of the Corporation of the Township of Dawn-Euphemia **ENACTS AS FOLLOWS:**

1. **THAT** the boundary line highway Agreement between the Corporation of the County of Middlesex and the Township of Dawn-Euphemia, attached hereto as Schedule A, be approved;
2. **THAT** the Mayor and Clerk is hereby authorized and directed to execute on behalf of, and under the seal of, The Corporation of the Township of Dawn-Euphemia the said Agreement as attached to this By-law as Schedule A;
3. **THAT** this By-law shall come into force and take effect on the final passing thereof.

READ a FIRST and SECOND time this 17<sup>th</sup> day of June, 2024.

READ a THIRD time and FINALLY PASSED this 17<sup>th</sup> day of June, 2024.

---

Mayor – Alan Broad

---

Administrator-Clerk – Donna Clermont



**BOUNDARY LINE HIGHWAY AND  
HIGHWAY MAINTENANCE AGREEMENT**

**MEMORANDUM OF AGREEMENT** effective this 28<sup>th</sup> day of May 2024.

**B E T W E E N:**

**THE CORPORATION OF THE COUNTY OF MIDDLESEX**  
(hereinafter called "Middlesex")

**OF THE FIRST PART**

- and -

**DAWN EUPHEMIA TOWNSHIP**  
(hereinafter called "the Township")

**OF THE SECOND PART**

**WHEREAS:**

- A. The Parties are municipalities which have authority with respect highways under their respective jurisdiction pursuant to by-laws passed under the authority of subsections 9-11 of the *Municipal Act, 2001*, S.O. 2001, Chapter 25 (the "Act").
- B. The Parties are neighbouring municipalities who wish to enter into a boundary line highway agreement pursuant to subsection 29.1(1-2) of the Act, as amended or replaced, with respect to the repair of certain portions of boundary line highway.
- C. With respect to boundary line highways, subsection 29.1(2) of the Act provides that where there is an agreement under subsection 29.1(1) between municipalities with respect to the repair of parts of highways which are boundary line highways, the municipality which has agreed to keep the boundary line portion of a highway in repair has jurisdiction over that portion of the boundary line highway.

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT**, in consideration of the payment of the sum of TWO DOLLARS (\$2.00) from each Party to the other and for other good and valuable consideration, including the covenants herein, the receipt and sufficiency of which is hereby acknowledged, the Parties covenant and agree as follows:

**Recitals**

- 1. The above recitals are true and the same are hereby incorporated into this Agreement by reference.

**Definitions**

2. In this Agreement, in addition to terms defined elsewhere in this Agreement, the following terms have the following meanings:
  - (a) **“Boundary Line Highway”** means that portion of a highway which lines the boundary between Middlesex and the Township and excludes such portion of highway which deviates from and does not line the boundary between Middlesex and the Township.
  - (b) **“Communication”** means any notice, demand, request, consent, approval, or other communication which is required or permitted by this Agreement to be given or made by the Parties to each other.
  - (c) **“Parties”** means Middlesex and the Township collectively, and **“Party”** means one of them.
  - (d) **“Plow Damage”** means any damage caused to right of way assets as a result of Winter Maintenance Services performed pursuant to this Agreement.
  - (e) **“Right of Way Repair”** means the repair of all right of way assets in accordance with *Ontario Regulation 239/02* of the Act, as amended or replaced, and the Ontario Traffic Manual, as amended or replaced, other than Winter Maintenance Services, Plow Damage, and capital improvements.
  - (f) **“Winter Maintenance Services”** means sanding, salting, and snowplowing.

#### **Covenants**

3. All obligations contained in this Agreement, even if not expressed to be covenants, shall be deemed to be covenants.

#### **Term**

4. This Agreement, subject to its termination provisions, shall remain in force and effect for a period of five (5) years, commencing the 28<sup>th</sup> day of May 2024 at 12:00 a.m. and ending on the 30<sup>th</sup> day of April 2029 at 11:59 p.m. Subsequently, this Agreement shall automatically renew every year for another five (5) years.

---

#### **Middlesex County Road No. 1 between the Municipality of Southwest Middlesex and Dawn Euphemia Township**

5. Middlesex hereby covenants and agrees to provide Winter Maintenance Services and to repair and be responsible for any resulting Plow Damage for the whole width of that of the part of the highway known as Middlesex County Road No. 1 extending from 8426 Bentpath Line to Hagerty Road, a distance of approximately 1.72 kilometres, as and shown on a **Schedule “A”** attached hereto.

The Winter Maintenance Services provided shall meet the standards prescribed by *Ontario Regulation 239/02* of the Act, as amended.

6. Middlesex shall conduct shoulder grading Right of Way Repair (excluding Winter Maintenance Services, Plow Damage, and capital improvement costs) in accordance with Regulation 239/02 for the whole width of that part of the highway known as Middlesex County Road No. 1 extending from Bentpath Line to Hagerty Road, a distance of approximately 1.42 kilometres, as and shown on a **Schedule "A"** attached hereto.
7. The Township shall conduct roadside mowing Right of Way Repair (excluding Winter Maintenance Services, Plow Damage, and capital improvement costs) for the whole width of that part of the highway known as Middlesex County Road No. 1 extending from Bentpath Line to Hagerty Road, a distance of approximately 1.42 kilometres, as and shown on a **Schedule "A"** attached hereto.

#### **Costs and Payment**

8. Middlesex shall invoice the Township for the costs of providing Winter Maintenance Services provided pursuant to section 5 of this Agreement on a pro rated basis of the actual costs of providing Winter Maintenance Services per kilometre.
9. Neither Middlesex nor the Township will invoice each other or be responsible to each other for the monetary costs of providing Right of Way Repair pursuant to sections 6 and 7 of this Agreement on the basis that the work undertaken by each the Parties for each other pursuant to those sections are of equal value and set each other off.
10. Subject to section 11 herein, Middlesex and the Township agree that they shall each be fifty percent (50%) responsible for capital improvement costs (not being Winter Maintenance Services, Plow Damage or Right of Way Repair under this Agreement) for that part of highway known as Middlesex County Road No. 1 extending from Bentpath Line to Hagerty Road, a distance of approximately 1.42 kilometres, as and shown on a *Schedule "A"* attached hereto.
11. Notwithstanding any other provisions in this Agreement, no capital improvement work of any kind (not being Winter Maintenance Services, Plow Damage or Right of Way Repair under this Agreement) shall be undertaken on any Boundary Line Highway unless such capital improvement work has first been approved by each of the Parties. A municipality whose Council has not approved capital improvement work will not be responsible for any payment to the other municipality on account of such work performed.

#### **Liability, Indemnity, and Insurance**

12. Each of Middlesex and the Township agree that they shall be responsible and liable for any and all damages established which arise from that municipality's failure to maintain the subject highway to the standards it has agreed to pursuant to this Agreement. Without limiting the foregoing, each of Middlesex and the Township does hereby agree to indemnify and save completely harmless the other from all claims, debts, causes of action, demands, liens, liabilities, losses, damages, costs, and expenses arising from their respective obligations pursuant to this Agreement.
13. Middlesex and the Township each covenant to carry a minimum of Ten Million Dollars (\$10,000,000.00) public liability insurance during the term of this Agreement. Such insurance shall name the other municipality as an additional insured thereunder and contain the following endorsements: contractual liability, non-owned automobile liability, and cross liability with a severability of interest clause. Such policy shall include a 30-day written notice of cancellation, termination, or material change.
14. Middlesex and the Township each covenant to carry a minimum of Ten Million Dollars (\$10,000,000.00) automobile third party liability insurance during the term of this Agreement.
15. The Parties shall provide proof of insurance identifying all lines of coverage by way of Certificate of Insurance in a form satisfactory to the Parties each year, or ten (10) days prior to renewal of the respective policy.
16. In addition to and without limiting any proof of insurance requirements in this Agreement, at any time requested by any Party, the Parties shall provide each other with proof of insurance.

### **Termination**

17. Notwithstanding section four (4), this Agreement may be terminated in its entirety by Communication in writing being given by either Party to the other no less than one (1) year prior to the intended termination date. In the spirit of this Agreement, such notice will presume that reasonable effort has been made to ensure such termination is well founded and that other options have been considered.

### **Notices**

18. Any Communication must be in writing, and either be:
  - (a) delivered personally or by courier.
  - (b) sent by prepaid registered mail; or
  - (c) transmitted by facsimile, e-mail or functionally equivalent electronic means of transmission, charges (if any) prepaid.

Any Communication must be sent to the intended Party at its address for service listed on the signature pages of this Agreement or to any other address as any Party may at any time advise the other by Communication given or made in accordance with this section. Any Communication delivered to a Party to whom it is addressed will be deemed to have been given or made and received on the day it is delivered at that Party's address, provided that if that day is not a Business Day, then the Communication will be deemed to have been given or made and received on the next Business Day. Any Communication transmitted by facsimile, e-mail or other functionally equivalent electronic means of transmission will be deemed to have been given or made and received on the day on which it is transmitted; but if the Communication is transmitted on a day which is not a Business Day or after 4:00pm (local time of the recipient), the Communication will be deemed to have been given or made and received on the next Business Day.

#### **Amendment and Waiver**

19. No amendment, discharge, modification, restatement, supplement, termination or waiver of this Agreement or any section of this Agreement is binding unless it is in writing and executed by the Parties to be bound. No waiver of failure to exercise, or delay in exercising, any section of this Agreement constitutes a waiver of any other section (whether or not similar) nor does any waiver constitute a continuing waiver unless otherwise expressly provided.

### Assignment and Enurement

20. Neither this Agreement nor any right or obligation under this Agreement may be assigned by any Party, other than provided for herein, without the prior written consent of the other Parties. This Agreement enures to the benefit of and is binding upon the Parties and their respective heirs, executors, administrators, estate trustees, trustees, personal or legal representatives, successors and permitted assigns.

### Dispute Resolution

21. Upon written request to resolve any disputes arising from this Agreement, which is sent by one Party to another, the Parties hereby agree to resolve all disputes pursuant to this section. Upon receipt by the receiving Party of a written request to resolve disputes, the Parties shall first attempt to resolve all disputes by way of formal negotiation between the Parties and their appointed representatives. If the disputes cannot be settled within thirty (30) days from the receipt of the written request to resolve disputes by the receiving Party, then the Parties shall enter into a structured negotiation on a without prejudice basis with the assistance of a mediator appointed by them. If the disputes cannot be settled within ninety (90) days from the receipt of written request to resolve disputes by the receiving Party, or such longer period as may be agreed to by the Parties, the Parties shall, refer the matter forthwith to an arbitration which shall finally resolve the dispute(s). The aforementioned arbitration shall be conducted in accordance with the Ontario *Arbitration Act, 1991, c 17*, as amended.

### Entire Agreement

22. This Agreement constitutes the entire agreement between the Parties pertaining to repair of Boundary Line Highways and Non-Boundary Line Highways and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written, of the Parties. The Parties acknowledge that there are no representations, warranties or other agreements between the Parties in connection with the subject matter of this Agreement except as specifically set out in this Agreement and that no Party has been induced to enter into this Agreement in reliance on, and there will be no liability assessed, either in tort or contract, with respect to, any warranty, representation, opinion, advice or assertion of fact, except to the extent it has been reduced to writing and included as a term in this Agreement. ~~Except as amended herein, the terms of this Agreement shall remain in full force and effect.~~
23. This Agreement includes the provisions of this Agreement, each of its Schedules, Ontario Regulation 239/02 of the Act as amended or replaced, and the Ontario Traffic Manual as amended or replaced, all of which shall be read together in the forming of this Agreement. In the event there is a conflict between the provisions of this Agreement and its Schedules, the provisions of this Agreement shall prevail.

### **Voluntary Enforceable Agreement**

24. The Parties warrant that this Agreement is voluntary, that none of the Parties are under any legal disability and that each Party has had an opportunity to seek the advice of independent legal counsel with respect to this Agreement.

### **Counterparts**

25. This Agreement may be executed and delivered by the Parties in one or more counterparts, each of which will be an original, and each of which may be delivered by facsimile, e-mail or other functionally equivalent electronic means of transmission, and those counterparts will together constitute one and the same instrument.

### **Severability**

26. Each section of this Agreement is distinct and severable. If any section of this Agreement, in whole or in part, is or becomes illegal, invalid, void, voidable or unenforceable in any jurisdiction by any court of competent jurisdiction, the illegality, invalidity or unenforceability of that section, in whole or in part, will not affect:
- (a) the legality, validity, or enforceability of the remaining sections of this Agreement, in whole or in part; or
  - (b) the legality, validity, or enforceability of that section, in whole or in part, in any other jurisdiction.

### **Governing Law**

27. This Agreement is governed by and is to be construed and interpreted in accordance with the laws of the Province of Ontario and the laws of Canada applicable in that Province.

**[ONE (1) SIGNATURE PAGE FOLLOWS]**

**IN WITNESS WHEREOF** this Agreement has been executed by the Parties hereto on the date(s) set out below and the Parties agree that this Agreement shall be effective on the 1<sup>st</sup> day of May 2024.

**THE CORPORATION OF THE COUNTY OF MIDDLESEX**

Date: May 28, 2024

Per: [Redacted Signature] Warden

Per: [Redacted Signature] Clerk

*We have authority to bind the Corporation*

Address for Service:  
Attn: County Clerk  
Administration Offices  
399 Ridout Street North  
London, ON N6A 2P1

**DAWN EUPHEMIA TOWNSHIP**

Date: \_\_\_\_\_, 2024

Per: \_\_\_\_\_ Mayor

Per: \_\_\_\_\_ Clerk

*I have authority to bind the Corporation*

Address for Service:  
Attn: Clerk  
4591 Lambton Line,  
RR 4 Dresden, Ont.  
N0P



SCHEDULE 'A'

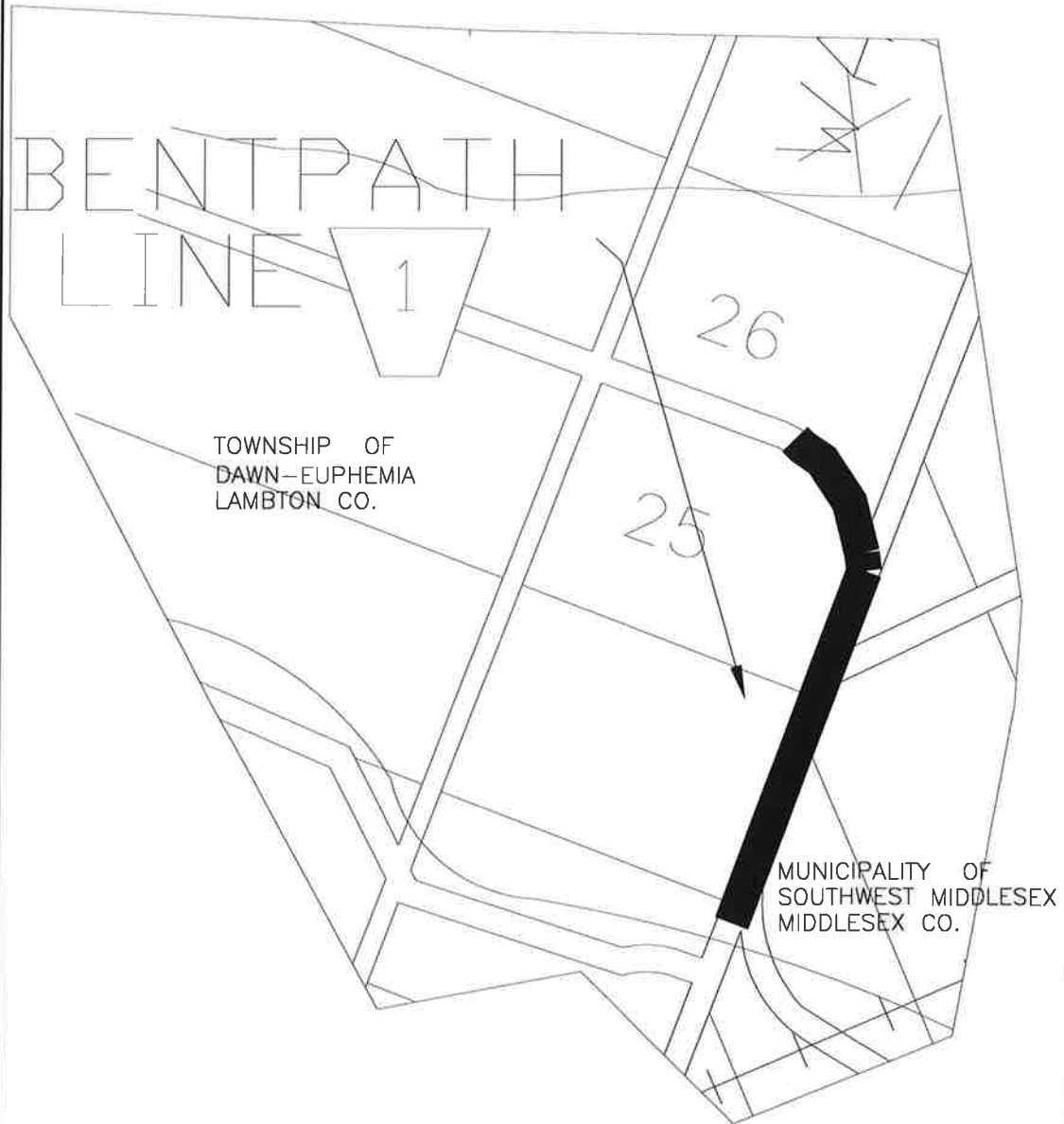
SKETCH ILLUSTRATING  
THE LOCATION OF

MIDDLESEX COUNTY ROAD No. 1  
BENTPATH LINE

DAWN/EUPHEMIA – SOUTHWEST MIDDLESEX TOWNLINE

DAWN/EUPHEMIA  
LOTS 18 & 19 CON XI  
DAWN-EUPHEMIA  
(FORMERLY THE TOWNSHIP OF EUPHEMIA)

SOUTHWEST MIDDLESEX  
LOTS 18 & 19 CON IV & V  
SOUTHWEST MIDDLESEX  
(FORMERLY THE TOWNSHIP OF MOSA)



DATE: MARCH 2024  
DRAWN: R.D.T.

The Corporation of the Township of Dawn-Euphemia

10c

RESOLUTION – REGULAR MEETING

Date: June 17, 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 2024-14, being a by-Law to accept a drainage works report on the Fourth Concession Outlet Drain Mar-dale Culvert in the Municipality of Chatham-Kent, be taken as read a first, second, and third time, and finally passed this 17<sup>th</sup> day of June, 2024.  
*Carried.*



**THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA**

**BY-LAW 2024-14**

**Being a by-law to accept a drainage works report on the Fourth Concession Outlet Drain Mar-dale Culvert in the Municipality of Chatham-Kent and the Corporation of the Township of Dawn-Euphemia**

---

**WHEREAS** a private landowner has petitioned the Council of the Municipality of Chatham-Kent in accordance with the provisions of the Drainage Act, R.S.O. 1990, Chapter D.17, requesting maintenance of the 4<sup>th</sup> Concession Outlet – Mar-dale Culvert in the Township of Dawn-Euphemia, with the drainage works to be known as the:

**4<sup>th</sup> Concession Outlet – Mar-dale Culvert**

**AND WHEREAS** the Council of the Township of Dawn-Euphemia in the County of Lambton has procured a report made by Spriet Associates and the report is attached hereto and forms part of this by-law;

**AND WHEREAS** the estimated total cost for the construction of the drainage works is \$57,300.00;

**AND WHEREAS** \$25,045.00 is the estimated amount to be contributed by private lands in Dawn-Euphemia for construction of the drainage works;

**AND WHEREAS** the Council is of the opinion that the drainage of the area is desirable;

**NOW THEREFORE** the Council of the Corporation of the Township of Dawn-Euphemia under the Drainage Act, enacts as follows:

1. The report dated October 17, 2023 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. (a) The Corporation of the Township of Dawn-Euphemia may borrow on the credit of the Corporation the amount of \$25,045.00 being the amount of the estimate to construct the drainage works, including allowances and engineering necessary for the incorporation of the drainage system.
  - (b) The Corporation may issue debentures for the amount borrowed less the total amount of:
    - (i) grants received under section 85 of the Act;
    - (ii) commuted payments made in respect of lands and roads assessed within the municipality;

(iii) money paid under section 61 (3) of the Act;

(iv) money assessed in and payable by another municipality;

and such debentures shall be made payable within 5 years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by the Ontario Municipal Improvement Corporation on the date of sale of such debenture.

(c) The Corporation may finance internally the amount in (2) above and the rate of interest charged shall be 5% per annum for a 5-year term.

3. A special equal annual rate sufficient to redeem the principal and interest on the net assessments financed under clause 2 above shall be levied upon the private lands as set forth in the Schedule of Assessment to be collected in the same manner and at the same time as other taxes are collected in each year for 5 years after the passing of this by-law.
4. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
5. This by-law comes into force on the passing thereof.

Read a first, second, and third time, and finally passed this 17<sup>th</sup> day of June, 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the Township of Dawn-Euphemia

10d

RESOLUTION – REGULAR MEETING

Date: June 17, 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 2024-15, being a by-Law of the Corporation of the Township of Dawn-Euphemia to confirm the resolutions and motions of the Township of Dawn-Euphemia Council meeting which were adopted up to and including June 17, 2024, be taken as read a first, second, and third time, and finally passed this 17<sup>th</sup> day of June, 2024. *Carried.*



## THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

### BY-LAW 2024-15

**Being a By-law of the Corporation of the Township of Dawn-Euphemia to confirm the resolutions and motions of the Township of Dawn-Euphemia Council meeting which were adopted up to and including June 17, 2024**

---

**WHEREAS** it has been expedient that from time to time, the Council of The Corporation of the Township of Dawn-Euphemia should enact by resolution or motion of Council;

**AND WHEREAS** it is deemed advisable that all such actions which have been adopted by resolution or motion of Council only, should be authorized by By-law;

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

**THAT** all actions of Council which have been authorized by a resolution or motion of Council and adopted in open Council and that were recorded in the minutes of Council or the minutes of a Committee of Council and accepted by Council, for April 2, April 15, May 6, May 21, June 3 and June 17, 2024 be hereby confirmed.

Read a first, second, and third time, and finally passed this 17<sup>th</sup> day of June, 2024.

---

Mayor

---

Administrator-Clerk

The Corporation of the Township of Dawn-Euphemia

11a

RESOLUTION – REGULAR MEETING

Date: June 17, 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 hereby now moves into a session of the Regular Council Meeting that shall be closed to the public at \_\_\_\_\_ pm for One (1) Matter under S.239(2)(a) Security of Property of the Municipality; one (1) Matter under S.239(2)(f) Solicitor-Client Privilege; and Two (2) Matters under S.239(2)(b) relating to Personal Matters about Identifiable Individuals. *Carried.*

The Corporation of the Township of Dawn-Euphemia

12

RESOLUTION – REGULAR MEETING

Date: June 17, 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 July 2, 2024, at 6:30 pm or at the call of the Chair. *Carried.*