



The Corporation of the Township of Dawn-Euphemia

- A G E N D A -

Monday, September 16, 2024 – 6:30 pm

REGULAR MEETING OF COUNCIL

Municipal Office, 4591 Lambton Line

-
1. **CALL TO ORDER**
 2. **DISCLOSURE OF PECUNIARY INTEREST**
 3. **DELEGATIONS**
 4. **ADOPTION OF MINUTES**
 - a) Minutes of Regular Council Meeting of September 3, 2024
 5. **BUSINESS ARISING FROM MINUTES**
 6. **PLANNING/DRAINAGE/PROPERTY**
 7. **REPORTS**
 - a) Report from the Account Receivable/Receptionist Re: 2024 Christmas Celebration
 - b) Report from the Administrator-Clerk Re: 2025 Regular Council Meeting Schedule
 - c) Report from the Administrator-Clerk Re: Broadcasting & Electronic Recording of Meetings
 8. **CORRESPONDENCE**

Information Only

 - a) Letter dated September 11, 2024 received from Ministry of Natural Resources Re: Flood Hazard Identification and Mapping Program (FHIMP)
 9. **OTHER BUSINESS**
 - a) Accounts
 10. **BY-LAWS**
 - a) Report & By-Law 2024-22, being a by-law respecting public parks
 - b) By-Law 2024-23, being a confirmatory by-law, 3rd quarter
 11. **CLOSED SESSION**
 - a) One (1) Matter under S.239(2)(a) Security of Property, One (1) Matter under S.239(2)(b) Personal Matters about Identifiable Individuals; One (1) Matter under S.239(2)(e) Litigation or Potential Litigation; and One (1) Matter under S.239(2)(d) Employee Negotiations
 12. **ADJOURNMENT:** ***Next Meeting of Council***
Regular Council Meeting – Monday, October 7, 2024 @ 6:30 pm

The Corporation of the Township of Dawn-Euphemia

4a

RESOLUTION – REGULAR MEETING

Date: September 16, 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 September 3, 2024, be adopted. *Carried.*



The Corporation of the Township of Dawn-Euphemia

- M I N U T E S -

Regular Council Meeting
Tuesday, September 3, 2024
6:30 pm, Municipal Office, 4591 Lambton Line

Present: Mayor: A. Broad
Councillors: A. Gray
P. LeBoeuf
M. McGuire (via zoom)
J. Meyer

Staff Present: D. Clermont, Administrator-Clerk
P. Dalton, Public Works Superintendent
M. Seguin, Treasurer (left at 7:00pm)

Disclosures: None

2024-146 Councillor LeBoeuf – Councillor Gray

Minutes – August 6, 2024

That the minutes of the August 6, 2024 Regular Council Meeting be adopted. *Carried.*

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

2024-147 Councillor Meyer – Councillor Gray

BA Fire Comm Minutes – Apr 23, 2024

That Council acknowledge receipt of the Brooke-Alvinston Fire Committee Minutes of April 23, 2024. *Carried.*

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

2024-148 Councillor LeBoeuf – Councillor Meyer

Drain Mntc – Laing, Orvil Gould, Beatty Bloom

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

1. The Laing Drain Maintenance Request received August 14, 2024, submitted by Allan Butler.
2. The Orvil Gould Drain Maintenance Request received August 20, 2024, submitted by Rob Butler.
3. The Beatty Bloom Drain Maintenance Request received August 20, 2024, submitted by Rob Butler. *Carried.*

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

2024-149 Councillor Gray – Councillor LeBoeuf

Community Emergency Preparedness Grant

That Council accept the report from the Treasurer dated September 3, 2024 Re: Community Emergency Preparedness Grant (CEPG) as presented; and further that the Treasurer submit an application for the Dawn-Euphemia Community Centre generator replacement. *Carried.*

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

2024-150 Councillor Meyer – Councillor McGuire

CSRIF Grant

That Council accept the report from the Treasurer dated September 3, 2024 Re: Community Sport and Recreation Infrastructure Fund (CSRIF) report as presented; and that the Public Works Superintendent investigate costs associated with the replacement of both the HVAC at the Dawn-Euphemia Community Centre and Shetland Conservation Area waterfront upgrades for Council review. *Carried.*

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

2024-151 Councillor Meyer – Councillor LeBoeuf

Water Account Mgmt, Billing & Collection Policy

That Council accept the report from the Treasurer dated September 3, 2024 Re: Water Account Management, Billing, and Collection Policy Update; and further that Council adopt the Water Account Management, Billing, and Collection Policy, as amended. *Carried.*

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

2024-152 Councillor LeBoeuf – Councillor Meyer

MOECP – Aug 2024

That Council approves the monthly report from the Drainage Superintendent Re: MOECP Monthly Update for the month of August 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
Y	J. Meyer

2024-153 Councillor McGuire – Councillor Meyer

That Council receives the report from the Administrator-Clerk regarding Holiday Hours 2024; and that the Municipal Office be closed one extra day, being Friday, December 27th and that staff cover any additional time off with vacation or lieu days; and the Personnel Policy be amended to reflect this as a permanent change. *Carried.*

Holiday Hours 2024

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

2024-154 Councillor Gray – Councillor Meyer

Broadcasting & Electronic Recording of Meetings Policy

That the Policy for Broadcasting and Electronic Recording of Meetings be amended as per Council direction and reviewed at the next Regular Council Meeting. *Carried.*

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

2024-155 Councillor Gray – Councillor Meyer

That By-law 2024-22, being a by-law respecting Public Parks be deferred until the next Regular Council Meeting. *Carried.*

By-Law 2024-22

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

2024-156 Councillor Meyer – Councillor LeBoeuf

That this Regular Session of Council be hereby adjourned at the hour of 7:42 pm, to meet again on September 16, 2024 @ 6:30 pm (Regular Meeting), or at the call of the Chair. *Carried.*

Adjournment

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

7a



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

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

Meeting Date: September 16, 2024
To: Mayor Broad and Members of Dawn-Euphemia Township Council
From: Carla Trepanier, Accounts Receivable/Receptionist
Subject: 2024 Christmas Celebration

OPEN SESSION REPORT

Background:

The purpose of this report is to provide Council with information regarding the 2024 Christmas Celebration.

Comments:

The proposed date for the 2024 Christmas Celebration is November 23rd. We have been contacted by Mary McGuire (United Church Women) and they have asked that we host the event in November rather than December so that they can provide the meal for us. The Dresden Christmas Night Market has been confirmed for November 30th, 2024, so this date will not interfere with the event.

Consultation:

Social committee

Financial Implications:

The fee per plate is unknown currently.

Strategic Plan Implications:

There are no Strategic Plan implications.

Recommendation:

Council approve the report from Accounts Receivable/Receptionist regarding the 2024 Christmas celebration.

Attachments: 2024 Christmas Celebration Invitation List for Council to review.

The Corporation of the Township of Dawn-Euphemia

7b

RESOLUTION – REGULAR MEETING

Date: September 16, 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 adopts the 2025 Regular Council Meeting Schedule, as presented; and that the new schedule be posted to the Township’s website. *Carried.*

DAWN-EUPHEMIA 2025 COUNCIL MEETINGS

Council Meetings are scheduled the first and third Mondays (unless a public holiday) of each month as highlighted in "green" @ 6:30 pm (unless otherwise stated). The public is welcome to join in-person or via zoom. Please contact the Clerk for the zoom invite.



January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	ROMA CONFERENCE		22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
OGRA CONFERENCE						

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
AMO CONFERENCE		21	22	23		
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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

To: Members of Dawn-Euphemia Township Council
Meeting Date: September 16, 2024
From: Donna Clermont, Administrator-Clerk
Subject: **BROADCASTING & ELECTRONIC RECORDING OF MEETINGS**

Open Session Report

Background:

At the Regular Council Meeting of August 6, 2024, Council passed the following resolution

2024-141 That Council meeting defer the report from the Administrator-Clerk Re: Publishing Recorded Council Meetings online to a future Council meeting; and further that the Administrator-Clerk prepare a policy regarding publishing recorded meetings online and retention, to be presented to Council. Carried.

At the Regular Council Meeting of September 3, 2024, a “draft” policy was presented and Council passed the following resolution

2024-154 That the Policy for Broadcasting and Electronic Recording of Meetings be amended as per Council direction and reviewed at the next Regular Council Meeting. Carried.

Comments:

Attached is a copy of the “draft” Policy for Broadcasting and Electronic Recording of Meetings. Changes to the policy are highlighted in yellow.

Consultations:

Privacy Commission
Ombudsman Office

Recommendation:

That the Policy for Broadcasting and Electronic Recording of Meetings be adopted, as presented by the Clerk.

Attach: “Draft” Policy for Broadcasting and Electronic Recording of Meetings (3 pgs)



Township of Dawn-Euphemia

POLICY FOR BROADCASTING AND ELECTRONIC RECORDING OF MEETINGS

POLICY STATEMENT

To provide guidelines for the live streaming (broadcasting), audio/video recording and management of recordings of Council Meetings for the Township of Dawn-Euphemia.

DEFINITIONS

For the purposes of this Policy, the following terms have the following meaning:

- a) **“Broadcasting”** is the *live* audio or video content.
- b) **“Chair”** means the Mayor or Chair of the meeting.
- c) **“Closed-Session”** means a meeting closed to the public in accordance with Section 239 of the *Municipal Act*.
- d) **“Council Meeting”** means any scheduled meetings of Council and any Public Hearings held in conjunction with a Council Meeting.
- e) **“Council Member”** means an elected member of Council.
- f) **“Council”** means the body of elected Council Members whom together form the elected council of the Township of Dawn-Euphemia.
- g) **“Open Meeting”** means any meeting of Council or Committee Meeting of Council that is open to the public in accordance with the *Municipal Act, 2001*.
- h) **“Staff”** means the officers and employees of The Corporation of the Township of Dawn-Euphemia including individuals providing services to the Township under contracts for services.
- i) **“Mayor”** means the head of Council.
- j) **“Township”** means the Township of Dawn-Euphemia.

POLICY

Open Meetings may be held virtually through electronic means, in person, or in a hybrid format with some participants attending in person and some participants attending virtually from a remote location through electronic means. Open Meetings of any format may be broadcast and/or video recorded to enhance transparency and accessibility and to encourage public participation.

Any Council Meeting or portion of a Council Meeting closed to the public in accordance with Section 239 of the *Municipal Act, 2001* will not be broadcast or video recorded for public use. Closed-Session meetings may be video recorded and stored for municipal purposes only. To ensure confidentiality of Closed-Session meetings, any recorded audio/video will be stored on a hard-drive drive in a secure location as determined by the Clerk.

PROCEDURE

The Township may use an acceptable video conferencing platform to facilitate electronic meetings and electronic participation at in-person meetings.

The Townships meeting organizer, upon request, will send an electronic meeting invite to any member of Council, Committee members, and any required staff, when unable to attend the meeting in-person. All individuals including applicants, proponents, delegates, public, media wishing to participate in an

Open Meeting through electronic means must request to participate no later than 1:00pm on the day of the Meeting, whereupon the Township will provide a meeting invite to the participant through electronic means. Virtual participants will be admitted to the Open Meeting, once their invite is acknowledged by the meeting organizer and can remain until the meeting is adjourned. It will be recorded in the minutes, any Council Member, staff member or delegate that is attending the meeting by electronic means. Virtual participants will not be permitted into the meeting unless identified by name or other appropriate means.

Staff will be responsible for setting up the electronic meeting, issuing the meeting invitations, testing meeting links, providing information on how to join a meeting, and fulfilling the hosting duties of the meeting.

All Open Meetings of Council will be available to the general public to attend virtually.

MEETING RECORDINGS

The official record of an Open Meeting shall be the written minutes as required by the *Municipal Act, 2001*. The keeping of a video recording of an Open Meeting shall not undermine the position of the approved minutes as the official record of Council and Committee decisions, motions and/or resolutions.

The official Council Agenda and public documents attached thereto, shall be what is published on the Township's Website and shall not be replaced with the audio or video recording of the Open Meeting. The Township will make every reasonable effort to ensure that the public can participate in the livestreaming of Open Meetings. However, on occasion due to technical difficulties, broadcasting and video recording may be unavailable or delayed. Any public meeting, where participants are attending virtually may be cancelled, delayed or postponed at the discretion of the Chair. At the discretion of the Chair, meetings where there are no virtual participants may not be cancelled, postponed, or delayed due to technical issues with broadcasting or recording of the meeting.

The Meeting Owl will make a statement at the beginning of the meeting informing all present that the meeting is being recorded. A sign will be placed at the entrance to the Council Chambers that "Council Meetings are Recorded".

RETENTION

The Town's general practice will be to retain the audio and video recordings for a minimum of two years + current year, or as long as required for meetings that are the subject of an investigation.

PUBLIC ACCESS TO RECORDINGS

Open Meeting audio/video recordings will not be made available on the internet; however, recordings will be accessible to the public as a retained record in accordance with the *Municipal Act, 2001* and subject to *Municipal Freedom of Information and Protection of Privacy Act*. By participating in an Open Meeting, all attendees and participants consent to the utilization, storage and availability of recordings as set out in this Policy.

Committee of Adjustments Meetings will not be recorded due to property owner privacy concerns; however all planning applications are subject to public inspection during regular business hours.

Any exceptions to this policy may be considered by Council.

RISK MITIGATION

Open Meetings are a public forum of statements, questions, and answers. Opinions expressed and statements made during an Open Meeting are those of the individual making them and not necessarily those of Council or the Township committee. Unless set out in a resolution, Council or a Township committee does not endorse or support the views, opinions, statements, or information expressed by an individual at an Open Meeting.

Statements which may be regarded as offensive, defamatory, incorrect, or contrary to law, and which may be the subject of potential liability, may be made at meetings. As the broadcasting and publishing of recordings of meetings increases the potential audience and permanence of such records, risks increase. Accordingly, the Chair has the discretion and authority to direct the termination or interruption of the broadcasting and recording of an Open Meeting if they consider it prudent or advisable to do so. Such direction will only be given in exceptional circumstances.

The Chair may:

- a) Direct the Clerk to direct Staff to terminate or interrupt the recording of a meeting if they consider it advisable to do so due to conduct that is deemed inappropriate.
- b) Suspend a video recording for suspected material considered inappropriate as outlined below until Council or the Committee can review as a whole and determine whether the recording should remain public, or respectively deleted.

Material considered to be inappropriate includes, but is not limited to, material that may:

- a) Be false or misleading communication which damages the reputation of another individual or organization.
- b) Infringe on copyright.
- c) Breach the privacy of an individual or unauthorized disclosure of the personal information of an individual.
- d) Be offensive.
- e) Constitute discrimination.
- f) Constitute hatred of a person or group of people and is likely to offend, insult, humiliate or intimidate.
- g) Disclose confidential or privileged information.

USE OF RECORDING

No person may use the recorded meeting for any activity or may be reproduced except in accordance with the provisions of the *Copyright Act*, or with the express written permission of the Township.

RESPONSIBILITIES

Council is responsible for approving this Policy and any amendments. The Clerk is responsible for implementing, monitoring, and evaluating this Policy.

CONSULTATION

Municipal Freedom of Information and Protection of Privacy Commission
Ontario Ombudsman's Office

EFFECTIVE DATE

This policy comes into force on October 7, 2024.

Resolution: 2024-_____

Broadcasting & Electronic Recording of Meetings Policy

Ministry of Natural Resources

Development and Hazard Policy
Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles

Direction de la politique d'exploitation des
ressources et des risques naturels.
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7



September 11, 2024

Good morning,

I'm pleased to inform you that, in partnership with Natural Resources Canada (NRCan), the Ministry of Natural Resources (MNR) is now accepting applications from municipalities, Indigenous communities, planning authorities and conservation authorities to participate in the extension of the Flood Hazard Identification and Mapping Program (FHIMP), where up to 50% matched federal funding can be received for eligible flood mapping projects. The extension of the FHIMP through 2028 builds on the success of the program in Ontario to date, whereby 56 projects across 36 organizations were funded.

Project proposals can now be made under two funding streams:

1. For proposals where any funds are requested prior to February 2025, applications will be accepted until 4:30 pm EST on October 9, 2024. This may include multi-year projects.
2. Where funds are not requested until or after February 2025, applications may be submitted through April 2027. This funding stream will remain open until that time, or until all funding has been allocated. Both single year and multi-year project proposals are eligible.

All funding is available on a first come, first serve basis, with applications being assessed against eligibility criteria.

Increasing the accuracy of publicly accessible flood maps in the province will inform land use planning decisions by helping reduce risks to people and property, directing development away from flood-prone areas, and providing certainty for developers and property owners. Eligible projects include those that support:

- flood hazard assessment, priority setting and scoping;
- the acquisition of data used in hydrological and hydraulic modeling;
- the development of flood hazard modelling and mapping;
- the dissemination of flood hazard information;
- NEW! erosion hazard studies, if they are included as part of a flood study;
- and

- NEW! regional modelling and mapping (completed at coarse level resolution).

I am also pleased to inform you that MNR continues to acquire lidar data under the Ontario Elevation Mapping Program. If you are planning to include lidar as part of your FHIMP proposal, please contact MNR's Geospatial Ontario section at pmu@ontario.ca.

To support the application process, we will be hosting two identical information webinars, which will cover information such as the application process, technical requirements, and program changes. Dates for these webinars are:

- Tuesday September 17, 2024, 2:00 pm – 3:30 pm EST
- Tuesday September 24, 2024, 2:30 pm – 4:00 pm EST.

To register for a webinar, please complete this form: [Webinar Registration](#)

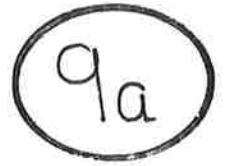
I encourage you to visit www.ontario.ca/page/flood-hazard-identification-and-mapping-program for additional program information or contact FHIMPapplications@ontario.ca.

Sincerely,

Jennifer Keyes
Director, Development and Hazards Policy Branch

VOUCHER # 17 - 2024

16-Sep-24



INVOICES	CHEQUE RUN	CHEQUE #	TOTAL
Admin/P Wks/Fire/Drain/Water/DECC	26-Aug-24	[REDACTED]	\$ 125,486.74
Admin/P Wks/Fire/Drain/Water/DECC	03-Sep-24	[REDACTED]	\$ 276,267.01
Admin/P Wks/Fire/Drain/Water/DECC	04-Sep-24	[REDACTED]	\$ 6,502.09
Admin/P Wks/Fire/Drain/Water/DECC	22-Aug-24	[REDACTED]	\$ 489.87
Admin/P Wks/Fire/Drain/Water/DECC	Postage	[REDACTED]	\$ 2,260.00
Grand total of all invoices			\$411,005.71
PAYROLL	PP #19		
Administration	\$ 15,337.00		\$ 15,337.00
Public Works	\$ 33,131.00		\$ 33,131.00
Council			\$ -
Grand total of all Payroll			\$ 48,468.00
VOUCHER # 17 - 2024		GRAND TOTAL	\$459,473.71



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

10a

To: Members of Dawn-Euphemia Township Council
Meeting Date: September 3, 2024
From: Donna Clermont, Administrator-Clerk
Subject: **"DRAFT" PARKS BY-LAW**

Open Session Report

Background:

Several municipalities in Lambton County have passed "Parks" By-Laws that address "unauthorized" camping in public spaces along with authority for removal of temporary or permanent structures.

Comments:

Although at this time the Township has not experienced any issues with unauthorized camping in public places, it may be beneficial to have a By-Law in place when it is not necessarily needed at the time, rather than to wait until one is needed and not have one in place.

I have reviewed the By-Laws for the City of Sarnia, Village of Oil Springs and the Municipality of Plympton-Wyoming. Attached is a "draft" for Council consideration.

Attached is a very preliminary draft by-law for discussion as well information provided by Lambton County in regards to available partner response processes and support services. Council comments are welcome.

Financial Impact:

N/A

Consultations:

Plympton Wyoming, Sarnia, Oil Springs

Strategic Plan Implications:

N/A

Recommendation:

Draft By-Law is for discussion at this time – if no amendments are made, then consider the following resolution:

That By-Law 2024-22, being a By-law Respecting Public Parks, be read a first and second time, read a third time and finally passed this 3rd day of September, 2024.

The County of Lambton
Supports Offered as Part of a Community Encampment Response

The County of Lambton Social Services Division, Lambton Public Health and Lambton EMS, through the Community Health Integrated Care (CHIC) Team may offer support as part of a community encampment response. This document describes each partners' response processes and support services that may be offered at an encampment site.

1. Social Services Response

In its role as the Service System Manager of Housing and Homelessness, through the Homelessness Prevention team, the County of Lambton provides housing and homelessness supports and services including system level planning, guidance and funding to community partners and organizations supporting people at risk of or experiencing homelessness. This document provides a general description of the supports that may be offered through Social Services when addressing an encampment. This includes and is not limited to, outreach services, emergency shelter services and supportive housing.

Local Bylaw officers may notify the County of Lambton Social Services Division ("Social Services") through the dedicated outreach email when identifying a new encampment: outreach@county-lambton.on.ca. Essential details including the location, size of the encampment, potential site hazards, and residents (if known) can be shared through these notifications.

Upon a local Bylaw officer providing notification of an encampment, Social Services will deliver on-site supports.¹ During these visits Social Service Community Outreach Workers develop rapport with those sleeping rough, offer voluntary resources and safety planning, work on a housing plan and identify alternative accommodations, which may include emergency housing.

Social Service Community Outreach Workers will attend the encampment site within two (2) business days of receiving notification of the encampment and conduct an individualized assessment, which may result in offering any of the following services and/or programs:

- Offer client-centered, strength-based, trauma-informed, housing-focused assertive community outreach within the context of Lambton County's Homelessness Coordinated Access System ("Coordinated Access").
 - Community Outreach Workers may offer on-site crisis intervention.
 - If not already known, households may be supported with a HIFIS (Homeless Individuals and Families Information System) intake, to enable referrals and matching via the community By-Name List (BNL).

¹ On-site supports will be delivered to encampments on municipal land, upon receiving notification from a local Bylaw officer as noted herein. On-site supports may be provided to encampments on non-municipal land (i.e. privately owned land), only upon receiving notification of such encampment and only upon receiving the appropriate authorization to enter upon non-municipal land to provide such support(s).

- If not already completed, households may be supported with the completion of a standardized common vulnerability assessment, to determine eligibility and prioritization for programming through Coordinated Access.
- Community Outreach Workers will promote connection to shelter and housing through the collaborative development of housing and service plans.
- Community Outreach Workers will assist households with completing necessary documents required to obtain housing, including identification and completion of rent supplement and subsidized housing applications.
- Community Outreach Workers may support individuals sleeping rough in directly accessing permanent private market housing, or identifying alternative temporary accommodation, directly from an experience of unsheltered homelessness.
- Community Outreach Workers may collaborate and coordinate services with appropriate health agencies.
 - Community Outreach Workers may offer harm reduction supplies.
 - Direct referrals may be made to local health teams including Lambton Public Health, the North Lambton Community Health Centre, and the Lambton EMS Community Health Integrated Care (CHIC) team.
- Facilitate offers to emergency housing (shelter) via direct referral with the Inn of the Good Shepherd, River City Vineyard, or the Women's Interval Home.
 - Individuals seeking showers may be referred to the Good Shepherd's Lodge, regardless of whether they are currently using emergency housing.
- Households may be supported with transportation services through bus tickets, direct trips supported through Red Cross, or ad-hoc taxi service, as applicable.
- Households may be supported to access the Housing and Homelessness Resource Centre – a low-barrier, multidisciplinary day-program offered specifically for households experiencing homelessness.
- Households may be supported to access existing fixed-site food security programs, such as the Inn of the Good Shepherd, or directly offered food security supplies.

Community Outreach Workers will continue to engage with the individuals in the encampment, provided there are no safety concerns, with the goal of progressing them into more permanent housing.

Definitions (for the purposes of this document):

- By-Name List - The BNL is a real-time, up to date list of known and consenting people experiencing homelessness in Lambton County.
- The Homeless Individuals and Families Information System (HIFIS) – a federally developed, locally implemented information system that is dedicated to supporting the day-to-day operational activities of social service agencies supporting households that are experiencing homelessness.
- Community Outreach Workers – Specialized Social Service workers that work closely with unsheltered households experiencing homelessness, with the focus of progressing them directly into more permanent housing through trauma-informed care and client-centered housing case management.

2. Lambton Public Health Response

Lambton Public Health (LPH) is legislated under the Ministry of Health's Ontario Public Health Standards (OPHS) under the authority of Section 7 of the *Health Protection and Promotion Act*. In accordance with the OPHS, LPH provides public health services for those experiencing homelessness, including in an encampment.

Local Bylaw officers may contact Lambton Public Health at 519-383-8331 to request a public health assessment/inspection of an encampment site. Essential details including the location, size of the encampment and the potential site hazards can be shared through these notifications.

When an encampment is on municipal land, it is recommended that Local Bylaw officers proactively monitor the encampment site for health and safety conditions and may request LPH to conduct a public health assessment/inspection, where LPH will respond to a complaint or request for advice and/or public health assessment/inspection at an encampment site. If there is an urgent health hazard assessed by LPH, the hazard will be reported to the municipality that owns the land to rectify the hazard.

As provided in the November 2023 County of Lambton Information Report, to reduce health hazards in encampments, municipal Bylaw should consider public health considerations for their health and safety reviews of any encampment. Some considerations include, sewage and garbage disposal, potable water, pest control, food safety, infection control, exposure to extreme weather, and additional considerations may include pets, fire safety, security, harm reduction and hygiene supplies, access to health care services, and outbreak planning.

3. Lambton EMS Response – Community Health Integrated Care (CHIC) Team

The Lambton EMS CHIC Team conducts assertive outreach in emergency shelters and encampment locations across Lambton County. Local Bylaw officers may notify the CHIC Team through the dedicated outreach email when identifying a new encampment:

CHICparamedic@county-lambton.on.ca. Essential details including the location, size of the encampment, potential site hazards, residents (if known) can be shared through these notifications. Upon a local Bylaw officer providing notification of an encampment, the CHIC Team will provide on-site supports that align with their scope of practice.² During these visits, the CHIC Team will conduct assertive outreach and wellness checks with individuals experiencing homelessness, using a health-focused lens.

With a goal to improve better health outcomes for vulnerable populations in our community, the CHIC Team will continue to engage with the individuals in the encampment, provided there are no safety concerns.

The Lambton EMS CHIC Team pairs a Lambton EMS paramedic with a substance use navigator from Bluewater Health who has expertise in addictions counselling and harm reduction outreach. Working 12 hours per day (10:00 a.m. to 10:00 p.m.), 7 days per week, the main goals and objectives of the CHIC team include:

1. Diversion of clients experiencing issues that are manageable with lower intensity interventions away from jail and hospital emergency departments into community-based acute mental health supports, withdrawal management services, primary care, and/or ongoing mental health and addictions programs.
2. Prevention of serious health threats and overdoses through early street-level treatment and education on wound care, heating/cooling strategies, harm reduction, and available community-based resources leading to improved health outcomes.
3. Development of enhanced interagency coordination to help identify and expedite delivery of supports for vulnerable populations.
4. Reductions in 911 calls for overdoses, mental health crises, and people experiencing homelessness.

The Lambton EMS CHIC Team works in close collaboration with the Social Services Community Outreach Workers, Lambton Public Health, Bluewater Health, the Mobile Care Bus and the Sarnia Police MHEART and Impact teams.

All emergency health care concerns identified in a community encampment should be directed to 911 for immediate response.

² See footnote 1.



**THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA
BY-LAW 2024-22**

Being a By-law respecting Public Parks

WHEREAS it is deemed expedient to enact a by-law respecting the use, regulation, protection and governance of Public Parks under the jurisdiction of the Corporation of the Township of Dawn-Euphemia;

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

PART 1 – DEFINITIONS

- (a) "Council" means the Municipal Council of the Township of Dawn-Euphemia;
- (b) "Parking or Parked" means the standing still of a vehicle whether occupied or not;
- (c) "Parking Area" means land that is physically laid out or improved for the parking of vehicles, and that is designated for such purpose;
- (d) "Park" means and includes but is not limited to all Public Parks, community centre, playing fields, ball diamonds, gardens, washrooms, boulevards, facilities, or other lands maintained by the Township;
- (e) "Public Works Superintendent" means the Public Works Superintendent (or designate) for the Township of Dawn-Euphemia;
- (f) "Roadway" shall mean all allowances for roads made by Crown surveyors, all highways laid out or established under the authority of any statute, all roads on which public money has been spent for opening them or on which statute labour has been usually performed (including, given, forced or trespass roads), all roads dedicated by the owner of the land to public use, and includes the road allowance being the portions of the highway allowance as laid out between the outer boundaries thereof and the actual travelled portion thereof; all alterations and deviations of and all bridges over any such allowances for road, highway or road, except in so far as they have been stopped up according to law; and includes any travelled portion of a public park maintained, designed, intended for, or used by the general public for the passage of vehicles and, without limiting the generality of the foregoing, includes those areas maintained for parking of the vehicles of the general public;
- (g) "Temporary Shelter" means a tent, lean to or other form of shelter that is temporary and portable in nature that is constructed from nylon, plastic, cardboard or other similar non-rigid material, and that covers an area of less than ten (1) square meters;
- (h) "Township" means the Corporation of the Township of Dawn-Euphemia;

PART 2 - EXCLUSIONS AND EXEMPTIONS

This by-law *shall not* apply to:

- (a) The drivers, operators, or other personnel of ambulances, police or fire department Motorized Vehicles while responding to an emergency.
- (b) Employees or agents of the Township while engaged in works or services undertaken for or on behalf of the Municipality.

PART 3 - GENERAL PROHIBITION

No Person may,

- (a) Dwell, camp or lodge in a Park, parking area, roadway or place; or install, erect or park any temporary or permanent shelter, tent, structure or trailer unless authorized by the Township;
- (b) Obstruct the free use and enjoyment of any Park by any other person;
- (c) Violate any by-law, governing legislation, regulations, rule, guidelines, posted notice, or resolution of Council or a person in control of, or maintaining or supervising, any Park;
- (d) Urinate or defecate in or on a Park or parking area except in a provided public or private toilet facility;
- (e) Drive a motorized vehicle or recreational vehicle in a park or facility except in areas designated for the purpose;
- (f) Park overnight in any Park, except in parking areas designated for that purpose and where permission from the Township has been obtained;
- (g) Use any part of a Park for the purpose of washing, cleaning, polishing, servicing, or maintaining any vehicle except in the event of an emergency repair;
- (h) Engage in loud, boisterous, threatening, abusive, insulting, or indecent language, or engage in any disorderly conduct or behaviour in a Park, facility, or parking lot;
- (i) Engage in any activity to interfere with or become a nuisance to the general public using the Park, parking area or facility;
- (j) Operate loud speakers or sound amplification equipment while in a Park unless authorized by the Township;
- (k) Conduct open air burning in any Park (with the exception of Shetland Campground).
- (l) Leave debris, or garbage created while using and/or renting a Park or Facility;
- (m) Set off, or discharge fireworks within any Park, unless authorized by permit;
- (n) Remain on the premises after being issued a fine for either a provincial or by-law infraction and being requested to leave by the Township;
- (o) Practice, carry on, conduct or solicit for any trade, calling, business or occupation in or on any Park without the permission of the Township.

In addition to any other penalty under this By-law, any person who violates this Section may be removed from the park.

PART 4 - ERECTING STRUCTURES

- (a) No person may erect, construct, or build, or cause to be erected, constructed, or built, in or on any Park or parking area, any tent, building, shelter, pavilion, or other construction whatsoever without the prior written permission of Council.
- (b) Any Officer, employee or agent of the Township may, in addition to any other authority granted under this By-Law, remove or cause to be removed from any Park or parking area, any Temporary Shelter that is not in compliance with this By-Law.

PART 5 - REMOVING OBSTRUCTIONS

The Council, or any officer, employee or agent of the Township:

- (a) May remove, or cause to be removed, from any Park or parking area any obstruction, vehicle, or thing placed therein or thereon contrary to the provisions of this By-Law, at the expense of the owner, contractor, or other person responsible for such obstruction, vehicle, or thing: and

- (b) Is hereby empowered to carry out every lawful act required under the circumstance to have any such obstruction removed in the shortest possible time, and to hold any article or thing causing such obstruction until the expense of the removal has been paid.

PART 6 - OBSTRUCTING ROADWAYS

No person may,

- (a) Use, camp, dwell, lodge, occupy or travel along or upon any roadway in such a manner as to obstruct or to cause an obstruction;
- (b) Interfere with any other person or traffic lawfully using a roadway; or
- (c) Encumber or obstruct, or cause to be encumbered or obstructed in any manner whatsoever, any roadway without the prior written permission of the Public Works Superintendent (or designate

PART 7 - CLOSURES

The Township may, at any time and at their discretion,

- (a) Order to be closed to the public any Park, or any portion of the Park, parking area, building or facility, due to incimate weather, or other circumstances deemed appropriate by the Public Works Superintendent.

PART 8 - OFFENCES AND PENALTIES

- (a) Any person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for the Provincial Offences Act, as amended.
- (b) Where a person has been convicted of an offence under this by-law,
 - i) The Ontario Court of Justice, or
 - ii) Any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, issue an order prohibiting the continuation or repetition of the offence or the doing of any act or thing by the person convicted directed towards the continuation or repetition of the offence.

PART 9 - CONTRAVENTIONS

Every person who acts in contravention of this by-law to cause the Municipality to incur costs due to their actions shall, in addition to any penalty provided for herein, be liable to the Municipality for all expenses incurred for the purpose of repairing or replacing damaged property or removing unauthorized materials, and such expenses may be recovered by court action or in a like manner as munciipal taxes.

PART 10 - EFFECTIVE DATE

- (a) That this By-law shall come into force and take effect on the final passing thereof;

READ a FIRST and SECOND time this ____ day of _____, 2024.

READ a THIRD time and FINALLY PASSED this _____ day of _____, 2024.

Mayor – Alan Broad

Administrator-Clerk – Donna Clermont

The Corporation of the Township of Dawn-Euphemia

10b

RESOLUTION – REGULAR MEETING

Date: September 16, 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 2024-23, 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 September 16, 2024, be taken as read a first, second, and third time, and finally passed this 16th day of September, 2024. *Carried*



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

BY-LAW 2024-23

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 September 16, 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 July 2, July 15, August 6, September 3, and September 16, 2024, be hereby confirmed.

Read a first, second, and third time, and finally passed this 16th day of September, 2024.

Mayor

Administrator-Clerk

The Corporation of the Township of Dawn-Euphemia

11a

RESOLUTION – REGULAR MEETING

Date: September 16, 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, One (1) Matter under S.239(2)(b) Personal Matters about Identifiable Individuals; One (1) Matter under S.239(2)(e) Litigation or Potential Litigation; and One (1) Matter under S.239(2)(d) Employee Negotiations. *Carried.*

The Corporation of the Township of Dawn-Euphemia

12

RESOLUTION – REGULAR MEETING

Date: September 16, 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 October 7, 2024, at 6:30 pm or at the call of the Chair. *Carried.*