



The Corporation of the Township of Dawn-Euphemia

- A G E N D A -

Tuesday, September 3, 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 August 6, 2024
 - b) Minutes of Brooke-Alvinston Fire Committee Meeting of April 23, 2024
 5. **BUSINESS ARISING FROM MINUTES**
 6. **PLANNING/DRAINAGE/PROPERTY**
 - a) Drain Maintenance Requests received (1) August 14, 2024 Re: Laing Drain; (2) August 20, 2024 Re: Orvil Gould Drain; (3) August 20, 2024 Re: Beatty Bloom Drain
 7. **REPORTS**
 - a) Report from the Treasurer Re: Community Emergency Preparedness Grant
 - b) Report from the Treasurer Re: Community Sport & Recreation Infrastructure Fund Grant
 - c) Report from the Treasurer Re: Water Account Management, Billing, and Collection Policy Update
 - d) Report from the Drainage Superintendent Re: MOECP Update Florence Septics
 - e) Report from the Administrator-Clerk Re: Holiday Hours 2024
 - f) Report from the Administrator-Clerk Re: Broadcasting & Electronic Recording of Meetings
 - g) Report from the Administrator-Clerk Re: Activity Report July/August
 8. **CORRESPONDENCE**
 - a) Ontario West Municipal Conference Invitation
Information Only
 - b) Building Permit Comparison, July 2023 & 2024
 - c) Building Permits, July 2024
 - d) Plumbing Permits, July 2024
 9. **OTHER BUSINESS**
 - a) Accounts
 10. **BY-LAWS**
 - a) Report & By-Law 2024-22, being a by-law respecting public parks
 11. **CLOSED SESSION**
 12. **ADJOURNMENT:** *Next Meeting of Council*
Regular Council Meeting – Monday, September 16, 2024 @ 6:30 pm

The Corporation of the Township of Dawn-Euphemia

4a

RESOLUTION – REGULAR MEETING

Date: September 3, 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 August 6, 2024, be adopted. *Carried.*



The Corporation of the Township of Dawn-Euphemia

- M I N U T E S -

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

Present: Mayor: A. Broad (via zoom at 6:45 pm)
Councillors: A. Gray
P. LeBoeuf
M. McGuire (Acting Mayor)
J. Meyer

Staff Present: D. Clermont, Administrator-Clerk
B. Stam, Deputy Clerk
J. Collison, Compliance Coordinator
P. Dalton, Public Works Superintendent (via zoom)

In accordance with Procedural By-Law 2022-31 S.3.4, Councillor McGuire assumed the role of Acting Mayor, in the absence of the Mayor. The meeting was called to order by Acting Mayor McGuire at 6:32 pm.

Disclosures: None

2024-135 Councillor Gray – Councillor Meyer

That the minutes of the July 15, 2024 Regular Council Meeting be adopted. *Carried.*

Minutes – July 15, 2024

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

Public Meeting: Rezoning Application ZA004-24, 481 Dawn Mills Road
6:35 – 6:35pm Applicants: Douglas & Linda Crummy, Agent Ed Stinson
Public Present: Ed Stinson, Agent (via zoom)
Stanley Burrell
Darlene Coke (via zoom)

A public meeting was held to hear Rezoning Application ZA004-24, submitted by Douglas and Linda Crummy (Agent Ed Stinson), with respect to rezoning the proposed retained and severed farm parcels on Concession 7 N Part Lot 15, known locally as 481 Dawn Mills Road. Prior to the Council Meeting, the Committee of Adjustment approved application B007-24, which proposed to sever a 2.48 acre in-filling residential lot from a farm parcel, leaving a retained farm parcel of 42 acres in the hamlet of Rutherford. Rezoning application ZA004-24 proposes to rezone the retained farmland parcel from “Agricultural 2 (A2)” to “Agricultural 2 – Agricultural (A2(4))” and the severed property re-zoned from “Agricultural 2 (A2) Zone” to the “Residential 4 (R4) Zone” to formally recognize the change in use of both properties and recognize the further reduction of the remaining undersized agricultural property. There was no one that spoke in favour or against the application. The following resolution was passed:

2024-136 Councillor Meyer – Councillor Gray

Zoning Amend – ZA004-24

That the Township of Dawn-Euphemia Council hereby accepts Rezoning Application ZA004-24, from Douglas and Linda Crummy (agent Ed Stinson) which proposes to amend the Township of Dawn-Euphemia Comprehensive Zoning By-Law #54-2014, by rezoning the proposed retained farm parcel on Con 7 N Pt Lot 15 from “Agricultural 2 (A2)” to Agricultural 2 – Agricultural (A2(4)) and the severed property re-zoned from “Agricultural 2 (A2) Zone” to the “Residential 4 (R4) Zone” to formally recognize the change in use of both properties and recognize the further reduction of the remaining undersized agricultural property; And further that Council approves the Planning Report dated July 22, 2024, from Ezio Nadalin, County Planner. *Carried.*

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

2024-137 Councillor LeBoeuf – Councillor Gray

Drain Maintenance Requests

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

1. The Broad Drain Maintenance Request received July 12, 2024, submitted by Bradley Parking;
2. The Murphy Drain Maintenance Request received July 15, 2024, submitted by Robert Annett & Joanne Sanderson;
3. The Coombs Drain Maintenance Request received July 16, 2024, submitted by Leo Bongers;
4. The Cooper Drain Maintenance Request received July 16, 2024, submitted by Leo Bongers;
5. The 30-31 Sideroad Drain Maintenance Request received July 23, 2024, submitted by Terry McKinlay;
6. The 30-31 Sideroad Drain Maintenance Request received July 23, 2024, submitted by Neal Howes.
7. The Knight & Kniffen Drain Maintenance Request received July 27, 2024, submitted by North Dawn Farms (Brancen Butler). *Carried.*

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

2024-138 Councillor Meyer – Councillor Gray

DEFD 2024 Community Risk Assessment

That Council approve the 2024 Community Risk Assessment as presented by the Dawn-Euphemia Fire Chief. *Carried.*

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

2024-139 Councillor LeBoeuf – Councillor Gray

Drain Maintenance Tenders

That Council accept the report from the Public Works Superintendent dated August 6, 2024 Re: Drain Maintenance Tenders; and further that Council accept the low tender for drain maintenance as submitted by the following contractors:

JLH Excavating Inc.

1. Daly & Salmon Drains \$ 2,870.00
2. Long’s Creek Drain \$22,305.00
3. Waite & Carr Drains \$ 8,500.00

H.E. Construction Inc.

1. Eacott Drain \$ 1,817.50
2. Fenby-Pesha Drain \$ 4,320.50
3. Gould Drain \$ 3,950.00 *Carried.*

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

NOTE: Mayor Broad joined the meeting via Zoom at 6:45 pm.

2024-140 Councillor Meyer – Councillor LeBoeuf

That Council accept the report from the Compliance Coordinator dated August 6, 2024 Re: Structure #93 Rehabilitation 2024; and further that Council accepts the low tender for Moran Contracting Div of 500163 Ontario Limited for the rehabilitation of Structure #93, Bentpath Line, over the Murray Drain in the net amount of \$163,865.80 (plus applicable taxes, totaling \$181,930.00), as per B.M. Ross Contract No. BR.1525. *Carried.*

Structure #93 Rehab.

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

2024-141 Councillor Meyer – Councillor LeBoeuf

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.*

Publishing Recorded Council Meetings

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

2024-142 Councillor LeBoeuf – Councillor Meyer

That Council accept the letter dated August 1, 2024 received from Three Oaks Respite Cabin Re: Dawn-Euphemia Community Centre Rental for the Shifting Gears Fundraiser Tractor Parade; and further that Council hereby waives all fees associated with the DECC rental for this event. *Carried.*

Three Oaks Cabin DECC Fees

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

2024-143 Councillor LeBoeuf – Councillor Gray

That By-Law 2024-20, being a by-law to amend Zoning By-Law 54-2014, be taken as read a first, second, and third time, and finally passed this 6th day of August, 2024. *Carried.*

Zoning By-Law Amend 2024-20

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

2024-144 Councillor Meyer – Councillor Gray

That Council accept the report from the Treasurer dated August 6, 2024 Re: 2024 Final Tax Rate Adjustment for Landfill and Farms; and further than By-Law 2024-21, being a by-law to adopt the tax rates for 2024 and repeal By-Law 2024-11, be taken as read a first, second, and third time, and finally passed this 6th day of August, 2024. *Carried.*

By-Law 2024-21 – Tax Rates

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

2024-145 Councillor LeBoeuf – Councillor Gray

That this Regular Session of Council be hereby adjourned at the hour of 7:10 pm, to meet again on September 3, 2024 @ 6:30 pm (Regular Meeting), or at the call of the Chair. *Carried.*

Adjournment

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

Mayor

Administrator-Clerk

The Corporation of the Township of Dawn-Euphemia

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RESOLUTION – REGULAR MEETING

Date: September 3, 2024

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

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



MINUTES

Fire Committee Meeting

4:30 PM - Tuesday, April 23, 2024
Fire Hall

The Fire Committee of the Brooke-Alvinston was called to order on Tuesday, April 23, 2024, at 4:30 PM, in the Fire Hall, with the following members present:

Council Present: Fire Committee Member Alan Broad, Deputy Mayor Frank Nemcek, Councillor Jenny Redick, and Fire Committee Member Martin Vink

Staff Present: Clerk Administrator Janet Denkers and Fire Chief Steve Knight

Regrets:

1 CALL TO ORDER

Frank Nemcek called the meeting to order at 4:45 p.m..

2 DISCLOSURE OF PECUNIARY INTEREST

It was requested that any pecuniary interests be declared at the appropriate time.

3 MINUTES

a) Meeting Minutes of January 31, 2024

RESOLUTION-2024-002

Councillor Jenny Redick made a motion that the minutes of January 6, 2024 be approved as presented without error or omissions. Fire Committee Member Alan Broad seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

There were no items under Business Arising from the Minutes.

5 STAFF REPORTS

a) Fire Committee Quarterly Report report

The Fire Chief reviewed his submitted report. There was an amendment to a call - MVA not grease fire. Martin Vink inquired about dispatch and how Lambton and SWM respond accordingly. There were no other questions from the report.

6 NEW BUSINESS

a) Jenny Redick noted the Jim Hayter Memorial Scholarship that is open for applications. Janet was requested to forward the link to Southwest Middlesex and Dawn-Euphemia.

Jenny also noted the Tanner Redick Memorial Scholarship is accepting applications.

b) Steve Knight noted the training he will be attending in May on lithium batteries.

7 ADJOURNMENT

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: September 3, 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 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.*

For Office Use Only	
Drainage Supt	Aug 14/24
Council	Sept 3/24
Res:	
Electronic File	Aug 14/24

Township of Dawn-Euphemia

AUG 14 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: Laing 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:

- Clean Out
 Tile Repair
 Culvert Replacement
 Sprayed

Comments: Culvert has corroded between NE 1/4 and SE 1/4 of lot 17 east side.

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

<u>E 1/2 of lot 17</u>	Parcel Roll Number
<u>Dawn Euphemia</u>	<u>38060060.30009009000</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 <u>Butler</u>	First Name <u>Allan</u>	Middle Initial <u>E</u>
----------------------------	----------------------------	----------------------------

Mailing Address

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

Signature of Landowner: _____ Date: Aug 14/24

To be completed by recipient municipality:

Notice filed this 14th day of August 20 24

Name of Clerk (Last Name, First Name) <u>Clermont, Donna</u>	Signature of Clerk
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For Office Use Only	
Drainage Supt	<u>Aug 26/24</u>
Council	<u>Sept 3/24</u>
Res:	
Electronic File	<u>Aug 26/24</u>

Township of Dawn-Euphemia

AUG 20 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: Orvil Gould 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:

Clean Out
 Tile Repair
 Culvert Replacement
 Sprayed
 Comments: Ditch bank eroded and damming the flow
of water 250' to bluff

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

Lot 11 Con 11

Ward or Geographic Township

Dawn Twp

Parcel Roll Number

380600603003000

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

Select Ownership Type

Enter the mailing address and primary contact information:

Last Name <u>Butler</u>	First Name <u>Rob</u>	Middle Initial <u>J</u>
----------------------------	--------------------------	----------------------------

Mailing Address

Unit Number	Street/Road Number	Street/Road Name	PO Box
City/Town	Province	Postal Code	
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	

Signature of Landowner: _____ Date: Aug 20 2024

To be completed by recipient municipality:

Notice filed this 26 day of August 2024

Name of Clerk (Last Name, First Name) <u>Clermont, Donna</u>	Signature of Clerk
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For Office Use Only

Drainage Supt Aug 26/24
 Council Sept 3/24
 Res: _____
 Electronic File Aug 26/24

AUG 20 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: Beatty Bloom 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:

Clean Out Tile Repair Culvert Replacement Sprayed

Comments: cleaned for adequate sub soil drainage

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

Lot 11 Con 11 Dawn Twp

Ward or Geographic Township

Dawn Twp

Parcel Roll Number

38060660300300

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

Butler

First Name

Rob

Middle Initial

J

Mailing Address

Unit Number

Street/Road Number

Street/Road Name

PO Box

City/Town

Croton

Province

Ont

Postal Code

N0P 1K0

Telephone Number

Cell Phone Number (Optional)

Email Address (Optional)

Signature of Landowner: _____

Date: Aug 20 2024

To be completed by recipient municipality:

Notice filed this

26

day of

August

20

24

Name of Clerk (Last Name, First Name)

Clermont, Donna

Signature of Clerk

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 Department: (519) 692-5018
Email: admin@dawneuphemia.on.ca Website: www.dawneuphemia.ca

To: Members of Dawn-Euphemia Township Council
Meeting Date: September 3, 2024
From: Marc Seguin - Treasurer
Subject: Community Emergency Preparedness Grant report

OPEN SESSION REPORT FIN 24-09-03

Background: The Community Emergency Preparedness Grant (CEPG) will allow recipients to purchase critical supplies and equipment and deliver training and services to improve local emergency preparation and response.

The Grant application not currently open; an update is expected shortly.

Comments:

This stream fund emergency supplies, equipment and services, such as:

- chain saws
- generators
- sandbag machines
- training delivery and education
- preparation/exercise planning and coordination

Financial:

The Grant covers 100% of costs up to a maximum of \$50,000

Consultations:

I have been in consultation with a representative with GrantMatch on project alignments.

Recommendation:

That Council accept the Community Emergency Preparedness Grant (CEPG) report as presented.

Community Emergency Preparedness Grant

Learn about funding to help communities prepare for emergencies.

Program overview

Strengthening Emergency Preparedness to Keep People Safe

As announced in Budget 2024, the Government of Ontario has invested \$5 million in communities across the province to help them prepare for and respond to emergencies. This investment is part of the \$110 million the government earmarked over the next three years to strengthen emergency preparedness in Ontario.

The Community Emergency Preparedness Grant (CEPG) provides funding to help communities purchase emergency supplies, equipment and services, such as:

- chain saws
- generators
- sandbag machines
- training delivery and education
- exercise planning and coordination

The grant funds supplies, equipment and services that range from \$5,000 to \$50,000.

Funded projects

Recipients for the 2023 cycle of the Community Emergency Preparedness Grant:

7b



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 Department: (519) 692-5018
Email: admin@dawneuphemia.on.ca Website: www.dawneuphemia.ca

To: Members of Dawn-Euphemia Township Council
Meeting Date: September 3, 2024
From: Marc Seguin - Treasurer
Subject: Community Sport and Recreation Infrastructure Fund Grant

OPEN SESSION REPORT FIN 24-09-03

Background: The Community Sport and Recreation Infrastructure Fund (CSRIF) aims to invest in sport and recreation infrastructure to extend the lifespan of existing sport and recreation facilities, improve local sport and recreation programming and accessibility features to meet community need, create local jobs, provide new assets to the community and promote local participation and affordable access to sport and recreation.

The Grant application is currently open for applications and the deadline is October 29, 2024

Comments:

This stream supports projects that:

- Extend the lifespan of existing facilities
- Maximize the use of existing facilities by increasing the use of existing space, enhancing functionality and/or enhancing participation rates
- Improve the health and safety, accessibility and environment standards of facilities

Due to the high minimum threshold, it would require major work to be done on a building such as the Dawn Euphemia Community Centre to reach the \$300,000 threshold

Financial:

The Grant covers 50% of eligible costs plus a possible 20% additional for communities with a population less than 20,000. The Grant has a minimum application of \$300,000, minimum award of \$150,000 a maximum of award of \$1,000,000

Consultations:

I have been in consultation with a representative with GrantMatch on project alignments.

Recommendation:

That Council accept the Community Sport and Recreation Infrastructure Fund (CSRIF) report as presented.

Community Sport and Recreation Infrastructure Fund

Learn how to apply for funding to repair, upgrade or build sport and recreation facilities.

Overview

The Community Sport and Recreation Infrastructure Fund (CSRIF) announced on April 18, 2024 (<https://news.ontario.ca/en/release/1004459/ontario-building-new-and-upgraded-sports-and-recreation-facilities>) provides funding to municipalities, Indigenous communities, non-profit organizations and (for new builds only) for-profit organizations through two program streams for projects that:

- repair or upgrade existing sport and recreation facilities (Stream 1) (<https://www.ontario.ca/document/community-sport-and-recreation-infrastructure-fund/stream-1-repair-and-rehabilitation>)
- build new and transformative sport and recreation facilities (Stream 2) (<https://www.ontario.ca/document/community-sport-and-recreation-infrastructure-fund/stream-2-new-buildsignature-new-builds>)

The CSRIF is a cost-shared program launched as part of the 2024 Budget: Building a Better Ontario (<https://budget.ontario.ca/2024/index.html>) to:

- foster healthier and more active lifestyle for families
- make sport more accessible
- help more communities across the province host local, national and international sporting events and competitions

We are investing up to \$200 million over 3 years to support Ontario's growing communities with new and revitalized sport and recreation facilities.

Webinar

A recording of the webinar to learn about the fund and application process will be available in September 2024.

Program objectives

Investing in sport and recreation infrastructure will:

- extend the lifespan of existing sport and recreation facilities
- improve local sport and recreation programming and accessibility features to meet community need
- provide assets that do not currently exist in a community
- create local jobs
- increase physical activity and improve community health and wellness
- promote local participation and affordable access to sport and recreation
- allow the opportunity to host more provincial, national and international sporting events

Contact us

If you have specific questions about the program, including those related to eligibility of your project, we encourage you to contact the local Regional Development Advisor (<https://www.ontario.ca/page/regional-development-advisors>) for your area.

For general inquiries about the fund, email csrif@ontario.ca (<mailto:csrif@ontario.ca>).

Stream 1: Repair and Rehabilitation

Overview

This stream supports projects that:

- **extend the lifespan of existing facilities**
- **maximize the use of existing facilities** (for example, use of space, increasing hours of operation, enhancing functionality and/or participation rates)
- **improve health and safety, accessibility and environment standards of facilities** (for example, access to facility or field of play, lower operating costs, etc.)

Refer to the Stream 1 project guidelines (<https://forms.mgcs.gov.on.ca/dataset/on00724>) for full details.

Important dates

Intake is **open**.

The deadline to apply is **Tuesday, October 29, 2024 at 5:00 p.m. ET**.

Please note that there is only one application intake for this program.

Eligibility

Applicants

Eligible applicants include:

- municipalities
- Indigenous communities and organizations
- local services boards
- not-for-profit organizations

Projects

Examples of eligible projects include:

- critical facility repairs (for example, repairing roofs, fixing structural defects)
- installing heating, ventilation and air conditioning (HVAC) systems
- resurfacing playing fields
- installing new arena boards and glass
- pool repairs
- expanding/retrofitting change rooms to accommodate programming
- replacing playground equipment for safety or accessibility

Funding

You could get between \$150,000 to \$1 million. All projects must be completed within **24 months** of entering a Transfer Payment Agreement with the province.

Provincial cost-sharing

- up to 90% for Indigenous communities and organizations
- up to 50% for municipalities, local services boards and not-for-profit organizations

Under unique and exceptional circumstances, we may consider a provincial contribution of up to 70% of eligible project costs for not-for-profit organizations, local services boards or municipalities with a population of less than 20,000.

Expenses

Eligible project expenses include:

- development costs associated with construction
- project management costs
- transportation and delivery costs
- fixed equipment and technology costs
- construction and/or renovation costs
- costs to purchase, produce and install Ontario Builds signage at the project site

Stacking

You may not use other Ontario provincial funding for the project.

Successful recipients (and their partners, if applicable) must cover all remaining project expenses.

If you are a successful applicant, we will email you a conditional letter that states the approved funding amount for your project.

You will need to meet several obligations, including:

- confirming in writing that project financing has been secured from all identified sources
- signing a transfer payment agreement with the Ministry of Sport
- providing a certificate of insurance that indicates you carry at least \$2 million commercial general liability insurance coverage for the duration of the agreement
- installing Ontario Builds signage for the duration of the project
- reporting on the use of the funds, project stage deliverables and outcomes achieved
- permitting the ministry to verify or audit all information submitted

Stream 2: New Builds/Signature New Builds

Overview

This stream supports major new infrastructure projects that:

- **address a demonstrated community need**, such as replacing an existing facility that has reached the end of its lifespan to meet programming demand
- **transform infrastructure**, including the repurposing or expansion of existing structures to create net new community sport and recreation facilities
- **are unique facilities** that do not already exist in the province/region
- **will attract investment and economic growth** for local communities and businesses
- **will attract and host large sporting events** that increase tourism

Refer to the Stream 2 project guidelines (<https://forms.mgcs.gov.on.ca/dataset/on00724>) for full details.

Important dates

Intake is **open**.

Application intake is **ongoing** until all funding has been allocated.

Eligibility

Applicants

Eligible applicants include:

- municipalities
- Indigenous communities and organizations
- local service boards
- not-for-profit organizations
- for-profit organizations that operate or manage a space that offers sport or recreation programming

Projects

Examples of eligible projects include:

- new public infrastructure projects for which there is a demonstrated need, such as replacing an existing facility that has reached the end of its lifespan to meet community programming needs
- projects that make transformative investments in community sport or recreation infrastructure, including the repurposing or expansion of existing structures to create net-new facilities
- new facilities that do not exist in the province/region that attract new programming and net-new employment, retain jobs, and provide an economic impact for local communities and businesses (for example, increase tourism or attract and host large sporting events)
- **Signature New Builds**, which are defined as high-profile projects that will be recognized for innovative design, or for having a significant community and economic impact, or iconic status within the sport sector

Funding

You could get up to \$10 million. Approved projects must be completed with all eligible project expenses incurred no later than **March 31, 2027**.

Provincial cost-sharing

- up to 90% for Indigenous communities and Indigenous not-for-profit organizations
- up to 50% for municipalities, local services boards and not-for-profit organizations
- up to 25% for for-profit organizations

Under unique and exceptional circumstances, we may consider a provincial contribution of up to 70% of eligible project costs for not-for-profit organizations, local services boards or municipalities with a population of less than 20,000.

Additionally, for Signature New Builds, we may consider an investment of over \$10 million.

Expenses

Eligible project expenses include:

- development costs associated with construction
- transportation and delivery costs
- fixed equipment and technology costs
- construction and/or renovation costs
- costs to purchase, produce and install Ontario Builds signage at the project site

Stacking

You may not use other Ontario provincial funding for the project.

Successful recipients (and their partners, if applicable) must cover all remaining project expenses.

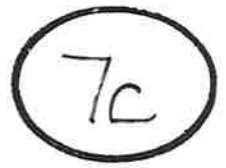
How to apply

The application process is administered through Transfer Payment Ontario.

1. Create a My Ontario Account and register for Transfer Payment Ontario



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 Department: (519) 692-5018
Email: admin@dawneuphemia.on.ca Website: www.dawneuphemia.ca

To: Members of Dawn-Euphemia Township Council
Meeting Date: September 3, 2024
From: Marc Seguin - Treasurer
Subject: Water Account Management, Billing, and Collection Policy Update

OPEN SESSION REPORT FIN 24-02-05

Background:

To bring forward to Council the updated Dawn Euphemia Water Account Management, Billing, and Collection Policy.

The Policy was last updated in 2017. We have started using an electronic meter read system since the previous Policy update.

Comments:

NA

Financial:

NA

Consultations:

Consultations and preparation by the Treasurer, Clerk, Water Services Department

Recommendation:

That the Water Account Management, Billing, and Collection Policy Proposal be adopted as presented.



Township of Dawn-Euphemia

Policy for the Purposes of Water Account Management, Billing, and Collection

Policy Statement

To provide a consistent, effective and efficient approach for the billing and collection of water accounts connected to the Township of Dawn Euphemia's Potable Water System (Water System).

Scope

This policy provides direction to staff, as well as information and direction to property owners and tenants who are customers of the Water System.

This policy will be used to:

- provide a basis for decision making by staff.
- ensure equal treatment of all Township property owners.
- provide a fair and reasonable process to ensure timely collection of water bills.

Legislative Authority

This policy is written in compliance with the Municipal Act, 2001, related Ontario Regulations made under The Municipal Act, 2001.

Fees

Please refer to the applicable fee bylaw for the given year in reference to water rates and fees for service, maintenance, and recovery of costs.

Applications

1. A property owner-tenant will be required to complete the Owner-Tenant Water Application Form available at the Municipal Office to create a Water Account with the Municipality.
2. Owner-Tenant Water Application Forms for a new water service account can be requested at the Municipal Office or on the Township website at www.dawneuphemia.ca
3. The Municipality must approve the Owner-Tenant Water Application for water service and reserves the right to refuse an application that is not complete.

Applications for Tenants

4. After an Owner-Tenant Water Application is approved by the Municipality, a water tenant security deposit is required.
5. The tenant deposit shall be returned to the tenant at the termination of the owner-tenant agreement when the Municipality is satisfied that the water account balance has been paid in full.
6. No interest will be paid on the security deposits held by the Township.
7. The Municipal Office will issue bills directly to tenants upon completion of the Owner-Tenant Application Form with the property owner acknowledging responsibility for any outstanding water balances plus interest.

Water service

8. If there is not an existing water service line to the requested usage point, the applicant should contact the Water Services Department to discuss a new installation

Water Billing

9. Water meters will be read bi-monthly.
10. Water accounts will be invoiced bi-monthly on the last day of the following months:
 - January
 - March
 - May
 - July
 - September
 - November
11. Water bills will be mailed by the Municipal Office to the customers address on file no later than 15 days prior to the due date.
12. Council may alter the frequency of billing for large water consumers to a monthly billing cycle. Property owners shall be notified in advance.
13. Payments must be received by the end of regular business hours on or before the due date listed on the invoice. If a water account is in arrears after the due date, there shall be penalty of 5% added by way of penalty to the account.
14. Accounts in arrears shall be sent a notice of arrears by regular mail; see Appendix A

Discontinuing water service

15. Any property owner may request a water service and billing be discontinued. The water meter must be returned to the Municipal Office thus the owner relinquishing any and all rights to the meter. There shall be no refund given for the meter and a new meter must be purchased if the owner or any subsequent owner of the said lands wishes to recommence water service. A disconnection fee applies.
16. The Water Services Department may disconnect water service between 7 am to 2 pm, Monday to Friday, excluding holidays.

Water Accounts in Arrears

17. Unpaid water bills are ultimately the responsibility of the property owner, not the tenant.
18. Water accounts must be paid in full within 30 days of the date of the due date
19. If not paid within 30 days, a standard overdue notice will be sent, see Appendix A, alerting the account holder that the account has an outstanding balance that is overdue and water will be turned off for non-payment as per the dates on the notice.
20. A repayment arrangement may be established to pay overdue outstanding balances. The Treasurer is authorized to approve repayment plans providing payment arrangements are made prior to disconnection. The account must be paid in full within 30 days of the date of the agreed arrangement.
21. Non-payment of the outstanding water bill within prescribed time shall lead to the water service being disconnected.
22. A water shut-off fee will be imposed as per the Municipality's Fee By-law for disconnecting the water service. Turning on the water supply after an account has been shut off for non-payment will incur a water service re-connection fee.
23. Prior to reconnection of the water service, all outstanding water arrears, penalties and fees on the water account must be paid in full.
24. It is the responsibility of the water customer to inform the Municipality at least two (2) full working days prior to any required service activations or service shut off (disconnections)
25. Payments on water accounts shall be applied to penalties and then to the oldest outstanding principal amount as follows:
 - oldest bill - penalty first and then principal
 - next oldest bill - penalty first and then principal

Attached: Water Final Notice (Appendix A)



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

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

FINAL NOTICE

Date
Customer
Mailing Address

Account:
Amount Past Due: \$

Dear,

Please note our records indicate your account is past due. This is our final notice informing you of the arrears. **Guaranteed payment in full must be received or payment arrangements must be made with the Municipal Office prior to [Date]** Failure to remit payment or make arrangements will result in the disconnection of your water service **on [Date]** **You will not receive further notice with regards to your municipal water being turned off.**

Please be advised that you will be charged a shut off fee of \$[fee] and a reconnection fee of \$[fee]. This will result in \$[fee] being added to your outstanding amount. (If your water is reconnected outside normal working hours, the fee is \$[fee] added to your outstanding amount.) The total outstanding amount must be paid by cash, interact, certified cheque, bank draft or money order before reconnection can be made.

If you have made payment recently, please contact the office to confirm your payment has been received.

If you have any questions or wish to make a payment arrangement, please do not hesitate to contact the municipal office (519) 692-5148 or email admin@dawneuphemia.on.ca

Sincerely,

Carla Trepanier
Accts Rec/Reception
Township of Dawn-Euphemia

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

To: Members of Dawn-Euphemia Township Council
Meeting Date: September 3, 2024
From: Paul Dalton, Drainage Superintendent
Subject: **MOECP MONTHLY UPDATE – AUGUST 2024 – FLORENCE SEPTICS**

Open Session Report

Background:

The following is an update of the actions during the month, to identify and attempt to remediate the sources of contamination in the drains of Florence, as requested by the Ministry of the Environment, Conservation and Parks (MOECP):

Month of August	Despite 13 working days lost, as a result of heavy rainfall at the start of the month, our Public Works Department has been on site in Florence, to unearth some connections. We plan to install the testing points, at these sites during the first couple of weeks in September. Again, our intention for September is to aggressively progress with the original Plan for opening up the connections to Municipal Drains, for testing. We continue to have rented equipment on site, which is allowing access at less than favorable conditions, but caution that poor, wet soil conditions will cause delays if rainfalls as those that we have experienced occur.
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Consultations: Dale Maris for rainfall information.

Recommendation:

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.



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

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

Meeting Date: September 3, 2024
To: Mayor Broad and Members of Dawn-Euphemia Township Council
From: Donna Clermont, Administrator-Clerk
Subject: **Holiday Hours 2024**

OPEN SESSION REPORT

Background:

As per the Personnel Policy the office “holiday” hours for 2024 *would be* as illustrated below. Staff is proposing to close one additional day, being Friday December 27th.

In 2019, the same situation presented itself and the Christmas Vacation Schedule as below was agreed to by Council, and the Office was closed on December 27th. This simply made the best sense to allow staff additional time off with family at Christmas time without affecting operations. Staff are proposing to close the Office again this year on Friday December 27th, only one extra day over the holidays, and that the Personnel Policy be amended to reflect this as a permanent change.

DECEMBER/JANUARY

SUN	MON	TUES	WED	THURS	FRI	SAT
22	23	24	25	26	27	28
	OPEN	CLOSED @ NOON	CLOSED	CLOSED	OPEN <i>(proposed to close)</i>	
29	30	31	1	2	3	4
	OPEN	CLOSED @ NOON	CLOSED	OPEN	OPEN	

There is usually very little mail or business activity that occurs between Christmas and New Years. Water bills are unaffected as they are due Wednesday December 31st. With online banking, PAP’s and cheque mail-ins, the traffic coming into the office is down significantly. The Township also has the after-hours drop-off box located outside. As previously, should Council agree to close for these additional days, staff will begin advertising well in advance of the holidays.

Consultation:

Staff

Financial Implications:

There are no financial implications anticipated – staff would use vacation or lieu days to cover non-statutory days.

Recommendation:

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 that the Personnel Policy be amended to reflect this as a permanent change. Carried



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

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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 3, 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.*

Comments:

In discussion with the Ombudsman's Office, they advised that the Ombudsman Act *does not* speak to video recordings or audio of meetings. Therefore, there is no requirement to provide video or audio meetings to public; however, as will be discussed in this report there are implications under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The Ombudsman's Office does recommend as a "best practice" to keep recordings to assist with any potential investigations by the Ombudsman's Office or Integrity Commissioner.

The Ombudsman's Office stated that typical open/closed meeting complaints are reported and dealt with immediately and likely would not go beyond 2 years.

The deadline to file a complaint under the Integrity Commissioner - Code of Conduct, is 180 days. Therefore, I am recommending that the Township's retention period for any recordings be kept for the current year + 2.

In discussion with the Privacy Commission, they advised that as an independent tribunal that may be called on to adjudicate an appeal, they could not comment on an active freedom of information request. However, they did confirm that once a meeting is recorded it becomes a "record" and is subject to MFIPPA. Any requests for a record, could be subject to a Freedom of Information Request.

The term "record" is also defined under section 2 of MFIPPA, also pasted below:

"record" means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes,

(a) correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof, and

(b) subject to the regulations, any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and

software or any other information storage equipment and technical expertise normally used by the institution; ("document")

I have included a section of the legislation related to Accessing Records and Exemptions along with the following fees that can be charged under the Act.

Section 45 of the Act, which requires the following fees to be charged as follows:

- (a) the costs of every hour of manual search required to locate a record;
- (b) the costs of preparing the record for disclosure;
- (c) computer and other costs incurred in locating, retrieving, processing and copying a record;
- (d) shipping costs; and
- (e) any other costs incurred in responding to a request for access to a record

Associated fees are as follows:

1. For photocopies and computer printouts, 20 cents per page.
2. For manually searching a record, \$7.50 for each 15 minutes spent by any person.
3. For preparing a record for disclosure, including severing a part of the record, \$7.50 for each 15 minutes spent by any person.
4. For developing a computer program or other method of producing a record from machine readable record, \$15 for each 15 minutes spent by any person.
5. The costs, including computer costs, that the institution incurs in locating, retrieving, processing and copying the record if those costs are specified in an invoice that the institution has received. O. Reg. 21/96, s. 2; O. Reg. 92/07, s. 1.

It is doubtful that there may be many requests under MFIPPA for Council audio or visual especially when the Council Agenda complete with reports is now available online prior to each Council Meeting. The Committee of Adjustment Agenda is published online, but the reports are not. The public is provided the opportunity to examine these files in person at the Municipal Office, in order to protect the privacy of the applicant. Therefore, no changes are recommended to this practice, at this time.

The policy recommends that audio recordings is the preferred record to be released (subject to redaction if needed) to the public. The audio would not visually show any residents, staff or delegates that happen to attend the meetings, but would still provide an accurate account of what is being said. It would be much easier to redact any required information from an audio than from a video recording. That being said, the video recording would still be subject to MFIPPA. A video recording could be more time-consuming to prepare for public release due to potential redaction; however, this cost would be recoverable under the permitted fees for "preparing a record".

Unfortunately at this time, I was unable to locate any Privacy Commission rulings on this matter. Therefore this policy could change pending any new rulings.

Consultations:

Privacy Commission
Ombudsman Office

Recommendation:

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

Attach: Freedom of Information – Process & Exemptions (8 pgs)

"Draft" Policy for Broadcasting and Electronic Recording of Meetings (3 pgs)

PART I
FREEDOM OF INFORMATION

ACCESS TO RECORDS

Right of access

4 (1) Every person has a right of access to a record or a part of a record in the custody or under the control of an institution unless,

- (a) the record or the part of the record falls within one of the exemptions under sections 6 to 15;
or
- (b) the head is of the opinion on reasonable grounds that the request for access is frivolous or vexatious.

Severability of record

(2) If an institution receives a request for access to a record that contains information that falls within one of the exemptions under sections 6 to 15 and the head of the institution is not of the opinion that the request is frivolous or vexatious, the head shall disclose as much of the record as can reasonably be severed without disclosing the information that falls under one of the exemptions. 1996, c. 1, Sched. K, s. 13.

Measures to ensure preservation of records

4.1 Every head of an institution shall ensure that reasonable measures respecting the records in the custody or under the control of the institution are developed, documented and put into place to preserve the records in accordance with any recordkeeping or records retention requirements, rules or policies, whether established under an Act or otherwise, that apply to the institution. 2014, c. 13, Sched. 6, s. 3.

Obligation to disclose

5 (1) Despite any other provision of this Act, a head shall, as soon as practicable, disclose any record to the public or persons affected if the head has reasonable and probable grounds to believe that it is in the public interest to do so and that the record reveals a grave environmental, health or safety hazard to the public.

Notice

(2) Before disclosing a record under subsection (1), the head shall cause notice to be given to any person to whom the information in the record relates, if it is practicable to do so.

Contents of notice

(3) The notice shall contain,

- (a) a statement that the head intends to release a record or a part of a record that may affect the interests of the person;
- (b) a description of the contents of the record or part that relate to the person; and
- (c) a statement that if the person makes representations forthwith to the head as to why the record or part should not be disclosed, those representations will be considered by the head.

Representations

(4) A person who is given notice under subsection (2) may make representations forthwith to the head concerning why the record or part should not be disclosed. R.S.O. 1990, c. M.56, s. 5.

EXEMPTIONS

Draft by-laws, etc.

6 (1) A head may refuse to disclose a record,

- (a) that contains a draft of a by-law or a draft of a private bill; or
- (b) that reveals the substance of deliberations of a meeting of a council, board, commission or other body or a committee of one of them if a statute authorizes holding that meeting in the absence of the public.

Exception

(2) Despite subsection (1), a head shall not refuse under subsection (1) to disclose a record if,

- (a) in the case of a record under clause (1) (a), the draft has been considered in a meeting open to the public;
- (b) in the case of a record under clause (1) (b), the subject-matter of the deliberations has been considered in a meeting open to the public; or
- (c) the record is more than twenty years old. R.S.O. 1990, c. M.56, s. 6.

Advice or recommendations

7 (1) A head may refuse to disclose a record if the disclosure would reveal advice or recommendations of an officer or employee of an institution or a consultant retained by an institution.

Exceptions

(2) Despite subsection (1), a head shall not refuse under subsection (1) to disclose a record that contains,

- (a) factual material;
- (b) a statistical survey;
- (c) a report by a valuator;
- (d) an environmental impact statement or similar record;
- (e) a report or study on the performance or efficiency of an institution;
- (f) a feasibility study or other technical study, including a cost estimate, relating to a policy or project of an institution;
- (g) a report containing the results of field research undertaken before the formulation of a policy proposal;
- (h) a final plan or proposal to change a program of an institution, or for the establishment of a new program, including a budgetary estimate for the program;
- (i) a report of a committee or similar body within an institution, which has been established for the purpose of preparing a report on a particular topic;

- (j) a report of a body which is attached to an institution and which has been established for the purpose of undertaking inquiries and making reports or recommendations to the institution;
- (k) the reasons for a final decision, order or ruling of an officer or an employee of the institution made during or at the conclusion of the exercise of discretionary power conferred by or under an enactment or scheme administered by the institution.

Idem

(3) Despite subsection (1), a head shall not refuse under subsection (1) to disclose a record if the record is more than twenty years old. R.S.O. 1990, c. M.56, s. 7.

Law enforcement

8 (1) A head may refuse to disclose a record if the disclosure could reasonably be expected to,

- (a) interfere with a law enforcement matter;
- (b) interfere with an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result;
- (c) reveal investigative techniques and procedures currently in use or likely to be used in law enforcement;
- (d) disclose the identity of a confidential source of information in respect of a law enforcement matter, or disclose information furnished only by the confidential source;
- (e) endanger the life or physical safety of a law enforcement officer or any other person;
- (f) deprive a person of the right to a fair trial or impartial adjudication;
- (g) interfere with the gathering of or reveal law enforcement intelligence information respecting organizations or persons;
- (h) reveal a record which has been confiscated from a person by a peace officer in accordance with an Act or regulation;
- (i) endanger the security of a building or the security of a vehicle carrying items, or of a system or procedure established for the protection of items, for which protection is reasonably required;
- (j) facilitate the escape from custody of a person who is under lawful detention;
- (k) jeopardize the security of a centre for lawful detention; or
- (l) facilitate the commission of an unlawful act or hamper the control of crime. R.S.O. 1990, c. M.56, s. 8 (1); 2002, c. 18, Sched. K, s. 14 (1); 2019, c. 7, Sched. 41, s. 1.

Idem

(2) A head may refuse to disclose a record,

- (a) that is a report prepared in the course of law enforcement, inspections or investigations by an agency which has the function of enforcing and regulating compliance with a law;
- (b) that is a law enforcement record if the disclosure would constitute an offence under an Act of Parliament;
- (c) that is a law enforcement record if the disclosure could reasonably be expected to expose the author of the record or any person who has been quoted or paraphrased in the record to civil liability; or

- (d) that contains information about the history, supervision or release of a person under the control or supervision of a correctional authority. R.S.O. 1990, c. M.56, s. 8 (2); 2002, c. 18, Sched. K, s. 14 (2).

Refusal to confirm or deny existence of record

(3) A head may refuse to confirm or deny the existence of a record to which subsection (1) or (2) applies. R.S.O. 1990, c. M.56, s. 8 (3).

Exception

(4) Despite clause (2) (a), a head shall disclose a record that is a report prepared in the course of routine inspections by an agency that is authorized to enforce and regulate compliance with a particular statute of Ontario. R.S.O. 1990, c. M.56, s. 8 (4).

Idem

(5) Subsections (1) and (2) do not apply to a record on the degree of success achieved in a law enforcement program including statistical analyses unless disclosure of such a record may prejudice, interfere with or adversely affect any of the matters referred to in those subsections. R.S.O. 1990, c. M.56, s. 8 (5).

Civil Remedies Act, 2001

8.1 A head may refuse to disclose a record and may refuse to confirm or deny the existence of a record if disclosure of the record could reasonably be expected to interfere with the ability of the Attorney General to determine whether a proceeding should be commenced under the *Civil Remedies Act, 2001*, conduct a proceeding under that Act or enforce an order made under that Act. 2001, c. 28, s. 23 (1); 2002, c. 18, Sched. K, s. 15; 2007, c. 13, s. 45 (1).

Prohibiting Profiting from Recounting Crimes Act, 2002

8.2 A head may refuse to disclose a record and may refuse to confirm or deny the existence of a record if disclosure of the record could reasonably be expected to interfere with the ability of the Attorney General to determine whether a proceeding should be commenced under the *Prohibiting Profiting from Recounting Crimes Act, 2002*, conduct a proceeding under that Act or enforce an order made under that Act. 2002, c. 2, ss. 16 (1), 19 (8); 2002, c. 18, Sched. K, s. 16.

Relations with governments

9 (1) A head shall refuse to disclose a record if the disclosure could reasonably be expected to reveal information the institution has received in confidence from,

- (a) the Government of Canada;
- (b) the Government of Ontario or the government of a province or territory in Canada;
- (c) the government of a foreign country or state;
- (d) an agency of a government referred to in clause (a), (b) or (c); or
- (e) an international organization of states or a body of such an organization. R.S.O. 1990, c. M.56, s. 9 (1); 2002, c. 18, Sched. K, s. 17.

Idem

(2) A head shall disclose a record to which subsection (1) applies if the government, agency or organization from which the information was received consents to the disclosure. R.S.O. 1990, c. M.56, s. 9 (2).

Relations with Aboriginal communities

9.1 (1) A head may refuse to disclose a record where the disclosure could reasonably be expected to,

- (a) prejudice the conduct of relations between an Aboriginal community and the Government of Ontario or an institution; or
- (b) reveal information received in confidence from an Aboriginal community by an institution. 2017, c. 8, Sched. 20, s. 1.

Definitions

(2) In this section,

“Aboriginal community” means,

- (a) a band within the meaning of the *Indian Act* (Canada),
- (b) an Aboriginal organization or community that is negotiating or has negotiated with the Government of Canada or the Government of Ontario on matters relating to,

(i) Aboriginal or treaty rights under section 35 of the *Constitution Act, 1982*, or

(ii) a treaty, land claim or self-government agreement, and

- (c) any other Aboriginal organization or community prescribed by the regulations; (“communauté autochtone”)

“institution” includes an institution as defined in section 2 of the *Freedom of Information and Protection of Privacy Act*. (“institution”) 2017, c. 8, Sched. 20, s. 1.

Third party information

10 (1) A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to,

- (a) prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (b) result in similar information no longer being supplied to the institution where it is in the public interest that similar information continue to be so supplied;
- (c) result in undue loss or gain to any person, group, committee or financial institution or agency; or
- (d) reveal information supplied to or the report of a conciliation officer, mediator, labour relations officer or other person appointed to resolve a labour relations dispute. R.S.O. 1990, c. M.56, s. 10 (1); 2002, c. 18, Sched. K, s. 18; 2017, c. 8, Sched. 20, s. 2.

Consent to disclosure

(2) A head may disclose a record described in subsection (1) if the person to whom the information relates consents to the disclosure. R.S.O. 1990, c. M.56, s. 10 (2).

Economic and other interests

11 A head may refuse to disclose a record that contains,

- (a) trade secrets or financial, commercial, scientific or technical information that belongs to an institution and has monetary value or potential monetary value;
- (b) information obtained through research by an employee of an institution if the disclosure could reasonably be expected to deprive the employee of priority of publication;
- (c) information whose disclosure could reasonably be expected to prejudice the economic interests of an institution or the competitive position of an institution;
- (d) information whose disclosure could reasonably be expected to be injurious to the financial interests of an institution;
- (e) positions, plans, procedures, criteria or instructions to be applied to any negotiations carried on or to be carried on by or on behalf of an institution;
- (f) plans relating to the management of personnel or the administration of an institution that have not yet been put into operation or made public;
- (g) information including the proposed plans, policies or projects of an institution if the disclosure could reasonably be expected to result in premature disclosure of a pending policy decision or undue financial benefit or loss to a person;
- (h) questions that are to be used in an examination or test for an educational purpose;
- (i) submissions in respect of a matter under the *Municipal Boundary Negotiations Act* commenced before its repeal by the *Municipal Act, 2001*, by a party municipality or other body before the matter is resolved. R.S.O. 1990, c. M.56, s. 11; 2002, c. 17, Sched. F, Table; 2002, c. 18, Sched. K, s. 19.

Solicitor-client privilege

12 A head may refuse to disclose a record that is subject to solicitor-client privilege or that was prepared by or for counsel employed or retained by an institution for use in giving legal advice or in contemplation of or for use in litigation. R.S.O. 1990, c. M.56, s. 12.

Danger to safety or health

13 A head may refuse to disclose a record whose disclosure could reasonably be expected to seriously threaten the safety or health of an individual. R.S.O. 1990, c. M.56, s. 13; 2002, c. 18, Sched. K, s. 20.

Personal privacy

14 (1) A head shall refuse to disclose personal information to any person other than the individual to whom the information relates except,

- (a) upon the prior written request or consent of the individual, if the record is one to which the individual is entitled to have access;

- (b) in compelling circumstances affecting the health or safety of an individual, if upon disclosure notification thereof is mailed to the last known address of the individual to whom the information relates;
- (c) personal information collected and maintained specifically for the purpose of creating a record available to the general public;
- (d) under an Act of Ontario or Canada that expressly authorizes the disclosure;
- (e) for a research purpose if,
 - (i) the disclosure is consistent with the conditions or reasonable expectations of disclosure under which the personal information was provided, collected or obtained,
 - (ii) the research purpose for which the disclosure is to be made cannot be reasonably accomplished unless the information is provided in individually identifiable form, and
 - (iii) the person who is to receive the record has agreed to comply with the conditions relating to security and confidentiality prescribed by the regulations; or
- (f) if the disclosure does not constitute an unjustified invasion of personal privacy. R.S.O. 1990, c. M.56, s. 14 (1).

Criteria re invasion of privacy

(2) A head, in determining whether a disclosure of personal information constitutes an unjustified invasion of personal privacy, shall consider all the relevant circumstances, including whether,

- (a) the disclosure is desirable for the purpose of subjecting the activities of the institution to public scrutiny;
- (b) access to the personal information may promote public health and safety;
- (c) access to the personal information will promote informed choice in the purchase of goods and services;
- (d) the personal information is relevant to a fair determination of rights affecting the person who made the request;
- (e) the individual to whom the information relates will be exposed unfairly to pecuniary or other harm;
- (f) the personal information is highly sensitive;
- (g) the personal information is unlikely to be accurate or reliable;
- (h) the personal information has been supplied by the individual to whom the information relates in confidence; and
- (i) the disclosure may unfairly damage the reputation of any person referred to in the record. R.S.O. 1990, c. M.56, s. 14 (2).

Presumed invasion of privacy

(3) A disclosure of personal information is presumed to constitute an unjustified invasion of personal privacy if the personal information,

- (a) relates to a medical, psychiatric or psychological history, diagnosis, condition, treatment or evaluation;

- (b) was compiled and is identifiable as part of an investigation into a possible violation of law, except to the extent that disclosure is necessary to prosecute the violation or to continue the investigation;
- (c) relates to eligibility for social service or welfare benefits or to the determination of benefit levels;
- (d) relates to employment or educational history;
- (e) was obtained on a tax return or gathered for the purpose of collecting a tax;
- (f) describes an individual's finances, income, assets, liabilities, net worth, bank balances, financial history or activities, or creditworthiness;
- (g) consists of personal recommendations or evaluations, character references or personnel evaluations; or
- (h) indicates the individual's racial or ethnic origin, sexual orientation or religious or political beliefs or associations. R.S.O. 1990, c. M.56, s. 14 (3).

Limitation

(4) Despite subsection (3), a disclosure does not constitute an unjustified invasion of personal privacy if it,

- (a) discloses the classification, salary range and benefits, or employment responsibilities of an individual who is or was an officer or employee of an institution;
- (b) discloses financial or other details of a contract for personal services between an individual and an institution; or
- (c) discloses personal information about a deceased individual to the spouse or a close relative of the deceased individual, and the head is satisfied that, in the circumstances, the disclosure is desirable for compassionate reasons. R.S.O. 1990, c. M.56, s. 14 (4); 2006, c. 19, Sched. N, s. 3 (2).

Refusal to confirm or deny existence of record

(5) A head may refuse to confirm or deny the existence of a record if disclosure of the record would constitute an unjustified invasion of personal privacy. R.S.O. 1990, c. M.56, s. 14 (5).

Information soon to be published

15 A head may refuse to disclose a record if,

- (a) the record or the information contained in the record has been published or is currently available to the public; or
- (b) the head believes on reasonable grounds that the record or the information contained in the record will be published by an institution within ninety days after the request is made or within such further period of time as may be necessary for printing or translating the material for the purpose of printing it. R.S.O. 1990, c. M.56, s. 15.

Exemptions not to apply

16 An exemption from disclosure of a record under sections 7, 9, 9.1, 10, 11, 13 and 14 does not apply if a compelling public interest in the disclosure of the record clearly outweighs the purpose of the exemption. R.S.O. 1990, c. M.56, s. 16; 2017, c. 8, Sched. 20, s. 3.



Township of Dawn-Euphemia

***"DRAFT"* 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) **"Council Meeting"** means any scheduled meetings of Council and any Public Hearings held in conjunction with a Council Meeting.
- d) **"Council Member"** means an elected member of Council.
- e) **"Council"** means the body of elected Council Members whom together form the elected council of the Township of Dawn-Euphemia.
- f) **"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*.
- g) **"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.
- h) **"Mayor"** means the head of Council.
- i) **"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.

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 make a written request to participate electronically at least two (2) business days before the scheduled Open Meeting date, whereupon the Township will provide a meeting invite 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, anyone 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. If identification of a participant can not be verified, the participant will *immediately* be removed from the meeting.

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 Town 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.

PUBLIC ACCESS TO RECORDINGS

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.

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 September 3, 2024.

Resolution: 2024-_____



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

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

Meeting Date: September 3, 2024
To: Mayor Broad and Members of Dawn-Euphemia Township Council
From: Donna Clermont, Administrator-Clerk
Subject: **ACTIVITY REPORT FOR JULY & AUGUST**

OPEN SESSION REPORT

Background:

The purpose of this report is to provide Council with a brief summary of various meetings/activities for the months of July & August.

July 11- Site visit to property in Euphemia, with OPP and County By-law Enforcement. Four POA fines issued for being over 3-dog limit and failure to license dogs. Conditions provided to owner regarding septic issues, C-Can Permits and tenant living in trailer.

Aug 14 – The Deputy Clerk and I participated in a Teams Meeting with the Ministry of Public and Business Service Delivery and Procurement, Access and Privacy Advisor to discuss issues surrounding Freedom of Information Requests and Broadcasting Council Meetings.

Aug 15 – The CEMC and alternate attended an engagement session hosted by Emergency Management Ontario to inform opportunities for the proposed modernization of the *Emergency Management and Civil Protection Act*. The Deputy Minister and Commissioner of Emergency Management, Ontario is engaging partners and stakeholders on proposed modernization of the *Emergency Management and Civil Protection Act* to support a safe, practiced and prepared Ontario – before, during and after emergencies. The engagement in these sessions will help inform how Ontario could modernize the emergency management legislative framework to strengthen the province's ability to prevent, mitigate, prepare for, respond to, and recover from emergencies and align with Ontario's emergency management vision for a safe, practiced and prepared Ontario.

OTHER:

Shetland Campground: All Seasonal Sites have been booked for the season. The unserviced sites are typically booked for long weekends.

PROPERTY COMPLAINTS			
Date of Complaint	Issue	Location	Result
Nov 6/23	Emergency Order – Demolition of building & subsequent clean up Property Standards Order	Florence	Ongoing - Enforcement by Lambton County (Deadline pending Court Decision)
Mar 19/24	Tidy Yard & Property Standards	Oakdale Rd	Ongoing - Enforcement by Lambton County - Orders Issued.
ANIMAL CONTROL			
MATTERS RESOLVED			
May 22/24	Derelict Vehicle	Edys Mills	Resolved by Twp July 29
June 25/24	Occupant living in trailer	Davis Road	Resolved by Lambton County – still awaiting costs from County to bill out to owner
June 25/24	Over 3-Dog Limit	Davis Road	Resolved by Lambton County – 4 POA Charges Laid for failure to license dogs & over 3-dog limit
Augst 5, 2024	1 Dog – no tags, running @ large Brought to Humane Society	Marthaville Rd	Resolved by Twp. Billed \$220.80 for Animal Control Officer
August 8, 2024	2 Dogs running @ large, brought to Humane Society	Bentpath Line	Resolved by Twp. Billed \$450.00 for Animal Control Officer
July 20/24	Dog Running @ large	Edys Mills	Letter sent to resident. Resolved by Twp July 29
July 29/24	Chickens in residential area & Tidy Yard Violation	Florence	Letter sent to resident. Resolved by Twp Aug 12
August 14/24	Dogs Running @ large/no tags	Edys Mills	Resolved by Twp Aug 26/24. Letter & invoice for \$130 sent to owner.
August 26/24	Long grass	Florence	Resolved by Twp Aug 26/24. Contacted owner by phone.

A total of \$4,035.67 was billed out on taxes for expenses related to enforcement by Lambton County.

\$670.80 was invoiced to 2 residents for Animal Control Costs (dogs running at large).

\$6,535.00 was billed out on taxes for Overdue Dog Tags.

Recommendation:

Information Only

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: September 3, 2024

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

That the following members of Council attend the Ontario West Municipal Conference to be held on Friday, October 25, 2024 at the John D. Bradley Centre in Chatham, ON:

Carried.



Media Release

FOR IMMEDIATE RELEASE – May 23, 2024

Municipal leaders set to convene in Chatham-Kent for the return of the Ontario West Municipal Conference

Southwestern Ontario – Hundreds of participants representing municipalities and organizations from across Western Ontario will attend the Western Ontario Municipal Conference on Friday, October 25, 2024, at the John D. Bradley Convention Center in Chatham-Kent, Ontario.

Returning after a six-year hiatus, the annual Western Ontario Municipal Conference is an opportunity for municipal officials from across the region to work together on solutions to today's challenges, to learn and to create new opportunities that benefit our communities.

The Conference will feature a keynote presentation by Paul Wells, one of Canada's leading political journalists. For 19 years, he was the lead political columnist at Maclean's magazine, and he's also written for the Globe and Mail, the Toronto Star, and the National Post. Paul is a bestselling author and a regular political commentator on both the French- and English-language CBC networks. His new subscription newsletter is already one of the most widely read political newsletters in Canada.

This year's event features 30 speakers reflecting on the top issues of responsibility for our municipalities. Session topics will focus on the key priorities of the Western Ontario Wardens' Caucus including, housing, mental health & addictions, workforce, infrastructure, and economic development, including a fireside chat with Associate Minister of Housing the Honorable Rob Flack and Parliamentary Assistant for Municipal Affairs and Housing MPP Matthew Rae.

"We are thrilled to be hosting the return of the Ontario West Municipal Conference and look forward to welcoming our colleagues from across Western Ontario to learn and collaborate together," stated Mayor of Norfolk County Amy Martin, Chair of the 2024 Ontario West Conference Committee.

Registration is now open with early bird rates available.

Agenda

7:30AM: Registration and Welcome Breakfast

8:30AM: Welcoming Remarks

9:00AM: Keynote Speaker - Paul Wells

10:00AM: Networking and Information Fair

10:30AM: Concurrent Sessions

11:15AM: Networking and Information Fair

11:45AM: Concurrent Sessions

12:30PM: Lunch

1:30PM: Networking and Information Fair

2:00PM: Plenary Speaker

3:00PM: Plenary Speaker

4:00PM: Closing Remarks

Conference Fees

Ticket Type	Price
Early Bird Conference Pass	\$200
Full Conference Pass	\$300

Hotel Room Block

Book your hotel room in our hotel room block by September 16, 2024! To book your room please [click here](#). Or call the hotel at 519-351-1100 and use code WWC.

TOWNSHIP OF DAWN-EUPHEMIA
BUILDING PERMIT COMPARISON
2024 & 2023
FOR THE MONTH OF JULY

86

Type of Permit	No. of Permits Issued		Value of Construction		Permit Fees		Total to Date					
	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023
	New Residential							1	2	\$750,000	\$1,200,000	\$1,120.00
Residential Alterations/Additions		1		1,250,000		1,120.00	2	2	210,000	1,280,000	1,610.00	2,240.00
Non-Residential							0	3	0	250,000	0.00	1,600.00
New Commercial							0	0	0	0	0.00	0.00
Commercial Alterations/Additions							0	0	0	0	0.00	0.00
New Industrial		2		2,500,000		5,040.00	0	2	0	2,500,000	0.00	5,040.00
Industrial Alterations/Additions							0	0	0	0	0.00	0.00
New Institutional							0	0	0	0	0.00	0.00
Institutional Alterations/Additions							0	0	0	0	0.00	0.00
New Agricultural	1		20,000		510.00		6	5	225,000	382,000	3,620.00	3,134.00
Agricultural Alterations/Additions							0	0	0	0	0.00	0.00
Demolitions	1		2,500		310.00		4	1	14,501	1,800,000	820.00	55.00
Swimming Pools							0	1	0	10,000	0.00	280.00
Other							1	0	500	2,000	490.00	490.00
Totals	2	3	\$22,500	\$3,750,000	\$820.00	\$6,160.00	14	16	\$1,200,001	\$7,424,000	\$7,660.00	\$15,511.00
No. of New Dwelling Units Created							1	2				

*Please note that Non-Residential permits are for garages, sheds, accessory buildings.



TOWNSHIP OF DAWN-EUPHEMIA
JULY

<u>PERMITS ISSUED</u>	<u>OWNER/CONTRACTOR</u>	<u>LOCATION</u>	<u>FEE</u>	<u>TYPE VALUE</u>
BP-24-016	██████████ owner 1993 Oil Heritage Rd, Oil Springs, (erect 27 ft diameter grain bin) Cont: owner, July 17/2024 ██████████	1993 Oil Heritage Rd Con 7, Pt Lot 32	510.00	Agr/Con 20,000 53 m ²
BP-24-017	██████████ owner 1759 McAuslan Rd, Inwood, (demolish existing dwelling) Cont: owner July 23, 2024 ██████████	6019 Bentpath Line Con 14, E Pt Lot 25	310.00	Res/Dem 2,500



The following is a summary of the Plumbing Permits issued for the Township of Dawn-Euphemia to the end of the month of July, 2024:

<u>PERMIT #</u>	<u>DESCRIPTION &/OR LOCATION</u>	<u>OWNER/CONTRACTOR</u>
PP-23-004	898 Dawn Valley Rd, Con 2, W Pt Lot 20	Rumble Homes Ltd
PP-24-001	4626 Edys Mills Line, Con 8, W Pt Lot 31	Fred-Ron Carpentry Inc

VOUCHER # 16 - 2024

03-Sep-24

9a

INVOICES		CHEQUE RUN	CHEQUE #	TOTAL
Admin/P Wks/Fire/Drain/Water/DECC		06-Aug-24	# [REDACTED] B	\$ 139,089.72
Admin/P Wks/Fire/Drain/Water/DECC		07-Aug-24	[REDACTED]	\$ 6,843.86
Admin/P Wks/Fire/Drain/Water/DECC		07-Aug-24	[REDACTED]	\$ 71,413.50
Admin/P Wks/Fire/Drain/Water/DECC		07-Aug-24	[REDACTED]	\$ 489.87
Grand total of all invoices				<u>\$145,933.58</u>
PAYROLL		PP #17	PP #18	
Administration	\$ 15,337.00	\$ 15,337.00		\$ 30,674.00
Public Works	\$31,298.29	\$ 32,679.86		\$ 63,978.15
Council		\$ 2,713.92		\$ 2,713.92
Grand total of all Payroll				<u>\$ 97,366.07</u>
VOUCHER # 16 - 2024			GRAND TOTAL	<u>\$243,299.65</u>



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

10a

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 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 forgoing, 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 muniicipal 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

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RESOLUTION – REGULAR MEETING

Date: September 3, 2024

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

That this Regular Meeting of Council be hereby adjourned at the hour of _____ pm, to meet again for the Regular Meeting of Council on September 16, 2024, at 6:30 pm or at the call of the Chair. *Carried.*