



The Corporation of the Township of Dawn-Euphemia

- A G E N D A -

Monday, February 3, 2025 – 6:30 pm

REGULAR MEETING OF COUNCIL

Municipal Office, 4591 Lambton Line

Be advised that Council Meetings are being recorded and live streamed. If you wish to attend via zoom, please contact the Clerk for an invitation. Comments and opinions expressed by individual Council Members, guests and the general public are their own, and do not necessarily represent those of the Dawn-Euphemia Council. The official record of the Council Meeting shall consist solely of the Minutes approved by Council.

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1. **CALL TO ORDER**
 2. **DISCLOSURE OF PECUNIARY INTEREST**
 3. **DELEGATIONS**
 - a) **6:30 pm** – Presentation from the Treasurer Re: Public Presentation of 2025 Budget and Adoption
 - b) **6:40 pm** – Presentation from the Treasurer Re: 2022 Financial Statements Draft
 4. **ADOPTION OF MINUTES**
 - a) Minutes of Regular Council Meeting of January 13, 2025
 5. **BUSINESS ARISING FROM MINUTES**
 6. **PLANNING/DRAINAGE/PROPERTY**
 - a) Drain Maintenance Request received (1) January 13, 2025 Re: 1st Concession Road Drain and (2) January 15, 2025 Re: Grant Turner Drain
 7. **REPORTS**
 - a) Report from the Treasurer Re: OPP Annual Billing Webinar Report 2025
 - b) Report from the Administrator-Clerk Re: Integrity Commissioner
 - c) Report from the Administrator-Clerk Re: Internet and Telephone Voting
 - d) Report from the Administrator-Clerk Re: Deputy Clerk Position
 - e) Report from the Administrator-Clerk Re: Accounts Receivable/Receptionist Position
 8. **CORRESPONDENCE**
 - a) March 2025 Newsletter
Information Only
 - b) Plumbing Permits, December 2024
 - c) Building Permit Comparison, December 2023 & 2024
 9. **OTHER BUSINESS**
 - a) Accounts
 10. **BY-LAW**
 - a) Report and By-Law 2025-02, being a by-law to impose special annual drainage rates; and to repeal By-Law 2024-32
 11. **CLOSED SESSION**
 12. **ADJOURNMENT:** **Next Meeting of Council**
Regular Council Meeting – Tuesday, February 18, 2025 @ 6:30 pm



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

3a

4591 Lambton Line, RR # 4, Dresden, ON N0P 1M0 www.dawneuphemia.ca
Tel: 519-692-5148 Fax: 519-692-5511 Email: treasurer@dawneuphemia.on.ca



**COUNCIL INVITES THE PUBLIC TO ATTEND
THE PRESENTATION OF THE**

2025 BUDGET

**MONDAY FEBRUARY 3, 2025
@ 6:30 pm**

**Attached is a copy of the “Draft” 2025 Budget which
includes a 4.9% increase.**

**You are welcome to attend in-person or via zoom – please
contact the office at 519-692-5148 for details.**

**Please contact the Treasurer if you have any questions
about the budget at treasurer@dawneuphemia.on.ca**



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

4591 Lambton Line, RR # 4, Dresden, ON N0P 1M0

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

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

To: Members of Dawn-Euphemia Township Council
Meeting Date: February 3, 2025
From: Marc Seguin, Treasurer
Subject: **2025 Budget**

Open Session Report FIN 25-02-03

Background:

This is the 2025 Budget; to be discussed by Council.

Comments:

There is a summary at the front of the budget for your convenience.

Adjustments made from the previous version as well as questions from Council include:

- Adjusted OPP costs agree with revised expense figures
- Asset Management figures verified with engineers at approx. \$7,500
- Royal Canadian Legion donation removed

Consultations:

Consultations and preparation by the Treasurer, Clerk, Public Works, Fire Department.

Financial:

The proposed 2025 Budget increase is 4.9% and the projected rate of inflation in Canada for 2025 is approximately 2.1%, in 2025, with a net increase of $4.9\% - 2.1\% = 2.8\%$ for 2025

Total budgeted cash requirements: \$4,929,837

Budget increase from previous year: 4.9%

Gravel expenditure: \$1,100,000

Recommendation:

That the 2025 Budget dated February 3, 2025, from the Treasurer be adopted as presented.

**Township of Dawn-Euphemia
2025 Budget**

Inclusive of all non-cash expenditures

Budget 2025

Administration	Council	74,231
	Admin	574,181
	Operations	196,477
Fire	Admin	104,100
	Operations	201,258
Planning and Development	Admin	40,000
	Operations	0
Public Works	Admin	1,003,243
	Operations	2,308,258
Water	Admin	137,500
	Operations	333,410
Social Services	Admin	4,000
	Operations	581,984
Recreation and Culture	Admin	0
	Operations	94,136

Cash Requirements	
Expenses	
Council	74,231
Admin	1,863,024
Operations	3,715,522
Total Expenses	5,652,777
Non-Tax Revenues	
Grants	-581,480
Water Revenues	-701,137
Penalties and Interest	-173,500
Other Revenues	-240,823
Total Non-Tax Revenues	-1,696,940
Total Capital investments	974,000
Total Reserves Changes	
Total Budget 2025	4,929,837
Total Budget 2024	4,695,091
% Increase	4.90%

Proposed Reserves changes Summary for 2025:
 Not directly in Budget - Informational Purposes Only

	Into	Out of
	Reserves	Reserves
Increases:		
Admin Department	\$32,000	Pen test 2026, Reserves, Elections
Fire Department	\$100,000	New Fire Truck + CK decrease
Public Works Fleet	\$290,000	\$110k New Salt Truck 2023, \$180k new Grader
Water Reserves	\$133,507	Projected
Shetland Park Campground	\$10,000	Projected
Special Area Rate: Florence	\$10,562	
Special Area Rate: Oakdale	\$1,831	
Total Increases:	\$545,900	
Decreases:		
Computer replacement		12500
Generator purchase		\$230,000
Tractor exchange		\$60,000
Shetland Park hydrdo upgrade		\$7,500
Total Decreases:		\$310,000
Projected Reserves changes 2023:	\$545,900	\$310,000
Net Increase (Decrease)	\$235,900	Projected

**Capital Expenditure Budget Report
Municipality of Dawn Euphemia
Tax Year 2025**

	Cost	Funded by Budget	Funded by Reserves	Funded by Grants
Administrative Department				
Computer replacement (2025) (7 admin) -Half was raised in 2024, other half in 2025	\$ 12,500		\$ 12,500	
PEN test 2026	\$ 15,000	\$ 15,000		
Elections \$4k/yr over four years	\$ 4,000	\$ 4,000		
Admin Reserve increase -New server est 2030	\$ 13,000	\$ 13,000		
Total Administrative Department	\$ 44,500	\$ 32,000	\$ 12,500	\$ -
Fire Department				
New Fire truck @ \$640,000 TBP 2030 -New pumper needs to be purchased by 2030, started 2023 @ \$80k/yr	\$ 80,000	\$ 80,000		
Generator move from Community Centre to Firehall	\$ 3,000	\$ 3,000		
Fire Services reserves	\$ 20,000	\$ 20,000		
Total Fire Department	\$ 103,000	\$ 103,000	\$ -	\$ -
Public Works Department				
PW reserve Services -Addition funds from Budget changes	\$ -			
PW reserve Fleet -moved from Services to Fleet	\$ 180,000	\$ 180,000		
New Salt Truck @ \$400,000 TBP 2026 -\$100,000 yr one, \$110k a year for three years into new Salt Truck started 2023	\$ 110,000	\$ 110,000		
New Grader @ \$650,000 -Need updated and official quotes. Purchase options 1 and 3 chosen.	\$ -			
Tractor exchange -Proposed to be taken out of Reserves	\$ 60,000		\$ 60,000	
Engineering costs for structure improvements -Expenses relating to the construction of Structures	\$ 48,000	\$ 48,000		
Structure #69 replacement, work to be done in 2026 -Fansher Rd Lomax drain, estimated costs \$950,000	\$ 350,000	\$ 350,000		
Bridges and Culverts - Capital -Large (3' and larger) culvert replacements w. own forces and hired equipment	\$ 75,000	\$ 75,000		
Land purchase road allowance -Allowance x2 \$6k each	\$ 12,000	\$ 12,000		
Total Public Works Department	\$ 835,000	\$ 775,000	\$ 60,000	\$ -
Water Department				
Total Water Department	\$ -	\$ -	\$ -	\$ -
Social Services Department				
Police Reserve -To offset 2026 projected funding increase	\$ 40,000	\$ 40,000		
Total Social Services	\$ 40,000	\$ 40,000	\$ -	\$ -
Recreation and Culture Department				
New roof Rutherford park	\$ 8,000	\$ 8,000		
Shetland Park hyrdo upgrade	\$ 7,500		\$ 7,500	
Shetlend Library -money left over from different in Insurance estimate to actual	\$ 16,000	\$ 16,000		
Generator to be purchased 2025 -new Generator at DECC, total \$230k est. Waiting on grant acceptance	\$ 230,000		\$ 230,000	
Total Recreation and Culture Department	\$ 261,500	\$ 24,000	\$ 237,500	\$ -
Total New Capital Requirements	\$ 1,284,000	\$ 974,000	\$ 310,000	\$ -

Grants and Donations

2025 Budget

Approved
Amt 2025

Moore Agricultural Society (Brigden Fair)	\$100
Lambton Farm Safety	\$200
Oakdale Community Centre - Taxes in Lieu	\$1,000
Lambton 4-H	\$100
D-EPS Parent Council (grant dinner)	\$1,200
Scholarship - D-EPS	\$1,000
Ploughman's	\$250
Central Lambton Recruitment Office	\$300
No one stands alone	\$1,000
Four Counties (asking for two Workstations on Wheels)	\$4,000
Three Oaks (new)	\$1,000
Royal Canadian Legion (new) (includes an ad in their book)	
-New request, \$395 requested	
Total Grants and Donation Considerations	\$10,150

Arena Expenses 2025

Bothwell and Dresden Arena	\$3,000
Petrolia Arena	\$735
Total Arena Expenses	\$3,735

200 Admin Expense

Admin Expenses	Actual 2023	Budget 2024	Act 2024 Q4	Budget 2025	
Salaries	15,370	22,046	20,298	24,456	\$7,256 Mayor, \$4,300 * 4 Councillors
Stipends & Honourariums	21,592	25,245	22,856	26,775	\$175 x 26 wks * 4 Councillors + Mayor + 23 committee meetings
Per Diems, Meals and Entertainment	483	3,000	61	6,000	Food and pay \$250/day 6 conferences 4 days each
Gifts and Recognitions	445	0	1,150	1,000	
Committee Disbursements	0	0	144	0	
Travel and Accomodations	4,704	5,000	3,202	6,000	\$300 night x 4 nights x 4 Councillors + \$300 x 4 nights x2 Mayor
Conferences & Seminars	4,769	1,500	2,234	4,500	5 conferences @ \$900 each
Telephone, Cell Phones, & Communications	565	600	458	0	
Computer Software	0	0	289	300	Zoom subscription
Office Equipment	0	3,500	2,200	2,000	Four Tablets
Office Furniture	0	0	0	3,500	New chairs council room
Salaries	381,605	401,295	365,256	427,348	Credit: \$10k Water (Admin) +\$10k (DC training)
Per Diems, Meals, and Entertainment	3,693	0	2,216	500	\$1,800 Christmas Dinner
Gifts and Recognitions	51	0	0	0	
CPP & EI	26,096	23,877	25,074	25,427	Function of Salaries
EHT	8,830	8,877	8,547	9,453	Function of Salaries
WSIB	12,252	11,000	13,033	11,000	
Group Life / LTD	8,014	6,890	8,638	7,303	=2024+6%
Pension	35,906	35,966	41,387	38,124	=2024+6%
Group Health	20,230	30,542	25,046	34,875	=2024+6% +\$500 for EAP x 5 ppl
Spending Account	16,590	9,250	4,733	9,250	\$1,850 x 5 people assume max usage
Travel and Accomodations	2,137	1,500	2,129	1,500	
Memberships, Fees, & Dues	4,456	1,610	1,836	1,900	AMCTO \$500, CPA \$1.1k, NPI \$110
Training	1,816	5,000	1,248	5,000	\$1k per person, 5 people
Conferences & Seminars	2,000	2,000	1,625	2,000	Two conferences @ \$1k a conference
Occupational Health & Safety	311	500	69	500	
Insurance	23,065	24,910	26,132	27,125	3.8% increase
Telephone, Cell Phones, & Communications	5,107	3,546	4,949	3,653	
Hydro	2,745	4,576	3,143	4,713	
Heat	1,256	1,144	1,171	1,178	
Water	352	399	512	411	
Internet	5,128	7,300	7,443	7,300	7 years left on contract
Computer Maintenance	10,571	12,000	29,421	28,000	Monthly IT @ \$1.2k/mth, IT Security @ \$11.5k + incidentals
Computer Software	13,218	12,300	6,943	12,300	Asyst, Microsoft, PDF pro
Office Supplies	4,831	7,260	7,763	7,986	
Postage and Deliveries	7,695	8,000	7,443	8,000	
Office Equipment	4,864	2,500	4,347	2,500	New computer 2024
Payroll Service Fees	2,744	2,750	2,997	2,750	
Interact Machine Costs	473	750	964	750	
Subscriptions and Memberships	55	3,500	2,601	3,500	MFOA, OMTRA, Good Roads, AMO
Office Furniture	695	1,500	0	1,500	
Mileage	1,450	1,200	1,564	1,700	
Advertising	786	500	102	1,500	
Professional Services	84,145	85,000	65,764	67,500	Audit \$50k, AM \$8k, \$10k legal
Janitorial	2,435	4,033	3,686	6,194	4% increase + carpet cleaning and floors
Groundskeeping	566	566	857	588	Adjusting GK costs +4% inc
Signage and Safety	32	0	639	500	
Repairs & Maintenance	357	500	745	1,000	
Equipment Rentals	3,810	5,328	3,811	5,328	Postage machine (\$186/mtn), main copier (\$250/mtn)
HST remittance				32,851	Includes current year (\$10k) and two previous years
Totals	748,520	789,260	736,725	878,040	

Admin Revenue

DefaultDescription	Actual 2023	Budget 2024	Act 2024 Q4	Budget 2025	
Tax Interest Current	48,600	30,000	18,755	15,000	
Tax Interest 1-2 yrs	22,486	20,000	36,949	35,000	
Tax Interest 2-3 yrs	0	5,000	2,346	5,000	These figures should be dropping
Tax Interest 3+ yrs	0	0	1,492	1,500	These rolls should be in tax sale
Water Penalty	4,702	2,000	2,042	2,000	
Investment Interest	22,065	20,000	9,808	15,000	
Tile Loan Interest	19,806	0	22,976	0	Should net \$0
Bank Interest	160,209	85,000	119,975	100,000	Increased interest rates, tapering off 2025
Grants - Federal	0	0		0	Nothing expected
Grants - Provincial	553,812	449,600	160,346	543,480	\$237k OMPF, \$210k OCIF, \$63k Gas
Grants - County and Municipal	131,469	38,000	39,011	38,000	Winter Mtce (TBD)
Rentals & Concessions	36,985	15,000	32,766	30,000	
Marriage Licences	330	500	770	500	
Tax Certificate Fees	3,290	3,000	2,825	3,000	
Shetland Park Camping Fees	18,467	28,000	27,629	28,000	20 Serviced @ 1,150 + \$5k incidental
911 Sign Fees	480	500	850	500	
Dog Tag Fees	13,467	13,000	15,112	15,000	
Service Fees	924	750	2,114	750	
Garbage and Recycling bin fees	140,700	145,000	148,615	153,073	3.0% BRA expected increase 2025
Property Standards	150	0	2,916	0	Should net \$0
Fines	0	0	4,988	0	
Planning Fees	4,060	2,500	0	0	Should net \$0
Building Permits	31,291	30,000	0	0	Should net \$0
Donations Received	0	0	1,350	0	
Department Other Sales	0	10,000		10,000	This is for selling 'stuff' e.g. PW selling scrap metal.
Totals	1,213,292	897,850	653,634	995,803	

300 Fire Expense

Fire expenses	Actual 2023	Budget 2024	Act 2024 Q4	Budget 2025	
Stipends & Honourariums	37,345	40,734	38,466	45,000	
Per Diems, Meals and Entertainment	4,746	6,500	750	7,000	
Gifts and Recognition	1,055	1,000	0	1,500	
CPP & EI	273	387	290	500	
EHT	0	144	0	150	
WSIB	1,304	8,500	5,260	6,200	WSIB's ruling based on \$60k/person/year
Travel and Accomodations	2,805	1,000	41	1,500	
Memberships, Fees, & Dues	141	1,000	235	1,000	
Training	3,032	10,000	2,310	10,000	Includes \$5k grant from Enbridge for OFM materials
Occupational Health & Safety	207	1,000	37	1,250	
Safety Clothing and PPE	868	25,000	13,549	30,000	Bunker gear replacements
Insurance	33,390	36,000	25,191	27,158	3.8% increase, \$9k VFIS premium
Telephone, Cell Phones, & Communications	12,893	12,500	23,792	18,500	Don projecting \$3k for new tower radios
Hydro	1,766	2,400	2,005	2,600	
Heat	2,782	3,000	2,156	3,000	
Water	3,222	2,000	2,942	2,000	2023 high because of a water tap left on
Computer Maintenance	716	1,000	0	1,500	
Computer Software	1,803	1,700	1,026	1,800	Fire Pro 2
Office Supplies		500	1,017	600	
Shop Supplies	5,125	7,000	5,450	7,000	Two new defibrutators @ \$3k each
Shop Equipment	1,741	0	3,018	1,000	
Postage and Deliveries	43	0	0	0	
Office Equipment	582	0	0	500	
Subscription and Membership fees	65	0	964	500	
Mileage	37	0	276	250	
Professional Services	883	10,000	1,282	7,500	Risk Assessment review
Janitorial	39	2,000	905	1,000	+\$1k floor wax, FD will be cleaning the building
Groundskeeping	978	1,130	1,011	1,250	Adjusting GK costs +4% inc
Small Tools	392	2,500	203	1,000	
Fuel	2,114	2,000	2,000	2,500	
Small Materials		500	0	500	
Vehicle Parts and Supplies	114	250	24	500	
Testing and Inspections	3,826	8,500	4,157	9,000	
Signage and Safety	0	0	0	500	
Vehicle Repairs & Maintenance	6,544	12,000	11,305	14,000	
General Repairs & Maintenance	3,733		2,662	3,000	
Equipment Rentals			407	500	
Fire Service: Alvinston	77,435	48,600	46,819	48,600	Updated estimate from BA re: Jan 31 meeting
Fire Service : CK Bothwell	59,545	20,000	25,630	40,000	2023 Actual \$60k
Fire Service : St. Clair	0	5,200	0	5,500	Enbridge covering half
Totals	271,542	274,045	225,180	305,858	

400 Drains

Planning and Development	Actual 2023	Budget 2024	Act 2024 Q4	Budget 2025	
Salaries	40,000	40,000	40,000	40,000	Credit: Drain Supervisor (\$40k)
General Repairs & Maintenance	813	0	0	0	Recoverable through drain maintenance
Totals	40,813	40,000	40,000	40,000	

500 Public Works

Public Works Expenses	Budget 2023	Actual 2023	Budget 2024	Act 2024 Q4	Budget 2025	
Wages	674,600	623,601	698,738	647,301	726,688	Approximately \$70k recoverable through drains
Per Diems, Meals and Entertainment	0	808	1,000	1,855	1,500	
CPP & EI	43,849	53,914	45,418	53,833	47,235	Function of Salaries
EHT	14,922	14,786	15,456	14,463	16,074	Function of Salaries
WSIB	20,431	24,372	21,452	25,381	22,525	
Group Life / LTD	12,500	14,147	12,500	14,130	12,500	
Pension	58,690	64,209	60,790	71,505	63,222	Function of Salaries
Group Health	40,862	44,797	42,905	53,653	45,000	
Spending Account	17,000	5,583	18,500	9,466	18,500	
Travel and Accomodations	5,000	3,229	5,000	2,116	4,000	
Memberships, Fees, & Dues	2,500	1,806	2,500	2,513	2,500	
Training	50,000	19,983	30,000	37,368	25,000	\$5k training moved to Drains
Conferences & Seminars	3,000	1,865	3,000	1,450	2,500	
Occupational Health & Safety	15,000	781	2,000	189	1,000	Make sure WHMIS is here
Safety Clothing and PPE	15,000	12,661	15,000	15,765	15,000	
Insurance	111,720	105,623	114,100	123,201	127,883	3.8% increase
Telephone, Cell Phones, & Communications	4,000	9,953	10,000	7,327	10,000	
Hydro	8,000	8,359	8,000	8,770	8,500	
Heat	6,000	7,350	7,000	5,208	7,000	
Water	400	392	400	504	400	
Internet	600	407	600	1,068	600	
Computer Software	0	10,747	16,000	4,180	7,500	Mesh 30% +\$6k new timesheet, Dican 50% (water)
Office Supplies	1,750	2,397	1,750	1,711	4,000	Five tablets @ \$500 each
Shop Supplies	12,000	25,493	15,000	43,224	40,000	Shop supplies, eq, small mats merged
Shop Equipment	0	899	10,000	5,113		Merged with shop supplies
Office Equipment	550	2,167	500	838	500	
Subscription and Membership fees	600	836	500	69	500	
Advertising	500	659	500	150	500	
Professional Services	500	0	1,500	0	0	
Janitorial	315	13	0	214	250	Being done in-house; supplies
Groundskeeping	2,875	47,939	1,132	34,222	30,000	Adj GK costs +4% inc + Roadside spray
Security	500	69	500	105	1,000	
Small Tools	13,000	5,496	13,000	10,045	10,000	
Fuel	135,000	145,895	140,000	125,925	150,000	Global market demand increase 1.8% 2025
Small Materials	2,000	3,587	4,000	0		Merged with shop supplies
Vehicle Parts and Supplies	40,000	32,415	40,000	19,316		Merged with vehicle repair and maint
Licence and Levy Fees	10,000	17,276	12,000	11,240	12,000	License plates
Testing and Inspections	11,000	4,410	7,000	4,031	5,000	XVAC \$10k, Adv Data Collection \$5k
Signage and Safety	5,000	9,467	10,000	15,142	12,000	
Vehicle Repairs & Maintenance	50,000	135,969	100,000	125,875	140,000	\$140k budget, \$79k actual
General Repairs & Maintenance	10,000	33,586	20,000	19,144	15,000	
Drain Assessment	0	129	50,000	42,610	50,000	Drain charges absorbed by roads starting 2024
Bridge and Culvert Maintenance	45,000	34,323	50,000	47,887	55,000	
Hardtop Surface Treatment	300,000	273,444	350,000	22,689	350,000	\$325k from 2024 reserves
Sand and Salt	75,000	39,310	40,000	56,058	60,000	
Loosetop Road Treatment	1,075,000	967,615	1,200,000	1,089,515	1,210,625	Gravel \$1.1m, Brine \$150k
Totals	2,894,664	2,814,384	3,197,742	2,776,370	3,311,501	

600 Water Expense

Water Expenses	Actual 2023	Budget 2024	Act 2024 Q4	Budget 2025	
Wages	100,000	100,000	100,000	125,000	
Per Diems, Meals and Entertainment	460	500	421	500	
Memberships, Fees, & Dues	290	500	0	500	
Travel and Accommodations	473	1,500	905	1,500	Three training events
Memberships, Fees, & Dues	290	0	140	0	
Training	4,729	10,000	3,454	10,000	
Safety Clothing and PPE	0	0	270	0	
Insurance	95	100	107	110	3.8% increase
Telephone, Cell Phones, & Communications	1,117	2,000	1,423	2,000	60% John, 20% Paul + 50% costs of on-call phone
Hydro	363	400	337	400	
Computer Software	0	5,000	273	5,000	Ittron and Mesh (70%) + Dicon 50%
Office Supplies	396	500	23	500	
Shop Supplies	2,976	2,000	2,047	2,000	
Postage and Deliveries	0	1,000	212	1,000	
Subscription	305	400	0	400	
Professional Services	2,849	2,500	3,829	2,500	
Small Tools	1,237	2,000	1,972	2,000	
Small Materials	5,990	0	9,792	20,000	Master Meters not replaced. Regular meters \$10k budgeted, 9.8k spent
Testing and Inspections	16,267	20,000	13,221	20,000	Enniskillen water testing
General Repairs & Maintenance	2,217	7,500	12,139	7,500	Covers a valve replacement
Equipment Rentals			5,063		
Excavating	2,544	2,500	4,070	2,500	Hydrovac
Potable Supplies	262,156	258,750	235,961	267,500	=125k m3 * \$2.14 per; assuming 5k spillage
Totals	404,753	417,150	395,658	470,910	

Water Revenue

DefaultDescription	Actual 2023	Budget 2024	Act 2024 Q4	Budget 2025	
Water Meter Sales	3,919	2,500	2,900	2,500	
Water Service Connection Fees	1,500	0	9,000	0	4670 Lambton Line Faubert
Water Fixed Charges	58,468	118,800	121,276	166,320	396 ppl @ \$70/period
Water Service Charges	403,385	470,400	381,655	519,600	=120k m2 * 4.33 per m2
Water Tokens	2,932	4,000	2,588	4,000	
Water Debentures	0	8,217	3,062	8,217	
Water Disconnect and Reconnect fees	300	500	360	500	
Totals	470,504	604,417	520,841	701,137	

700 Social Services

Social Services Expenses	Actual 2023	Budget 2024	Act 2024 Q4	Budget 2025	
Committees	0	4,000	0	4,000	\$1k Cemetary committee + \$3k restoration
Telephone, Cell Phones, & Communications	5,309	0	0	0	Should be Communications, not Internet
Internet	0	2,200	0	0	
Office Supplies	0	150	0	150	
Shop Supplies	0	150	21	150	
Postage and Deliveries	0	0	416	0	
Professional Services	0	25,000	0	0	OP Review (one-time charge) + \$10k
Groundskeeping	6,070	2,920	3,539	2,920	Adjusting GK costs +4% inc
Licence and Levy Fees			500		
Testing and Inspections	136	50,000	21,273	50,000	Florence septic testing
Recycling	52,244	54,043	52,920	55,988	BRA est inc of 3.0%
Waste Collection	71,342	73,417	76,090	76,060	BRA est inc of 3.0%
Policing and Community Safety	344,085	333,450	335,860	314,436	\$30.7k monthly
Property Standards	45,967	5,000	5,189	5,000	
Animal Control and Enumeration	8,095	7,900	6,645	7,900	\$450/mth + \$2.5k for incidents
Building Permits Issuance	26,903	20,000	18,339	10,000	Extra expenses over adjustments
General Repairs & Maintenance	0	500	0	500	
Equipment Rentals	3,816	500	0	500	
Special Area Rate: Florence	9,964	10,562	10,562	11,196	
Special Area Rate: Oakdale	1,728	1,831	1,831	1,941	
SCRCA	40,237	10,000	44,693	45,242	Proposed 2025
Totals	615,897	601,624	577,878	585,984	

800 Recreation and Culture

Recreation and Culture Expenses	Actual 2023	Budget 2024	Act 2024 Q4	Budget 2025	
Insurance	25,059	27,050	29,230	30,215	3.8% increase
Telephone, Cell Phones, & Communications	495	500	567	500	
Hydro	10,746	12,720	13,698	13,483	
Heat	3,353	2,650	2,670	2,809	
Water	1,013	1,007	2,621	1,500	
Office Supplies	128	100	246	250	
Shop Supplies	1,320	6,000	529	1,500	
Office Equipment	2,487	0	1,921	1,500	
Subscription and Membership fees	202	0	265	275	Entandem
Advertising	163	100	96	100	
Janitorial	7,853	8,996	7,923	10,996	+\$4k insect control
Groundskeeping	17,170	9,041	20,044	9,041	Adjusting GK costs +4% inc
Security	461	2,500	427	1,000	New Cameras
Small Tools	93	0	0	0	
Small Materials	0	1,000	106	1,000	
Testing and Inspections	1,001	1,040	1,005	1,082	
Arena Rental	6,103	3,735	3,753	3,735	Bothwell and Petrolia
Signage and Safety	3,572	0	0	0	
General Repairs & Maintenance	9,077	5,000	7,053	5,000	General repairs
Equipment Rentals	1,588	0	560	0	Lift for lights
Donations	2,450	10,150	9,150	10,150	
Totals	95,229	98,119	101,864	94,136	



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

3b

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: February 3, 2025
From: Marc Seguin, Treasurer
Subject: **2022 Financial Statements Draft**

Open Session Report FIN 25-02-03

Background:

To report to Council the 2022 Financial Statements Draft.

Comments:

Accumulated Surplus increased \$412k from 2021

Net financial assets decreased to \$185k from 2021

Cash and cash equivalents decreased to \$180k from 2021

Consultations:

NA

Financial:

NA

Recommendation:

That the 2022 Financial Statements Draft from BDO Canada LLP for the fiscal year ending December 31, 2022, be adopted as presented.

**The Corporation of the
Township of Dawn-Euphemia
Financial Statements
For the year ended December 31, 2022**

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Independent Auditor's Report

To the Members of Council, Inhabitants and Ratepayers
of The Corporation of the Township of Dawn-Euphemia

Opinion

We have audited the financial statements of The Corporation of the Township of Dawn-Euphemia (the Municipality), which comprise the statement of financial position as at December 31, 2022, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2022, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Ontario
Month XX, 2024

The Corporation of the Township of Dawn-Euphemia

Notes to the Financial Statements

December 31, 2022

1. Nature of Business

The Corporation of the Township of Dawn-Euphemia (the "Municipality") was formed on January 1, 1998 by the amalgamation of the former municipalities of the Township of Dawn and the Township of Euphemia. The Township is a municipality in the Province of Ontario, Canada located in the southeast portion of Lambton County. The Municipality conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act, and related legislation. The Municipality provides municipal services such as fire, policing, roads, water, waste management, planning, recreation, and other general government services.

2. Significant Accounting Policies

The financial statements of the Municipality are the representations of management prepared in accordance with accounting principles established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada as prescribed by the Ontario Ministry of Municipal Affairs and Housing.

(a) Basis of Reporting

(i) Reporting Entity

These financial statements reflect the financial assets, liabilities, reserves, surpluses/deficits, revenues and expenditures of all municipal organizations, committees and Boards which are owned or controlled by the Municipality. The municipality has no consolidated entities.

All interfund financial assets, liabilities, reserves, surpluses/deficits, revenues and expenditures have been eliminated.

The Municipality has no trusts under administration.

(ii) Accounting for County and School Board Transactions

The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards and the County of Lambton are not reflected in these financial statements except to the extent that any amounts due to or from are reported on the Statement of Financial Position. Taxation raised by the Municipality on their behalf is reflected as a deduction from total taxation on the Statement of Operations and Accumulated Surplus.

(iii) Municipal Debt

The charges for municipal debt assumed by individuals, in the case of tile drainage loans, are reflected as a recoverable in these financial statements.

The Corporation of the Township of Dawn-Euphemia

Notes to the Financial Statements

December 31, 2022

2. Significant Accounting Policies (Continued)

(b) Basis of Accounting

(i) Accrual Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

(ii) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

(iii) Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition, construction, development or betterment of the asset. Contributed tangible capital assets are recorded at their fair market value at the date of contribution. Where fair market value cannot be reasonably determined, contributed tangible capital assets are recorded at a nominal amount. Amortization is provided over the estimated useful life of the assets, using the straight line method. The useful life of the assets is based on estimates determined by management. The following useful lives are used:

Land improvements	20 years
Buildings	10 - 50 years
Vehicles and equipment	5 - 20 years
Roads	10 - 50 years
Bridges and culverts	15 - 80 years
Water system	15 - 40 years

Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue.

The Corporation of the Township of Dawn-Euphemia

Notes to the Financial Statements

December 31, 2022

2. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(iv) Intangible Assets

Intangible assets, art and historic treasures, and items inherited by right of the Crown, such as Crown lands, forests, water, and mineral resources, are not recognized in these financial statements.

(v) Deferred Revenue

Revenue restricted by legislation, regulation or agreement and not available for general municipal purposes is reported as deferred revenue on the Statement of Financial Position. The revenue is reported on the Statement of Operations and Accumulated Surplus in the year in which it is used for the specified purpose.

(vi) Revenue Recognition

Property tax billings are prepared by the corporation based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by Municipal Council, incorporating amounts to be raised for local services, the requisition made by the County of Lambton in respect of County services and amounts the Municipality is required to collect on behalf of the Province of Ontario in respect of education taxes. A normal part of the assessment process is the issue of supplementary assessment rolls which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Municipality determines the taxes applicable and renders supplementary tax billings. Assessments and related property taxes are also subject to appeal. Each year management provides a best estimate of the affect of supplementary assessments and tax appeals on taxation revenue.

The Municipality is entitled to collect interest and penalties on overdue taxes. This revenue is recorded in the period the interest and penalties are levied.

User fees and other revenues are recognized when related goods or services are provided and collectability is reasonably assured.

Investment income earned on surplus funds (other than obligatory reserve funds) are reported as revenue on an accrual basis. Investment income earned on obligatory reserve funds is recorded directly to each fund balance.

Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibilty criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rised ta a liability. Transfer revenue is recognized in the consolidated statement of operations as the stipulation liabilities are settled.

The Corporation of the Township of Dawn-Euphemia Notes to the Financial Statements

December 31, 2022

2. Significant Accounting Policies (Continued)

(b) Basis of Accounting (Continued)

(vii) Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

3. Comparative Amounts

Some comparative amounts have been reclassified to conform to the presentation adopted for the current year.

4. Investments

	2022	2021
Cash in investment account	\$ 7,820	\$ 11,680
Short-term investment certificates, redeemable, average yield of 2.74% (2021 - 1.27%), maturing 2023	500,000	589,100
Guaranteed investment certificates, redeemable, average yield of 2.94% (2021 - 1.23%), maturing 2024 to 2027	1,025,377	766,840
Principal protected notes, autocall features, maturing in 2028	285,000	284,001
Principal protected note, no autocall features, maturing 2025	100,000	-
	<u>\$ 1,918,197</u>	<u>\$ 1,651,621</u>

Investment certificates are stated at cost plus accrued interest. Interest is receivable on an annual basis. Principal protected notes are stated at cost and mature in 2025 to 2028. The return is based on certain market performance over the life of the notes and is determined upon maturity.

The Corporation of the Township of Dawn-Euphemia Notes to the Financial Statements

December 31, 2022

5. Long-term Receivables

Long-term receivables consist of the following:

	2022	2021
Watermain fees receivable	\$ 41,004	\$ 64,623

Watermain fees receivable represent local improvement assessments owing from benefiting land owners for municipal waterlines servicing their property.

The Municipality provides a multi-year payment option to land owners. The annual payments are collected along with the owners' property taxes and have terms of five to ten years at interest rates of 6%.

6. Municipal Debt

(a) The balance of municipal debt reported on the Statement of Financial Position consists of the following:

	2022	2021
Tile Drainage Act debentures - 6%	\$ 442,877	\$ 424,910

Under the Tile Drainage Act of Ontario, the municipality has borrowed funds from the Province of Ontario for drainage improvements. The funds were immediately loaned by the municipality to the affected landowners on the same terms and conditions as the loans made from the Province of Ontario to the municipality.

(b) The following schedule shows the principal repayments of long-term debt for fully disbursed debt expected over the next five fiscal years:

2023	\$ 74,377
2024	70,729
2025	63,967
2026	45,591
2027	48,326
Thereafter	139,887
	\$ 442,877

(c) Total interest charges related to the municipal debt are reported in expenses in the Statement of Operations and amounted to \$25,495 (2021 - \$25,780).

(d) The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.

The Corporation of the Township of Dawn-Euphemia

Notes to the Financial Statements

December 31, 2022

9. Contingent Liabilities

a) Litigation

The Township has been named as a defendant in certain legal actions in which damages have been sought. The outcome of these actions is not determinable as at the date of reporting and accordingly, no provision has been made in these financial statements for any liability that may result.

b) Sick Leave Benefit Plan

The Municipality provides paid sick leave of six days per year to its full time employees. Unused leave can be banked for future use. The plan does not provide for any payout of the sick leave bank when leaving the Municipality's employ. No provision has been made in these financial statements for the possible utilization of banked days in a future period. The effect of this is not significant to the municipal position balances as at December 31, 2022.

c) Letters of Credit

CIBC has provided the municipality with a letter of guarantee totaling \$114,240 as required by the Department of Fisheries and Oceans Canada for a drainage project. The letter of credit is unsecured with the intention that they would be covered by available cash funds if required.

10. Budget Data

The unaudited budget data presented in these financial statements is based upon the 2022 budget approved by Council. Budgets are not prepared on a basis consistent with that used to report actual results under Canadian public sector accounting standards. Budgets anticipate using surpluses (or deficits) accumulated in previous years to reduce current year expenditures in excess of revenues to nil. In addition, the budget expensed all tangible capital assets rather than capitalizing them and recording amortization expense. The budget also expenses principal payments on debt and reserve transfers. As a result, the unaudited budget figures presented in the Statement of Operations and Accumulated Surplus represent the budget adopted by council with the following adjustments:

	<u>2022</u>
Budgeted surplus for the year	\$ -
Adjustments for:	
Capital expenditures	<u>935,000</u>
Annual budgeted surplus	<u>\$ 935,000</u>

The Corporation of the Township of Dawn-Euphemia

Notes to the Financial Statements

December 31, 2022

11. Pension Agreement

Certain employees of the Municipality are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan is a defined benefit plan which specifies the amount of the retirement benefits to be received by the employees based on their length of service and rates of pay. During the year ended December 31, 2022, the Municipality contributed \$79,979 (2021- \$76,982) to the plan. Contributions rates for 2022 were 9.0% (2021 - 9.0%) for employee earnings up to the C.P.P. pensionable earnings maximum and 14.6% (2021 - 14.6%) on earnings above that. These contributions are the Municipality's pension benefit expense.

The December 31, 2022 actuarial valuation of the OMERS plan indicates an actuarial deficit of \$6.678 billion, which will be addressed through temporary contribution rate increases and, if needed, benefit reductions. The multi-employer plan is valued on a current market basis for all plan assets. The projected benefit method prorated on services was used for the actuarial valuation. OMERS is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Corporation of the Municipality of Dawn-Euphemia does not recognize any share of the OMERS pension surplus or deficit.

12. Segmented Information

The Corporation of the Township of Dawn-Euphemia is a diversified municipal government institution that provides a wide range of services to its citizens such as police, fire, roads, recreation and water. Distinguishable functional segments have been separately disclosed in the segmented information.

The accounting policies of the segments are the same as those described in the summary of significant accounting policies.

The nature of the segments and the activities they encompass are as follows:

General Government

General government consists of three categories: governance, corporate management and program support. It includes offices of Council, Chief Administrative Officer, Financial and Clerk Services. This item reports the revenues and expenses that relate to the operations of the Municipality that cannot be directly attributed to a specific segment.

The Corporation of the Township of Dawn-Euphemia

Notes to the Financial Statements

December 31, 2022

12. Segmented Information (Continued)

Protective Services

Protective Services is comprised of Fire, Police, Conservation Authority and Protective Inspection and Control. Police Services are delivered under contract by the Ontario Provincial Police and the Lambton Group Police Services Board. Conservation Authority includes the Township's share of the cost of the St. Clair Region Conservation Authority activities. The Fire Service department is responsible to provide fire suppression; fire prevention programs; training and education related to prevention, detection or suppression of fires. The members of the fire department consist of volunteers. Protective Inspection and Control ensures an acceptable quality of building construction and maintenance of properties through enforcement of construction codes, building standards and by-law for the protection of occupants.

Public Works

The Public Works segment is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, snow clearing and removal, sidewalks and street lighting.

Environmental and Water Services

Environmental services consists of providing waste collection, waste disposal and recycling to its citizens as well as sewer and water services.

Sewer services is responsible for collecting and cleaning the sewage. Water services collects, treats and distributes the Municipality's drinking water. They ensure the Municipality's sewer and water systems meet all Provincial standards.

Cultural Recreation

This service area provides services meant to improve the health and development of the Municipality's citizens. Recreational programs and cultural programs are provided at Township facilities and by partnering with neighbouring municipal facilities. The Township also partners with Lambton County for library services to assist with its citizens' informational needs.

Planning and Development

This segment provides a number of services including land use planning and the review of all property development plans through its application process in accordance with Provincial Policies and the Official Plan.

Municipal Drainage

This segment provides storm water management to all lands in the Township by utilizing the authority and procedures contained in the provincial Drainage Act, R.S.O. 1990.

The Corporation of the Township of Dawn-Euphemia

4a

RESOLUTION – REGULAR MEETING

Date: February 3, 2025

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 January 13, 2025, be adopted. *Carried.*



The Corporation of the Township of Dawn-Euphemia

- M I N U T E S -

Regular Council Meeting
Monday, January 13, 2025
6:30 pm, Municipal Office, 4591 Lambton Line

Present: Mayor: A. Broad (via zoom @ 6:50pm)
Councillors: A. Gray – Acting Mayor
P. LeBoeuf
M. McGuire

Absent: J. Meyer

Staff Present: D. Clermont, Administrator-Clerk
P. Dalton, Public Works Superintendent
M. Seguin, Treasurer (left at 6:55pm)

In accordance with S. 3.3 and S4.7(h) of Procedural By-Law 2022-31, Councillor Ann Gray is Acting Mayor/Chair for the Purpose of the Meeting.

Disclosures: None

Delegation: Scott Gawley
6:30 – 6:38 pm Re: Capital Drain Billing

Mr. Gawley requested that Council reconsider Motion 2023-251 dated December 13, 2023, being:
“Councillor Meyer – Councillor LeBoeuf

That Council receives the Report from the Drainage Superintendent Re: Drain Capital Grant Process; and further that the Capital Drainage Grants be applied as outlined in Option 2 of the Report, whereas, capital drain costs will be invoiced at gross cost to assessed landowners; And, if and when a Capital Drain grant is received up on satisfactory completion of the Drain Improvement works, eligible landowners will be issued a cheque in the amount of the applicable grant received for their assessment. Carried.”

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

The process of reconsideration was explained by the Clerk whereby a motion to reconsider shall only be introduced in writing via Notice of Motion by a member who voted on the prevailing side. All Notices of Motion shall be filed with the Clerk for presentation at the next or a subsequent meeting of Council.

Delegation: Gary Eagleson
6:38 – 6:55 pm Re: Wetlands at Mulberry Meadows

Mr. Eagleson presented on the nature and benefits of the wetlands at the property he owns in Dawn-Euphemia, known as Mulberry Meadows. He requested written support from Council in regards to a Wetland Expansion Grant that he is pursuing through St. Clair Region Conservation Authority. After discussion, the following resolution was passed:

Mayor Broad is now in attendance via zoom @ 6:50pm

2025-01 Councillor McGuire– Councillor LeBoeuf

Mulberry Meadows Grant Support

That Council accepts the presentation by Gary Eagleson regarding the important and multiple biological and physical benefits of wetlands to the biological and physical environment, the community, and society in general; and that a letter of support be provided for Mr. Eagleson's application for the Wetland Expansion Grant from St. Clair Region Conservation Authority. *Carried.*

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

2025-02 Councillor McGuire – Councillor LeBoeuf

Minutes – December 15, 2024

That the minutes of the December 16, 2024 Regular Council Meeting be adopted. *Carried.*

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

2025-03 Councillor LeBoeuf – Councillor McGuire

Drain Mntc: 4th-5th Con.

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

1. The 4th-5th Ccncession Drain Maintenance Request received January 2, 2025, submitted by Jacob Rempel. *Carried.*

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

2025-04 Councillor LeBoeuf – Councillor McGuire

Insurance Renewal 2025

That Council accepts the report dated January 13, 2025 from the Treasurer Re: Insurance Renewal 2025, and further that Council renews the Township of Dawn-Euphemia Insurance Policy with Intact Public Entities in the amount of \$187,170. *Carried.*

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

2025-05 Councillor LeBoeuf– Councillor McGuire

2025 Draft Budget

That Council accepts the report dated January 13, 2025 from the Treasurer Re: 2025 Budget Third Draft Report and agrees in principle to the acceptance of the 2025 Budget; and further that Council proceed with public presentation and adoption of the budget, as amended, on Monday, February 3, 2025. *Carried.*

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

2025-06 Councillor McGuire – Councillor LeBoeuf

MOECP Update – Dec 2024

That Council accepts the monthly report dated January 13, 2025 from the Drainage Superintendent Re: MOECP Monthly Update – December 2024 – Florence Septics; and that a copy be sent to the Ministry of Environment. *Carried.*

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

2025-07 Councillor McGuire– Councillor

AMO Conference 2025

That the Mayor be registered to attend the Association of Municipalities of Ontario 2025 Conference in Ottawa from August 17-20, 2025, at a cost of \$303 per night for accommodations, plus conference registration fees. *Carried.*

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

Note: The Mayor will be attending the 2025 Ontario Good Roads Association Conference in Toronto from March 30 to April 2, 2025, on behalf of Lambton County Council.

2025-08 Mayor Broad – Councillor LeBoeuf

Accessibility at Shetland Library

That Council acknowledges receipt of the letter received January 8, 2025 from Nancy Faflak Re: Accessibility at Shetland Library; and that the matter be discussed with Lambton County General Manager of Cultural Services. *Carried.*

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

2025-09 Councillor McGuire - Councillor LeBoeuf

By-Law 2025-01 – Fire Protect. Grant

That By-law 2025-01, being a by-law to authorize an agreement between His Majesty the King in right of Ontario as represented by the Ministry of the Solicitor General, Office of the Fire Marshall, and the Township of Dawn-Euphemia for the purpose of a municipal funding agreement of the Fire Protection Grant 2025, be taken as read a first, second, and third time, and finally passed this 13th day of January, 2025. *Carried.*

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

2025-10 Councillor LeBoeuf – Councillor McGuire

Adjournment

That this Regular Session of Council be hereby adjourned at the hour of 7:20 pm, to meet again on February 3, 2025 @ 6:30 pm (Regular Meeting), or at the call of the Chair. *Carried.*

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

Mayor

Administrator-Clerk



RESOLUTION – REGULAR MEETING

Date: February 3, 2025

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 1st Concession Road Drain Maintenance Request received January 13, 2025, submitted by Enbridge Gas Inc.
2. The Grant Turner Drain Maintenance Request received January 15, 2025, submitted by Enbridge Gas Inc. *Carried.*

For Office Use Only	
Drainage Supt	<u>Jan 22/25</u>
Council	<u>Feb 3/25</u>
Res:	
Electronic File	<u>Jan 22/25</u>

Township of Dawn-Euphemia

JAN 13 2025

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: 1st Concession Road Drain

(Name of Drain)

COPY

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

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

- Clean Out
 Tile Repair
 Culvert Replacement
 Sprayed

Comments: Enbridge Gas Site has fixed Back Flow preventor from 1st Concession Drain. Water cannot get away due to sediment/phragmites in ditch to Booth Creek drain

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

Enbridge Gas - 3332 Bentpath Line

Ward or Geographic Township

Dawn-Euphemia

Parcel Roll Number

Lot 26/27 Concession 2

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

Stokes

First Name

Darryl

Middle Initial

Mailing Address

Unit Number

Street/Road Number

Street/Road Name

PO Box

1180

City/Town

Dresden

Province

ON

Postal Code

N0P 1M0

Telephone Number

Cell Phone Number (Optional)

Email Address (Optional)

Signature of Landowner:

Date: 1-13-2025

To be completed by recipient municipality:

Notice filed this 13 day of January 20 25

Name of Clerk (Last Name, First Name)

Clermont, Donna

Signature of Clerk

For Office Use Only
 Drainage Supt Jan 21/25
 Council Feb 3/25
 Res: _____
 Electronic File Jan 22/25

Township of Dawn-Euphemia

JAN 15 2025

RECEIVED

Notice of Request for Drain Maintenance and/or Repair

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

COPY

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

Re: Grant Turner 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: Been some time since this has been cleaned out. Currently having issues getting water away, this water has caused a washout in our storm water pond at our H plant.

- 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
Enbridge Gas - 3332 Bentpath Line

Ward or Geographic Township: Dawn-Euphemia Parcel Roll Number: Lot 27 Concession 2

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: Stokes First Name: Darryl Middle Initial: _____

Mailing Address: _____

Unit Number: _____ Street/Road Number: _____ Street/Road Name: _____ PO Box: 1180

City/Town: Dresden Province: ON Postal Code: N0P 1M0

Telephone Number: _____ Cell Phone Number (Optional): _____ Email Address (Optional): _____

Signature of Landowner: _____ Date: 1-15-2025

To be completed by recipient municipality:

Notice filed this 15 day of January 20 25

Name of Clerk (Last Name, First Name): Clermont, Donna Signature of Clerk: _____



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

7a

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: February 3, 2025
From: Marc Seguin, Treasurer
Subject: **OPP Annual Billing Webinar Report 2025**

Open Session Report FIN 25-02-03

Background:

To report to Council on the OPP Annual Billing webinar dated January 15, 2025

Comments:

Total OPP costs for 2024 were \$444.6 million, up from \$375 million in 2020

Proactive costs for 2024 were \$236.2 million, reactive costs for 2024 were \$208.4 million.
The average cost for OPP services in 2024 was \$348 per property.

OPP service has become more reactive over time from 2020 to 2024.

Total OPP projected costs for 2025 are \$497.4 million.
The average projected cost for OPP services in 2025 is \$399 per property.

Consultations:

NA

Financial:

NA

Recommendation:

That the OPP Annual Billing Webinar 2025 report dated February 3, 2025 from the Treasurer regarding OPP annual billing costs for 2025 be accepted as presented.



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA



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To: Members of Dawn-Euphemia Township Council
Meeting Date: February 3, 2025
From: Donna Clermont, Administrator-Clerk
Subject: **INTEGRITY COMMISSIONER**

Open Session Report

Background:

Effective January 20, 2025, our current Integrity Commissioner has resigned. Our file has been temporarily transferred to John Mascarin at Aird Berlis in the interim until a more permanent solution is determined by Council.

Comments:

Provincial legislation mandates that each municipality must retain an Integrity Commissioner on or before March 1, 2019. The Integrity Commissioner is an independent and impartial position that reports directly to Council and whose powers and duties are set out in the Municipal Act, 2001. The Integrity Commissioner plays an important role in municipalities by ensuring transparency, accountability, and ethical conduct among municipal officials.

Responsibilities of the Integrity Commissioner, include:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections of the Municipal Conflict of Interest Act to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the Municipal Conflict of Interest Act.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the Municipal Conflict of Interest Act.

Council has the option to proceed to tender (this could be very time-consuming and there is potential of having unqualified applicants apply), obtain quotes, or proceed to single source procurement under the Procurement Policy as *“takeover of an existing contract would prove more cost-effective or otherwise beneficial “* and *“when the expertise of an organization is deemed to be specifically required by the Corporation”*. Further legal services are exempt under the Procurement Policy.

Currently Aird Berlis provides Integrity Commissioner Services to most municipalities in Southwestern and Southeastern Ontario. Their experience is vast and speaks for itself.

Financial Impact:

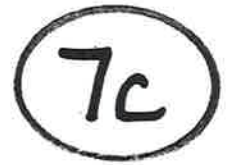
Consultations:

N/A

Recommendation:

That Council enter into agreement with John Mascarin, Aird Berlis, for Integrity Commissioner Services; and that the Clerk prepare the appropriate By-Law for Appointment.

Confidential/Personal/Financial Info Forwarded to Council under separate report.



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

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

Meeting Date: February 3, 2025
To: Mayor Broad and Members of Dawn-Euphemia Township Council
From: Donna Clermont, Administrator-Clerk
Subject: INTERNET AND TELEPHONE VOTING

OPEN SESSION REPORT

Background:

This report is provided to once again gauge Council's interest for the use of Internet and Telephone Voting as an alternative method of voting for the 2026 Municipal Election.

In the last municipal election of 2022, several of the Municipalities in Lambton County opted to use Internet/Telephone Voting. The municipalities that moved forward with this form of Alternative Voting issued a joint RFP for Internet/Telephone Service Suppliers and worked together to create consistent policies and procedures in regards to the voting method throughout Lambton County.

Comments:

In accordance with the Municipal Elections Act, S. 42(1) (b) *The council of a local municipality may pass by-laws, authorizing electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend at a voting place in order to vote.*

In accordance with the Municipal Elections Act, S. 42(2) *a by-law passed under S.1, applies to a regular election if the by-law is passed on or before May 1 in the year of the election.*

The *Municipal Elections Act, 1996* (MEA) permits municipalities to use alternative voting methods that do not require an elector to attend a voting location or poll. Examples of alternative voting methods are voting by mail, internet or telephone.

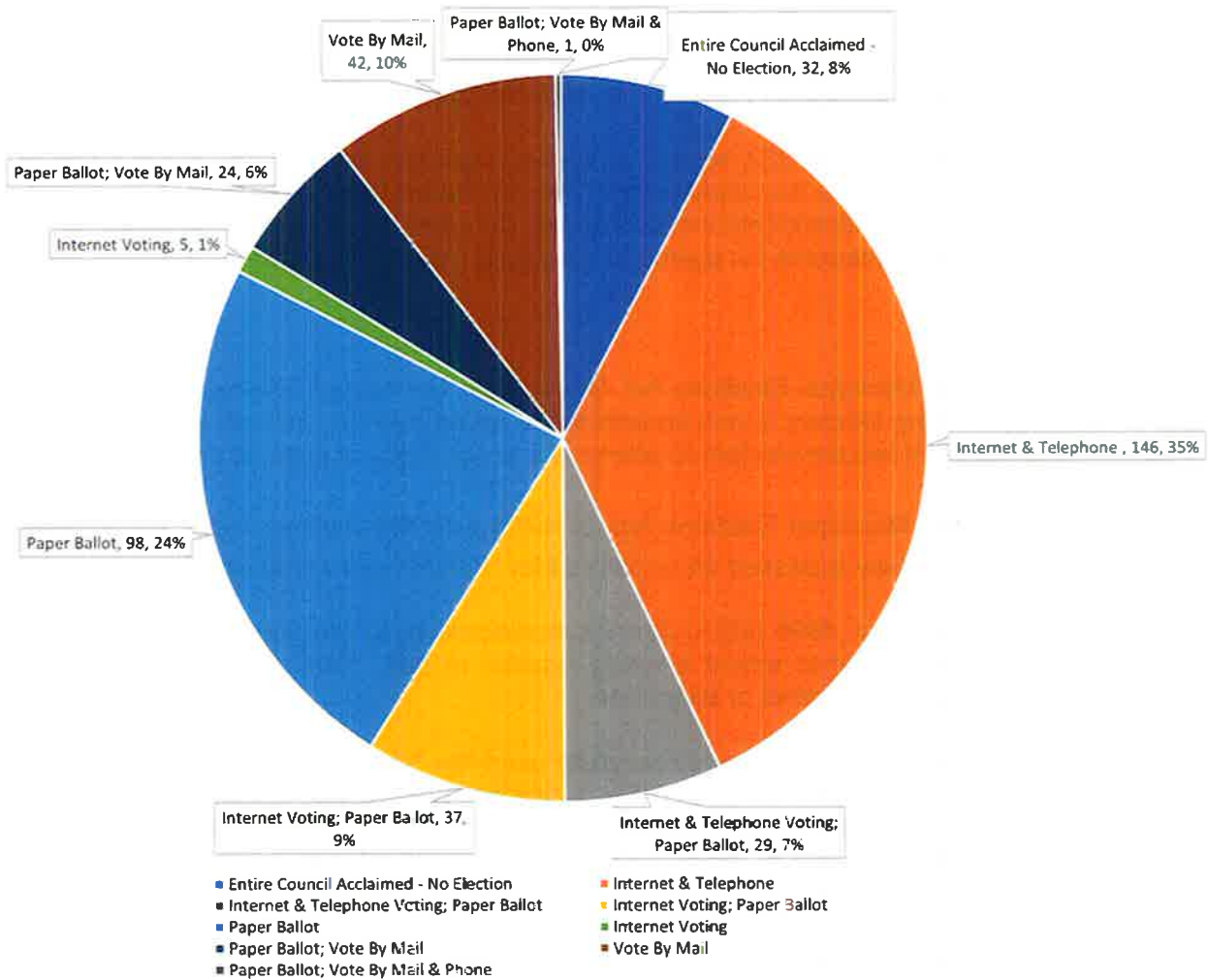
The Township of Dawn-Euphemia has successfully used the "Vote by Mail" since 2014 and have garnished over 45% in 2014 and 2018. In 2022, Municipal Council was acclaimed and there was only a English Public and French Separate School Board Election which only saw 16.69% turnout. This is not an accurate reflection of the potential voter turnout had a Municipal Election occurred. Vote-by-mail has been the chosen option over the past few years, due to the unreliability of internet service and the fact that our population is an aging one that may or may not have access to the internet, and if so, may require voting assistance. As such, Council may choose to remain with the Vote-By-Mail alternative; however, if there is an intention to move towards Internet and Telephone Voting then now may be the time to make that move. In the past, Dawn-Euphemia did not always have reliable internet; however, that has changed in the past few years where major improvements have been made to broadband service. The following is a comparison chart of previous Elections. The Vote-By-Mail Election (VBM) was held in 2022, 2018 and 2014 and a manual ballot count was held in 2010 and 2006.



<u>Year</u>	<u>Votes Cast</u>	<u>Voter Turnout %</u>	<u>Total Electors</u>
2022 (VBM)	289	16.69%	1,732 *EP&FS Schoolboard only
2018 (VBM)	832	45.67%	2,855
2014 (VBM)	891	47.21%	2,986
2010 (Manual)	721	33.46%	2,343
2006 (Manual)	574	25.71%	1,826

Internet Voting has been used by municipalities in Ontario since 2003 with many using the Internet and Telephone as the only voting channel. Internet/Telephone Voting has been received positively by administrators, candidates and electors. Convenience, accessibility and potential for cost savings are consistently identified as benefits.

2022 Municipal Election - Voting Methods



As social attitudes and trust mature towards completing sensitive transactions such as banking and commerce over the internet, online amenities have become expected from service providers. Governments are increasingly providing “e-services” such as paying property taxes or renewing licenses online. Interest and adoption of internet voting has grown steady in Ontario with 217 municipalities (many in neighbouring Counties with similar populations) using internet and/or phone/combined method of voting in 2022. The results of post-election surveys have indicated overwhelming satisfaction with internet and telephone voting by both electors and administrators.

Internet/telephone voting (similar to the vote-by-mail) should be regarded as a customer service initiative as it offers enhanced accessibility and convenience to electors particularly to electors with disabilities. An elector can vote wherever they have an internet equipped device such as computer, laptop, tablet or smart-phone. Internet voting has been used by various jurisdictions in Ontario to enhance the convenience of voting, to accommodate changing lifestyles and demanding work schedules, and to enhance accessibility for persons who may not be available or able to vote in person. For rural areas, Internet voting offers a means with which to reach electors who are geographically disconnected. For others, it offers a potential means to further engage those who may be more inclined to vote from the comfort of their own home or office at any time of the day or night rather than travelling to a physical voting place or by mailing a ballot. It also presents a viable method to replace voting by way of proxy for those electors who may be unavailable to cast a paper ballot by mail due to absence during election time. It is also more environmentally sustainable as it would result in decreased paper production and an overall lower carbon footprint when compared to the resource requirements of a traditional or Vote by Mail process.

Security issues with Internet/Telephone Voting are consistently questioned. Internet voting procedures established by municipalities address potential risks by employing both technical and process related security measures designed to support system administration and control user access. Technical protective measures such as firewalling, user authentication techniques, failover connectivity and server redundancy all decrease the likelihood and effectiveness of these threats. Proper testing and auditing throughout the various implementation phases also serves to protect the voting system from external threats. Internet voting platforms utilize the same stringent access methodologies and encryption principles which protect internet banking sites and Electronic Medical Records (EMR) Systems. Although there have been documented cases of malicious attempts designed to compromise an online voting system, there are no known controverted elections resulting from the use of an Internet voting channel.

Validation of the identification of voters has been noted as a concern in alternative voting methods. All Internet/Telephone voting methods use PIN numbers in conjunction with either special questions or personal identification such as birthdates to ensure voter authentication. Similar risks are also present with other alternative voting methods such as Vote by Mail. The MEA provides that the legal responsibility of upholding the integrity of the voting process rests with the voters themselves.

Another concern that is often expressed is that many individuals are not “computer savvy” or do not have good connectivity. The use of Telephone Voting along with Internet Voting provides that individuals have a choice on the method that they wish to use. The municipality would also ensure that computer and telephone access is available at libraries and municipal facilities as decided, to provide additional opportunities for the electors to cast their ballots

The advantages of Internet/Telephone Voting are:

- ✓ Voter choice and flexibility
- ✓ Provides an opportunity for non-resident electors and vacationers to vote
- ✓ Enhances accessibility and privacy for voters with disabilities – it allows those with disabilities to vote unassisted in a municipal election – addresses provincial accessibility requirements
- ✓ Generates faster, more accurate results due to electronically automating tabulation
- ✓ Presents a “green” option for voting (no paper ballots)
- ✓ Voter intent clear – no spoiled ballots
- ✓ Positive impact on voter participation
- ✓ Cost effective – reduces polling staff, equipment costs, printing costs, overtime/administrative effort, mailing costs and processing

The MEA requires a municipality to make the decision in respect to alternative voting methods including the passage of a by-law authorizing this use of voting by May 1, 2022. However, it is important to determine the alternative voting method that Council chooses early enough so that adequate advertising and promotion can be done, and so that staff can begin the daunting task of election preparation, regardless of the voting method chosen.

Financial Implications:

TBD – dependent on method of voting.

Consultations:

None

Strategic Plan Implications:

There are no Strategic Plan implications.

Recommendation:

THAT the Internet and Telephone Voting Report as presented by the Administrator-Clerk be accepted as presented; and

THAT Council authorize the use of internet and telephone voting as an alternative voting method in the 2026 municipal election; and

THAT Council authorize the release of a joint RFP for Internet/Telephone Service Providers; and

AND FURTHER directs the Clerk to prepare the appropriate By-Law for adoption by Council.

- OR -

THAT the Internet and Telephone Voting Report as presented by the Administrator-Clerk be accepted as presented; and

THAT after careful consideration Council has decided *not* to proceed with the use of internet and telephone voting; and

THAT Council authorizes the use of the Vote-By-Mail as an alternative voting method in the 2026 municipal election; and

AND FURTHER directs the Clerk to prepare the appropriate By-Law for adoption by Council.



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA



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

To: Members of Dawn-Euphemia Township Council
Meeting Date: February 3, 2025
From: Donna Clermont, Administrator-Clerk
Subject: **DEPUTY CLERK POSITION**

Open Session Report

Background:

With the upcoming pending vacancy of the Deputy Clerk position in May 2025, the Township will need to begin the recruitment process.

Comments:

Rough timeline includes advertising in February for a Deputy Clerk with a closing date in early March with interviews to follow. The successful candidate can begin in April and train with the current Deputy Clerk for a maximum of 3-4 weeks.

Advertising would include newspapers (Chatham, Sarnia, Independent) and various local employment websites and online venues (Indeed.ca, Lambton County Job Board, Lambton College Community Employment Services, Western University), Township Website and other avenues as appropriate.

Attached is a copy of the Deputy-Clerk job description.

Financial Impact:

Advertising Costs and wages as per 2025 Pay Grid – additional money was included in the 2025 Budget to allow for training for this position.

Consultations:

N/A

Recommendation:

That Council accepts the Report from the Administrator-Clerk Re: Deputy Clerk Position; and that the Clerk proceed with recruitment for a Full-time Deputy Clerk.

Attach: Deputy Clerk Job Description



The Township of Dawn-Euphemia

POSITION DESCRIPTION

1. Position Title:

Deputy Clerk

2. Reporting Relationship:

Reporting to the Administrator-Clerk

3. Positions Supervised: None

4. Scope of Position:

The Deputy Clerk provides administrative support to the Administrator-Clerk and various other departments and assists with the overall organization and operation of the Clerk's Office and Planning functions, as required.

The Deputy Clerk performs the statutory duties of Clerk as defined in The Municipal Act and other Acts of the Legislature in the absence of the Clerk, or as delegated by the Administrator-Clerk.

5. Responsibilities:

- 5.1 Organizes, prepares and distributes all Council/Committee agendas within established timelines; provides background research, planning reports and supporting data as required; prepares minutes of such meetings and undertakes follow-up action and correspondence resulting from minutes and Council direction.
- 5.2 Working under the direction of the Administrator-Clerk to ensure all approval processes related to amendments to the Official Plan, Zoning Bylaw and other planning matters are adhered to. Conducts preliminary reviews and processes various planning applications filed under the Planning Act including zoning by-law and Official Plan amendments, site plan control, minor variances, legal non-conforming uses, subdivision of land through subdivision plans or by consents, holding bylaws, interim control bylaws, temporary use by-laws and other planning matters and ensures conformity or compliance with the same; issues clearance letters for conditions; maintains planning files.
- 5.3 Assists as backup and second line of contact with the ratepayers to collect tax and non-tax revenues, answers incoming calls and greets office visitors providing general information and appropriate referral to various department staff. Receives public inquiries concerning control and licensing of dogs, Livestock and Poultry Protection Act, Planning Act, and matters associated with the Clerk's Department and ensures they are processed in a timely manner.
- 5.4 Provides administrative and clerical support to the Administrator-Clerk, and all other municipal departments including the Public Works, Drainage, Water and Fire Department as required.
- 5.5 Receives and processes accounts payable supplier invoices for payment, processes cheques for distribution, and provides payable listing reports to Council.

- 5.6 Balances monthly bank reconciliations.
- 5.7 Attends meetings as required to accurately record all minutes, decisions, directives, by-laws, resolutions and other proceedings of the meeting.
- 5.8 Assists with research and preparation of draft policies, contractual agreements, reports and bylaws as directed by the Administrator-Clerk. Prepares background information for use by Council.
- 5.9 Administers oaths and affidavits, preparation of affidavits in the absence of the Clerk.
- 5.10 Acts in the capacity of Deputy Returning Officer and assists in the conduct and coordination of Municipal and School Board Elections in accordance with the Elections Act.
- 5.11 Supports the maintenance of records management and retention; preserves all books, records and accounts of Council. Ensures all reports, minutes, by-laws, agreements and other legal documents have been properly signed, sealed and filed.
- 5.12 Books travel arrangements for Council and staff, including preparing and submitting registrations and booking accommodations
- 5.13 Receives, tracks and responds to excavation locate requests via ON1Call.
- 5.14 Provides clerical and administrative support to the Fire Chief as needed, inputs data and administrative documentation such as personnel, training records via Fire Pro; submits incident reports in accordance with applicable regulations. Prepares letters, documents, communications, reports and correspondence including newsletters, brochures and promotional materials; mailing forms, recording information and other related information.
- 5.15 Works under direction of the Drainage Superintendent to ensure administrative procedures for the Drainage Act for new drains, maintenance of existing drains and other drainage matters are adhered to; processes required notifications, background research, reports and supporting information for Meetings to Consider and Courts of Revision; calculates drainage assessments; tracks and processes drainage maintenance/repair request forms.
- 5.16 Updates and maintains municipal website. Participates in appropriate training as required.
- 5.17 **Alternate Community Emergency Management Coordinator (CEMC)** – Acts as the Alternate CEMC for the Township with responsibility for updating the Township Emergency Management Plan and ensuring compliance with legislative requirements.
- 5.18 **Lottery Licensing Officer** – issue all lottery/licenses/permits for the municipality including bingo, raffle, and break-open ticket licenses/permits; educate customers and ensure compliance with legislative requirements.
- 5.19 Carries out other related duties as assigned by the Administrator-Clerk.

6. Health & Safety Responsibilities

- 6.1 Be familiar with and work in compliance with the provisions of the Occupational Health and Safety Act (OHSA) and Regulations, and the Township's Health and Safety Policies and Procedures.

- 6.2 Take every possible precaution to protect themselves and co-workers from health and safety hazards and unsafe situations. Work in a safe manner with protective devices, measures and procedures, as required by the OHSA and Regulations, and the Township's Health and Safety Policies and Procedures.
- 6.3 Ensure work is being carried out with sound judgment and in a safe manner and report unsafe acts, conditions, workplace accidents/incidents, occupational injury or illness, contravention of the Act or regulations, or any hazards they are aware of, to the Administrator-Clerk.

7. Authority of Position:

Authority limited to direction given by the Administrator-Clerk and to operating within accepted office and management policies and procedures; as per the statutory authorities identified within the Municipal Act and other relevant legislation to this position; works within the guidelines of legislation and policy, by-laws, resolutions and decisions of Council.

8. Working Relationships:

Contacts within the work unit are primarily with the Administrator-Clerk, Municipal Council, Committees of Council, Administration and extend to the balance of the municipal departments.

8.1 With Mayor & Council

Provides administrative assistance to Council members, as requested from time to time.

8.2 With the Administrator-Clerk

Receives direction and guidance.

8.3 With Other Staff Members

Usual cooperation and courtesy.

8.4 With Public

Interaction with the public is required to respond to general queries/requests/concerns/complaints relating to various departments. The responses are generally determined and known based on the content of corporate by-laws, policies and services and other public documents.

Interaction inside the work unit, outside the work unit and with the general public may require diplomacy, the ability to calm upset individuals and professionalism. Information and responses to enquiries are provided in a courteous manner.

9. Knowledge and Skill:

- 8.1 Minimum two (2) year post-secondary diploma in business or public administration or equivalent combination of education and experience to obtain a general knowledge in administrative functions.
- 8.2 A minimum of two years' experience in a municipal office setting, preferably related relevant experience in administrative functions and customer service, *would be considered an asset*.
- 8.3 Excellent written and communication skills; strong time-management and organizational skills with a keen sense for accuracy and attention to detail; knowledge of Microsoft Office applications; and ability to work independently and under pressure in order to meet deadlines; work with minimal supervision.

- 8.4 Working knowledge of municipal governance, parliamentary procedure, legislative and procedural framework related to statutes, regulations and bylaws affecting municipal management, with particular emphasis on the Municipal Act and Planning Act, *would be considered an asset.*

9. Physical Skill and Effort

Regular and consistent periods of concentration with several disruptions. Visual and mental concentration with respect to visual display terminal. The coordination of fine motor skills is required when operating normal office equipment (computer, calculator, photocopier, shredder, telephone, fax etc).

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. Additionally, the position requires near, far, and color vision in reading correspondence, reports, and using the computer, and hearing is required when providing phone and face-to-face customer service. Some minor manual labor is required to lift, drag, and push files, paper, and documents weighing up to 20 pounds.

10. Working Conditions:

Exposure to a normal office environment and typically good working conditions with little or no exposure to disagreeable environmental or hazardous conditions. Work generally has a low risk of injury. The noise level in the work environment is usually moderately quiet. Regularly required to prioritize variable workload.

Required to interact politely and effectively with the general public and required to respond to questions and minor complaints from the public. Work is subject to frequent interruptions and is multi-tasked. Stress may be associated with time sensitive material and meeting strict deadlines.

Usual hours of work are 35 hours per week. This position periodically necessitates an extended schedule of evening work mainly to work regular after-hour Council/Committee and other meetings or Council.

11. Decision Making/Judgement

Work is performed under the direction of the Administrator-Clerk. In the absence of the Clerk, the Deputy Clerk assumes the legislative powers and duties.

The employee follows established practices to perform generally repetitive duties and work activities; judgement, reasoning and problem solving is involved in the day to day tasks, in order to operate without direct supervision, when the task has been defined. The employee notifies a higher authority of operational problems or issues as necessary.

Typographical errors if unnoticed could change the meaning of a document, letter, etc. which could cause possible problems for the Township. Clerical errors could be traced and corrected after delay and duplication of effort. Incorrect information to the public would result in confusion and unfavourable public relations.

Errors could be of concern but are likely to be detected and corrected utilizing the organization's internal system (quality control, supervision, peer review). An error to a customer or client could cause some embarrassment but corrective measures can be taken.



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

To: Members of Dawn-Euphemia Township Council
Meeting Date: February 3, 2025
From: Donna Clermont, Administrator-Clerk
Subject: **ACCOUNTS RECEIVABLE/RECEPTIONIST POSITION**

Open Session Report

Background:

The Township has received a letter of resignation from the Accounts Receivable/Receptionist who will be leaving effective February 28, 2025. The Township has begun the recruitment process.

Comments:

Timeline includes advertising in February with a closing date at the end of February with interviews to follow. The successful candidate can begin immediately or shortly after in March.

Advertising would include newspapers (Chatham, Sarnia, Independent) and various local employment websites and online venues (Indeed.ca, Lambton County Job Board, Lambton College Community Employment Services, Western University), Township Website and other avenues as appropriate.

Attached is a copy of the Accounts Receivable/Receptionist job description.

Financial Impact:

Advertising Costs and wages as per 2025 Pay Grid

Consultations:

N/A

Recommendation:

That Council accepts the resignation of the Accounts Receivable/Receptionist; and that the Clerk proceed with recruitment for a Full-time Accounts Receivable/Receptionist.

Attach: Job Description



TOWNSHIP OF DAWN-EUPHEMIA

POSITION DESCRIPTION

1. Position Title

Accounts Receivable/Receptionist

2. Reporting Relationship

Reports to the Administrator-Clerk

3. Positions Supervised: None

4. Scope of Position

This position provides telephone and front office reception, serves as cashier and provides clerical support to the Administration Departments, as required.

5. Responsibilities

- 5.1 Provides reception duties for the Township by greeting office visitors and responding to general telephone inquiries, relaying messages, routing calls and inquiries to appropriate staff. Responds, records and tracks public complaints regarding municipal services as per the complaint policy.
- 5.2 Processes payments and issues receipts for municipal taxes, water bills, dog licenses, permits and other related payments due to the Township over the counter or by mail, as required.
- 5.3 Reconciles cash register and prepares deposit for delivery to bank. Posts transactions using the appropriate computer software.
- 5.4 Maintains assessment roll for periodic changes to ownership, mortgage information, mailing addresses and other related information.
- 5.5 Provides administrative and clerical support to all departments as required, such as preparing letters, documents, communications, reports and correspondence including newsletters, brochures and promotional materials; mailing forms, recording information and other related information.
- 5.6 Assists the Treasurer in the preparation, processing and mailing of tile loan billings, NSF cheques, tax bills, water bills and water arrears notices in accordance with the bylaws and established procedures. Ensures penalty and interest is added to water accounts; prepares and distributes documentation associated with non-payment of water accounts.
- 5.7 Generates new customer accounts for water billing and maintains up-to-date information on same. Tracks operational problems related to water meters or remote readers.
- 5.8 Processes all incoming/outgoing mail and distributes to the appropriate department. Processes items delivered or picked up by couriers.

- 5.9 Responsible for maintenance of files and materials in relation to the Township Records Retention By-Law.
- 5.10 Responsible for the administration and issuance of dog licenses, payment and maintenance of accurate records.
- 5.11 Responsible for water service administration including the sale of water meters and water tokens, arranging for the reading of water meters, printing and mailing water bills and ensuring collection of water fees subject to Township policy.
- 5.12 Books travel arrangements for Council and staff, including preparing and submitting registrations and booking accommodations
- 5.13 Processes burn notices for the Fire Department and notifies appropriate parties; provides clerical support to the Fire Chief as needed.
- 5.14 Processes payments and reservations; coordinates bookings with the Caretaker/Park Attendant for rental of the Community Centre, Shetland Campground and Fire Hall.
- 5.15 Receives, tracks and responds to excavation locate requests via ON1Call.
- 5.16 Processes Building/Demolition/Moving Permit applications.
- 5.17 Manages and schedules municipal functions and special events such as Rabies Clinic, Remembrance Day, Special Cleanup Days, E-Waste and service award presentations for public, staff, council and committee members.
- 5.18 Maintains the office supplies inventory.
- 5.19 Responsible for daily back up tapes from the Township computer system.
- 5.20 Inputs messages on the Municipal electronic sign and associated notice boards.
- 5.21 Undertakes other job-related duties as assigned.

6. Health & Safety Responsibilities

- 6.1 Be familiar with and work in compliance with the provisions of the Occupational Health and Safety Act (OHSA) and Regulations, and the Township's Health and Safety Policies and Procedures.
- 6.2 Take every possible precaution to protect themselves and co-workers from health and safety hazards and unsafe situations. Work in a safe manner with protective devices, measures and procedures, as required by the OHSA and Regulations, and the Township's Health and Safety Policies and Procedures.
- 6.3 Ensure work is being carried out with sound judgment and in a safe manner and report unsafe acts, conditions, workplace accidents/incidents, occupational injury or illness, contravention of the Act or regulations, or any hazards they are aware of, to the Administrator-Clerk.

7. Authority of Position:

Work is performed under the general supervision of the Administrator-Clerk and/or Treasurer and authority is limited to direction given and to operating within established departmental guidelines, policies and procedures.

8. Working Relationship

Contacts within the work unit are primarily with the Administrator-Clerk, Treasurer and co-workers.

8.1 With Mayor & Council

Provides administrative assistance to Council members, as requested from time to time.

8.2 With the Administrator-Clerk, Treasurer

Receives direction and guidance.

8.3 With Co-workers

Communication for the purpose of obtaining and sharing information to complete work assignments.

8.4 With Public

Provides information while ensuring polite and tactful relations. Provides information regarding Township services and policies as requested, or redirects the inquiry to the proper staff for response. Receives and responds to requests, feedback, complaints etc., in a timely manner.

9. Knowledge and Skill

9.1 Minimum two (2) year post-secondary diploma in office administration or equivalent combination of education and experience to obtain a general knowledge in clerical/office functions. Municipal experience is an asset.

9.2 Knowledge of general office practices and procedures and associated software including Microsoft Office (Word, Excel, Outlook) and database management.

9.3 Strong organizational and time-management skills; ability to effectively interact with the public in a professional manner; strong interpersonal and communication skills, both verbal and written; work with minimal supervision.

10. Physical Skill and Effort

Some minor manual labor required in relation to moving, lifting weights (up to 20 lbs) and restocking supplies. Frequent periods of short duration of concentration with many disruptions. Visual and mental concentration with respect to visual display terminal. The coordination of fine motor skills is required when operating normal office equipment (computer, calculator, photocopier, shredder, telephone, fax etc).

11. Working Conditions

Exposure to a normal office environment and typically good working conditions with little or no exposure to disagreeable environmental or hazardous conditions. Work generally has a low risk of injury. The noise level in the work environment is usually moderately quiet. Regularly required to prioritize variable workload.

Required to interact politely and effectively with the general public and required to respond to questions and minor complaints from the public. Normal hours of work are 35 hours per week with minimal overtime required.

12. Decision Making/Judgement

Work is performed under the direction of the Administrator-Clerk.

The employee follows established practices to perform generally repetitive duties and work activities; judgement, reasoning and problem solving is involved in the day to day tasks, in order to operate without direct supervision, when the task has been defined. The employee notifies a higher authority of operational problems or issues as necessary.

Problems to be addressed are somewhat routing and typically can typically be answered from existing policies and procedures. Errors are usually quickly detected and can be corrected. Errors in judgment may result in a minor loss of time or resources and could cause embarrassment to the Township and inconvenience to the public.



TOWNSHIP of DAWN-EUPHEMIA

8a

4591 Lambton Line, RR # 4, Dresden, Ontario NoP 1M0
Administration: 519-692-5148 Fax: 519-692-5511 Email: admin@dawneuphemia.on.ca
Public Works Dept: 519-692-5018 Emergency After-Hours: 519-401-4808
Website: www.dawneuphemia.ca



Leadership...
Moving the community forward

March 2025

Keeping our residents informed!

CHANGES TO BE AWARE OF



Location: St. Matthew's Hall, 6218 Fansher Street, Florence

Time: 9:30 am

Date: last Monday of each month

All are welcome!

<https://lambtonpublichealth.ca/health-care-professionals/community->

Florence Little Free Pantry



Corner of Water St & Florence Rd, in Florence



to the volunteers that keep these shelves stocked.
Thank you

DOG TAGS CAN NOW BE PAID ONLINE!



Dog tags can be paid online by selecting "The Township of Dawn-Euphemia-Animal License" and using your invoice number as the account number. Dog tags can also be paid at the municipal office by cheque, cash, debit or by dropping your payment off in the "after-hours" drop box. Unfortunately, BMO does not offer this service to their customers.

IN THIS ISSUE

Changes to be Aware Of

Did you know...

2nd Dwelling Units

Grant Applications

Long Service Awards

Important Dates

A Look at the Budget

WHAT HAPPENS IN A CP@clinic SESSION?

MEET WITH A PARAMEDIC TO:

- Learn how the CP@clinic program can help you with your health
- Sign up!

THE PARAMEDIC WILL:

- Ask you questions about your:
- Medical History
 - Family History
 - Medications
 - Pain
 - Stress
 - Eating Habits

Measure your:

- Blood Pressure
- Height
- Weight
- Waist Size

CONNECT YOU TO RESOURCES:

- With your permission, the paramedic can:
- Share your health results with your family doctor
 - Refer you to local programs and resources

Do you have any questions? Talk to the CP@clinic Community Paramedics!

Building permit applications and by-law reporting now online.

SHETLAND CAMPGROUND is booking up quickly! This year the park opens May 16 and closes October 20, 2025. *There are only 5 lots left to choose from!* To reserve your campsite call the municipal office at 519-692-5148 or admin@dawneuphemia.on.ca



To join us for Council Meetings, just contact the Clerk in advance of the meeting and a link will be sent to you. Council agendas are also available online.

DID YOU KNOW?

Did you know

you can check the website for maps and locations of upcoming scheduled drain maintenance on municipal drains? Check the Home Page under Alerts & Notifications.



Did you know

.... Building Permits can be completed online! Learn more at

www.lambtononline.ca/building



Did you know...

chickens, roosters, ducks, geese, turkeys etc are considered "farm animals" and **are not** permitted in residential areas, including the Hamlet of Florence.



Did you know... if you do not pay your dog tags by May 1st, you will incur an additional \$25 late fee and an additional \$20 fee if added to your final tax bill?

Did you know... if you start building a structure without a permit- you can get charged double? Make sure to check with Lambton County Building Services to confirm if a permit is required or not. Learn more at www.lambtononline.ca/building Or call 519-845-5420



Did you know ... you are not permitted to live in a camper anywhere in the Township? This is in contravention of the Township's Zoning By-Law.



Did you know that it is a requirement to keep your dog on your own property? Otherwise you could face a fine of \$150!!



Did you know Accessory Second Dwelling Units are

permitted within any Residential (R) or Agricultural (A) Zone. One Accessory Second Dwelling shall be permitted subject to the following provisions. An Accessory Second Dwelling shall:

- a) not be established or occupied without first obtaining all required permits and inspections under the Ontario Building Code.
- b) have two means of egress located in separate areas of the Accessory Dwelling Unit, one of which may be an exterior window at least 0.35 square metres in area with no dimension less than 38 cm.

Where NOT Permitted

- c) be prohibited on any Lot with more than one Dwelling Unit.
- d) be prohibited in any Mobile Home Park or plan of condominium.
- e) be prohibited within a Detached Accessory Building within any R5 Zone.
- g) not be located on a Lot that is less than the minimum required Lot Area for the Zone in which it is located. Notwithstanding, in an A1 or A2 Zone or on any Lot serviced by a private septic system, the minimum Lot Area required to establish an Accessory Second Dwelling shall be 0.8 Ha.
- h) comply with the MDS I requirements of **Section 5.2**, if located within an A1 or A2 Zone.

Size

- i) not be Permitted unless the main Dwelling on the Lot (exclusive of the Floor Area occupied by the Accessory Second Dwelling) meets the minimum Gross Floor Area requirements in **Table A**, after the Accessory Second Dwelling is established.
- j) have a minimum floor area based on the following:
 - i) 30 square metres where the only bedroom space is combined with a living space.
 - ii) 35 square metres for a one-bedroom Accessory Second Dwelling.
 - iii) 49 square metres for a two-bedroom Accessory Second Dwelling.
 - iv) 62 square metres for a three-bedroom Accessory Second Dwelling.
 - v) 62 square metres plus 9 square metres for each bedroom in excess of three for an Accessory Second Dwelling with more than three bedrooms.
- k) not exceed a Gross Floor Area equal to 30% of the Gross Floor Area of the main Dwelling.
- l) not exceed a Gross Floor Area of 46 square metres if located within a Detached Accessory Building.

Character and Amenity

- m) share a single driveway with the main Dwelling.
- n) have access to and use of the same Landscaped Open Space as the main Dwelling.
- o) not have an entrance or Deck on a side of the Dwelling facing a Street.
- p) not be constructed as an addition to a wall of the main Dwelling nearest a street.

When in Detached Building

- q) when located within a Detached Accessory Building, have its entrance and any Deck or unenclosed Porch face the Interior Side Lot Line furthest from the Building.
- r) not be Permitted in a Detached Accessory Building that is located closer than 2.4 metres to an Interior Side Lot Line or within a distance of the Rear Lot Line less than the Minimum Rear Yard Setback requirement applying to the main Dwelling. Notwithstanding, the Minimum Required Interior Side Yard shall be the same as applies to the main Dwelling where an established evergreen hedge or solid board fence, either being at least 1.8 metres in height, is located and maintained along the respective Interior Side Lot Line.
- s) not be Permitted in a Detached Accessory Building further than 20 metres from the main Dwelling.
- t) not be permitted in a Basement of a Detached Accessory Building.
- u) not be permitted in a second floor of a Detached Accessory Building, except where located within an A1 or A2 Zone.

For more information on 2nd Dwelling Units call Lambton County Building Services at 519-845-5420.

WE LOVE
OUR VOLUNTEERS

Ontario Senior of the Year

Do you know an outstanding senior who, after age 65, enriches the social, cultural or civic life of the community? Why not nominate him/her for the "Senior of the Year" Award?

To be eligible, your nominee must:

- have contributed to the community after the age of 65 and has made their community a better place to live
- be a resident of Ontario

Seniors who qualify for this award may have contributed to many different fields such as the arts, literature, community service, volunteering, education, environment, fitness, or humanitarian activities.

How to nominate someone

If you know someone who should be considered for this award, please download the application from the Township's Website and submit your completed form to the Municipal Office by no later than **April 13th**. Awards are typically presented during Seniors Month in June.

**EMERGENCY
MANAGEMENT MESSAGE**

**72-hour survival kit
Are You Prepared for an
Emergency?**

Library Hours

Florence Library
Tuesdays & Saturdays
10am-2pm & Thursdays
4pm-8pm

Shetland Library
Mondays & Fridays 10am-2 pm
& Wednesdays 4-8pm.



***LONG-SERVICE
RECOGNITION AWARDS***

- Dave Annett - 20 Yrs (Cemetery Brd)*
- Scott Gawley - 17 Yrs (Retirement)*
- Darren Logan - 15 Yrs (Fire Dept)*
- Jason Meyer - 15 Yrs (Council)*
- Brent Webster - 15 Yrs (Fire Dept)*

SCHOLARSHIP AWARD



Just a reminder of the Scholarship Award for Grade 12 graduates, regardless of their field of study.

Graduating students must reside in Dawn-Euphemia Township and be pursuing a full-time post-secondary education in a College or University to be eligible for the \$1,000 annual award. The revised application is available on-line at www.dawneuphemia.ca under "Alerts & Notifications", or at the Township Office. **Deadline for submission is April 30th** of each year.

GRANT APPLICATIONS

Council has re-submitted an application to the Community Emergency Preparedness Fund for a \$50,000 grant towards the purchase of a new generator for the Dawn-Euphemia Community Centre. At the time of this newsletter, Council is still awaiting news.

Council was successful in obtaining the Fire Protection Grant in the amount of \$8,150, for Operation Safe Firefighter which is a multi-year plan to prioritize the safety of Dawn-Euphemia Firefighters. Operation Safe Firefighter involves purchasing new bunker gear, field decontamination kits, replacement balaclavas and gloves, and a washing machine for the fire hall.



Council & Staff would like to wish Brooklyn Stam and Carla Trepanier the very best of luck in their future endeavors. Brooklyn has worked as Deputy-Clerk for the Municipality since 2023 and Carla as Accounts Receivable/Receptionist since 2020. They are both shining lights in the office. Wishing you both success and happiness — keep shining!

DATES TO REMEMBER

TAX DUE DATES: March 31, May 30, September 29 & November 28.

WATER BILL DUE DATES: Last business day in February, April, June, August, October & December.



Rabies Vaccination Clinic
Saturday April 5th - Rutherford Public Works Garage; 9am to 11am AND Dawn-Euphemia Community Centre, Florence; 1:30pm to 3:30pm

Saturday April 12th - Cairo Public Works Garage; 9:30am -11:30 am

FIREMEN'S BREAKFAST:
Sunday April 6th, 9:00 am to noon
@ Firehall, Rutherford-\$15.

Service Canada Info Session:
Thursday April 10 from 4:30pm to 5:30pm at the Florence Library. Learn more about Employment Insurance, CPP, Old Age Security, and the Canadian Dental Care Plan.

SENIOR OF THE YEAR DEADLINE:
April 13th of each year. Application is available on the municipal website, homepage.

SYDENHAM CANOE RACE:
St. Clair Conservation Authority has cancelled their annual canoe race this year.

MUNICIPAL SCHOLARSHIP:
DEADLINE - April 30



Due May 1st

Keep an eye out for Dog Tag invoices! Invoices not paid for by the deadline, will incur a \$25 late fee.

EMERGENCY PREPAREDNESS DAY: May 10 from 10am-2pm @ Lambton College-Main Campus. EP Day is a FREE family-friendly event with a Kids Fun Zone, inflatables, face painting, BBQ, Exhibits, Live demonstrations & workshops, hands-on activities for all ages.

Grand Ole Power Days
August 22 & 23, 2025, @ Dawn-Euphemia Community Centre.

SPECIAL CLEAN UP DAYS
Special Clean Up Days: Friday September 12 & Saturday September 13, 2025. Watch for our fall flyer.



A LOOK at the BUDGET

Council has adopted the 2025 Budget at a 4.9% increase.

This year policing costs will be \$314,357 and will not increase thanks to the Province committing to a one-time grant of \$54,700 to help offset the costs.

Municipal insurance costs have increased 3.8% or \$6,854; no claims were reported by the Township this past year.

Administration will be replacing computers this year and putting money aside for the Municipal Election in 2026.

Under the Township's Fire Services Agreement with Brooke-Fire Rescue and Bothwell Fire Dept, \$88,600 has been budgeted for fire services coverage in the north-east corner of Euphemia.

DONATIONS

Council also supports several local initiatives by providing donations (or in-kind donations) to the following organizations:

- Arenas: Bothwell, Dresden & Petrolia
- Central Lambton Health Team
- Dawn-Euphemia Public School
- Dawn-Euphemia Scholarship
- Four-Counties Health Services
- Lambton Farm Safety
- Lambton Plowman's Association
- Lambton 4-H
- Moore Agricultural Society
- No One Stands Alone
- Oakdale Community Centre
- Three Oaks Respite Cabin

Arena donations are meant to cover the "non-residential fee" that would be charged to our residents for using the following arenas: Dresden & Bothwell (\$3,000/yr) and Petrolia (\$735/yr).

This year Council will provide the 2nd instalment of \$4,000 towards the Four Counties Health Services Foundation Fundraising Committee is currently fundraising for towards a Workstation on Wheels and other critical equipment needs, not supported by the Ministry of Health.

PUBLIC WORKS



DEPARTMENT

Bridge Rehab/Replacement: Council will be putting \$350,000 into reserves to replace structure #69 (Lomax Drain at Fansher Road) next year. There will be several other large 3 ft diameter or larger culverts being replaced throughout the Township at a cost of \$55,000

New Grader: Council agreed to purchase a new grader this year to begin replacing the aging fleet. Council has diligently contributed annually to reserves to ensure funds are there for future equipment replacement. The purchase of the new Grader will come out of the Public Works Equipment Reserve with the cost yet to be determined.

Loosetop Road Treatment costs the municipality \$1.2m which includes Gravel at a cost of \$1.1m and the remainder is Brine Treatment

Reserves: This year Council has committed to the following reserves:

- \$110,000 Public Works (replacement of a Salt Truck in 2026)
- \$180,000 Public Works Fleet
- \$102,000 Fire Department (replacement of equipment)
- \$40,000 Policing (to offset future increases)
- \$29,500 Admin Reserve (computer replacement, Election)

2025 Garbage Collection Rates



Container Size	2024 Price	2025 Price
35-gallon	\$145/yr	\$150/yr
65-gallon	\$240/yr	\$250/yr
95-gallon	\$345/yr	\$360/yr

2025 Water Rates: This year, the municipal water rate will increase from \$3.92 to \$4.33 per cubic meter. The bi-monthly flat rate will increase from \$50 to \$70.



Service Canada will be hosting an information session on Thursday, April 10 from 4:30-5:30pm at the Florence Library – free of charge.

Life Can Be Hard Finding Help Can Be Easy



- Health and Mental Health Services
- Newcomer and Immigrant Services
- Food Banks and Meal Programs
- Housing, Shelters and Utility Help
- Seniors' Services and Home Care
- Government Programs and Services
- Parenting and Family Programs
- Disability Supports and More

Contact 211 day or night to find support for all of life's challenges



SUPPORTED BY Ontario

TOLL-FREE: 1 (877) 330-3213 TTY: 1 (555) 403-7446

211 HELPLINE: FREE | CONFIDENTIAL | 24/7 | 150+ LANGUAGES

- CALL OR TEXT 2-1-1
- E-MAIL gethelp@211ontario.ca
- SEARCH OR CHAT 211Ontario.ca

Join the Senior's Advisory Committee



The Township is looking for a representative to sit on the "Lambton County Seniors Advisory Committee" and provide input concerning issues affecting seniors. Meetings are bi-monthly for a 2-year term (2025 & 2026). Members receive \$120/meeting. If interested please contact the municipal office for more information.

Thank you to Heather Childs who has served on the Committee representing the interests of Dawn-Euphemia for the past 2 years.

WORK ON FLORENCE MUNICIPAL DRAINS CONTINUES

The Township continues to work with the Ministry of Environment to identify individual sources of contamination connected to the municipal drains in Florence. The Township will continue to install testing ports on properties with outfalls into municipal drains, and testing of sites will continue over the summer as weather permits.

8b

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

<u>PERMIT #</u>	<u>DESCRIPTION &/OR LOCATION</u>	<u>OWNER/CONTRACTOR</u>
PP-23-004	Dawn Valley Rd, Con 2, W Pt Lot 20	
PP-24-001	Edys Mills Line, Con 8, W Pt Lot 31	
35617	Lambton Lane, Con 8, Pt Lot 16	
PP-24-002	Fansher Rd, Con 7, Pt Lot 19	
PP-24-003	Mandaumin Rd, Con 1, Pt Lot 31	

8c

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

Type of Permit	No. of Permits Issued		Value of Construction		Permit Fees		Total to Date					
	2024	2023	2024	2023	2024	2023	No. of Permits Issued		Value of Construction		Permit Fees	
							2024	2023	2024	2023	2024	2023
New Residential	1		\$450,000		\$1,670.00		2	4	\$1,200,000	\$2,060,000	\$3,340.00	\$5,468.00
Residential Alterations/Additions							6	2	488,500	1,280,000	3,800.00	2,240.00
Non-Residential							0	4	0	255,000	0.00	2,110.00
New Commercial							0	0	0	0	0.00	0.00
Commercial Alterations/Additions							0	0	0	0	0.00	0.00
New Industrial							0	4	0	3,250,000	0.00	10,080.00
Industrial Alterations/Additions							1	0	100,000	0	2,230.00	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	1	750,000	250,000	870.00	870.00	7	9	975,000	815,000	4,490.00	6,614.00
Agricultural Alterations/Additions							0	0	0	0	0.00	0.00
Demolitions		1		15,000		310.00	4	3	14,501	1,825,000	820.00	365.00
Swimming Pools							0	1	0	10,000	0.00	280.00
Other							1	0	2,005,000	0	490.00	0.00
Totals	2	2	\$1,200,000	\$265,000	\$2,540.00	\$1,180.00	21	27	\$4,783,001	\$9,485,000	\$15,170.00	\$27,157.00
No. of New Dwelling Units Created	1						2	4				

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

Notes: BP-24-002 (New Agricultural) was originally missed in April. It has been added to the December permits.

**BP-24-009 issued in May, the permit fee was recorded as \$1,120. It is actually \$1,670. \$550 has been added to the New Residential Total to Date Column.

Township of Dawn-Euphemia

STATISTICAL INFORMATION

Schedule 80

for the year ended December 31, 2024

6. Building permit information

1210 Residential properties.....
 1220 Multi-Residential properties.....
 1230 All other property classes.....
 1299

Subtotal

Number of building permits	Total value of building permits	Square metres of new construction
1	2	3.0
#	\$	m ²
12	1,701,501	1016.9
0	0	0.0
9	1,077,000	3087.7
21	2,778,501	4104.6

2024 BUILDING REPORT: TOWNSHIP OF DAWN-EUPHEMIA

PERMITS ISSUED: **2024**

Residential Construction	2
Residential Alteration/Addition	6
Multi-Residential Construction/Alteration/Addition	0
Non-Residential (accessory bldgs)	0
Commercial Construction	0
Commercial Alteration/Addition	0
Agricultural Construction	7
Agricultural Alteration/Addition	0
Industrial Construction	0
Industrial Alteration/Addition	1
Institutional Construction/Alteration/Addition	0
Demolition	4
Swimming Pool	0
Solar	0
Other	1
TOTAL	<u>21</u>

**AMOUNT PAID TO MUNICIPALITY
BY BUILDING PERMIT FEES COLLECTED:** **\$15,170.00**

	(Building Permits)	<u>\$23,146.00</u>
INVOICED AMOUNT FROM	(Property Standards)	<u>\$6,082.68</u>
COUNTY TO MUNICIPALITY:	(Misc Property Standards)	<u>\$75.46</u>

VALUE OF CONSTRUCTION: **\$2,778,501**



Judy Rowland, Building Services
County of Lambton

**TOWNSHIP OF DAWN-EUPHEMIA
NEW CONSTRUCTION PERMITS**

<u>YEAR</u>	<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE</u>
2024	Residential Construction	3	\$1,465,000
	Multi-Residential Construction	0	0
	Commercial Construction	0	0
	Agricultural Construction	7	975,000
	Industrial Construction	0	0
	Institutional Construction	0	0
	# of new dwelling units - 2		
	(2 single family dwellings)		

Dawn-Euphemia

Category:	No. of Permits Issued	Median No. of Days to Issue Permit	Average No. of Days to Issue Permit	Total No. of Days	Accepted Complete Applications		Accepted Incomplete Applications	
					No.	%	No.	%
1: Houses	11	1	1.0	11	0	0.0%	11	100.0%
2: Small Buildings	9	1	1.0	9	1	11.1%	8	88.9%
3: Large Buildings	1	1	1.0	1	0	0.0%	1	100.0%
4: Complex Buildings	0	0	0.0	0	0	0.0%	0	0.0%

Total Number of Permits Issued: **21**

Total Number of Applications Submitted and Accepted: **21**



VOUCHER # 2 - 2025

03-Feb-25

INVOICES	CHEQUE RUN	CHEQUE #	TOTAL
Admin/P Wks/Fire/Drain/Water/DECC	13-Jan-25		\$ 167,878.21
Admin/P Wks/Fire/Drain/Water/DECC	15-Jan-25		\$ 15,282.94
Grand total of all invoices			\$ 183,161.15
PAYROLL	PP # 2	PP #3	
Administration	\$ 15,990.91	15,990.91	\$ 31,981.82
Public Works	\$ 30,793.19	37,976.45	\$ 68,769.64
Council		4,425.65	\$ 4,425.65
Grand total of all Payroll			\$ 105,177.11
VOUCHER # 2 - 2025		GRAND TOTAL	\$288,338.26

\$ 183,161.15
\$ 105,177.11
\$ 288,338.26

10a



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

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

To: Members of Dawn-Euphemia Township Council
Meeting Date: February 3, 2025
From: Marc Seguin, Treasurer
Subject: **Bylaw 2024-32 Repeal request**

Open Session Report FIN 25-02-03

Background:

Bylaw 2024-32 was passed December 2, 2024, but was not processed by OMAFRA pending investigation into the land tiled in the loan request.

Comments:

A portion of the property for the tile loan was on a neighbour's property; OMAFRA can not offer tile loans that extend to more than one property. The tile loan could not be processed as requested.

After consultation with OMAFRA, the funds for the Tile Loan should be adjusted from \$50,000 to \$48,500 to account for the land tiled on the neighbour's property.

Tile Loan 2025-01 will include the adjusted request.

Consultations:

The Tile Loan has been discussed with OMAFRA and the Drainage Supervisor.

Financial:

NA

Recommendation:

That Bylaw 2024-32, being a Bylaw imposing special annual drainage rates upon land in respect of which money is borrowed under the Tile Drainage Act, dated December 2, 2024, be repealed

AND

That By-Law 2025-02, being a Bylaw imposing special annual drainage rates upon land in respect of which money is borrowed under the Tile Drainage Act be read a first, second, and third time and finally passed this 3rd day of February, 2025.

RATING BY-LAW

Tile Drainage Act, R.S.O. 1990, c. T.8, s.8

THE CORPORATION OF THE
Township of Dawn Euphemia

BY-LAW NUMBER 2025-02

A by-law imposing special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act*.

WHEREAS owners of land in the municipality have applied to the council under the *Tile Drainage Act* for loans for the purpose of constructing subsurface drainage works on such land;

AND WHEREAS the council has, upon their application, lent the owners the total sum of \$98,500.00 to be repaid with interest by means of rates hereinafter imposed;

The council, pursuant to the *Tile Drainage Act*, enacts as follows:

1. That annual rates as set out in the Schedule 'A' attached hereto are hereby imposed upon such land as described for a period of ten years, such rates shall have priority lien status, and shall be levied and collected in the same manner as taxes.

First Reading 2025-Feb-03
yyyy/mm/dd

Second Reading 2025-Feb-03
yyyy/mm/dd

Provisionally adopted this 03 day of February, 2025

Alan Broad
Name of Head of Council

Signature

Donna Clermont
Name of Clerk

Signature

Third Reading 2025-Feb-03

Enacted this 03 day of February, 2025

Alan Broad
Name of Head of Council

Signature

Corporate Seal

Donna Clermont
Name of Clerk

Signature

I, Donna Clermont, clerk of the Corporation of the Township
of Dawn Euphemia certify that the above by-law was
duly passed by the council of the Corporation and is a true copy thereof.

Donna Clermont
Name of Clerk

Signature

Corporate Seal

The Corporation of the Township of Dawn-Euphemia

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RESOLUTION – REGULAR MEETING

Date: February 3, 2025

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 February 18, 2025, at 6:30 pm or at the call of the Chair. *Carried.*