



The Corporation of the Township of Dawn-Euphemia

- A G E N D A -

Tuesday, April 22, 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.

1. **CALL TO ORDER**
2. **DISCLOSURE OF PECUNIARY INTEREST**
3. **DELEGATIONS**
4. **ADOPTION OF MINUTES**
 - a) Minutes of Regular Council Meeting of April 7, 2025
5. **BUSINESS ARISING FROM MINUTES**
6. **PLANNING/DRAINAGE/PROPERTY**
 - a) Drain Maintenance Request received (1) April 4, 2025 Re: Knight-Kniffen Drain and (2) April 9, 2025 Re: Wallace Drain
7. **REPORTS**
 - a) Report from the Public Works Superintendent Re: Dust Control 2025
 - b) Report from the Administrator-Clerk Re: Senior of the Year Nomination
 - c) Report from the Administrator-Clerk Re: Artificial Intelligence Policy
8. **CORRESPONDENCE**

Information Only

 - a) Emergency Preparedness Week Flyer
 - b) Lambton Group OPP Detachment Board Annual Municipal Visit Schedule 2025
 - c) Building Permits, March 2025
 - d) Memo received April 15, 2025 from Lambton County Plowmen's Association Re: Lambton County Selected to Host 2027 International Plowing Match
9. **OTHER BUSINESS**
 - a) Accounts
10. **BY-LAW**
 - a) Report and By-Law 2025-08, being a by-law to enter into agreement for purchase of water from a fire hydrant
11. **CLOSED SESSION**
 - a) One (1) Matter under S.239(2)(b) Personal Matters about Identifiable Individuals
12. **ADJOURNMENT:** **Next Meeting of Council**
Regular Council Meeting – Monday, May 5, 2025 @ 6:30 pm

The Corporation of the Township of Dawn-Euphemia

4a

RESOLUTION – REGULAR MEETING

Date: April 22, 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 April 7, 2025, be adopted. *Carried.*



The Corporation of the Township of Dawn-Euphemia

- M I N U T E S -

Regular Council Meeting
 Monday, April 7, 2025
 6:30 pm, Municipal Office, 4591 Lambton Line

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

Staff Present: D. Clermont, Administrator-Clerk
 M. Seguin, Treasurer (left at 6:40pm)

Disclosures: None

2025-52 Councillor Gray – Councillor McGuire

Minutes – March 17, 2025

That the minutes of the March 17, 2025 Regular Council Meeting be adopted. *Carried.*

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

2025-53 Councillor LeBoeuf – Councillor McGuire

Drain Mntc – Bull, Keating, Smoke, Young

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

1. The Bull Drain Maintenance Request received March 28, 2025 submitted by Spring Enterprises Inc;
2. The Keating Drain Maintenance Request received March 28, 2025 submitted by Spring Enterprises Inc;
3. The Smoke Drain Maintenance Request received March 28, 2025 submitted by Spring Enterprises Inc;
4. The Young Drain Maintenance Request received March 28, 2025 submitted by Spring Enterprises Inc. *Carried.*

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

2025-54 Councillor Gray – Councillor LeBoeuf

Auditor's Response

That the Auditor's Response Report to BDO Canada LLP dated April 7, 2025, from the Treasurer be accepted as presented; and that the Treasurer gage interest from other potential auditors for Council's consideration. *Carried.*

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

2025-55 Councillor McGuire – Councillor LeBoeuf

Proposed Changes – Florence Library

That Council accepts the report dated April 7, 2025, received from the Manager, Lambton County Library Services, Re: Proposed Changes to Florence Library; and further that Council supports the proposal to remove the extra countertop from the family washroom to allow for the installation of a change table, to update the exterior signage, to install and move desks and shelving units, to add electrical outlets, and other minor changes to the Florence Library as proposed in the report, all at the cost

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

of Lambton County; And that the Mayor and Public Works Superintendent (or delegate) meet with library staff on-site before any work begins to review the proposed changes; And that all structural and electrical work be coordinated and overseen by the Public Works Superintendent; And that no permanent fixtures be installed into the walls without prior approval from the Township; And that any storage cabinets purchased do not encroach on the entrance. *Carried.*

2025-56 Councillor Gray – Councillor Meyer

Cost Recovery – BAI Comm. Complex

That Council acknowledge receipt of the letter dated March 13, 2025 from the Municipality of Brooke-Alvinston regarding Cost Recovery of Services at Brooke-Alvinston-Inwood Community Centre Complex; and that Council await the pending information regarding statistics of Dawn-Euphemia residents registered in sports activities, as requested by the Administrator-Clerk. *Carried.*

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

2025-57 Councillor LeBoeuf – Councillor Gray

Continued Supplemental OPP Funding

That the Township of Dawn-Euphemia request that the Province of Ontario continue to provide Ontario municipalities with funding to offset the increased costs associated with implementation of the CSPA, the ratification of several collective agreements, implementation of recommendations from the Solicitor General’s audit and Bill 124; and that while the funding provided in 2024 to offset the unexpected increases received through the annual billing statement was appreciated, there needs to be a more sustainable commitment from the province to continue to provide offsetting funding; and further that this motion be forwarded to AMO, the Solicitor General of Ontario Michael Kerzner, MPP Bob Bailey, MPP Steve Pinsonneault, and Premier Doug Ford. *Carried.*

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

Other Business

- The Odd Fellows are hosting a spaghetti supper fundraiser for Three Oaks Cabin on Friday, April 11, 2025 at the Dawn-Euphemia Community Centre.
- Fundraising Auction for the Dawn-Euphemia Public School Playground Equipment takes place on April 23, 2025 at the Lambton Kent Composite School.

2025-58 Councillor LeBoeuf – Councillor Meyer

Adjournment

That this Regular Session of Council be hereby adjourned at the hour of 7:02 pm, to meet again on April 22, 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
Y	J. Meyer

Mayor

Administrator-Clerk

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: April 22, 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 Knight-Kniffen Drain Maintenance Request received April 4, 2025, submitted by Brian Butler;
2. The Wallace Drain Maintenance Request received April 9, 2025, submitted by Lee Whitton. *Carried.*

For Office Use Only

Drainage Supt April 4, 2025
Council Apr 22, 2025
Res: _____
Electronic File Apr 4, 2025

Township of Dawn-Euphemia

APR 04 2025

Notice of Request for Drain Maintenance and/or Repair

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

RECEIVED

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

Re: KNIGHT KNIFFEN
(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:

Property Owners:

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

Property Description

CON 12 W PT LOT 31 W 1/2 LOT 31

Ward or Geographic Township

DAWN - EUPHEMIA

Parcel Roll Number

38-06-006-060-05800-0000

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

Select Ownership Type

Enter the mailing address and primary contact information:

Last Name <u>BUTLER</u>	First Name <u>BRIAN</u>	Middle Initial <u>S</u>
----------------------------	----------------------------	----------------------------

Mailing Address

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

Signature of Landowner: _____ Date: APR 4/25

To be completed by recipient municipality:

Notice filed this 4 day of April 2025

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

For Office Use Only
 Drainage Supt. Apr 15/25
 Council Apr 22/25
 Res: _____
 Electronic File Apr 15/25

Township of Dawn-Euphemia

APR 09 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: Wallace

(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: Drain is full of vegetation and bottom of drain is close to tile drains. Field parallel had to be replanted past 3 seasons due to lack of drainage.

Property Owners:

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

Property Description

Dawn Con 1 Pt Lots 22 and 23

Ward or Geographic Township

Dawn

Parcel Roll Number

38-06-002-040-0400-0000

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

Select Ownership Type

Enter the mailing address and primary contact information:

Last Name <u>Whitton</u>		First Name <u>Lee</u>	Middle Initial <u>W</u>
Mailing Address			
Unit Number	Street/Road Number	Street/Road Name	PO Box
City/Town		Province	Postal Code <u>N0W 1H0</u>
Telephone Number <u>0</u>	Cell Phone Number (Optional)	Email Address (Optional)	

Signature of Landowner: _____ Date: April 9, 2025

To be completed by recipient municipality:

Notice filed this 15 day of April 20 25

Name of Clerk (Last Name, First Name) <u>Clermont, Donna</u>	Signature of Clerk <u>[Signature]</u>
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7a



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

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

Meeting Date: April 22, 2025
To: Mayor Broad and Members of Township Council
From: Paul Dalton, Public Works Superintendent
Subject: Dust Control 2025

OPEN SESSION REPORT

BACKGROUND:

Report to recommend a proposal for the 2025 Dust Control Program.

COMMENTS:

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

- Den-Mar Brines has provided a quote of \$70.00 per cubic metre for dust control (same as 2023 and 2024.).
- Pollard Distribution Inc. has provided a quote of \$99.00 per cubic metre for dust control (same as 2024 per cubic metre).
- Eastern Oil Field Services Ltd. has provided a quote of \$95.00 per cubic metre for dust control with a combined chloride concentration of 18%, (same as 2023 and 2024), but has also offered a quote for dust control with a 14.5% combined chloride solution for \$ 75.00 per cubic metre.
- Holland Dust Control has thankfully declined to quote at this time.

I would like to utilize all three suppliers, (Den-Mar Brines, Pollard Highway Products, and Eastern Oil Field Services Ltd.), in 2025, as timely delivery is becoming a major concern with the majority of the brine being purchased from Den-Mar Brines Limited, to complete the Dust Control Program. This method has been utilized for the last ten years, achieving exemplary results. This method ensures timely delivery of dust control when it is required. Product amounts will be purchased within the amount budgeted.

CONSULTATION:

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

FINANCIAL IMPLICATIONS:

The increases, if any are minimal, and will be considered in the amount applied to operate within the parameters of the 2025 budget.

RECOMMENDATIONS:

That Council accepts the quote from Den-Mar Brines Limited at a cost of \$70.00 per cubic metre, the quote from Pollard Highway Products at a cost of \$99.00 per cubic metre, and the quote from Eastern Oil Field Services Ltd., at a cost of \$95.00 per cubic metre, and for \$ 75.00 per cubic metre to provide dust control product and application to complete the 2025 Dust Control Program as directed by the Public Works Superintendent.



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: April 22, 2025
From: Donna Clermont, Administrator-Clerk
Subject: **Senior of the Year Nomination**

Open Session Report

Background:

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

Comments:

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

This year no nominations were received from the public by the deadline of April 10th. Attached is a list of "Senior of the Years" that have been nominated to date. Council also received a copy of potential nominees should Council wish to nominate a senior from the community.

Consultations:

None

Financial:

None

Strategic Plan Implications:

N/A

Recommendation:

That Council hereby agrees to the 2025 Senior of the Year Award nomination, as selected by Council; And that staff be directed to submit the nomination accordingly; And that Council present the award to the nominee at a June 2025 Council meeting, in conjunction with Seniors Month. *Carried.*

Attach: Senior of the Year List (1pg)
2025 Suggestions (1pg)
Copy of Application & Criteria (3pgs)

Donna Clermont, Dawn-Euphemia Clerk

From: Ontario Honours And Awards (MCM) <[REDACTED]>
Sent: April 8, 2025 5:59 PM
Subject: 2025 Ontario Senior of the Year / Prix de la personne âgée de l'année de l'Ontario

**Ministry for Seniors
and Accessibility**

Minister

College Park
777 Bay Street
5th Floor
Toronto ON M7A 1S5

**Ministère des Services aux
aînés et de l'Accessibilité**

Ministre

College Park
777, rue Bay
5e étage
Toronto (Ontario) M7A 1S5



April 2025

Dear Mayor, Reeve and Members of Council:

I am writing to invite you to nominate an exceptional local senior for the 2025 Ontario Senior of the Year Award.

This award provides each municipality the opportunity to honour one outstanding senior for their contributions to enriching the social, cultural, and civic life of their community.

The deadline for nominations is April 30, 2025.

For more information on how to submit a nomination online, please visit the [Ontario Senior of the Year](#) webpage. Once your nomination is submitted, a personalized certificate with your nominee's name will be sent to you. I encourage you to present this certificate to your nominee in June during Seniors Month.

The Ontario government is proud to celebrate Seniors Month with municipalities across the province. Seniors generously give their time, knowledge and expertise making Ontario the best place in this country to live and work. It is important to take the time to celebrate our older population and acknowledge their invaluable contributions.

If you have any questions regarding the 2025 Ontario Senior of the Year Award, please contact Ontario Honours and Awards at OntarioHonoursAndAwards@ontario.ca.

Thank you for supporting the civic engagement of your local seniors.



Award Information

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

Who is eligible?

Your nominee must be:

- At least 65 years of age.
- A resident of Ontario.
- A living person who has made their community a better place to live.
- Nominated by a municipality in Ontario.

Nominations will not be accepted if they are self-nominated for elected federal, provincial, municipal representatives or for political appointees.

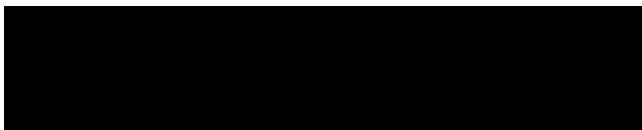
How are the recipients selected?

If nomination criteria are met, a certificate will be mailed to the municipality within three to four weeks of receiving the submission.

Required Information

- Municipality Information
- Nominee's name and contact information (home address, telephone number, email etc.)
- Municipal representative contact information (name, business address, telephone number, email etc.)

For the deadline date, please visit www.ontario.ca/honoursandawards or contact the Volunteer Recognition Unit:



Instructions

For the deadline date, please visit www.ontario.ca/honoursandawards or contact the Volunteer Recognition Unit.

Nominations are not accepted by email. Please send completed forms to the following address:

Volunteer Recognition Unit

Ministry of Citizenship and Multiculturalism
1075 Bay St, 7th Floor
Toronto, ON M5S 2B1

Telephone: 416-326-0206

Toll Free: 1-833-986-4022

VRS: 437-538-4850

Email: OntarioVolunteerServiceAwards@ontario.ca

Website: www.ontario.ca/honoursandawards

Your comments regarding the form and process are welcome. Please email your comments directly to us at the above email address.

Municipality Information - Step 1 of 5

Name of Municipality/Township

Business Address

Street No.	No. Suffix	Street Name	Street Type	Street Direction	Unit/Suite/Apt
Delivery Mode <input type="checkbox"/> General Delivery <input type="checkbox"/> Mobile Route <input type="checkbox"/> Post Office Box <input type="checkbox"/> Rural Route <input type="checkbox"/> Suburban Service			PO Box No. (e.g., 123456)	Rural Route No. (e.g., 123456)	
City		Province		Postal Code (e.g., M7A2R9)	
Primary Telephone Number (e.g., 555-555-5555 x555)			Alternate Telephone Number (e.g., 555-555-5555 x555)		
Email (e.g. email@address.com)					

Preferred Language of Communication English French

Nominee Information - Step 2 of 5

Form of address (e.g. Dr., Honourable, Sargent, Reverend, Elder)

First Name	Last Name
------------	-----------

Home Address

City Address Rural Route or PO Box Address

Street No.	No. Suffix	Street Name	Street Type	Street Direction	Unit/Suite/Apt
Delivery Mode <input type="checkbox"/> General Delivery <input type="checkbox"/> Mobile Route <input type="checkbox"/> Post Office Box <input type="checkbox"/> Rural Route <input type="checkbox"/> Suburban Service			PO Box No. (e.g., 123456)	Rural Route No. (e.g., 123456)	
City		Province		Postal Code (e.g., M7A2R9)	

Primary Telephone Number (e.g., 555-555-5555 x555)

Alternate Telephone Number (e.g., 555-555-5555 x555)

Email (e.g. email@address.com)

Preferred Language of Communication English French

Ceremony Presentation Date - Step 3 of 5

Please provide the ceremony presentation date, if confirmed. (mm/dd/yyyy)
Certificate will be mailed within three to four weeks of receiving the submission.

Municipal Representative Information - Step 4 of 5

Form of address (e.g. Dr., Honourable, Sargent, Reverend, Elder)

First Name

Last Name

Position/Title

Primary Telephone Number (e.g., 555-555-5555 x555)

Alternate Telephone Number (e.g., 555-555-5555 x555)

Email (e.g. email@address.com)

Preferred Language of Communication English French

Declaration - Step 5 of 5

The Ontario government is committed to ensuring the privacy of your personal information. In accordance with subsection 39(2) of the *Ontario Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.F.31, the personal information collected on this form is necessary to the proper administration of the **Ontario Senior of the Year** which is a program that is consistent with the mandate of the Ministry prescribed under s. 4 of the *Ministry of Citizenship and Culture Act*, R.S.O. 1990, c. M.18. The personal information collected are used solely for the determination of nominee's eligibility and review and recommendation by the selection body.

The personal information collected in this nomination package belongs in perpetuity to the nominator and cannot be shared for purposes other than the administration of the program without express written consent of the nominator.

For further information, please contact:

Manager, Volunteer Recognition Unit
Ministry of Citizenship and Multiculturalism
Telephone: 416-326-0206 (toll free: 1-833-986-4022)
1075 Bay St, 7th Floor
Toronto, ON M5S 2B1

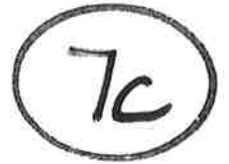
I confirm my nominee meets the eligible requirements and hereby certify that I am a municipal representative or designate and declare that all information provided in this application is true and accurate in every respect.

Nominator Signature

Date



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: April 22, 2025
From: Donna Clermont, Administrator-Clerk
Subject: **ARTIFICIAL INTELLIGENCE POLICY**

Open Session Report

Background:

As artificial intelligence (AI) technology continues to advance rapidly, its integration into various sectors—such as healthcare, finance, manufacturing, and education—raises complex ethical, legal, and operational challenges. An AI policy is a framework developed to guide the responsible development, deployment, and regulation of AI systems, ensuring that these technologies benefit society while mitigating risks and addressing concerns. Attached is a “draft” policy (similar to Lambton County) for Council’s review.

Comments:

Financial Impact:

N/A

Consultations:

Lambton County and Lambton County Clerks

Recommendation:

That the Artificial Intelligence Policy, dated April 22, 2025, be adopted as presented.

Attached: Artificial Intelligence Policy – 4 pgs



Township of Dawn-Euphemia

ARTIFICIAL INTELLIGENCE POLICY

PURPOSE

This policy serves to guide The Corporation of the Township of Dawn-Euphemia's (the "Township") procurement and use of artificial intelligence (AI) to ensure the accountable, responsible and transparent use of AI.

DEFINITIONS

For the purpose of this Policy:

- (a) **"Artificial Intelligence"** or **"AI"** means an engineered or machine-based system that, for a given set of objectives (explicit or implicit), infers from the input it receives in order to generate outputs such as predictions, recommendations or decisions that can influence physical or virtual environments. Artificial Intelligence systems include, for example, ChatGPT, Microsoft Copilot, Google Gemini, NotebookLM, Claude, GoTo, but exclude systems that:
 - i. determine eligibility based on criteria pre-defined by program policy, laws and/or regulations; and
 - ii. otherwise follow legislatively defined rules in a manner that does not replace judgment.
- (b) **"Confidential Data"** means any information generated by the Township, and any information communicated to the Township, that is not intended to be, or was communicated to the Township with the reasonable expectation that it not be, disclosed to any other party including, for example, intellectual property and commercial / trade secrets.
- (c) **"Personal Information"** means any information about an identifiable individual including, without limitation, personal identifying information, health information, and financial information.

POLICY

1. Application

This Policy applies to all Township operations and employees who procure and/or use Artificial Intelligence for Township purposes.

2. Statement

The Township and its employees' use of Artificial Intelligence shall be done in an ethical, responsible, transparent and accountable manner.

3. Governing Principles

Without limiting the expectation stated in Section 2 above, the following principles shall guide the Township's procurement and use of Artificial Intelligence (the "**Principles**"):

- i. **Accountability and Transparency**. The Township and its employees' use of, and reliance on, Artificial Intelligence shall be open and transparent, and compliant with the *Enhancing Digital Security and Trust Act, 2024*.
- ii. **Data Validity**: Artificial Intelligence outputs shall always be assessed and monitored by a human for accuracy, reliability, misuse of intellectual property, privacy infringements and latent biases before any use and/or reliance thereon.
- iii. **System Security and Resiliency**. Any Artificial Intelligence system procured by the Township for its operations shall be reasonably secured against unexpected adverse events or unexpected changes in their environment, and shall maintain confidentiality, integrity, and availability in the event of adversarial or unauthorized actions.

4. Use of Artificial Intelligence Systems

General Rules Regarding Use of Artificial Intelligence Systems

- i. The use of Artificial Intelligence for Township purposes is authorized for purposes of, for example:
 - a. brainstorming,
 - b. conducting initial research,
 - c. drafting presentations, speaking notes, meeting minutes,
 - d. translating, interpreting and/or editing documents,However, Artificial Intelligence shall not:
 - a. be solely relied upon for any finished product such as a report and/or business decision making;
 - b. be solely relied upon for purposes of providing legal and/or policy advice;
 - c. be relied upon for fact-checking; and
 - d. be used to create audio, images or video of identifiable individuals without their express consent.

Compliance with Laws, Regulations and Policies

- ii. All use of Artificial Intelligence, including inputting data therein, and drawing information therefrom, shall be done in compliance with all applicable laws and regulations including, without limitation, access to information, copyright, intellectual property, and privacy laws and regulations, and Township policies.

Protection of Privacy, Confidentiality

- iii. Without restricting the generality of paragraph i. above, Personal Information and/or Confidential Data shall not be inputted to an Artificial Intelligence system in the absence of clear lawful authority to do so, and in absence of such authority, prior written authorization and/or consent from:
 - a. the individual to whom the personal information pertains to, in the case of Personal Information; and
 - b. the applicable Manager, in consultation with the Clerk, in the case of Confidential Data.

Accuracy and Reliability

- iv. All outputs solicited from an Artificial Intelligence system shall be reviewed for accuracy, reliability, misuse of intellectual property, privacy infringements and latent biases prior to any use and/or reliance thereon. Employees are responsible for their work product including accuracy and reliability of any information and/or output generated by Artificial Intelligence and relied upon in researching and completing their work product.

Source of Information Attribution

- v. All audio, images and videos generated by, and content generated from, Artificial Intelligence and used in a final product shall be attributed to the appropriate Artificial Intelligence system, using the following attribution guide:

XXX information in this document was generated using [ChatGPT 4.0 – as an example] and reviewed for accuracy, reliability and latent bias by [enter name, enter Department].

Job Postings

- vi. If Artificial Intelligence is used to screen, assess or select applicants for an employment opportunity, the posting shall include a statement disclosing the use of Artificial Intelligence for such purposes.

5. Acquisition of Artificial Intelligence Systems

- vii. In addition to adhering to all applicable procurement policies and practices in effect from time to time, the Information Technology provider for the Township

shall first be consulted, in writing, prior to any Artificial Intelligence system being acquired for Township purposes. The Information Technology provider shall review the proposed Artificial Intelligence system for compatibility with, amongst any other relevant consideration determined by the Township:

- a. the Principles (noted above);
- b. the Township's information system infrastructure; and
- c. the Township's information systems security considerations.

INTERPRETATION

This Policy shall be interpreted and enforced in a manner consistent with the objective of the Policy set out in the Policy Statement section above.

INCIDENTS / BREACH OF POLICY

Any and all incident and/or claims alleging an inappropriate use of Artificial Intelligence and/or breach of this Policy shall be immediately reported to Clerk, at clerk@dawneuphemia.on.ca, or at 519-692-5148, who in turn shall be responsible for assessing and, if applicable, investigating and/or responding to the incident and/or claim, as the case may be, or supervising the investigation and/or response. Violations of this policy may result in disciplinary action, up to and including termination of employment.

RELATED POLICIES

This Policy shall be read and interpreted in conjunction with the Township's Personnel policies in effect from time to time.

POLICY SCOPE

This Policy sets out the Township's values and principles on the subject-matter hereof. This Policy is not intended and does not serve to amend any other applicable Township policy, which remains in effect. In the event of any inconsistency between this Policy and any other policy, that policy that best adheres to the Principles for the use and/or acquisition of Artificial Intelligence shall take precedence to the extent of the inconsistency.

QUESTIONS

Any questions about this Policy, its application, administration and/or interpretation, including any complaints and/or concerns regarding any matter addressed by this Policy, including any acquisition or use of Artificial Intelligence, may directed to: Clerk, at clerk@dawneuphemia.on.ca or at 519-692-5148.

EFFECTIVE DATE AND REVIEW

This Policy is effective as of April 22, 2025. The Township reserves the right to amend this Policy at any time.



EP DAY 2025

presented by

BASES

Emergency Preparedness

About EP Day

EP Day is a FREE family-friendly event held during Emergency Preparedness Week in May.

Attendees will have the chance to connect with emergency responders, explore hands-on displays, and gain essential skills for managing real-life emergencies.

Through live demonstrations and interactive exhibits, attendees will leave with practical tools and knowledge to build a safer, more resilient community.



May 10, 2025
10am - 2pm



Lambton College
Main Campus

How to Get Involved

Become an Exhibitor

Share expertise, provide valuable resources to promote emergency preparedness, and connect with the community. Booth spaces are available both indoors and outdoors.

Become a Sponsor

Support EP Day by becoming a sponsor! Showcase your commitment to community safety and enjoy promotional opportunities before, during, and after the event.

Volunteer

Be part of the action! We are looking for enthusiastic volunteers to help with event setup, manage the kid's fun zone, assist with exhibitors, and more.



SCAN CODE FOR MORE INFORMATION OR VISIT [HTTPS://BIT.LY/BASEEPDAY](https://bit.ly/bassepday)

LAMBTON GROUP OPP DETACHMENT BOARD ANNUAL MUNICIPAL VISIT SCHEDULE "2025"



LAMBTON GROUP
OPP DETACHMENT BOARD



Municipality	Date	Mayor	Clerk	CAO	Board Member Rep.
Plympton-Wyoming	Wednesday, April 9 @ 5:00 pm	Gary Atkinson	Erin Kwarciuk	Adam Sobanski	Gary Atkinson
Lambton Shores	Tuesday, April 29 @ 7:00 pm	Doug Cook	Stephanie Stroyer-Boyd	Stephen McCauley	Dave Marsh
Dawn-Euphemia	Monday, May 5 @ 6:30 pm	Al Broad	Donna Claremont	N/A	Ian Veen
Brooke-Alvinston	Thursday, May 8 @ 4:30 pm	Dave Ferguson	Janet Denkers	N/A	John Couwenberg
Petrolia	Monday, May 12 @ 7:00 pm	R. Brad Loosley	Mandi Pearson	Rick Charlebois	Joel Field
Enniskillen	Monday, June 2 @ 7:00 pm	Kevin Marriott	Duncan McTavish	N/A	Ian Veen
Oil Springs	Tuesday, June 3 @ 7:00 pm	Ian Veen	Martha Gawley	N/A	Ian Veen
St. Clair	Monday, June 16 @ 6:00 pm	Jeff Agar	Jeff Baranek	John Rodey	Jeff Agar
Warwick	Monday, June 23 @ 3:30 pm	Todd Case	Heather Willemse	Ron VanHorne	John Couwenberg



TOWNSHIP OF DAWN-EUPHEMIA
MARCH

<u>PERMITS</u> <u>ISSUED</u>	<u>OWNER/CONTRACTOR</u>	<u>LOCATION</u>	<u>FEE</u>	<u>TYPE</u> <u>VALUE</u>
BP-24-026	owner	ambton Line Con 8, Pt Lot 16	1,860.00	Res/Alt 80,000
	Thamesville, (interior renovation to existing dwelling) Cont: owner Mar 6/2025 006-020-10600			
BP-25-002	owner	Dawn Valley Con 1, N Pt Lot 25 RP25R506, Pt 6	2,520.00	Ind/Con 1,000,000 100 m ²
	(temporary structure for duration of Panhandle Regional Expansion project) Mar 2/2025 006-040-03400			
BP-25-003	owner	Cuthbert Line Con 2, Lot 27, Pt Lots 26 28, RP25R3561, Pt 1 to 12	2,520.00	Ind/Con 1,000,000 100 m ²
	(temporary structure for duration of Panhandle Regional Expansion project) Mar 2/2025 006-040-00700			
BP-25-004	owner	Edy's Mills Line Con 7, N Pt Lot 30 RP25R4475, Pt 1	200.00	Res/Dem 1,000
	(demolish existing shed) Cont: owner, Mar 24/2025 006-050-08200			

Lambton County Plowmen's Association
lambtoncountyplowmens@gmail.com

For Immediate Release



Lambton County Selected to Host the 2027 International Plowing Match and Rural Expo

LAMBTON COUNTY, ON – April 15, 2025 – The Lambton County Plowmen's Association is proud to announce that it has been selected to host the International Plowing Match and Rural Expo (IPM) in Lambton County in 2027. This historic event will bring together plowing enthusiasts, farmers, and visitors from across the globe to celebrate agricultural excellence and community spirit.

The IPM is a prestigious annual event that showcases the latest in agricultural practices and equipment, traditional plowing competitions, and local food, crafts, and entertainment. With a rich agricultural heritage, Lambton County is the perfect backdrop for this international gathering.

Dennis Bryson, from the Lambton Plowmen's Association, expressed his excitement: "We are thrilled to host the 2027 International Plowing Match and Rural Expo in Lambton County. This event not only highlights our community's dedication to agriculture but also unites the diverse talents and traditions of plowing from around the world. We look forward to welcoming visitors and showcasing what makes Lambton County truly special," he said.

The Ontario Plowmen's Association (OPA) also shared their enthusiasm about the announcement. "We are excited to partner with the Lambton Plowmen's Association for the 2027 IPM," said Melvin Switzer, OPA. "Lambton County has a rich farming narrative, and we believe this event will shine a spotlight on the innovative and sustainable practices that shape our agricultural community."

Tourism Sarnia Lambton is equally enthusiastic about the announcement. "Hosting the International Plowing Match and Rural Expo in 2027 will provide a significant boost to our local tourism and economy," said Mark Perrin, Executive Director of Tourism Sarnia Lambton. "Visitors will have the opportunity to experience our beautiful landscapes, dynamic culture, and warm hospitality. We can't wait for what promises to be an unforgettable event."

The Lambton Plowmen's Association is already in the planning stages, collaborating with local businesses, farmers, and community organizations to ensure a successful and inclusive event. Further details, including dates and venue information, will be announced in the coming months.

About the Organizations:

The Lambton County Plowmen's Association is a non-profit organization that has hosted the county's plowing matches since 1920. The match allows them to showcase Lambton County as it rotates through the various townships. They have hosted the International Plowing Match and Rural Expo three times in our history, in 1923, 1973, and 1991.

The International Plowing Match and Rural Expo (IPM): The International Plowing Match and Rural Expo (IPM) is a five day celebration of agriculture and rural living. There will be plowing competitions, a range of activities for people of all ages, numerous opportunities to learn about agriculture, daily live entertainment in multiple Match venues, hundreds of vendors and exhibits, a wide variety of food, an RV park and more.

The Ontario Plowmen's Association (OPA): The Ontario Plowmen's Association is the parent host of the International Plowing Match. Each year the OPA partners with a community to organize and host the International Plowing Match and Rural Expo.

Media Contact:

*Anne Thompson Director,
Ontario Plowmen's Association*





VOUCHER # 7 - 2025

22-Apr-25

INVOICES	CHEQUE RUN	CHEQUE #	TOTAL
Admin/P Wks/Fire/Drain/Water/DECC	07-Apr-25		\$ 1,077,196.39
Admin/P Wks/Fire/Drain/Water/DECC	08-Apr-25		\$ 44,785.89
Grand total of all invoices			\$1,121,982.28
PAYROLL	PP # 8		
Administration	\$ 18,134.72		\$ 18,134.72
Public Works	\$ 34,087.99		\$ 34,087.99
Council			
Grand total of all Payroll			\$ 52,222.71
VOUCHER # 7 - 2025		GRAND TOTAL	\$1,174,204.99



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA



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

To: Members of Dawn-Euphemia Township Council
Meeting Date: April 22, 2025
From: Paul Dalton, Public Works Superintendent
Subject: Hydrant Usage

Background: Bannister Pipelines Corporation Limited has requested to use a fire hydrant for water to perform testing on their newly constructed line and appurtenances.

Comments: I have been approached by Bannister Pipelines Corporation Limited, to examine if they could utilize water to be taken from the fire hydrant at the intersection of Dawn Valley Road and Bentpath Line to fill a section of their newly constructed line, which is situated adjacent to the hydrant.

By-Law # 2020-03 states: **RESTRICTED USE OF FIRE HYDRANTS**

- 10.1 *Unless authorized by the Operating Authority, no Person shall:*
- (a) *open or close any fire hydrant or fire hydrant valve;*
 - (b) *connect any device of any kind to a fire hydrant, including a pipe, hose, fixture, or appliance; or*
 - (c) *use water from any fire hydrant, regardless of whether that fire hydrant is located on private or public property, for any purpose other than fire protection.*
- 10.2 *No Person shall paint fire hydrants or tamper with the colour scheme of fire hydrants except with the permission of the Operating Authority.*
- 10.3 *No person shall draw water from a fire hydrant unless trained in the proper operation of a Fire Hydrant and must have the necessary equipment and control valves to operate a Fire Hydrant.*
- 10.4 *No Person shall connect, cause to be connected, or allow to remain connected, any piping, fixture, fitting, container or appliance to a Municipally Owned Fire Hydrant in a manner which, under any circumstances, may allow water, wastewater or any liquid or substance of any kind to enter the Municipality's water supply system.*
- 10.5 *No person shall draw water from a fire hydrant except for fire-fighting purposes or for approved maintenance or operations.*
- 10.6 *Any Person who wishes to have a Township owned fire hydrant relocated, may request in writing to the Township that the fire hydrant be relocated, and if approved, the person making the request shall pay the estimated cost determined by the Township, subject to a refund or additional payment, depending upon the actual cost when the work has been completed.*

- 10.7 *No person shall operate a fire hydrant, except:*
- (a) *The Operating Authority, designate and/or a licensed, authorized employee of the Township;*
 - (b) *an authorized member of the Fire Department; or*
 - (c) *a person having received permission from, and working under the supervision of the Operating Authority (or authorized licensed employee of the Township) to take water from fire hydrants.*
- 10.8 *The Operating Authority may require that any person wishing to use a fire hydrant or draw water from a hydrant pursuant to S. 9.4(c) shall:*
- (a) *Obtain permission and work under the supervision of the Operating Authority*
 - (b) *Connect in a manner that the amount of water can be calculated for payment;*
 - (c) *Connect to the hydrant in the manner approved by the Operating Authority and comply with Township standards while drawing water from a fire hydrant or while connected to a fire hydrant; and*
 - (d) *Report all water usage within twenty-four (24) hours of taking the water.*
- 10.9 *Prior to receiving permission to draw water from fire hydrants, the Operating Authority may*
- (a) *Inspect the vehicle to be used for taking water from hydrants for the purpose of determining that it has an operational device that prevents the possibility of Backflow;*
 - (b) *Deny issuance of permission to take water from hydrants until satisfied that the vehicle to be used for taking water from hydrants has an operational device that prevents the possibility of Backflow;*
- 10.10 *The Operating Authority's decision to grant or revoke permission to draw water from a hydrant is final.*
- 10.11 *No person shall tamper with, cover or screen from view a fire hydrant by any structure or vegetation or any other means.*
- 10.12 *No person shall construct, erect or place any appurtenance so as to obstruct access to the fire hydrant*
- 10.13 *If an Owner fails to provide the proper clearances on or around the fire hydrant within twenty-four (24) hours of being notified to do so by the Township, the Township may remove any and all obstruction or encroachments and the Owner shall pay the Township all costs associated with the removal of those obstructions or encroachments.*

Basically, Council has the option to allow or deny access to the hydrant. I have included the request, as well as a sample Agreement for Council's approval or denial. As you can see in their request, we have given a proposed maximum amount to be taken, which is conservative,

and was discussed with our supplier. Any equipment used will be approved and tested prior to commencement of water transfer.

Consultations: Christine Poland, Deputy Clerk, Quality Management System Representative and Community Emergency Management Coordinator, Enniskillen Township. Ryan Leeson, Quality Management System Representative, Chatham-Kent and Bill Binke, Bannister Pipelines were consulted.

Financial Implications: The Agreement includes a \$1.00 per cubic metre of usage above the rate, which will assist to cover staff time and equipment. Any overages will be invoiced. To Bannister Pipelines Corporation Limited.

Strategic Plan Implications:

Recommendation: That Council agrees to allow Bannister Pipelines Corporation Limited to access water from a fire hydrant, as per the Agreement as submitted; AND THAT By-Law 2025-08, being a By-Law to enter into Agreement for the Purchase of Water, be read a first, second and third time, and finally passed this 22nd day of April, 2025.

OR

That Council denies the proposal from Bannister Pipelines Corporation Limited to access a fire hydrant for their purposes.

Attach: Request from Bannister Pipelines Corporation Limited (1pg)
By-Law 2025-08 (6 pgs)



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

BY-LAW NUMBER 2025-08

Being a By-law to Enter into Agreement with Bannister Pipelines Corporation Limited to provide services for the purchase of water from a fire hydrant.

WHEREAS the Corporation of the Township of Dawn-Euphemia is desirous of entering into an agreement with Bannister Pipelines Corporation Limited to provide services for the purchase of water from a fire hydrant.

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

1. **THAT** the attached Purchase of Water Agreement, as attached hereto as Schedule A, and forming part of this By-law;
2. **THAT** the Mayor and Clerk are hereby authorized and directed to execute on behalf of, and under the seal of, The Corporation of the Township of Dawn-Euphemia the said Agreement as attached to this By-law as Schedule A;
3. **THAT** this By-law shall come into force and take effect on the final passing thereof;

READ a FIRST and SECOND time this 22nd day of April, 2025.

READ a THIRD time and FINALLY PASSED this 22nd day of April, 2025.

Mayor – Alan Broad

Clerk – Donna Clermont

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: April 22, 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 Council hereby now moves into a session of the Regular Council Meeting that shall be closed to the public at _____ pm for one (1) matter under S.239(2)(b) Personal Matter about an Identifiable Individual. *Carried.*

The Corporation of the Township of Dawn-Euphemia

12

RESOLUTION – REGULAR MEETING

Date: April 22, 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 this Regular Meeting of Council be hereby adjourned at the hour of _____ pm, to meet again for the Regular Meeting of Council on May 5, 2025, at 6:30 pm or at the call of the Chair. *Carried.*