



## The Corporation of the Township of Dawn-Euphemia

### - A G E N D A -

**Monday, June 16, 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. PLANNING/DRAINAGE/PROPERTY**
    - a) **6:30 pm, Public Meeting – Zoning Amendment Application #ZA003-25**  
**14999031 Ontario Ltd. (D. Munro) 5045 Edys Mills Line**
      - i. Notice of Public Meeting, mailed May 20, 2025
      - ii. Application for Zoning Amendment
      - iii. Planner's Report, dated June 2, 2025
      - iv. Consent and Zoning Comments received from SCRCA dated May 28, 2025
      - v. By-Law 2025-11, being a by-law to amend Zoning By-Law 2014-54
    - b) Request dated June 4, 2025, from Carlyle and Jeff Cross Re: Amendment to Young Drain Report.
  - 4. DELEGATIONS**

**Presentation: 6:40 pm** 2025 Senior of the Year Award  
**6:50 pm** 2025 Dawn-Euphemia Scholarship Award – Mitchell Pegg
  - 5. ADOPTION OF MINUTES**
    - a) Minutes of Regular Council Meeting of Monday, June 2, 2025
  - 6. BUSINESS ARISING FROM MINUTES**
  - 7. REPORTS**
    - a) Report from the Acting Public Works Superintendent Re: DWQMS Operational Plan
    - b) Report from the Drainage Superintendent Re: Drainage Department Update
    - c) Report from the Treasurer Re: Shetland Library Operating Costs 2022-2024
    - d) Report from the Treasurer Re: OPP Municipal Policing Billing Statement Property Count
    - e) Report from Manager of Lambton County Cultural Services Re: New Hours of Operation
  - 8. CORRESPONDENCE - Information Only**
    - a) News Release dated June 4, 2025 Re: Florence Library Hours
  - 9. OTHER BUSINESS**
    - a) Accounts
  - 10. BY-LAW**
    - a) By-Law 2025-12, being a Confirmatory By-law, 2<sup>nd</sup> quarter

**11. CLOSED SESSION**

a) One Matter under S. 239(e) Litigation or Potential Litigation; and Three (3) Matters under S.239(2)(b) Personal Matters about Identifiable Individuals

**12. ADJOURNMENT: Next Meeting of Council**

**Regular Council Meeting – Monday, July 7, 2025 @ 6:30 pm**

The Corporation of the Township of Dawn-Euphemia

3a

RESOLUTION – REGULAR MEETING

Date: June 16, 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 Township of Dawn-Euphemia Council hereby accepts Rezoning Application ZA003-25, from 1499031 Ont. Ltd. (Dave Munro) which proposes to amend the Township of Dawn-Euphemia Comprehensive Zoning By-Law #54-2014, by rezoning the retained farm parcel on as Concession 10, W Part Lot 30, W ½ Lot 30, known locally as 5045 Edys Mills Line, “from Agricultural 1 (A1)” to Agricultural – No Farm Dwelling (A-NFD) as a condition of severance for a surplus farm dwelling; And further that Council approves the Planning Report dated June 2, 2025 from Ezio Nadalin, County Planner. *Carried.*



**THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA  
NOTICE OF PUBLIC MEETING  
CONCERNING A PROPOSED ZONING BY-LAW AMENDMENT**

**TAKE NOTICE** that the Council of the Corporation of the Township of Dawn-Euphemia will hold a Public Meeting on June 16, at 6:30 p.m. at the Dawn-Euphemia Township Council Chambers, 4591 Lambton Line, to consider an application for a Zoning By-law amendment submitted by 1499031 Ont. Ltd. / D. Munro under Section 34 of the Planning Act, R.S.O. 1990, as amended.

**THE PROPOSED ZONING BY-LAW AMENDMENT APPLICATION** proposes to amend the Township of Dawn-Euphemia Comprehensive Zoning By-Law 54 of 2014 as it applies to lands described as Concession 10, West Part Lot 30, ½ Lot 30, Dawn-Euphemia Township (5045 Edys Mills Line).

**CONSENT APPLICATION B-003/25** has also been submitted to sever +/- 0.8 hectares (2 acres) from the present +/- 40.5-hectare (100 acre) farm.

The approval of Consent Application **B-003/25** includes a provisional consent condition that require the applicants to obtain the proposed re-zoning that will change the zoning of the retained land from "Agricultural 1 (A1) Zone" to the No Farm Dwelling (A-NFD) Zone."

**ANY PERSON** may attend the public meeting and/or make written or verbal representation either in support of, or in opposition to, the proposed Zoning By-law Amendment.

**WRITTEN SUBMISSIONS** in respect of the proposed Zoning By-law Amendment can be made to the Administrator - Clerk of the Township of Dawn-Euphemia.

**IF A PERSON** or public body does not make oral submissions at a public meeting or make written submissions to the Township of Dawn-Euphemia before the by-law is passed; the person or public body is not entitled to appeal the decision of the Township of Dawn-Euphemia to the Ontario Land Tribunal (OLT).

**IF A PERSON** or public body does not make oral submissions at a public meeting or make written submissions to the Township of Dawn-Euphemia before the by-law is passed, the person or public body may not be added to the hearing of an appeal before the Ontario Land Tribunal (OLT) unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you wish to be notified of the decision of the Township of Dawn-Euphemia on the proposed Zoning By-law Amendment, you must make a written request to the official and address noted below.

**ADDITIONAL INFORMATION** relating to the proposed amendment, including information about preserving your appeal rights, will be available for public inspection during regular office hours at the Municipal Office at 4591 Lambton Line, or by contacting the Official listed below.

**THE KEY MAP** shows more particularly the lands affected.

**DATED** at the Township of Dawn-Euphemia this 20<sup>th</sup> day of May 2025.



Donna Clermont  
Administrator-Clerk  
Township of Dawn-Euphemia  
4591 Lambton Line, RR 4  
Dresden, ON N0P 1M0  
Telephone: 519-692-5148  
Fax: 519-692-5511  
Email: [clerk@dawneuphemia.on.ca](mailto:clerk@dawneuphemia.on.ca)



TOWNSHIP OF DAWN-EUPHEMIA  
APPLICATION FOR AMENDMENT TO  
ZONING BY-LAW # 54 OF 2014

Planning Act, R.S.O. 1990, c. P.13, s. 34(10); 1996, c. 4, s 20(5)  
O. Reg. 199/96, Schedule

FILE NO. ZA003-25

NAME OF OWNER 1499031 (Dave Munro) ont Lt	NAME OF AGENT (if the applicant is an agent authorized by the owner)
ADDRESS	ADDRESS
EMAIL	EMAIL
TELEPHONE	TELEPHONE

NAME OF HOLDER OF MORTGAGE (or Charge or Encumbrance)	NAME OF HOLDER OF MORTGAGE (or Charge or Encumbrance)
ADDRESS N/A	ADDRESS

OFFICIAL PLAN - current designation Agriculture	ZONING - current zone A1-Agriculture
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DIMENSIONS OF SUBJECT LAND:		
Frontage:	Depth:	Area: 98ac

REZONING - Nature and extent of rezoning requested:
submitted surplus farm dwelling
application condition of severance
to retain farm A - NFO
Attach additional page if necessary

DATE - Subject land was acquired by current owner on: April 30/2025
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LEGAL DESCRIPTION of subject land (such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and number, municipal address, and assessment roll number, if known)
W 1/2 LT 30 CONTO DAWN, DAWN-EUPHEMIA
Note: See page 4 for details of sketch required.

ACCESS - Access to the subject land will be by:		
<input type="checkbox"/> Provincial highway	<input type="checkbox"/> Municipal Road - seasonal	<input type="checkbox"/> County Road
<input checked="" type="checkbox"/> Municipal Road - year round	<input type="checkbox"/> Right-of-way	<input type="checkbox"/> Private Road
<input type="checkbox"/> Water	<input type="checkbox"/> Other public road (specify).....	

**WATER ACCESS** - Where access to the subject land is by water only:

Docking facilities (specify)..... Parking facilities (specify).....  
distance from subject land..... distance from subject land.....  
distance from nearest public road..... distance from nearest public road.....

**EXISTING USES** of the subject land:**LENGTH OF TIME** the existing uses of the subject land have continued:

Farm - cash crop

100 yrs

**EXISTING BUILDINGS - STRUCTURES** - Where there are any buildings or structures on the subject land, indicate for each:

TYPE ..... Front lot line setback: ..... Height in metres: .....  
DATE CONSTRUCTED..... Rear lot line setback: ..... Dimensions: .....  
Side lot line setback: ..... Floor Area: .....  
Side lot line setback: .....  
TYPE ..... Front lot line setback: ..... Height in metres: .....  
DATE CONSTRUCTED..... Rear lot line setback: ..... Dimensions: .....  
Side lot line setback: ..... Floor Area: .....  
Side lot line setback: .....

attach additional page if necessary

**PROPOSED USES** of the subject land

Farm - cash crop

**PROPOSED BUILDINGS - STRUCTURES** - Where any buildings or structure are proposed to be built on subject land, indicate for each:

TYPE ..... Front lot line setback: ..... Height in metres: .....  
DATE CONSTRUCTED..... Rear lot line setback: ..... Dimensions: .....  
Side lot line setback: ..... Floor Area: .....  
Side lot line setback: .....  
TYPE ..... Front lot line setback: ..... Height in metres: .....  
DATE CONSTRUCTED..... Rear lot line setback: ..... Dimensions: .....  
Side lot line setback: ..... Floor Area: .....  
Side lot line setback: .....

attach additional page if necessary

**WATER** is provided to the subject land by:

- ☐ Publicly-owned/operated piped water system ☐ Lake or other water body  
☐ Publicly-owned/operated individual well ☐ Privately owned and operated communal well  
☒ Private well ☐ Other means (specify).....

**SEWAGE DISPOSAL** is provided to the subject land by:

- ☐ Publicly owned/operated sanitary sewage system ☒ Public communal septic system  
☐ Privately owned/operated individual septic system ☐ Privy  
☐ Privately owned/operated communal septic system ☐ Other means (specify).....

**STORM DRAINAGE** is provided to the subject land by:

- ☐ Sewers ☐ Ditches ☐ Swales ☐ Other means (specify).....

OTHER APPLICATIONS - if known, indicate if the subject land is the subject of an application under the Planning Act for:

☐ official plan amendment File #..... Status.....  
☐ approval of a plan of subdivision (under section 51) File #..... Status.....  
☐ severance (under section 53) File # B003-25 Status ongoing  
☐ previous rezoning application (under section 34) File #..... Status.....

### AUTHORIZATION BY OWNER

I, the undersigned, being the owner of the subject land, hereby authorize .....  
to be the applicant in the submission of this application.

.....  
Signature of Owner

.....  
Signature of Owner

.....  
Signature of Witness

.....  
Date

### DECLARATION OF APPLICANT

I, 1499031 ont CH (Dawn Euphemia) of the Twp. Dawn-Euphemia of 9  
(name of applicant) (eg. city, town, Village, Township)  
..... in the County of Lambton  
(name of local municipality)

solemnly declare that:

All the statements contained in this application and provided by me are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the Township

of Dawn-Euphemia

in the County of Lambton

this 5th day of May 20 25

.....  
Signature of Applicant

.....  
Signature of Commissioner, etc.

**PLANS REQUIRED**  
**IT WILL BE NECESSARY TO SUBMIT PRELIMINARY SITE PLANS**  
**FOR THE DEVELOPMENT AT THE TIME OF THE FILING OF THIS APPLICATION**

**Minimum requirements will be a sketch showing the following**

1. The boundaries and dimensions of the subject land.
2. The locations, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
3. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
4. The current uses on land that is adjacent to the subject land.
5. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way.
6. Off-street parking, and loading (if required) and access thereto, including the dimension of the spaces and aisles.
7. The location and nature of any easement or rights of way affecting the subject land.
8. Scale of site plan (metric preferred) and north arrow.

**FOR OFFICE USE ONLY**

Application # B003-25 Date of Submission: May / 2025

Checked by: ..... Date of Acceptance: .....

Official Plan Policies: .....

.....



Existing Zoning: A1-Agriculture Proposed Zoning: A-NFD

Pertinent restrictions and remarks: .....

.....

Connected Services: Water ☐ Sanitary Sewer ☐ Storm Sewer ☐



	<p style="text-align: center;"><b>PLANNING AND DEVELOPMENT SERVICES REPORT</b></p>		
REPORT TO:	TOWNSHIP OF DAWN EUPHEMIA COMMITTEE OF ADJUSTMENT		
PREPARED BY: (COUNTY)	Ezio Nadalin, Planner		
REPORT DATE:	June 2, 2025		
MEETING DATE:	June 16, 2025		
IN CAMERA:	Open Session		
SUBJECT:	Agenda Item: B-003/25 and Z003/25 Consents to Sever: 5045 Edys Mills Line DAWN CON 10, W PT LOT 30, 1/2 LOT 30 Owner: 1499031 Ont. Ltd. / D. Munro		

### SITE PHOTO



### EXECUTIVE SUMMARY:

With regards to Application **B003/25**, the owner of 5045 Edys Mills Line is seeking consent to **sever** +/- 0.84 hectares (2.07 acres) of land containing a single-family dwelling and a detached garage, from a 40.5-hectare (100 acre) farm property. The **retained** property, which presently has no buildings (note: all other buildings have been removed) and a proposed area of +/- 39.6 hectares (97.9 acres). This application is surplus farm dwelling severance application resulting from a farm consolidation.

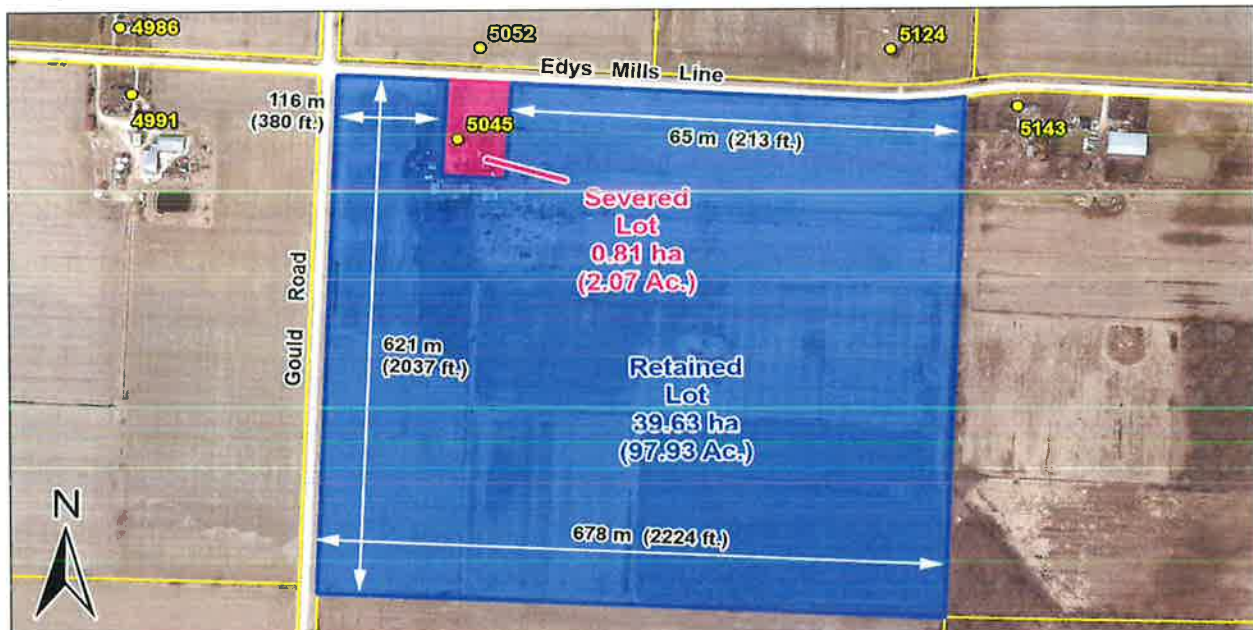
With regards to **Z003/25** the corresponding Zoning By-law Amendment would ensure the proposed re-zoning of the **retained** parcel from **Agricultural – 1 (A1)** to **Agricultural – No Farm**

**Dwelling (A-NFD).** The re-zoning would comply with the current Provincial Policy Statement and Township of Dawn-Euphemia Official Plan requirements.

### **BACKGROUND/SITE CONTEXT:**

The site is located within an agricultural area and fronts onto Edys Mills Line. The severed parcel would keep the single-detached dwelling and detached garage. The retained parcel is vacant agricultural land. Surrounding properties in the area contain single-detached dwellings with associated agricultural operations.

**Diagram 1:** Showing Proposed Severance – Macro View.



**Diagram 2:** Showing Proposed Parcel Severance – Micro View.



## **APPLICATION REVIEW – PLANNING ACT/PROVINCIAL POLICY STATEMENT:**

The goal of the PPS is to promote the protection of prime agricultural areas for long-term agricultural uses and to discourage any non-agricultural uses.

Section 2.3.3 of the PPS lists the permitted uses for the prime agricultural areas which include agricultural uses, agricultural-related uses, and on-farm diversified uses. Section 2.3.3 requires the creation of new lots to comply with minimum distance separation requirements (MDS).

The closest active livestock operation is located at 5143 Edys Mills. This is a small hobby farm that includes +/- 6 horses. When MDS 1 calculations are applied, the required setback to the home on the subject property is +/- 103 metres (338 ft.) whereas the actual distance is +/- 599 metres (1,965 ft.) so there should be no issue. This proposal meets MDS as there are no other active livestock facilities either on the subject property or within the nearby vicinity.

Section 2.3.4 of the PPS sets policies for Lot Creation in Prime Agricultural Areas. Lot creation in Prime Agricultural Areas is discouraged and may only be permitted for a surplus farm dwelling as part of a farm consolidation. This application meets Section 2.3.4 as the owner has surplus farms because of farm consolidation.

According to Section 2.3.4.1, subsection c) of the PPS, the new lot must meet the minimum size requirements to accommodate the use, appropriate sewage and water services, and no new residential dwelling is permitted on the remnant parcel of farmland created by the severance.

The proposed severed residential lot of 0.84 hectares (2.07 acres) meets the minimum required area of 0.8 ha (1.98 acres) for the Agricultural A1 zone as per the Township of Dawn-Euphemia Table "A" Regulations and complies with Section 2.3.4 of the PPS.

## **APPLICATION REVIEW – COUNTY OF LAMBTON OFFICIAL PLAN (OP):**

Section 4.1 of The County of Lambton OP encourages the protection of prime agricultural lands and discourages the use of non-agricultural practices in farming areas. Section 4.2 of the OP sets out the policies for severances in the County.

Section 4.2.1 of the County OP states that severances to permit the creation of residential lots in Agricultural Areas may only be permitted if the proposed residential lot contains a residential dwelling surplus to a farming operation, if the construction of a dwelling is prohibited on the retained farm parcel and that the proposed lot is located at the required MDS 1 setbacks, whether or not already located on a separate lot from each other.

This proposal is for a surplus farm dwelling severance, where the retained parcel is proposed to be rezoned to Agricultural No Farm Dwelling (A-NFD) to prohibit the construction of a dwelling. The proposed rural residential severed lot meets the required MDS 1 setback from the adjacent horse farm and as there are no other active livestock facilities nearby the proposal meets the requirements of Section 4.2.1 of the County OP.

Section 4.2.3, subsection f) of the County OP states that consents in the Agricultural Area may be granted to create farm parcels that are not less than 30 ha (74.13 acres). The proposed severance complies with the County OP because the proposed retained farm parcel would be +/- 39.8 hectares (98.4 acres).

### **APPLICATION REVIEW – TOWNSHIP OF DAWN-EUPHEMIA OFFICIAL PLAN:**

The site is designated “Agricultural Area” in the Township of Dawn-Euphemia OP and permits agricultural uses of all types, sizes, and intensities as per Section 2.1 of the Dawn-Euphemia OP.

This proposal complies with all MDS 1 Setbacks as required by Section 2.9 of the Dawn-Euphemia OP.

This proposal complies with the provisions in Section 2.17, subsection d (i) and (ii) because the surplus farm dwelling is rendered surplus because of a farm consolidation provided the proposed retained farm parcel is re-zoned to Agricultural No Farm Dwelling (**A-NFD**) to prohibit the construction of a dwelling.

### **APPLICATION REVIEW – ZONING BY-LAW:**

The subject lands are located within the Agricultural 1 (A1) Zone in the Township of Dawn-Euphemia Zoning By-Law (ZBL), which permits agricultural uses.

“**TABLE A**” provides the zoning regulations for parcel size in the A1 Zone, which lists the minimum lot area of 0.8 ha (1.98 acres) for residential lots. As there is no minimum lot area listed for the A1 Zone for Agricultural lots in “**TABLE A**”, the Township goes by the minimum lot area listed in the County OP which is 30 ha (74.13 acres). The proposed 39.8 ha (98.4 acres) retained, and 0.81 ha (2 acre) severed parcels exceed the minimum lot area requirement in “**TABLE A**”.

As a condition of Consent approval(s) a Zoning By-law Amendment (ZBA) should be included to comply with the PPS and local Planning document policies.

### **DRAFT ZONING BY-LAW AMENDMENT:**

With respect to the proposed Zoning By-Law amendment, staff has prepared the attached draft by-law. The amendment only affects the farm portion of the property which is currently zoned “Agriculture-1 (A1).”

The **severed** lot will remain within the **A-1** zone.

The **retained** lot will be re-zoned to the “Agriculture-No Farm Dwelling (**A-NFD**)” Zone. The A-NFD Zone would apply the standard A-1 zone standards to the created parcel with the exception that a dwelling is a prohibited use in perpetuity.

The proposed re-zoning would comply with the current Provincial Policy Statement and Township of Dawn-Euphemia Official Plan requirements.

### **CONCLUSION:**

Planning staff supports approval of the above noted applications as each application is consistent with the applicable policies and regulations and Planning Act requirements as noted above.



### **RECOMMENDATION(S):**

That the Township of Dawn-Euphemia Committee of Adjustment **APPROVE** Consent Applications **B003/25** subject to the following conditions:

1. That a copy of the deed and R.D. Plan or survey be submitted to the Secretary-Treasurer in digital format, if available, and properly georeferenced to the NAD83 UTM Zone 17 Coordinate System, and in a form suitable for registration. This should be done for the rural residential parcel severance (**B003/25**).
2. That a Zoning By-Law Amendment to the **A-NFD** zone be obtained to prohibit a dwelling on the retained farm in perpetuity.
3. That both the retained land and the severed lots have adequate access to the road to allowance subject the approval of the appropriate road authority. The driveway entrance to both the retained and severed parcels has adequate access to the Township Road allowance.
4. That a septic system permit be obtained, and a new septic system be installed, which includes all required inspections and deemed final status.
5. That the septic system location be included on the survey (plotted on a copy by owner) and a copy provided to this Department for the property files.
6. That all conditions be fulfilled within two years of the notice of decision of this consent. The certificate of consent required by Section 53(42) of the Planning Act shall be obtained within two years of the notice of decision of this consent. The Township of Dawn-Euphemia will endeavor to send the applicant a reminder that the Provisional Consent is approaching its lapsing date. However, each applicant is responsible for ensuring that the Provisional consent does not lapse. If the Provisional Consent does lapse (meaning the deeds have not been stamped within two years of the notice of decision of the consent), a new application will be required. There is no provision in the Planning Act for extensions to Provisional Consents.

### **DEPARTMENT AND AGENCY COMMENTS:**

<b><u>County of Lambton Development Services Department</u></b>	<p>This Department has no concerns regarding the proposed severance for both the retained (~98 acres) and severed (~2 acres) portions as it relates to the Reasonable Use Guidelines and the required minimum lot sizes.</p> <p>The property owner proposes installing a new septic system if the said application is approved. Based upon a very upper-level review, it appears a septic system could be installed, achieve all applicable setbacks and requirements in Part 8 of the 2024</p>
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	<p>Ontario Building Code. It is noted that no design or details related to the septic system were submitted as part of this application.</p> <p>As a result, this Department would have no concerns with respect to the application provided a new septic system is installed and advise the applicant to be mindful of all septic system requirements, including setbacks.</p> <p>This Department can support the application provided the following conditions are imposed:</p> <ol style="list-style-type: none"> <li>1. That a septic system permit be obtained, and a new septic system be installed, which includes all required inspections and deemed final status.</li> <li>2. That the septic system location be included on the survey (plotted on a copy by owner) and a copy provided to this Department for the property files.</li> </ol>
<p><b><u>St. Clair Region Conservation Authority</u></b></p>	<p>The subject property, including the entire proposed severed parcel, is within an area identified as being prone to flooding during a regional storm. To address natural hazard concerns, safe access should be demonstrated in accordance with PPS policy 3.1.7 b) and Dawn-Euphemia Official Plan policy 31.1.2 g).</p> <p>SCRCA supports the zoning by-law amendment to rezone the proposed retained parcel to prohibit a dwelling.</p> <p>Based on existing information, the subject property is in an area susceptible to flooding.</p> <p>SCRCA recommends that access to the dwelling on the proposed severed parcel be upgraded to demonstrate safe access for both private and emergency vehicles. SCRCA recommends that the access laneway be raised to the centreline road elevation of Edys Mills Line at a minimum.</p>

	Written permission from the Conservation Authority under Ontario Regulation 41/24 will be required prior to any future development and/or site alteration within the regulated area. Any future development will require floodproofing and access upgrades to the satisfaction of SCRCA under Ontario Regulation 41/24.
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**Member  
Municipalities**Township of  
Adelaide-MetcalfMunicipality of  
Brooke-AlvinstonMunicipality of  
Chatham-KentTownship of  
Dawn-EuphemiaTownship of  
EnniskillenMunicipality of  
Lambton ShoresMunicipality of  
Middlesex CentreVillage of  
NewburyVillage of  
Oil SpringsTown of  
PetroliaTown of  
Plympton-WyomingVillage of  
Point EdwardCity of  
SamiaMunicipality of  
Southwest MiddlesexTownship of  
St. ClairMunicipality of  
Strathroy-CaradocTownship of  
Warwick

Planning File No: PL#2025-0041

May 28, 2025

**Township of Dawn-Euphemia  
4591 Lambton Line, RR4  
Dresden, ON N0P 1M0****Attention: Donna Clermont, Administrator-Clerk**

Dear Ms. Clermont:

**Re: Applications for Consent and Zoning By-law – B003-25 & ZA003-25  
5045 Edys Mills Line  
Lot 30, Concession 10, Geographic Township of Dawn, Township of  
Dawn-Euphemia  
Applicant: 1499031 Ontario Ltd. (c/o Dave Munro)**

St. Clair Region Conservation Authority (SCRCA) staff reviewed the above noted applications for consent and zoning by-law amendment.

**Site Characteristics**

The subject property is designated Agricultural Area on Schedule "A" of the Township of Dawn-Euphemia Official Plan and zoned Agricultural – 1 (A1) on Schedule "A" of the Township of Dawn-Euphemia Zoning By-law 54 of 2014. The area regulated by the Conservation Authority is generally shown on Appendix Map "B" of the Zoning By-law.

The applicant proposes to sever a lot containing a surplus farm dwelling from a 40.5-hectare (100-acre) farm parcel. The proposed severed parcel would have an area of approximately 0.84 hectares (2.07 acres) and the proposed retained parcel would have an area of approximately 39.6 hectares (97.93 acres)

As a condition of the consent, a zoning by-law amendment is required to rezone the retained land from Agricultural – 1 (A1) to Agricultural – No Farm Dwelling (A-NFD).

**Recommendations**

The subject property, including the entire proposed severed parcel, is within an area identified as being prone to flooding during a regional storm. To address natural hazard concerns, safe access should be demonstrated in accordance with PPS policy 3.1.7 b) and Dawn-Euphemia Official Plan policy 31.1.2 g).

SCRCA supports the zoning by-law amendment to rezone the proposed retained parcel to prohibit a dwelling.





Written permission from the Conservation Authority under Ontario Regulation 41/24 will be required prior to any future development and/or site alteration within the regulated area. Any future development will require floodproofing and access upgrades to the satisfaction of SCRCA under Ontario Regulation 41/24.

## **DELEGATED RESPONSIBILITY AND STATUTORY COMMENTS**

### **Provincial Planning Statement Sections 5.1 and 5.2 - Natural Hazards**

SCRCA staff provide the following comments as part of SCRCA's delegated responsibility of representing the provincial interest on natural hazards encompassed by Sections 5.1 and 5.2 of the *Provincial Planning Statement (PPS)*, 2024.

The subject property is within SCRCA's estimated engineered floodplain which is an area identified as having potential for flooding during a regional storm. The regulatory flood standard for the Township of Dawn-Euphemia is based on the Hurricane Hazel storm event. SCRCA does not have engineered flood lines in this area. The subject property is also impacted by erosion hazards (meander belts) associated with the 9<sup>th</sup> Concession Drain, W.M. Knight Drain, and Smith Drain. The PPS directs development away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and where development does not create new or aggravate existing hazards. Specifically, the PPS states the following:

5.2.2 *Development* shall generally be directed to areas outside of:

- b) *hazardous lands* adjacent to *river, stream and small inland lake systems* which are impacted by *flooding hazards* and/or *erosion hazards*;

5.2.3 *Development* and *site alteration* shall not be permitted within:

- c) areas that would be rendered inaccessible to people and vehicles during times of *flooding hazards, erosion hazards* and/or *dynamic beach hazards*, unless it has been demonstrated that the site has safe access appropriate for the nature of the *development* and the natural hazard; and
- d) a *floodway* regardless of whether the area of inundation contains high points of land not subject to flooding.

The PPS defines development as the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the *Planning Act*. Development may be permitted in natural hazard areas in accordance with the following PPS policy:

- 5.2.8 Further to policy 5.2.7, and except as prohibited in policies 5.2.3 and 5.2.6, *development* and *site alteration* may be permitted in those portions of *hazardous lands* and *hazardous sites* where the effects and risk to public safety are minor, could be mitigated in accordance with provincial standards, and where all of the following are demonstrated and achieved:
- a) *development* and *site alteration* is carried out in accordance with *floodproofing standards*, *protection works standards*, and *access standards*;
  - b) vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies;
  - c) new hazards are not created and existing hazards are not aggravated; and
  - d) no adverse environmental impacts will result.

The Township of Dawn-Euphemia Official Plan contains Land Division policies in Part E, Section 31 which include the following:

- 31.1.2 In addition to those criteria contained in Section 51 (24) of the Planning Act, the following policies will apply to all new lots:
- g) The creation of a lot in an area susceptible to defined portions of the flooding and erosion hazard, including the floodway and areas rendered inaccessible to people and vehicles, is prohibited. The creation of a lot in a natural heritage or environmental constraint area will not be permitted unless it can be demonstrated that the hazard can be safely addressed in accordance with established standards and procedures, and/or it has been demonstrated that there will be no negative impacts on the natural features or the ecological functions for which the area has been identified;

SCRCA staff have reviewed our best available in-house mapping and information to assess the flood and erosion hazards on the subject property. Based on existing information, the subject property is in an area susceptible to flooding.

SCRCA recommends that access to the dwelling on the proposed severed parcel be upgraded to demonstrate safe access for both private and emergency vehicles. SCRCA recommends that the access laneway be raised to the centreline road elevation of Edys Mills Line at a minimum.

The proposed severed parcel contains an existing dwelling and accessory structure, and at this time no new buildings or structures are proposed, therefore, the existing hazard is not aggravated. As per policy 2.17 d) ii) of the Dawn-Euphemia Official Plan and the submitted zoning by-law amendment application, a dwelling will be prohibited on the retained farm parcel, therefore, a new hazard is

not created. No adverse environmental impacts are anticipated. Consistency with policy 5.2.8 b) of the PPS and policy 31.1.2 g) of the Dawn-Euphemia Official Plan has not been demonstrated. To meet the policies of the PPS and Dawn-Euphemia Official Plan, safe access (as per Section 2.9 of the MNR River & Stream Systems: Flooding Hazard Limit Technical Guide) must be demonstrated.

**St. Clair Region Conservation Authority - Ontario Regulation 41/24**

SCRCA staff provide the following comments as part of SCRCA's Regulatory Authority under Ontario Regulation 41/24 "*Prohibited Activities, Exemptions and Permits*" made under Section 28 of the *Conservation Authorities Act*.

The subject property has been identified as being regulated under Ontario Regulation 41/24. The policies of the Authority regulate development including: construction/reconstruction of a structure; placement or removal of fill; regrading; altering a watercourse; altering/developing a shoreline; or interfering with the function of a wetland. Written approval from this Authority will be required in order to undertake any of these activities within the regulated area.

Please be aware that the extent of the Regulation Limit as shown on the attached map is an approximation based on the available information. Please refer to Ontario Regulation 41/24 for a full description of the Regulation Limit.

**SUMMARY**

Given the above comments, it is the opinion of the SCRCA that:

1. Consistency with Sections 5.1 and 5.2 of the PPS has not been demonstrated; and
2. Ontario Regulation 41/24 does apply to the subject site. A permit from SCRCA will be required prior to any future development taking place.

Thank you for the opportunity to comment. We respectfully request to receive a copy of the decision and notice of any appeals filed.

If you have further questions, please do not hesitate to contact the undersigned.

Sincerely,



Melissa Deisley  
Director of Planning and Regulations

Encl. Map  
cc: Ezio Nadalin, Planner, County of Lambton  
Lynette Jones, Deputy Clerk, Township of Dawn-Euphemia



The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: June 16, 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 By-law 2025-11, being a by-law to amend Zoning By-Law 2014-54, be taken as read a first, second and third time, and finally passed this 16<sup>th</sup> day of June, 2025. *Carried*



**The Corporation of the  
Township of Dawn-Euphemia  
Zoning By-Law 11 of 2025**

**(Being a By-law to Amend By-law 54 of 2014)**

**Whereas** the Council of the Corporation of the Township of Dawn-Euphemia passed a comprehensive Zoning By-law 54 of 2014 on the 24<sup>th</sup> day of November, 2014;

**And whereas** Section 34 (10) of the Planning Act, R.S.O. 1990, allows the Council of the Corporation of the Township of Dawn-Euphemia to amend the said By-law;

**And whereas** the Council of the Corporation of the Township of Dawn-Euphemia deems it desirable to amend the said By-law;

**Now therefore**, the Council of the Corporation of the Township of Dawn-Euphemia enacts as follows:

1. Schedule "A-1", attached, is hereby declared to form part of this By-law.
2. Schedule "A" to By-law 54 of 2014 is hereby amended by changing the zone symbol that applies to those lands indicated on Schedule "A-1" to this By-law from the "Agriculture 1 (A1) Zone" to the "Agriculture-No Farm Dwelling (A-NFD) Zone."
3. This By-law shall come into force and effect pursuant to Sections 34 (21) or Section 34 (30) of the Planning Act, R.S.O. 1990.

Read a first and second time this 16th day of June 2025.

Read a third time and finally passed this 16th day of June 2025.

---

Mayor

---

Administrator-Clerk



**Corporation of the  
Township of Dawn-Euphemia  
Zoning By-Law No. 11 of 2025**

**Explanatory Note**

The purpose of this amending by-law is to rezone lands described as Dawn Concession 10, West Part Lot 30, 1/2 Lot 30 (5045 Edys Mills Line):

The amendment is initiated by the application of the owner concurrently with severance applications B003/25 for consent to sever a surplus farm dwelling.

The retained agricultural lot would be re-zoned to the A-NFD while the severed parcel would remain within the is the same as the A1 Zone.

The zoning by-law amendment addresses a provincial policy requirement for the severance of surplus farm dwellings and as a condition of severance.

The Key Map shows more particularly the lands affected.



# Township of Dawn-Euphemia

## SCHEDULE "A"

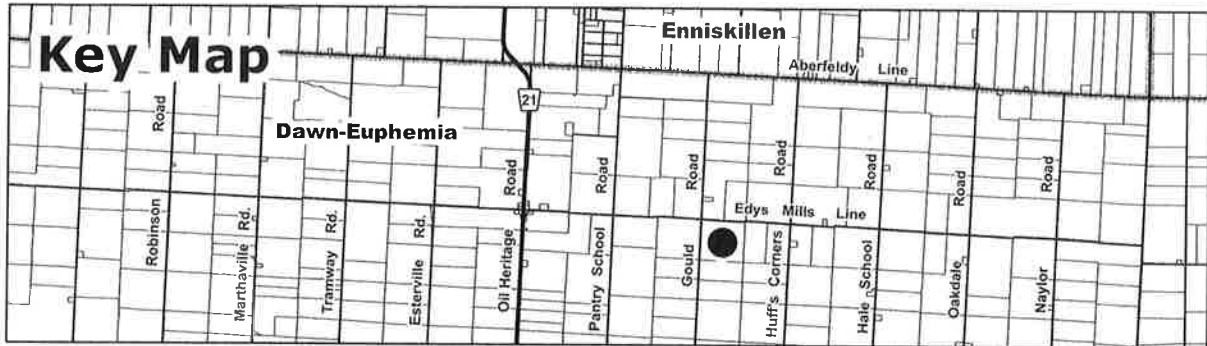
to By-law No. 2025-11

Dated this 16<sup>th</sup> Day of June, 2025

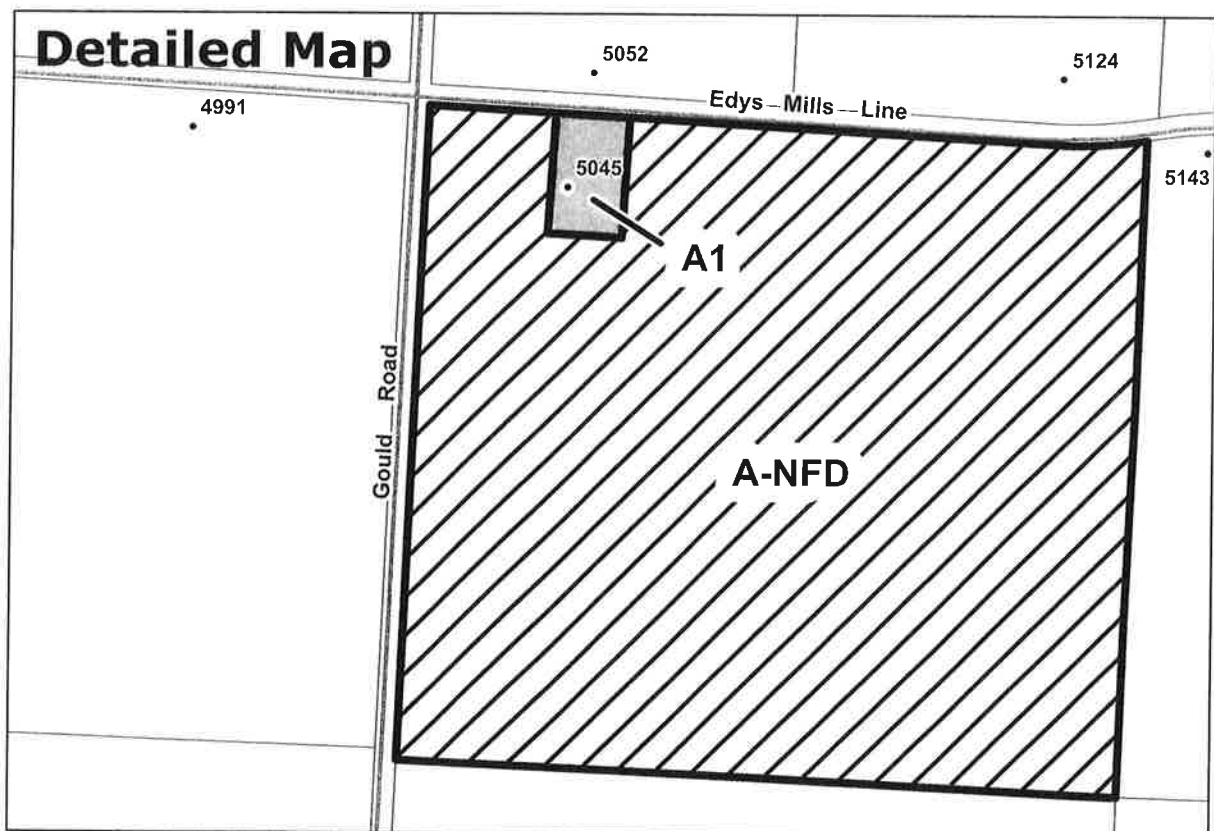
Signed: \_\_\_\_\_

Alan Broad, Mayor

Donna Clermont, Administrator-Clerk



● Subject Property



APPLICANT: 1499031 Ont. Ltd. (C/o D. Munro)

LOCATION: CON 10 W PT LOT 30 W 1/2 LOT 30,  
Geographic Township of Dawn  
5045 Edys Mills Line, Dawn-Euphemia

File: ZA003-2025





RESOLUTION – REGULAR MEETING

Date: June 16, 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

**Whereas** the Council of the Township of Dawn-Euphemia adopted By-law 2021-02 on April 19, 2021, approving the revised Young Drain Report dated November 24, 2020, as prepared by R. Dobbin Engineering Inc.;

**Whereas** an on-site meeting was held with Carlyle and Jeff Cross, the Township Drainage Superintendent, and representatives from R. Dobbin Engineering Inc.;

**Whereas** a written request dated June 4, 2025, was submitted by Carlyle Cross, the landowner and contractor representative, and Jeff Cross, and subsequently presented to Council at the Regular Meeting held on Monday, June 16, 2025, requesting the following modifications to the Young Drain:

1. A 12-inch pipe will be placed from the southeast side of the Young Drain for approximately 170 feet south along Downie Road;
2. Rip rap to be placed at both ends of the pipe; and
3. The following to be completed to be completed at the landowners expense - the west side of Downie Road and the adjacent farm field will be tiled by the landowner to handle any water occurring;

**Further**, the Engineer agreed with this proposal;

**Now Therefore Be It Resolved** that Council approves the proposed amendments to the Young Drain Report dated November 24, 2020. *Carried*

June 4, 2025

From: Carlyle Cross and Jeff Cross

[REDACTED]  
[REDACTED]

To: Council of Dawn Euphemia Township

Re: Drainage on Downie Road

On June 3<sup>rd</sup> at the site of the "Young Drain" on Downie Road, there was a meeting including Carlyle Cross the landowner and representative of the contractor of the drain, the Road and Drainage Department of Dawn Euphemia and the engineers for the "Young Drain" reconstruction.

It was proposed that

- a 12-inch pipe will be placed from the southeast side of the "Young Drain" for approximately 170 feet south of said drain along Downie Road
- rip rap will be placed at each end of the pipe
- the west side of Downie Road and adjacent farm field will be tiled by the land owner to handle any water occurring.

The Road and Drainage Department members and the "Young Drain" engineers at the on-site meeting were receptive to these changes.

[REDACTED]

**Lynette Jones**

6:40 pm (4a)

**From:** Ontario Honours And Awards Portal <OntarioHonoursAndAwardsPortal@ontario.ca>  
**Sent:** April 29, 2025 1:46 PM  
**To:** Lynette Jones  
**Subject:** Acknowledgement-Nomination has been received / Accusé de réception d'une mise en candidature

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear **Alan Broad**,

Thank you for submitting a nomination for **Ontario Senior of the Year Award – 2025**.

Submission Number **2025-042460** has been created for your nomination. You can see the status of your nomination by logging into your user profile and using your submission number to look it up.

If you have questions, please contact our team at [ontariohonoursandawards@ontario.ca](mailto:ontariohonoursandawards@ontario.ca) and quote the submission number.

Thank you.

Ontario Honours and Awards Secretariat

Cher/Chère **Alan Broad**,

Merci d'avoir soumis une nomination pour **Prix de la personne âgée de l'année de l'Ontario – 2025**.

Le numéro de soumission **2025-042460** a été créé pour votre nomination. Vous pouvez confirmer l'état de votre nomination en accédant à votre profil utilisateur et en vous référant à votre numéro de soumission.

Si vous avez des questions, veuillez contacter notre équipe à [ontariohonoursandawards@ontario.ca](mailto:ontariohonoursandawards@ontario.ca) et mentionner votre numéro de soumission.

Merci.

Secrétariat des distinctions et prix de l'Ontario



## THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

6:50pm

4b

4591 Lambton Line, RR # 4, Dresden, Ontario N0P 1M0 [www.dawneuphemia.ca](http://www.dawneuphemia.ca)  
Tel: 519-692-5148 Fax: 519-692-5511 Email: [clerk@dawneuphemia.on.ca](mailto:clerk@dawneuphemia.on.ca)

May 21, 2025

email: [REDACTED]

Mitchell Pegg

Dear Mr. Pegg:

**Re: 2025 Dawn-Euphemia Township Scholarship Award**

### Congratulations!

On behalf of Council and the Township of Dawn-Euphemia, I would like to formally congratulate you on being the winner of the 2025 Township of Dawn-Euphemia Scholarship Award. Council received seven (7) applications this year, and after careful review your application was selected.

It is hoped that this award will be a help towards your future studies. We understand that getting a good education can be costly, however it is a step toward your future, and the Township of Dawn-Euphemia is pleased to be able to be a part of the process.

If possible, Council would like you to attend a formal announcement at a future Council Meeting where the Mayor can officially present a certificate to you! Our Council Meetings are typically held every first and third Monday of each month at 6:30pm. Upcoming Council Meetings are June 2, June 16, July 7, July 21 or August 11. **Please let me know which date you would be available for the presentation.** We will take a photo for our upcoming newsletter and post it on our website.

The way the scholarship works is, [REDACTED]

Please feel free to contact the Municipal Office if you have any questions. Again, congratulations and I look forward to meeting you at a future Council meeting.

Again, congratulations and I look forward to having the opportunity to meet you in person.

Yours truly

  
Donna Clement  
Administrator-Clerk

E:\C - Council, Boards & Bylaws\C-22 - Council Scholarship Award\2025 Recipient (Mitch Pegg)\Successful Scholarship - Mitch Pegg.docx

The Corporation of the Township of Dawn-Euphemia

5a

RESOLUTION – REGULAR MEETING

Date: June 16, 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 June 2, 2025,  
be adopted. *Carried.*



The Corporation of the Township of Dawn-Euphemia

**- MINUTES -**

Regular Council Meeting

Monday, June 2, 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

**Disclosures:** None

**2025-80 Councillor McGuire – Councillor Gray**

Minutes – May 20, 2025

That the minutes of the May 20, 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

**Verbal Report from the Mayor – Re: AORS Request Rename Rutherford Garage.**

Council discussed several ways to honor former employee, Paul Dalton, and agreed that once an appropriate tribute is chosen, AORS will be contacted. Councillor Meyer requested that staff be consulted to identify any concerns regarding the potential renaming of the Rutherford Garage. In the meantime, Council will seek input from the public, and the Clerk will include a notice in the upcoming newsletter inviting suggestions.

**2025-81 Councillor Gray – Councillor McGuire**

Forest Kiwanis Fee Waiver

That Council hereby acknowledges receipt of a Letter Received May 21, 2025, from the Kiwanis Club of Forest Re: the 110<sup>th</sup> Anniversary and Commemoration of Mr. Donald Allerton Johnston on Saturday, August 16, 2025, from 1:00pm to 4:00pm at the Rutherford Park; And that Council provide the park free of charge for this commemoration. *Carried.*

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

**2025-82 Councillor LeBoeuf – Councillor McGuire**

York1 Waste Disposal

That Council hereby acknowledges receipt of a Letter dated May 15, 2025, from the County of Lambton re: Removal of the Environmental Assessment Requirement for the York1 Waste Disposal Site Project. *Carried.*

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

**Other Business**

**Shetland Library:** Council held a brief discussion on possible future uses for the building following its scheduled closure in August 2025. The Clerk was directed to consult with the Public Works and Fire Department to determine if they have potential uses for the facility. Additionally, Council requested that the Treasurer prepare a report outlining the Library's operating costs. There was also a brief discussion regarding the ownership of the Shetland tower and any existing agreements related to it. The Clerk will follow up with Lambton County for further information.

**2025-83 Councillor LeBoeuf – Councillor Meyer**

Adjournment

That this Regular Session of Council be hereby adjourned at the hour of 7:03 pm, to meet again on June 16, 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

7a

RESOLUTION – REGULAR MEETING

Date: June 16, 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 adopts the Drinking Water Quality Management System Operational Plan (DWQMS), Version 7, Dated June 16, 2025, as presented by the Public Works Superintendent/Overall Responsible Operator (ORO) for the Township of Dawn-Euphemia.  
*Carried.*



# **THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA WATER DISTRIBUTION SYSTEM**

## **Drinking Water Quality Management System Operational Plan**

Approved and Authorized for Use:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Superintendent

\_\_\_\_\_  
Date



**THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA**  
**WATER DISTRIBUTION SYSTEM**

**Drinking Water Quality Management System Operational Plan**

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## **ELEMENT 1: QUALITY MANAGEMENT SYSTEM**

This document will be the Quality Management System Operational Plan for the Dawn- Euphemia Water Distribution System (# 260046904).

The Quality Management System for the Township of Dawn-Euphemia covers the transmission and distribution of potable water to consumers within the Dawn-Euphemia Water Distribution System. Treated potable water is purchased from the Enniskillen Water Distribution System (# 220004377) and enters the Dawn-Euphemia Water Distribution System from five Metered connection points.

## **ELEMENT 2: QUALITY MANAGEMENT SYSTEM POLICY**

The Operating Authority is committed to comply with all water legislative requirements and regulations to supply clean safe drinking water to meet the consumers' requirements.

The Operating Authority is committed to the maintenance and continual improvement of the Quality Management System.

**(Refer to Procedure H for Quality Management System Policy – Communication Procedure)**

### **ELEMENT 3: COMMITMENT AND ENDORSEMENT**

The owner (Mayor and Council) has passed a motion to endorse the operational plan of the DWQMS and will review the revisions annually, at the conclusion of the Management Meeting.

Endorsement is found on the cover page of Dawn-Euphemia Drinking Water Quality Management System Operational Plan.

A copy of the Operational Plan will be included in each “New Councillors Package “.

#### **ELEMENT 4: QMS REPRESENTATIVE**

A Dawn-Euphemia Township Certified Water Operator will be the Quality Management System (QMS) representative, or, in their absence, another Certified water Operator will fill in (O.I.T./Class 1/O.I.C would qualify).

The QMS representative will develop, implement, maintain, and report the effectiveness, including the need for improvement, of the QMS to the owner and ensure that the current versions of the documents required by the QMS are always in use. The representative will promote the QMS throughout the water department and see that personnel are aware of all current legislation and regulatory requirements that are relevant to the operation.

## **ELEMENT 5: DOCUMENTS AND RECORD CONTROL**

**(Refer to Procedure A for document and record control.)**

## ELEMENT 6: DRINKING WATER SYSTEM

The Township of Dawn-Euphemia is the owner and operator of the Water Distribution System that services approximately 900 consumers. It is the Townships aim to supply clean safe drinking water to its consumers. As shown in the organizational chart, the Mayor and Council are head of the Municipality and the responsibility is delegated to water distribution system operators and staff. **(See Annex A).**

The Public Works Compliance Coordinator of the Township of Dawn-Euphemia is the Overall Responsible Operator (ORO) for the Dawn-Euphemia Water Distribution System.

The Township of Dawn-Euphemia is responsible for implementing and maintaining the Quality Management System. The Township purchases potable drinking water from the Township of Enniskillen and is supplied from the Enniskillen Water Distribution System (Enniskillen is owner and operating authority) via 5 meter chambers. The Township of Enniskillen receives its water from the Town of Petrolia Water Distribution System which receives its water from The Town of Petrolia Water Treatment Plant (Petrolia is owner and Ontario Clean Water Agency “OCWA” is operating authority) in Brights Grove on Lake Huron, Operated by OCWA.

The distribution system includes one water reservoir and pumping station and one inline booster pump station that provides water on LaSalle line and a portion of Petrolia Line in the Township of Brooke-Alvinston. The Township of Enniskillen is responsible for implementing and maintaining the Quality Management System.

### WATER SOURCE

The Township of Enniskillen purchases potable drinking water from the Town of Petrolia and is supplied from the Petrolia Water Distribution System via 9 meter chambers. Enniskillen water is supplied by the Petrolia water treatment plant at Brights Grove, Operated by OCWA.

The Township of Enniskillen operates a water reservoir and pumping station north of the Village of Oil Springs at 2868 Oil Heritage Road. This facility provides potable water during peak hours. When pumps are not operating, the treatment and quality of the water is controlled by the water supplier (Town of Petrolia) and the Town of Petrolia does the relevant sampling, testing, and monitoring upstream.

The Town of Petrolia has online chlorine residual analyzers on the treated water leaving the water treatment plant and also downstream in the distribution system. The water supplied by the Town of Petrolia has sufficient residual chlorine to ensure that regulatory requirements are met within the Dawn-Euphemia water distribution system.

Re-chlorination occurs at the water reservoir and pumping station during peak hours when water is pumped into the water distribution system. Pumping occurs for approx. 7 hours when water is pumped into the water distribution system in order to keep the water in the reservoir fresh. The water in the reservoir is replaced about every 3.5 days. There is an online chlorine residual analyzer located at the water reservoir and pumping station.

When the pumps are not operating, the treatment and quality of the water is controlled by the water supplier, the Town of Petrolia.



All customers within the system are metered and usage billings are issued bi-monthly. There is no discount within the water system for large water users. All water bills are calculated based on a per cubic metre rate.

The water agreement with the Township of Enniskillen limits the amount of water that can be used in the water distribution system. Peak demands are constant. Water supply to large users may be restricted to off peak times. Daily peaks occur at approximately 7:00 am and 5:00 pm. There is minimal change in the peak flows between summer and winter.

The main challenge is the waterlines which are not continuous and dead end. Chlorine residuals have been maintained by routinely flushing water from these dead-end areas.

**(See Process Flow Chart/Distribution Map on Page 80 & 81)**

## **ELEMENT 7: RISK ASSESSMENT**

**(Refer to Procedure B for risk assessment.)**

## **ELEMENT 8: RISK ASSESSMENT OUTCOMES**

**(Refer to Annex E for outcomes of risk assessment.)**

## **ELEMENT 9: ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES**

The Overall Responsible Operator will keep the operational structure, respective roles, responsibilities, and authorities current, and will communicate this information to the Owner, QMS Representative and personnel.

Any changes to operational structure, roles, responsibilities and authorities will be communicated to the operating authority and the owner of the water system on an annual basis at the Management Review meeting.

**(See ANNEX A, ANNEX B and ANNEX C).**

## ELEMENT 10: COMPETENCIES

The following table illustrates the competencies required by personnel whose duties directly affect drinking water quality.

Function	Required Competencies	Desired Competencies
Overall Responsible Operator	<ul style="list-style-type: none"><li>• Minimum Class 1 water distribution certificate</li><li>• WHMIS training</li><li>• Confined spaces training</li><li>• Valid driver's license</li><li>• First aid (including CPR)</li></ul>	<ul style="list-style-type: none"><li>• Development of all capital and regular plans</li><li>• Trenching Safety</li><li>• Traffic Protection</li></ul>
Operator in Charge	<ul style="list-style-type: none"><li>• Minimum Class 1 water distribution certificate</li><li>• WHMIS training</li><li>• Confined spaces training</li><li>• Valid driver's license</li><li>• First Aid (including CPR)</li></ul>	<ul style="list-style-type: none"><li>• Trenching Safety</li><li>• Traffic Protection</li></ul>
Operators  QMS Representative	<ul style="list-style-type: none"><li>• Operator in training (OIT) to Class 1 water distribution certificate</li><li>• WHMIS training</li><li>• Confined spaces training</li><li>• Valid driver's license</li><li>• First aid (including CPR)</li></ul>	<ul style="list-style-type: none"><li>• Trenching Safety</li><li>• Traffic Protection</li></ul>

The above competency requirements are ensured by the following:

1. All new employees outlined above must provide evidence of certification and other competency requirements. All operator certificates are posted at the Municipal Office and copies are contained in the Operators Manual maintained at the ORO office.
2. All new employees will undergo training under the Overall Responsible Operator (ORO) or the Operator in Charge (OIC) including a review of the Operators Manual for the distribution system, a review of the QMS Operational Plan, and on the job training.
3. Changes to the distribution system or to the QMS are communicated, as needed, to all water department staff by the Overall Responsible Operator.
4. All records of training are kept in a training file in the ORO office as proof that the required training has been successfully completed.
5. The ORO is responsible for ensuring that all identified training is complete.

## ELEMENT 11: PERSONAL COVERAGE 24/7

The water department is staffed Monday through Friday, 7:00 am to 3:30 pm. The Operator in Charge is the backup Overall Responsible Operator.

The 24/7 personnel coverage procedure shows how after-hours emergencies are handled. There is a water emergency number that allows water users to contact the operator on call. **(See Procedure C)**. Emergency phone numbers are posted in customer's billing statements and on the Dawn-Euphemia website.

Class 1 (or higher) operators and Operators in Training (OIT) can work on their own with an operator in charge (OIC) being readily available by phone or radio. Other employees not licensed must have an OIC or an operator with the proper Class 1 (or greater) license present. If required, subcontractors are approved by the ORO or OIC and used at the discretion of the OIC.

Full-Time Public Works Operators will carry the After-Hours Emergency Phone 24 hours per day for 7 nights straight. This schedule is continuously rotated alphabetically by last name, by shop. Operator receives the phone at the beginning of shift each Monday morning at 7am (Tuesday morning in event of a holiday). The Operator will carry the phone at all times until the following Monday am or Tuesday am in the event of a holiday.

If the emergency is part of the Water Distribution System and the Operator On-Call is not a Certified Water Operator then the following procedure is to be followed:

Contact the Public Works Superintendent (O.R.O).

Contact the Public Works Lead-Hand O.I.C.

Contact the Class 1 Operator in Alphabetical Order by last name.

*Probationary Employees are not included in the On-Call rotation until they have successfully completed their probationary period.*

## **ELEMENT 12: COMMUNICATION**

The QMS Representative shall ensure an electronic copy of the Municipal DWQMS Operational Plan is updated annually and is available to the Municipal Owner, Top Management and Operating Authority staff.

Should a printed copy be made, this document would be considered uncontrolled.

### **Communication with the Owner**

- The QMS Representative shall ensure the Mayor and Council is provided with a written report, received by Resolution of Council.
- Top Management provides updates to Council and receives information back from regular Administration meetings and Council meetings.
- Communication with the Mayor and Council may be documented in the Council minutes.
- Other means of communication to and from the Owner is achieved through informal meetings (i.e., direct telephone contact, e-mails, verbal discussions)

### **Communication with Operating Authority Personnel**

- Permanent or temporary employees of the water distribution system shall be provided an overview of the Operational Plan.
- Other means of communication to and from the Operating Authority personnel is achieved through e-mail, verbal discussions, staff meetings and presentations.

### **Communication with Suppliers**

- Communication to and from essential suppliers, services and contractors can be achieved verbally, through e-mail and written correspondence, when necessary.

### **Communication with the Public**

- Consumers may be informed of the QMS and any significant changes by the Township of Dawn-Euphemia website.
- Customer complaints, inquiries, and concerns are accepted from the public through email, phone calls or personally. The Water Complaint Procedure for Receiving and Recording will be utilized.
- Notification of water system emergencies and alerts may be distributed via newsletters with applicable date (month/year), handouts, website, radio station or in-person, when necessary.

The most recent version of the Operational Plan is available to any Council, or Staff Member upon request.

## ELEMENT 13: ESSENTIAL SUPPLIES AND SERVICES

Where applicable, supplies must meet or be equal to regulated standards/specifications (such as AWWA/NSF/ANSI). Supplies are verified against the packing slip or original order notes when received.

A list of suppliers and contractors has been developed and is provided below. The list includes primary and secondary suppliers, where feasible, for each essential supply/service. The list is reviewed annually by the ORO to ensure that it is current and up to date.

The O.R.O. will ensure annually that Suppliers offering services in the area of Laboratory and Sampling services are accredited. Current copies of Lab Certifications will be filed in the Operating Manual.

The procurement of these services has been established by a history of a fee for service arrangement.

[illegible]



## **ELEMENT 14: REVIEW AND PROVISIONS OF INFRASTRUCTURE**

The infrastructure for the Dawn-Euphemia Water Distribution System consists of a water distribution system. The bulk of the distribution system was constructed starting in 1995 and has continued to expand as demand increases.

The ORO will communicate with the owner on the infrastructure necessary to operate and maintain the water distribution system. This will be done on an annual basis. Beginning in 2020 and going forward, the ORO will consider the outcomes of the risk assessment documented **under Element 8** as part of the annual infrastructure review.

## **ELEMENT 15: INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL**

Water mains and other equipment are replaced and maintained on an as needed basis. Unplanned maintenance activities are authorized by the ORO or OIC. All records of activities are maintained at the Dawn-Euphemia Municipal Office.

The following routine maintenance is conducted on the Dawn-Euphemia Water Distribution System: once per year an inspection and exercising of gate valves and twice per year the flushing, exercising and maintenance of hydrants and the inspection and exercising of blow-off valves, at which time the free chlorine residuals are tested.

Leak detection is conducted by reports from the public, as well as by monitoring line pressure each working day at the Public Works Garage which is a customer on the system.

All records of the results of any of these activities are recorded and maintained in the appropriate binders and retained in the ORO office.

The ORO will keep a summary of the infrastructure maintenance, rehabilitation, and renewal programs and communicates this summary to the owner annually in the Summary Report. Beginning with the 2020 annual Summary Report. The ORO will include a long term (5 year) forecast of major infrastructure maintenance, rehabilitation and renewal activities that will be presented to the Owner during a regular meeting of Council by the required deadlines.

Once per year the ORO prepares a summary of the infrastructure maintenance, rehabilitation and renewal programs and specifically looks at unplanned maintenance work to determine if additional planned maintenance is required. This summary is reported to the owner during the yearly Management Review Meeting.

The Township of Dawn-Euphemia has adopted a Water Financial Plan (2021), attached as **Annex H**. The Owner is committed to updating the plan as required by legislation. The plan is in effect from 2022 -2026.

A new plan will be presented to The Mayor and Council In 2026 for adoption. This plan will be in effective for 2027 through 2031.

## **ELEMENT 16: SAMPLING, TESTING AND MONITORING**

Three (3) water samples are taken in various locations throughout the Dawn-Euphemia water distribution system on a weekly basis and tested at the accredited SGS Lakefield Research laboratory in London for E. Coli, total coliform, HPC, and background. Chlorine residuals are also measured at each sampling location. These samples are taken by OCWA.

One (1) water sample is taken on a quarterly basis in the Dawn-Euphemia water distribution system and tested at the accredited Maxxam Analytics Inc. laboratory or at the accredited SGS Lakefield Research laboratory in London for trihalomethanes. This sample is taken by OCWA.

The laboratories will immediately verbally notify the Township of any adverse readings. The Township, in turn, will notify the local Medical Officer of Health and the MOE Spills Action Line and record the name of the persons contacted. Within 24 hours of this notification, the lab will send Section 1 of the Notice of Adverse Test Results to the municipality and the municipality will complete Section 2(a) indicating the corrective action to be taken by the municipality. These forms will then be faxed to The Medical Officer of Health and the MOE Spills Action Centre.

Once the sample has been retested and the results received, Section 2(b) will be completed and sent to the Medical Officer of Health and the MOE Spills Action Centre. These papers will then be filed in a properly labelled folder in a file cabinet and retained as per regulations.

Samples will be taken from April to May and November to December each year from each dead-end point within the system to ensure proper chlorine residuals are maintained. These points are served with either a hydrant or a blow off valve for access to the system.

The annual report will show any adverse readings and will be available to the owner and to the public.

## ELEMENT 17:

### MEASUREMENT AND RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE

Flow meters at the Enniskillen Water Reservoir and Pumping Station are calibrated on an annual basis (see 2<sup>nd</sup> paragraph). Flow meters measuring water flowing from the Enniskillen Water Distribution System to the Dawn- Euphemia Water Distribution System are calibrated on a semi-annual basis. The calibration is carried out by a reliable contractor that is listed in the Suppliers and Services list **(see Element 13)**.

*Dawn-Euphemia's five pit meters from Enniskillen Township were not calibrated/Flow-Tested in 2022 due to contractor's not being available. Enniskillen Township has 2 testing dates scheduled in 2023 and will advise the ORO when testing is taking place. Enniskillen Township has recently ordered its' own systems for testing meters to correct this issue going forward. Products have been ordered as of Apr.13/22 but has a 6-12week expected delivery.*

Portable analyzers are calibrated monthly using Gel Method of calibration. These results are recorded and maintained in the appropriate binders and retained in the ORO office.

## ELEMENT 18: EMERGENCY MANAGEMENT

The Risk Management chart contained in the QMS Operational Plan can be referenced for emergency procedures and contingency plans.

A list of potential emergency situations or service interruptions include Discovery of Leaks, Negative Pressure Events, loss of pressure and watermain breaks/repairs. **(See Procedure F and G for processes for emergency response and recovery).**

Emergency Response Training and Testing Requirements - The Operating Manual is reviewed on an annual basis by all operators which includes ensuring that processes for emergency response and recovery are reviewed. Each operator signs the water distribution log book that he has reviewed the above documents. In addition, desk top simulations will be practiced annually to keep all water personnel up to date on emergency procedures. All available Water Operators will participate in the Township of Dawn Euphemia annual emergency response exercise as prepared and arranged by the Community Emergency Response Coordinator (CEMC).

The Township of Dawn-Euphemia has an emergency plan in accordance with the prevailing legislation and regulations which is updated annually at the municipal office. It is kept with the 24/7 Operational Procedure in place for the water distribution system at the Township Office. A list of emergency contacts and essential suppliers and services are also kept with the Emergency Response Plan. The emergency contacts and essential suppliers and services list will be kept current by the ORO **(See Element 13 and Procedure C).**

The responsibilities of all positions within the municipality during an emergency are listed in the municipal Emergency Response Plan.

If there is a water problem after hours, residents are to call the water emergency number to contact the operator on call. The problem will be investigated promptly.

In the event of an emergency, the operator would contact the ORO or his/her designate who has an emergency phone for use on a 24/7 basis. Any contacts are listed in the Operators Manual.

## **ELEMENT 19: INTERNAL AUDITS**

A qualified person designated by the municipality shall perform the internal audit once every calendar year, approximately 1 month before the annual Management Review. The audit date shall be determined by the QMS representative and the internal auditor. Written record of the audit shall be distributed to the ORO and OIC within 7 business days of audit completion.

To ensure performance of the Internal Audit, it will be added as a reoccurring task on the O.R.O.'s calendar.

**(See Procedure D Internal Audit.)**

## **ELEMENT 20: MANAGEMENT REVIEW**

A Management Review will be completed once every calendar year, with the top management as defined as the owner (Mayor & Council), the QMSR, and the Administrator-Clerk to evaluate the continued suitability, adequacy and effectiveness of the QMS.

Typical items to be discussed include incidents of regulatory non-compliance, incidents of adverse drinking water tests, deviations from critical control points, internal and third-party audit results, operational performance, results of emergency response testing, changes that could affect the QMS, consumer feedback, operational plan content and updates, staff suggestions, etc.

**(See Procedure E Management Review.)**

## ELEMENT 21: CONTINUAL IMPROVEMENT

### 21.1 Purpose

To describe the activities undertaken for the continual improvement of the drinking water quality management system.

### 21.2 Scope

This procedure is applicable to all personnel who operate and maintain the Township of Dawn-Euphemia's water distribution system.

### 21.3 Procedure

#### Continual Improvement Opportunities

The water operations strive to continually improve the effectiveness of its QMS through the use of non-compliance, non-conformance opportunities for improvement, best management practices and preventative actions. Continual improvement will be used to identify opportunities for improvement.

#### Best Management Practices

MECP's best management practices document (when published, at least once every 36 months, available on [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater).) will be reviewed and considered. If applicable the best management practice will be entered into the Corrective Action Report and Log. Type of finding will be labelled as BMP.

#### Corrective Action Request

Corrective Action involves taking measures to eliminate causes of identified quality problems to ensure the problems do not recur. Corrective Action may be initiated as a result of the following indicators of a breakdown in the Quality Management System:

- All non-conformances resulting from internal or external audits
- Opportunities for Improvement from internal or external audits
- Management Reviews
- MECP's inspection (opportunities for improvement and best practices)
- Risk assessment
- Incident debriefing

#### Preventative Actions

Preventative actions will be identified and implement to eliminate the occurrence of potential non-conformities in the Quality Management System. The QMS representative or Employees may submit written suggestions or ideas any time using the **Continual Improvement Opportunities Form 21-01 (ANNEX J)**. Each



suggestion or idea will be reviewed for its value adding applicability and added to the CAR and Log for follow up. These suggestions may include potential non-conformities.

### Corrective Action Report

Corrective Action involves taking measures to eliminate causes of identified quality problems to ensure the problems do not occur or reoccur.

The following items will be documented and tracked in the Corrective Action Report and Log:

- Best Management Practices
- Corrective Actions
- Preventative Actions

The QMS Representative or designate shall assign the action item to an employee using the **QMS Form 19-04 Corrective Action Report (CAR) and Log (ANNEX I)**.

Part A of the Corrective Action Report (CAR) is completed by the Lead Auditor or QMS Representative for non-conformances identified during Internal/External Audits, Management Reviews, Continuous Improvement Suggestions, MECP inspection findings, staff suggestions and preventative actions.

The QMS Representative will issue the CAR number and determine who is responsible to address the issue and establish a timeline. The person responsible for the specific issue completes Part B of the CAR and implements the corrective action.

The QMS Representative completes Part C of the CAR within to show that it has been followed up and determine if corrective action has been effectively implemented to prevent reoccurrence.

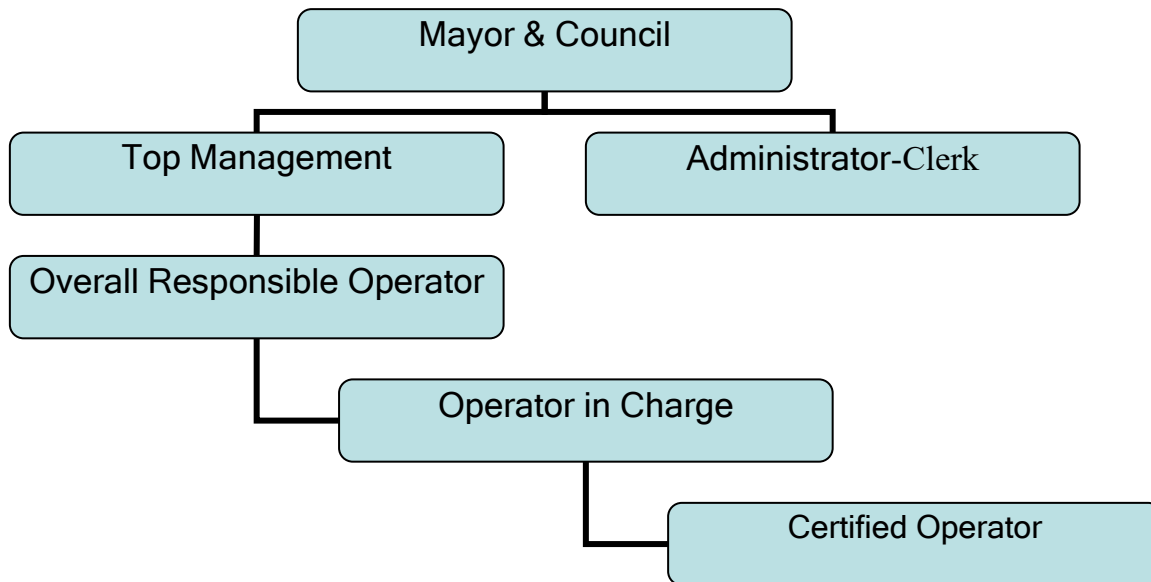
### **21.4 Reference**

Continual Improvement Opportunities Form 21-01 (**ANNEX J**).

Corrective Action Report (CAR) and Log (**ANNEX I**).

## Annex A

### Organizational Structure

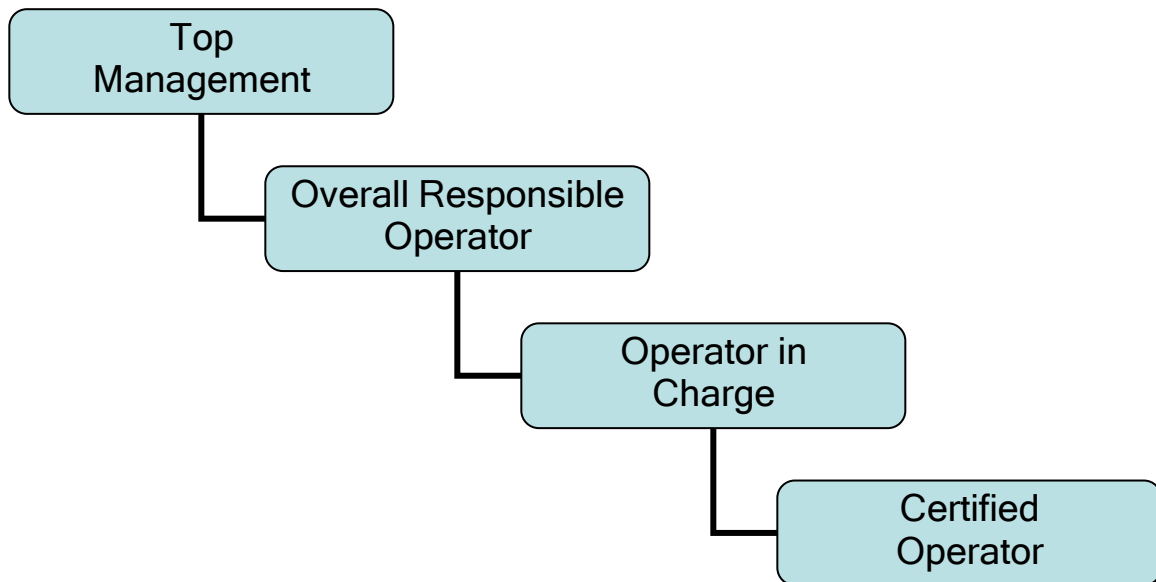


Mayor and Council – Mayor Alan Broad  
Top Management – John Collison  
Administrator-Clerk – Donna Clermont  
Overall Responsible Operator – John Collison  
Operator in Charge – Ken Nevills  
Certified Class 1 Operators – Ken Nevills, John Collison, Rick Mackenzie (O.I.T)

*In the absence of the ORO the OIC will be backup ORO*  
*In the absence of the OIC an assigned Class 1 Operator will be backup OIC*

## Annex B

### Operational Structure



#### DUTIES:

##### Top Management – (John Collison)

- complete oversight of the entire water distribution system and the QMS

##### OVERALL RESPONSIBLE OPERATOR – (John Collison)

- Overall total responsibility and reports to top management and owners, directs all general operations

##### OPERATOR IN CHARGE (Ken Nevills)

- Operator in Charge
- Acting Overall Responsible Operator when required
- Allocation of staff and equipment
- Supervises contractors and work
- Communication during emergency

##### CERTIFIED CLASS 1 OPERATORS (Ken Nevills, John Collison) Rick Mackenzie OIT

- Acting operator in charge when required
- Enforce proper maintenance and operation procedures
- QMS Representative

## Annex C

### OPERATIONAL ROLES, RESPONSIBILITIES AND AUTHORITIES

#### Mayor/Council, Owner, (Mayor Alan Broad)

Responsibilities	Authorities
<ul style="list-style-type: none"><li>- complete oversight of the entire water distribution system and the QMS</li><li>- ultimate responsibility for the provision of safe drinking water</li><li>- ensure compliance with applicable legislation and regulations</li></ul>	<ul style="list-style-type: none"><li>- financial, administrative authority related to the distribution of safe water</li></ul>

#### Top Management, (Superintendent John Collison)

Responsibilities	Authorities
<ul style="list-style-type: none"><li>- complete oversight of the entire water distribution system and the QMS</li><li>- Assists with responsibility for the provision of safe drinking water</li><li>- ensure compliance with applicable legislation and regulations</li><li>- Responsible for the undertaking of Management Review Meeting</li></ul>	<ul style="list-style-type: none"><li>- Financial, administrative, and technical authority related to the distribution of safe drinking water to the Dawn-Euphemia Water Distribution System</li></ul>

**Overall Responsible Operator – (QMS REPRESENTATIVE – John Collison (Until June 30/25))**

Responsibilities	Authorities
<ul style="list-style-type: none"><li>- Complete oversight of the entire water distribution system and the QMS</li><li>- Overall Responsible Operator (ORO) provide and/or obtain resources for the QMS and necessary infrastructure and resources to operate and maintain the drinking water system safely and effectively</li><li>-Ensure that the system is operated in accordance with all applicable legislation and regulations</li><li>-Lead for management reviews</li><li>-Communication with mayor and council about the QMS and the water distribution system</li><li>-Preparation of budget and planning materials</li><li>-Work with foreman on annual assessments of operator personnel performance</li><li>- Recommendation of system improvements</li><li>- Develop procedures and processes for assuring water quality</li><li>- Emergency response planning and training</li><li>- Act as operator</li></ul>	<ul style="list-style-type: none"><li>- Financial, administrative, and technical authority related to the distribution of safe drinking water to the Dawn-Euphemia Water Distribution System</li><li>- Staffing within guidelines of the Township</li><li>- Activity/program scheduling within the department</li><li>- Oversee adverse water quality incidences and responses</li><li>- Identify and oversee staff training needs</li><li>- Make changes to the QMS</li><li>- Delegate ORO to certified operator in absence</li></ul>

**Operator in Charge (Ken Nevills)**

Responsibilities	Authorities
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<ul style="list-style-type: none"> <li>- schedule and oversee the day-to-day activities relating to the water distribution system</li> <li>- communication with ORO, operators, Township staff and office assistant</li> <li>- act and report any incidents of non-compliance</li> <li>- works with ORO and Township staff on annual assessments of operators' performance</li> <li>- develop procedures and processes for assuring water quality</li> <li>- ORO in absence of regular ORO</li> <li>- act as operator</li> </ul>	<ul style="list-style-type: none"> <li>- direct operators in day-to-day operation of water distribution system</li> <li>- oversee adverse water quality incidences and responses</li> <li>- day to day supplies as needed</li> <li>- recommend changes to the QMS</li> <li>- ORO responsibilities in absence regular ORO</li> </ul>
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#### **Office Assistant (Janell Beemer)**

Responsibilities	Authorities
<ul style="list-style-type: none"> <li>- respond to and document public complaints</li> <li>- communicate during emergency</li> </ul>	<ul style="list-style-type: none"> <li>- relay complaints, or concerns from any situation to ORO, or OIC, then Operator in their absence.</li> </ul>

#### **Operators Class 1 (Ken Nevills, John Collison, Rick Mackenzie O.I.T.)**

#### **QMS Representative Rick Mackenzie (July 2025 going forward)**

Responsibilities	Authorities
<ul style="list-style-type: none"> <li>- regular maintenance</li> <li>- report any incidents of non-compliance</li> <li>- respond to repairs as directed from ORO and OIC</li> <li>- QMS Representative</li> </ul>	<ul style="list-style-type: none"> <li>- monitor process and equipment</li> <li>- respond to public complaints as relayed from ORO, Township staff or Office Assistant</li> </ul>

## Annex D

### DWQMS CHECKLIST

Form Approval: \_\_\_\_\_  
(QMS Representative)

Requirement	Notes, Observations and Audit Evidence	Comments	Records or Documents Reviewed, Interviews Conducted
<b>PLAN AND DO elements of the QMS</b>  <b><u>1. Quality Management System</u></b> PLAN – The operational plan shall document a QMS that meets the requirements of this standard.  DO – The operating authority shall establish and maintain the QMS in accordance with the requirements of this standard and the policies and procedures included in the operational plan.			
<b><u>2. QMS Policy</u></b>  PLAN – The operational plan shall document a QMS policy that provides the foundation for the QMS, and: a) is appropriate for the size and type of the subject system, b) includes a commitment to the maintenance and continual improvement of the QMS, c) includes a commitment to the consumer to provide safe drinking water, d) includes a commitment to comply with applicable legislation and regulations, and e) is in a form that provides for ready communications to all operating authority personnel, the owner, and the public.  DO – The operating authority shall establish and maintain a QMS that is consistent with the policy.			
<b><u>3. Commitment and Endorsement</u></b>  PLAN – The operational plan shall contain a written endorsement of its contents by top management and the owner.  DO – Top management shall provide evidence of its commitment to an effective QMS by:			

a) ensuring the a QMS is in place that meets the requirements of this standard, b) ensuring that the operating authority is aware of all applicable legislative and regulatory requirements, c) communicating the QMS according to the procedure for communications, and d) determining, obtaining or providing the resources needed to maintain and continually improve the QMS.			
<p><b><u>4. QMS Representative</u></b></p> <p>PLAN – The operational plan shall identify a QMS representative.</p> <p>DO – Top management shall appoint, authorize, and maintain a QMS representative who, irrespective of other responsibilities, shall:</p> a) administer the QMS by ensuring that processes and procedures needed for the QMS are established and maintained, b) report to top management on the performance of the QMS and any needs for improvements, c) ensure that current versions of documents required by the QMS are being used at all times, d) ensure that personnel are aware of all applicable legislative and regulatory requirements that pertain to the duties in the operation of the subject system, and e) promote awareness of the QMS throughout the operating authority.			



<p><b><u>5. Documentation and Records Control</u></b></p> <p>PLAN – The operational plan shall document a procedure for document and records control that describes how:</p> <p>a) documents required by the QMS are:</p> <ul style="list-style-type: none"> <li>- kept current, legible, and readily identifiable</li> <li>- retrievable</li> <li>- stored, protected, retained and disposed of, and</li> </ul> <p>b) records required by the QMS are:</p> <ul style="list-style-type: none"> <li>- kept legible and readily identifiable</li> <li>- retrievable</li> <li>- stored, protected, retained and disposed of</li> </ul> <p>DO – The operating authority shall implement the procedure for document and records control and shall ensure that the QMS documentation for the subject system includes:</p>			
<p>a) the operational plan and its associated policies and procedures,</p> <p>b) documents and records determined by the operating authority to ensure the effective planning, operation and control of its operations, and</p> <p>c) the results of internal and external audits and management reviews.</p>			

## **6. Drinking Water System**

PLAN – The operational plan shall document, as applicable:

a) for the subject system:

- a description of the system including all treatment processes and distribution system components
- the name of the owner and operating authority
- a process flow chart
- a description of the water source, including:
  - general characteristics of the raw water supply
  - common event driven fluctuations and
  - any resulting operational challenges and threats
- a description of any critical upstream or downstream processes relied upon to ensure the provision of safe drinking water,

b) if the subject system is an operational subsystem, a summary description of the municipal residential drinking water system it is part of,

c) if the subject system is connected to one or more other drinking water systems owned by different owners, a summary description of those systems which:

- indicates whether the subject system obtains water from or supplies water to those systems, and
- names the owner and operating authority of those systems,

“DO – The Operating Authority shall ensure that the description of the Drinking Water System is kept current

<p><b><u>7. Risk Assessment</u></b></p> <p>PLAN – The operational plan shall document a risk assessment process that:</p> <ul style="list-style-type: none"> <li>a) identifies potential hazardous events and associated hazards,</li> <li>b) assesses the risks associated with the occurrence of hazardous events,</li> <li>c) ranks the hazardous events according to the associated risk,</li> <li>d) identifies control measures to address the potential hazards and hazardous events,</li> <li>e) identifies critical control points,</li> <li>f) identifies a method to verify once a year, the currency of information and the validity of the assumptions used in the risk assessment,</li> <li>g) ensures that a risk assessment is conducted at least once every 36 months, and</li> <li>h) considers the reliability and redundancy of equipment.</li> </ul> <p>DO – The operating authority shall perform a risk assessment consistent with the documented process.</p>			
<p><b><u>8. Risk Assessment Outcomes</u></b></p> <p>PLAN – The operational plan shall document:</p> <ul style="list-style-type: none"> <li>a) the identified potential hazardous events and associated hazards,</li> <li>b) the assessed risks associated with the occurrence of hazardous events,</li> <li>c) the ranked hazardous events,</li> <li>d) the identified control measures to address the potential hazards and hazardous events,</li> <li>e) the identified critical control points and their respective critical control limits,</li> <li>f) procedures and/or processes to monitor the critical control limits,</li> <li>g) procedures to be undertaken in response to deviations from the critical control limits, and</li> <li>h) procedures for reporting and recording deviations from the critical control limits.</li> </ul> <p>DO – The operating authority shall implement and conform to the procedures.</p>			

<p><b><u>9. Organizational Structure, Roles, Responsibilities and Authorities</u></b></p> <p>PLAN – The operational plan shall:</p> <ul style="list-style-type: none"> <li>a) describe the organizational structure of the operating authority including respective roles, responsibilities and authorities,</li> <li>b) delineate corporate oversight roles, responsibilities and authorities in the case where the operating authority operates multiple subject systems,</li> <li>c) identify the person, persons or group of people within the management structure of the organization responsible for undertaking the management review,</li> <li>d) identify the person, persons, or group of people, having top management and responsibilities required by this standard, along with their responsibilities, and</li> <li>e) identify the owner of the subject system.</li> </ul> <p>DO – The operating authority shall keep current the description of the organizational structure including respective roles, responsibilities and authorities, and shall communicate this information to operating authority personnel and the owner.</p>			
<p><b><u>10. Competencies</u></b></p> <p>PLAN – The operational plan shall document:</p> <ul style="list-style-type: none"> <li>a) competencies required for personnel performing duties directly affecting drinking water quality,</li> <li>b) activities to develop and maintain competencies for personnel performing duties directly affecting drinking water quality,</li> <li>c) Activities to ensure that personnel are aware of the relevance of their duties and how they affect safe drinking water.</li> </ul> <p>DO – The operating authority shall undertake activities to:</p> <ul style="list-style-type: none"> <li>a) meet and maintain competencies for personnel directly affecting drinking water quality and shall maintain records of these activities, and</li> <li>b) Ensure that personnel are aware of the relevance of their duties and how they affect safe drinking water, and shall maintain records of these activities.</li> </ul>			

<p><b><u>11. Personnel Coverage</u></b></p> <p>PLAN – The operational plan shall document a procedure to ensure that sufficient personnel meeting the identified competencies are available for duties that directly affect drinking water quality.</p> <p>DO – The operating authority shall implement and conform to the procedure.</p>			
<p><b><u>12. Communications</u></b></p> <p>PLAN – The operational plan shall document a procedure for communications that describes how the relevant aspects of the QMS are communicated between top management and:</p> <ul style="list-style-type: none"> <li>a) the owner,</li> <li>b) operating authority personnel,</li> <li>c) suppliers, and</li> <li>d) the public.</li> </ul> <p>DO – The operating authority shall implement and conform to the procedure.</p>			
<p><b><u>13. Essential Supplies and Services</u></b></p> <p>PLAN – The operational plan shall:</p> <ul style="list-style-type: none"> <li>a) identify all supplies and services essential for the delivery of safe drinking water and shall state, for each supply or service, the means to ensure its procurement, a</li> <li>b) include a procedure by which the operating authority ensures the quality of essential supplies and services, in as much as they may affect drinking water quality.</li> </ul> <p>DO – The operating authority shall implement and conform to the procedure.</p>			
<p><b><u>14. Review and Provision of Infrastructure</u></b></p> <p>PLAN – The operational plan shall document a procedure for the annual review of the adequacy of the infrastructure necessary to operate and maintain the subject system.</p> <p>DO – The operating authority shall implement and conform to the procedure and communicate its findings of the review to the owner.</p>			

<p><b><u>15. Infrastructure Maintenance, Rehabilitation, and Renewal</u></b></p> <p>PLAN – The operational plan shall document a summary of the operating authorities’ infrastructure maintenance, rehabilitation and renewal programs for the subject system</p> <p>DO – The operating authority shall:</p> <ul style="list-style-type: none"> <li>a) keep the summary current,</li> <li>b) communicate the programs to the owner, and</li> <li>c) monitor the effectiveness of the maintenance program</li> </ul>			
<p><b><u>16. Sampling, Testing and Monitoring</u></b></p> <p>PLAN – The operational plan shall document:</p> <ul style="list-style-type: none"> <li>a) a sampling, testing and monitoring procedure for process control and finished drinking water quality including requirements for sampling, testing and monitoring at the conditions most challenging to the subject system,</li> <li>b) a description of any relevant sampling, testing or monitoring activities that take place upstream of the subject system, and</li> <li>c) a procedure that describes how sampling, testing and monitoring results are recorded and shared between the operating authority and the owner, where applicable.</li> </ul> <p>DO – The operating authority shall implement and conform to the procedures.</p>			
<p><b><u>17. Measurement and Recording Equipment Calibration and Maintenance</u></b></p> <p>PLAN – The operational plan shall document a procedure for the calibration and maintenance of measurement and recording equipment.</p> <p>DO – The operating authority shall implement and conform to the procedure.</p>			

<p><b><u>18. Emergency Management</u></b></p> <p>PLAN – The operational plan shall document a procedure to maintain a state of emergency preparedness that includes:</p> <ul style="list-style-type: none"> <li>a) a list of potential emergency situations or service interruptions,</li> <li>b) processes for emergency response and recovery,</li> <li>c) emergency response training and testing requirements, to be communicated with supplying purveyors and County Emergency Planning services</li> <li>d) owner and operating authority responsibilities during emergency situations,</li> <li>e) references to municipal emergency planning measures as appropriate, and</li> <li>f) an emergency communication protocol and an up-to-date list of emergency contacts.</li> </ul> <p>DO – The operating authority shall implement and conform to the procedure.</p>			
<p><b>CHECK elements of the QM Standard</b></p> <p><b><u>19. Internal Audits</u></b></p> <p>PLAN – The operational plan shall document a procedure for internal audits that:</p> <ul style="list-style-type: none"> <li>a) evaluates conformity of the QMS with the requirements of this standard,</li> <li>b) identifies internal audit criteria, frequency, scope, methodology and record keeping requirements,</li> <li>c) considers previous internal and external audit results, and</li> <li>d) describes how QMS corrective actions are identified and initiated.</li> </ul> <p>DO – The operating authority shall implement and conform to the procedure and shall ensure that internal audits are conducted at least once every Calendar Year, to be completed prior to the Management Review.</p>			

## **20. Management Review**

PLAN - The operational plan shall document a procedure for management review that evaluates the continuing suitability, adequacy, and effectiveness of the QMS and that includes consideration of:

1. incidents of regulatory non-compliance,
2. incidents of adverse drinking water tests,
3. deviations from critical control point limits and response actions,
4. the efficacy of the risk assessment process,
5. internal and third-party audit results,
6. results of emergency response testing,
7. operational performance, water quality trends
8. follow up on action items from previous management reviews,
9. the status of management action items identified between reviews,
10. changes that could affect the QMS,
11. consumer feedback,
12. the resources needed to maintain the QMS,
13. the results of the infrastructure review,
14. operational plan currency, content and updates, and
15. staff suggestions

DO – Top management shall implement and conform to the procedure and shall:

- a) ensure that a management review is conducted at least once every calendar year,
- b) consider the results of the management review and identify deficiencies and action items to address the deficiencies,
- c) provide a record of any decisions and action items related to the management review including the personnel responsible for delivering the action items and the proposed timelines for their implementation, and
- d) report the results of the management review, the identified deficiencies, decisions, and action items to the owner.



**IMPROVE element of the QM Standard**

**21. Continual Improvement**

PLAN – The Operating Authority shall develop a procedure for tracking and measuring continual improvement of its QMS by:

- a) reviewing and considering applicable best management practices, including any published by the Ministry of Environment and Climate Change available at [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater), at least once every thirty-six months;
- b) documenting a process for identification and management of QMS Corrective Actions that includes:
  - i. investigating the cause(s) of an identified non-conformity.
  - ii. documenting the action(s) that will be taken to correct the non-conformity and prevent the non-conformity from re-occurring, and
  - iii. reviewing the action(s) taken to correct the non-conformity, verifying that they are implemented and are effective in correcting and preventing the re-occurrence of the non-conformity (See ANNEX I)
- c) documenting a process for identifying and implementing Preventive Actions to eliminate the occurrence of potential non-conformities in the QMS that includes:
  - i. reviewing potential non-conformities that are identified to determine if preventive actions may be necessary,
  - ii. documenting the outcome of the review, including the action(s) if any, that will be taken to prevent a non-conformity from occurring, and
  - iii. reviewing the action(s) taken to prevent a non-conformity, verifying that they are implemented and are effective in preventing the occurrence of the non-conformity.

DO – The operating authority shall strive to continually improve the effectiveness of its QMS by implementing and conforming to the procedure.

## ANNEX E

### RISK ASSESSMENT OUTCOMES

The outcomes of the risk assessment are provided below.

- A. Likelihood
- B. Severity
- C. Detect ability
- D. Total

Activity or Process Step	Description of Hazard	Potential Result of Hazard	Comments	Available Monitoring & Control Measures	Emergency Procedure or Contingency Plan	A	B	C	D	CCP ?
Source Water (treated water – Petrolia via Enniskillen)	Contamination of source water	Chemical or biological contamination of source water	No control	Online monitoring of chlorine residual at Water Reservoir and Pumping Station with alarm system. Online monitoring system by water supplier (Petrolia)	Isolate distribution system from supply. Notify Enniskillen distribution system of situation. Work with Enniskillen to operate water reservoir and pumping station on continuous basis (12 hours supply). Notify customers to conserve water. Enniskillen may need emergency connections with neighbouring systems.	1	4	1	6	No
Distribution	Watermain break within distribution system	Quantity/quality Low pressure /back siphoning Bacteriological or chemical contamination	No elevated distribution system storage. Need to maintain supply from Enniskillen.	Customer complaints, low pressure or high flow through supply meters, visual if at ground. Looping of watermain has improved ability to isolate areas and also to maintain flow during watermain break events	Repair according to watermain repair procedure contained in Operators Manual, training, stock repair material, microbiological testing as necessary. Notify Health Unit as necessary (boil water order)	3	2	3	7	No
	Loss of chlorine residual	Biological contamination	Legislated under O. Reg.170/03	Continuous chlorine residual monitoring at reservoir with alarms. Weekly testing in distribution system	Flush distribution system to increase chlorine dosage and resample. Corrective actions required by O. Reg. 170/03. Contact the Enniskillen water distribution system	1	4	1	6	No

	Commissioning of new water mains causing contamination	Biological contamination		Follow procedures for watermain repair procedure in Operators Manual. Check chlorine residual and conduct microbiological testing	Follow corrective action per O. Reg. 170/03. Notify Health Unit as necessary (boil water order)	1	2	2	5	No
	Loss of pressure – watermain break, major fire	Quantity/quality Low pressure /back siphoning Bacteriological or chemical contamination		Water hammer, consumer complaints Backflow contamination prevented by backflow preventers on all service connections	Check pressure and chlorine residual, discussions with MOE and Health Unit if low. Notify Health Unit as necessary (boil water order) Restore pressure and chlorine residual. Conduct sampling per MOE and Health Unit direction	2	2	1	5	No
	Backflow from private plumbing (cross connection)	Biological and chemical contamination	Backflow preventers on all service connections	Meters are installed on all water services in use. Backflow required on all active water services through bylaw. A separate bylaw requires that owners of high-risk facilities have the backflow device tested both initially and every 5 years thereafter.	Notify Health Unit and MOE Spills Action Centre, if necessary, communicate boil water order after consultation with Health Unit	1	2	4	7	No
	Biofilms	Biological and quality		Visual inspection of pipe breaks, reduced flow in pipes, inability to maintain chlorine residual Flushing and swabbing		1	2	2	5	No
	Wide Spread Illness (Pandemic)	Staff Shortage		Masks, Barriers, Screening Tools, Social Distancing	Mutual Agreement with neighbouring Township (Enniskillen) for coverage. Advise/Recommendations from Public Health Unit.	2	2	1	5	No
	Cyber Security Threat (added Mar.28/24)	Loss of Electronic Records.		Have back-up hard/paper copies.	Being Distribution only, If our Township only had a cyber attack, we would still be able to deliver Potable water to our consumers and check chlorine residuals manually.	1	1	1	3	No

**\* Critical control point – loss of chlorine – As per Schedule 17-4, Corrective Action, O. Reg 170/03.**

**If loss of chlorine residual occurs the following action shall take place:**

1. Contact the Medical Officer of Health and take such steps as are directed by the Medical Officer of Health
2. Immediately flush the watermains and restore secondary disinfection to ensure that:
  - i) a free chlorine residual of at least 0.05 mg/litre is achieved at all points in the affected parts of the distribution system, if the drinking water system provides chlorination and does not provide chloramination, or
  - ii) a combined chlorine residual of at least 0.25 mg/l is achieved at all points in the affected parts of the distribution system, if the drinking water system provides chloramination
3. Take such other steps as are directed by the medical officer of health.

After taking these steps – record all actions taken including times, dates in the water log book as well as the chlorine residuals.

*Risk Analysis conducted July 6, 2015 by Ken Nevills (OIC) and Paul Dalton (ORO), no changes.*

*Risk Analysis conducted June 13, 2018 by Brad Anderson (Operator) and Paul Dalton (ORO); no changes required.*

*Risk Analysis conducted March 31, 2021 by Brad Anderson (OIC) and Paul Dalton (ORO); John Collison (OIT) changes required.*

*Risk Analysis conducted March 28, 2024 by John Collison (ORO) and Paul Dalton (OIC); Rick Mackenzie (OIT) changes required.*

*Risk Analysis **DUE 2027***

## **Annex F**

### **Revisions Made to Operational Plan**

June 28, 2013

Procedure E, page 74

Management reviews are conducted yearly.

July 11, 2013

Procedure E, page 74

Removed Office Assistant from Review Participants

May 8, 2014

Element 6, page 9

Added text the Council are Top Management for the water distribution system

May 8, 2014

Element 20, page 24

Changed ORO to QMSR

May 8, 2014

Annex E, page 42

Added text for testing backflow devices at  
High Risk Facilities

May 8, 2014

Procedure A, page 66

Added availability of Internal Audit, System Audit,  
Management Review and Lab Reports

May 8, 2014

Procedure E, pages 74 and 75

Changed ORO to QMSR

May 8, 2014

Annex C, page 29

Add "Top Management" to Rolls and Responsibilities

May 8, 2014

Page 80

Add Process Flow Chart

April 9, 2015

Element 16, Page 20. Sampling, Testing and Monitoring  
Change Sampling period to include April to May and

November to December each year.

## **Revisions Made to Operational Plan Cont'd**

December 19, 2016

Procedure G, page 77

Add procedure back in, omitted in error

May 25, 2017

Procedure A, page 66

Change records to be stored in labelled boxes after 6 years, from 5 years.

May 25, 2017

Element 18, page 22

Added that Emergency Training to be communicated to supplying purveyors and to County Emergency Planning Department.

May 25, 2017

Element 19, page 23

Added that the Internal Audit to be completed annually approximately one month prior to the Management Review.

November 21, 2017

Annex C, page 29

Added authorities to Office Assistant's rolls.

November 21, 2017

Element 13, page 17

Updates Essential Services Contacts.

November 21, 2017

Annex F, page 45

Updated Contacts List

November 21, 2017

Procedure A, page 66 and 67

Added Operations Manuals to Document and Record Control

May 15, 2018

Element 6, page 9

Changed run times of pumps at Enniskillen Reservoir

May 15, 2018

Annex E, page 42

Changed date of Risk Assessment to July 6, 2015.

## **Revisions Made to Operational Plan Cont'd**

May 15, 2018

Procedure B, page 68

Removed date of Risk Assessment (redundant to Procedure)

May 15, 2018

Procedure G, page 77

Added M.O.E. "New Disinfection Procedure" to Watermain Repair Procedure.

May 22, 2018

Annex F page 44

Update Emergency Contact List

June 13, 2018

Annex E page 42

Added Risk Assessment June 13, 2018

April 8, 2019

Element 3, Page 6

Added that the Operational Plan would be endorsed by Council at the conclusion of the annual Management

Review, and that a copy of the Operational Plan will be included in each "New Councillors Package".

April 8, 2019

Element 12, Page 16

Added that the most recent version of the Operational Plan is available to any Council or Staff Member upon request.

April 8, 2019

Element 19, Page 23

Added that to ensure performance of the Internal Audit, it will be added as a reoccurring task on the O.R.O.'s calendar.

June 24, 2020

Element 2, Page 5

Added Procedure H, Quality Management System Policy

June 24, 2020

Element 7, Page 11

Added footnote to Annex E Risk Assessment

## **Revisions Made to Operational Plan Cont'd**

June 24, 2020

Element 14, Page 18

Added Risk Assessment as part of the annual infrastructure review

June 24, 2020

Element 15, Page 19

Added Annex H, Water Financial Plan

June 24, 2020

Element 19, Page 23

Changed wording from annually to once every calendar year

June 24, 2020

Element 20, Page 24

Changed wording from annually to once every calendar year

June 24, 2020

Element 21, Page 25

Added Risk Assessment, Corrective Action Reports and Petrolia Distribution Water Advisory Committee. Added Annex I, Corrective Action Reports

June 25, 2020

Element 13, Page 17

Updated Essential Suppliers and Services

June 25, 2020

Process Flow Chart, Page 80

Added Distribution Map

June 25, 2020

Element 18, Page 22

Changed Annex F reference to Element 13 & Procedure C

June 25, 2020

Element 17, Page 21



Omitted Log Book reference, replaced with Retained in the O.R.O Office

## **Revisions Made to Operational Plan Cont'd**

June 25, 2020

Updated Table of Contents Page Numbers to reflect all changes made in Version 5

September 22, 2020

Element 6, Page 9

Added description of Treatment and Raw Water Source

Added Reference to Flow Chart/Distribution Map

September 22, 2020

Element 9, Page 13

Added that changes would be communicated to the Operating Authority Annually.

Added Reference to ANNEX A.

September 22, 2020

Element 12, Page 16

Made Reference to Top Management (Mayor) and the channels of Communication.

September 22, 2020

Element 15, Page 19

Added that current 5 year Financial Plan is in effect from 2017 to 2021.

A new 5 plan will be presented to The Mayor and Council In 2021 for adoption with appropriate breakdowns. This plan would be effective from 2022 throughout 2026.

September 22, 2020

Element 21, Page 25

Added refer to ANNEX I for Documenting, Tracking and Measuring continual improvements to the Operational Plan.

September 22, 2020

Annex A, Page 27

Added names to Organizational Structure.

September 22, 2020

Annex B, Page 28

Added names to Operational Structure.

## **Revisions Made to Operational Plan Cont'd**

September 22, 2020

Annex C, Page 29

Added names to Operational Rules and Responsibilities.

September 22, 2020

Annex D, Page 32

Added detail to section 21 of DWQMS Checklist.

Added reference to ANNEX I.

October 20, 2020

Element 6, Page 9

Changed wording in 1<sup>st</sup> paragraph to properly identify Owner vs Top Management

October 20, 2020

Flow Chart, Page 80

Added Clearer version

October 20, 2020

Distribution Map, Page 81

Updated valid year on Map from 2014 to 2020 as no changes have added in the past 6 years

October 20, 2020

Annex B, Page 28

Identified ORO as Top Management and QMS Representative

October 20, 2020

Annex C, Page 29

Omitted the Top Management reference from the Mayor and Council and Added it to the ORO

October 20, 2020

Updated Table of Contents Page Numbers to reflect all changes made

October 21, 2020

Element 12, Page 16

Corrected all of Element 12 made reference to Top Management not being Mayor/Council and reference to communications.

## **Revisions Made to Operational Plan Cont'd**

October 23, 2020

Element 21, Page 25

Reconfigured the element to address tracking and measuring including a Continual Improvement Form 21-01 as Annex J.

October 23, 2020

Annex J, Page 64

Added Continual Improvement Form 21-01

January 13, 2021

Annex H, Page 57

Updated Financial Plan to Project Years 2021-2026 to comply with O.Reg. 453/07 for water licence renewal.

January 13, 2021

Distribution Map, Page 81

Updated map to include two new 4" Water Mains installed on Esterville Road and add more precise placement of Fire Hydrants.

April 1, 2021

Annex E, Page 42

Changed hazard ratings of Backflow from private plumbing (cross connection).

Was 2,2,3,7, No and now changed to 1,2,4,7, No.

Minutes from the March 31, 2021 Risk Assessment meeting saved on Municipal hard drive E:\E - Environmental Services\E-8 - Water Services\Risk Management

April 1, 2021

Annex E, Page 42

Added new hazard under Distribution to include Widespread Illness (Pandemic).

April 28, 2021

DWQMS Management Review Committee Meeting Minutes saved on Municipal hard drive via link E:\C - Council, Boards & Bylaws\C-6 - Minutes, Committees\DWQMS Committee

May 17, 2021

Element 13, Essential Supplies and Services, Page 17

Added Town of Petrolia and Enniskillen Township as a supplier of potable water.

## Revisions Made to Operational Plan Cont'd

July 7, 2022

Table of Contents, Pages 2-3

Updated Table of Contents Page Numbers to reflect all changes made

July 7, 2022

Annex D, DWQMS Checklist

6. Drinking Water System, Page 34

Updated wording in the "DO" statement to read *"The Operating Authority shall ensure that the description of the Drinking Water System is kept current"*

July 7, 2022

Annex A, Page 27

Annex B, Page 28

Annex C, Page 29

Updates John Collison's certification from O.I.T. to Class 1

July 7, 2022

Procedure C, Page 71

Add John Collison Class 1 Operator to Emergency Contacts List

July 7, 2022

Annex D, DWQMS Checklist

19. Internal Audit, Page 32

Updated wording in the "DO" statement to read *"once every calendar year"*.

July 7, 2022

Annex F, Pages 45-53

Revised page number to coincide with changes.

July 8, 2022

Procedure G, Page 77-78

Update Watermain Repair Procedures to reflect 2020 Standards

July 8, 2022

Table of Contents Pages 2-3 and Annex F, Revisions to Operational Plan, Pages 45-53

Revised page numbers to reflect changes.

July 8, 2022

Distribution Map, Page 81

Updated water map to include main extension Inwood Road.

August 22, 22

Element 12, Page 16

Communicate with Public added “with applicable date (month/year)” in reference to Newsletter

## **Revisions Made to Operational Plan Cont’d**

August 24, 22

Annex A, Page 27

Annex B, Page 28

Annex C, Pages 29-30

Updated Operator Roles Changes. John Collison to ORO and QMS Rep, Paul Dalton to OIC and Brad Anderson to Class 1 Operator. Added assigned duty clauses in absence of ORO and/or OIC.

August 24, 22

Table of Contents, Pages 2-3

Updated Table of Contents Page Numbers to reflect all changes made

August 24, 22

Element 11, Page 15

Included a summary of how the 24/7 coverage works.

Nov 9, 22

Annex A, Page 27

Annex B, Page 28

Annex C, Pages 29-30

Updated Operators to include Rick Mackenzie O.I.T.

Mar 2, 23

Element 13 Page 17

Reviewed and Updated Contacts & Phone Numbers

Mar 2, 23

Element 5

Procedure A, Page 66

QMS Record Control added bullet #2 to indicate when the QMS Version Number should Change

Apr 13, 23

Element 6, Page 9

Paragraph 2 change to state the Public Works Compliance Coordinator is the ORO.

Apr 13, 23

Element 17, Page 21

Paragraph 2 added to indicate why 2022/23-meter calibration/flow rates have not been done.

Apr 17, 23  
Title Page  
Updated Version Number and Date

## **Revisions Made to Operational Plan Cont'd**

July 20, 23  
Procedure C, Page 71  
Removed Home phone numbers for Township of Enniskillen Operators

July 20, 23  
Element 17, Page 21  
Added the word Enniskillen to clarify the location of the Water Reservoir

July 20, 23  
Element 6, Page 9  
Added the words "of Enniskillen" to the following statement.... The Township of Enniskillen purchases potable drinking water from the Town of Petrolia

Mar 8, 24  
Annex E, Page 42  
Added row for Cyber Security Threat in preparation for 36 Month Risk assessment review Mar.13/24

Mar 19, 24  
Element 6, Page 9  
Removed the treatment description from this element being as our system is solely a distribution system.

Mar.19, 24  
Procedure E, Page 74  
Added wording.... "Names of participants complete with their respective positions shall be recorded"  
Numbered report items for easier referencing

Mar.19/24  
Annex D, Page 41  
Management review. Numbered the items instead of alphabetizing them for easier referencing

Mar.26/24  
Element 2 Page 5  
Procedure H, Pg 79  
Add the words Communication Procedure to the title

Mar.26/24  
Annex C, Page 30  
Remove Top Management title from ORO/QMS Title

Mar.26/24  
Annex C, Page 29  
Added Top Management to organizational structure  
Mar.26/24  
Annex B, Page 28  
Remove Top Management from ORO Title

Mar.27/24  
Annex A, Page 27  
Annex B, Page 28  
Added Top Management to chart

Mar.27/24  
Element 2, Page 5  
Removed the words Dawn-Euphemia Township is committed and changed to the Operating Authority is committed.

Mar.27/24  
Procedure A, Page 66  
Added description of what qualifies for a version number increase.

Apr.3/24  
Procedure A, Page 67  
Remove the follow statement "All QMS related documents shall be approved by the QMS Representative".  
It is approved/endorsed annually already by council.

Apr.3/24  
Table of Contents and Annex F, Pages 45-53  
Revised page number to coincide with changes

Apr.9/24  
Element 18, Page 22  
Added ending sentence to 2<sup>nd</sup> paragraph to read.... Minutes from simulation will be taken for future references.

Apr.9/24  
Annex C, Page 29  
- Added the following duty to the Top Management.... Responsible for undertaking the Management Review described

Apr.12/24  
Procedure F, Page 76-77  
Added Negative Pressure and Loss of Pressure Events

Apr.12/24

Element 18, Page 76-77

Modified potential emergency situation and training language

May. 27/24

Procedure B, Page 73

Changed the word to say "Every 36 months" instead of "every 3 years".

May.27/24

Element 16, Page 20

Removed language not pertaining to our system.

Dec.4/24

Element 2, Procedure H, Page 86

Added information to Website to instruct Public where to obtain the DWQMS

Dec.4/24

Element 11, Procedure C Page 76

Updated Enniskillen Operators

June 9/25

Element 4, QMS Representative Pg.7

Changed language to state any Certified water operator can be QMS Representative

June 9/25

Element 10, Competencies Pg.14

Addes QMS Representative to Operators Block.

June 9/25

Element 13, Essential Supplies and Services Pg.17

Added the following statement "or be equal to regulated standards/specifications (such as AWWA/NSF/ANSI". Better defined Duties defined in the chart.

June 9/25

Element 15, INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL Pg.19

Re-worded end paragreapghs.to read the following "The Township of Dawn-Euphemia has adopted a Water Financial Plan (2021), attached as Annex H. The Owner is committed to updating the plan as required by legislation. The plan is in effect from 2022 -2026.

A new plan will be presented to The Mayor and Council In 2026 for adoption. This plan will be in effective for 2027 through 2031".

June 9/25

ELEMENT 16: SAMPLING, TESTING AND MONITORING Pg.20

Eliminated items not pertaining to Dawn-Euphemia.



June 9/25

Annex A, B and C, Pg 28-32

With the abrupt passing away of the Superintendent Organizational Charts and Duties have been adjusted to reflect current staffing.

June 9/25

Financial Plan Pg.66

Added more content to Section 5

June 9/25

Procedure C, Pg.75

With the abrupt passing away of the Superintendent Organizational Charts and Duties have been adjusted to reflect current staffing

June 9/25

As per Document and Records Control (Procedure A) the Version number has been increased from 6 to 7 due to a unforeseen change in Top Management.

## Annex G

### REQUEST TO CHANGE FORM

Request to change an existing QMS document

Complete form and date, sign and return to Water Distribution O.R.O. Office

Change Request:

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Please check one of the following:

It is required by the DWQMS\_\_\_\_\_

It enhances the process control\_\_\_\_\_

It reduces a risk\_\_\_\_\_

It supports regulatory requirements\_\_\_\_\_

It may improve operational efficiency\_\_\_\_\_

Date\_\_\_\_\_

Name\_\_\_\_\_

Signature\_\_\_\_\_



# **THE TOWNSHIP OF DAWN-EUPHEMIA**

## **DRINKING WATER SYSTEM**

### **FINANCIAL PLAN**

**JANUARY 2021**

(Adopted for 2022-2026)

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## Annex I

### CORRECTIVE ACTION REPORT (CAR)

#### Dawn-Euphemia Water Distribution System QMS Operational Plan

CAR # \_\_\_\_\_

##### Part A

Date: _____	Issued By: _____ Signature of Auditor
<b>Source</b> ____ Internal Audit                      _____ Non-Conformance Report # _____ ____ Management Review Meeting                      _____ Other	
<b>Description of the issue/concern:</b>     	

##### Part B

<b>Assigned to (Team Leader):</b> _____	<b>Date Due:</b> _____
<b>What is the root cause of the problem or potential problem?</b>     	
<b>Describe action to be taken: (include time lines if necessary)</b>     	
<b>Can the effectiveness of action be measured, and if so how?</b>     	
<b>Which documents need to be changed?</b>     	

##### Part C

<b>Was action taken effective?</b>     	
Document change ____ Yes    ____ No	
Is CAR Complete? _____ Signature – QMS Representative	_____ Date

## Annex J

### QMS 21-01 | Continual Improvement Form

Issue Date:	yyyy-mm-dd	Issued By:	Who is issuing this?	CIR#:	<b>yyyy-##</b>
Issue Source:	<b>Compliance</b>	<b>Conformance</b>	<b>Process Failure</b>	<b>Feedback</b>	
	<input type="checkbox"/> Adverse Impact <input type="checkbox"/> General <input type="checkbox"/> Ministry <input type="checkbox"/> Compliance Audit	<input type="checkbox"/> QMS Manual <input type="checkbox"/> Internal Audit <input type="checkbox"/> External Audit <input type="checkbox"/> Health & Safety	<input type="checkbox"/> Equipment <input type="checkbox"/> Method <input type="checkbox"/> Materials <input type="checkbox"/> Measurement	<input type="checkbox"/> Customer Calls <input type="checkbox"/> Managemt <input type="checkbox"/> Staff <input type="checkbox"/> Other	
Assigned to:	Name of person to whom this improvement item is assigned.		Response: <input type="checkbox"/> Accept <input type="checkbox"/> Decline <input type="checkbox"/> Defer <input type="checkbox"/> Delete		
Issue Description:	Describe the problem, issue, or potential problem that this improvement item is addressing. This form's cells expand as you type.		Comment (if "decline" or "delete"): If the response above is either "decline" or "delete", insert the reason why here.		
Priority:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		Due date:	yyyy-mm-dd	
Immediate / Containment Action:	Describe what you've done to contain the issue and/or prevent the issue from getting worse.				
Issue Root Cause:	Describe the root cause: why the issue happened in the first place.				
Corrective Action:	Describe what you're going to do / what you've done to correct the issue.				
Preventive Action:	Describe what you're going to do / what you've done to prevent the issue from ever recurring.				
Description of Follow-up Verification:	Describe what evidence you've seen that the issue has been adequately addressed (e.g. not seeing a recurrence).				
Verified by:	Name of person who carried out the verification activity.		Date Verified:	yyyy-mm-dd	

CIR Sign-off:		Date Closed:	yyyy-mm-dd
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Revision history

#	yyyy-mm-dd	Description	By
01	2020-10-23	Initial release of this form.	QMS Representative name: John Collison
			Press tab here to add more rows

## Procedure A

### DOCUMENT AND RECORD CONTROL

#### QMS Document Control

This procedure is applicable to the following QMS documents:

- Operational Plan and associated procedures
- QMS Forms
- Operations Manuals
- As Built Drawings
- Applicable drinking water regulations (O. Reg. 170/03 and O. Reg. 128/04)
- Version numbers will be changed (increased by 1 number) for every new Council Term (Once every 4 years), unless a change in the organizational structure has happened in the following positions; Mayor and Council, Top Management, Administrator-Clerk or Overall Responsible Operator.

#### Creating New or Updating Existing Documents

- The need for document changes or for the new documents may be identified through the audits or Management Reviews. The QMS Representative will delegate the task of creating a new document.
- Any employee of the Water Department may request a change to an existing QMS document. The request must be made in writing, dated, and submitted to the QMS Representative and include the following information:
  1. Reason for the new or changed document (one of the following needs to apply):
    - It is required by the DWQMS
    - It enhances process control
    - It reduces risk
    - It supports regulatory requirements
    - It may improve operational efficiency
  2. The proposed document changes or new document content. Narrative content is acceptable.
- The requester shall develop the new/changed document and submit it to the QMS Representative for review. The QMS Representative shall review the procedure, make any changes as required, and approve it.
- Electronic versions of the new/changed documents will be created and approved by the QMS Representative.

#### Approving Documents

- All QMS documentation shall be stored at the ORO Office on the central computer in the QMS folder and in hard copy in the QMS binder.
- The QMS Representative shall be responsible for ensuring that copies of new or changed internal documents show the document title, revision number and the date modified
- The QMS Representative is responsible to ensure that new or changed documents are communicated and/or distributed to water department staff.



- Obsolete documents shall be collected, archived in labelled boxes and store in the vault.

#### Reviewing Documents

- The Operational Plan, The Operations Manual and procedures shall be reviewed annually by the QMS Representative for applicability and relevance.

#### Document Availability

- The current copy of the Operational Plan, Operations Manuals, Internal Audit Reports, System Audit Reports, Management Review Reports, procedures, and associated documents are retained in the QMS binder at the municipal office.
- Copies of Lab Reports are retained in a binder in the ORO's Office.
- Original sets of equipment documents/specifications and drinking water regulations are kept in binders at the municipal office.
- Copies of as built drawings are stored in the filing drawers at the municipal office.
- As appropriate, copies of these documents are also kept at the municipal garage.

#### **QMS Record Control**

This procedure is applicable to all records that demonstrate conformance to DWQMS requirements. All records that demonstrate compliance are covered by Ontario Regulations 170/03 and 128/04, as amended.

- QMS records shall be filed at the water department office by type by date.
- Records that are greater than 6 years in age shall be filed in labeled boxes and placed in water department archives.
- QMS records shall be stored in such a manner as to prevent deterioration.
- QMS records and documents which have been updated will be shred after a ten-year retention period.

#### Manual Records

- The record title shall be clearly visible and legible.
- Manual records shall be legible. Pencil or any other erasable marker shall not be used to record process or product information or data.
- All manual records shall show the name or initials of the recorder and the date the record was generated.

## Procedure B

### RISK ASSESSMENT AND OUTCOMES

The Overall Responsible Operator, Operator in Charge, and operators shall form a Risk Assessment Team to identify:

- The potential hazards and hazardous events which could affect the water system
- The control measures to address the hazards
- The critical control points and control limits
- Associated methods of monitoring critical limits and responding to deviations

The Risk Assessment form, provided in Annex E, is used to record the results of the risk assessment.

At the first step of the Risk Assessment, the Risk Assessment team shall review the hazards and hazardous events associated with the DWS. The monitoring, control measures, and emergency procedures or contingency plans which are available are identified. The risks associated with the hazards and hazardous events will then be assessed by the team on the basis of likelihood, severity, and detectability, based on the tables below. The reliability and redundancy of equipment is considered when assigning ratings to the hazard and hazardous events.

Description	Likelihood of Hazardous Event Occurring	Rating
Rare	May occur in exceptional circumstances, and has not occurred in the past	1
Unlikely	Could occur at some time, historically has occurred less than once every 5 to 10 years	2
Possible	Has occurred or may occur once or more per year	3
Likely	Has occurred or may occur on a monthly to quarterly basis	4
Very Likely	One or more occurrences on a monthly basis or more frequent basis	5

Description	Severity of Hazardous Event Occurring	Rating
Insignificant	Insignificant impact, little public exposure, little or no health risk	1
Minor	Limited public exposure, minor health risk	2
Moderate	Minor public exposure, minor health risk	3
Major	Large population at risk	4
Catastrophic	Major impact for large population, complete failure of systems	5

Description	Detectability of Hazardous Event	Rating
Very Detectable	Easy to detect, visible	1
Moderately Detectable	Increased flow rates	2
Normally Detectable	Visually detectable but not on rounds or on a regular basis	3
Poorly Detectable	Visually detectable but not inspected on a regular basis	4
Undetectable	Cannot detect	5

The rating for the likelihood, severity, and detectability is then added to give an overall level of risk for each hazard or hazardous event. All hazards or hazardous events which have an overall risk factor greater than 7 are considered critical and are associated with a critical control point.

Each year, the ORO will review the risk assessment and ensure that the information and assumptions remain current and valid.

Every 36 months the ORO will assemble the Risk Assessment Team to conduct a new risk assessment.

# Potential Hazardous Events for Municipal Residential Drinking Water Systems to Consider in the DWQMS Risk Assessment

[http://www.downloads.ene.gov.on.ca/envision/env\\_reg/er/documents/2017/012-5530\\_FinalHazard.pdf](http://www.downloads.ene.gov.on.ca/envision/env_reg/er/documents/2017/012-5530_FinalHazard.pdf) February 2017

## 1.0 Background

A risk assessment must be conducted for all municipal residential drinking water systems, as part of the operational plans for those systems. These operational plans form the basis upon which third party auditors assess conformance to the Drinking Water Quality Management Standard.

This approach includes identification of potential risks and risk mitigation strategies for items such as system security, water treatment, and the impacts of climate change. This document lists the potential hazardous events and associated hazards that are, at a minimum, required to be assessed as part of these risk assessments.

## 2.0 Definitions

All Systems - all municipal residential drinking water systems, including distribution-only systems.

Treatment Systems - all municipal residential drinking water systems that include equipment used to provide primary and/or secondary disinfection of the drinking water, including those with groundwater and/or surface water sources unless otherwise noted.

## 3.0 Potential Hazardous Events

System Type Description	Description of Hazardous Event / Hazard
All systems	Long Term Impacts of Climate Change
All systems	Water supply shortfall
All systems	Extreme weather events (e.g., tornado, ice storm)
All systems	Sustained extreme temperatures (e.g., heat wave, deep freeze)
All systems	Chemical spill impacting source water
All systems	Terrorist and vandalism actions
Distribution Systems	Sustained pressure loss
Distribution Systems	Backflow
Treatment Systems	Sudden changes to raw water characteristics (e.g., turbidity, pH)
Treatment Systems	Failure of equipment or process associated with primary disinfection (e.g., coagulant dosing system, filters, UV system, chlorination system)
Treatment Systems and Distribution Systems providing secondary disinfection	Failure of equipment or process associated with secondary disinfection (e.g., chlorination equipment, chloramination equipment) Treatment Systems
Treatment Systems using Surface Water	Algal blooms

## The Corporation of the Township of Dawn Euphemia Water Distribution System

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## Procedure D

### INTERNAL AUDIT

Internal audits will be conducted to ensure that the QMS conforms to the requirements of the DWQMS. These requirements include ensuring that the QMS has been effectively implemented and properly maintained.

The Township of Dawn-Euphemia may, from time to time, request that internal audits be conducted by trained auditors from a neighbouring municipality. In turn, the Township of Dawn-Euphemia may provide the same service to other municipalities as the case arises.

#### **Audits conducted by the Township of Dawn-Euphemia**

##### Auditors

- Internal audits will be conducted by an operator or office assistant who has successfully completed a recognized minimum 16-hour Internal Auditor workshop.

##### Internal Audit Schedule

- Internal audits may be scheduled throughout the year. The audits may be scheduled by element(s) for each month. The assigned auditor's name also appears on the schedule.
- Each element of the DWQMS is audited at least once during the fiscal year.

##### Audit Planning

- The auditor shall review all related QMS documentation and obtain the current version of the DWQMS checklist (see Annex D) at least one week prior to the audit.

##### Conducting the Audit

- The auditor shall observe activities, review records, review previous internal and external audit reviews, and interview personnel as necessary to ensure that the status of the audited element of the QMS has been effectively covered.

##### Reporting the Results

- The auditor shall submit a completed report, including the DWQMS checklist to the QMS representative and the ORO within 7 days of the internal audit.
- The report shall include any corrective actions requests (CARs) required to address discrepancies between the QMS and the DWQMS or between the QMS and how it is actually implemented. Responses to CARs shall be designated to the responsible individual by the QMS Representative,

## **Audits Conducted by another Municipality**

### Auditors

- Outside auditors must provide proof of competency prior to conducting an audit.

### Audit Schedule

- Audits are to be conducted as required per government regulations.

### Planning and Conducting the Audit and Reporting and Reporting the Results

- Audits may be planned and conducted per the procedures of the auditing municipality. The current version of the DWQMS checklist must be used during the audit and all sections of the DWQMS must be audited within the fiscal year. Prior approval by the QMS Representative is required.
- Audit results may be reported per the procedures of the auditing municipality as long as the audit results and any CARs are documented.
- The audit report, including any CARs will be provided to the QMS Representative within 7 days of the internal audit. Responses to CARs shall be designated to the responsible individual by the QMS Representative.

## Procedure E

### MANAGEMENT REVIEW

This procedure defines the Management Review process to evaluate the continuing suitability, adequacy, and effectiveness of the QMS.

#### Review Frequency

Management reviews are conducted at least once every 12 months.

#### Review Participants

The management review is convened by the QMSR. Attendees shall include the owner (Mayor and Council) and the Administrator-Clerk. Names of participants complete with their respective positions shall be recorded

#### Review Input

The QMS Representative shall provide information and data concerning the following categories for the review:

1. incidents of regulatory non-compliance
2. incidents of adverse drinking water tests
3. deviations from critical control point limits and response actions
4. the efficacy of the risk assessment process
5. results of internal and third-party audits
6. results of relevant emergency response testing
7. operational performance and water quality trends
8. follow up on actions from previous management reviews
9. status of management action items (if any) identified between reviews
10. Management Standard, or regulations that could affect the QMS
11. consumer feedback
12. the resources needed to maintain the QMS
13. the results of the infrastructure review
14. Operational Plan currency, content, and updates
15. staff suggestions

#### Review Process

The management review shall be a planned event. A minimum of two hours shall be set aside by the participants to ensure a thorough review of the QMS is conducted.

Each input category shall be reviewed in order to identify if, where, and when improvements to the QMS and its procedures are required.



The QMS Representative shall make note of any changes or action items required during the course of the review.

#### Review Output

The output from the management review shall include meeting minutes maintained by the QMS Representative. The minutes shall include:

- the date and time of the management review and the names of the participants and attendees
- any identified deficiencies
- a list of “action” items. All action items shall identify an individual responsible and the proposed time lines for implementation
- recommendation(s) for any resources needed for maintenance or improvement of the QMS

The meeting minutes will be provided to the owner (Mayor and Council)) and the QMSR within 30 days of the management meeting.

## Procedure F

### DISCOVERY OF LEAKS

Leaks may be discovered by different means but mostly they are either from the Public Works Employees, or from the public at large. Public Works Employees merely pass the information on to the ORO or his/her Alternate Operators.

If they are discovered by the general public, information has been provided by means of a newsletter to call the Municipal Office during normal working hours, at which time the problem will be given to the ORO or his/her Alternate Operators.

For after hours and emergencies, the Public Works Employees are on-call on a rotating basis. They have been provided with a cellular phone with its number displayed in the same newsletter.

Since not all Public Works Employees are Licensed Operators, upon the discovery of a leak within the Dawn-Euphemia Water Distribution System, employees will contact the ORO or his/her alternates to provide them with the details of the leak as they have been relayed to them. A site visit may be required to provide all pertinent information.

The ORO or his/her alternate will determine the actions to be implemented, which may include implementing the "Repair Procedure".

### Negative Pressure Event

A negative pressure condition can occur in the following situations:

1. Subsequent to a repair to the water supply or water distribution system.
2. As a result of pump failure due to a power outage at the Enniskillen Pump Station. This would affect the watermains that supply the Township of Dawn-Euphemia.

The following steps shall be taken after a negative pressure situation has occurred and the situation has been rectified.

1. Flush the watermain to the nearest downstream hydrant or blowoff.
2. Check the chlorine residual at the flushing point. If chlorine residual of 0.2mg/L or greater is achieved, discontinue flushing.
3. Take health samples and submit to an accredited laboratory, if necessary.

4. Consult with local Health Unit, if necessary.
5. Note proceedings in Log Book.

## Loss of Pressure

This contingency plan applies to situations where there is a loss of pressure in the water distribution system. If there is a loss of water pressure in the water distribution system, the following events should happen:

1. The pumps at the water reservoir will operate automatically when the pressure falls below the low pressure set point (currently= 50psi)
2. If the pressure at the water reservoir falls below 40psi, an alarm will be sent to the Enniskillen water operators and the Enniskillen Township Office. The fill operation at night has a pressure sustaining valve that maintains the pressure at a minimum of 40psi.

The Petrolia Water System supplies water to the Enniskillen Water System. The Enniskillen Water System supplies water to the Dawn-Euphemia Water System. A loss of pressure can be caused by a leak in the water distribution system, a malfunction at the Water Reservoir, a loss of power or malfunction at the Enniskillen Pump Station, or a loss of supply from the Town of Petrolia Water Distribution System. If there is a loss of pressure within the system, then the following steps should take place.

1. Check the water distribution system in the area with low pressure to determine if there are any leaks.
2. Check the water meters leaving the Enniskillen Water System to determine if there is an increased water flow from one of the meters. If so, check the water distribution system downstream of the meter for leaks.
3. Notify the Town of Petrolia and Enniskillen Township to check if they are experiencing water pressure problems. If necessary, set the pumps at the Water Reservoir to supply water to Enniskillen Water System which in turn supplies the Dawn-Euphemia water system.
4. If the loss of water is expected to last more than 24 hours, contact the Township of St. Clair, City of Sarnia, Town of Plympton-Wyoming, Town of Petrolia and the Township of Enniskillen regarding an emergency supply via water system interconnections between the municipalities and the Enniskillen water system and the Dawn-Euphemia Water System.
5. Continue to monitor the situation, make an effort to locate the cause of pressure loss, and make repairs as necessary until sufficient pressure and water supply has been restored.

If there is a loss of pressure downstream of the Enniskillen Pump Station due to power outage, follow the steps outlined for a negative pressure event.

## PROCEDURE G

### WATERMAIN REPAIR

#### REPAIR PROCEDURE

1. Upon the discovery or report of a water leak, confirm the leak is within the Dawn-Euphemia Water Distribution System. Note the Date and Time Incident was reported. If not within the local system, notify operators / owners of water system where leak has occurred.
2. Assess water leak in field. Call in Emergency Locates to Ontario One Call prior to any excavation. for normal locates. Mark limits of proposed excavation with flags/paint.
3. Locate gate valves in vicinity of leak. Determine area that will have water shut off during repair of watermain.
4. Prepare notices that water will be shut off. If an emergency, repair notices shall be delivered to those affected as soon as practical before water shutoff.
5. Check gate valves prior to repair to confirm operation. Make sure repair couplings, fittings, clamps, restrainers, pipe, etc. that may be required for repair are available.
6. Prior to excavation, prepare traffic control plan, if necessary, as per Book 7. Place all traffic control signs and overhead hydro wire signs as required. Designate traffic control person if required. Designate employee to ensure safe operation around hydro lines if required.
7. Prior to excavation, discuss proposed method of operation and review any safety concerns with all workers on site.
8. Expose watermain pipe and establish exact location and nature of leak. Ensure line pressure is maintained until an Air Gap of 24" below centerline of watermain is established. Flow may be reduced by throttling the valves while maintaining sufficient flow from the break to minimize the potential for contamination.
9. Excavate sump area and place pump to remove excess water.
10. Cut pipe to drain water. Ensure Air Gap is maintained

11. Repair watermain with pipe, fittings and couplings as necessary. The repair parts shall be installed while ensuring that Contaminants do not enter the watermain. All pipe, couplings and fittings are to be swabbed / cleaned with a minimum of 1% sodium hypochlorite solution or approved equivalent. Watermain Disinfection Procedure August 1, 2020 Ministry of the Environment, Conservation and Parks Environmental Assessment and Permissions Division procedures are to be followed. The steps may include the disinfection procedures for new watermain as per ANSI/AWWA Standard C651. A copy of Watermain Disinfection Procedure August 1, 2020 and ANSI/AWWA Standard C651 is enclosed in the operator's manual (section 13). Existing pipe shall be cleaned and disinfected where couplings or clamps are to be placed.
12. After repair, partially open one gate valve to test the repair for leaks before excavation is backfilled
13. Flush shall be conducted following repairs by creating a temporary dead end downstream of the watermain break through valve operation, and Flushing through the location of the repair to a discharge point. Flushed water may be discharged from a hydrant, plumbing or Appurtenances. Where there is no discharge point to allow for Flushing, the Operating Authority shall tap the watermain on the downstream side of the watermain break and discharge from that point. Flushing shall continue until the discharged water is visibly free from discoloration and particulates, and an Acceptable Disinfectant Concentration has been restored (a minimum chlorine residual of 0.2 mg/l is established); whereupon the system can be returned to normal service, defined as having all valves returned to normal operating position. After flushing, the chlorine residual is to be measured and recorded in the log book.
14. De-Chlorination is required for any water that is directly discharged into surface water or if the discharge into the natural environment is likely to cause an adverse effect, as per Condition 10.0 of Schedule B of the Municipal Drinking Water Licence. De-Chlorination products include but not limited to Anaprox-35, Bio-Max Tablets or equivalent.
15. If watermain repair is completed where the water level in the trench rises within 150 mm of the invert of the watermain pipe or positive pressure cannot be achieved or if there is a danger of contamination, health tests shall be taken at the blowoff point and submitted to a certified laboratory. There shall be two health tests taken minimum 24 hours apart. The health test results shall be recorded in the log book.
16. Make entry into log book including date, starting and completion time, cause of leak, repair method / material used, chlorine residual result and health test result if taken.
17. Operator to sign log book.

Procedure stored in E:\PublicWorks\Water\Water\WatermainRepair2020  
Updated: June 28, 2022

## **Procedure H**

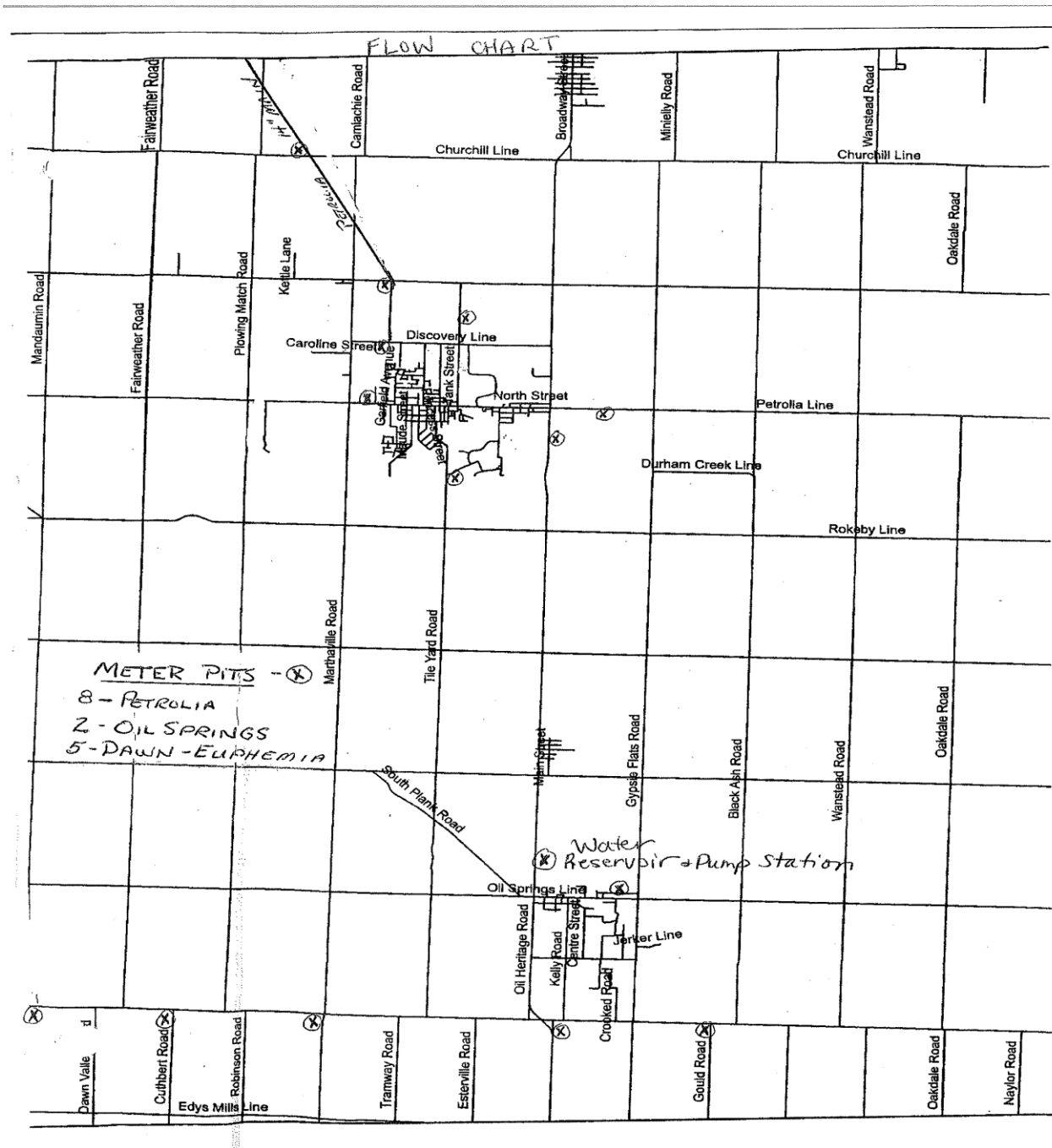
### **QUALITY MANAGEMENT SYSTEM POLICY - Communication Procedure**

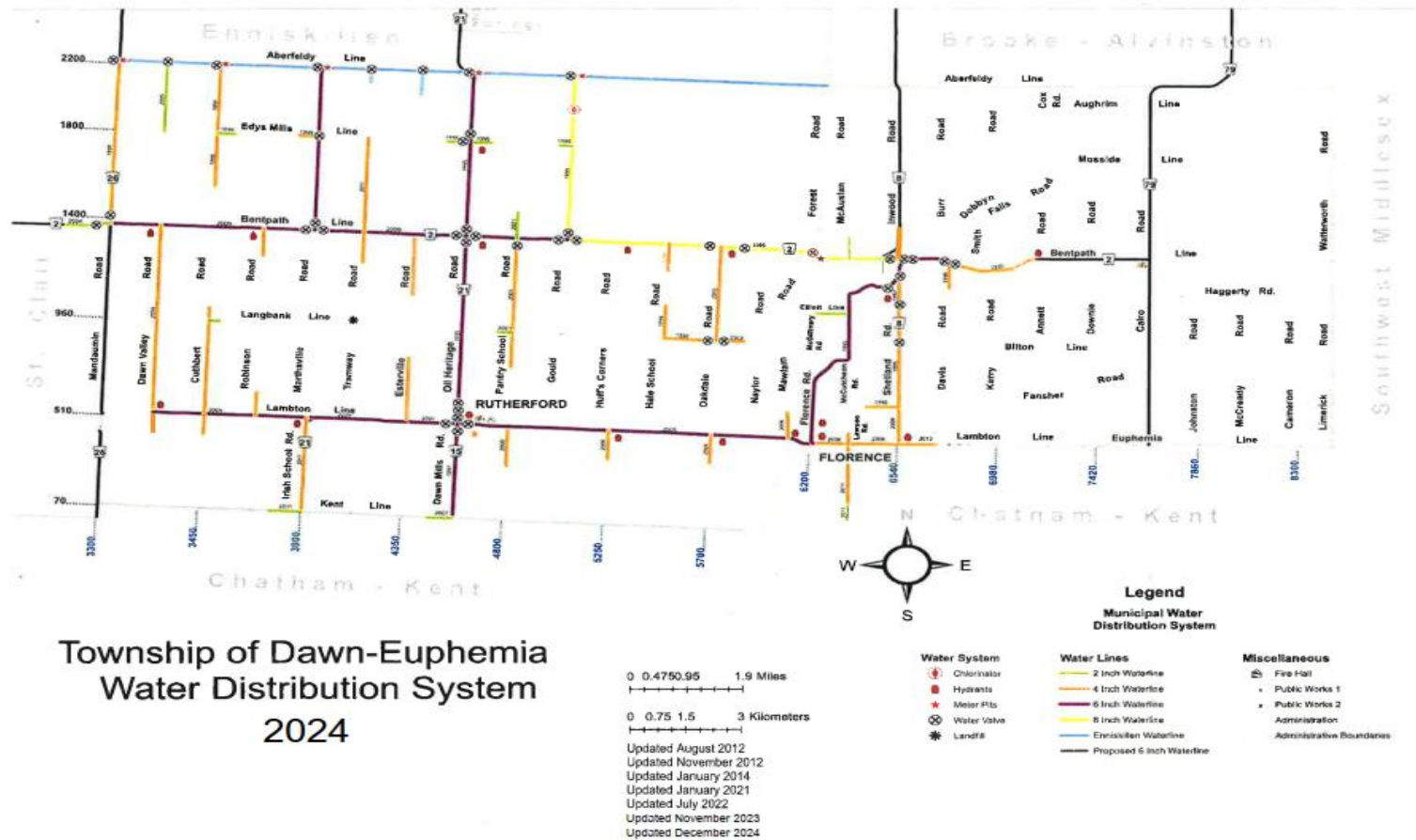
This procedure ensures that the QMS Policy is in a form that can be communicated to all Operating Authority personnel, the Owner and the Public.

To ensure this policy is communicated to all Operating Authority personnel, the Owner and the Public the following practices shall be in place:

- Operating Authority personnel shall review this policy on an annual basis during the Operators Annual Review
- This policy shall be reviewed during the annual Management Review, minutes of which are circulated to the Owner
- This policy shall be posted on the municipal website as well as on the bulletin board at the Township Municipal Office

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## THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

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

To: Members of Dawn-Euphemia Township Council  
Meeting Date: June 16, 2025  
From: John Collison, Drainage Superintendent  
Subject: **DRAINAGE DEPARTMENT UPDATE**

### Open Session Report

#### Background:

The purpose of this report is to update Council on recent developments, progress, and ongoing challenges within the Drainage Department at the Township of Dawn-Euphemia.

#### Comments:

In response to these challenges, R. Dobbin Engineering Inc. has provided a proposal outlining an anticipated 300 hours of work and 5,000 km of travel, at an estimated cost of \$25,000 to assist Dawn-Euphemia for the period ending December 31, 2025.

To support the Township in addressing its drainage needs, R. Dobbin Engineering Inc. would assist with the following tasks:

- Submission of outstanding grant applications
- Attendance at on-site drainage meetings in collaboration with myself
- Mentorship for the current Drainage Superintendent on proper procedures from project initiation through to completion
- Guidance on compliance with the Drainage Act
- Demonstration of appropriate use of tools and systems
- Review of drainage reports and identification of relevant information
- Performance of additional duties as required

In order to facilitate this support and mentorship, the Ministry of Agriculture, Food and Agribusiness (OMAFRA) must approve the appointment of two Drainage Superintendents within the same municipality for an extended period. This second appointment would allow the Township to bring the Drainage Department up to date and ensure all activities are conducted in compliance with the Drainage Act.

Furthermore, by appointing R. Dobbin Engineering Inc. to the role of Drainage Superintendent, all representatives of the firm will be authorized to act on the Township's behalf in all drainage-related matters.

### **OMAFa Response and Conditions**

On May 30, 2025, the Township submitted a formal request to OMAFA seeking approval for the appointment of a second Drainage Superintendent. OMAFA has approved the request under Section 93(1) of the Drainage Act, subject to the following conditions:

- David Moores of R. Dobbin Engineering Inc. must be appointed by by-law as a temporary second Drainage Superintendent
- The appointment will be effective from the date stated in the appointing by-law until December 31, 2025
- Funding under the Agricultural Drainage Infrastructure Program will not be provided for the temporary second Drainage Superintendent's time
- The Township must submit the approved by-law to OMAFA once passed by Council

### **Next Steps:**

While the Township appreciates OMAFA's approval to appoint an additional Drainage Superintendent, a formal request is currently being prepared to ask for reconsideration of the decision *not to fund* the temporary appointment.

A By-Law to Appoint R. Dobbin Engineering Inc. as a second "Temporary" Drainage Superintendent will be presented to Council for approval, pending the reconsideration by OMAFA.

### **Financial Impact:**

Approx \$25,000 for 2025

### **Consultations:**

Dave Moores, Dobbin Engineering Inc.  
OMAFa  
Administrator-Clerk  
Treasurer

### **Recommendation:**

**That Council accept the Report dated June 16, 2025, from John Collison, Drainage Superintendent Re: Drainage Department Update.**



## 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](mailto:admin@dawneuphemia.on.ca) Website: [www.dawneuphemia.ca](http://www.dawneuphemia.ca)

To: Members of Dawn-Euphemia Township Council  
Meeting Date: June 16, 2025  
From: Marc Seguin, Treasurer  
Subject: **Shetland Library Operating Costs Report 2022-2024**

### Open Session Report FIN 25-06-16

#### Background:

Council asked on June 2, 2025, for a report on operating costs related to the Shetland Library.

#### Comments:

Provided are the operating costs incurred by the Shetland Library annually from 2022-24.

#### Shetland Library expense reporting

	2022	2023	2024
Hydro	2,024	2,241	2,416
Water	198	147	304
Grass	459	481	497
Janitorial	572	572	579
Insurance	424	512	528
Repairs	0	380	0
Totals	3,678	4,332	4,324

#### Consultations:

Not applicable

#### Financial:

Not applicable

#### Recommendation:

That the Shetland Library Operating Costs report dated June 16, 2025 from the Treasurer regarding expenses incurred by the Shetland Library between 2022 to 2024 be accepted as presented.



## 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](mailto:admin@dawneuphemia.on.ca) Website: [www.dawneuphemia.ca](http://www.dawneuphemia.ca)

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To: Members of Dawn-Euphemia Township Council  
Meeting Date: June 16, 2025  
From: Marc Seguin, Treasurer  
Subject: **OPP Municipal Policing Billing Statement Property Count Report**

### Open Session Report FIN 25-06-16

#### Background:

Included is Dawn-Euphemia's property count that has been provided to the OPP by the Municipal Property Assessment Corporation (MPAC).

#### Comments:

The property count is used to determine the costs for Policing services, as well as for any reconciliation at the end of the year.

#### Consultations:

Not applicable

#### Financial:

Not applicable

#### Recommendation:

That the OPP Municipal Policing Billing Statement Property Count report dated June 16, 2025 from the Treasurer regarding property counts in the Township of Dawn-Euphemia be accepted as presented.

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



**Crime Prevention and Community Support  
Bureau**  
**Bureau de la prévention du crime et du  
soutien communautaire**

777 Memorial Ave.  
Orillia ON L3V 7V3

777, av. Memorial  
Orillia ON L3V 7V3

Tel: 705 329-7680  
Fax: 705 329-7593

Tél. : 705 329-7680  
Télééc. : 705 329-7593

File Reference: 4000 - GOV

Date: June 6, 2025

The Township of Dawn - Euphemia  
4591 Lambton Line  
R.R. #4  
Dresden, ON  
N0P 1M0

Dear Chief Administrative Officer:

**Re: 2026 Municipal Policing Billing Statement Property Count**

Please find below your municipal property count that has been provided to the OPP by the Municipal Property Assessment Corporation (MPAC).

The property count data is based on the 2024 Assessment Roll data delivered by MPAC to municipalities for the 2025 tax year with adjustments based on the requirements defined in O. Reg. 413/23 of the Community Safety and Policing Act (CSPA). The property counts will be used by the OPP to help determine policing costs in the 2026 Annual Billing Statements.

Municipality	Household	Commercial & Industrial	Property Count
Dawn-Euphemia Tp	882	51	933

The Household count is reflected in your 2024 Year-end Analysis Report 5 (Household count), which you receive annually from MPAC, with adjustments to exclude Canadian Force Base (CFB) counts and timeshare units. The Commercial and Industrial counts reflect properties having designated Realty Tax Class and Realty Tax Qualifiers (RTC/RTQ) while excluding properties with structures such as towers, billboards, wind turbines, solar panels, oil or gas wells, international bridges or international tunnels. Please find the specific details on <http://www.opp.ca/billingmodel> (search for Property Count Definition document).

Please review the count for your municipality, considering the requirements defined in O. Reg 413/23, and if you continue to have any questions or concerns about your count, please contact your local MPAC Account Manager Municipal and Stakeholder Relations within 60 days from the issue date on this letter.

Any error in the 2024 year-end municipal property count determined as a result of your review, will be confirmed through MPAC and your 2026 billing will be adjusted for the applicable changes.

Yours truly,

Kenneth Kee, Inspector  
Municipal Policing Unit  
Crime Prevention & Community Support Bureau



RESOLUTION – REGULAR MEETING

Date: June 16, 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 accepts the Report from Lambton County Cultural Services dated May 21, 2025 Re: New Hours of Operation – Florence Library; AND FURTHER agrees that the Florence Library be open to the public on the dates and hours as noted below, save and except for any holidays observed by the County of Lambton, starting August 31, 2025, and that these hours be communicated to all impacted parties:

Monday	3:00 p.m. to 8:00 p.m.
Tuesday	10:00 a.m. to 2:00 p.m.
Wednesday	3:00 p.m. to 8:00 p.m.
Thursday	3:00 p.m. to 8:00 p.m.
Friday	Closed
Saturday	10:00 a.m. to 3:00 p.m.
Sunday	Closed

*Carried*



## CULTURAL SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	LIBRARIES
PREPARED BY:	Darlene Coke, Manager
REVIEWED BY:	Andrew Meyer, General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	May 21, 2025
SUBJECT:	New Hours of Operation – Florence Library

### **BACKGROUND**

Lambton County Council, at its meeting on April 3, 2025, endorsed the following motion of the Committee of the Whole minutes dated February 19, 2025:

#### **#8: Miller/Case:**

- a) *That if the Township of Dawn-Euphemia consents to the closure of the Shetland Library, Staff be authorized to close the Shetland Library by such date and time in 2025 as mutually agreed upon with the Township of Dawn-Euphemia.*
- b) *That if the township of Dawn-Euphemia consents to the action authorized in paragraph a) above, Staff work collaboratively with the Township of Dawn-Euphemia on all reasonably necessary actions required to move the Shetland Library operations to the Florence Community Centre to enhance service delivery at Florence Library for the benefit of the community and to communicate the closure thereof to all affected stakeholders.*
- c) *That subject to recommendations a), b) above being realized, Staff be authorized to increase the public hours of operation at Florence Library from 12 hours over three days per week to 24 hours over five days per week, consisting of a range of morning / afternoon, weekend and evening service.*
- d) *That Staff report back to County Council on recommendations a) and b) above once direction from the Township of Dawn-Euphemia has been received and an action plan has been established, as applicable.*

*Carried.*

## **DISCUSSION**

On February 18, 2025, Dawn-Euphemia Township Council approved the following resolution:

### ***2025-23 Councillor McGuire - Councillor Meyer Shetland Library***

*That Council accepts the report dated February 19, 2025, from Lambton County Re: Library services that outlines the deficiencies, low circulation and accessibility issues related to Shetland Library; and is in agreement with the County of Lambton to close the Shetland Library at a mutually agreed upon date and time and to communicate the closure to all affected stake holders; and to collaborate with the County of Lambton to further enhance the service delivery at Florence Library including increasing the hours of operation from 12 hours to 24 hours per week, consisting of a range of morning, afternoon, evening, and weekend service; and that Council further requests the County of Lambton to transfer ownership of the existing communications tower to the Township.*

*Carried.*

Lambton County Staff have developed a workplan to proceed with the closure of Shetland Library and the enhancement of Florence Library. On April 7, 2025, Library staff communicated key components of the workplan to the Township of Dawn-Euphemia which was considered at its April 7, 2025, meeting. The Township Council approved the following resolution:

### ***2025-55 Councillor McGuire – Councillor LeBoeuf***

*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 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.*

Library staff met on-site with representatives from the Township on April 10, 2025, and confirmed plans to move forward with the necessary changes at Florence Library.



Shetland Library's last day of operation will take place on August 29, 2025. This will allow the Summer Reading Challenge to proceed as normal and provide an opportunity for children and teenagers to maintain or improve their literacy skills over the summer months when school is not in session. During the month of September, the contents of Shetland Library will be removed from the premises with the County returning possession of the building to Dawn-Euphemia Township by September 30, 2025.

The enhancements to Florence Library's collection, equipment and furnishings will occur as items become available and aspects of these enhancements may begin taking place over the summer months continuing into the fall. Most notably, the service desk will require relocation, which also requires the relocation of data / electrical outlets. Additional shelving will be purchased to increase the size of the collection, and a third computer workstation will be added to meet Guidelines set by the Administrators of Rural and Urban Libraries of Ontario (**ARUPLO**).

During the month of April, the County of Lambton made a survey available to residents of Dawn-Euphemia and users of Florence and Shetland Libraries to gather their feedback about an adjustment to the change of hours of operation for Florence Library beginning in September 2025. Sixty-one people completed a survey and 69 percent of those respondents reported living in Dawn-Euphemia Township. The vast majority (92 percent) of respondents are current library cardholders. Respondents were nearly equally divided, reporting that half are most likely to visit the library on a Saturday, with the other half being most likely to visit the library on a weekday. Mondays, Wednesdays and Thursdays were the highest scoring preferences for weekday service. On weekdays, 43.7 percent preferred late afternoon to evening hours, compared to 19.3 percent preferring morning to early afternoon hours. On Saturdays, 41.7 percent prefer morning hours compared to 21.3 percent preferring afternoon hours.

As a result of the survey, the following new hours of operation are recommended for Florence Library, beginning on August 31, 2025:

Monday	3:00 p.m. to 8:00 p.m.
Tuesday	10:00 a.m. to 2:00 p.m.
Wednesday	3:00 p.m. to 8:00 p.m.
Thursday	3:00 p.m. to 8:00 p.m.
Friday	Closed
Saturday	10:00 a.m. to 3:00 p.m.
Sunday	Closed

Library staff took the opportunity to ask for additional feedback regarding library services during the survey. It is of interest to note that:

- Non-cardholders indicated that they would be encouraged to visit the library if there was a wider variety of books, there was a greater variety of children's activities, and an adult book club for middle aged women. Non-cardholders also expressed an interest in seeing more program promotion.

- Current cardholders reported they would like to participate in a toddler program with their grandchildren during the morning, that longer hours on Saturday and evenings would be appreciated and that staffing ratios should be doubled when programs are running so that programs are not interrupted by other patrons checking out books or responding to inquiries.
- Current cardholders also expressed a need for the library to develop connections with the community, such as the Millview Apartments, so that the community is more aware of what is happening at the library.
- A variety of positive comments were also received, expressing appreciation for a library service, complimenting the existing programs and staff at the library along with the collection's high quality, and expressed confidence in the library.

### **FINANCIAL IMPLICATIONS**

The change in hours of operation will not impact the Libraries Department's operating budget as the staffing hours will be transferred from Shetland Library upon its closure. Any expenditures for enhancements to Florence Library including new shelving units and new children's early literacy stations will be funded through existing Departmental reserves.

### **CONSULTATIONS**

The Library Operations Supervisor and the Community Engagement / Communications Supervisor were consulted in the creation of this report.

### **STRATEGIC PLAN**

The partnership between two levels of local government to deliver library service reflects a guiding principle of the County of Lambton's Strategic Plan related to collaboration and partnerships. An investment in public libraries also results in an enhanced quality of life for residents. Public libraries contribute to the community's economic growth by providing informational and educational resources, technology, training, and spaces to meet and innovate.

### **CONCLUSION**

The Libraries Department is on track to permanently conclude library services in Shetland Library on August 29, 2025, and will spend the summer and fall months in Dawn-Euphemia preparing enhancements to Florence Library. The public survey reveals that local residents are appreciative of the added hours of operation in Florence.

**RECOMMENDATIONS**

**That the Florence Library be open to the public on the dates and hours noted below, save and except for any holidays observed by the County of Lambton, starting August 31, 2025, and that these hours be communicated to all impacted parties:**

<b>Monday</b>	<b>3:00 p.m. to 8:00 p.m.</b>
<b>Tuesday</b>	<b>10:00 a.m. to 2:00 p.m.</b>
<b>Wednesday</b>	<b>3:00 p.m. to 8:00 p.m.</b>
<b>Thursday</b>	<b>3:00 p.m. to 8:00 p.m.</b>
<b>Friday</b>	<b>Closed</b>
<b>Saturday</b>	<b>10:00 a.m. to 3:00 p.m.</b>
<b>Sunday</b>	<b>Closed</b>



**Cultural Services Division**  
789 Broadway Street, Box 3000  
Wyoming, ON N0N 1T0

Telephone: 519-845-0801  
Toll-free: 1-866-324-6912  
Fax: 519-845-3872



## **NEWS RELEASE**

For Immediate Release

### **Florence Library hours set to increase following community input**

Thursday, June 4, 2025

**Wyoming, ON** – After consulting the residents of Dawn-Euphemia through a survey, Lambton County Library will adjust the hours of operation at Florence Library beginning September 1, 2025.

Once the changes are implemented, Florence Library's hours of operation will double, and the library will be open on two additional days of the week. The new hours of operation, to take effect September 1, 2025, are:

**Monday:** 3:00 p.m. to 8:00 p.m.

**Tuesday:** 10:00 a.m. to 2:00 p.m.

**Wednesday:** 3:00 p.m. to 8:00 p.m.

**Thursday:** 3:00 p.m. to 8:00 p.m.

**Friday:** Closed

**Saturday:** 10:00 a.m. to 3:00 p.m.

**Sunday:** Closed

Along with the expanded hours, Lambton County Library will be making added improvements to Florence Library, including a new computer designed for children with literacy games and activities, an added public computer workstation, and a larger on-site collection for browsing. The library will also use the attached community hall space to offer new programs and partnerships.

For information on how to become a Lambton County Library cardholder visit [lclibrary.ca/apply](http://lclibrary.ca/apply).

-30-

**Please contact:**

**Darlene Coke**

Manager, Library Services

County of Lambton

519-845-0809 ext. 5238

[darlene.coke@county-lambton.on.ca](mailto:darlene.coke@county-lambton.on.ca)



**VOUCHER # 11 - 2025**

**16-Jun-25**

INVOICES	CHEQUE RUN	CHEQUE #	TOTAL
Admin/P Wks/Fire/Drain/Water/DECC	2-Jun-25	4504 - 4528	\$ 75,853.08
Admin/P Wks/Fire/Drain/Water/DECC	3-Jun-25	EFT	\$ 39,712.76
Grand total of all invoices			<u>\$115,565.84</u>
PAYROLL	PP # 12		
Administration	\$ 16,040.97	\$	16,040.97
Public Works	\$ 27,225.15	\$	27,225.15
Council	\$ 4,578.59	\$	4,578.59
Grand total of all Payroll			<u>\$ 47,844.71</u>
VOUCHER # 11 - 2025			<u>GRAND TOTAL</u>
			<u>\$163,410.55</u>



## THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

### BY-LAW 2025-12

**Being a By-law of the Corporation of the Township of Dawn-Euphemia to confirm the resolutions and motions of the Township of Dawn-Euphemia Council meeting which were adopted up to and including June 16, 2025**

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

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

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

**THAT** all actions of Council which have been authorized by a resolution or motion of Council and adopted in open Council and that were recorded in the minutes of Council or the minutes of a Committee of Council and accepted by Council, for April 7, April 22, April 24, May 5, May 20, June 2 and June 16, 2025, be hereby confirmed.

Read a first, second, and third time, and finally passed this 16<sup>th</sup> day of June, 2025.

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Mayor

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Administrator-Clerk

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: June 16, 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 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 relating to Litigation or Potential Litigation S. 239(e); and three (3) matters relating to Personal Matters about Individuals S. 239(2)(b). *Carried.*

The Corporation of the Township of Dawn-Euphemia

12

RESOLUTION – REGULAR MEETING

Date: June 16, 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 \_\_\_\_\_, at 6:30 pm or at the call of the Chair. *Carried.*