



## The Corporation of the Township of Dawn-Euphemia

### - A G E N D A -

**Monday, August 18, 2025 – 6:30 pm**

#### **REGULAR MEETING OF COUNCIL**

Municipal Office, 4591 Lambton Line

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

- 
1. **CALL TO ORDER**
  2. **DISCLOSURE OF PECUNIARY INTEREST**
  3. **DELEGATIONS**
  4. **ADOPTION OF MINUTES**
    - a) Minutes of Regular Council Meeting of July 21, 2025
    - b) Minutes of the Fire Committee of Brooke-Alvinston of May 1, 2025
  5. **BUSINESS ARISING FROM MINUTES**
  6. **PLANNING/DRAINAGE/PROPERTY**
    - a) Drain Maintenance Request Re: (1) Tulley Drain (2) Thompson Drain (3) Boyle Drain
  7. **REPORTS**
    - a) Report from the Clerk Re: "Draft" Rental Reduction Policy
    - b) Report from the Clerk Re: Election Policies 2026
  8. **CORRESPONDENCE**
    - a) Annual County Council Luncheon  
**Information Only**
  9. **OTHER BUSINESS**
    - a) Accounts
  10. **BY-LAW**
    - a) Report and By-Law By-Law 2025-\*\* -- Procedural Bylaw Updates
  11. **CLOSED SESSION**
  12. **ADJOURNMENT:** **Next Meeting of Council**  
**Regular Council Meeting – Tuesday, September 2, 2025 @ 6:30 pm**

The Corporation of the Township of Dawn-Euphemia

RESOLUTION – REGULAR MEETING

Date: August 18, 2025

4a

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 July 21, 2025, be adopted. *Carried.*



The Corporation of the Township of Dawn-Euphemia

# - MINUTES -

Regular Council Meeting  
Monday, July 21, 2025  
6:30 pm, Municipal Office, 4591 Lambton Line

Present: Mayor: A. Broad  
Councillors: A. Gray  
P. LeBoeuf  
M. McGuire  
J. Meyer (Arrived at 6:35pm)

Staff Present: D. Clermont, Administrator-Clerk

Disclosures: None

**2025-106 Councillor McGuire – Councillor Gray**

That the minutes of the July 7, 2025, Regular Council Meeting be adopted.  
*Carried.*

Minutes – July 7, 2025

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

**2025-107 Councillor LeBoeuf – Councillor McGuire**

That the following Drain Maintenance and/or Repair Requests be referred to the Drainage Superintendent with the power to act; (1) The McLaren Drain Maintenance Request received June 27, 2025, submitted by Calvin Fowler; (2) The Second Concession Drain Maintenance Request received July 7, 2025, submitted by Dale Langstaff; and (3) The Ninth Concession Drain Maintenance Request received July 8, 2025, submitted by Dave Munro. *Carried.*

Drain Maintenance Requests

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

**2025-108 Councillor Gray – Councillor LeBoeuf**

That the Township of Dawn-Euphemia Asset Management Plan Report 2025 dated June 30, 2025, completed by B.M. Ross and Associates Ltd, File No. 13216, be adopted as presented; And that a copy be forwarded to the Ministry of Infrastructure. *Carried.*

Adopt Asset Management Plan

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

**Councillor Meyer now present**

**2025-109 Councillor LeBoeuf – Councillor Gray**

That Council acknowledges receipt of the Risk Management Report dated July 10, 2025, from Intact Public Entities, and that the Public Works Superintendent be authorized to resolve any deficiencies outlined in the Report. *Carried.*

Risk Management Report

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

**2025-110 Councillor Gray – Councillor LeBoeuf**

Draft Rental Reduction Policy

That Council defer the Report dated July 21, 2025, from the Clerk Re: "Draft Rental Reduction Policy" to the next Regular Council Meeting. *Carried.*

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

**2025-111 Councillor LeBoeuf – Councillor McGuire**

Warden's Picnic

That the Clerk is authorized to register the following Council Members to attend the Warden's Picnic at Shiloh Farms, 5389 Shiloh Line, Petrolia, August 14 @ 4pm at a cost of \$25 each: Councillor McGuire and Gray. *Carried.*

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

**2025-112 Councillor LeBoeuf – Councillor Gray**

Legion Donation Request

That Council denies the donation request received July 7, 2025, from the Royal Canadian Legion Ontario Command for a donation towards the 2026 Military Service Recognition Book. *Carried.*

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

**2025-113 Councillor Meyer – Councillor Gray**

Bill of Sale Shetland Library Tower

That Council accepts the Bill of Sale, dated July 7, 2025, for the transfer of the Communication Tower located at Municipal Address 279 Shetland Road, Florence (Shetland Library), ON, N0N 1K0, from Lambton County to the Township of Dawn-Euphemia. *Carried.*

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

**2025-114 Councillor Meyer – Councillor McGuire**

Confirmatory

That By-Law 2025-14, being a By-Law to Appoint MNP LLP as the Municipal Auditor for the Township of Dawn-Euphemia for the Fiscal Years 2023, 2024, 2025, 2026 and 2027, and Repeal By-Law 2022-09, be read a third time, and finally passed this 21<sup>st</sup> day of July, 2025. *Carried.*

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

**2025-115 Councillor LeBoeuf – Councillor Gray**

Adjournment

That this Regular Session of Council be hereby adjourned at the hour of 6:50 pm, to meet again on August 18, 2025 @ 6:30 pm (Regular Meeting), or at the call of the Chair. *Carried.*

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator-Clerk

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: August 18, 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 acknowledge receipt of the minutes of the Fire Committee of Brook-Alvinston Minutes of May 1, 2025.  
*Carried.*



# MINUTES

## Fire Committee Meeting

4:30 PM - Thursday, May 1, 2025  
Municipal Office



The Fire Committee of the Brooke-Alvinston was called to order on Thursday, May 1, 2025, at 4:30 PM, in the Municipal Office, with the following members present:

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

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

**Regrets:**

### 1 CALL TO ORDER

Frank Nemcek called the meeting to order promptly at 4:30 pm. The group welcomed the Southwest Middlesex Chief Gary Johnston to the meeting.

### 2 DISCLOSURE OF PECUNIARY INTEREST

### 3 MINUTES

- a) Fire Committee Meeting Minutes of January 30th, 2025

#### RESOLUTION-2025-003

Councillor Jenny Redick made a motion that the Fire Committee meeting minutes of January 30, 2025 be received and filed without error or omission. Fire Committee Member Alan Broad seconded the motion.

**Carried**

### 4 BUSINESS ARISING FROM THE MINUTES

### 5 STAFF REPORTS

- a) Brooke Fire Rescue Quarterly Report - Quarter 1 2025

The Fire Chief highlighted his submitted report including calls responded to in the first quarter, training, sale of apparatus to Saskatchewan, drain improvements to the fire hall area and the development of the East Lambton Fire Training Group.

Frank Nemcek questioned the need for the extensive training of all members. Alan Broad commended the development of the training group by the surrounding areas.

### 6 NEW BUSINESS

### 7 ADJOURNMENT

Alan Broad made a motion to adjourn the meeting at 5pm.

The Corporation of the Township of Dawn-Euphemia

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RESOLUTION – REGULAR MEETING

Date: August 18, 2025

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

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

1. The Tulley Drain Maintenance Request received July 17, 2025, submitted by Allan Bergsma.
2. The Thompson Drain Maintenance Request received July 31, 2025, submitted by Malcolm Brown
3. The Boyle Drain Maintenance Request received August 12, 2025, submitted by Tim Kramer

*Carried.*

## For Office Use Only

Drainage Supt. July 17/25  
 Council Aug 11/25  
 Res: \_\_\_\_\_  
 Electronic File July 17/25

Township of Dawn-Euphemia

JUL 17 2025

RECEIVED

## Notice of Request for Drain Maintenance and/or Repair

Drainage Act, R.S.O. 1990, c. D.17, subs. 73(1)

6a

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

Re: TULLEY DRAIN

(Name of Drain)

COPY

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

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

☒ Clean Out    ☒ Tile Repair    ☐ Culvert Replacement    ☐ Sprayed

Comments: TILE APPEARS TO HAVE A BLOCKAGE.

## Property Owners:

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

## Property Description

CON 2E PT LT 20E 1/2 LOT 20

## Ward or Geographic Township

EUPHEMIA

## Parcel Roll Number

38-06-009-110-02300-0000

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

## Select Ownership Type

Enter the mailing address and primary contact information:

## Last Name

BERGSMAN

## First Name

ALLAN

## Middle Initial

A.

## Mailing Address

## Unit Number

Street/Road number | Street/Road Name

## PO Box

## City/Town

FLORENCE

## Province

ON

## Postal Code

N0P1R0

## Telephone Number

## Cell Phone Number (Optional)

## Email Address (Optional)

Signature of Landowner: \_\_\_\_\_

Date: 17 JULY 2025

To be completed by recipient municipality:

Notice filed this 17 day of July 20 25

Name of Clerk (Last Name, First Name)

Clermont, Donna

Signature of Clerk \_\_\_\_\_



For Office Use Only  
 Drainage Supt. Jul 31/25  
 Council Aug 18/25  
 Res: \_\_\_\_\_  
 Electronic File Aug 13/25

Township of Dawn-Euphemia

JUL 31 2025

RECEIVED

# Notice of Request for Drain Maintenance and/or Repair

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

(6b)

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

Re: Thompson Drain  
 (Name of Drain)

**COPY.**

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

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

☐ Clean Out ☐ Tile Repair ☒ Culvert Replacement ☐ Sprayed  
 extension

Comments:

## Property Owners:

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

## Property Description

Lot 29-30 Con 1 1701 mc Auslan ?  
 Ward or Geographic Township Euphemia Parcel Roll Number 0

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

## Select Ownership Type

Enter the mailing address and primary contact information:

Last Name <u>Brown</u>		First Name <u>Malcolm</u>	Middle Initial <u>H</u>
Mailing Address			
Unit Number	Street/Road Number	Street/Road Name	PO Box
City/Town <u>Inwood</u>		Province <u>ON</u>	Postal Code <u>N0N 1K0</u>
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	

Signature of Landowner: \_\_\_\_\_ Date: July 31/25

To be completed by recipient municipality:

Notice filed this 5 day of August 20 25

Name of Clerk (Last Name, First Name) Clermont, Donna Signature of Clerk \_\_\_\_\_

For Office Use Only  
Drainage Supt Aug 13/25  
Council Aug 18/2025  
Res: \_\_\_\_\_  
Electronic File Aug 13/25

Township of Dawn-Euphemia

AUG 12 2025

RECEIVED

**Notice of Request for Drain Maintenance and/or Repair**

Drainage Act, R.S.O. 1990, c. D.17, subs. 19(1)

6c

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

Re: Boyle Drain  
(Name of Drain)

COPY

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

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

- ☐ Clean Out    ☐ Tile Repair    ☒ Culvert Replacement    ☐ Sprayed

Comments: Would like to place it farther down the ditch don't mind putting it in myself old culvert isn't last long  
Property Owners: Tim + Megan Kramer

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

Property Description: CON 5 W PT Lot 16 W 1/4 lot 16  
Township of Dawn-Euphemia  
Ward or Geographic Township: \_\_\_\_\_  
Parcel Roll Number: 38-06-006-010-15700-0000

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

**Select Ownership Type**

Enter the mailing address and primary contact information:

Last Name <u>Kramer</u>		First Name <u>Tim</u>	Middle Initial <u>CH</u>
Mailing Address			
Unit Number	Street/Road Number	Street/Road Name	PO Box
City/Town <u>Dresden</u>		Province <u>ON</u>	Postal Code <u>N0P 1M0</u>
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	

Signature of Landowner: \_\_\_\_\_ Date: August 10 2025

To be completed by recipient municipality:

Notice filed this 13 day of August 20 25

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

7a



## THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

4591 Lambton Line, RR # 4, Dresden, 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: August 18, 2025  
From: Donna Clermont, Administrator-Clerk  
Subject: **"DRAFT" Rental Reduction Policy**

### Open Session Report

#### Background:

The attached report was deferred from the Regular Meeting of July 21, 2025, pending additional information obtained by the Mayor.

Due to the increased number of rental fee reduction/waive request for fundraisers at the Dawn-Euphemia Community Centre, Council requested that a "Draft" Policy be created for review by Council.

#### Comments:

This is a first draft only and is a "starting" point for Council to bring their comments forward.

#### Financial Impact:

N/A

#### Consultations:

N/A

#### Strategic Plan Implications:

#### Recommendation:

That Council accept the Report dated August 18, 2025, from the Clerk Re: "Draft Rental Reduction Policy" ;

And further that the Clerk incorporate the comments brought forward by Council into the Policy for further review by Council.

Attach: "Draft" Rental Reduction Policy



## **D-E Community Centre Rental Fee Reduction Policy for Local Charitable and Non-Profit Fundraisers**

### **Purpose:**

To support and encourage local charitable and non-profit organizations in hosting fundraising events that benefit the Township of Dawn-Euphemia.

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### **Policy Statement:**

Local charitable and non-profit organizations may apply to the Township Council for a reduction in rental fees **to a maximum of 50%** for use of the Dawn-Euphemia Community Centre when hosting fundraising events, provided the proceeds remain within the Township or are donated to a recognized charitable organization operating within the Township.

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### **Eligibility Criteria:**

1. **Organization Type:**  
The applicant must be a registered charitable or non-profit organization based in the Township of Dawn-Euphemia.
  2. **Use of Funds:**  
Funds raised must benefit:
    - Initiatives or programs within the Township, or
    - A charitable or non-profit organization that operates primarily within the Township.
  3. **Event Purpose:**  
The event must be a fundraiser clearly advertised and intended for charitable or community benefit purposes.
- 

### **Application Process:**

1. **Submission:**  
A written request must be submitted to the Township Council at least 30 days prior to the event, outlining:
    - The nature and purpose of the event
    - The intended use of funds raised
    - Proof of the organization's charitable or non-profit status
  - Estimated attendance and duration of the event
  2. **Review and Approval:**  
Applications will be reviewed by Council on a case-by-case basis. Council reserves the right to approve, modify, or deny any request at its discretion.
-

**Conditions:**

- Organizations granted a fee reduction may be required to submit a brief post-event report detailing funds raised and their distribution.
  - An Organization is limited to one discounted rental per calendar year.
  - This policy applies only to base rental fees and does not include reductions for security, cleaning, deposits, insurance costs, licensing, equipment, or other associated costs.
- 

**Waiver of Community Centre Fees**

Community Centre rental fees shall be waived for the following events, provided they are open to the public, free of charge, and demonstrably benefit the residents of the Township of Dawn-Euphemia:

1. The Dawn-Euphemia Public School Grade 8 Graduation Ceremony;
2. Community Public Health clinics or similar events (e.g., flu clinics);
3. Township-hosted events and initiatives (e.g., Open Houses, Council-Related Meetings);
4. Events organized by other organizations that align with the Township's objectives and meet the above criteria.

The determination of eligibility for a fee waiver under this clause shall be at the discretion of the Clerk.

**Review:**

This policy will be reviewed every two years or as deemed necessary by Council.

**Effective Date:** \*\*\*\*\*, 2025

## D-E COMMUNITY CENTRE – RENTAL FEE REDUCTION APPLICATION FORM

### For Local Charitable and Non-Profit Fundraising Events

#### Section 1: Organization Information

- **Organization Name:** \_\_\_\_\_
- **Mailing Address:** \_\_\_\_\_
- **Contact Person:** \_\_\_\_\_
- **Position/Title:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_
- **Is your organization registered as a:**
  - ☐ Charitable Organization (CRA Registration #): \_\_\_\_\_
  - ☐ Non-Profit Organization (Incorporation #): \_\_\_\_\_
- **Is the organization based in the Township of D-E?**
  - ☐ Yes
  - ☐ No

#### Section 2: Event Information

- **Name of Event:** \_\_\_\_\_
- **Date(s) of Event:** \_\_\_\_\_
- **Start and End Times:** \_\_\_\_\_
- **Expected Attendance:** \_\_\_\_\_
- **Brief Description of Event:**

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- **How will the funds raised be used?**
  - ☐ For programs or initiatives within the Township
  - ☐ Donated to a local organization within the Township
  - ☐ Other: \_\_\_\_\_

- **Name of Benefiting Organization:** \_\_\_\_\_
- **Will 100% of net proceeds stay within the Township of D-E?**  
☐ Yes  
☐ No (please explain): \_\_\_\_\_

### **Section 3: Rental Fee Reduction Request**

- **Type of Fee Reduction Requested:**  
☐ Partial Reduction (please specify amount or percentage): \_\_\_\_\_
- **Have you previously received a rental discount from the Township this year?**  
☐ Yes  
☐ No  
 If yes, please provide date(s): \_\_\_\_\_

### **Section 4: Attachments (Required)**

Please attach the following documents:

- ☐ Proof of non-profit or charitable status
- ☐ Event budget or fundraising goal summary
- ☐ Promotional material or event flyer (if available)

### **Declaration and Signature**

I hereby declare that the information provided in this application is accurate and complete. I understand that submission of this application does not guarantee a rental fee reduction and that the final decision rests with the Council for the Township of Dawn-Euphemia.

**Signature:** \_\_\_\_\_ **Name (Printed):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Submit completed application to:**  
 The Corporation of the Township of Dawn-Euphemia  
 4591 Lambton Line, RR4  
 Dresden, ON N0P 1M0  
 Ph: 519-692-5148  
 Email: [admin@dawneuphemia.on.ca](mailto:admin@dawneuphemia.on.ca)

**Applications must be submitted at least 30 days prior to the event date.**



## THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

7b

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: August 18, 2025  
From: Donna Clermont, Administrator-Clerk  
Subject: **ELECTION POLICIES 2026**

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### Open Session Report

#### Background:

As per Section 42(3) of the Municipal Elections Act, the Clerk is required to establish procedures and forms for the use of any alternative voting method. The policies have been updated to reflect the 2026 upcoming municipal election.

Attached are the following documents:

1. Procedures for Alternative Voting Method – Vote By Mail
2. Municipal Accessibility Plan
3. Use of Corporate Resources for Election Purposes

Please note: Policies are subject to change pending any amendments to the Municipal Elections Act.

#### Recommendation:

**That Council accepts the report dated August 18, 2025 Re: Election Policies 2026; and that Council adopts the following Election Policies as presented by the Clerk (1) Procedures for Alternative Voting Method – Vote By Mail; (2) Municipal Accessibility Plan; and (3) Use of Corporate Resources for Election Purposes.**





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

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4591 Lambton Line, RR # 4, Dresden, Ontario N0P 1M0  
Tel: (519) 692-5148 Fax: (519) 692-5511 Administration: (519) 692-5148

# **PROCEDURES FOR ALTERNATIVE VOTING METHOD - VOTE BY MAIL**



**Prepared by Donna Clermont, Administrator-Clerk  
Township of Dawn-Euphemia  
Adopted by Council: \_\_\_\_\_**



## **MUNICIPALITY OF DAWN-EUPHEMIA TOWNSHIP**

### **MUNICIPAL ELECTION MONDAY, OCTOBER 26, 2026**

#### **PROCEDURES FOR ALTERNATIVE VOTING METHOD - VOTE BY MAIL**

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33. Amendments to Procedures

## **APPENDICES**

Appendix A - Procedures for Scrutineers

Appendix B – Acceptable Documents for Voter Identification

Appendix C – Recount By-Law 2017-11

## PART I - INTRODUCTION

The 2026 Municipal Election will be held on the fourth Monday in October and, pursuant to the Township of Dawn-Euphemia's By-law 2025-03, will be conducted using the Vote by Mail process as an alternative voting method for the Municipal Election. The *Municipal Elections Act, 1996* provides that when a by-law authorizing the use of an alternative voting method is in effect, Section 43 (advance votes) and Section 44 (voting proxies) apply only if the by-law so specifies. Pursuant to the By-law, Council has authorized the elimination of advance voting and proxy voting other than Ballot Return Stations.

Section 42(3) of the *Act* requires that the Clerk establish procedures and forms for the use of any alternative voting method; and that a copy of such procedures and forms be provided to each candidate. The purpose of this document is to establish procedures for the use of the Vote by Mail method that are consistent with the principles of the *Municipal Elections Act, 1996*. It is noted that the Clerk, in the role of Returning Officer, may need to vary from these prescribed rules, or develop additional ones, from time to time if necessary.

This alternative voting method is used to ensure that every eligible voter has an opportunity to exercise his/her right to vote. It is anticipated that designated Election Officials, candidates, voters and all other stakeholders will work together to ensure the integrity of the system.

The Clerk may at any time, up to and including Election Day, amend the procedures contained herein. A copy of any amendment will be forwarded to each candidate, time permitting and where practical.

With respect to matters of policy and procedures for alternative voting methods, the Clerk's decision is final.

Information and Notice of Election will be updated and posted on the Public Notice Election Board located at the Municipal Office and on the Municipal Website.

Questions regarding these procedures are welcome. Please contact the Clerk during regular office hours at 519-692-5148, or by email [clerk@dawneuphemia.on.ca](mailto:clerk@dawneuphemia.on.ca) or fax 519-692-5511, if you have any comments or questions.

## PART II - KEY DATES FOR 2026 MUNICIPAL ELECTION

<b>ITEM</b>	<b>MEA REFERENCE</b>	<b>DATE OR TIME PERIOD</b>
<b><i>Nomination and Campaign Period Begins</i></b>	S. 33	May 1, 2026
<b><i>Voter's List Produced</i></b>	S.23(2)	On or before September 1, 2026
<b><i>Nomination Day</i></b>	S.31	Third Friday in August - August 21, 2026
<b><i>Nominations (Filing)</i></b>	S. 31(4)(b)	Between May 1 and August 21, 2026 (9 am to 2pm)
<b><i>Nominations (Certification)</i></b>	S. 35(1.1)	Monday following Nomination Day (before 4pm)
<b><i>Ballot packaged mailed to Electors</i></b>		Approximately last week of September
<b><i>Election Day</i></b>	S.5	4 <sup>th</sup> Monday in October
<b><i>Official Declaration of Votes</i></b>	S.55(4)	As soon as possible after voting day
<b><i>Council Term Begins</i></b>	S.4	4 years beginning November 15, 2026
<b><i>Campaign Period</i></b>	S.88.24	May 1 to December 31, 2026
<b><i>Revisions to the Voters List</i></b>	S. 24(1)	September 1 <sup>st</sup> to 8:00 pm on Election Day
<b><i>Financial Filing Deadline</i></b>	S.88.30	Last Friday in March following election (March 30, 2027)

**In the event of a postal strike, the Clerk will provide the ballots for pick up and drop off at the Municipal Office, @ 4591 Lambton Line, during regular business hours.**

### **PART III - DEFINITIONS**

**“BALLOT BOX”** shall mean a box secured at the Municipal Office, in which ballots are kept in advance of the close of voting.

**“BALLOT RETURN STATION”** shall mean a voting place under the general supervision of a designated Election Official where electors, who prefer to deliver or have delivered their completed ballots, may deposit their ballots directly into the care of the Clerk or designated Election Official rather than forwarding their ballots by mail.

**“CLERK”** shall mean the Clerk of The Corporation of the Township of Dawn-Euphemia.

**“CLOSE OF VOTING”** shall be 8:00 pm Eastern Standard Time on Election Day.

**“COUNCIL”** shall mean the Council of The Corporation of the Township of Dawn-Euphemia.

**“COUNTING LOCATION”** shall mean the Municipal Office located at 4591 Lambton Line, Rutherford and/or any other location that the Clerk deems appropriate.

**“DEPUTY RETURNING OFFICER”** (DRO) shall be a person appointed by oath to act in place of the Clerk in respect of administering oaths, revision of the voters' list, ensuring security, updating the voters' list, carrying out the counting of votes in a ballot box and other duties as may be delegated by the Returning Officer.

**“DROP BOX”** shall be a box in which Return Envelopes and Secrecy Envelopes are placed by persons delivering their ballots in person to the Ballot Return Station.

**“ELECTION CAMPAIGN ADVERTISEMENT”** means an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting or supporting the election of a Candidate.

**“ELECTION DAY”** shall be the fourth Monday in October.

**“ELECTION OFFICIAL”** shall be a person, appointed by the Clerk, with responsibility to assist in the administration of the election process and for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures.

**“GUARANTEED DATE FOR MAIL RETURN”** shall be the date that Canada Post guarantees the return of voting packages deposited in residences mail boxes anywhere in Canada.

**“MAIL BOX (AFTER-HOURS)”** shall mean the after-hours mailbox located on the outside wall of the Municipal Office building and normally used for mail received after business hours.

**“MUNICIPAL OFFICE”**, unless otherwise specified, shall mean the Township of Dawn-Euphemia Municipal Office located at 4591 Lambton Line, Rutherford.

**“REPLACEMENT VOTING KIT”** shall mean a set of documents which consists of: a Voting Declaration and Instruction Form, a Ballot(s), an Inner Ballot Secrecy Envelope, an outer Return Envelope with prepaid postage, and such other necessary material as the Clerk or designated Election Official determines.

**“RETURN ENVELOPE”** shall be a prepaid postage envelope addressed to the Municipal Office that is either returned by mail to the Municipal Office or is dropped off at the Ballot Return Station. Each Return Envelope should contain both a Voter Declaration Form and an Inner Ballot Secrecy Envelope containing one (1) ballot.

**“RETURNING OFFICER”** shall be the Clerk of The Corporation of the Township of Dawn-Euphemia with responsibility for ensuring that the election is conducted fairly in accordance with legislative requirements and established procedures. As Returning Officer, the Clerk is empowered by legislation to conduct the election and may provide for any matter that is not otherwise provided for in an *Act* or regulation and is, in the Clerk's opinion, necessary or desirable for conducting the election.

**“TOWNSHIP”** shall be the Township of Dawn-Euphemia.

**“VALID MARK”** shall mean a mark within the space designated for the marking of the ballot to the right of the name of each candidate and it is “clearly evident that the intent of the voter was to cast a vote”.

**“VENDOR”** shall mean the vendor authorized by Council to provide the Vote by Mail Services for the Municipal Election. For the purpose of the 2026 Municipal Elections, the Vendor will be DataFix.

**“VOTE BY MAIL” (VBM)** shall apply to all voting in the Municipal Election in the Township of Dawn-Euphemia.

**“VOTING DAY”** shall mean Election Day.

**“VOTER DECLARATION FORM”** shall be a document upon which the qualifying address of the voter is indicated as well as a space for the voter's signature and name. This documentation signifies the voter's declaration that he/she is the person eligible to vote in the election, and this declaration must accompany every ballot submitted.

**“VOTERS' LIST”** shall be a list showing all eligible electors within the Township of Dawn-Euphemia, as provided by the Municipal Property Assessment Corporation (MPAC) and revised by the Returning Officer, Deputy Returning Officer or Election Official pursuant to the provisions of the *Municipal Elections Act, 1996*.

**“VOTING KIT”** shall consist of a Voter Declaration and Instruction Form, a Ballot(s), an Inner Ballot Secrecy Envelope, an outer Return Envelope with prepaid postage, and such other necessary material as the Municipal Clerk determines.

## PART IV - ALTERNATIVE VOTING PROCEDURES - VOTE BY MAIL OVERVIEW

The Township of will once again be utilizing an alternative method of voting - VOTE BY MAIL - for the upcoming Municipal Election.

Voters will receive a Voting Kit in the mail on or about the last week of September. The Voting Kit will contain all of the materials required to place their vote, by mail. The voter simply follows the instructions in their kit, deposits their ballot in the mail using the postage paid response envelope, and Canada Post will deliver the ballots to the Municipal Office for tabulating by Election Day.

Electors who apply to revise the Voter's List before September 1, will receive their Voting Kit by mail. The Voting Kit will contain a voting instruction sheet and Voter Declaration Form; a ballot; a ballot secrecy envelope; a Voter Declaration Form; and a postage prepaid return envelope in which to return the required materials to the Returning Officer.

Electors who *do not* receive their personal Voting Kit, or who receive a Voting Kit with incorrect information, must have their information revised on the Voter's List in order to receive their Voting Kit. After September 1st, electors who revise their information on the Voter's List will be issued their Replacement Voting Kit at the time that they submit such revision. Any person who receives a Voting Kit addressed to another person should contact the Municipal Office to receive further information as **it is against the law to exercise a vote other than your OWN vote.**

Return Envelopes will be received daily by mail and also by drop-off at the Municipal Office. Designated Election Officials will remove the secrecy envelope from the return envelope, and update the Voter's Lists to show that the voter identified on the Voter Declaration Form has cast a ballot. The secrecy envelope will then be secured in a ballot box.

Should voters be unable, or choose not to mail their vote, a ballot return station at the Municipal Office will protect their right to vote by allowing them to deliver their ballots in person right up to the close of voting.

### **Ballot Return Station Location**

### **Drop-off Times**

Municipal Office  
4591 Lambton Line, Rutherford

Monday to Friday, 8:30 am to 4:30pm and until  
8 pm on Election Day.

After-Hours Mailbox

In the after-hours mail box anytime, 24 hours a  
day, 7 days a week, until 8 pm on Election Day

Assistance will be available at the Municipal Office. Please drop in during regular office hours or call 519-692-5148 if you have any questions.



## **PART V - ELECTION PROCEDURES**

Procedures and forms have been developed for this alternative voting procedure, as required by s.42(3)(a), and will be revised as necessary.

### **1. ELECTION OFFICIALS**

- 1.1 The Municipal Clerk is responsible for conducting the Municipal Election, establishing the procedures and rules, and interpreting the procedures and rules, except as varied by a Court.
- 1.2 The Clerk may appoint, in writing, Deputy Returning Officers (DRO's) and such other designated Election Officials as required to assist in the administration of the election process, including but not limited to, revising the Voters' List; management, security and control of the Vote by Mail election system; counting ballots, tabulating results, issuance of notices, printing of materials, and attendance at Ballot Return Stations.
- 1.3 Written appointments of designated Election Officials and delegation of duties shall include the authority to require any person to furnish proof of identity or qualifications pursuant to the *Municipal Elections Act, 1996*, as amended.

### **2. ELECTION STAFF**

- 2.1 The Clerk shall appoint Deputy Returning Officers and/or designated Election Officials in writing and they shall be required to attend a training session, as required by the Clerk, at a time and place as designated by the Clerk.
- 2.2 To avoid suggestions of conflict and to protect the integrity of the election process, the following are ineligible to be appointed as designated Election Officials by the Clerk:
  - persons under 18 years of age;
  - a candidate;
  - spouse, child of a candidate;
  - scrutineers;
  - candidate's financial officer;
  - campaign manager, spokespersons or worker;
  - persons convicted under the Municipal Elections Act or earlier version thereof;
  - persons barred from being a candidate in the current election; and
  - any other person deemed inappropriate by the Clerk having regard for the public interest or the integrity of the election process.
- 2.3 The Clerk's decisions regarding the appointment or non-appointment of designated Election Officials shall be final and not open for review.

### **3. SCRUTINEERS**

- 3.1 A certified candidate may appoint, in writing, scrutineers to be present during the counting of the votes. All scrutineers will be required to show proof of appointment in the form prescribed by the Clerk or designated Election Official. Prescribed forms are available from the Clerk or designated Election Official.
- 3.2 Candidates may appoint scrutineers, who must swear or solemnly affirm an oath.
- 3.3 Scrutineers will produce a copy of their appointment, upon request, to prove that they are entitled to receive a record of voters who have voted, and observe the updating of the Voters' List, processing of Return Envelopes, removal of ballots from the Inner Ballot Secrecy Envelopes, vote counting, and recount procedures, if necessary.
- 3.4 The rights of scrutineers are set out in the *Municipal Elections Act*, subject to whatever modifications are necessary to accommodate the Vote by Mail process.
- 3.5 One scrutineer for each candidate is permitted for each ballot box in the Counting Location, but the number of permitted scrutineers will be reduced by one while the candidate who appointed them is present.
- 3.6 All scrutineers must comply with the procedures that are set out on their Appointment Form and identified in Appendix "A" attached hereto.

### **4. PRELIMINARY LIST AND VOTERS' LIST**

- 4.1 The Municipal Property Assessment Corporation (MPAC) is responsible for supplying the Township of Dawn-Euphemia with the Preliminary List for municipal elections. The Preliminary List, as corrected by the Clerk under Section 22 of the Municipal Elections Act, 1996, shall constitute the Voters' List.
- 4.2 The preliminary list and the Voters' List are public documents and may be inspected by the public at the Municipal Office during regular office hours from 8:30 am to 4:30 pm, Monday to Friday and on Election Day, through to the Close of Voting.
- 4.3 No person shall use information obtained from these lists, except for election purposes. The use and sale of these lists for commercial purposes is PROHIBITED.

- 4.4 Upon receipt of a written request from a candidate for an office, the Clerk or designated Election Official shall provide him/her with a copy of the part of the Voters' List that contains the names of the voters who are entitled to vote for that office. Candidates will be required to sign a declaration, stating that the Voters' List will be used for election purposes only.

## **5. VOTERS' QUALIFICATIONS**

- 5.1 A voter is entitled to vote once in a municipality where he or she resides even if the voter has more than one qualifying property address, a voter may only have one permanent residence.
- 5.2 A voter may be asked to furnish proof that is satisfactory to the election official of the person's identity or qualifications, including citizenship or residency, or of any other matter. Acceptable Identification is prescribed and attached as Appendix "B".

### **5.3 Qualifications of Electors**

*17(2) A person is entitled to be an elector at an election held in a local municipality if on voting date, he or she,*

- (a) resides in the local municipality, or is the owner or tenant of land there, or is the spouse or same-sex partner of such owner or tenant,*
- (b) is a Canadian citizen,*
- (c) is at least 18 years old, and*
- (d) is not prohibited from voting under subsection (3) or otherwise by law.*

### **5.4 Persons Prohibited from Voting**

*17(3) The following persons are prohibited from voting:*

- (a) a person who is serving a sentence of imprisonment in a penal or correctional institution,*
- (b) a corporation,*
- (c) a person acting as executor or trustee or in any other representative capacity, except as a voting proxy in accordance with section 44, and*
- (d) a person who was convicted of the corrupt practice described in subsection 90(3), if Voting Day in the current election is less than five (5) years after Voting Day in the election in respect of which he or she was convicted.*

- 5.5 A voter must complete the Voter Declaration Form provided in the Vote by Mail kit to declare his or her eligibility to vote in the election.

## 6. NOTICES

When required under the *Act*, notices will be published in a newspaper having general circulation in the Municipality. In addition, at the discretion of the Clerk, notices may also be posted on the display windows, public notice board or the electronic sign located at the Municipal Office and/or on the Municipal website and/or via mass mailing to all residents. All notices will be published/posted in the English language only.

- 6.1 **Notice of Election Information:** Information regarding the election will contain all relevant information as determined by the Clerk.
- 6.2 **Notice of Revision of Voters' List:** Information regarding the period for revisions to the Voters' List beginning September 1<sup>st</sup> to the close of Voting on Voting Day.
- 6.3 **Notice of Nomination:** The nomination period is from May 2<sup>nd</sup> to Nomination Day.
- 6.4 **Certified Election Results:** The certified election results shall be published as soon as possible after Voting Day.

The Clerk reserves the right to publish additional advertisements and notices as deemed appropriate.

## 7. REVISION OF THE VOTERS' LIST PROCEDURE

- 7.1 The period for revisions to the Voters' List begins September 1<sup>st</sup> and ends at the close of Voting on Election Day.
- 7.2 Persons, upon application in writing on the prescribed form to the Clerk or designated Election Official, may have their name added, removed, or information added or amended on the Voters' List.
- 7.3 A voter will be asked to provide, to the designated Election Official, the prescribed proof of identity and residence or complete an application in the prescribed form, including a statutory declaration, to prove his/her right to vote. Acceptable Identification is prescribed and attached as Appendix "B".
- 7.4 Applications to remove another person's name from the Voters' List begins on September 1<sup>st</sup> until the end of the close of voting on Election Day. An application must be made in writing on the prescribed form to the Clerk or designated Election Official.

- 7.5 Revisions to the Voters' List will be conducted at the Municipal Office, on forms available from the Clerk's Department, during regular office hours up to and including Election Day. On Election Day revisions can take place up to the close of voting.
- 7.6 The Clerk may correct any obvious errors in the Preliminary List and may use any information that is in the local municipality's custody or control to do so.
- 7.7 The Clerk or designated Election Official will maintain a list of changes. Applications to revise the Voters' List may be filed in person or by mail by the applicant or in person by an agent. Applications must be filed in accordance with the *Municipal Elections Act, 1996*, Section 24 and Section 25.
- 7.8 Upon determination of all applications for revision to the Voters' List received on or prior to September 15, the Clerk will compile an interim list of changes and within ten (10) days send a copy of the statement of changes to each person who was provided with a copy of the Voters' List. After the Statement of Changes to the Voters' List has been compiled, the original list and the Statement of Changes together make up the Voter's List.
- 7.9 Clerk shall certify the Voters' List as revised. Only persons on this Voters' List and those added by revision are entitled to vote.
- 7.10 It must be emphasized that, in a Vote by Mail system, the onus is on ELIGIBLE VOTERS TO ENSURE that their NAMES and RELEVANT INFORMATION are on the Voters' List. Due to time constraints, the Clerk or designated Election Official cannot ensure that Voting Kits mailed out after the guaranteed date for mail return will reach voters in time for them to exercise their right to vote.

## **8. NOMINATIONS**

- 8.1 Nominations are to be filed with the Clerk or designated Election Official, on the prescribed form, at the Municipal Office, in person or through an agent, during normal office hours, on any day on or after May 1<sup>st</sup>, in the year of a regular election before Nomination Day (3<sup>rd</sup> Friday in August), between the hours of 8:30 am and 4:30 pm. The nomination paper *may not* be faxed or e-mailed.
- 8.2 On Nomination Day (3<sup>rd</sup> Friday in August), the prescribed filing time is 9:00 am to 2:00 pm and nominations will be accepted at the Municipal Office only. Nominations will be closed at 2:00 pm sharp and only those persons present in the Clerk's Office at that time will be considered for filing.
- 8.3 Nominations must be on the prescribed form and accompanied by the prescribed fee. (Councillor – one hundred dollars, Mayor – two hundred dollars – cash (including debit), money order or certified cheque). Candidates will be required to provide photo-identification when submitting the nomination forms.

- 8.4 All candidates must provide designated Election Officials with proof of identity and qualifying address within the municipality when filing a nomination. If an agent is filing on behalf of a candidate, the agent must provide a copy of the candidate's proof of identity, as well as their own.
- 8.5 Nomination forms received on or before Nomination Day will be reviewed for completeness when filed and will be certified at a later date, on or before 4:00 pm the Monday following Nomination Day.
- 8.6 The Nomination Form must be accompanied by:
- (a) the prescribed nomination filing fee
  - (b) appropriate identification.
- 8.7 If a candidate files a nomination, and then changes their mind and decides to run for a different office on the same council, they are not required to submit new signatures.
- 8.9 The Nominee's Name as it is to appear on the ballot is subject to approval of the Clerk.
- 8.10 Notice of Offices for which persons may be nominated and nomination procedures shall be given by advertisement in a local newspaper with general circulation prior, to Nomination Day.
- 8.11 An unofficial list of persons who have submitted nomination forms and the office that they are seeking election to, shall be updated as soon as practical after receipt of nomination papers. The list will also be included on the Township's Website ([www.dawneuphemia.ca](http://www.dawneuphemia.ca)) and posted on the Public Notice Board located at the Municipal Office.
- 8.12 An official list shall be posted once nomination forms have been certified and the nomination period has expired.

8.13 A candidate is entitled to a refund of the nomination filing fee if the financial statements required under subsection 88.25 (1) are filed on or before 2 pm on the filing date; or they withdraw their nomination before 2:00 pm on Nomination Day.

8.14 The Clerk's decision to certify or reject a nomination is final.

## **9. Withdrawal of Nominations**

9.1 A candidate shall appear in person, with identification, in order to withdraw their nomination in the Clerk's Office before 2 pm on Nomination Day.

9.2 If the nomination is withdrawn by an agent, then the agent shall appear in person, with identification and a Letter of Authorization to represent the candidate, in order to withdraw the candidate's nomination.

9.3 **Nominations for One Office Only** – If a person has been nominated for an office and is nominated for another office, the first nomination shall be deemed to have been withdrawn at the time the second nomination is filed.

9.4 The process for receiving a Withdrawal of Nomination shall be as follows:

9.4.1 Retrieve the candidate's file and nomination paper.

9.4.2 Provide the candidate with a copy of the "Withdrawal of Nomination Form". Ensure that all information is filled out correctly. Fill in 'Clerk or Designate' box.

9.4.3 Provide a copy of the form and inform the candidate that the filing fee will be reimbursed by cheque upon receipt of the completed Financial Statement. The original form, copy of the cheque and the Financial Statement shall be placed in the candidate's file.

9.4.4 Remove the candidate's name from the 'Unofficial List of Candidates'.

## **10. Maximum Campaign Expenses**

10.1 The period begins on the date a candidate files their nomination and ends on December 31, or the day the nomination is withdrawn or rejected by the Clerk.

10.2 During the period expenses shall not exceed the amount calculated in accordance with the prescribed formula.

10.3 Upon the filing of a person's nomination, the clerk shall calculate the applicable maximum amount of the person's expenses, as of the filing date, whichever is greater using (1) the number determined from the voters' list from the previous regular election, as it existed on September 15 in the year of the previous election; or (2) the number determined from the voters' list for

the current election, as it exists on September 15 in the year of the current election; and shall give the person, or the agent filing the nomination for the person, a certificate of the applicable maximum amount as of the filing date S.33.01(1).

- 10.4 The Clerk will, on or before September 30, calculate the maximum campaign expenses for each office for which nominations were filed and prepare a Certificate of Maximum Campaign Expenses Form for each certified candidate S.88.20 (13)(a).

Whichever of the above two amounts is higher, it becomes the candidate's official spending limit. The Clerk's calculation of the maximum campaign expenses is final.

## **11. Candidates Election Campaign Advertisements**

- 11.1 A candidate must include language on their campaign advertisement which clearly identifies the candidate. A candidate shall provide the following information to the broadcaster/publisher in writing: (1) name of the candidate; and (2) the name, business address and telephone number, which the broadcaster must retain for four years.

### **Third Party Advertising Requirements**

- 11.2 Third parties must be registered with the Clerk at the time of advertisement. The notice must be filed on the prescribed form and must include a declaration of qualification signed by the individual or by a representative of the corporation or trade union, as the case may be.
- 11.3 Third party advertisements must contain (1) the name of the registered third party, (2) the municipality where the third party is registered, (3) a telephone number, mailing address or email address at which the third party may be contacted regarding the ad.
- 11.4 Broadcaster/publisher shall retain records of the third party advertising, copy of the ad/means of reproducing it and the cost, for four years after the date of appearance and permit inspection during normal business hours.
- 11.5 The Clerk's decision to certify or reject a notice of registration is final.
- 11.6 Third party advertisers are responsible for reviewing and complying with the financial reporting rules.
- 11.7 If the municipality is satisfied that there has been a contravention, the municipality may require a person who the municipality reasonable believes contravened this section or caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred, to remove the advertisement or discontinue the advertising. S.88.7.



## **12. Financial Reporting**

- 12.1 All nominated candidates, including those not elected, those who withdrew their nomination or those whose nomination was rejected by the Clerk, must disclose and report their contributions and expenses no later than the last day of December, in the year of the Election.
- 12.2 The Clerk will, before Election Day, give to each person nominated for an office, notice of the penalties related to election campaign finances.
- 12.3 The deadline for filing financial statements is the last Friday in March following the election, on or before 2 pm. The Clerk will, at least 30 days before the filing date, give notice by mail. The Clerk is not required to give any further or additional notice.
- 12.4 A candidate may resubmit a financial statement *to correct an error* up until the filing deadline S.88.25(3).
- 12.5 Electronic filing of financial statements is permitted and must be emailed directly to the Clerk at [clerk@dawneuphemia.on.ca](mailto:clerk@dawneuphemia.on.ca). However, it is the *sole* responsibility of the candidate to ensure that the financial statements have been successfully received by the Clerk by the deadline, as the Township will not accept any responsibility for any documents that are lost or not received by the deadline S. 88.25(11).
- 12.6 Financial statements are available at no charge for viewing by the public. The Clerk shall make available to the public a report setting out all candidates in an election and indicating whether each candidate has filed their financial statements. S.88.23(4). The report shall be available on the website or in another electronic format as soon as possible, but not later than April 30<sup>th</sup> in the year following the election. Any candidates who are in default of filing their financial statements shall be identified as such, in the public report.

### **12.7 Candidate Filing Default**

A candidate is in default of the filing requirements of the Act if:

- (a) he or she fails to file any document as required on the prescribed form and by the relevant date;
- (b) a document filed shows on its face a surplus and the candidate fails to pay the amount required to the Clerk by the relevant date;
- (c) a document filed shows on its face that the candidate has incurred expenses exceeding what is permitted; or
- (d) a document filed shows on its face a surplus and the candidate fails to pay the amount required by that section by the relevant date.

**In the case of these defaults:**

- (a) the candidate forfeits any office to which he or she was elected and the office is deemed to be vacant; and
- (b) until the next regular election has taken place, the candidate is ineligible to be elected or appointed to any office to which the Act applies.

**12.8 Notice of Default**

The Clerk is required to notify the candidate in writing of the default and send a notice of the default to the candidate, by mail, and to the relevant Council or local Board, and make available to the public the name of the candidate and a description of the nature of the default as per S. 12.7 (above). S.88.23(3).

**13. ACCLAMATIONS**

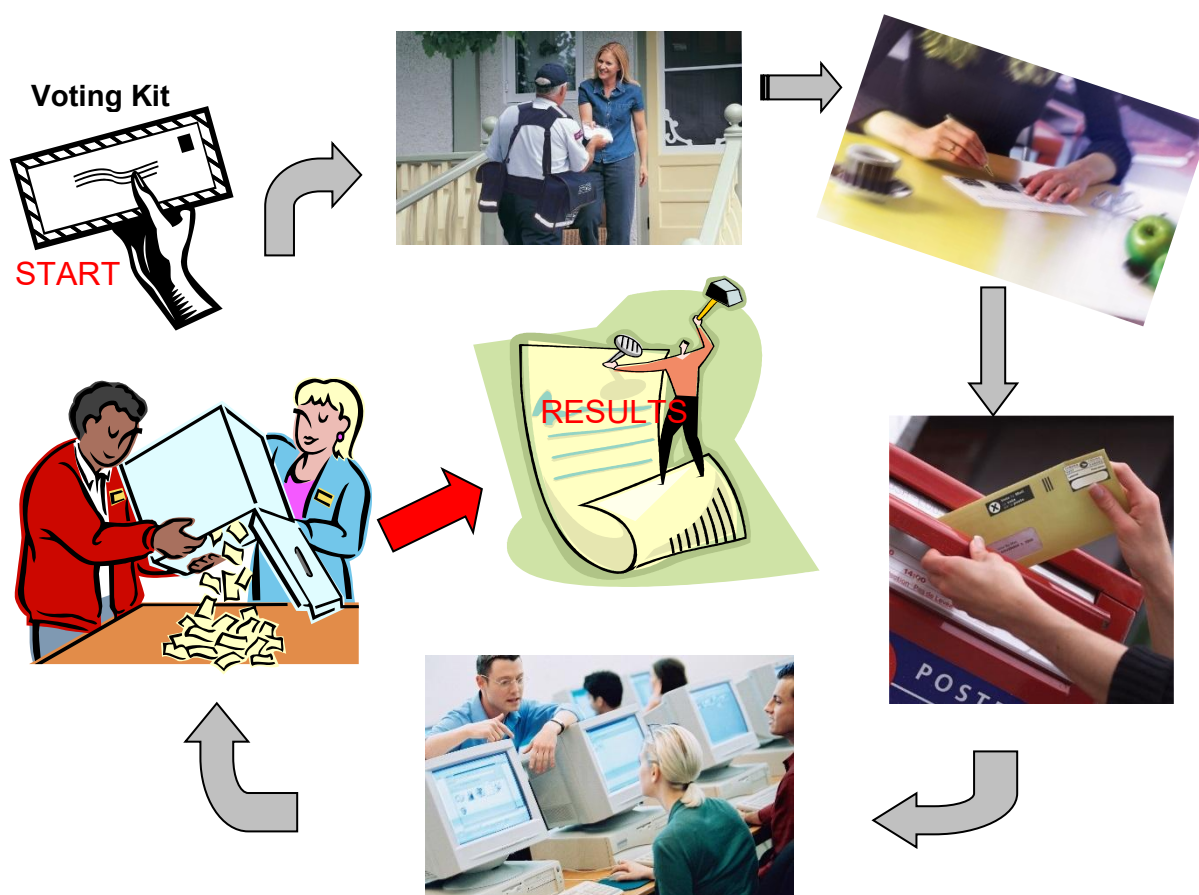
- 13.1 If the number of candidates nominated for any office is equal to or less than the number that are required to be elected to that office, the Clerk will, after 4 pm on the Monday following Nomination Day, declare the candidate(s) acclamation and prepare the Declaration of Acclamation.
- 13.2 The Clerk will post this list on the Public Notice Board located at the Municipal Office and on the Municipal Website. The Clerk will also provide a copy of the declaration to the acclaimed candidate(s) and will place a copy of the declaration in the candidate's file.
- 13.3 If the number of certified candidates still does not exceed the remaining number of vacancies, additional nominations may be filed on the Wednesday following Nomination Day, between 9:00 am and 2:00 pm. The Clerk will certify the additional nominations by 4:00 pm on the Thursday following Nomination Day, and after 4:00 pm, declare the additional candidate or candidates elected by acclamation.
- 13.4 The Clerk will post this list on the Public Notice Board located at the Municipal Office and on the Municipal Website. The Clerk will also provide a copy of the declaration to the acclaimed candidate(s) and will place a copy of the declaration in the candidate's file.

## 14. VOTE BY MAIL PROCEDURES

The procedures for voting are set out in the voting instruction sheet which accompanies the Voting Kit. Voters requiring technical assistance in any manner, should either attend or contact staff at the Municipal Office at 519-692-5148 for assistance. The Municipal Office is open during normal office hours from 8:30 am to 4:30 pm, Monday to Friday, up to and including Election Day to the closing of the vote.

Where an election is required to be held for an Office, the Vote by Mail procedure shall be as follows:

14.1 The Municipality, in conjunction with the Vendor, will provide a Vote By Mail Kit to every person who qualifies to be an elector up to the Close of Voting on Election Day.

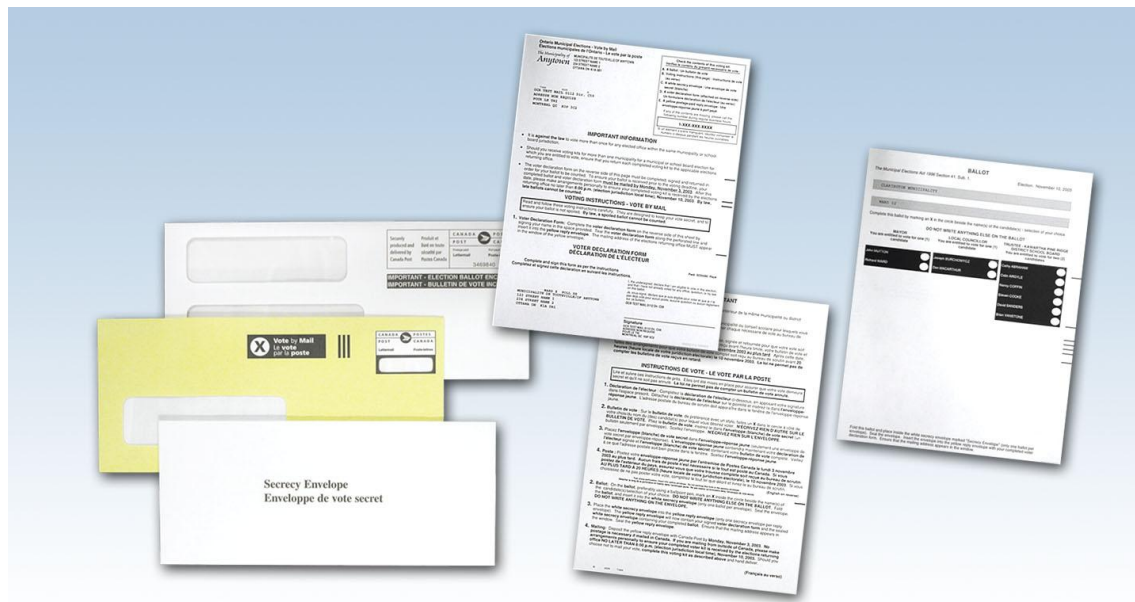


**In the event of a postal strike, the Clerk will provide the ballots for pick up and drop off at the Municipal Office, @ 4591 Lambton Line, during regular business hours.**

14.2 On or about the last week of September, delivery of Voting Kits to those that are on the Voter's List as of September 1<sup>st</sup> will commence. After this date, Voting Kits will be provided by the Clerk or designated Election Official, either by mail, or in person, at the Municipal Office.

14.2.1 A Voting Kit shall consist of:

- A Voting Instruction Sheet;
- A Composite Ballot;
- A White Ballot Secrecy Envelope;
- A Voter Declaration Form (with bar code);
- A Yellow Return Envelope with prepaid postage; and
- Such other necessary material as the Clerk or designated Election Official determines necessary.



14.2.2 In addition to the Voting Kits mailed, the Clerk will receive extra blank voting kits. Once received, the voting kits will be counted and the numbers recorded.

14.2.3 The number of voting kits distributed by the Clerk or designated Election Official to persons qualifying to be voters after September 1<sup>st</sup>, will be recorded.

14.3 Upon receipt of the voting kit, each voter should follow the instructions provided in the kit exactly. The instructions require the voter to:

14.3.1 Complete the ballot;

14.3.2 Insert the ballot into the ballot envelope marked Secrecy Envelope;

14.3.3 SEAL the Ballot Secrecy Envelope;

14.3.4 Complete and sign the Voter Declaration Form. If a voter requires assistance in voting, he/she shall make their mark (ie. an “x”) on the signature line and have a witness sign in the signature area of the Voter Declaration Form;

14.3.5 Place the completed Voter Declaration Form, along with the SEALED Ballot Secrecy Envelope, into the yellow prepaid business reply envelope;

14.3.6 Seal the yellow prepaid business reply envelope; and

14.3.7 Mail the yellow prepaid business reply envelope by the guaranteed date return or deliver it by some other means to the Municipal Office no later than 8:00 pm on Election Day.



Note: The postage paid envelope is only applicable for mail originating within Canada.

14.4 In addition to using the mail system, a Ballot Return Station will be established for those voters, who prefer to deliver or have delivered their completed ballots, directly into the care of the Clerk or designated Election Official rather than forwarding their ballots by mail.

A Ballot Return Station shall be established at the following location, date and time:

Location	Date and Time
Municipal Office 4591 Lambton Line, Rutherford	During regular business hours and until the close of voting on Election Day. Ballots can also be dropped off in the after-hours mail box at anytime.

14.5 The final day to deposit the Return Envelope in the mail to ensure delivery to the Clerk or designated Election Official, is the “guaranteed mail return date” – as determined by Canada Post.

- 14.6 Voters who have failed to mail their Return Envelope by the guaranteed return date are encouraged to take steps to ensure alternate delivery of the Return Envelope to the Municipal Office by the Close of Voting on Election Day.
- 14.7 Return Envelopes deposited in the after-hours Drop Box located at the Municipal Office by the Close of Voting on Election Day will be considered as having been mailed.
- 14.8 The Vendor has a record of all voters on the Voters' List provided by the Municipal Property Assessment Corporation (MPAC), and has received a list of all voters added to the list up to and including September 1.
- 14.8.1 Voters on or added to the list up to September 1, will receive their Voting Kit by mail.
- 14.8.2 Voters added to the list after September 1 but before the guaranteed mail return date, will receive their Voting Kit by mail, or in person from the Clerk or designated Election Official.
- 14.8.3 After the guaranteed mail return date, it is recommended that those persons making application to add their names to the list, do so in person or by an agent, at the Municipal Office.
- (i) Persons making application to add their names to the list in person, will be asked to provide, to the designated Election Official, the prescribed proof of identity and residency (in accordance with Appendix B) or complete an application in the prescribed form (Declaration of Identity – Form 9), including a statutory declaration, to prove his/her right to vote. Such proof of identity and residency shall include the person's name, qualifying address, and signature.
- (ii) Agents acting on behalf of a voter will be asked to provide, to the designated Election Official, the prescribed proof of identity for themselves, and in addition, for the voter that they are agent for, the prescribed proof of identity and residence to prove the voter's right to vote. Such proof of identity and residence shall include the person's name, qualifying address, and signature.

In addition, proof of citizenship, such as a birth certificate, Canadian Citizenship certificate or other such documentation may be required for any voter.

If the application is certified by the Clerk or designated Election Official, a Voting Kit will be issued at that time. Those voters will have the option of returning the ballot at a later time, or conducting their vote

and depositing their Return Envelope with a designated Election Official for placement in the Drop Box in the Municipal Office, or depositing the Return Envelope in the Ballot Return Station.

- 14.8.4 A list of names shall be maintained showing the name and address of each person who has been added to the Voters' List, and has been issued a Voting Kit.
- 14.8.5 It must be emphasized that, in a Vote By Mail system, **the onus is on eligible voters to ensure that their names are on the Voters' List.** Due to time constraints, the Clerk or designated Election Official, cannot ensure that a Voting Kit mailed after the guaranteed mail return date will reach voters in time for them to exercise their right to vote.

Where it is not possible to mail a Voting Kit to a voter, and at the request of the voter, the Clerk or designated Election Official may arrange for a Voting Kit to be delivered to the voter by courier – “collect only”.

## 15. REPLACEMENT VOTING KITS

- 15.1 If a voter on or added to the Voters' List does not receive a Voting Kit, or if the Voting Kit is lost or destroyed, a Replacement Voting Kit may be issued. The voter or their agent **must attend** the Municipal Office to obtain a Replacement Voting Kit. A form must be signed by the elector prior to the issuance of a Replacement Voting Kit. The Clerk or designated Election Official will confirm that the voter is qualified, administer an appropriate oath to the voter or their agent, and issue the Replacement Voting Kit.
- 15.1.1 If the Voting Kit is a Replacement Kit, the Voter Declaration Form will be marked with “RVK” and initialed by the Clerk or designated Election Official to indicate that the voter has been issued a Replacement Voting Kit.
- 15.1.2 A list of names shall be maintained showing the name and address of each person who has received a "Replacement Voting Kit" and the Master Voters' List shall be updated in accordance with the established procedures.
- 15.1.3 The designated Election Official shall ensure that a form is filled out for each individual for whom a Replacement Voting Kit is issued. The elector shall also sign a declaration on this form attesting to the fact that they are:
- A qualified elector;
  - Not in receipt of their Voting Kit; or
  - They were in receipt of their Voting Kit but it has been either lost or destroyed.

15.2 All "Replacement Voting Kits" will be stored in a secure location under the control of the Clerk or designated Election Official in the Municipal Office.

15.3 The completed Replacement Voting Kit declarations/forms shall be kept in the custody of the Returning Officer.

15.4 A designated Election Official shall be responsible for monitoring the inventory. The designated Election Official shall ensure that Replacement Voting Kits issued plus remaining inventories equal totals received at all times by producing a daily balance, as required.

## **16. FORM OF BALLOT**

16.1 The form of ballot will be a "Composite Ballot".

16.2 The ballot shall be designed with the names of the candidates in alphabetical order based upon the candidate's last name.

16.3 The place for the elector to mark the ballot for each candidate shall be clear and unambiguous.

## **17. STORAGE OF BALLOTS & ELECTION MATERIAL - DURING ELECTION PERIOD**

Utilization of a Vote by Mail process necessitates the storage of cast ballots, the master voters' list and Replacement Voting Kits in a secure location. For the purpose of the Municipal Election, the Secure Room shall be designated as the vault located in the Municipal Office, 4591 Lambton Line, Rutherford.

### **STORAGE OF ITEMS REQUIRING SECURITY**

17.1 The following items shall be secured during the election period:

Ballot Boxes

Drop Boxes

Replacement Voting Kits

Master Voters' List

(any other material as deemed necessary by the Clerk)

17.2 During the election period beginning on or about the last week of September through to Election Day, all ballot boxes, and Replacement Voting Kits will be kept in the Secure Room and may only be accessed by either the Returning Officer or a designated Election Official.

17.3 Access will be witnessed by an additional individual.



17.4 The Master Voters' List will be kept in the Secure Room and may be removed on a daily basis for updates and revisions. As well, the Master Voters' List will be given to the designated Election Official to strike the names of those who have voted.

17.5 The Drop Box located at the Municipal Office, will be kept in view of the main reception counter during regular office hours, and will be returned to the Secure Room at the close of business each day.

## **18. SECURITY OF THE BALLOT PRIOR TO VOTING**

18.1 Ballots will be printed under the supervision of the Vendor and the number of ballots printed will be forwarded to the Clerk.

18.2 The Vendor will mail a ballot to each person identified on the revised Voters' List as of September 1, and this number of ballots used will be forwarded to the Clerk.

18.3 In addition to the ballots mailed, the Clerk will receive some additional spare ballots. Once received, the ballots will be counted and the numbers recorded.

18.4 The number of ballots distributed by the Clerk or designated Election Official to persons qualifying to be voters after September 1, will be recorded.

18.5 If the Clerk or designated Election Official runs out of ballots printed by the Vendor, he/she may photocopy as many ballots as he/she deems necessary and place his/her initials upon the back of such ballots. The number of ballots copied will be recorded.

## **19. SECURITY OF THE BALLOT DURING/AFTER THE VOTE**

19.1 Upon receiving the prepaid yellow Return Envelope by mail or from a Ballot Return Station, the Return Envelope will be opened and upon verification of a signed declaration form, the sealed Inner Ballot Secrecy Envelope will be stored in ballot boxes. The number of Inner Ballot Secrecy Envelopes entered into the container each day will be recorded.

19.2 At the end of each day, the Clerk or designated Election Official shall affix a seal to the ballot box, initial the seal and place the sealed boxes in a secure location under the control of the Clerk or designated Election Official. Each morning, the Clerk or designated Election Official shall retrieve the ballot box, inspect the seals to ensure that they are intact, and in the presence of another designated Election Official, break the seals to access the slots for use during the day. Ballot boxes (as required) shall be maintained at the Election Day Ballot Return Station during the specified hours. At the Close of Voting, the ballot boxes maintained at the Ballot Return Station shall be sealed.

- 19.3 The ballot boxes, once sealed, will be transported to the Counting Location and the boxes opened and the ballots counted.
- 19.4 After the count, each bundle of ballots, along with the duplicate original Statement of Results will be placed back into the ballot box. When the vote is complete, the ballot boxes will be sealed and initialed by the Clerk or designated Election Official prior to transfer to a secure place under the control of the Clerk or designated Election Official.

## **20. PROCEDURE ON RECEIPT OF RETURN ENVELOPES**

### **20.1 Mailed Return Envelopes**

- 20.1.1 Return Envelopes will be received, on a regular basis, by designated Election Officials. The Clerk or a designated Election Official, shall in plain view, sort the Return Envelopes for processing and place them in a tray/container for this purpose. These trays/containers will be placed in the Secured Room for safekeeping until the designated time for the Return Envelopes to be opened in accordance with the procedures set forth.
- 20.1.2 Access to the secure location will be restricted commencing at the time of receipt of the first Return Envelope until the Close of Voting on Election Day.
- 20.1.3 The opening of Return Envelopes upon their return to the Municipal Office is for the purpose of processing Voter Declaration Forms, updating the Voters' List, and placing sealed Ballot Secrecy Envelopes into the Ballot Boxes.

### **20.2 Dropped Off Return Envelopes**

- 20.2.1 Voters attending in person at the Municipal Office to exercise their right to vote shall complete their vote in accordance with the instructions contained in the Voting Kit and may deliver the Return Envelope to a designated Election Official. There will be an area designated at the Municipal Office for voters to complete their vote in privacy.
- 20.2.2 Return Envelopes will be deposited immediately in a secure receptacle (Ballot Box) located in the main reception counter area. The receptacle shall be clearly marked as a "Drop Box" for return ballots in their Return Envelopes containing the ballot secrecy envelope and the Voter Declaration Form.
- 20.2.3 Designated Election Officials shall monitor the use of the Drop Box and request placement of its contents in the Secured Room as often as necessary. The contents of the Drop Box may be processed daily or

as needed, with the mailed Return Envelopes. Designated Election Officials shall ensure that the Drop Box is placed in the Secured Room at the end of every business day.

- 20.3 The Municipal Office is open Monday to Friday and including Election Day, between the hours of 8:30 am and 4:30 pm, as required and on Election Day between the hours of 8:30 am and 8:00 pm, Return Envelopes will be opened by designated Election Officials and dealt with as outlined in Section 21.

## **21. COUNTING OF BALLOTS – ACCEPTED AND REJECTED BALLOTS**

- 21.1 The Clerk and designated Election Officials will ensure that every vote possible can be counted.
- 21.2 At the designated time and location, the Clerk or designated Election Official, in the presence of at least one other designated Election Official, will sort the Return Envelopes and will open Return Envelopes which have been received at the Municipal Office, and will remove the Ballot Secrecy Envelope and Voter Declaration Form from the Return Envelope.

The designated Election Official will identify the voter from the Voter Declaration Form, and will confirm that the Voter Declaration Form is properly signed and the designated Election Official will update the Voters' List by striking the name of the elector.

- 21.2.1 If upon opening the Return Envelope, it contains an equal number of Ballot Secrecy Envelopes to Voter Declaration Forms, the ballots WILL BE COUNTED.



- 21.2.2 If upon opening the Return Envelope, the ballot is not contained within the Ballot Secrecy Envelope; however, is accompanied by a signed Voter Declaration Form, the Election Official will insert the ballot into a Ballot Secrecy Envelope without examining the ballot and seal the envelope. The ballot WILL BE COUNTED.
- 21.2.3 If upon opening the Return Envelope, it contains a Ballot Secrecy Envelope; however, there is no Voter Declaration Form, the Election Official will open the Ballot Secrecy Envelope to determine if the Voter Declaration Form has been inserted in the Ballot Secrecy Envelope.
- (a) If the Election Official finds the Voter Declaration Form contained in the Ballot Secrecy Envelope, the Election Official will remove the Voter Declaration Form without examining the ballot. The Ballot will be placed in a new Secrecy Envelope and the envelope sealed.

- (i) If the Voter Declaration Form is signed, the ballot WILL BE COUNTED.
    - (ii) See Section 21.2.5 if the Voter Declaration Form is unsigned.
  - (b) If the Election Official does not find the Voter Declaration Form contained in the Ballot Secrecy Envelope, the ballot WILL BE REJECTED.
- 21.2.4 If upon opening the Return Envelope, it contains more Voter Declaration Forms to Ballot Secrecy Envelopes, or more Ballot Secrecy Envelopes to Voter Declaration Forms, the Election Official will open the Ballot Secrecy Envelopes to determine if any Voter Declaration Forms or additional ballots have been inserted in such envelopes.
- (a) If the Election Official finds more than one ballot is contained in the Ballot Secrecy Envelope and the number of ballots now equals the number of Voter Declaration Forms, the Election Official will remove the additional ballot without examining the ballot and insert it into a new Ballot Secrecy Envelope and seal the envelope.
    - (i) If the Voter Declaration Form is signed, the ballots WILL BE COUNTED.
    - (ii) See Section 21.2.5 if the Voter Declaration Form is unsigned.
  - (b) If the Election Official finds that a Voter Declaration Form is contained in the Ballot Secrecy Envelope, the Election Official will remove the Voter Declaration Form without examining the ballot and seal the Ballot Secrecy Envelope.
    - (i) If the Voter Declaration Form is signed, the ballots WILL BE COUNTED.
    - (ii) See Section 21.2.5 if the Voter Declaration Form is unsigned.
  - (c) If after this process there remains a different number of Ballot Secrecy Envelopes than Voter Declaration Forms, the ballots WILL BE REJECTED.

- 21.2.5 If a Voter Declaration Form has *not been signed* by the voter, and where sufficient time permits, an attempt will be made to contact the voter to provide for an opportunity for the voter to sign the Voter Declaration Form. The Voter Declaration Form together with the Ballot Secrecy Envelope will be kept in the Secured Room up to the Close of Voting on Election Day.
- (i) If the voter attends the Municipal Office and signs the Voter Declaration Form prior to the Close of Voting on Election Day, the ballot WILL BE COUNTED.
  - (ii) If the Voter Declaration Form is unsigned at the Close of Voting on Election Day, the ballot WILL BE REJECTED.
- 21.2.6 If, upon opening the Return Envelope, the Ballot Secrecy Envelope has not been sealed or in the event the Ballot Secrecy Envelope has been sliced open as a result of opening the Return Envelope, the Clerk or designated Election Official will seal or tape the envelope without examining the ballot and the ballot WILL BE COUNTED.
- 21.2.7 If the Secrecy Envelope contains writing or marks that may identify the elector, or is torn, defaced or otherwise dealt with by the elector in a way that may identify him or her, the ballot may be rejected. Since ballot envelopes will be opened and separated from the ballot prior to counting, ballot envelopes dealt with in such a manner will not automatically be rejected. The decision of the Clerk in determining whether or not the ballot will be counted or rejected is final.

## Rejected Ballots

- 21.2.8 In addition to rejecting cast ballots for violations of the *Municipal Elections Act, 1996*, the following conditions will also cause a ballot to be considered rejected if:

- (a) upon opening the Return Envelope there is no Voter Declaration Form, subject to Section 21.2.3 above;
- (b) upon opening the Return Envelope there is a different number of Ballot Secrecy Envelopes than Voter Declaration Forms, subject to Section 21.2.4 above;
- (c) upon opening the sealed Ballot Secrecy Envelope at the Counting Location, the envelope contains more than one ballot;



- (d) upon opening the sealed Ballot Secrecy Envelope at the Counting Location, the envelope contains a ballot which has not been marked, it will be counted as a 'Ballot Used but Unmarked by Elector'; and
- (e) if votes have been cast for more candidates for the office than are elected (ie: voted for 4 councillors instead of 3) that portion of the ballot shall be rejected.

21.2.9 A ballot may be rejected if the vote is not marked inside the space provided for marking the ballot. The vote should be obvious, if not, that portion of the ballot shall be rejected.

21.2.10 Any ballots received after 8:00 pm on Election Day shall be rejected.

21.2.11 In cases where the voter has already been struck off the list as having voted (in cases where a voter votes twice), the Election Official will mark the outer envelope, number, initial and record that it has been rejected.

21.2.12 Where a Ballot Secrecy Envelope is rejected, the reason for the rejection shall be recorded by numbering the Ballot Secrecy Envelope and noting the reason for the rejection on a separate Rejected Ballots Record.

21.3 The designated Election Official will place the Voter Declaration Form in a container. Voter Declaration Forms that have been processed will be made available for viewing at the Municipal Office by the candidates or scrutineers to review or update their Voter's Lists, if desired.

21.4 The designated Election Official will place the Ballot Secrecy Envelope in the appropriate Ballot Box and keep a running tally of the number of Ballot Secrecy Envelopes in that box. (In order to facilitate counting on Election Day, a maximum number of ballots per box will be predetermined). Once the box contains the predetermined number of ballots, the box will be sealed, numbered sequentially and stored in the Secured Room under the control of the Clerk or designated Election Official. A new box will then be utilized.

(ie. Box 1 – once this box contains the predetermined number of Ballot Secrecy Envelopes, it will be numbered accordingly, sealed and placed in the Secured Room under the control of the Clerk or designated Election Official. A new Ballot Box, numbered Box 2 will be used.)

21.5 After all Return Envelopes received each day have been dealt with, the Clerk or designated Election Official will affix a seal to each Ballot Box, initial the seal and place the sealed Ballot Box in the Secured Room under the control of the Clerk or designated Election Official.

21.6 Each morning, the Clerk or designated Election Official will re-open the Ballot box to be used, in the presence of at least one other designated Election Official.

21.7 On Election Day, the Ballot Boxes and other required election material will be transported to the Counting Location.

## **22. OPENING OF SECRECY ENVELOPES**

22.1 Secrecy Envelopes shall be opened in the presence of two (2) Election Officials.

22.2 Ballots damaged during the opening of the secrecy envelope by the Election Official, shall be counted.

## **23. COUNTING LOCATION**

23.1 The Counting Location will be located in the Municipal Office located at 4591 Lambton Line, Rutherford; *however, if “social distancing” or other legislated requirements, restrictions, recommendations or other, from the Province, Federal Government or the local Health Unit are warranted due to the ongoing pandemic, the Counting Location may be relocated to the Dawn-Euphemia Community Centre, 6213 Mill Street (amended Jul 27/22).*

23.2 Proceedings at a Counting Location are under the direction of the Clerk, or persons designated by the Clerk and no other person shall touch any ballot, or interfere in the proceedings in any way.

23.3 No campaign material will be allowed within the Counting Location.

## **24. COUNTING OF BALLOTS**

24.1 Counting the ballots, completion of the statements of results and handling of election materials will proceed as set out in the *Municipal Elections Act 1996*, as amended, subject to whatever modifications may be required due to the Vote By Mail process.

24.2 After 7:00 pm on Election Day, the ballot boxes, containing the secured sealed Ballot Secrecy Envelopes received by the Clerk or designated Election Officials up to that time, will be sealed and then transported by the Clerk or designated Election Official to the Counting Location.

24.3 Sealed Ballot Secrecy Envelopes received at the Ballot Return Station between 6:00 pm and the Close of Voting on Election Day will be delivered to the Counting Location immediately after the Close of Voting in sealed ballot boxes. Scrutineers will be allowed to view the sealing of the ballot boxes prior to both transfers.

- 24.4 Return Envelopes received after 8:00 pm on Election Day will be date stamped, will not be counted, and will be placed in the Secured Room and retained for the statutory document retention period.
- 24.5 The duly appointed Deputy Returning Officers and designated Election Officials shall attend at the Counting Location as determined by the Returning Officer for the purpose of removing and sorting the ballots no earlier than 7:00 pm.
- 24.6 Deputy Returning Officers will be assigned a ballot box. No earlier than 7:00 pm on Election Day at the Counting Location, ballot boxes will be opened, and the ballots removed and sorted. Counting of the ballots will commence at 8:00 pm. Only those persons eligible to be in the Counting Location will be allowed to remain.
- 24.7 The Deputy Returning Officer shall commence the examination of the ballots reading the votes recorded to those in attendance. The designated Election Official shall record the numbers on the Tally Sheet. At the discretion of the Deputy Returning Officer, after each group of 50 ballots is counted, a cross reference to the Tally Sheet for balancing purposes is encouraged.
- 24.8 Each Office will be counted separately, starting with the Mayor and followed by Councillors then School Board Trustees. At the completion of each Office, the count for that Office should be balanced and the summary sheet provided for that Office should be totaled.
- 24.9 In addition to the candidates' names, the Tally Sheet will contain a column to mark "Unmarked By Elector" as that number will be needed to balance properly.
- 24.10 Any part of any ballot rejected shall not invalidate the remainder of the ballot except if there are identifying marks, in which case the entire ballot shall be rejected. There are appropriate spaces on the back of the composite ballot for numbering and noting objections to ballots. A corresponding list is provided to record the same number and summarize the objection.
- 24.11 After the completion of the count of each bundle of fifty (50) ballots, a Statement of Results for that bundle shall be completed, signed by the Deputy Returning Officer and the designated Election Official and, if desired, initialed by any scrutineer present for the count, and forwarded for tabulation.
- 24.12 No candidate or scrutineer shall interfere with the vote count in any manner or they will be required to leave the Counting Location.
- 24.13 The original Statement of Results will be forwarded to the designated Tabulation Centre (Municipal Office) for tabulation. The duplicate original



Statement of Results will remain affixed to the ballots and stored in a secure place under control of the Clerk or designated Election Official.

24.14 Once all ballots have been counted, the ballots will be secured, the ballot boxes sealed and returned to the Clerk or designated Election Official for secure storage.

24.15 At no time during the process should the ballot box or ballots be left unattended by the duly appointed persons.

## 25. ENVELOPES

25.1 Envelope A – **COUNTED BALLOTS** - for all ballots that have been **COUNTED** (and not been objected) to

25.2 Envelope B – **ALL OTHER BALLOTS** - for all other ballots that have been **REJECTED, SPOILED, OBJECTED TO OR UNMARKED**. For **Objected Ballots**, the Election Official shall establish a list in which the objections are summarized and numbered, write the number of each objection on the back of the relevant ballot and initial the number, and where all the votes on the ballot are rejected the ballot shall be treated as a rejected ballot. **Unmarked ballots** are blank ballots for example, an Elector who wanted to be marked off on the voter's list as having voted, but did not want to vote for any candidate.

## 26. TABULATION PROCEDURES

26.1 Tabulation of the Statement of Results will be conducted in the Municipal Office commencing after 8:00 pm.

26.2 Tabulation of results for each elected position will be calculated and posted as the information is received from each counting location.

26.3 The results forwarded to the Fire Hall - Community Centre will be unofficial.

26.4 As the duplicate copies of the Statement of Results from each bundle of votes counted is received, these results will be tabulated and once certified by the Clerk or designated Election Official, will be the official results.

## 27. ANNOUNCEMENT OF RESULTS

27.1 Unofficial results of the counting will be posted in the Municipal Office and on the Municipal Website following the conclusion of counting on Election Day. Results will be made available to the media and public upon request.

27.2 Official results will be announced and posted by the Clerk in the Municipal Office and on the Municipal Website as soon as possible after



Election Day. Results will be made available to the media and public upon request.

## 28. RECOUNTS

28.1 The Clerk will conduct all recounts as per the regulations in the *Municipal Elections Act, 1996, Sections 56 to 64 and By-Law #2017-11. The Municipal Election Recount Policy for the Township of Dawn-Euphemia was adopted by Council on March 6, 2017 and is attached as Appendix "B".*

The By-Law states that a recount ***shall only be conducted*** if the number of votes separating candidates from winning an office is a variance of:

- 5 votes or less, or;
- 1% of voters casting ballots for the office whichever is the lesser,

the Clerk shall hold a recount of the votes of the candidates in question.

In accordance with the Municipal Elections Act, a recount is required when:

- a tied vote where both or all candidates cannot be declared elected;
- by resolution of council;
- by resolution of a local board; and
- by order of the Ontario Superior Court of Justice.

28.2 The Clerk will conduct the recount in the same manner as with the original count, unless otherwise ordered by the judge who issued the order for the recount.

28.3 The Clerk will notify all involved parties of the recount and set a date, time and place of the recount.

28.4 If, after a recount is conducted, there is still a tie vote, the names of the candidates will be placed in a container. The Clerk will draw a name from the container. The name drawn will be the successful candidate.

28.5 At a recount, the following persons are entitled to examine each ballot as the votes are being counted by the Clerk (Section 42(4) of the MEA):

- Certified candidate;
- Applicant who requested recount;
- A lawyer for candidate or application; and
- One scrutineer for each recount station

## 29. DISPOSITION OF RECORDS

29.1 The Clerk will retain all the ballots, documents and materials relating to the Municipal Election for 120 days after declaring the results of the election.

29.2 The Clerk shall retain the financial statement and auditor's report until the Members of Council elected at the next regular election have taken office.

29.3 The Clerk shall not destroy the ballots or documents if the court orders that they be retained or a recount has commenced and not finally disposed of.

29.4 Documents and materials destroyed will be witnessed by two people and the 'Witness Statement as to Destruction of Ballots' will be completed.

### **30. ACCESSIBILITY**

30.1 The Clerk shall have regard for the needs of candidates and electors with disabilities.

30.2 The Clerk shall ensure that the Ballot Return Station is accessible to electors, candidates and scrutineers with disabilities.

30.3 The Clerk has incorporated the required Municipal Election Accessibility Plan to identify, remove and prevent barriers that affect voters and candidates with disabilities, into the existing Township's Multi-Year Accessibility Plan. The plan is available to the public and candidates upon request.

30.4 The Clerk shall prepare a follow-up report to Council within 90 days of the election, about the identification, removal and prevention of barriers that affect voter and candidates with disabilities.

30.5 Election Officials will be available for assistance during normal office hours from 8:30 am to 4:30 pm, Monday to Friday, during the election period and on Election Day from 8:30 am to 8:00 pm.

30.6 The Township has established Accessible Customer Service Policies, Practices and Procedures, and an Alternate Formats and Communications Support Procedure. The Municipal Election will be conducted having regard to the policies as established.

### **31. EMERGENCIES**

It is impossible to predict if an emergency will occur, and if so, to what extent the conduct of the election will be affected. In the event of an emergency, the Clerk may, in accordance with Section 53 of the *Municipal Elections Act*, declare an emergency and make such arrangements as deemed necessary for the conduct of the election.

### **32. GENERAL**

Any person, corporation or trade union guilty of corrupt practices or contravening provisions of the *Municipal Elections Act 1996* may be prosecuted pursuant to the provisions of the *Municipal Elections Act 1996*.

### **33. AMENDMENTS TO PROCEDURES**

33.1 The Clerk has the right, at any time, up to and including Election Day, to amend the procedures contained herein. A copy of any amendment will be forwarded to each candidate, if time permits.

33.2 With respect to matters of policy and procedures for alternative voting methods, the Clerk's decision is final.

**DATED** at the **TOWNSHIP OF DAWN-EUPHEMIA** and passed by Council  
on \_\_\_\_\_

- ORIGINAL HAS BEEN SIGNED -

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Donna Clermont  
Clerk and Returning Officer  
Township of Dawn-Euphemia



## APPENDIX "A"

### **PROCEDURES FOR SCRUTINEERS**

#### **1. GENERAL**

- 1.1 A candidate may appoint scrutineers to represent him or her during the processing and at the tabulating of the votes, including during a recount.
- 1.2 The appointment of the scrutineer shall be in writing on the Clerk's prescribed form.
- 1.3 All scrutineers must comply with the procedures that are set out on their appointment form.
- 1.4 The appointment of a scrutineer shall be in writing if made by a candidate or applicant for a recount.
- 1.5 A scrutineer shall, on request, show his or her appointment to the designated Election Official in charge of the Return Envelope and Inner Ballot Secrecy Envelope processing or of a place where votes are being counted.
- 1.6 Scrutineers may be present when Return Envelopes, Inner Ballot Secrecy Envelopes are being processed and when the votes are being tabulated. The scrutineers that may be present include:
  - 1.6.1 One (1) scrutineer for each certified candidate to view the process of opening the secrecy envelopes at the Counting Location;
  - 1.6.2 One (1) scrutineer per certified candidate at each counting location;
  - 1.6.3 The number of scrutineers who may be present is reduced by one while the candidate who appointed them is present; and
  - 1.6.4 There is no age or relation to the candidate restrictions relative to the appointment of scrutineers.
- 1.7 Cell phones or other equipment will not be permitted in the Counting Location other than for designated Election Officials as authorized by the Clerk.
- 1.8 No candidate or scrutineer shall interfere with the vote count in any manner or they will be required to leave the Counting Location. Should they do so, they shall be required to leave the facility when so requested by the designated Election Official.

## **Appendix “A”**

### **Page 2**

- 1.9 The designated Election Official shall provide a candidate/scrutineer a printout of the results signed by designated Election Official, if requested.
- 1.10 Persons arriving at the Counting Location after 10:00 am on Election Day and before 8:00 pm will be permitted to enter, but will not be permitted to return once they leave the Counting Location if counting of the ballots has commenced.
- 1.11 No campaign material will be allowed within the Counting Location on Election Day.

## **2. RIGHTS OF SCRUTINEERS (includes candidates)**

- 2.1 To be present during the processing of Return Envelopes, Inner Ballot Secrecy Envelopes and at the tabulating of the ballots.
- 2.2 To inspect the ballot boxes, forms and documents relating to the vote (but not so as to unduly delay processing).
- 2.3 To examine each ballot as votes are counted (but not to touch the ballot);
- 2.4 To object to a Return Envelope, Inner Ballot Secrecy Envelope or a ballot or the counting of votes in a ballot;
- 2.5 To sign the Statement of Results prepared by the Deputy Returning Officer;
- 2.5 To place a seal (and/or initial the seal) on the ballot box after the counting of the votes when the Election Official seals the box.
- 2.7 A scrutineer may object to a ballot, or to the counting of some or all votes in a ballot, on the grounds that the ballot or votes do not comply with the prescribed rules. The Election Official alone shall decide all objections.

## **3. PROHIBITIONS ON SCRUTINEERS (includes candidates)**

- 3.1 Scrutineers and candidates are prohibited from:
  - 3.1.1 Attempting directly or indirectly to interfere with how an elector votes, and prohibited from attempting to campaign or persuade an elector to vote for a particular candidate at the Ballot Return Station.

**Appendix “A”**  
**Page 3**

- 3.1.2 Displaying a candidate’s election campaign material at or within the Ballot Return Station. No campaign material or literature of any nature whatsoever of any candidate in the election shall be displayed within the Ballot Return Station. This includes campaign buttons or any other advertising materials.
- 3.1.3 Compromising the secrecy of the voting.
- 3.1.4 Interfering or attempting to interfere with an elector who is marking a ballot at the Ballot Return Station.
- 3.1.5 Obtaining or attempting to obtain, in a Ballot Return Station, any information about how an elector intends to vote or has voted.
- 3.1.6 Communicating any information obtained at a Ballot Return Station about how an elector intends to vote or has voted.



## APPENDIX “B”

### Acceptable Documents for Voter Identification

You must present one of the following documents showing your name and address:

1. An Ontario driver's licence
2. An Ontario Health Card (photo card)
3. An Ontario Photo Card
4. An Ontario motor vehicle permit (vehicle portion)
5. A cancelled personalized cheque
6. A mortgage statement, lease or rental agreement relating to property in Ontario
7. An insurance policy or insurance statement
8. A loan agreement or other financial agreement with a financial institution
9. A document issued or certified by a court in Ontario
10. Any other document from the government of Canada, Ontario or a municipality in Ontario or from an agency or such a government
11. Any document from a Band Council in Ontario established under the *Indian Act* (Canada)
12. An income tax assessment notice
13. A Child Tax Benefit Statement
14. A Statement of Employment Insurance Benefits Paid T4E
15. A Statement of Old Age Security T4A (OAS)
16. A Statement of Canada Pension Plan Benefits T4A (P)
17. A Canada Pension Plan Statement of Contributions
18. A Statement of Direct Deposit for Ontario Works
19. A Statement of Direct Deposit for Ontario Disability Support Program
20. A Workplace Safety and Insurance Board Statement of Benefits T5007
21. A property tax assessment
22. A credit card statement, bank account statement, or RRSP, RRIF, RHOSP or T5 statement



- 23. A CNIB Card or a card from another registered charitable organization that provides services to persons with disabilities
- 24. A hospital card or record
- 25. A document showing campus residence, issued by the office or officials responsible for student residence at a post-secondary institution
- 26. A document showing residence at a long-term care home under the *Long-Term Care Homes Act, 2007*, issued by the Administrator for the home
- 27. A utility bill for hydro, water, gas, telephone or cable TV or a bill from a public utilities commission
- 28. A cheque stub, T4 statement or pay receipt issued by an employer
- 29. A transcript or report card from a post-secondary school



## APPENDIX "C"

### Recount By-Law

THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

#### BY-LAW 2017-11

**Being a by-law to adopt a By-Law with Respect to the Circumstances in Which the Municipality Requires the Clerk to Hold a Recount of the Votes Cast in a Municipal Election.**

**WHEREAS** Section 56 (3) of the *Municipal Elections Act, 1996* provides that a municipal council may pass a by-law with respect to the circumstances in which the municipality requires the clerk to hold a recount of the votes cast in an election. 2016, c.15, s.40 (2);

**AND WHEREAS** council deems it appropriate and in the public interest to adopt such a policy;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA ENACTS AS FOLLOWS:**

*That Council for the Township of Dawn-Euphemia establish the following municipal election recount policy in addition to the provisions set out in the Municipal Elections Act, 1996:*

*If upon written request by the affected candidate (next in line for office) AND if the number of votes separating candidates from winning an office is a variance of:*

- 5 votes or less, or;
- 1% of voters casting ballots for the office, **whichever is the lesser**,

*the Clerk shall hold a recount of the votes of the candidates in question.*

1. This By-law shall take effect on the date of final passing thereof.

**READ a first and second time, read a third time and finally passed this 6<sup>th</sup> day of MARCH, 2017.**

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Acting Mayor (Bill Bilton)

**"Original Copy is Signed"**



## **MUNICIPAL ELECTION ACCESSIBILITY PLAN**

Prepared by Donna Clermont, Clerk  
Approved by Council February 6, 2017  
Updated September 2025

<b>Task</b>	<b>Barrier-Free Access</b>
Post election information to the Township's website as it becomes available in clear, simple language.	<i>Candidates and electors will be permitted to access information anywhere internet access is available. Information is also available through the Municipal Office upon request.</i>
Provide resource material to candidates and/or link on the Township website re: Accessible Elections – Candidates Guide to Accessible Elections (produced by the Association of Municipal Manager's, Clerk's and Treasurers of Ontario and the Province of Ontario)	<i>Candidates will be provided the guide when Nomination Papers are filed and/or link to the guide on the Township website.</i>
Establish a separate website page to be dedicated to the current municipal election.	<i>Customer Feedback Form - available at the Township Office, to receive feedback on accessibility initiatives. Website to assist in educating electors of the voting method and assistance available.</i>
Provide information relating to Accessible Customer Service.	<i>Township Accessible Customer Service Policy, Township Accessibility Policy and Alternate Formats and Communications Support Procedures, Municipal Election Accessibility Plan available upon request.</i>
Provide alternate format documents and forms that take into account a person's disability (i.e. large print) to assist visually impaired.	<i>Documents and forms are made available to candidates and electors in alternate formats upon request and in a manner, that is mutually agreed upon.</i>
Provide resource material to candidates and/or link on the Township's website Re: candidate campaign expenses, changes to the Municipal Elections Act for the same and Procedures for Alternative Voting Method. The Municipal Elections Guide (produced by the Province of Ontario) and links to additional resources.	<i>Candidates will be provided with documents when filing nomination papers. Candidates and the electors will have access to information anywhere internet access is available.</i>
Provide ability to confirm that elector's name is on the voters list.	<i>Electors able to confirm by telephone, email, attending the Municipal Office or MPAC's VoterLookup.</i>
Provide copies of the voters list to candidates, upon written request.	<i>Copy of the voters list are provided to a candidate, upon written request, in paper copy or in electronic copy.</i>
Vote-By-Mail was used in the previous election.	<i>The Township used the alternate voting method of Vote-By-Mail for the 2014, 2018, &amp; 2022 elections. The Township recognized the</i>

	<i>benefits of vote by mail as it allowed electors and non-resident electors to vote more easily; it is more convenient and accessible for electors to vote from the convenience of their own home and it eliminates the need for voting proxies, advance poll voting and voting places, and it provides electors with an extended period of time to vote. A Voter Kit is provided to every person who qualifies as an elector.</i>
Provide accessible Ballot Drop-off Centre, Revision Centre.	<i>Ballot Drop-off Centre and Revision Centre are located at the Municipal Office, which is accessible. The accessible entrance at the Municipal Office has an automatic door opener with accessible washrooms. Lighting is provided on the outside of the building, foyer and in the parking lot for attendance in the evening. Reception seating is available for people to rest, if needed. Adequate lighting is provided inside the building.</i>
Supplies to assist visually impaired at the voting places.	<i>Magnifier sheets and staff assistance are available to assist a person with low vision.</i>
Provide ability for a support person, a friend or the Deputy Returning Officer to assist an elector with disabilities at the Ballot Drop Off Centre and Revision Centre.	<i>The process for an elector assisted by a support person, a friend or a Deputy Returning Officer is available at the voting place. The support person or friend would take an Oral Oath of Secrecy. All Deputy Returning Officers are sworn to an Oath of Secrecy.</i>
Appropriate signage to be located at the entry to voting place and within the voting place.	<i>Election signage will be posted on the digital, outdoor sign and at the entrance of the voting place on voting day. Directions/signage will be posted to clearly identify the ballot drop box. Advertising through local media and newsletters will educate the public on voting location and other relevant information.</i>
Allow for use of service animals and support persons at the voting places.	<i>Service animals and support persons are allowed pursuant to Township Accessible Customer Service Policy.</i>
Provide Accessible Customer Service training to election staff and Municipal Staff.	<i>Municipal Staff have received Accessible Customer Service training.</i>

## Conclusion:

The principles of policies, practices and procedures must respect the dignity and independence of the electors and the election process should ensure that the policies, practices and procedures are consistent with the core principles of independence, dignity, integration and equality of opportunity and privacy. Ensuring that electors and candidates with disabilities are able to participate in the election process is essential. Regard for accessible voting systems and site access requirements are necessary. The Vote-By-Mail process has significantly improved the voting process for persons with disabilities. Staff is more than willing to assist voters and candidates, as required.

Being able to fill out one's ballot in the convenience of their own home has significantly reduced both physical and communication barriers as it eliminates the need to physically attend a voting place, allowing voters the convenience to access information and complete forms from home, which also offers opportunity to take any additional time needed or use assistive devices, if required.

# TOWNSHIP OF DAWN-EUPHEMIA

## Use of Corporate Resources for Election Purposes





# TOWNSHIP OF DAWN-EUPHEMIA

## MUNICIPAL ELECTION

### Use of Corporate Resources for Election Purposes

#### PURPOSE

The purpose of this policy is to clarify that all election candidates, including members of Council are required to follow the provisions of the Municipal Elections Act, 1996 and that:

- No candidate shall use the facilities, equipment, supplies, services, staff or other resources of the municipality for any election campaign or campaign-related activities (council laptops excluded).
- No candidate shall undertake campaign-related activities on municipal property during regular working hours.
- No candidate shall use the services of persons during hours in which those persons receive any compensation from the municipality.

This policy is applicable to all candidates, including members of present Council, acclaimed members and those members not seeking re-election.

#### IMPLEMENTATION PROCEDURE

##### Background

In accordance with the provisions of the Municipal Elections Act, 1996:

- a) Corporate resources, assets and funding may not be used for any election-related campaigning purposes;
- b) Staff may not canvass or actively work in support of a municipal candidate during normal working hours unless they are on a leave of absence without pay, lieu time, flex day, or vacation leave;
- c) Candidates may not use any municipally-owned facilities for any election-related purposes. Neither campaign related signs nor any other election-related material will be displayed in any municipally-owned facilities;
- d) Members of Council may not:
  - i) Print or distribute any material paid by municipal funds that illustrates that a Member of Council or any other individual is registered in any election or where they will be running for office;

- ii) Profile (name or photograph), or make reference to, in any material paid by municipal funds, any individual who is registered as a candidate in any election;
  - iii) Print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidates for municipal elections. The minutes of Council and Committee meetings are exempt from this policy.
- e) Members of Council are responsible for ensuring that the content of any communication material, printed, hosted or distributed by the Township of Dawn-Euphemia is not election-related campaign material;
- f) Candidates may not print or distribute any election-related campaign material using municipal funds;
- g) In any material printed or distributed by the Township, candidates are not permitted to:
  - i) illustrate that an individual (either a Member of Council or any other individual) is a candidate registered in any election;
  - ii) identify where they or any other individual will be running for office; or
  - iii) profile or make reference to candidates in any election.
- h) Websites or domain names that are funded by the Township of Dawn-Euphemia may not include any election-related campaign material;
- i) The Township's voice mail system may not be used to record election related messages or the computer network to distribute election-related campaign material;
- j) The municipality's logo, crest, coat of arms, slogan, taglines etc. may not be printed or distributed on any election materials or included on any election campaign related website, except in the case of a link to the County's website to obtain information about the municipal election;
- k) Photographs produced for and owned by the Township may not be used for any election purposes;
- l) Distribution lists or contact lists developed utilizing Corporate resources or through contact in a Member of Council's role shall not be utilized for election purposes; and
- l) The above-noted recommendations also apply to an acclaimed member or a member not seeking re-election.

### **Candidate's Night**

Being that there are only two accessible facilities capable of accommodating large crowds in the Township of Dawn-Euphemia, nothing in this policy shall preclude the Clerk from

providing a municipally-owned facility (ie: D-E Community Centre or Community Fire Hall) at a reduced rate for an organization to host a "candidate's night" or similar event provided that assurances are given by the host organization that (1) all official candidates have been invited to participate; (2) admission is free; (3) the event is open to all ratepayers/residents of Dawn-Euphemia, and (4) no election campaign materials can be erected in the facility or erected on the grounds - candidates are permitted to give out campaign-related handouts only; and (5) the applicable items in this policy are adhered to.

### **Limitation**

Nothing in this policy shall preclude a Member of Council from performing their job as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.

Nothing in this policy shall preclude the Clerk from providing a municipal election information board for the purpose of recording municipal candidates and providing other election material, publications, newsletters or other details of the municipal election for the purpose of informing the public of election information, updates or instructions in either written form or posted on the Township's website.

### **Implementation**

This policy shall become effective immediately upon approval by Council and that the Municipal Clerk be authorized and directed to take the necessary action to give effect to this policy.

### **Rationale and Legislative Authority**

It is necessary to establish guidelines on the appropriate use of corporate resources during an election period to protect the interests of both the Members of Council and the Corporation. The *Municipal Elections Act, 1996* prohibits a municipality from making a contribution to a candidate. The Act also prohibits a candidate, or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution.

As a contribution may take the form of money, goods or services, any use by a Member of Council of the Corporation's resources for his or her election campaign would be viewed as a contribution by the Township to the member, which is a violation of the Act.

### **Amendments to Procedures**

The Clerk has the right, at any time, up to and including Voting Day, to amend the procedures contained herein. A copy of any amendment will be forwarded to each candidate, if time permits.

With respect to matters of policy and procedures for Use of Corporate Resources, the Clerk's decision is final.

**ATTACHMENT** Appendix "A" – Excerpt from the Municipal Elections Act, 1996, S.O. 1996, Chapter 32 Re: Election Campaign Finances/Contributions



**APPENDIX "A"**  
**Municipal Election Act, 1996**  
**S.O. 1996, CHAPTER 32**  
**Election Campaign Finances**

**What constitutes a contribution**

**For an election campaign**

**88.15** (1) For the purposes of this Act, money, goods and services given to and accepted by a person for his or her election campaign, or given to and accepted by another person who is acting under the person's direction, are contributions. 2016, c. 15, s. 53 (1).

**For third party advertisements**

(2) For the purposes of this Act, money, goods and services given to and accepted by an individual, corporation or trade union in relation to third party advertisements, or given to and accepted by another person who is acting under the direction of the individual, corporation or trade union, are contributions. 2016, c. 15, s. 53 (2).

**Contributions**

(3) Without restricting the generality of subsections (1) and (2), the following amounts are contributions:

1. An amount charged for admission to a fund-raising function.
2. If goods and services are sold for more than their market value at a fund-raising function, the difference between the amount paid and the market value. However, if the amount received for the goods or services is \$25 or less, the amount is not a contribution.
3. If goods and services used in the person's election campaign or in relation to third party advertisements are purchased for less than their market value, the difference between the market value and the amount paid.
4. Any unpaid but guaranteed balance in respect of a loan under section 88.17. 2016, c. 15, s. 53 (3).

**Not contributions**

(4) Without restricting the generality of subsections (1) and (2), the following amounts are not contributions:

1. The value of services provided by voluntary unpaid labour.
2. The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation from all sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.
3. An amount of \$25 or less that is donated at a fund-raising function.
4. The amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less.

5. The amount of a loan under section 88.17.
6. For a person referred to in subsection (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the *Broadcasting Act* (Canada), if,
  - i. it is provided in accordance with that Act and the regulations and guidelines made under it, and
  - ii. it is provided equally to all candidates for office on the particular council or local board. 2016, c. 15, s. 53 (3).

#### **Value of goods and services**

- (5) The value of goods and services provided as a contribution is,
- (a) if the contributor is in the business of supplying these goods and services, the lowest amount the contributor charges the general public in the same market area for similar goods and services provided at or about the same time;
  - (b) if the contributor is not in the business of supplying these goods and services, the lowest amount a business providing similar goods or services charges the general public for them in the same market area at or about the same time. 2016, c. 15, s. 53 (3).

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: August 18, 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 Clerk is authorized to register the following members of Council for the 2025 Councillors Luncheon, hosted by St. Clair Township at the St. Clair Parkway Golf Club, September 3, 2025, at a cost of \$25 each. \_\_\_\_\_ . *Carried.*



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ST. CLAIR TOWNSHIP  
INVITES YOU TO

# *The Annual County Council Luncheon*

WEDNESDAY SEPTEMBER 3, 2025

SOCIAL { 11:30 AM }

LUNCH { 12:30 PM }

ST. CLAIR PARKWAY GOLF CLUB  
132 MOORE LINE, MOORETOWN, ON

Cost \$25 per plate

RSVP and to advise of any dietary restrictions to:

TWeeke@stclairtownship.ca

by 4:00PM, Wednesday, August 20, 2025

Partners and Spouses Welcome

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**VOUCHER # 14 - 2025**

**18-Aug-25**

INVOICES	CHEQUE RUN	CHEQUE #	TOTAL
Admin/P Wks/Fire/Drain/Water/DECC	21-Jul-25	4585-4601	\$ 78,814.13
Admin/P Wks/Fire/Drain/Water/DECC	22-Jul-25	EFT	\$ 14,587.48
Admin/P Wks/Fire/Drain/Water/DECC	6-Aug-25	EFT	\$ 32,300.04
Admin/P Wks/Fire/Drain/Water/DECC	7-Aug-25	4602-4630	\$ 133,995.83
Grand total of all invoices			\$ 259,697.48
PAYROLL	PP # 16	PP # 17	
Administration	\$ 14,818.49	\$ 15,938.92	\$ 30,757.41
Public Works	\$ 27,955.57	\$ 28,481.78	\$ 56,437.35
Council	\$ 3,813.96	\$ -	\$ 3,813.96
Grand total of all Payroll			\$ 91,008.72
<b>VOUCHER # 14 - 2025</b>			<b>GRAND TOTAL \$350,706.20</b>



## THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

10a

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

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

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

To: Members of Dawn-Euphemia Township Council  
Meeting Date: August 18, 2025  
From: Donna Clermont, Administrator-Clerk  
Subject: **PROCEDURAL BYLAW UPDATES**

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### Open Session Report

#### Background:

It has been several years since the Procedural By-law was last updated. To ensure it remains aligned with current practices, I have included a few minor proposed amendments, highlighted in red.

I kindly ask Council to review the By-law and provide any further comments or suggested updates you would like to see incorporated.

#### Comments:

#### Financial Impact:

#### Consultations:

#### Strategic Plan Implications:

#### Recommendation:

That Procedural By-Law 2025-\_\_\_\_\_, being a By-Law to Govern the Procedure of Council of the Corporation of the Township of Dawn-Euphemia and all of its Committees, the Call of Meetings and the Conduct of its Members, and Repeal By-Law 2022-31, is hereby read a first and second time, read a third time and finally passed this 18<sup>th</sup> day of August, 2025.



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

**BY-LAW 2025-\*\***

**Being a By-Law to Govern the Procedure of Council of the Corporation  
of the Township of Dawn-Euphemia and all of its Committees, the Call of  
Meetings and the Conduct of its Members and Repeal By-Law 2022-31.**

**WHEREAS** Section 238 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that every Council shall adopt a procedure for governing the calling, place and proceedings of meetings;

~~**AND WHEREAS** the Province of Ontario enacted the *Municipal Emergency Act, 2020* on March 19, 2020 to amend the Act to enact section 238 (3.3) and section (3.4) to allow meetings to be held electronically during an emergency declared by either the Province and/or the Township of Dawn-Euphemia pursuant to *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 ("Provincial Emergency Act");~~

**AND WHEREAS** Bill 197, received Royal Assent on July 21, 2020, which made further amendments to the Municipal Act which allows for electronic participation at Council meetings without the requirement of a declared emergency;

**AND WHEREAS** the Council of the Township of Dawn-Euphemia considers it desirable to be able to hold meetings electronically both during an emergency declared by either the Province of Ontario and/or the Township of Dawn-Euphemia, but also outside of a declared emergency;

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

**PART 1: SHORT TITLE**

- 1.1 This By-Law shall be known as "The Procedural By-Law" for The Corporation of The Township of Dawn-Euphemia.

**PART 2: DEFINITIONS**

- 2.1 "Acting Mayor" shall mean a Council Member appointed to act in the absence of the Mayor or when the Office of Mayor is vacant.
- 2.2 "Chair" shall mean presiding officer.
- 2.3 "Clerk" shall mean the Clerk of The Corporation of The Township of Dawn-Euphemia.
- 2.4 "Closed Meeting" shall mean a meeting or part of a meeting of Council not open to the public in accordance with the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended.
- 2.5 "Council" shall mean the Council of The Corporation of The Township of Dawn-Euphemia.

- 2.6 "Emergency" means any period of time during which an emergency has been declared to exist by the Mayor and/or the Province of Ontario pursuant to, as applicable, section 4 and/or 7.0.1 of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9.
- 2.7 "Electronic Meeting" means a meeting called by the Mayor and held in full or in part through such electronic means selected by the Mayor, in consultation with the Clerk, taking into account the Township of Dawn-Euphemia's resources, which may include, but not be limited to, audio telephone conference, video telephone conference, or online through the Internet or otherwise via the Internet, and with or without in person attendance.
- 2.8 "Member" means any Member of Council, and includes the "Mayor".
- 2.9 "Inaugural Meeting" means the first meeting of a new Council after a regular election.
- 2.10 "Meeting" shall mean any regular, special or other meeting of Council, of a local board or of a committee of either of them, where, (a) a quorum of members is present, and (b) members discuss or otherwise deal with any matter in a way that *materially advances* the business or decision-making of the council, local board or committee.
- 2.11 "Quorum" shall mean a majority of the whole number of Members required to constitute a Council.
- 2.12 "Rules of Procedure" shall mean the rules provided in this By-Law.

### **PART 3 GENERAL RULES**

- 3.1 The rules and regulations contained in this By-Law shall be observed in all proceedings of Council and shall be the rules and regulations for the order and **conduct (dispatch-out)** of business in Council.
- 3.2 No person shall be allowed to enter (the bar of-out) Council Chambers during meetings without the permission of the Mayor, except Members and employees of the Corporation.
- 3.3 In the absence of the Mayor, or if the Office is vacant, the Acting Mayor for the purposes of this By-Law shall act in the place and stead of the Mayor and shall have all the rights, powers and authority of the Mayor, while so acting.
- 3.4 In the absence of the Mayor, or if the Office is vacant, councillors will be rotated alphabetically and quarterly, for the role of "acting mayor". If a councillor does not wish to act in the role of "acting mayor", then the next councillor in the rotation will be selected.
- 3.5 If the Council Member who should be acting as Mayor is either unable to act or declines to act, the next eligible Council Member who is able and willing to act, shall act as Mayor.

### **PART 4 COUNCIL MEETINGS**

- 4.1 **Location:** Meetings of Council shall be held at the Township Municipal Office in the Council Chambers at 4591 Lambton Line, RR # 4, Dresden, ON, unless otherwise decided by Resolution of Council.
- 4.2 **Inaugural Meetings:** Inaugural Meetings shall be held the first Monday following commencement of the new term of Council at a time and place determined by Council.



- 4.3 **Regular Meetings:** All regular meetings of Council **are typically (remove shall be)** held on the first and third Mondays of each month at 6:30 p.m. If a Monday designated for the holding of a council meeting shall fall on a public holiday, the Council shall meet at the designated hour on the first day following which is not a public holiday. **The Annual Meeting Schedule will be posted on the municipal website, dates and times can be changed by resolution of Council. Any changes to Council Meetings will be posted on the municipal website.**
- 4.4 **Special Meetings:**
- a) The Mayor may at any time summon a special meeting of Council, and it shall also be his/her duty to summon a special meeting whenever requested, in writing, to do so by a majority of the Members of Council.
  - b) In the absence of the Mayor, or if the office is vacant, or if the Mayor refuses to act, a special meeting may be summoned by the Township Clerk upon a request signed by a majority of the Members of Council.
  - c) Subject to the provisions of the Municipal Act, 2001, c.25, S.O. 2001, as amended, the Council may be summoned to a special meeting referred to in subsections 4.4 (a) and 4.4 (b), on two days notice (48 hrs) unless otherwise determined by the Mayor.
- 4.5 **Postponement of Meetings:** Any regular meetings of Council may be postponed to a day:
- a) named by the Mayor in consultation with all Council Members; or
  - b) named in a motion of Council passed by the majority of Members.
- 4.6 **Electronic Meetings:** Notwithstanding any other Part hereof, any regular or special meeting of Council or Committee may be conducted by Electronic Meeting, in accordance with this Part and any other protocol and/or policy as may be approved by Council from time to time.
- a) Although members are generally expected to attend Council Meetings in person it is understood that, for various reasons, a Member (s) may not be capable of so attending. Member(s) may participate in any Meeting by Electronic Means for the following reasons: distance is a factor, emergency, work-related, vacation, conference, experiencing symptoms of a contagious infection/illness, or when they can otherwise not travel to the location of the meeting.
  - b) A Member(s), staff or the public may only participate in a Meeting via electronic application where the meeting place is equipped to facilitate such action.
  - c) The onus lies with the Members participating electronically, who shall notify the Clerk by no later than ~~noon~~ **1pm** on the day of the meeting and by accessing the meeting through the electronic access particulars, such as conference call number and/or online link, provided by the Clerk to Council Members for such purposes. ~~Members shall provide a reason in accordance with S(a) to be recorded in the minutes.~~ Exceptions will be made for emergencies where possible, provided the Member has contacted the Clerk.
  - d) Deputations, planning applicants, staff participation and the public (including media) will be permitted to attend meetings electronically by notifying the Clerk by no later than ~~Wednesday at noon, the week before the meeting~~ **1pm on the day of the meeting** to access particulars, such as conference call number and/or online link, provided by the Clerk.

- e) Public notice of electronic participation shall **be a general statement on the municipal website advising the public that meetings are available to attend either in-person or via and electronic means and that the public is instructed to contact the Clerk in advance of the meeting to receive an invite and instructions to the meeting** and shall constitute sufficient information as to provide the public with the ability to reasonably access and/or otherwise observe, the open session of the Electronic Meeting;
- f) A Member attending and present during an Electronic Meeting, regardless of physical attendance, or electronic participation, shall be counted for purposes of quorum at the commencement and at any point in time during the Meeting, and shall be entitled to vote through a vote recorded by the Clerk as if they were attending the Meeting in person; there is no minimum or maximum requirement for physical attendance, nor electronic participation
- g) Any Member participating remotely in an Electronic Meeting whose vote cannot be audibly heard, or visually seen due to service interruption or other, *will not* be considered a negative vote; it will simply not count for or against.
- h) In the event that the Chair is participating remotely in an Electronic Meeting and cannot be audibly heard, or visually seen due to service interruption or other, **or prefers not to chair the meeting remotely**, has the option to appoint an alternate Chair to act in his/her place for part of, or the entire meeting.
- b) An Electronic Meeting may include a Closed Meeting, which shall be conducted with members of the public excluded.
- d) ~~Despite any other Part hereof~~ any person desiring to present verbally to, or to make a request of, or present correspondence to, Council at and/or during an Electronic Meeting, shall first give the requisite notice thereof to the Clerk and meet all other requirements of these Rules of Procedure, and provided such requirements have been met, shall only be permitted to make such presentation, request or present such correspondence in writing, provided further that such written presentation, request and/or correspondence is received by the Clerk no later than Wednesday immediately preceding the Meeting.
- e) A hybrid style meeting whereby in-person and electronic participation can be combined with Members of Council, staff and/or the public, and can be altered at the discretion of the Mayor, in order to adapt quickly to changes, restrictions, health guidelines or other safety measures imposed by the Provincial Government, relating to emergency-type situations and may include other concerns for the well-being of the public, staff or council members that may be in attendance.
- f) Any member of Council or staff attending the meeting electronically shall be recorded as such in the minutes.
- t) ~~The Rules of Procedure shall continue to apply to an Electronic Meeting held pursuant to this Part 4.6. In the event of any inconsistency and/or conflict between this Part 4.6 and any other Part of these Rules of Procedure, this Part 4.6 shall prevail to the extent of the inconsistency and/or conflict.~~

4.8 **Cancellation of Meetings:** The Clerk, in consultation with the Mayor, may cancel any Meeting if it is determined there is not sufficient business to be conducted or due to

inclement weather or other emergency situation. The Council, public and media will be advised after the decision to cancel has been made. Notice of the cancellation shall be provided by posting a notice of cancellation on the Municipality's Website, at the outside entrance window of the main lobby and on the electronic sign, if possible.

4.9 **Adjournment:**

- a) The Council shall adjourn at the hour of 10:00 p.m., if in session at this hour, unless otherwise determined by a vote of the Members present.
- b) The Members of the Council shall not leave their places until the Mayor declares the meeting adjourned or acknowledged by the Mayor.

4.10 **Alter Time, Day or Place:** Council may, by Resolution, alter the time, day or place of any Council Meeting.

4.11 **Absence from Meetings:** All members will endeavor to advise the Clerk regarding absence from, or arriving late, to a meeting.

**PART 5: PUBLIC NOTICE OF MEETINGS/AGENDAS**

- 5.1 The **Annual Schedule of Council Meetings as published on the website** published ~~Agenda~~ shall be considered as notice of Regular Meetings of Council.
- 5.2 The Agenda for Regular Meetings shall be made available to the Mayor and Council Members not later than forty-eight (48) hours prior to the meeting.
- 5.3 Agendas for Council meetings shall be made available to the public by posting on the Township's website ~~and on the notice board at the Municipal Office~~ as soon as possible after they have been made available to the Mayor and Council members.
- 5.4 Any person directly affected by a report or correspondence on the Agenda, who may wish to address Council on that topic, may be provided, upon request, with a copy of the report or correspondence as soon as it is available, notwithstanding that the agenda report or correspondence may not have been made available to the Mayor and Council.
- 5.5 Notice and Agendas of Special Meetings called in accordance with subsection 4.4 of this By-Law shall be delivered electronically or by other alternate means **to Members of Council**, prior to the meeting not later than forty-eight (48) hours before the hour appointed for the special meeting.
- 5.6 No business except the business dealing directly with the purpose mentioned in the Notice shall be transacted at any Special Meeting.
- 5.7 Notwithstanding any other provision of this By-Law, an Emergency Meeting may be held without written Notice, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk to notify the Council Members about the Meeting as soon as possible and in the most expedient manner available.
- 5.8 No business except business dealing directly with the emergency or extraordinary situation shall be transacted at the Emergency Meeting.
- 5.9 Lack of receipt of a Notice or of the Agenda by the Members shall not affect the validity of the Meeting or any action taken thereat.

- 5.10 A copy of the **Annual** Council meeting schedule and notice **S for any** special meetings shall be posted in the Township Administration office and on the Township's website.
- 5.11 ~~A complete copy of the agenda and council package will be available in the Clerk's office for inspection, after noon on the Friday prior to the meeting date.~~

#### **PART 6: DELEGATIONS TO COUNCIL**

- 6.1 a) Persons desiring to present verbally, information on matters of fact, petitions, or to make a request of Council, shall notify the Clerk in writing of their desire to address Council by no later than noon on the Wednesday immediately preceding the Council meeting which they propose to attend.
- b) Any person wishing to present correspondence, **presentation or delegation** directly to Township Council shall do so, **in writing, the full nature of their presentation**, through the Clerk's office no later than noon on the Wednesday immediately preceding the Council meeting **which they propose to attend**.
- c) Persons desiring to present verbally on a matter(s) on a current agenda may contact the Clerk's office no later than 3:00 p.m. on the day of the Council meeting that they propose to attend.
- 6.2 All such persons desiring to make a presentation to Council shall, in writing, identify who they are, as well as which group or organization, if any, they claim to represent or be a Member of, vis-a-vis the topic of their presentation.
- 6.3 **REMOVE – SAME AS 6.1b)** All such persons desiring to make a presentation to Council shall provide to the Clerk, in writing, the full nature of their presentation by no later than noon on the Wednesday immediately preceding the Council meeting which they propose to attend.
- 6.4 All such persons who are permitted to make a presentation to Council shall be limited in speaking to a period of not more than ten minutes, which time can be lengthened by the Mayor, or by a motion of Council where special circumstances so warrant.
- 6.5 All references in this section to "persons" shall also include, where appropriate, references to a "group" or "organization" so that where there is a number of persons who wish to speak who are all part of the same group or organization, the group or organization shall only be permitted one spokesperson, unless permission to speak by other members of the group or organization is otherwise granted by the Mayor or by motion of Council.
- 6.6 Subject to subsection 6.7 below, no person shall be permitted to speak to Council more than once on the same topic without the prior permission of the Mayor, such permission to be sought no later than noon on the Wednesday immediately preceding the Council meeting, or by motion of Council where special circumstances so warrant.
- 6.7 a) No person shall be permitted to address Council regarding a position previously adopted by Council without a motion of reconsideration. **TAKE OUT**
- b) A written request to address Council on a matter previously decided shall be submitted to the Clerk by no later than noon on the Wednesday immediately preceding the Council meeting where it shall be placed on the agenda.

- c) No action will be taken on the request unless a motion to reconsider the matter is passed by Council.
  - d) Where a motion to reconsider is passed by Council, delegations may be permitted to address Council at the meeting set by Council where the matter will be reconsidered where the delegation otherwise meets the provisions of this By-Law.
  - e) The Clerk shall inform the person requesting the delegation of the outcome of the matter.
- 6.8 No person shall be permitted as a delegate to Council if the purpose of the delegation is to speak regarding:
- a) a tender or request for proposal which is either proposed, pending, or actually before Council or a Committee of Council for its consideration;
  - b) labour relations;
  - c) insurance claims; or
  - d) contract negotiations.

## **PART 7: ACCESS TO MEETINGS**

- 7.1 All meetings of the Council of the Township of Dawn-Euphemia shall be open for **in-person** attendance by the public.
- 7.2 Notwithstanding subsection 7.1 above, a meeting of Council may be closed to the public if the subject matter being considered relates to:
- a) the security of the property of the municipality or local board;
  - b) personal matters about an identifiable individual, including municipal employees;
  - c) a proposed or pending acquisition or disposition of land by the municipality;
  - d) labour relations or employee negotiations;
  - e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;
  - f) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - g) a matter in respect of which a Council may hold a closed meeting under another Act;
  - h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
  - i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
  - j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
  - k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

### **Other criteria**

A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,

- (a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- (b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*.

### **Educational or training sessions**

A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

- (a) The meeting is held for the purpose of educating or training the members.
  - (b) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
- 7.3 Before holding a meeting or part of a meeting that is to be closed to the public, Council shall state by resolution:
- a) the fact of the holding of the closed meeting; and
  - b) the general nature of the matter to be considered at the closed meeting.
- 7.4 Subject to subsection 7.5, a meeting shall not be closed to the public during the taking of a vote.
- 7.5 Despite subsection 7.4, a meeting may be closed to the public during a vote if:
- a) subsection 7.2 permits or requires a meeting to be closed to the public; and,
  - b) the vote is for a procedural matter or for giving directions or instruction to officers, employees, or agents of the Township or persons retained by or under contract with the Township.
- 7.6 In-Camera minutes shall record:
- a) Where the meeting took place;
  - b) When the meeting started and adjourned;
  - c) Who chaired the meeting;
  - d) Who was in attendance, including the identity of the Clerk or other designated official responsible for recording the meeting;
  - e) Whether any participants left or arrived while the meeting was in progress and if so, at what time this occurred;
  - f) A detail description of the substantive and procedural matters discussed, including specific reference to any documents considered;
  - g) Any motions, including who introduced the motion and seconders; and
  - h) All votes taken, and all directions given.
- 7.7 Whenever possible, all reports on closed meeting matters shall be in writing and all Offers to Purchase for the sale of land, either initiated or received by the Township of Dawn-Euphemia, shall be in writing and presented to Council. Notwithstanding subsection 3.3 in situations where new information or an emergency exists, a simple majority of Township Council could override this clause to deal with that situation.
- 7.8 Council may hear from Township staff or anyone retained by the Township in a closed session, subject to compliance with the provisions of Section 7.2.



## **PART 8: ORDER OF PROCEEDINGS, AGENDAS & MINUTES**

### **8.1 Council Agendas:**

The order of business of Council at a regular session shall be as follows:

1. Call to Order
2. Disclosure of Pecuniary Interest
3. Delegations
4. Adoption of Minutes
5. Business Arising from Minutes
6. Planning/Drainage/Property
7. Reports
8. Correspondence
9. Other Business
10. By-Laws
11. Closed Session
12. Adjournment

\*The order of business may be altered in order to accommodate the general public, delegations or staff reports/presentations.

### **8.2 Minutes**

- a) The minutes of Council shall consist of
  - i. the place, date and time the meeting started and adjourned
  - ii. the names of the Chair and the record of the electronic or in-person attendance of the members;
  - iii. declarations of interest
  - iv. the motions considered and votes taken by Council; and
  - v. all the other proceedings of the meeting without note or comment.
- b) Motions that fail to receive a seconder *shall not* be recorded in the minutes.
- c) Minutes shall be considered by Council at the next regular Council meeting in order to correct any errors or omissions and adopt the minutes subject to any corrections necessary.
- d) After the minutes have been adopted they will be signed by the Mayor and Clerk.

## **PART 9: COMMENCEMENT OF MEETINGS**

- 9.1 A simple majority of the Members of the Council shall constitute a quorum.
- 9.2 As soon after the hour fixed for the meeting as there be a quorum present, the Mayor shall take the chair and call the Members to order.
- 9.3 If there is no quorum present within fifteen minutes after the time appointed for the meeting, the Clerk shall call the roll and record the names of the Members of Council present and the meeting shall stand adjourned until the next regular meeting day, subject to the provisions of subsections 4.4 (a) and 4.4 (b).
- 9.4 In the absence of the Mayor, or if his/her office is vacant, the Acting Mayor shall exercise all rights, powers and authority of the Mayor.

## **PART 10:     ROLE OF THE MAYOR**

10.1   It is the role of the Mayor as the Head of Council:

- a)     to act as Chief Executive Officer of the Township;
- b)     to preside over Council meetings so that its business can be carried out efficiently and effectively;
- c)     to provide leadership to Council;
- d)     Without limiting clause (c), to provide information and recommendations to the Council with respect to the role of Council described in Part 11 (d) and (e) of this Bylaw;
- e)     to represent the Township at official functions;
- f)     to carry out the duties of the head of Council under any Act; and

10.2   As Chief Executive Officer of the Township, the Head of Council shall:

- a)     uphold and promote the purposes of the Township;
- b)     promote public involvement in the Township's activities;
- c)     act as the representative of the Township both within and outside the Township and promote the Township locally, nationally and internationally; and
- d)     participate in and foster activities that enhance the economic, social and environmental well-being of the Township and its residents.

## **PART 11:     ROLE OF THE COUNCIL**

11.1   It is the role of Council:

- a)     to represent the public and consider the well-being and interests of the Township;
- b)     to develop and evaluate the policies and programs of the Township;
- c)     to determine which services the Township provides;
- d)     to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- e)     to ensure the accountability and transparency of the operations of the Township, including the activities of the senior management of the Township;
- f)     to maintain the financial integrity of the Township; and
- g)     to carry out the duties of Council under any Act.

## **PART 12:     RULES OF CONDUCT - COUNCIL**

12.1   No Member shall:

- a)     speak disrespectfully to the Mayor, or to any Member of the Council, staff or guest.
- b)     use profane or indecent language.
- c)     speak on any subject matter other than the subject in debate.
- d)     disturb another, or the Council itself, by any disorderly conduct disconcerting to any Member speaking.

12.2   No Member shall resist the Rules of Procedure, or disobey the decision of the Mayor, or of the Council on questions of order, or practice, or upon the interpretations of the Rules of Procedure of the Council.

12.3   No Member shall walk across, move about, enter or exit the Chambers or make any noise or disturbance when the Mayor is putting the question and each Member present shall occupy his/her seat while a vote is being taken and until the result thereof is declared.



- 12.4 No Member shall interrupt a Member who has the floor except to raise a point of order.
- 12.5 No Member shall be permitted to retake his/her seat at any meeting after being ordered by the Mayor to vacate after committing a breach of any Rule of Procedure, without making an apology to Council.
- 12.6 Any Councillor violating the confidentiality of in-camera meetings may not, at the discretion of Council, be allowed to sit at future in-camera meetings.

## **RULES OF CONDUCT - MEMBERS OF THE PUBLIC**

### **12.7 No person at a meeting shall:**

- a) Speak aloud at a meeting or address members without first receiving permission of the Chair to do so;
- b) Use profane or offensive words or insulting expressions against the Council or against any members, staff or guest;
- c) Resist the rules of Council or disobey the decisions of the Chair or of Council on questions of order or practice or upon the interpretation of the rules of Council;
- d) Leave his/her seat or make any noise or disturbance while a matter is being considered or discussed by Council or while a vote is being taken and until the results of such vote are declared;
- e) Disturb another or the Council or staff or guest by any disorderly conduct disconcerting to the speaker or the assembly;
- f) Interrupt any member while speaking through, speaking out, noise or disturbance except for a member of Council to raise a point of order;
- g) Enter the meeting while a vote is being taken;
- h) Be permitted to attend another meeting of Council after being ordered to vacate, having committed a breach of any rule of Council, and without have first met with the Head of Council or Chair and/or the Clerk, and having satisfied the Head of Council that their conduct at future meetings will be in conformity to the rules of this By-law.
- i) Address the Council with respect to a specific issue dealt with during Closed Sessions, under the provision of this By-law and the Municipal Act R.S.O. 1990, as amended.

## **PART 13: ELECTRONIC DEVICES DURING THE MEETING**

- 13.1 Council Members and staff should turn all electronic communication devices to "vibrate" or "mute" during meetings and make every effort to refrain from sending or receiving electronic communication of a personal nature during Council meetings, although it may sometimes be necessary to send or receive urgent/emergency family or business communications during meetings.
- 13.2 Members of the Public:

- a) should turn all electronic communication devices to “vibrate” or “mute” during the entire meeting;
- b) Members of the Public shall exit the Meeting if they wish to make/receive a telephone call;
- c) may tape, televise or otherwise electronically or mechanically record meetings that are not closed to the public, provided that permission has been granted by the Mayor and as long as the taping, televising or recording is carried out in a manner that does not interfere with proceedings of the meeting; and
- d) may be asked to vacate the Meeting by the Mayor if their behaviour is deemed to be disruptive to the proceedings of the meeting.

#### **PART 14: RULES OF DEBATE**

- 14.1 The Mayor shall preside over the conduct of the Meeting including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the Meeting, subject to an appeal to the Council.
- 14.2 The Mayor may answer questions and comments in a general way without leaving the chair, but if he/she wishes to make a Motion or to speak on a Motion taking a definite position and endeavouring to persuade the Council to support that position, then he/she shall first leave the chair.
- 14.3 If the Mayor desires to leave the chair for the purpose of taking part in the debate or for any other reason, he/she shall appoint a Council Member to act as Chair and the Chair will sit in his/her place until he/she resumes the chair.
- 14.4 Before a Member may speak to any matter, he/she shall first be recognized by the Mayor.
- 14.5 When two or more Members indicate simultaneously that they wish to speak, the Mayor shall name the Member who is to speak first.
- 14.6 No Councillor may speak more than twice on the same issue, except the mover, who shall have the right to reply when all other speakers are finished, providing any Councillor who perceives himself/herself to be misunderstood may explain his/her position, but in no case may a new matter be introduced.
- 14.7 Any Member of Council may as of right, require the question or Motion in discussion to be read for his/her information, but not so as to interrupt a Member speaking.

#### **PART 15: QUESTIONS OF PRIVILEGE AND ORDER**

- 15.1 Any Member rising to a point of order shall state the point of order without debate, and the Member so called to order shall desist from speaking until the Mayor decides the point of order after which any Member may address the chair to appeal the point of order.
- 15.2 Any Member may appeal the decision of the Mayor on a point of order to the Council which shall decide the question without debate.
- 15.3 Unless a Member immediately appeals the Mayor's decision to the Council, the decision of the Mayor shall be final.

- 15.4 If the decision of the Mayor is appealed to the Council, then the question "Shall the ruling of the Chair be sustained?" shall be put immediately without debate and its result shall be final.

## **PART 16: MOTIONS**

- 16.1 The Clerk will prepare draft motions for Council's consideration at regular Council meetings. Members may also introduce motions. For the purpose of this rule the Motion may be dictated to and recorded by the Clerk.
- 16.2 Any Member of Council may give notice of intent that he or she will introduce a Motion at the next or a subsequent meeting of Council to introduce a new matter, or initiate any measure to make any change in the Council's established policy. The giving of notice requires no seconder and is not at that time debatable.
- 16.3 All Notices of Motion shall be in writing, signed by the mover and filed with the Clerk.
- 16.4 Notices of Motions filed with the Clerk shall be directed to the next Regular Council Meeting unless otherwise noted.
- 16.5 A Motion to table is not debatable when seconded, and shall be put to Council immediately. A tabling Motion shall have a reference to the time it is to be brought back to Council.
- 16.6 All Motions must be formally seconded before the Mayor can put the question to Council.
- 16.7 Every Motion shall be deemed to be in the possession of the Council for debate after it is accepted by the Mayor, but may, with the permission of the Council, be withdrawn at the joint request of the Mover and Secunder at any time before the Motion is disposed of.
- 16.8 A Motion to adjourn, which need not be in writing, shall always be in order when seconded except:
- a) When a Member is in possession of the floor;
  - b) When the Members are voting; or,
  - c) When it has been decided by the Mayor that the question has been put forthwith.
- 16.9 Only one amendment to a motion shall be allowed on the floor at one time.
- 16.10 A Motion to amend:
- a) Shall be relevant and germane to the motion; and,
  - b) Shall not be received if it proposes a direct negative to the question.
- 16.11 A Motion to call the question (close the debate) shall:
- a) not be amended;
  - b) not be debated;
  - c) apply to the Motion or amendment under debate at the time when the Motion to put the question is made.
- 16.12 A Motion to refer a matter under consideration to a Committee or the Administration or elsewhere shall:
- a) be open to debate;
  - b) be amendable; and

- c) preclude amendment or debate of the preceding Motion, unless the Motion to refer is resolved in the negative, in which case the preceding Motion shall be open to debate and amendment.

16.13 A Motion to Withdraw – Before a motion has been stated by the chair, the motion is the property of its mover, who can withdraw it or modify it without consent. Once the motion has been stated by the chair, the motion is the property of the Council and requires the consent of the majority of Council to withdraw or modify the motion.

## **PART 17: VOTING PROCEDURES**

17.1 When the question under consideration contains two or more propositions, the same shall, at the request of any Member of Council, be put separately.

17.2 Voting on the main Motion and amending Motions shall be conducted in the following order:

- a) a Motion to amend a Motion to amend the main Motion;
- b) a Motion (as amended or not) to amend the main Motion;
- c) the main Motion (as amended or not)

17.3 Every Member of Council present at a Council Meeting when a question is put shall vote thereon, except where he/she is disqualified to vote by reason of a pecuniary interest or is absent from the Council Chamber when the question is put.

17.4 Every Member of Council who is not disqualified from voting by reasons of a declared pecuniary interest shall be deemed to be voting against the Motion if he/she declines or abstains from voting.

17.5 All votes shall be by show of hands, except when a Recorded Vote is requested. The manner of determining the decision of the council on a Motion shall not be by secret ballot or by any other method of secret voting.

17.6 When there is a tie vote on any Motion, it shall be deemed to have been decided in the negative.

17.7 All votes of Council/Committee Meetings (including closed-session) shall be recorded in the minutes.

17.8 When voting during a recorded vote, each Member shall be called by the Clerk and shall answer "yes" if voting in favour of the question or answer "no" when voting against the question.

17.10 When a Recorded Vote is taken, the names of those who voted for and those who voted against the Motion shall be entered in the Minutes.

17.11 When recording the "yes" votes and "no" votes, the Clerk shall begin with the Council Member's name that is randomly drawn by the Mayor or Clerk, from a container holding all Council Members' names. The Clerk shall, if requested, read the vote tally so taken either before all votes are cast or immediately following.

## **PART 18: RECONSIDERATION**

18.1 A Motion to reconsider a decided matter shall only be introduced by a Member who voted with the majority on the original Motion and shall only be introduced via Notice of Motion.

Before accepting a Motion to reconsider, the Mayor may ask the Member to confirm that he/she voted with the majority on the issue in question.

- 18.2 Any motion except a motion to refer, to amend, to table or to adjourn may be reconsidered subject to the provisions contained in this section.
- 18.3 No debate on a Motion to reconsider a decided matter shall be permitted, however, the Mover of a Motion to reconsider may make a brief and concise statement outlining the reasons for proposing such reconsideration.
- 18.4 No motion to reconsider a decided matter shall be considered more than once during the same meeting.
- 18.5 No report or motion shall be reconsidered within the term of Council, except with the permission of Council granted upon a majority vote of the Members present.
- 18.6 When a motion to reconsider a decided matter is adopted, the matter will not be discussed until the following meeting of Council.
- 18.7 In the event that a motion to reconsider is adopted, staff shall take no further action on the course set by the original motion until the matter is actually considered again.

## **PART 19 – COUNCIL APPOINTMENTS**

- 19.1 Council appointments may be done by a majority vote (by show of hands), or vote by ballot. The process to be determined by Council, in advance of the appointment.
- 19.2 Ballot Process (Knock-Out): May be used in the event that more than one (1) member of Council agrees to, or steps forward for the appointment.
  - a) Each member of council is entitled to one vote;
  - b) Ballots will be distributed and collected by the Clerk
  - c) The member of Council who first secures a majority of ballots cast is considered the successful candidate;
  - d) If no member of Council secures a majority of votes on a ballot, the following will occur:
    - i. The member of Council with the lowest number of votes will be eliminated;
    - ii. Should there be a tie between two (2) Members of Council for the lowest number of votes, they will be both eliminated at the same time, provided that at least two (2) Members are left in the running for the next ballot. If there is a tie between 2 members of council or more and their elimination would leave one candidate left without a majority, a run-off vote amongst the lower vote getters will be held;
    - iii. When down to two (2) final members and if by chance there is a tie, a second vote will be held between the two (2) members;
    - iv. If a tie persists after the second ballot between the two (2) members, the successful appointee will be determined by way of a draw. In this circumstance, the successful appointee shall be determined by the Clerk placing the member names in a box, and one name being drawn. The first name drawn will be the successful appointee.

## **PART 20 ENACTMENT OF BY-LAWS**

- 20.1 Every proposed by-law shall be introduced by a motion.
- 20.2 Every by-law previous to its being adopted by Council shall receive three readings.

- 20.3 Bylaws may be given first, second and third reading by way of one resolution at the same meeting it is presented, except when requested otherwise by motion of the majority present or as otherwise provided in law.
- 20.4 It shall be the duty of the Clerk to revise all by-laws and after such revision, shall initial same and certify on the said by-laws that the same are correct, and at every succeeding stage of such by-law, the said Clerk shall be held responsible for their corrections should amendments be made.
- 20.5 Upon the final reading and passing of any by-laws, the same shall be numbered and certified by the signatures of the Mayor and Clerk and the Seal of the Corporation shall certify same with the date thereof at the foot of the by-law.

#### **PART 21: DISCLOSURES OF PECUNIARY INTEREST**

- 21.1 At a meeting at which a member discloses an interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee or local board, as the case may be.
- 21.2 A copy of each declaration recorded shall be published with the associated minutes and shall form part of a registry which shall be available for public inspection at the Municipal Office during business hours.
- 21.3 If a Member has any pecuniary interest, direct or indirect, in any matter in which the Council is concerned and if he/she is present at a Meeting at which the matter is the subject of consideration, he/she shall disclose his/her interest and the general nature thereof and shall not take part in the consideration or the discussion of the matter nor vote on any Motion in regard to the matter. If a Member is not present and has any pecuniary interest, he/she shall disclose his/her interest at the next meeting in attendance.
- 21.4 Where the meeting referred to in subsection 20.1 is not open to the public, in addition to complying with the requirements of that subsection, the Member shall leave the meeting or the part of the meeting during which the matter is under consideration.

#### **PART 22: CONFIRMING BY-LAW**

- 22.1 The proceedings of Regular and Special Meeting shall be confirmed by By-Law on a quarterly basis, so that every decision of Council and every Resolution passed thereat shall have the same force and effect as if each and every one of them had been the subject matter of a separate By-Law duly enacted.

#### **PART 23: POINTS OF ORDER**

- 23.1 The Head of Council or Chair shall preserve order and decide questions of order.
- 23.2 The Council, if appealed to, shall decide the question without debate and its decision shall be final.

#### **PART 24: POINTS NOT PROVIDED FOR**

- 24.1 Subject to the provisions of the Municipal Act, and except as expressly provided for in this By-law, Robert's Rules of Order shall be referred to and abided by as far as applicable when questions arise respecting the interpretation of the rules contained in this By-law, and on all points of order or procedure not provided for in this By-law.

- 24.2 Subject to Section 24.1, all points of order or procedure not provided for in this By-law or in Roberts Rules of Order shall be decided by a vote of Council members present.

**PART 25: SUSPENSION OF PROCEDURES**

- 25.1 Any procedure under this By-law which is discretionary and not mandatory under statute, may be suspended with the consent of the majority of the members present.

**PART 26: PROCEDURAL IMPERFECTIONS**

- 26.1 The lawful will and intent of the Council shall always take precedence and procedural imperfections in the dispatch of business shall not affect the validity of any action taken.

**PART 27: EXECUTION OF DOCUMENTS**

- 27.1 Whenever to give effect and any resolution or by-law of the Corporation, or to perform any of the statutory duties of the Corporation the execution of any document is required, the Head of Council or designate, Clerk or Deputy Clerk are hereby authorized for and in the name of the Corporation to affix the seal of the Corporation to such documents.

**PART 28: REPEAL**

- 28.1 Dawn-Euphemia Township By-Law Number 2022-31 is hereby repealed in its entirety.

**PART 29: ENACTMENT**

- 29.1 This By-Law shall come into force and effect upon finally being passed.

Read a first, second and third time and finally passed this 18<sup>th</sup> day of August, 2025.

**ORIGINAL HAS BEEN SIGNED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

The Corporation of the Township of Dawn-Euphemia

RESOLUTION – REGULAR MEETING

Date: August 18, 2025

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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.*