



The Corporation of the Township of Dawn-Euphemia

- A G E N D A -

Monday, October 20, 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. The meeting. 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 October 6, 2025

5. BUSINESS ARISING FROM MINUTES

6. PLANNING/DRAINAGE/PROPERTY

(a) Drain Maintenance Requests Received: (1) Sheppard Drain

7. REPORTS

- a) Report from Clerk Re: Update to Procurement Policy and By-Law 2025-18
- b) Report from the Public Works Superintendent Re: 2025 Western Star Purchase
- b) Report from Clerk Re: Election Policies 2026

8. CORRESPONDENCE

Information Only

- a) Letter Dated October 1, 2025 from Chief Executive Office, Circular Materials and MECP and Michelle Courtney, BRA Re: Collection from ICI Locations
- b) Building Permits - August
- c) Lambton Public Health -Covid-19/Influenza Vaccine Clinic
- d) Notice Dated October 7, 2025 from Enbridge Gas – 2026 Storage Enhancement Project
- e) Letter Dated October 7, 2025 from MECP
Re: Compliance Policy – Potential for Low-Risk Incident Referrals to Municipalities

9. OTHER BUSINESS

a) Accounts

10. BY-LAW

11. CLOSED SESSION

a) Two (2) Matters under S.239(2)(b) Personal Matters about Identifiable Individuals

12. ADJOURNMENT: Next Meeting of Council

Committee of Adjustment – Monday November 3, 2025 @ 6:10pm

Regular Council Meeting – Monday, November 3, 2025 @ 6:30 pm

The Corporation of the Township of Dawn-Euphemia

4

RESOLUTION – REGULAR MEETING

Date: October 20, 2025

Moved by:	Seconded by:	Recorded Vote:	
		Order	Vote
☐ A. Broad	☐ A. Broad	_____	A. Broad
☐ A. Gray	☐ A. Gray	_____	A. Gray
☐ P. LeBoeuf	☐ P. LeBoeuf	_____	P. LeBoeuf
☐ M. McGuire	☐ M. McGuire	_____	M. McGuire
☐ J. Meyer	☐ J. Meyer	_____	J. Meyer

That the Minutes of the Regular Council Meeting of October 6, 2025,
be adopted. *Carried.*



The Corporation of the Township of Dawn-Euphemia

- MINUTES -

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

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

Staff Present: D. Clermont, Administrator-Clerk
M. Seguin, Treasurer (Left at 7:15 pm)
J. Collison, Public Works Superintendent (Left at 6:55 pm)
B. Poland, Deputy-Clerk

Disclosures: None

2025-141 Councillor McGuire – Councillor LeBoeuf

Minutes – Sept. 15, 2025

That the minutes of the September 15, 2025, Regular Council Meeting be adopted. *Carried.*

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

2025-142 Councillor LeBoeuf – Councillor McGuire

Drain Maintenance

That the following Drain Maintenance and/or Repair Requests be referred to the Drainage Superintendent with the power to act; (1) The Stacey Drain Maintenance Request received September 11, 2025, submitted by Beverly Jennings. (2) The Charles Knight Drain Maintenance Request received September 12, 2025, submitted by Danny Zimmerman. (3) The 11th Concession Drain Maintenance Request received September 19, 2025, submitted by David Zimmerman. (4) The Atchinson Drain Maintenance Request received September 22, 2025, submitted by Roger McAuslan. (5) The Wallace Drain Maintenance Request received September 25, 2025, submitted by Lee Whitton. *Carried.*

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

2025-143 Councillor McGuire – Councillor LeBoeuf

2009 John Deere 772G Purchase

That Council accepts the report dated Oct 6, 2025 from the Public Works Superintendent, regarding the purchase of a 2009 John Deere 772G Grader as presented, and that Council authorizes the purchase of the used 2009 John Deere 772G Grader, including snow plow attachments, at a total cost of \$145,000.00 (plus HST); And that the purchase be funded through the 2025 Public Works Operational Budget, with any cost overages to be covered by the Public Works Fleet Reserve at year-end. *Carried.*

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

Note: The Public Works Superintendent informed Council that, due to the condition of the Township's aging equipment, one of the salt trucks will be inoperable this winter and requires immediate replacement to maintain the full fleet necessary for the upcoming winter season. Although the

replacement of this vehicle was originally scheduled for 2026, with funds allocated in Reserves, an accelerated replacement is now required. Council passed the following resolution:

2025-144 Councillor McGuire – Councillor LeBoeuf

Salt Truck Replacement

That Council proceed with the purchase of a 2025 Western Star Salt Truck as budgeted for in 2026, subject to the terms and conditions of the Municipality; And that the Public Works Superintendent provide a written report to Council regarding details and price for final approval. *Carried.*

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

2025-145 Councillor LeBoeuf – Councillor McGuire

Community Preparedness Grant

That Council accepts the Community Emergency Preparedness Grant Report, dated October 6, 2025, from the Treasurer as presented; And that the Treasurer report back to Council at the next Council Meeting with an update on the current generator status; And further that a letter of support from the MPP be included with the application. *Carried.*

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

2025-146 Councillor McGuire – Councillor LeBoeuf

Water Rates 2026

That Council accepts the Water Rates 2026 Report, dated October 6, 2025, from the Treasurer as presented; And that Council set water rates for 2026 at a per billing fixed charge of \$90.00 bi-monthly and a meter consumption rate of \$4.68 per cubic meter. *Carried.*

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

2025-147 Councillor LeBoeuf – Councillor McGuire

Tax and Utility ePay

That Council accepts the Tax and Utility ePay report dated October 6, 2025, from the Treasurer regarding ePay for online payments of bills and invoices as presented. *Carried.*

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

2025-148 Councillor McGuire – Councillor LeBoeuf

Farm Lease

That Council hereby agrees to renew the Year Farm Lease for approximately 19 acres of municipally-owned farmable land located at 544 Florence Road, Florence to the current lessee; And that the lease be renewed for 2-years being January 1, 2026, to December 31, 2027, at the current rate; And that the Clerk be authorized to proceed with signing the agreement on behalf of the Township. *Carried.*

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

2025-149 Councillor LeBoeuf – Councillor McGuire

2026 Regular Council Meeting Schedule

That Council adopts the 2026 Regular Council Meeting Schedule, as presented; And that the new schedule be posted to the Township's website. *Carried.*

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

2025-150 Councillor LeBoeuf – Councillor McGuire

Environmental Study Report

That Council acknowledge receipt of the Notice of Completion of the Draft Environmental Study Report for the Lakeshore to Longwoods Project dated September 2025, from Hydro One. *Carried.*

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

2025-151 Councillor McGuire - Councillor LeBoeuf

Fees for Service By-Law

That By-law 2025-17, being a by-law to Impose User Fees or Charges and Planning Application Fees and Repeal By-Law 2024-26, be taken as read a first, second and third time, and finally passed this 6th day of October 2025. *Carried.*

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

2025-152 Councillor LeBoeuf – Councillor McGuire

Adjournment

That this Regular Session of Council be hereby adjourned at the hour of 7:28 pm, to meet again on October 20, 2025 @ 6:30 pm (Regular Meeting), or at the call of the Chair. *Carried.*

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

Mayor

Administrator-Clerk

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: October 20, 2025

Moved by:	Seconded by:	Recorded Vote:	
		Order	Vote
☐ A. Broad	☐ A. Broad	_____	_____ A. Broad
☐ A. Gray	☐ A. Gray	_____	_____ A. Gray
☐ P. LeBoeuf	☐ P. LeBoeuf	_____	_____ P. LeBoeuf
☐ M. McGuire	☐ M. McGuire	_____	_____ M. McGuire
☐ J. Meyer	☐ 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 Sheppard Drain Maintenance Request received October 6, 2025, submitted by Sean Dobbelaar.

Carried.

For Office Use Only

Drainage Supt Oct 6 2025
Council Oct 20 2025
Res: _____
Electronic File _____

Notice of Request for Drain Maintenance and/or Repair

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

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

Re: Sheppard Drain
(Name of Drain)

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

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

☒ Clean Out ☐ Tile Repair ☒ Culvert Replacement ☐ Sprayed

Comments: Cleanout, brushing, and culvert replacement (collapsed at end)

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

714 McCready Road, Bothwell

Ward or Geographic Township

Dawn-Euphemia

Parcel Roll Number

3

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

Dobbelaar

First Name

Sean

Middle Initial**Mailing Address****Unit Number****Street/Road Number****Street/Road Name****PO Box****City/Town****Province**

Ontario

Postal Code

N7M 5J7

Telephone Number**Cell Phone Number (Optional)****Email Address (Optional)**

Signature of Landowner: _____ Date: 10/03/2025

To be completed by recipient municipality:

Notice filed this 3rd day of October 2025

Name of Clerk (Last Name, First Name)

Clermont, Donna

Signature of Clerk



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

7a

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

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

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

To: Members of Dawn-Euphemia Township Council
Meeting Date: Monday October 20, 2025
From: Donna Clermont, Administrator-Clerk
Subject: **UPDATE TO PROCUREMENT POLICY**

Open Session Report

Comments:

As discussed with Council at the last Regular Council Meeting of Monday October 6, 2025, I have reviewed the current Procurement By-Law # 2016-29 and have recommended a couple amendments that are highlighted in red.

The changes include exemptions for unforeseen circumstances (S.7.4 xiii, xiv), Section (7.6) for purchasing Used Equipment/Assets, and S7.7 dealing with Trade-In of Equipment.

Financial Impact:

N/A

Consultations:

Public Works Superintendent

Strategic Plan Implications:

Recommendation:

That By-Law 2025-18, Being a By-Law to Establish a Procurement Policy for The Corporation of the Township of Dawn-Euphemia; And to Repeal By-Law 2016-29, be read a first time, read a second and third time and finally passed this 20th day of October, 2025.



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

BY-LAW 2025-18

**Being a By-law to Establish a Procurement Policy for
The Corporation of the Township of Dawn-Euphemia
And to repeal By-law 2016-29.**

WHEREAS Section 8 of the Municipal Act, S.O. 2001, c. 25, provides that Sections 9 and 11 of the Act shall be interpreted broadly so as to confer broad authority on municipalities to a) enable municipalities to govern their affairs as they consider appropriate and, b) enhance their ability to respond to municipal issues;

WHEREAS Section 9 of the Municipal Act, S.O. 2001, c. 25, states that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

WHEREAS Section 20(1) of the Municipal Act, S.O. 2001, c. 25, as amended, provides the authority for adjoining municipalities to enter into agreements for joint undertakings;

WHEREAS Section 270 of the Municipal Act, S.O. 2001, c. 25, requires that municipalities enact a procurement policy;

WHEREAS it is deemed expedient to establish updated procurement policies for The Corporation of the Township of Dawn-Euphemia;

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

1. That this By-law shall be known and may be cited as the "Procurement Policy By-law".
2. That Schedule "A" and Schedule "B" attached hereto forms part of this by-law.
3. Where the provisions of any other by-laws or resolutions are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.
4. That By-Law 2016-29 is hereby repealed.
5. That this by-law shall come into effect upon its passing.

**READ A FIRST AND SECOND TIME AND CONSIDERED READ A THIRD TIME AND
FINALLY PASSED THIS 20th DAY OF OCTOBER, 2025.**

Mayor, Alan Broad

Clerk, Donna Clermont

Schedule "A" – By-law 2016-***

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SECTION 1.0 - DEFINITIONS

In this by-law, unless the context requires otherwise, words in the singular shall include the plural and words in the masculine gender shall include the feminine. For the purpose of this By-law the following terms have the following meanings:

“Acquisition” means the process used for obtaining goods and services.

“Agreement or Contract” means a legal document that binds the Township of Dawn-Euphemia and all other parties.

“Blanket Order” means the agreement wherein a vendor will provide certain items to the Township for an agreed period of time with established terms and conditions.

“Bid” means an offer or submission received in response to a request for quotation, tender or proposal which is subject to acceptance or rejection.

“Clerk” means the Municipal Clerk for the Township of Dawn-Euphemia.

“Contract under Call” means any Tenders, Quotations, or Request for Proposals that is open to submit a bid for a certain timeframe.

“Council” means the Municipal Council of The Corporation of the Township of Dawn-Euphemia.

“Department Head” means any employee who has been designated by the employer as one who directs and oversees a department or organization and the employees with that department or organization (Fire Chief, Clerk, Treasurer, Public Works Superintendent).

“Disposal” means the removal of materials owned by the Municipality which are deemed surplus, by sale, trade-in, auction, alternative use, gift or destruction.

“Emergency” means an event which occurs which in the opinion of the Department Head requires immediate repair or replacement of equipment, services, or facilities in order to maintain a required public service or to prevent danger to life, health or safety of employees or the public, or to prevent damage to property and may also include a Declared State of Emergency.

“Execute” means to legally bind the Township to the terms and conditions defined with the Agreement.

“Expression of Interest” means a situation where vendors are solicited by the Municipality to advise the Municipality of their ability or desire to undertake municipal requirements.

“Goods and/or Services” means supplies, work, equipment, maintenance, professional and consulting services and service contracts not otherwise provided for.

“Local Firm” means any firm operating within the close proximity of the Township of Dawn-Euphemia.

“Municipality” means The Corporation of the Township of Dawn-Euphemia.

“MFIPPA” – means Municipal Freedom of Information Protection & Privacy Act.

“Petty Cash” – a cash fund for paying small charges, as for minor incidentals such as office supplies or deliveries incurred by the municipality and staff. Petty cash will not typically be used to reimburse Council Members.

“Procure/Procurement/Purchase” means to acquire by purchase, rental or lease of goods and service.

“Professional or Consulting Services” means a person or firm, who by virtue of a particular expertise, is hired by the Municipality to undertake a specific task or assignment and includes architects, engineers, auditors, designers, planners, banking services, insurance providers, brokers, surveyors, management consultants, legal representation and any other consulting and professional services provided to The Corporation of the Township of Dawn-Euphemia.

“Proposal (Request for Proposal/ RFP)” means an offer to provide goods or services where it is not practical to prepare precise specifications, or where “alternatives” to detailed specifications will be considered, which may be subject to further negotiation. This process allows vendors to propose solutions to arrive at the end products, and allows for evaluation on criteria other than price.

“Quotation” (Request for Quotation/RFQ) means a request for prices on specific goods or services obtained formally or informally for selected sources.

“Responsive Bidder” means one who complies with the provisions of the bid solicitation, including specifications, contractual terms and conditions, and who can reasonably be expected to provide satisfactory performance on the proposed contract based on reputation, or references, or performance on previous contracts, and adequate financial and other resources.

“Single or Sole Sourcing” means a non-competitive acquisition from a specific supplier, even though there may be more than one supplier capable of delivering the same goods or services, or a non-competitive acquisition where there is only one supplier for the source of the goods or services.

“Surplus Goods” means any items no longer having any use to the Township or in excess of the needs of the Township, inclusive but not limited to obsolete supplies, scrap materials and vehicles, but excluding real property.

“Tender” means an offer received from a supplier of goods and/or services in response to a public advertisement requesting tenders, which offer may be subject to acceptance or rejection.

“Township” means The Corporation of the Township of Dawn-Euphemia.

“Treasurer” means the Treasurer of The Corporation of the Township of Dawn-Euphemia.

“Verbal Quotation” means the requisitioning department will receive pricing via telephone or in person, and will retain written documentation of the conversation and information.

“Workplace Safety and Insurance Board Certificate (WSIB)” means a certificate issued by an authorized official of the Workplace Safety and Insurance Board certifying that the Board waives its rights under subsection 9(3) of the Work Place Safety and Insurance Act.

SECTION 2.0 – PRINCIPLES AND OBJECTIVES

- 2.1 To purchase, rent or lease the required quality and quantity of goods and/or services, including professional and consulting services in an efficient, timely and cost effective manner;
- 2.2 To encourage open competitive bidding for the acquisition and disposal of goods and services where practicable;
- 2.3 To consider all costs, including, but not limited to, acquisition, operating, training, maintenance, quality, warranty, payment terms, disposal value and disposal costs, on-going cost commitments, in evaluating bid submissions from qualified, responsive and responsible vendors;
- 2.4 To co-ordinate purchases on a joint municipal partnership basis when appropriate in order to obtain available volume discounts and best possible price;
- 2.5 To monitor and report on the economic climate and legislative changes which may have an impact on the Township and to determine the appropriate actions to be taken through purchasing policies and procedures;
- 2.6 To encourage the procurement of goods and services with due regard to the preservation of the natural environment. Vendors may be selected to supply goods made by methods resulting in the least damage to the environment and supply goods incorporating recycled materials where practicable; and
- 2.7 To promote and maintain the integrity of the purchasing process and protect Council, staff and vendors involved in the process, by providing clear direction and accountabilities.

SECTION 3.0 – RESPONSIBILITIES AND AUTHORITY

3.1 Council

- 3.1.1 Council has ultimate authority for all expenditures. Council delegates this authority by the authorization of budgets and establishing policy, or by specific resolution.

3.2 Department Heads

- 3.2.1 Department Heads may procure within the approved (or as amended) annual budget for such department, as approved by Council, provided that the requirements of this by-law have been met.
- 3.2.2 These procedures constitute the minimum requirement. The Department Heads may implement additional requirements on a departmental basis above and beyond these requirements.
- 3.2.3 Where a Department Head wishes to incur expenditures *not originally* included in the operating budget or capital budget, a report shall be submitted to Council in order to obtain approval for such expenditure. The report shall contain sufficient information including an estimate for the purchase to enable Council to judge the propriety of the proposed expenditure and identify the source of financing.
- 3.2.4 Department Heads may obtain, *prior to the adoption of the budget*, bids for goods and services, provided that it is made clear that the acceptance of a bid and placing of the order is subject to budget approval by Municipal Council, and the items specified are subject to change in quantity and/or deletion.

3.2.5 The Department Head whose budget provides for the procurement of goods and services shall be responsible for the preparation and approval of all specifications, terms of reference (scope of work) to be used for the procurement of such goods and services, and are accountable for the decisions and actions in the administration of contracts which have been awarded pursuant to this Policy.

3.2.6 The Department Head is responsible for reviewing and approving invoices and accounts from vendors prior to payment. Approval signed by the Department Head denotes clerical accuracy, budget approval and indication that the goods and services were received in good order.

3.2.7 Department Heads may appoint one or more persons to act as their designate(s) to conduct specific tasks and/or authorize specific expenditures.

3.2 Administrator-Clerk

3.3.1 The Administrator-Clerk notwithstanding S.3.2, may instruct the Department Head *not* to award a contract, submit recommendations to Council for approval, or may provide additional restrictions concerning procurement where such action is considered by the Administrator-Clerk necessary and in the best interests of the Municipality.

3.3 Treasurer

3.4.1 The Treasurer where any tender or contract has been authorized under this By-law, may authorize disbursement of additional funds provided that the additional funds;

- i. Shall not exceed twenty percent (20%) of the original contract price and the transfer is reported and approved by Council;
- ii. The requirement for additional goods, services and/or construction could not reasonably have been anticipated at the time the original contract or price agreement was awarded;
- iii. The authorization to purchase the additional goods, services and/or construction is required to prevent interruption in service delay or to avoid incurring extra costs;
- iv. Funds are available within the department budget.

3.4.2 The Treasurer shall select the appropriate means to guarantee execution and performance of a contract. Means may include one or more of, but are not limited to, letters of credit, financial bonds or other forms of security deposits, provisions for liquidated damages, progress payments, and holdbacks. Appropriate guarantees will be set out in the bid specifications or bid solicitation as required.

3.4.3 Prior to commencement of work and where deemed appropriate, evidence of insurance coverage satisfactory to the Treasurer, must be obtained, ensuring indemnification of the Township from any and all claims, demands, losses, costs or damages resulting from the performance of a supplier's obligations under a contract. A certificate of insurance must be submitted to the Treasurer for approval, prior to commencement of any service or work.

3.4.4 WSIB Certificates of Clearance must be submitted to the Treasurer at the commencement of a project and periodically as requested.

SECTION 4.0 – PURCHASING GUIDELINES

- 4.1 Reasonable efforts will be made to provide an opportunity for local businesses to bid on municipal purchases.
- 4.2 In accordance with the Discriminatory Business Practices Act, R.S.O. 1990, Chapter D.12, there will be no local preferences for purchases. All else being equal, preference will be given to purchase goods and/or services firstly from Township based businesses, secondly from businesses located in the County of Lambton and thirdly from Canadian owned businesses.
- 4.3 No requirement for goods and services may be divided into two or more parts to avoid the provisions of this policy.
- 4.4 No employee, elected official or committee member of the Township shall purchase goods, services or leasing, request quotes, proposals or tenders, or enter into contracts and agreements on behalf of the Township except in accordance with the provisions of this By-law.
- 4.5 Except as otherwise stipulated, any procurement shall be made on a competitive basis, in keeping with accepted public purchasing practices and in accordance with applicable Municipal policies and by-laws and specific provisions of the Municipal Act and all other relevant Federal and Provincial legislation.
- 4.6 Where practical specifications and/or terms of reference being considered are detailed but not brand specific, potential vendors may provide alternatives in the event an equal or better-proven product or method is available.
- 4.7 Where further approvals external to the Township are required prior to contract signing, the report recommending the award shall indicate that such approvals shall be obtained prior to the contract being executed and the commencement of the proposed works or acquisition.
- 4.8 Purchases shall not be made in such a manner in order that the services could result in the establishment of an employee-employer relationship.
- 4.9 Staff will incorporate accessibility criteria and features when preparing documents for procuring or acquiring goods, services, or facilities, except where it is not practicable to do so. In the event it is not practicable to do so, an explanation will be provided upon request.
- 4.10 The Township reserves the right in its sole discretion, to reject any or all bids, and the lowest or highest bid, as the case may be, will not necessarily be accepted.

SECTION 5.0 - METHODS OF PROCUREMENT

5.1 Expression of Interest and/or Request for Pre-Qualification:

- 5.1.1 A Department Head may issue a Request for Pre-Qualification to select a number of bidders prior to the competitive process. The purpose of the pre-qualification is to ensure that each bidder can demonstrate they have the ability to provide the necessary expertise and resources to satisfactorily complete the work required.

5.1.2 This is generally a two-step process, where either a Request for Tender/Quotation or Request for Proposal will follow. Pre-qualification is the first step and would set out the criteria requiring bidders to provide information, such as, but not limited to:

- i. experience on similar work (firm and staff assigned);
- ii. references provided from other customers for similar work;
- iii. verification of applicable licenses and certificates;
- iv. health and safety policies and staff training; and
- v. financial capability.

5.1.3 The initiating Department Head will evaluate and rank the submissions received and then recommend a shortlist of acceptable bidders who will be invited to participate in the subsequent Request for Tender/Quotation or Request for Proposals. A reply to the Request for Pre-Qualification is required by a designated date and time to the Department Head who initiated the request. Any resulting bid document will be processed and advertised in accordance with this By-law.

5.2 Request for Information:

5.2.1 As an alternative to an Expression of Interest and/or Request for Pre-Qualification, the Municipality may request information to build supplier interest and to see if there are enough suppliers to justify a full Request for Proposal competition. The Request for Information would request detailed information such as, but not limited to, company background, interested parties, what they can offer and what they can do for the Municipality. A reply to the Request for Information is required by a designated date and time to the Department Head who initiated the request. Any resulting bid document will be processed and advertised in accordance with this by-law.

5.3 Informal Quotations

5.3.1 The goal of informal quotations is to obtain competitive pricing in an expeditious and cost effective manner through phone, verbal, facsimile, e-mail, vendor advertisements, vendor catalogues or other similar communication methods.

5.3.2 Department Heads shall document and retain on file details of the quotes received including the name of the supplier and the quoted amount.

5.4 Formal Quotations

5.4.1 A minimum of three written quotations shall be obtained from suppliers whenever possible. Where three quotations cannot be obtained, the reason shall be documented. If only one bid is received, the Township may exercise the right to cancel. Advertising is not required.

5.4.2 The document requesting quotations shall include the following statements. "The lowest or any quotation not necessarily accepted".

5.4.3 If, as a result of queries from prospective bidders, the quotation needs to be revised, each prospective bidder shall be notified of the revisions where possible.

5.4.4 All requests for written quotations shall include a specific day and time by which the quotations must be submitted to the Department Head. A minimum of five (5) working days shall be allowed before the deadline for submitting a quotation. The

quote must be signed by an officer of the bidding company. When received, quotations shall be initialed showing the date and time they were received.

5.4.5 The Department Head shall review the quotations. If the successful quotation falls within the budgeted amount of the project, the Department Head can award the contract. If the quotation exceeds the amount budgeted for the project or exceeds \$50,000, then the Department Head shall submit a report to Council.

5.4.6 The Department Head shall document and retain on file, for the period required by the records retention by-law, details of the quotes received including the name of the supplier and the quoted amount.

5.4.7 Information about the accepted quotation shall be available to unsuccessful quoters subsequent to the accepted quotation being approved.

5.5 Blanket Orders/ Term Contracts/Leasing

5.5.1 The Department Head may establish **Blanket Orders** using an applicable bid mechanism. In the case of equipment repairs and equipment rentals, the Department Head shall be authorized to select vendors not solely on the basis of cost, but also on ability, quality or workmanship, service, availability, overall performance and experience without obtaining quotations or any form of advertising.

5.5.2 Where it is deemed to be beneficial to the Township, **term contracts** shall be issued for on-going services required by the Township. These services include, but are not limited to, custodial services, grass cutting, plumbing/electrical or HVAC maintenance agreements, audit services, banking services, IT consulting services, professional services, animal control and veterinary services.

5.5.3 **Term contracts** and any renewals shall not normally exceed a 5-year term. Subject to approval of the Administrator-Clerk, professional services may be contracted for a period of time longer than five years.

5.5.4 In certain circumstances, it may be economically advisable for the Township to enter into a financing **lease** to acquire the rights to use capital property and equipment rather than an outright purchase. For any lease, a report initiated by the Department Head shall be circulated to Council for its approval.

5.5.5 Where goods and services are routinely purchased or **leased** on a multi-year basis, the exercise of authority to award a contract is subject to:

- i. the identification and availability of sufficient funds in appropriate accounts for the current year within Council approved estimates; and,
- ii. the requirement for the goods or services will continue to exist in subsequent years and, the required funding can reasonably be expected to be made available.

5.6 Phased Acquisition Process

5.6.1 The Township may consider a phased process for acquisition or service provision if:

- i. Detailed specifications are not available or it is impractical to prepare specifications based on price;
- ii. The project is of a significant nature and is a long-term project; and/or
- iii. The project may be broken into various project phases.

5.6.2 The phased purchasing process may take a number of forms, depending on the complexity and requirements of the Township at the time the purchase is being considered. Phased acquisitions must have regard for the provisions of this bylaw and related procedures wherever practical, and must be approved by Council where applicable.

5.7 Negotiated Method

5.7.1 This method of purchase refers to the negotiation of an agreement for the purchase of goods and services from a supplier where there is no open competition. It may be used in the following circumstances:

- i. when goods or services are available from only one source;
- ii. where compatibility within an existing product or process is the overriding consideration;
- iii. when two or more identical lowest bids have been received;
- iv. when, due to market conditions, goods are in short supply;
- v. when all acceptable bids exceed the amount budgeted and re-tendering would not be beneficial;
- vi. when the extension or reinstatement of the existing contract would be the most cost effective or beneficial method and is in the best interest of the Township;
- vii. when an emergency, where goods and services are deemed necessary and time and safety concerns reasonably limit the use of any other prescribed procurement process;
- viii. when no bids are received on a formal quotation, tender or request for proposal;
- ix. when goods are required for resale and thus an important factor in choosing a successful bidder is marketability and profitability;
- x. where the Township has worked extensively with a supplier to develop a unique, durable, high quality, superior product; (ie: Dawn-blend gravel)
- xi. where the best interest of the Township would be served through negotiations.

5.7.2 In accordance with the negotiation method, the requirements for inviting tenders and quotations will be waived.

5.7.3 The methods of negotiation shall be those accepted as standard negotiating procedures that employ fair and ethical practices.

5.8 Tenders or Requests for Proposals (RFP)

5.8.1 Either Tenders or RFPs can be used for any dollar value at the discretion of the Department Head.

5.8.2 RFPs should be sought when the requirement for goods and/or services cannot be definitely specified, the requirements of the Township are best described in a general performance specification, and innovative solutions are sought. Depending on its terms, the process may involve negotiations subsequent to the submission of proposals on any or all of the specifications, contract terms and prices.

5.8.3 Tenders should be used when the goods and services can be specified.

5.8.4 Final award for purchases and/or services shall be at the approval of Council.

5.9 Advertising

5.9.1 Tenders, quotations, or proposals estimated to be or exceed \$50,000 shall be posted on the Township's website and may be posted on other professional websites, advertised in local newspapers, commercial/trade publications, newsletters etc., at the discretion of the Department Head.

5.9.2 Sufficient time, not less than ten (10) business days between advertising and the closing time, shall be allowed to permit a bidder to examine the specifications, obtain tender documents and complete and submit the tender/RFP.

5.9.3 The advertisement shall contain the following information:

- i. the name of the municipality;
- ii. the type of service, equipment or project;
- iii. the official designated to receive the tender;
- iv. the date and local time tenders shall be received until;
- v. the location where plans and specifications and tender forms may be obtained; and
- vi. a statement that the "the lowest or any tender/proposal not necessarily accepted".

5.10 Changes to Contract Under Call

5.10.1 If as a result of queries from prospective suppliers, or where it is deemed necessary by the Township, that the document needs to be revised, additional information supplied, or the closing date extended, an addendum shall be forwarded by facsimile, email or other method determined by the Department Head where possible and to each prospective supplier who registered their name with the Township. For all others that have not registered their name with the Township an addendum shall be posted on the Township's website. The addendum shall be attached to all documents not yet distributed. The contractor/supplier shall be advised that a tender/RFP already submitted will be returned upon written request.

5.10.2 Where it is deemed necessary by the Township to cancel a contract under call, the Department Head will ensure an advertisement is published in the same publication, when practical, in which the original advertisement appeared stating that the Contract under call has been cancelled and every person who registered their name with the Township shall be notified by phone, email or other method determined by the Department Head of the cancellation and a notice placed on the Township's website. All tenders/RFPs received shall be returned unopened.

5.10.3 It shall be the sole responsibility of each potential bidder to check the Township's website on a regular basis for any addendum.

5.11 Receipt of Tenders/Proposals

5.11.1 When a tender/proposal is received in person or mail, the envelope shall remain unopened and will be initialed showing the date and time received by staff. If the tender/proposal is received by email, the Department Head shall print off the documents and seal the envelope. The sealed envelope shall be kept in the vault until the stated time of opening. Staff will maintain a listing of tenders received

- 5.11.2 A tender delivered by hand after the closing date and time shall not be accepted or opened, and shall be returned by staff.
- 5.11.3 Late tenders, other than delivered by hand, shall be returned, unopened, to the bidder. A covering letter stating the late receipt shall accompany the return.
- 5.11.4 A late tender, other than delivered by hand, without a return address on the envelope shall be opened, the address obtained and then returned. The covering letter should state why the envelope could not be returned unopened.
- 5.11.5 The number of bids received and the names of the bidders are confidential and must not be divulged prior to the tender opening.

5.12 Withdrawal of Tenders/Proposals

- 5.12.1 A prospective bidder who has submitted a tender/proposal may make a written request that his/her submission be withdrawn. The withdrawal shall be allowed if the request is made before the closing time for the competition to which it applies. Withdrawal requests must be directed to the Township by hand, facsimile, or mail and signed by an authorized signing officer of the bidder. An email from the desk of an authorized signing officer will also be acceptable. Telephone requests shall not be acted upon.
- 5.12.2 The withdrawal of a tender does not disqualify a bidder from submitting, before the deadline, another tender on the same competition.
- 5.12.3 Tenders/proposals, which have been withdrawn, will be dealt with at the opening by the Department Head announcing that the tenders/proposals are withdrawn and are to be returned unopened by hand, courier or mail to the bidder at their expense. Tenders withdrawn under this procedure cannot be reinstated. The bid amount of the withdrawn tender shall not be disclosed.
- 5.12.4 Withdrawal requests received after the competition closing time will not be accepted. The bidder concerned shall be informed that the withdrawal request arrived too late for consideration.
- 5.12.5 If more than one tender is read under the same name for the same competition and no withdrawal notice has been received, the tender contained in the envelope bearing the time closest to the competition closing time shall be considered the intended bid. The other tender(s) received for that bidder shall be considered withdrawn and returned in the usual manner.

5.13 Opening of Tenders/Proposals

- 5.13.1 At a time established as soon as possible after the deadline for submitting Tenders/Proposals, and when all tenders have been accounted for, and withdrawals have been dealt with, the remaining tenders shall be opened, in the presence of the Department Head and another staff member.
- 5.13.2 Any persons from the public desiring to be present at the opening may attend.
- 5.13.3 For each contract, the Department Head shall announce the number of bids received and for each tender, the name of the bidder, the total bid amount, and the amount of the deposit.

- 5.13.4 If two tenders for the same contract are received in the same tender envelope, the signed copy, or if both are properly executed and prices differ, the lower price shall be considered the intended bid, which shall be processed in the normal manner.
- 5.13.5 If only one bid is received, the Township may exercise the right to cancel the tender/proposal.
- 5.13.6 Information about the accepted tender/proposal shall be available to unsuccessful quoters following the opening. The Department Head shall advise all quoters that the final decision is subject to review for accuracy and approval of Council (if applicable).

5.14 Review of Tenders/Proposals

- 5.14.1 Tenders/proposals shall be reviewed as soon as possible after their opening by the Department Head.
- 5.14.2 Tenders/proposals may be rejected if the tendering requirements have not been met. Notwithstanding the provisions of this policy, any proposals which are late, illegible, unsigned, contain insufficient deposits, securities or performance bonds, (if required) shall be rejected.
- 5.14.3 When a tender/proposal is rejected, the reason must be documented by the Department Head and the bidder advised in writing as to the reason for rejection of the tender.
- 5.14.4 In addition to price, consideration may also be given to the following in determining the successful bidder:
- i. the ability, capacity and skill of the bidder to provide the goods or services requested
 - ii. the ability of the bidder to perform the contract or provide the services promptly or at the time specified without delay or interference
 - iii. the character, integrity, reputation, judgment, experience and efficiency of the bidder
 - iv. past experience with the Township
 - v. the quality and performance of previous contracts, goods or services
 - vi. the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the goods or services
 - vii. the quality, availability and adaptability of the goods or contractual services to the particular use required
 - viii. the ability of the bidder to provide future maintenance and services for the items acquired
 - ix. the number and scope of conditions attached to the bid

5.15 Bids with Equal Total Prices

- 5.15.1 If two low bids are found to be equal in price, quality and service, the equal bidders will be given 48 hours to re-submit. If a tie still exists, the successful bidder shall be determined by a coin toss. The coin toss shall be performed by the Department Head in the presence of a representative of the initiating Department.

5.16 Bids in Excess of Budget

5.16.1 In the event that all submissions received exceed the budgeted amount, the Township may pursue the following options:

- i. The Township may, upon Council approval, add funds to those already allocated to the project, such that there are sufficient funds available to allow the Township to select a submission;
- ii. All bids may be rejected.

5.17 Acceptance of Tender/Proposal

5.17.1 Following the review of tenders/RFP, the Department Head shall submit a report and recommendation to Council for approval. The report to Council shall outline the reasons for acceptance, include any rejected bidder(s) and state the reason for the rejection, and reference to budget implications.

5.17.2 The tender to be accepted will be at the discretion of Council. The Township reserves the right to accept any tender, or to reject any or all tenders.

5.18 Notification of Acceptance of Tender/Proposal

5.18.1 Upon Council approval, the Department Head shall advise the successful bidder that a tender/proposal has been accepted.

5.18.2 Information about the accepted tender/proposal shall be available to unsuccessful bidders subsequent to the accepted tender/proposal being approved by Council.

5.19 Action when the Successful Bidder does not Enter into a Contract

5.19.1 If the successful bidder fails to enter into a contract or indicates that he will not perform the contract, the Department Head may recommend one of the following to Council:

- i. that the tender shall be awarded to another bidder
- ii. that the competition be cancelled.

In either case, the deposit of the successful bidder shall be forfeited.

5.19.2 In the event the tender is awarded to another bidder, the bidder will be required to provide the required tender deposit or performance bond and all other provisions of this By-law will apply.

5.20 Contract Terminated Prior to Completion

Where a contract is terminated within six months of its acceptance, the Department Head in consultation with the Administrator-Clerk shall review the bids/quotes originally submitted and may award the contract to the next most suitable bidder subject to meeting the requirements of this policy.

5.21 Return of Tender/Proposal Documents

When, pursuant to the provisions of this By-law, tender documents and/or deposit cheques are returned to the contractor/supplier by hand, a letter acknowledging receipt must be signed by the bidder. Return of deposit cheques shall be by courier or other tracked method or by hand.

SECTION 6.0 – CONTRACT ADMINISTRATION

6.1.1 It shall be the responsibility of the Department Head to enforce the contract terms, conditions and specifications. Where these terms are not being adhered to, the Department Head shall report the situation to the Treasurer for potential holdbacks and other enforcement measures.

6.1.2 Successful bidders may be required to execute a contract agreement with the Corporation which may include the submission of the following documents:

- i. contract security,
- ii. Insurance, Workplace Safety and Insurance Board (WSIB) compliance,
- iii. supplier/contractor's Health & Safety Policy and Procedures,
- iv. project schedule,
- v. accrediting credentials
- vi. other relevant documentation as may be warranted and requested at the discretion of the Department Head or Administrator-Clerk.

6.1.3 Subject to statutory requirements and where all the requirements of this By-law have been met, the Department Head is authorized to execute contracts and any ancillary documents when all of the following commitments have been met:

- i. Sufficient funds are available within the Council approved budget;
- ii. The procurement process and reporting procedures were carried out in accordance with the procurement policy;
- iii. Upon execution, the contract becomes a public record and may be released in whole or in part, to the public upon request, subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act;
- iv. Executed documents that do not require Council approval will be kept in the department file.

6.1.4 It shall be the responsibility of the Department Head to document and rate the Contractor's performance. The documented information could have an impact on future awards should the documentation show a contractor has poor performance, non-performance, etc.

6.1.5 Council may direct the removal of a vendor's name from the list of bidders for a period of up to two years on the basis of documented poor performance, non-performance, health and safety violations or conflict of interest. A written notice of the decision will be provided to the vendor.

6.2 Terms of payment

The Municipality maintains a net 30 days (n/30) practise upon receipt of an invoice unless under special circumstances, the Treasurer would reduce or extend the terms of payment.

6.3 Supplier Disqualification

6.3.1 The Township may disqualify any supplier or bidder from future bidding opportunities for failure to meet quality, service, project budget, specifications, requirements, after sales service and contract adherence.

6.3.2 Suppliers will be immediately disqualified when:

- i. The supplier is convicted of a criminal offence relating to the obtaining of (or, an attempt to obtain) a contract or subcontract;
- i. The supplier is in serious breach of a contract, or terms of contract, or unwillingness to perform a contract in accordance with the terms and conditions of that contract;
- ii. The supplier is determined to have a record of unsatisfactory performance on one or more contracts;
- iii. The supplier has made any slanderous comments about the Township on any public medium, included, but not limited to print medium, social media;
- iv. The supplier is a party in a legal action against the Township;
- v. Suppliers will be notified in writing of potential disqualification and accorded a reasonable opportunity to respond. If response is not obtained or in the event the response is deemed inadequate, the supplier will be disqualified. Disqualification and documentation must be retained by the Treasurer. Such disqualification will mean submissions from any disqualified supplier are not considered for a period of three years from the time the supplier was disqualified.

SECTION 7.0 – EXEMPTIONS

Under the following circumstances, the competitive bidding process is not required:

7.1 Emergency Procedures

Notwithstanding the provisions of this policy, the said provisions may be disregarded for goods or services that may be required in the event of an emergency situation. If expenditures relating to the emergency are anticipated to exceed \$25,000, the Department Head must first obtain approval of the Administrator-Clerk. Any purchase of goods or services purchased in the event of an emergency shall be reported to Council at the first meeting following the emergency.

Emergency procedures include but are not limited to the following:

- i. a threat to public health
- ii. the maintenance of essential Township services
- iii. the welfare of persons and/or of public property
- iv. the security of the Township's interests and the occurrence requires the immediate delivery of goods or services and time does not permit for competitive bids.

7.2 Co-operative or Joint Purchasing

The Township may participate with other municipalities, government agencies or public authorities in co-operative procurement/ acquisition ventures whenever it is determined to be in the best interest of the Township to do so.

7.3 Office Supplies

Office Supplies encompasses the usual products required to maintain the office environment and these items are obtained directly from the selected supplier.

7.4 Single or Sole Source Procurement

7.4.1 Purchase by sole source procurement may be adopted, at the discretion of the Department Head in the event that any of the following conditions apply:

- i. Goods and services are in short supply due to market conditions;
- ii. The sources of supply are restricted to the extent that there is not effective price competition, or consideration of substitutes is precluded due to any of the following:
 - a. components or replacement parts for which there is no substitute;
 - b. compatibility with an existing product, facility or service is required;
 - c. specific standards are adopted by Council.
- iii. Work is required on a project where a contractor has already been secured through a tender process, with established prices and it is considered to be beneficial and cost effective to extend the unit prices for the work to be completed for the Township;
- iv. When only one bid/proposal is received through the procurement process and it is impractical to recall the requirements of the request for quotations/proposals;
- v. When the expertise or product of an individual organization or individual is deemed to be specifically required by the Corporation;
- vi. Where the procurement is a prototype of a first good or service to be developed in the course of and for a particular contract for research experiment, study or original development, but not for any subsequent purchases;
- vii. Ensure continuity of critical processes or to avoid technical or environmental risk or violation of warranty/guarantee requirements when service is required;
- viii. Where there is an absence of competition for technical reasons and the goods and/or services can be supplied only by a particular supplier and no alternative or substitute exists, or where in depth knowledge of a specific consultant i.e. where one vendor or their product is far more advanced and/or experienced than others in the field and has historically outperformed all others in terms of value;
- ix. Where construction materials are to be purchased and it can be demonstrated that transportation costs or technical considerations must be considered;
- x. When there is documented evidence to support the extension, enhancement or takeover of an existing contract (that may include existing subcontractors) would prove more cost-effective or otherwise beneficial as defined by the requester and agreed to by the Administrator-Clerk and the involved Department Head;
- xi. When there is a statutory or market based monopoly on the item;
- xii. Where the required item is covered by an exclusive right such as a brand name, patent, copyright or exclusive licence or to maintain specialized products that must be maintained by the manufacture or its representative;
- xiii. Where necessary due to urgency resulting from unforeseeable events beyond the control of the Municipality, (ie: Unexpected failure of essential equipment, supply chain disruptions, labour strikes or lockouts) and where the required equipment, goods, and/or services *could not* be procured or delivered in time through an open competitive process.

- xiv. For purchases made under exceptionally advantageous conditions that only arise in the very short term in the case of unusual disposals such as those arising from liquidation, receivership, or bankruptcy, but not for routine purchases from regular Vendors.

7.4.2 Notwithstanding the provisions of this By-law, where a Department Head or Council deems it necessary or in the best interests of the Township to acquire goods, services or leasing from a particular source, where a good, service or leasing is available from one source only or the extension of an existing contract would prove more cost-efficient or beneficial, Council may pass a resolution to approve the procurement of the goods, services or leasing from that particular source, without using any of the procurement processes.

7.5 Miscellaneous Exemptions

This Procurement Policy establishes policies and practices applying to the purchase of all types of goods and services with the exception of the following:

- i. Petty cash items
- ii. The borrowing and investing of money
- iii. Rental, lease, purchase and sale of property or land
- iv. Membership in professional and vocational associations and their publications
- v. Utilities including phone, hydro, water and internet
- vi. Employee benefits
- vii. Training and Education Expenses
- viii. The hiring of contract employees
- ix. Licenses, certificates and other approvals required
- x. Joint purchasing agreements
- xi. Engineering for drainage and bridges
- xii. Legal services
- xiii. Audit services
- xiv. Planning services
- xv. Postage & courier charges
- xvi. Professional and Special Services such as laboratory services, real estate fees, survey fees, Bailiff or collection agencies
- xvii. Advertising
- xviii. Provision of professional and skilled services to individuals or the Township as a part of approved budgets
- xix. Any payments required to be made by the Township under statutory authority

7.6 Purchase of Used Equipment / Assets

Subject to Council approval, a Department Head is authorized to acquire used equipment or assets from other municipalities or vendors through private sale, public auction, sealed bid, or negotiated purchase. This is permitted provided the equipment meets or exceeds the organization's operational requirements and it is documented that purchasing the used equipment is a fiscally responsible alternative to acquiring new equipment. Such acquisitions may proceed outside of a competitive procurement process.

7.7 Trade-In of Equipment

A Department Head may trade in existing equipment for newer models when the trade-in is determined to meet operational needs and is fiscally responsible. This includes transactions conducted individually or as part of a regular trade-in program offered by suppliers or

manufacturers. In such cases, acquisitions may proceed outside of the standard competitive procurement process, provided the value received through the trade-in represents fair market value and is in the best interest of the Municipality. All trade-ins must be documented and approved in accordance with internal financial controls and included in the annual budget.

SECTION 8.0 - DISPOSAL OF SURPLUS GOODS

- 8.1 Where any good are surplus, obsolete or unrepairable, they shall be declared surplus by the Department Head. The items will be made available to all Township departments in the event that some items may be used by other departments. Any surplus goods not transferred within Township's departments will be accumulated by the Township and will be disposed of by any of the following methods:
- i. Advertised as being for sale to the public;
 - ii. Sold by auction, internet and/or consignment;
 - iii. Donation to a registered charity;
 - iv. or other option deemed to be in the best interest of the Department Head.
- 8.2 Surplus goods or equipment that cannot be sold and has been determined by the Department Head to be of no value shall be disposed of as deemed appropriate by the Department Head and approved by the Administrator-Clerk. The Treasurer shall be notified of all assets disposed of and any value received.
- 8.3 All assets shall be accepted as is, or where is, and without warranty or guarantee. The new owners shall assume all risk and expense associated with these assets.

SECTION 9.0 - CONFLICT OF INTEREST

- 9.1 Elected officials are expected to avoid actual or perceived conflicts of interest and are to abide by the provisions of the Municipal Conflict of Interest Act.
- 9.2 Prior to accepting an assignment, all consultants (eg: architects, engineers, etc.) retained by the Municipality shall disclose to the Municipality, any potential conflict of interest. If such a conflict of interest does exist, the Municipality as directed by the Department Head may, at its discretion, withhold the assignment from the consultant until the matter is resolved. Further, if during the conduct of a municipal assignment, a consultant is retained by another client giving rise to a potential conflict of interest, then the consultant shall so inform the Municipality.

SECTION 10.0 – ACCESS TO INFORMATION

- 10.1 The disclosure of information received relevant to the issue of bid solicitations or the award of contracts emanating from bid solicitations shall be made by the appropriate officers in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended.
- 10.2 All records and information pertaining to tenders, proposals and other sealed bids, which reveal a trade secret or scientific, technical, commercial, financial or other labour relations information, supplied in confidence implicitly or explicitly, shall remain confidential if the disclosure could reasonably be expected to:
- i. prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organizations;
 - ii. result in similar information no longer being supplied to the Municipality

where it is in the public interest that similar information continues to be so supplied;

- iii. result in undue loss or gain to any person, group, committee or financial institution or agency; or
- iv. result in information whose disclosure could reasonably be expected to be injurious to the financial interests of the Municipality.

SECTION 11.0 - ADMINISTRATION

11.1 Breaches of this Policy may be subject to disciplinary action.

11.2 Failure to adhere to the provisions of this Bylaw shall not render an acquisition, contract or other document to be void or voidable.

11.3 Council may waive any provisions or requirements of this By-law, by resolution.

11.4 If any section or sections of this By-law or parts thereof are found by any Court to be invalid or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of the By-law shall be deemed to be separate and independent therefrom and shall continue in full effect unless and until similarly found invalid or beyond the power of Council to enact.

Mayor

Clerk

Schedule "B"

SUMMARY OF THRESHOLDS FOR PURCHASING

	Purchase Threshold	Purchase Type	Method	Advertising	Approval
1	Under \$300	Petty Cash – small or incidental items related to office operations.	No formal competitive process required. Receipts provided	N/A	• Administrative Staff Approval
2	Up to \$10,000	Direct purchase process for routine items to maintain supplies	No competitive process required - purchased directly from a selected supplier.	N/A	• Dept Head Approval • Provided as information to Council.
3	Up to \$50,000	Informal or Formal Quotes	Phone, verbal, fax or email. Where possible and practical informal quotations should be sought	Not required	• Dept Head approval • Provided as information to Council.
4	Over \$50,000	Formal Quotations	Where possible – 3 written quotes	At the discretion of the Dept Head	• Dept Head approval • Report to Council - over \$50,000.
5	Any dollar amount – at the discretion of the Dept Head	Tender or Request for Proposal (RFP)	Formal competitive bid process administered by the Dept Head and based on specifications or terms of reference	Less than \$50,000 at discretion of Dept. Head. Municipal website (at a minimum). Over \$50,000– advertised in 1 local newspaper (other methods at the discretion of the Dept Head) and on the municipal website	• All Tenders/RFP's require Council approval to award tender/RFP prior to purchase.
6	Any dollar amount – at the discretion of the Dept Head	Single or Sole Source/Negotiated Method	Discretion of the Dept Head – provided conditions are followed.	N/A	• Up to \$50,000-Dept Head approval • Council approval, if purchase estimated to be over \$50,000
7	Emergency purchases	Purchases as per emergency procedure	Discretion of Dept Head. Over \$25,000 must obtain approval of A-C	N/A	• Up to \$25,000-Dept Head approval • Over \$25,000-A-C Approval • Report to Council following emergency.
8	Any dollar amount - at the discretion of the Dept Head.	Co-operative/Joint Purchasing	Cooperative ventures with other municipalities or agencies in accordance with the lead municipality's procurement policy.	Responsibility of lead municipality's procurement policy.	• Dept Head approval. • Report to Council – over \$50,000.
9	Any dollar amount - at the discretion of the Dept Head.	Leasing/Blanket Orders/Contracts	Competitive process - when economically feasible.	At discretion of the Dept Head.	• Dept. Head approval for budgeted amount. • Report to Council – over \$50,000.

- ✓ Department Heads may procure within the approved (or amended) annual budget as approved by Council provided that the requirements of this by-law have been met.
- ✓ Council has ultimate authority for all expenditures. Council delegates this authority by the authorization of budgets and establishing policy, or by specific resolution.



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

7b

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

Meeting Date: October 20, 2025
To: Mayor Broad and Members of Dawn-Euphemia Township Council
From: John Collison, Public Works Superintendent
Subject: 2025 Western Star Purchase

OPEN SESSION REPORT

Background: The purpose of this report is to provide Council with a recommendation regarding the purchase of a new 2025 Western Star Tandem Plow Truck for the Public Works Department.

Comments: The Township's aging fleet has become increasingly unreliable, resulting in operational challenges and increased downtime. In 2024, the 2000 Sterling Tandem Plow Truck was removed from service after failing its annual safety inspection. This year, the 1994 International Truck—previously used as a backup to the 2000 Sterling—will also be retired, as it is not expected to meet the current safety requirements.

A replacement for these units is not scheduled until 2026. However, given current procurement timelines, it is unlikely that the 2026 replacement would be delivered before 2027.

The proposed 2025 Western Star Tandem Plow Truck offers an immediate solution to this challenge. The unit is new, currently available, and meets all required specifications for the Township of Dawn-Euphemia's snow removal operations. Acquiring this vehicle now would ensure reliability through the upcoming Canadian winter season and mitigate the risk of equipment shortages.

Consultation: Inquiries were made with Gincor Werx and Viking-Cives regarding the availability of new or demonstration units.

Gincor Werx: No available units and no confirmed delivery date.

Viking-Cives: One available unit that meets specifications and is ready for immediate delivery

Financial Implications: The total cost for the 2025 Western Star Tandem Plow Truck, including all new plow attachments (front and wing plows), is \$453,595.00 plus HST.

Recommendation: That the report dated October 20, 2025, from John Collison, Public Works Superintendent, regarding the purchase of a 2025 Western Star Tandem Plow Truck, be accepted as presented, and purchased in accordance with Procurement By-Law 2025-18 S. 7.6;

And that Council authorizes the purchase of the 2025 Western Star Tandem Plow Truck, including snowplow attachments, at a total cost of \$453,595.00 (plus HST) to be funded by the Public Works Fleet Reserve.



THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA



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

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

To: Members of Dawn-Euphemia Township Council
Meeting Date: October 20, 2025
From: Donna Clermont, Administrator-Clerk
Subject: **ELECTION POLICIES 2026**

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.

The first report was deferred at the August 18, 2025, Council Meeting to allow for additional clarification of policies.

Recommendation:

That Council accepts the report dated October 20, 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.



MUNICIPAL ELECTION ACCESSIBILITY PLAN

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

Task	Barrier-Free Access
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, & 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).



October 1, 2025

Circulated via email: mayor@dawneuphemia.on.ca

Alan Broad
Mayor
Township of Dawn-Euphemia

Re: Collection from IC&I Locations

Dear Mayor Broad,

In response to the request made by the Minister of the Environment, Conservation and Parks (MECP), the Producer Responsibility Organizations (PROs) representing producers obligated under the Ontario Blue Box Regulation consulted with municipalities and First Nations to support consideration of a collaborative and effective approach to IC&I. This included:

- August 15, 2025: consultation with municipalities on the draft approach;
- September 10, 2025: consultation with First Nations on the draft approach; and
- Between August 15 and September 10, 2025: the PROs considered feedback, assessed implications to the common collection system (CCS) and reached consensus on next steps.

As a result of these consultations, the PROs have agreed to allow the blending of eligible source and IC&I blue box material at depots with producers and municipalities assuming operational and financial responsibility for each party's respective proportionate share of the blended material. Due to several unresolvable challenges that emerged from the analysis and stakeholder engagement, the PROs have determined that it is not possible to provide curbside collection to IC&I locations in municipalities. An overview of these challenges is provided below.

Capacity: The CCS was procured for eligible sources included in Initial and Transition Reports. Further eligible communities with additional eligible sources were subsequently added by the MECP in December 2022 and February 2024. With these additions, the CCS has no remaining capacity for IC&I.

The CCS was procured to service eligible sources receiving collection prior to transition and single-family households eligible for curbside collection of blue box material in 2026, as reported in Initial and Transition Reports, plus allowances for natural growth based on historical year-over-year growth. CCS procurement and the resulting contracts did not include capacity for non-eligible source blue box material.

In response to requests from municipalities to provide sufficient time to prepare to service IC&I locations, CCS capacity procured for eligible sources was 'loaned' to non-eligible sources on a temporary basis during transition, on the understanding that the capacity

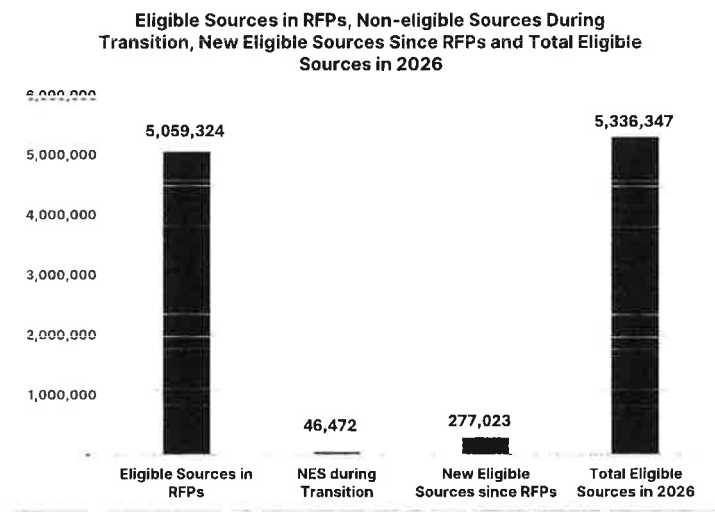


would become available again for eligible sources entering the system in 2026 and going forward.

Following the CCS procurement process, expansion of the MECP's Transition Schedule and the introduction of the MECP's Outside-of-Transition Schedule added more eligible sources to be serviced. The CCS capacity loaned to non-eligible sources during transition is required to service the new eligible sources in 2026 and natural growth going forward.

The graph presented in Figure 1 illustrates the number of non-eligible sources serviced during transition compared to the new eligible sources added since procurement, including the impact of these new eligible sources on the procured CCS capacity.

Figure1: CCS Capacity Utilization



The Total Eligible Sources in 2026 (in the right bar) is greater than the Eligible Sources in RFPs for which CCS services were procured (in the left bar) by the number of New Eligible Sources since RFPs. In addition to the eligible sources detailed in Table 1, the CCS is responsible for adding eligible sources arising from natural growth in 2027 and beyond. As illustrated, the CCS has no surplus capacity for non-eligible sources.

Any additional stops or increased quantity per stop would jeopardize service to eligible sources and may trigger the acquisition of additional collection vehicles. Procuring additional collection vehicles would require 18 to 24 months lead time based on current supply chain realities, leaving the CCS without sufficient collection vehicles to service the eligible sources on January 1, 2026. This would impact resident collection services, which compromises our commitment to provide a seamless transition to EPR for Ontarians.

Regulatory Obligation: Servicing IC&I creates risk for the CCS and producers in meeting regulatory obligations.

The final step in the transition to full extended producer responsibility is taking place in January 2026, requiring PROs to meet post-transition obligations set out in Ontario's Blue Box Regulation. This is a substantive change for the province of Ontario and requires considerable effort.

Implementing CCS IC&I blue box services within the six-month timeframe provided by the Minister on June 4, 2025 would create risk for disruption of services to eligible sources and compromises the ability of PROs to meet the regulatory obligations of their producers.

Regulatory Obligation: IC&I material in performance reporting is contrary to the Ontario Blue Box Regulation.

In developing the approach to IC&I services, PROs assumed that producers would not be required to deduct IC&I material from reporting in the six performance categories. RPRA has indicated that the Blue Box Regulation does not permit materials collected from the IC&I sector to be counted towards producers' performance requirements.

This poses a challenge as:

- Deducting IC&I from performance reporting significantly compromises the reconciliation of blue box material picked up by each PRO with blue box material supplied by each PRO's producers in each of the six performance reporting categories. This reconciliation process is already complex in meeting the regulatory reporting timelines. Further complications to this process cannot be borne.
- Deducting IC&I from performance reporting substantially increases sampling and auditing of collected materials which would further increase the preliminary cost recovery rates well above private sector service options.

Timing: The CCS and municipalities cannot complete the required tasks by January 1, 2026.

Municipalities report there is insufficient time for staff to complete their review and municipal councils to reach their decisions prior to the October 31, 2025 deadline for execution of IC&I service agreements. The October 31, 2025 deadline for execution of IC&I service agreements cannot be deferred given the January 1, 2026 timeline.

Eligibility: CCS cannot address the needs of IC&I locations serviced by municipalities.

CCS eligibility criteria for curb collection from IC&I are required to:

- Limit the amount of blue box material collected from IC&I locations as the CCS has no surplus capacity.
- Predict the quantity set out by an IC&I location to ensure accurate cost recovery rates to fully recover IC&I costs and to avoid charging producers for IC&I service (i.e., IC&I locations cannot set out more than the cost recovery rate covers); and
- Align curbside service with CCS curbside collection contracts.

The implications of the eligibility criteria for municipal buildings, BIAs and other IC&I locations are illustrated in the following table.

Table 1: CCS IC&I Eligibility Criteria Implications

	Would Not be Eligible	Would Be Eligible
Municipal buildings	• If collected more frequently than single-family curbside • If setting out more than 1 cart	• If collected at same frequency as single-family curbside • If setting out 1 cart
BIAs	• If BBM placed beside container • If > 2% of single-family stops	• If all BBM in container • If < 2% of single-family stops
Other IC&I	• Not on residential route	• On residential route

Feedback from municipalities on the August 15, 2025 proposal indicated many IC&I sources do not meet the CCS eligibility requirements in the right column of Table 1. Municipalities would need to seek alternative solutions for their IC&I locations that would not be eligible as set out in the middle column of Table 1.

Costs: CCS cost recovery rates for small IC&I are higher than private sector quotes to municipalities.

Preliminary estimated CCS cost recovery rates for small IC&I are substantially higher than private sector costs being quoted to municipalities, according to recent media coverage, for IC&I service.

These preliminary estimated CCS cost recovery rates are likely to increase as a result of change notices to, and cost estimates from, affected CCS contractors. As final cost recovery rates cannot be set until the change notice process is complete, any municipal council decisions would be based on preliminary cost recovery rates that are subject to adjustment. Such uncertainty further complicates council decision-making processes.

CCS cost recovery rates for larger IC&I cannot be calculated as the quantity per IC&I set out cannot be predicted.

Alternative Options: Municipalities have other options to service IC&I.

Some municipalities have already contracted, or implemented procurement processes, for IC&I services in 2026.

Municipalities can leverage 'at the curb' efficiencies in their garbage and organics collection systems without encountering the complexity of EPR requirements.

The northern and rural communities identified by the MECP are already providing garbage and blue box collection services for larger IC&I.

Establishing the CCS has resulted in a private company operating in each community on the MECP's Transition Schedule and Outside-of-Transition Schedule. Municipalities that did not previously have a private sector option available in their community may now be able to explore IC&I services from these companies.

Summary

We thank you for your feedback during the consultation process. After consultation and analysis, system capacity limitations, current regulatory obligations, and time constraints for both the CCS and municipalities make it impractical for the CCS to provide curbside collection from IC&I locations.

While it is not feasible for the CCS to provide curbside collection from IC&I locations, PROs have agreed to allow blending of eligible source and IC&I blue box material at depots with physically sharing of responsibility by producers and municipalities. The CCS will pick up its proportionate share of blue box material from required depots and will be responsible for management of this material. The municipality will be responsible to haul, consolidate if required and process the remaining blue box material accepted at the depot. Municipalities should make the appropriate arrangements to do so prior to January 1, 2026.

Municipalities with IC&I locations provided with curbside collection of blue box material by the CCS during transition should have alternative arrangements in place prior to January 1, 2026, as these IC&I stops will no longer be serviced by the CCS as of this date.

We welcome the opportunity to meet with you to address any questions.

Sincerely,

Allen Langdon
Chief Executive Officer, Circular Materials

Gordon Day
Vice President, Ryse Solutions

John Hayes
President, Landbell Canada (formerly H2 Compliance)

Cc:

Donna Clermont, Administrator-Clerk, Township of Dawn-Euphemia

Donna Clermont, Dawn-Euphemia Clerk

From: Minister, MECP (MECP) <Minister.MECP@ontario.ca>
Sent: Wednesday, October 1, 2025 12:09 PM
Subject: Letter from the Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks / lettre de l'honorable Todd McCarthy, ministre de l'Environnement, de la Protection de la nature et des Parcs

Good morning,

As you know, Ontario is transitioning the blue box system from municipal control to a producer-run model where Producer Responsibility Organizations (PROs) will be running a province-wide blue box collection system. This will save municipalities over \$171 million annually and the transition will be complete in 2026.

I am writing today to confirm that, under the Blue Box Regulation, PROs are not, and have never been, responsible for collecting blue box waste from industrial, commercial, and institutional (IC&I) sources. In addition, PROs have indicated that, beginning in 2026, they will not voluntarily continue to offer this service to municipalities who are willing to pay for it as they have been doing for some small IC&I locations during the transition.

As PROs have been communicating since 2023, this means that municipalities will need to continue to work with their small IC&I establishments to identify the best path forward for collection in their communities. It is the ministry's understanding that many municipalities have already started this work to be ready for January 1, 2026.

This is not the outcome I had hoped for when I wrote PROs on June 4, 2025, to ask them to prepare an offer of service that would continue small IC&I collection at municipal cost. I had heard from municipalities and PROs that PROs could leverage the province-wide blue box collection system to offer a cost-effective option for municipalities to consider.

Unfortunately, on September 19, 2025, PROs indicated that they would not be able to fulfill my initial direction. They identified operational, infrastructure, and financial challenges to providing small IC&I collection that would make it impractical and unaffordable for most municipalities and potentially disruptive for the residential collection run by PROs.

While I remain disappointed that the design of the proposal does not support broader curbside collection, leaving a gap in service across municipalities, I am pleased that PROs have agreed to work with communities that rely on depots for blue box collection to facilitate small IC&I collection. They are proposing to allow for comingling of residential and small IC&I blue box in shared depot containers. This means that municipalities will not have to plan and pay for separate depot containers for small IC&I blue box waste, which would add cost and burden. Under the PROs' proposed approach, PROs will be responsible for hauling and recycling the estimated share of collected recyclables from residential sources, and municipalities will be responsible for hauling and recycling the estimated share from small IC&I establishments.

I am very disappointed that PROs were not able to deliver an offer for small IC&I collection. However, I also recognize that the vast majority of businesses in Ontario arrange their own recycling collection through private contracts, or through an arrangement with their municipalities. While PROs will not be

making municipalities an offer for small IC&I collection, these private sector solutions are still available to municipalities. If municipalities are not going to offer this service to businesses, proactive communication will be needed to inform individual businesses and business associations of the need to organize recycling independently.

My government is committed to the best possible blue box system for both producers and municipalities. To this end, we will be considering improvements to the system over the coming year. As this occurs, we will be looking into how any changes to the Blue Box Regulation could leverage the producer-run system and support our communities, small businesses, and institutions to cost-effectively maintain blue box services.

My ministry will be in touch with further information over the coming months as we move forward on this initiative. In the meantime, if you have questions about the PROs' offer to facilitate small IC&I collection in depot communities, please contact info@circularmaterials.ca.

Thank you for your continued support of the transition to producer responsibility. This transition will improve the amount of material recycled in Ontario and save money for municipalities.

Todd McCarthy
Minister of the Environment, Conservation and Parks

Donna Clermont, Dawn-Euphemia Clerk

From: Michelle Courtney <michelle@bra.org>
Sent: Wednesday, October 1, 2025 1:59 PM
Subject: Update on Small IC&I Recycling Collection

Dear Members and Municipal Staff,

You may have received the letter from the Ministry of the Environment, Conservation and Parks regarding the decision by Producer Responsibility Organizations (PROs) not to continue collection of small Industrial, Commercial, and Institutional (IC&I) recycling as of January 2026.

While we are extremely disappointed by this decision, I want to assure you that the Bluewater Recycling Association will continue to collect IC&I material as we always have. You and your communities can rely on us to provide the same dependable level of service.

That said, there will be some operational changes as we adapt to this new framework:

1. **Separate collection trucks** will be used to service IC&I wheelie bins, independent from residential recycling routes.
2. **Red lids** will be installed on IC&I wheelie bins so they can be easily distinguished from residential bins.
3. **Collection days and frequency** for IC&I recycling may change. We will be working through these adjustments over the next month.
4. **Site visits** – Between now and end of December, our team will visit all IC&I locations to swap lids and confirm updated collection schedules with businesses.
5. **Pricing** – As outlined in our budget communication, IC&I collection fees for member municipalities will increase in line with the September CPI. Importantly, the Association will absorb all additional costs throughout 2026, giving municipalities the time needed to fully understand the changes and prepare. Beginning in Q1 2026, we will share detailed cost per bin and operational information so municipalities can plan. No further cost increases will take effect until 2027, by which time the requirements will be fully clarified and the new collection structure finalized.

We understand that this transition presents challenges, but we remain committed to supporting our municipal partners and ensuring IC&I recycling services continue smoothly. Please don't hesitate to reach out if you have any questions or wish to discuss these changes further.

Thanks,

Michelle Courtney, CPA, CA
President & CEO



Bluewater Recycling Association



TOWNSHIP OF DAWN-EUPHEMIA
BUILDING PERMIT COMPARISON
2025 & 2024
FOR THE MONTH OF AUGUST

Type of Permit	No. of Permits Issued		Value of Construction		Permit Fees		Total to Date					
							No. of Permits Issued		Value of Construction		Permit Fees	
	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024
New Residential	1		\$100,000		\$930.00		6	1	\$1,537,000	\$750,000	\$9,280.00	\$1,120.00
Residential Alterations/Additions							3	2	330,000	210,000	4,540.00	1,610.00
Non-Residential	1		32,000		550.00		2	0	182,000	0	1,100.00	0.00
New Commercial							0	0	0	0	0.00	0.00
Commercial Alterations/Additions							0	0	0	0	0.00	0.00
New Industrial							5	0	3,088,350	0	12,600.00	0.00
Industrial Alterations/Additions							0	0	0	0	0.00	0.00
New Institutional							0	0	0	0	0.00	0.00
Institutional Alterations/Additions							0	0	0	0	0.00	0.00
New Agricultural	1		98,639		870.00		5	6	1,373,639	225,000	4,030.00	3,620.00
Agricultural Alterations/Additions							0	0	0	0	0.00	0.00
Demolitions							3	4	1,008,600	14,501	710.00	820.00
Swimming Pools							0	0	0	0	0.00	0.00
Other							1	0	500	0	490.00	0.00
Totals	3	0	\$230,639	\$0	\$2,350.00	\$0.00	25	13	\$7,520,089	\$1,199,501	\$32,750.00	\$7,170.00
No. of New Dwelling Units Created	1						6	1				

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



Lambton
Public Health



COVID-19 & Influenza Vaccine Clinic

Open to all eligible residents.

- Stay home when you are sick
- Practice good hand hygiene
- Cover your mouth when you cough or sneeze
- Consider wearing a mask

For more clinic options visit:

lambtonpublichealth.ca

Vaccine Call Centre: 519-383-8331

NOVEMBER
5

**Dawn-Euphemia
Community Centre**

6213 Mill Street, Florence

Wednesday, November 5

10:00 a.m. – 3:00 p.m.

www.lambtonpublichealth.ca

[@lambtonpublichealth](https://twitter.com/lambtonpublichealth)

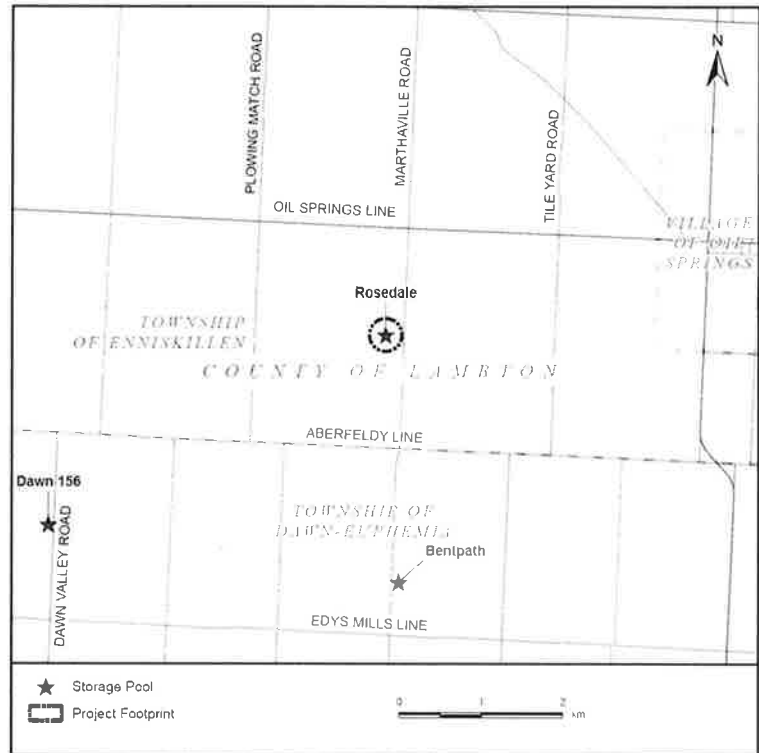
Follow us :   

Enbridge Gas Inc. Notice of Upcoming Project 2026 Storage Enhancement Project

This notice is to inform you of an upcoming Enbridge Gas Ontario (Enbridge Gas) Project in Lambton County, Ontario. Enbridge Gas intends to increase the Maximum Operating Pressure (MOP) of the Dawn 156, Bentpath, and Rosedale Storage Pools, and to optimize the injection/withdrawal cycle of the Rosedale Storage Pool. The only new infrastructure required for the Project is an injection/withdrawal natural gas storage well at the Rosedale Storage Pool, and approximately 100m of Nominal Pipe Size (NPS) 10-inch lateral natural gas pipeline from the new well to the existing Rosedale Storage Pool gathering line.

The purpose of the Project is to meet growing market demand for incremental natural gas storage space and optimize the injection/withdrawal cycle of the Rosedale Storage Pool. The Project will be planned in accordance with the requirements of the Canadian Standards Association Z341 – Storage of Hydrocarbons in Underground Formations.

Enbridge Gas has retained third-party environmental consultant Stantec Consulting Ltd. (Stantec) to complete an Environmental Study for the Project. The Environmental Study will fulfill the requirements of the Ontario Energy Board's (OEB) "Environmental Guidelines for the Location, Construction and Operation for Hydrocarbon Projects and Facilities in Ontario, 8th Edition, 2023". The Environmental Study will include a consultation program, impact assessment, and a cumulative effects assessment.



It is anticipated that the Environmental Report for the Study will be completed in Fall 2025. Pending a positive recommendation from the OEB to the Minister of Natural Resources for the issuance of well drilling licenses under section 40 of the *OEB Act*, and an OEB approval under section 38(1) of the *OEB Act* to increase the MOP of the Storage Pools, construction is anticipated to begin in Spring 2027.

Enbridge Gas is committed to undertaking consultation and engagement with stakeholders, Indigenous communities, and the public as an integral component of the Project planning process. Additional details about the Project and how to become involved during the consultation and engagement process will be provided in future correspondence.

Should you have any questions, comments, or input about the Environmental Study for the 2026 Storage Enhancement Project please contact Stantec using the information below. All input will be evaluated and may be considered during the evaluation for the Project.

Hannah Saevil
Environmental Services
Stantec Consulting Ltd.
Telephone: 1-905-817-2090
Email: 2026storageenhancement@stantec.com



**Ministry of the Environment,
Conservation and Parks**

Windsor District Office
Southwestern Region

620 – 4510 Rhodes Drive
Windsor ON N8W 5K5
Tel.: 519 948-1464
Fax.: 519 948-2396
TTY: 416 456-1234

**Ministère de l'Environnement, de la
Protection de la nature et des Parcs**

Direction régionale du Sud-Ouest

620 – 4510, chemin Rhodes
Windsor ON N8W 5K5
Tél. : 519 948-1464
Télec. : 519 948-2396
ATS : 416 456-1234

Date: October 7, 2025

Re: Updates to Ministry of the Environment, Conservation and Parks' Compliance Policy – Potential for Low-Risk Incident Referrals to Municipalities

On June 4, 2025, the Government of Ontario announced updates to the Ministry of the Environment, Conservation and Parks' compliance policy. A notice outlining the decision can be found here. These changes will allow the ministry to focus on higher-risk events, such as spills that could harm human health, while referring low-risk incidents that do not impact human health or the environment, such as construction noise, via referral to more appropriate regulatory authorities, including municipalities. Further details on the new incident referral assessment process can be found in section 4.2 of the updated compliance policy.

The updates to the compliance policy will clarify roles and responsibilities between the ministry and municipalities to avoid duplication and reduce burden on the regulated community by simplifying compliance oversight for low-risk activities. These changes will strengthen collaboration between the ministry and municipalities, while also improving service for members of the public by clarifying which regulator is responsible for responding to an incident.

Listed below are types of complaints that the ministry will typically consider for referral to municipalities:

1. Odours - Reports of odours from restaurants, food preparation, construction/demolition/maintenance activities, vehicles, or residential sources.
2. Noise - Reports of noise from air conditioning and heating, vehicles, residences, pets, construction activities, music festivals and outdoor events.
3. Dust - Reports of general or road dust resulting from development or construction/demolition sites, stone cutting, or complaints of off-site dust generated from a neighbour's construction activities.
4. Waste - Reports of littering, abandoned vehicles, and small quantities of solid non-hazardous waste dumping.
5. Water – Reports of discharges to municipal sewers, oil leaking from vehicles to roadway/sewers, and problems with private ponds.

Please note: if a low-risk incident persists long term escalates to a community-level concern, or becomes linked to health impacts, the ministry will re-evaluate the risk and may take further action. Additionally, if a municipality lacks the capacity to carry out compliance and enforcement activities for a referred incident, the ministry may intervene if the risk level is deemed sufficiently high.

Should you have any questions or wish to discuss further, please feel free to contact me via email Marcelina.wilson@ontario.ca or by phone 519 948 1464.

Sincerely,

Marcelina Wilson

Marcelina Wilson
Manager
Windsor District Office
Ministry of the Environment, Conservation and Parks

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VOUCHER # 18 - 2025

20-Oct-25

INVOICES	CHEQUE RUN	CHEQUE #	TOTAL
Admin/P Wks/Fire/Drain/Water/DECC	1-Oct-25		\$ 826.24
Admin/P Wks/Fire/Drain/Water/DECC	6-Oct-25		\$ 93,482.91
Admin/P Wks/Fire/Drain/Water/DECC	7-Oct-25		\$ 274,345.59

Grand total of all invoices \$368,654.74

PAYROLL	PP # 21	
Administration	\$ 15,938.92	\$ 15,938.92
Public Works	\$ 26,239.77	\$ 26,239.77
Council		\$ -

Grand total of all Payroll \$ 42,178.69

VOUCHER # 18 - 2025	GRAND TOTAL	\$410,833.43
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The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: October 20, 2025

Moved by:	Seconded by:	Recorded Vote:	
		Order	Vote
☐ A. Broad	☐ A. Broad	_____	_____ A. Broad
☐ A. Gray	☐ A. Gray	_____	_____ A. Gray
☐ P. LeBoeuf	☐ P. LeBoeuf	_____	_____ P. LeBoeuf
☐ M. McGuire	☐ M. McGuire	_____	_____ M. McGuire
☐ J. Meyer	☐ J. Meyer	_____	_____ J. Meyer

That Council hereby now moves into a session of the Regular Council Meeting that shall be closed to the public at _____ pm for two (2) matters relating to Personal Matters about an Identifiable Individuals 239(2)(b) including personal matters about an identifiable individual, including municipal or local board employees including the review of an application submitted for the Lambton County Seniors Advisory Committee.
Carried.

The Corporation of the Township of Dawn-Euphemia

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RESOLUTION – REGULAR MEETING

Date: October 20, 2025

Moved by:	Seconded by:	Recorded Vote:	
		Order	Vote
☐ A. Broad	☐ A. Broad	_____	_____ A. Broad
☐ A. Gray	☐ A. Gray	_____	_____ A. Gray
☐ P. LeBoeuf	☐ P. LeBoeuf	_____	_____ P. LeBoeuf
☐ M. McGuire	☐ M. McGuire	_____	_____ M. McGuire
☐ J. Meyer	☐ 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 November 3, 2025, at 6:30 pm or at the call of the Chair. *Carried.*