



# The Corporation of the Township of Dawn-Euphemia

## - A G E N D A -

Monday, January 12, 2026 – 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. If you wish to attend via zoom, please contact the Clerk for an invitation.

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- 1. CALL TO ORDER**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. DELEGATIONS**
  - a) **6:30 pm** - Meeting to Consider – Watson-Turner Drain
    - i. Notice of Meeting to Consider, dated December 15, 2025
    - ii. Engineers Report, dated December 12, 2025
    - iii. Adjournment of the Meeting to Consider
  - b) **6:45 pm** - Presentation from the Treasurer Re: 2026 Draft Budget
    - i. Resolution for Public Works Supervisor-LED Light Replacement
    - ii. 2026 Budget Second Draft
    - iii. Tax Sales Arrears 2026 Report
- 4. ADOPTION OF MINUTES**
  - a) Minutes of Special Council Meeting of December 15, 2025
  - b) Minutes of Regular Council Meeting of December 15, 2025
- 5. BUSINESS ARISING FROM MINUTES**
- 6. PLANNING/DRAINAGE/PROPERTY**  
Drain Maintenance Request Re:(a) Second Concession Drain, (b) 20-21 Sideroad Drain & Seventh Con, Blind Line Drain
- 7. REPORTS**
  - a) Activity Report from the Administrator-Clerk for November and December
  - b) Report from Treasurer – Pre-authorized Payment Plan
- 8. CORRESPONDENCE**  
Information Only
  - a) Building Permits
  - b) Plumbing Permits
- 9. OTHER BUSINESS**
  - a) Accounts
- 10. BY-LAW**
  - a) By-Law 2026-01, being a confirmatory by-law, 4<sup>th</sup> quarter of 2025
- 11. CLOSED SESSION**
- 12. ADJOURNMENT:** Next Meeting of Council  
Committee of Adjustment – Monday February 2, 2026 @ 6:20pm  
Regular Council Meeting – Monday, February 2, 2026 @ 6:30 pm

The Corporation of the Township of Dawn-Euphemia

3a

RESOLUTION – REGULAR MEETING

Date: January 12, 2025

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

That Council hereby opens the Consideration Meeting at 6:30 pm for discussion regarding the updated Watson-Turner Drain Report, dated December 12, 2025. *Carried.*



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

4591 Lambton Line R.R.#4, Dresden, Ontario N0P 1M0  
Tel: (519) 692-5148 Fax: (519) 692-5511 Public Works Dept: (519) 692-5018



## **Notice of Meeting to Consider Engineer's Report**

*In accordance with the Drainage Act, you as an owner of land affected by the proposed drainage works are requested to attend a Council Meeting to consider the report filed with the Township of Dawn-Euphemia for this drainage works.*

**Name of Drain: WATSON TURNER DRAIN,  
BRANCH "A" AND BRANCH "B"**

The enclosed report, prepared by R. Dobbin Engineering Inc., will be considered by Council at the **Township of Dawn-Euphemia Municipal Office**, located at 4591 Lambton Line in Rutherford ON, on:

**Monday January 12, 2026 @ 6:30 pm**

You are encouraged to attend the above meeting to participate in the consideration of the report. If you have any questions or concerns in advance of the meeting, please contact John Collison, Drainage Superintendent at 519-692-5018 or email: [roads@dawneuphemia.on.ca](mailto:roads@dawneuphemia.on.ca)

Dated this 15<sup>th</sup> day of December, 2025.



John Collison, Drainage Superintendent  
Township of Dawn-Euphemia

The Corporation of the Township of Dawn-Euphemia

RESOLUTION – REGULAR MEETING

3a(ii)

Date: January 12, 2025

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

Subsequent to review and consideration of the Watson-Turner Drain Report, as prepared by R. Dobbin Engineering Inc., dated December 12, 2025, at the Consideration Meeting held on Monday, January 12, 2026, **Council hereby accepts the report as presented** **Carried.**

OR

Subsequent to review and consideration of the Watson-Turner Drain Report, as prepared by R. Dobbin Engineering Inc., dated December 12, 2025, **Council hereby refers the report back to the Engineer for the following reasons:**

- 1.
- 2.



4218 Oil Heritage Road  
Petrolia, Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233  
[www.dobbineng.com](http://www.dobbineng.com)

December 12, 2025

The Mayor and Council  
Township of Dawn-Euphemia  
4591 Lambton Line  
Dresden, Ontario  
N0P 1M0

Gentlemen and Madame;

**Re: Watson Turner Drain, Branch “A” and Branch “B”**

In accordance with your instructions, we have undertaken an examination with regards to the replacement of the Watson Turner Drain and the Watson Turner Drain Branch “A” and the Watson Turner Drain Branch “B” located in Lots 29 to 31, Concession 7 and Lots 30 to 31, Concession 8 in the Township of Dawn-Euphemia. The course of the work has been surveyed with elevations taken at stations of 30 metres or part thereof.

Authorization under the Drainage Act

This Engineers Report has been prepared under section 78 of the Drainage Act as per the request of an affected Owner.

Section 78 of the Drainage Act states that, where, for the better use, maintenance or repair of any drainage works constructed under a bylaw passed under this Act, or of lands or roads, it is considered expedient to change the course of the drainage works, or to make a new outlet for the whole or any part of the drainage works, or to construct a tile drain under the bed of the whole or any part of the drainage works as ancillary thereto, or to construct, reconstruct or extend embankments, walls, dykes, dams, reservoirs, bridges, pumping stations, or other protective works as ancillary to the drainage works, or to otherwise improve, extend to an outlet or alter the drainage works or to cover the whole or any part of it, or to consolidate two or more drainage works, the Council whose duty it is to maintain and repair the drainage works or any part thereof may, without a petition required under section 4 but on the report of an Engineer appointed by it, undertake and complete the drainage works as set forth in such report.

### Description of Existing Drainage

The Watson Turner Drain was originally constructed as an Award Drain. The Turner Award Drain currently appears to outlet to the Burr Drain though at one time it may have outletted to the Coleman Turner Drain. The Watson Turner Drain now consists of the Main Drain, Branch "A" and Branch "B".

The Watson Turner Drain extends from the north side of Mosside Line south and west towards the bush lot in the NE1/4 Lot 30, south through the SE1/4 Lot 30 following the bush line thence southwest through the NE1/4 and NW1/4 Lot 29 through the Turner Award Drain to an outlet to the Burr Drain, a distance of approx. 1,187 metres (3,895 feet). It consists of 350 mm and 300 mm dia. concrete tile. The Watson Turner Drain was last improved under an Engineer's Report dated March 3, 1962 (bylaw no. 9-62 of 1962). There was an open saucer drain above the existing covered drain which was considered adequate for surface flow with minor improvements. The existing 300 mm dia. concrete tile was repaired and a second tile drain was installed to provide additional capacity for subsurface waters. A dam was constructed on the east side of Cairo Road at the line between Lots 31 and 32 to block water flow in the road ditch from north of Lot 31.

The Watson Turner Drain Branch "A" extends from the north side of Mosside Line east of Cairo Road south and west through the W1/2 Lot 30, Concession 8 to Cairo Road and thence west through the NE1/4 Lot 30, Concession 7 to an outlet to the Turner Watson Drain. Branch "A" existed prior to the 1954 Engineer's Report.

The Watson Turner Drain Branch "B" extends from Watson Turner Drain on the north side of Mosside Line north and east to the east side of Cairo Road thence north along the east side of Cairo Line, a distance of approx. 640 metres (2,100 feet). It consists of 300 mm and 250 mm dia. concrete tile. The Watson Turner Drain Branch "B" was last improved under an Engineer's Report dated October 20, 1954 (bylaw no. 935). The improvement included placing tile along the course of the drain together with provision an open saucer drain to provide for flow during flood periods (the Owner was allowed to cultivate and crop over tile).

### Drain Classification

The Watson Turner Drain is a closed drain that outlets to the Burr Drain. The Burr drain is classified as a class F drain according to the Ontario Ministry of Agriculture, Food and Rural Affairs Mapping.

There are no aquatic species at risk and no species at risk critical habitat within the Watson Turner Drain or downstream according to the Aquatic Species at Risk Map. The proposed drainage works is within the St. Clair Region Conservation Authority regulated area.

#### Onsite Meeting

An onsite meeting was held on April 3, 2024. The existing drain has broken down in several areas and is in need regular repair. The existing tile lacks depth to provide outlet for upstream subsurface tiling systems.

It was requested that the Warson Turner Drain and Branches be replaced with a covered drain with sufficient depth and capacity.

#### Site Investigation and Survey

The drainage area was confirmed with Lidar data.

#### Preliminary Report

A preliminary Report was considered on March 17, 2025. There was discussion regarding the drainage area in the W1/2 Lot 32 and the W1/2 Lot 30, Concession 8.

I understand that surface water from the W1/2 Lot 32 is diverted to the east side of Cairo Road and thence north to the Brown Drain. Also, subsurface drainage from the W1/2 Lot 30 has been diverted south to the Coleman Turner Drain.

As noted under the heading Design, the design coefficient of 37 mm per 24 hours includes 25 mm for surface and 12 mm for subsurface waters. Therefore lands that contribute surface water only are assessed at 2/3 of the total runoff.

If the W1/2 Lot 30 wishes to connect subsurface drainage to the Watson Turner Drain in the future, an Engineer shall be appointed under Section 65(3) of the Drain and the land will be assessed for a proportion of the drainage works.

### Recommendations

It is therefore recommended that the following work be carried out:

1. The Watson Turner Drain shall be replaced with a covered drain with sufficient capacity for surface and subsurface waters from an outlet to the Burr Drain north and east to the north side of Mosside Line, a distance of approx. 1,198 metres.
2. The Watson Turner Drain Branch "A" shall be replaced with a covered drain with sufficient capacity for surface and subsurface waters from an outlet to the Watson Turner Drain in the NE1/4 Lot 30, Concession 7 east and north across Cairo Road to the north side of Mosside Line, a distance of approx. 476 metres.
3. The Watson Turner Drain Branch "B" shall be replaced with a covered drain with sufficient capacity for surface and subsurface waters from an outlet to the Watson Turner Drain on the north side of Mosside Line in Concession 7 north and east to the east side of Cairo Road, a distance of approx. 388 metres.
4. Catchbasins are to be constructed on both sides of Mosside Line at the top end of the Watson Turner Drain.
5. Catchbasins are to be constructed on both sides of Cairo Road and on both sides of Mosside Line at the top end of Branch "A". A junction box is to be constructed at the connection of Branch "A" to the Main Branch.
6. Catchbasins are to be constructed on both sides of Cairo Road on Branch "B".
7. An outlet works at the Burr Drain shall be constructed.
8. Crossings under Cairo Road shall be constructed by boring and jacking unless construction by open cut is requested by the Road Authority.
9. Crossings under Mosside Line shall be constructed by open cut method unless construction by boring and jacking is requested by the Road Authority.

### Design

The proposed tile drain shall be designed with a capacity of 37 mm per 24 hours. This includes 25 mm for surface and 12 mm for subsurface waters from the drainage area in accordance with the Drainage Guide for Ontario, Publication 29.

There has been no indication from Owners or from field observations of any adverse soil conditions. No formal soil investigation has been carried out.

### Estimate of Cost

It is recommended that the work be carried out in accordance with the accompanying Specification of Work and Profile that forms part of this Report. There has been prepared an Estimate of Cost in the amount of \$327,794.00 for the Main Drain, \$148,199.00 for Branch "A" and \$127,272.00 for Branch "B" including engineering and administration for a total cost of \$603,265.00. A Plan has been prepared showing the location of the work and the approximate drainage area.

### Assessment

Lands, roads, buildings, utilities, or other structures that are increased in value or are more easily maintained as a result of the construction, improvement, maintenance, or repair of a drainage works may be assessed for benefit. (Section 22)

Lands and roads that use a drainage works as an outlet, or for which, when the drainage works is constructed or improved, an improved outlet is provided either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek, watercourse, may be assessed for outlet assessment. The assessment for outlet is based on the volume and rate of flow of the water artificially caused to flow into the drainage works. (Section 23)

The Engineer may assess for special benefit any lands for which special benefits have been provided by the drainage works. (Section 24)

A Schedule of Assessment for the lands and roads affected by the work and therefore liable for the cost thereof will be prepared as per the Drainage Act. Also, assessments may be made against any public utility or road authority, as per section 26 of the Drainage Act, for any increased cost for the removal or relocation of any of its facilities and plant that may be necessitated by the construction or maintenance of the drainage

works. Items to be assessed under section 26 shall be tendered separately with the actual cost plus a portion of the engineering (25% of the cost).

The cost of any approvals, permits or any extra work, beyond that specified in this report that is required by any utility, conservation authority, government ministry or organization (federal or provincial), or road authority shall be assessed to that organization requiring the permit, approval, or extra work.

The special benefit assessments are first established and deducted from the total cost. The remaining cost is then separated into benefit and outlet assessment. Outlet assessment is distributed to upstream lands based on equivalent hectares. Equivalent hectares are weighted hectares compared to cultivated agricultural lands with the factor depending on the amount of water caused to flow.

The estimated cost of the drainage works has been assessed in the following manner:

1. The cost of constructing the covered drain has been assessed with 60% of the cost assessed as benefit assessment and the remainder of the cost has been assessed as outlet assessment to upstream properties as outlet assessment based on equivalent hectares.
2. The junction box at the connection of Branch "A" to the Main Drain has been assessed as outlet assessment to drainage area of Branch "A" based on equivalent hectares.
3. The catchbasins located on the upstream side and the downstream side of each road crossing have been assessed with 1/2 of the cost assessed as a benefit assessment to the downstream property and 1/2 of the cost assessed as a benefit assessment to the upstream property.
4. The outlet works has been assessed as outlet assessment to upstream properties based on equivalent hectares.
5. The road crossings have been assessed to the Road Authorities having jurisdiction as per Section 26 of the Drainage Act.
6. Any increase in cost caused by the existence of the works of a Public Utility or Road Authority extra work that results from the presence shall be assessed to the Public Utility or Road Authority as per Section 26 of the Drainage Act.

### Allowances

Under section 29 of the Drainage Act, the Engineer in his report shall estimate and allow in money to the Owner of any land that it is necessary to use for the construction or improvement of a drainage works or for the disposal of material removed from drainage works. This shall be considered an allowance for right of way.

Under section 30 of the Drainage Act, the Engineer shall determine the amount to be paid to persons entitled thereto for damage, if any, to ornamental trees, lawns, fences, land and crops occasioned by the disposal of material removed from a drainage works. This shall be considered an allowance for damages.

Allowances have been made as per section 30 of the Drainage Act for damages to lands and crops. Allowances for crop loss are based on \$2,000.00 per hectare for the first year and \$1,000.00 for the second year (\$3,000.00 per hectare total).

### Access and Working Area

Access to the work site be gained from Mosside Line and Cairo Road along the drainage works, along the existing lanes or along property limits with the permission of the Owner.

The access for equipment to the work site shall be restricted to a width of 8 metres. The working area for the construction of the proposed tile drains shall be restricted to a width of 25 metres along the length of the drainage works normally centred on the proposed tile drain. This shall extend 20 metres upstream or downstream of the station limits of the drainage works.

### Agricultural Grant

It is recommended that application for subsidy be made for eligible agricultural properties. Any assessments against non-agricultural properties are shown separately in the Schedule of Assessment.

### Restrictions

No trees and shrubs shall be planted nor shall permanent structures be erected within 15 metres of either side of the proposed drain without prior written permission of Council.

Attention is also drawn to sections 80 and 82 of the Drainage Act, which refer to the removal of obstructions in a drain and damage caused to a drain.

#### Existing Private Drainage

All existing subsurface drainage encountered along the length of the drainage works shall be reconnected to the proposed covered drain at the approval of the Drainage Superintendent. It is the Owners responsibility to mark tile drains as requested.

#### Maintenance

Upon completion of the work, the drainage works shall be maintained as per the applicable Schedule of Assessment, less any special benefit assessments, unless otherwise altered under provisions of the Drainage Act or as follows.

The outlet works including erosion control, outlet pipe (6 metres) and rodent grate shall be maintained and repaired with the costs assessed based on the upstream equivalent hectares contained on the Schedule of Assessment for the Main Drain.

The catchbasins located on either side of Cairo Road and Mosside Line shall be maintained and repaired with 50% of the cost assessed the Road Authority and 50% assessed to the adjacent property.

The junction box located at the connection of Branch "A" to the Main Drain shall be maintained and repaired with the costs assessed as outlet assessment based on equivalent hectares contained in the Schedule of Assessment for Branch "A".

All of the above is submitted for your consideration.

Yours truly,



Ray Dobbin, P. Eng.



**Estimate of Cost - Main Drain, Branch "A" and Branch "B"**

To replace the existing Main Drain from an outlet to the Burr Drain in Lot 29, Concession 7 upstream to the north side of Mosside Line in Concession 7, replace Branch "A" from the Main Drain in the NE1/4 Lot 30, Concession 7 to the north side of Mosside Line in Concession 8 and Branch "B" in the E1/4 Lot 31, Concession 7 from the north side of Mosside Line to the east side of Cairo Road in Concession 8.

Main Drain	Quantity	Unit	Material	Labour	Total
Allowances:					8,964.00
Strip and Replace Topsoil	1175	m		7,050.00	7,050.00
Supply & Install					
Outlet Works		LS	2,130.00	848.00	2,978.00
750 mm dia. concrete tile	933	m	110,327.00	45,950.00	156,277.00
675 mm dia. concrete tile	242	m	22,627.00	10,721.00	33,348.00
DICB - 900 x 1200	2	each	3,600.00	1,695.00	5,295.00
JB - 900 x 1200	2	each	3,600.00	1,695.00	5,295.00
Granular: Pea stone	20	t	500.00		500.00
Rip rap and filter fabric	38	t	2,850.00	1,520.00	4,370.00
S. & I. Road Crossings					
Mosside Line	14	m	800.00		11,200.00
Removal of Existing CBs/Structures	4	each		1,130.00	1,130.00
Expose Existing Tile		LS		2,360.00	2,360.00
Abandon Existing Tile		LS		590.00	590.00
Connect Existing Tile Mains	2	each		830.00	830.00
Connect Existing Subsurface Drains					
Long	40	each	1,000.00	2,000.00	3,000.00
Short	70	each	1,750.00	3,500.00	5,250.00
Silt Fence	1	each		500.00	500.00
Restoration		LS	1,000.00		1,000.00
Traffic Control					
Mosside Line		LS			500.00
Grout Existing Road Crossing		LS			990.00

Main Drain (cont'd)	Quantity	Unit	Material	Labour	Total
Expose Utilities		LS			540.00
Miscellaneous					<u>12,100.00</u>
					264,067.00
			Engineering		48,393.00
			Contract Administration		12,155.00
			Environmental		570.00
			Net Tax		<u>2,609.00</u>
			<b>Total Main Branch</b>		<b>\$327,794.00</b>

**Branch "A"**

Allowances:					3,706.00
Strip and Replace Topsoil	433	m		2,598.00	2,598.00
Supply & Install					
525 mm dia. concrete tile	433	m	23,556.00	14,814.00	38,370.00
DICB - 900 x 1200	4	each	7,200.00	3,390.00	10,590.00
Granular: Pea stone	8	t	240.00		240.00
Rip rap and filter fabric			1,200.00	640.00	1,840.00
S. & I. Road Crossings					
Cairo Road	34	m	1,000.00		34,000.00
Mossid Line	12	m	800.00		9,600.00
Removal of Existing CBs/Structures	4	each		1,200.00	1,200.00
Expose Existing Tile		LS		590.00	590.00
Abandon Existing Tile		LS		150.00	150.00
Connect Existing Tile Mains	2	each		830.00	830.00
Connect Existing Subsurface					
Long	30	each	750.00	1,500.00	2,250.00
Short	30	each	750.00	1,500.00	2,250.00
Restoration		LS	1,000.00		1,000.00
Traffic Control					
Cairo Road		LS			2,000.00
Mossid Line		LS			500.00

**Branch "A" (cont'd)**

	Quantity	Unit	Material	Labour	Total
Grout Existing Road Crossing					
Cairo Road		LS			1,070.00
Mosside Line		LS			210.00
Expose Utilities					540.00
Miscellaneous					<u>5,465.00</u>
			Sub Total		118,999.00
			Engineering		21,858.00
			Contract Administration		6,160.00
			Net Tax		<u>1,182.00</u>
			<b>Total Branch "A"</b>		<b>148,199.00</b>

**Branch "B"**

	Quantity	Unit	Material	Labour	Total
Allowances:					2,925.00
Strip and Replace Topsoil	363	m		7,050.00	2,178.00
Supply & Install					
675 mm dia. concrete tile	67	m	6,265.00	2,968.00	9,233.00
600 mm dia. concrete tile	293	m	20,756.00	11,544.00	32,300.00
DICB - 900 x 1200	3	each	5,400.00	3,390.00	8,790.00
Granular: Pea stone	8	t	240.00		240.00
Rip rap and filter fabric			1,200.00	640.00	1,840.00
S. & I. Road Crossings					
Cairo Road	28	m	1,000.00		28,000.00
Removal of Existing CBs/Structures	3	each		900.00	900.00
Expose Existing Tile		LS		590.00	590.00
Abandon Existing Tile		LS		150.00	150.00
Connect Existing Tile Mains	2	each		830.00	830.00
Connect Existing Subsurface					
Long	30	each	750.00	1,500.00	2,250.00
Short	30	each	750.00	1,500.00	2,250.00
Restoration			1,000.00		1,000.00
Estimate of Cost (cont'd)					4 of 4

<b>Branch "B" (cont'd)</b>	<b>Quantity</b>	<b>Unit</b>	<b>Material</b>	<b>Labour</b>	<b>Total</b>
Traffic Control					
Cairo Road					2,000.00
Grout Existing Road Crossing					1,370.00
Expose Utilities					540.00
Miscellaneous					<u>4,696.00</u>
					102,082.00
				Engineering	18,784.00
				Contract Administration	5,390.00
				Net Tax	<u>1,016.00</u>
			Total Branch "B"		\$127,272.00
			Total Branch "A"		\$148,199.00
			Total Main Branch		<u>\$327,794.00</u>
			<b>Total Estimated Cost</b>		<b>\$603,265.00</b>

Watson Turner Drain, Branch "A" and Branch "B"  
Township of Dawn-Euphemia  
December 12, 2025

## **SPECIFICATION OF WORK**

### **1. Scope of Work**

The work to be included in this specification includes the installation of approx. 933 metres of 750 mm dia. concrete tile from the outlet at Burr Drain upstream to JB#2, 242 metres of 675 mm dia. concrete tile from JB#2 to Mosside Road, 2 catchbasins, 2 junction boxes, 1 road crossing and related work on the Watson Turner Drain Main.

The work to be included in this specification includes the installation of approx. 290 metres of 525 mm dia. concrete tile from the outlet to the Warson Turner Drain (JB#1) upstream to Cairo Road, 148 metres of 525 mm dia. concrete tile from Cairo Road to Mosside Road, 4 catchbasins, 2 road crossings and related work on the Watson Turner Drain Branch "A".

The work to be included in this specification includes the installation of approx. 70 metres of 675 mm dia. concrete tile from the north side of Mosside Line to JB#3, 293 metres of 600 mm dia. concrete tile from JB#3 to the west side of Cairo Road, 2 catchbasins, 1 junction box 1 road crossing and related work on the Watson Turner Drain Branch "B".

The work is located in Lots 29 to 30, Concession 7 and Lot 30, Concession 8 in the Township of Dawn-Euphemia.

### **2. General**

Each Tenderer must inspect the site prior to submitting their tender and satisfy themselves by personal examination as to the local conditions that may be encountered during this project. The Tenderer shall make allowance in their tender for any difficulties which they may encounter. Quantities or any information supplied by the Engineer is not guaranteed and is for reference only.

All work and materials shall be to the satisfaction of the Drainage Superintendent who may vary these specifications as to minor details but in no way decrease the proposed capacity of the drain.

The Contractor shall be responsible for the notification of all utilities and pipeline companies prior to the start of construction.

### **3. Plans and Specifications**

These specifications shall apply and be part of the contract along with the General Specifications for Closed Drains and the General Specifications for Open Drains. This Specification of Work shall take precedence over all plans and general conditions pertaining to the contract. The Contractor shall provide all labour, equipment, and supervision necessary to complete the work as shown in the Plans and described in these specifications. Any work not described in these specifications shall be completed according to the Ontario Provincial Standard Specifications and Standard Drawings.

Any reference to the Owner contained in these contract documents shall refer to the Township of Dawn-Euphemia or the Engineer authorized by the Municipality to act on its behalf.

### **4. Utilities**

The Contractor is responsible for organizing locates and exposing all the utilities along the length of the drainage works. If any utilities interfere with the proposed drainage works in a manner not shown on the accompanying Estimate of Cost or profile the Contractor shall notify the Drainage Superintendent and Engineer.

The Contractor is responsible for coordinating the replacement of additional utilities with the utility company if they interfere with the proposed drain. All costs for the utility to replace their services will be outside of this report and shall be borne by the utility as per Section 26 of the Drainage Act.

All additional costs to work around and organize replacement of the utilities not included in the estimate shall be tracked separately and the cost plus a portion of the engineering (20% of the cost) shall be borne by that utility.

### **5. Weather Conditions**

Work shall be carried out under this Report and completed within the agreed upon Schedule as permitted by weather. The Engineer or the Drainage Superintendent reserves the right to restrict construction and access to the site based on the weather and ground conditions.

## **6. Pre Construction Meeting**

There is a requirement for a pre construction meeting to be held prior to any construction taking place. The meeting will be scheduled by the Contractor. Contact information will be provided to the Contractor by the Engineer. The affected Landowners, Drainage Superintendent, Road Superintendent, County Road Superintendent and Engineer shall be invited. The Contractor shall notify all parties at least one week prior to the scheduled date of the pre construction meeting.

## **7. Traffic Control**

Access and driveways to private properties shall not be obstructed longer than the minimum time necessary for the work and shall be reinstated as soon as possible all to the satisfaction of the Engineer. The Contractor shall schedule any obstruction of existing driveways and accesses with the owners at least two full working days in advance. The Traffic Plan must be approved by the Township and the County for work on their road prior to the commencement of any road closures.

- a) The Contractor shall supply, erect and maintain all detour signs and special signs necessary for detours to divert traffic from the area under construction as directed by the Drainage Superintendent or Engineer. All this work shall be at the Contractor's expense.
- b) The Contractor shall be responsible for supplying, erecting and maintaining all signs, supports, barricades, flashers, cones, etc. in the construction area and at the boundaries of the work as part of the above detours, all to the satisfaction of the Engineer or Drainage Superintendent. All this work shall be done by the Contractor at their own expense.
- c) The Contractor shall not be allowed to proceed with construction activities unless proper signage and flagmen are present. Flagging procedures, signage and detours shall conform to the recommendations of Book 7, Temporary Conditions, Ontario Traffic Manual, issued by the Ministry of Transportation. Conformance shall be enforced by the Ministry of Labour Inspector.

## **8. Removals**

The existing catchbasins, outlet pipe, and junction boxes shall be removed in their entirety from the existing drainage works with the removed material disposed offsite by the Contractor. The ends of the existing tile shall be blocked with concrete bricks/blocks and wrapped with filter cloth (Terrafix 270R or approved equal).

## **10. Abandon Existing Tile**

The existing tile drain shall be abandoned as part of the drainage works. The existing tile drain shall be exposed in locations no greater than 200 metres apart to confirm its location. A minimum of one tile shall be removed with both ends of the tile crushed where it has been exposed and wherever a subsurface drain has been extended.

## **10. Installation of Tile**

The Contractor shall supply, install, and backfill the specified sizes of tile and pipe to the depths and grades as shown on the drawings and as follows:

Main

Sta. 0+023 to sta. 0+956 – 750 mm dia. concrete tile  
Sta. 0+956 to sta. 1+198 – 675 mm dia. concrete tile

Branch “A”

Sta. 0+000 to sta. 0+290 – 525 mm dia. concrete tile  
Sta. 0+316 to sta. 0+464 – 525 mm dia. concrete tile

Branch “B”

Sta. 1+212 to sta. 1+282 – 675 mm dia. concrete tile  
Sta. 1+282 to sta. 1+575 – 600 mm dia. concrete tile

Concrete tile shall conform to ASTM C412, extra quality tile. Tile shall have a circular interior and exterior shape. HDPE smooth wall pipe shall be coupler joint (320 kPa).

It is intended that the proposed tile drains main be located approx. 2 metres south and east side of the existing tile drains.

Concrete tile shall be installed by use of a wheel machine. If an excavator is used, the bottom of the trench shall be rounded with a shovel with any over excavation filled with pea stone. Pea stone bedding shall be placed from the bottom of the excavation to the springline of the pipe.

The concrete tile shall be covered manually to a depth of approx. 100 mm over the pipe to ensure that the tile and pipe are not displaced by large clumps of earth.

After pipe/tile installation, the trench shall be backfilled with excavated material free of stones, broken tile or other deleterious material. All stones larger than 100 mm in diameter evident immediately after construction shall be picked up by the Contractor and disposed offsite. The Owners are responsible for stones after that. The material shall be left windrowed over the trench to allow for settlement.

The tile shall be laid in straight lines or on smooth gradual curves with a minimum radius or 25 metres. Where approved by the Engineer (or specified) the tile may be laid in tighter curves by sawcutting joints. The maximum deflection of one tile joint shall be 22 degrees. Turns of greater than 22 degrees shall require the use of manufactured bends (HDPE smooth wall).

Laser control shall be used to ensure proper grades. The grades calculated on the Profile are to the invert of the tile and pipe with allowances to be made by the Contractor for the wall thickness of the tile and pipe. The depths shown and figured are from ground level to the invert of the pipe along the line of the proposed drain. Should an error appear in the figured depth at any station or stations, the grade shall be made to correspond with that shown on the Profile without extra charge.

If the land level must be lowered in order to carry out trenching operations, then it is up to the Contractor to determine if it is necessary and include any extra cost involved. He shall first strip the topsoil to its full depth and stockpile it along one side of the working width and then grade the area to allow the trenching to be carried out. All excavated material shall be windrowed on the side opposite the trench that the topsoil is stockpiled.

After trenching and backfilling operations are complete, the topsoil shall be spread to its original depth.

All areas disturbed by construction in cultivated fields, except the material windrowed over the trench, shall be left in a condition suitable for cultivation. All areas not in

cultivated fields shall be seeded after final levelling. Final levelling or the removal of excess material shall be the responsibility of the property owner.

The Contractor shall not operate any trenching or backfill equipment, delivery trucks or equipment, pickup trucks or other vehicles along or over the trench during or after construction. The Contractor shall be responsible for any damage caused by any equipment or vehicles operated over the trench. If the Contractor must cross the trench, he will do so in one area.

The Landowners are also warned not to operate farm equipment over the trench or along the length of the trench in order to protect the tile.

## **11. Outlet Works**

An outlet works is to be constructed at the outlet of the proposed drain to the Burr Drain. The outlet works shall consist of 750 mm dia. HDPE pipe with a manufactured rodent grate shall be installed at the end. The outlet works shall include erosion protection.

Erosion protection made up of rip rap and filter fabric shall be installed on the sideslope from the bottom of the sideslope to the top of the bank. The erosion protection shall also extend for a distance of 1 metre upstream and 2 metres downstream of the outlet pipe (minimum width = 3.75 metres).

Rip rap shall be made up of 150 mm to 300 mm quarry stone or approved equal. The area to receive the rip rap shall first be graded to allow the placement of the rip rap to a depth of 400 mm below finished grade. After grading, a layer of filter fabric (Terrafix 270R or approved equal) is to be placed with any joints overlapped a minimum of 600 mm. Rip rap shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

## **12. Ditch Inlet Catchbasin**

The ditch inlet catchbasins shall be installed to the elevations and in the locations shown on the drawings as follows:

Structure	Sta.	Type	Top Inlet Elev.	Outlet Invert	Inlet Invert	Inlet Invert
DICB#3	1+195 (Main)	900 mm x 1200 mm c/w birdcage grate	203.67	202.56S (675)	202.58N (675)	

DICB#4	1+215 (Main)	900 mm x 1200 mm c/w birdcage grate	203.60	202.60S (675)	202.62N (600)
DICB#5	0+290 (Br. "A")	900 mm x 1200 mm c/w birdcage grate	204.45	202.94E (525)	202.95W (525)
DICB#6	0+316 (Br. "A")	900 mm x 1200 mm c/w birdcage grate	204.45	203.00E (525)	203.01W (525)
DICB#7	0+464 (Br. "A")	900 mm x 1200 mm c/w birdcage grate	204.50	203.16E (525)	203.17W (525)
DICB#8	0+477 (Br. "A")	900 mm x 1200 mm c/w birdcage grate	204.48	203.18E (525)	203.38W (525)
DICB#10	1+575 (Br. "B")	900 mm x 1200 mm c/w birdcage grate	204.10	203.30W (600)	203.32E (600)
DICB#11	1+603 (Br. "B")	900 mm x 1200 mm c/w birdcage grate	204.56	203.38E (600)	203.48W (300)

The ditch inlet catchbasins shall be a 900 mm x 1200 mm square precast concrete structures with 2:1 top slopes. They shall be installed in the road ditches with the inlet side facing the road and the high side facing private lands.

The catchbasins shall have manufactured birdcage style grate with 50 mm bar spacings. The catchbasins shall be made with the top sections separate from the base sections in order to allow riser sections to be installed or removed as necessary (i.e. the base section shall not extend for more than 150 mm above the top of the highest opening in the base section). The wall thickness of all structures shall be 115 mm and each shall have a 300 mm sump.

The catchbasin shall be set at the final elevations as directed by the Drainage Superintendent. The catchbasin shall be set on a layer of pea stone or drainage stone. The pea stone or drainage stone shall be extended up to the springline of the inlet and outlet pipe connections.

The junction boxes may be converted to catchbasins by changing the concrete lids to manufactured birdcage grates and adjusting the top elevation as required.

The road ditches in the vicinity of the catchbasins shall be graded to direct surface water to the proposed catchbasins.

The tile/pipe at the connection to the catchbasins shall be concreted on both the inside and outside prior to backfilling. Any pipe or tile shall not protrude more than 50 mm inside the wall. The joints between the proposed pipe and the existing pipe shall be wrapped with filter cloth as approved by the Drainage Superintendent. Pea stone bedding shall be used along the above pipes from the bottom of the excavation to the springline.

The erosion protection shall be placed to a depth of 300 mm and shall be made up of rip rap and filter fabric. Rip rap shall be made up of 100 mm to 250 mm quarry stone or approved equal. The area to receive the rip rap shall first be graded to allow the placement of the rip rap to a depth of 300 mm below finished grade. After grading, a layer of filter fabric (Terrafix 270R or approved equal) is to be placed with any joints overlapped a minimum of 600 mm. Rip rap shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

### **13. Junction Boxes**

The junction boxes shall be installed to the elevations and in the locations shown on the drawings as follows:

Structure	Sta.	Type	Top Inlet Elev.	Outlet Invert	Inlet Invert	Inlet Invert
JB#1	0+542 (Main)	900 mm x 1200 mm c/w concrete lid	202.95	201.75S (750)	201.77N (750)	
JB#2	0+956 (Main)	900 mm x 1200 mm c/w concrete lid	203.57	202.30S (750)	202.32N (675)	
JB#9	1+282 (Br. "B")	900 mm x 1200 mm c/w concrete lid	205.05	202.69W (600)	202.71E (600)	

The junction boxes shall be a 900 mm x 1200 mm square precast concrete structures with concrete lids set approx. 450 mm below existing ground elevation.

The junction boxes shall be made with the top sections separate from the base sections in order to allow riser sections to be installed or removed as necessary (i.e. the base section

shall not extend for more than 150 mm above the top of the highest opening in the base section). The wall thickness of all structures shall be 115 mm and each shall have a 300 mm sump.

The junction boxes shall be set at the final elevations as directed by the Drainage Superintendent. The catchbasin shall be set on a layer of pea stone or drainage stone. The pea stone or drainage stone shall be extended up to the springline of the inlet and outlet pipe connections.

If a junction box is to be converted to a catchbasin in the future, the concrete lid is to be removed and replaced with appropriate risers and a flat manufactured grate with 50 mm bar spacings.

The tile/pipe at the connection to the junction boxes shall be concreted on both the inside and outside prior to backfilling. Any pipe or tile shall not protrude more than 50 mm inside the wall. The joints between the proposed pipe and the existing pipe shall be wrapped with filter cloth as approved by the Drainage Superintendent. Pea stone bedding shall be used along the above pipes from the bottom of the excavation to the springline.

#### **14. Road Crossings**

There are four road crossings required for this project. There are two road crossings under Cairo Road and two road crossings under Mosside Line. The road crossings shall include street casing installed by boring and jacking.

##### **Main Branch**

The crossing under Mosside Line shall consist of 20 metres of 750 mm dia. HDPE smooth wall pipe (320 kPa) with coupler joints. The Municipality shall have the option to have the crossing installed by boring and jacking with 675 mm dia. steel casing with minimum wall thickness of 6.35 mm.

##### **Branch “A”**

The crossing under Cairo Line shall consist of 26 metres of 525 mm dia. steel casing with minimum wall thickness of 6.35 mm.

The crossing under Mosside Line shall consist of 12 metres of 450 mm dia. HDPE smooth wall pipe (320 kPa) with coupler joints. The Municipality shall have the option to

have the crossing installed by boring and jacking with 450 mm dia. steel casing with minimum wall thickness of 6.35 mm.

Branch "B"

The crossing under Cairo Line shall consist of 28 metres of 450 mm dia. steel casing with a minimum wall thickness of 6.35 mm.

The Municipality and the County shall have the option to carry out the work. In this case the special benefit assessment shall be deleted except for 20% to cover the cost of engineering and administration.

The open cut crossings under Mosside Line shall be installed by open cut. They shall be installed to the depths and grades as shown on the drawings section and in accordance with the accompanying details.

The pipe shall be bedded and backfilled with granular "A" from 150 mm below the bottom of the pipe to finished grade to match the existing gravel surface plus 1 metre on either side. The granular shall be compacted to 98% modified proctor density. Beyond these limits, excavated material may be used.

## **15. Existing Catchbasins and Tile**

The existing catchbasins/junction boxes/concrete structures located along the existing tile drain shall be removed and disposed offsite by the Contractor.

The existing tile shall be blocked at each location that it is exposed after the completion of the proposed drain or in locations approved by the Drainage Superintendent. This shall include at least one location every 150 metres.

## **16. Existing Surface Water Crossings**

There is an existing overflow pipe located under Mosside Line on the Main Branch which consists of approx. 10 metres of 800 mm dia. corrugated steel pipe. There is an existing overflow pipe located under Cairo Road on Branch "B" which consists of 25 metres of 800 mm dia. corrugated steel pipe. These pipes shall remain in place and be maintained and repaired at the expense of the Road Authority having jurisdiction.

## **17. Silt Fence**

The Contractor shall maintain a dry working area during construction. The Contractor shall install a silt fence downstream of the work area in the Burr Drain. The silt fence shall consist of filter fabric or manufactured silt fence supported with posts (OPSD 219.110). The silt fence shall remain in place until construction is complete. Any sediment that has collected upstream of the silt fence shall be removed prior to the removal of the silt fence.

## **18. Restoration**

All areas disturbed by construction in cultivated fields, except the material windrowed over the trench, shall be left in a condition suitable for cultivation. All areas not in cultivated fields, i.e. within the road allowance, shall be levelled and seeded.

## **19. Subsurface Drainage**

All existing subsurface drains encountered from the north during construction of the tile drain shall be reconnected to the proposed tile drain, unless otherwise noted on the drawings or as directed by the Drainage Superintendent. The downstream end shall be plugged to the satisfaction of the Drainage Superintendent.

For subsurface drains 100 mm and 150 mm, the upstream end of the subsurface drain shall be connected to the tile drain at a 45 degree angle. A suitable length of equivalent sized PE agricultural tubing shall be used to connect the drains. Manufactured fitting shall connect the PE tile to the existing drain and to the concrete tile. The connections shall be carefully backfilled to ensure there is adequate support under the pipe and large clumps of clay do not displace the tile. It is recommended that drainage stone be used under the connections at the tile drain.

The existing tile drain is to be plugged with concrete at each location that a subsurface drain is extended to the proposed drain. Each end is to be wrapped with filter cloth.

## **20. Environmental Considerations**

The Contractor shall take care to adhere to the following considerations.

- Operate machinery in a manner that minimizes disturbance to the banks of the watercourse.

- Erosion and sediment control measures must be installed prior to construction to prevent sediment from entering the water body.
- All granular and erosion control materials shall be stockpiled a minimum of 1.5 metres from the top of the bank or excavation. Material shall not be placed in surface water runs or open inlets that enter the channel.
- All activities, including maintenance procedures, shall be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicle and equipment refuelling and maintenance shall be conducted away from the channel, any surface water runs, or open inlets. All waste materials shall be stockpiled well back from the top of the bank and all surface water runs and open inlets that enter the drain.
- When possible, all construction within the open channel shall be carried out during periods of low flow or in dry conditions.
- The Contractor shall conduct regular inspections and maintain erosion and sediment control measures and structures during the course of construction.
- The Contractor shall repair erosion and sediment control measures and structures if damage occurs.
- The Contractor shall remove non-biodegradable erosion and sediment control materials once site is stabilized.
- Remove all construction materials from site upon project completion.

## **21. Miscellaneous**

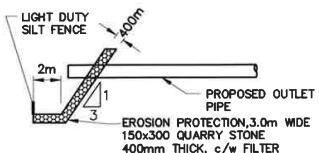
The Contractor shall remove any cross fences necessary to carry out construction operations. Upon completion of the work, the fences shall be reconstructed using existing materials.

Pea stone shall be placed as bedding for the concrete tile where poor soil conditions are encountered, where existing channels are crossed or as directed by the Drainage Superintendent.

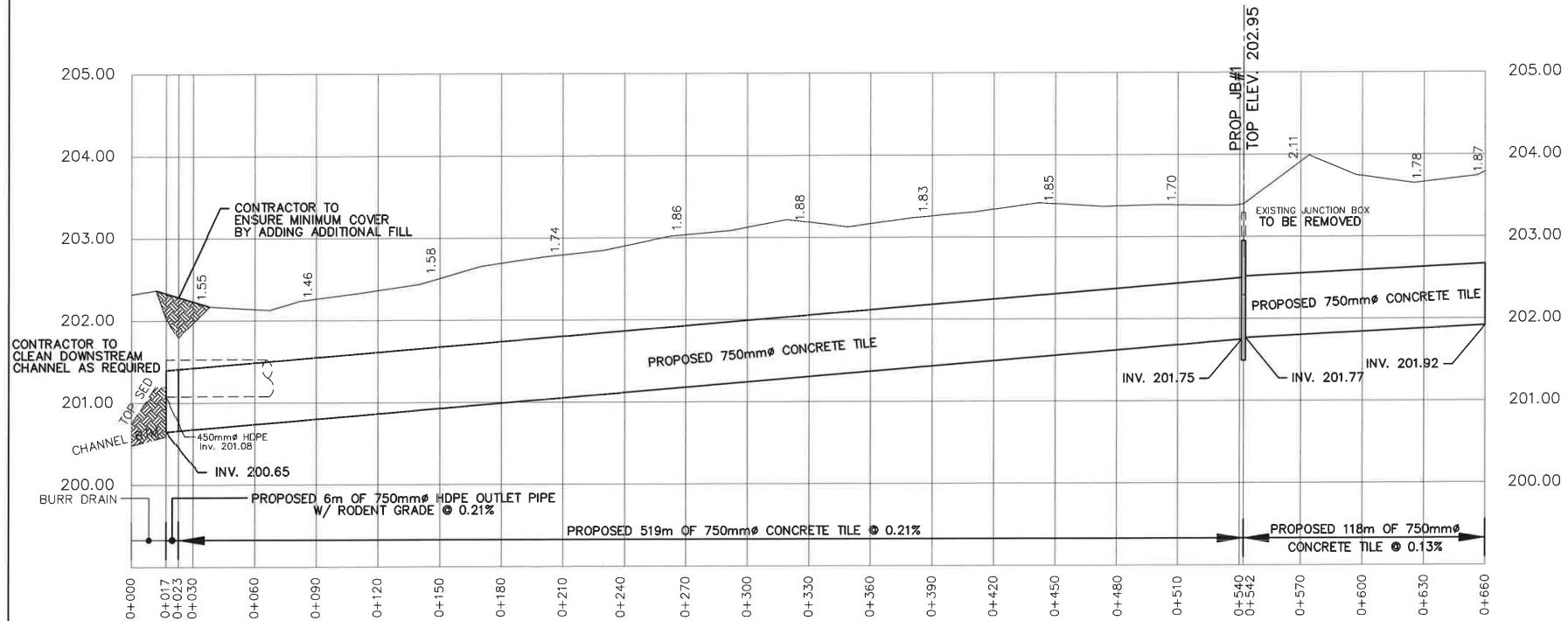
Any grading required to direct surface water from private property to the proposed catchbasins shall be the responsibility of the individual property owner.

## GENERAL NOTES

1. BENCHMARK No.1 ELEV. 201.53  
TOP OF EXISTING 450mm $\varnothing$  HDPE  
OUTLET PIPE INTO OPEN CHANNEL  
AT ST. 0+017
2. BENCHMARK No.2 ELEV. 203.29  
TOP OF EXISTING JUNCTION BOX  
AT ST. 0+542
2. UPPER NUMBERS ARE DEPTH FROM  
GROUND TO INVERT OF CONCRETE TILE.



OUTLET DETAIL  
NTS



DRAWING NAME:  
Watson Turner Drain Profile 1

4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233

PROJECT No.  
2023-1572

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	DEC. 12, 2025	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				

SCALE: 1:2,000  
0 20 40 60m

**TOWNSHIP of DAWN - EUPHEMIA**  
**WATSON TURNER DRAIN**  
**PROFILE**

2  
OF 5

## GENERAL NOTES

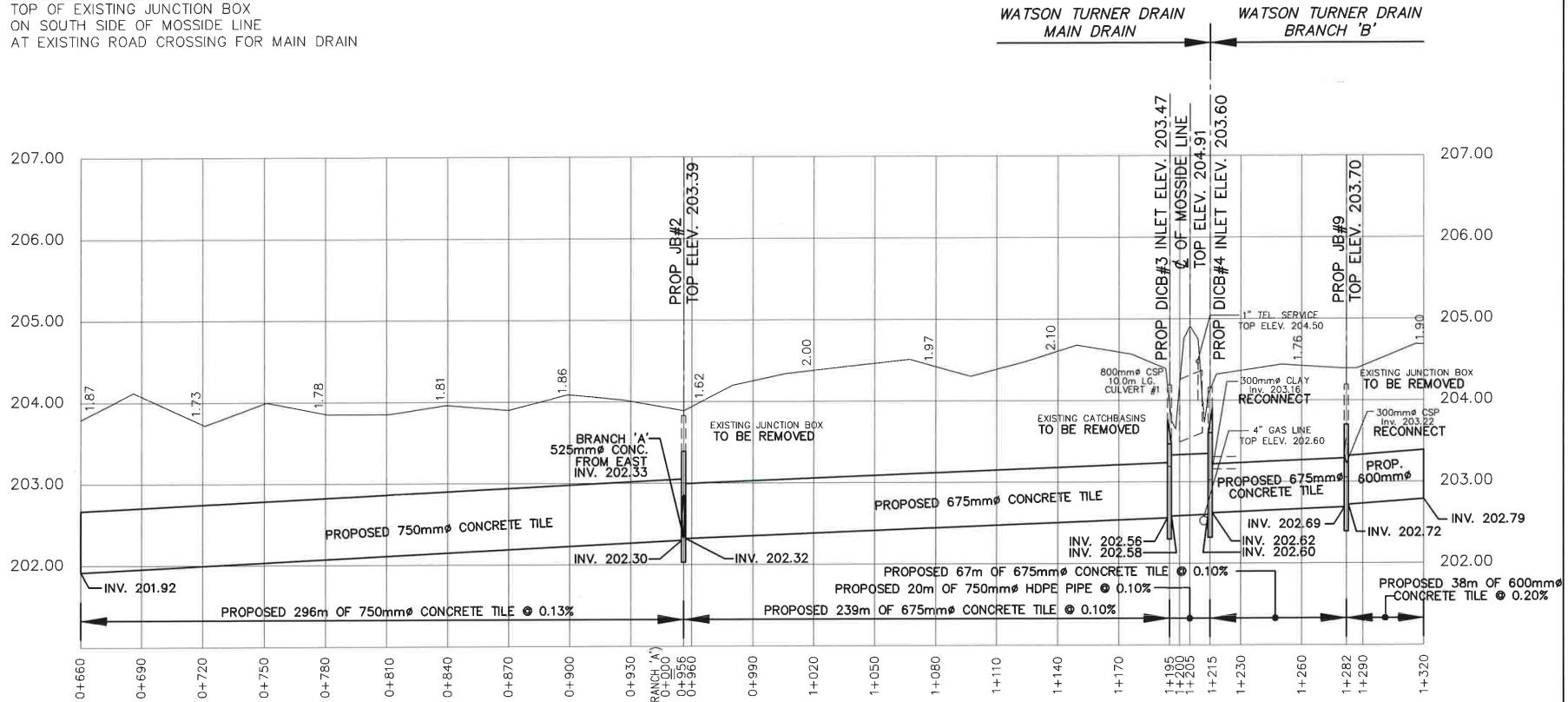
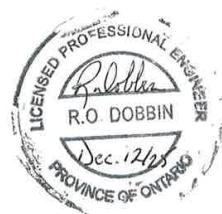
1. BENCHMARK No.2 ELEV. 203.29  
TOP OF EXISTING JUNCTION BOX  
AT ST. 0+542
2. UPPER NUMBERS ARE DEPTH FROM  
GROUND TO INVERT OF CONCRETE TILE.

BENCHMARK No 3 ELEV 203.83

TOP OF EXISTING JUNCTION BOX  
AT EXISTING OUTLET FOR BRANCH  
DRAIN AT ST. 0+956

BENCHMARK No.4 ELEV. 204.19

TOP OF EXISTING JUNCTION BOX  
ON SOUTH SIDE OF MOSSIDE LINE  
AT EXISTING ROAD CROSSING FOR MAIN DRAIN



**R Dobbins**  
Engineering Inc.

4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:

PROJECT No.  
2023-1572

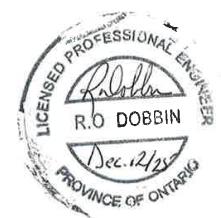
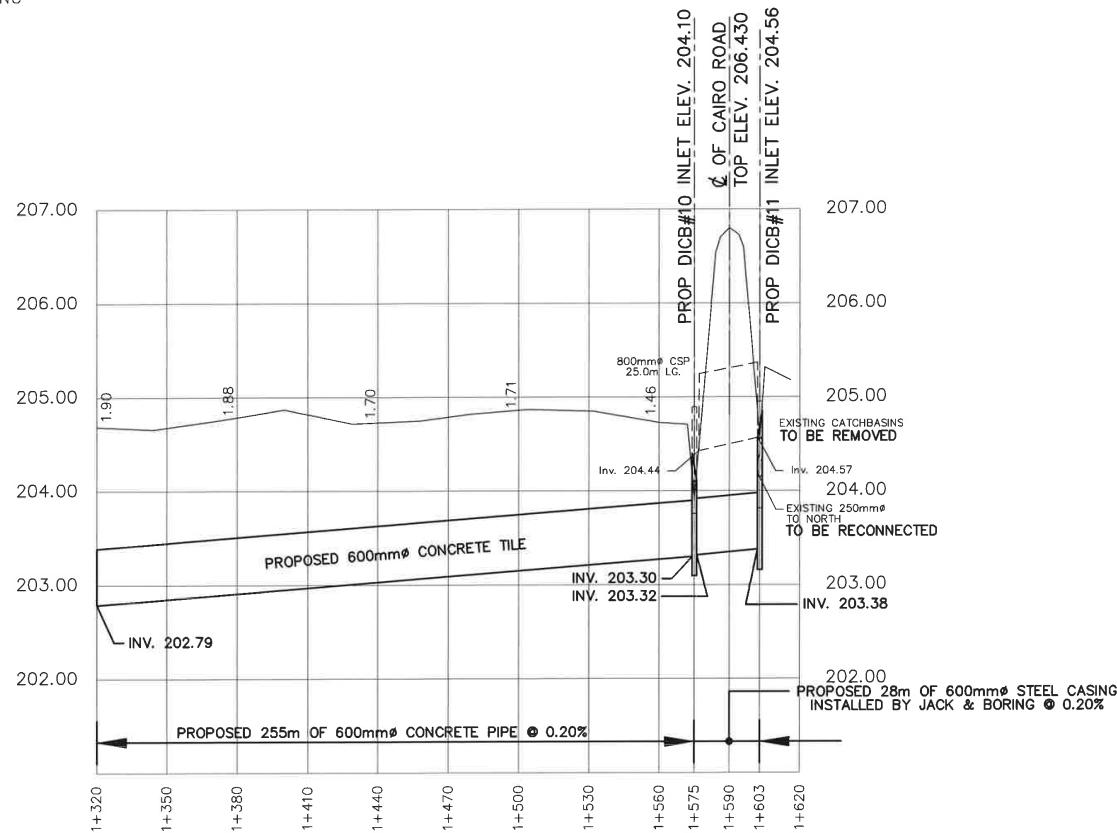
APPROVED R. DOBBIN	NO.	REVISIONS	DATE	BY
CHECKED B. VAN RUITENBURG	1	FINAL REPORT	DEC. 12, 2025	CS
	SCALE: 1: 2,000			
DRAWN C. SAUNDERS	0	20	40	60m

**TOWNSHIP of DAWN - EUPHEMIA**  
**WATSON TURNER DRAIN & BRANCH 'B'**  
**PROFILE**

3  
OF 5

## GENERAL NOTES

1. BENCHMARK No.4 ELEV. 204.19  
TOP OF EXISTING JUNCTION BOX  
ON SOUTH SIDE OF MOSSIDE LINE  
AT EXISTING ROAD CROSSING FOR MAIN DRAIN
2. BENCHMARK No.5 ELEV. 205.25  
TOP OF EXISTING WEST END OF 800mm<sup>Ø</sup> CSP  
CROSSING CAIRO ROAD AT ROAD CROSSING  
FOR MAIN DRAIN AT ST. 1+575
3. UPPER NUMBERS ARE DEPTH FROM  
GROUND TO INVERT OF CONCRETE TILE.



4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:  
Watson Turner Drain - Branch 'B' Profile 3

PROJECT No.  
2023-1572

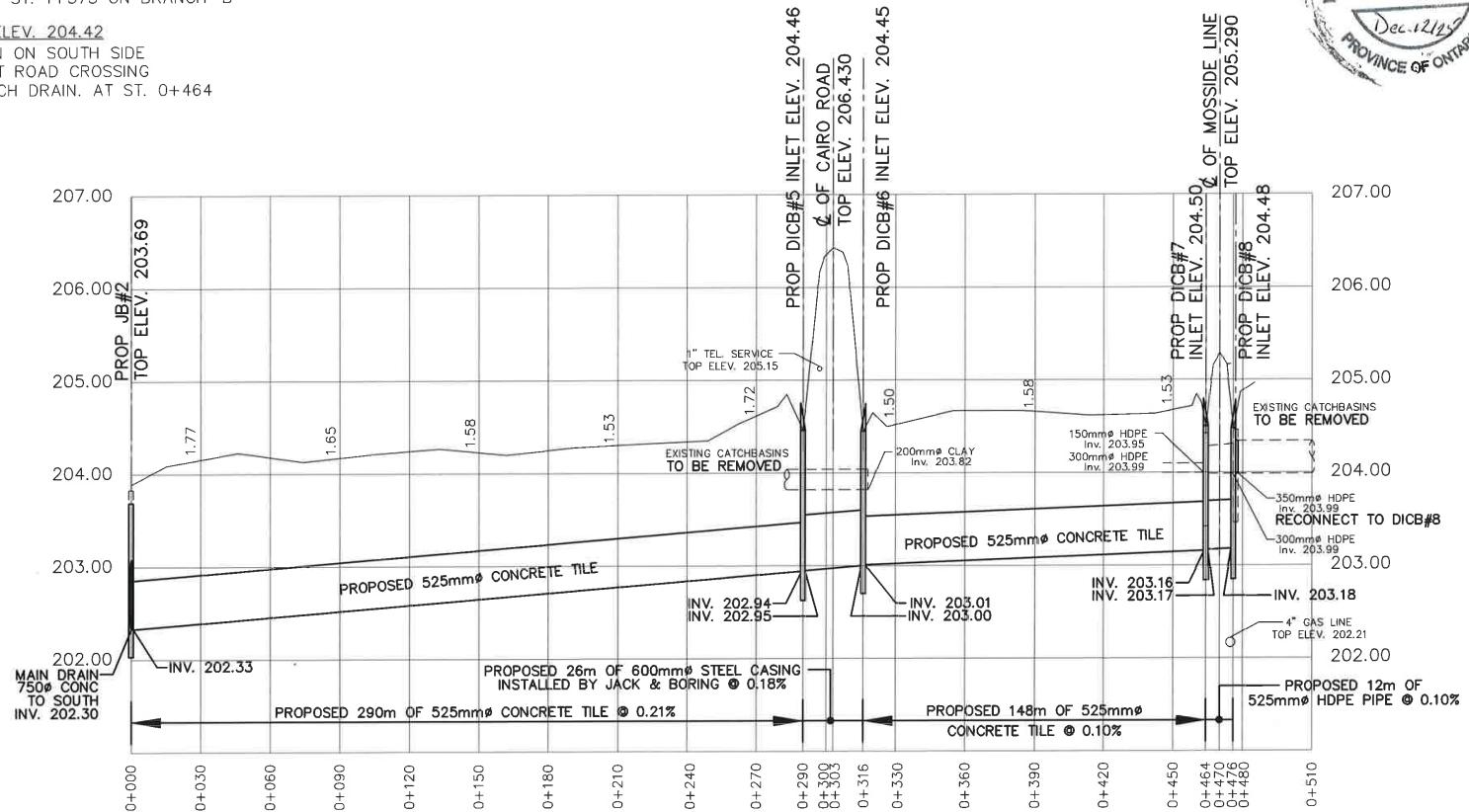
APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	DEC. 12, 2025	CS
B. VAN RUITENBURG				
DRAWN		SCALE: 1: 2,000		
C. SAUNDERS		0 20 40 60m		

TOWNSHIP of DAWN - EUPHEMIA  
WATSON TURNER DRAIN - BRANCH 'B'  
PROFILE

4  
OF 5

## GENERAL NOTES

- BENCHMARK No.3 ELEV. 203.83**  
TOP OF EXISTING JUNCTION BOX  
AT EXISTING OUTLET FOR BRANCH  
DRAIN AT ST. 0+000 (0+956 MAIN DRAIN)
- BENCHMARK No.5 ELEV. 205.25**  
TOP OF EXISTING WEST END OF 800mm<sup>Ø</sup> CSP  
CROSSING CAIRO ROAD AT ROAD CROSSING  
FOR MAIN DRAIN AT ST. 1+575 ON BRANCH 'B'
- BENCHMARK No.6 ELEV. 204.42**  
TOP OF CATCHBASIN ON SOUTH SIDE  
OF MOSSIDE LINE AT ROAD CROSSING  
FOR EXISTING BRANCH DRAIN. AT ST. 0+464



4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:  
Watson Turner Drain - Branch 'A' Profile 4

PROJECT No.  
2023-1572

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	DEC. 12, 2025	CS
B. VAN RUITENBURG				
DRAWN		SCALE: 1:2,000		
C. SAUNDERS		0 20 40 60m		

**TOWNSHIP of DAWN - EUPHEMIA**  
**WATSON TURNER DRAIN - BRANCH 'A'**  
**PROFILE**

5  
OF 5

The Corporation of the Township of Dawn-Euphemia

3a(iii)

RESOLUTION – REGULAR MEETING

Date: January 12, 2025

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

*That Council hereby adjourns the Consideration Meeting for the Watson-Turner Drain Report, dated December 12, 2025, at \_\_\_\_\_ pm. Carried.*

The Corporation of the Township of Dawn-Euphemia

3b(i)

RESOLUTION – REGULAR MEETING

Date: January 12, 2025

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

That Council authorize the Public Works Superintendent to proceed with the capital expenditure for the LED light replacement for both Public Works Shops at an estimated cost of \$24,000, prior to the adoption of the 2026 Budget, and in order to ensure incentive pricing.



## THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

3b(ii)

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

To: Members of Dawn-Euphemia Township Council  
Meeting Date: January 12, 2026  
From: Marc Seguin, Treasurer  
**Subject: 2026 Budget Second Draft**

**Open Session Report FIN 26-01-12**

### **Background:**

This is the second draft of the 2026 Budget; to be discussed by Council.

### **Comments:**

A summary of the changes made after the first draft of the budget for your review and convenience.

Capital budget items include:

- \$10k added to Administration Legal
- \$35k added for a new mower to be purchased in 2026
- \$17.5k added to reserves for a new mower to be purchased in 2027
- \$10k added to Roadside Spraying
- \$12.5k added to Groundskeeping and separated from Roadside Spraying
- \$8.6k added to Brooke Alvinston Fire latest estimate
- \$30k added to Official Plan Review
- \$17.8k reduction to Fire savings on bottles
- \$19.6k reduction Fire Protection grant 2026
- \$50.8k reduction OPP costs for 2026 received
- \$20k reduction Insurance projection 3% increase (previously 5%)

### **Consultations:**

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

### **Financial:**

The budget increase is currently projected to be 5.2% for 2026

### **Recommendation:**

That the 2026 Budget Second Draft dated January 12, 2026, from the Treasurer be adopted as presented



## THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

3b(iii)

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

**To:** Members of Dawn-Euphemia Township Council  
**Meeting Date:** January 12, 2026  
**From:** Marc Seguin - Treasurer  
**Subject:** Tax Sale Arrears 2026 Report

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### OPEN SESSION REPORT FIN 26-01-12

#### **Background:**

To bring forward a list of landowners who have outstanding balances that have recently surpassed two (2) years in arrears. These properties are all eligible for Tax Sale and letters have been sent.

#### **Comments:**

The attached document shows properties that have recently surpassed two (2) years in arrears.

Properties who owe greater than two years or arrears are in either payment plans or different stages of the tax sale process.

Due to privacy concerns, names have been redacted. Any payment plan details have been omitted.

#### **Financial:**

There is currently \$139k in outstanding tax arrears that have become eligible for tax sale.

#### **Consultations:**

Consultation with the Property Owners, Clerk have been conducted.

#### **Recommendation:**

That the Tax Sales Arrears 2026 Report dated January 12, 2026, from the Treasurer be accepted as presented.

Report to Council  
Rolls in Tax Sale position  
Dated January 12, 2026

<b>Roll</b>	<b>Balance</b>
1	\$26,054
2	\$11,351
3	\$11,156
4	\$9,527
5	\$8,728
6	\$8,608
7	\$7,722
8	\$6,860
9	\$6,572
10	\$6,480
11	\$6,060
12	\$4,150
13	\$3,875
14	\$3,696
15	\$3,688
16	\$3,046
17	\$2,892
18	\$2,772
19	\$2,647
20	\$1,542
21	\$1,246

Total      \$138,674

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: January 12, 2025

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

That the Minutes of the Special Council Meeting of December 15, 2025, and the Regular Council Meeting of December 15, 2025, be adopted. *Carried.*



## **The Corporation of the Township of Dawn-Euphemia**

4a

## - M I N U T E S -

**Special Council Meeting  
Monday, December 15, 2025  
3:00 pm, Municipal Office, 4591 Lambton Line**

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

Staff Present: D. Clermont, Administrator-Clerk  
T. Cartlidge, Deputy Treasurer  
B. Poland, Deputy-Clerk

Public Present: Will Nywening, County of Lambton  
Melissa Deisley, St Clair Regional Conservation Authority (Via Zoom)

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**Disclosures:** None

The Council of the Corporation of the Township of Dawn-Euphemia met in special session on Monday December 15, 2025 at 3:00pm, in the Council Chambers, for a visioning session to discuss the upcoming Township of Dawn-Euphemia Official Plan Review.

**Delegation: Re: J.L. Richards, Alison Bucking, Planner and Dave Welwood, Senior Planner, (Via Zoom)**  
**3:00 pm – 4:30 pm**

The Delegation from J.L. Richards, presented their Project Overview and Visioning presentation to the Mayor and Council with regards to the Dawn-Euphemia Official Plan Review. Their Agenda included a Planning Primer, Project Overview, an Opportunity for Engagement, and a Visioning Session. Explanation was given about how the Township plans for land within its boundaries. What an Official Plan is and why it needs to be updated. A Project Overview was presented explaining the different steps that would need to be completed and the expected timeline for each, with the Finalization of the Official Plan expected to be completed Fall of 2026. Various aspects pertaining to the Township will be reviewed and incorporated into the new Official Plan, including Legislative and Provincial/County Policy Changes, Land Needs, Housing, Climate Change, Employment, Servicing, Transportation, Agriculture, Parkland and Natural Heritage and Hazards. Details of how the public and stakeholders will be engaged in upcoming sessions was also explained. Current issues and future outlooks are also to be considered while undertaking the new Official Plan. During Council's roundtable the following concerns and suggestions were brought forward:

- Ensure the agricultural industry remains viable and prominent by supporting population growth and development that accommodates and sustains agriculture. Township policies must encourage steady, affordable growth while continuing to support agricultural operations and access to natural gas. Current PPS policies are overly restrictive regarding agricultural land severances and require greater flexibility.
- The two-acre severance requirement is unnecessarily restrictive and illogical. While intended to accommodate future septic system replacements, it often results in the conveyance of more agricultural land to residential parcels than is required, reducing the available farmland base.

- The availability of rural farmland is extremely limited in Dawn-Euphemia Township, creating supply constraints for agricultural and related uses.
- The Township faces significant limitations in servicing capacity, including municipally owned septic systems and expansion of the existing water system. Given the limited population and financial base, it is fiscally impractical for system users to fund these services independently.
- Increased flexibility is required to permit the severance of surplus farm dwellings on 50-acre parcels. Given minimal growth, severing surplus dwellings would help maintain existing homes and prevent their demolition, as the Township is increasingly losing family farms to large corporations that tend to remove farmhouses.
- The new Official Plan must recognize that the parcel fabric in Dawn-Euphemia differs from the rest of the County. Parcel sizes are generally smaller, predominantly consisting of 50-acre parcels rather than the typical 100-acre parcels found elsewhere.
- The benefits and drawbacks of a Deeming By-law were discussed. Such a by-law would remove specific lots or parts of lots from a registered subdivision plan, deeming them no longer part of that plan. It was determined that the existing approach should be maintained at this time to preserve flexibility.
- The current Official Plan provision allowing the municipality to reinstate farm properties that inadvertently merge on title under the Planning Act is important and should be retained in the new plan.
- Floodplain mapping currently encompasses almost the entire former Township of Dawn, and the rationale for this extent is unclear. Policies related to floodplains and significant woodlots should be grounded in practical, common-sense application. Flexibility is needed in the mapping process where areas initially classified as woodlands are later determined not to meet woodland criteria.
- The Township may wish to consider expanding the existing "Hamlet" designation in Florence to accommodate potential future development along Fansher Road, while also introducing a conservation easement designation along the same corridor.
- The term "rural cluster" must be defined and applied consistently between the County Official Plan and the Township Official Plan to avoid policy conflicts and ensure clarity in implementation.

Discussion and information was also shared by Will Nywening, Planner for the County of Lambton about how Council can provide feedback and resolutions to the County of Lambton that will help shape their Official Plan which is currently being reviewed. Council agreed that their focus is to proceed with an Official Plan that is fiscally viable and flexible that will help the Township grow and prosper in the coming years. J.L. Richards is expected to provide a background report to Council in late February/March at which time Council can decide on a date to host a public open house for residents to provide their input.

**2025-194 Councillor McGuire – Councillor LeBoeuf**

That this Special Session of Council be hereby adjourned at the hour of 4:38 pm, to meet again on December 15, 2025 @ 4:40 pm (Regular Meeting), or at the call of the Chair. *Carried.*

Adjournment

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

Mayor

Administrator-Clerk



The Corporation of the Township of Dawn-Euphemia

**- M I N U T E S -**

4b

Regular Council Meeting  
Monday, December 15, 2025  
4:30 pm, Municipal Office, 4591 Lambton Line

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

Staff Present:      D. Clermont, Administrator-Clerk  
                            B. Poland, Deputy-Clerk (left at 4:50)  
                            T Cartlidge, Deputy Treasurer (left at 4:50)

**Disclosures:** None

**2025-195 Councillor McGuire – Councillor Meyer**

Minutes – December 1, 2025

That the minutes of the December 1, 2025, Regular Council Meeting be adopted. *Carried.*

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

**2025-196 Councillor McGuire – Councillor Gray**

Insurance Renewal -2026

That the Insurance Renewal 2026 Report dated December 15, 2025 from the Treasurer regarding the Renewal of the Policy Term January 1, 2026 to January 1, 2027, be accepted as presented; AND That Council renews the Township of Dawn-Euphemia Insurance Policy with Intact Public Entities in the tentative amount of \$198,423 before taxes. *Carried.*

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

**2025-197 Councillor McGuire – Councillor Meyer**

Ineligible Commercial Properties #2

That the Report from the Administrator-Clerk dated December 15, 2025 Re: Ineligible Commercial Properties be accepted as presented, And that Council review cost increases for ICI Recycling Pickup once new costs and fee requirements are fully clarified and the new collection structure and associated costs are provided to Council by Blue Water Recycling; And that Council reduces the number of lift bins located at the Public Works Yard in Rutherford from six (6) to four (4) maintaining the weekly pickup at an annual cost of \$9,152. *Carried.*

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

**2025-198 Councillor Meyer – Councillor Gray**

Brooke-Alvinston Donation

That Council acknowledge receipt of the request from the Municipality of Brooke-Alvinston, Marketing and Fundraising, Arena Floor Project Committee, for a \$75,000 donation towards the replacement of the arena floor; And that Council respectfully decline the request due to current financial constraints and the limitations of the Township's tax base; And Further that the requester be advised that the municipality is unable to provide financial contributions to external capital projects at this time. *Carried.*

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

**2025-199 Councillor McGuire – Councillor Gray**

OPP Annual Billing Statement

That Council acknowledge receipt of 2026 OPP Annual Billing Statements dated December 5, 2025, from the Solicitor General; And that the Treasurer include these in the 2026 draft budget. *Carried.*

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

**2025-200 Councillor Gray - Councillor LeBoeuf**

That By-Law 2025-24, being a By-law to impose special annual drainage rates upon land in respect of which money is borrowed under the Tile Drainage Act, be taken as read a first, second, and third time, and finally passed this 15th day of December 2025. *Carried.*

Tile Loan

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

**2025-201 Councillor McGuire – Councillor Gray**

That Council hereby now moves into a session of the Regular Council Meeting that shall be closed to the public at 4:50 pm for one (1) matter relating to Personal Matters about an Identifiable Individuals 239(2)(b) *Carried.*

Closed Session

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

**Rise and Report**

Council met in a closed session for the purpose of consideration of one (1) matters under S.239(2)(b) Personal Matters about identifiable Individuals. Council accepted a report from the Administrator-Clerk, and direction was provided on the matter.

**2025-202 Councillor LeBoeuf – Councillor Gray**

That this Regular Session of Council be hereby adjourned at the hour of 5:04 pm, to meet again on January 12, 2026 @ 6:30 pm (Regular Meeting), or at the call of the Chair. *Carried.*

Adjournment

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

---

Mayor

---

Administrator-Clerk

The Corporation of the Township of Dawn-Euphemia

6

RESOLUTION – REGULAR MEETING

Date: January 12, 2025

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

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

1. The Second Concession Drain Maintenance Request received on December 18, 2025, submitted by Jeff Sayers
2. 20-21 Sideroad Drain and Seventh Concession Blind Line Drain Maintenance Request received on December 19, 2025, submitted by Eugene Barnes

*Carried*

**For Office Use Only**Drainage Supt Dec 18 2025Council Jan 12 2026

Res: \_\_\_\_\_

Electronic File

Township of Dawn-Euphemia

DEC 18 2025

RECEIVED

To: The Clerk of the Corporation of the

Township

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

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

6a

of Dawn-Euphemia

**COPY**Re: Second Concession 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 SprayedComments:**Property Owners:**

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

**Property Description**CON 3 NPT LOT 19 NW 1/4 LOT 19 830 B CUTHBERT Rd.

Ward or Geographic Township

Parcel Roll Number

DAWN-EUPHOMIA38-06-006-01-09000-0000

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

**Select Ownership Type**

Enter the mailing address and primary contact information:

Last Name

SAYERS

First Name

Jeff

Middle Initial

J**Mailing Address**

Unit Number

Street/Road Number

Street/Road Name

PO Box

City/Town

Province

Postal Code

Telephone Number

Cell Phone Number (Optional)

Email Address (Optional)

**Signature of Landowner:**Date: DEC 18/25

To be completed by recipient municipality:

Notice filed this 19 day of December 20 25

Name of Clerk (Last Name, First Name)

Signature of Clerk

Clermont, Donna

For Office Use Only

Drainage Supt Dec 22/25

Council Jan 12/26

Res: \_\_\_\_\_

Electronic File \_\_\_\_\_

# COPY

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

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



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

Re: 20-21 Side Road Drain & Seventh Con BLind Line Drain  
(Name of Drain)

2 DRAINS.

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: Poor Water Flow

### 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

L-22 C-7 Dawn-Euphemia

Ward or Geographic Township

Parcel Roll Number

006-050-09700

606 050 09800

09900

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

Barnes

First Name

Eugene

Middle Initial

G

Mailing Address

Unit Number

Street/Road Number | Street/Road Name

PO Box

City/Town

Province

Postal Code

Telephone Number

Cell Phone Number (Optional)

Email Address (Optional)

Signature of Landowner:

Date:

Dec 19, 2025

To be completed by recipient municipality:

Notice filed this 19 day of December <sup>20</sup> 25

Name of Clerk (Last Name, First Name)

Signature of Clerk

Clermont, Donna



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

Meeting Date: November 3, 2025  
To: Mayor Broad and Members of Dawn-Euphemia Township Council  
From: Donna Clermont, Administrator-Clerk  
Subject: **ACTIVITY REPORT FOR NOVEMBER & DECEMBER**

### OPEN SESSION REPORT

#### Background:

The purpose of this report is to provide Council with a brief summary of various meetings/activities for the months of November and December.

**Nov 5** – The Flu and Covid Clinic were held at the Dawn-Euphemia Community Centre. 93 people attended the clinic – 93 Influenza and 84 COVID-19 doses were administered. A very worthwhile endeavor by Dawn-Euphemia Council.

**Nov 6** – The Deputy Clerk, Deputy Treasurer and I attended a virtual webinar from Elections Ontario regarding the Voter's List for Municipal Elections 2026.

**Nov 18** – Administrative staff participated in the webinar presented by MECP regarding the amalgamation and ministerial oversight of Ontario Conservation Authorities. The government has proposed boundaries for the regional consolidation of Ontario's 36 Cas into 7 watershed-based regional CA's.

**Nov 19** – Quarterly Health & Safety Meeting. The following topics were discussed: Roadside Mowing Policy, Proposed Exhaust Fan – Grader Bays, Vandalism DECC, JHSC Part 1 & 2 training for Compliance Coordinator, Backhoe Training & Grader Training, WHIMIS & Violence in the Workplace & Personnel Policy Refresh – completed, First Aid Training expires October 2, 2026, Workplace Inspections and setting the 2026 Health & Safety Meetings.

**Nov 19** – Staff attended a pre-budget meeting to discuss the proposed 2026 budget to be presented to Council at the Regular Meeting of Monday December 1, 2025.

**Nov 20** – The Deputy Clerk and I attended the Lambton County Clerk's Meeting in Sarnia. Various topics of interest (including a lengthy discussion on Elections) were discussed. The Clerk's in Lambton County are such an excellent source of information and knowledge.

**Nov 26** – Property Standards Site Visit on Johnston Road. Contact was made with the owner and a plan for compliance is being worked on.

**Nov 27** – I participated in a webinar entitled AMCTO Town Hall for Small Municipalities. It was an opportunity to discuss recent legislative changes and turnover in the sector and connect through shared experiences.

**Nov 28 – Tax Due Date!**

**Dec 1** – staff participated in a webinar hosted by AMCTO and OMHRA called “How to Survive Strong Mayor Powers”. The expansion of Ontario’s strong mayor powers has transformed decision-making at the municipal level: shifting roles, authorities, and HR dynamics in communities across the province. The webinar investigated HR issues arising from Strong Mayors, Building Homes Act and its recent amendments. Of interest was how mayors’ expanded authorities to appoint or dismiss chief administrative officers and department heads, and reorganize departments, are changing employment relationships across Ontario. Through real-world examples, case studies, and municipal precedents, the session explored emerging HR and contractual considerations for municipal leaders and staff, strategies for maintaining balance and professionalism in the face of evolving mayoral authority, practical guidance for HR managers, CAOs, clerks and senior administrators responding to legislative and organizational change. This was an excellent webinar hosted by John Saunders, Partner, Hicks Morley.

**Dec 4** – I attended the Sarnia-Lambton Western Ontario Fall Funders Forum that brought together representatives from several Provincial ministries including Rural Affairs, Economic Development Job Creation & Trade, Labour, Immigration, Training and Skills Development, Tourism, Culture and Gaming, Agriculture, Food and Agribusiness and Southern Ontario Fund for Investment and Innovation, to share funding and incentive programs that support local communities, non-profits, and businesses across Ontario. Several Ministries were present to provide updates on available grants and initiatives.

**Dec 11** – The alternate CEMC and I attended the Lambton County CEMC Meeting in Wyoming. The following topics were discussed: Bill 25 – Emergency Management Modernization Act, 2025 Compliance, Alert Ready-Federal Budget, Access to Municipal 511, Emergency Shelter Resources, Social Services at Reception Centre Guidelines, Farm Animal Disease-H5N1, 2026 Exercise Scenarios, Paladin Security, Future Guests (Cost Guard) and a Round Table Discussion.

**Dec 12** – I attended the Lambton County CAO Meeting in Wyoming. Topics of discussion included Connecting Patients to Primary Care, AI, Residential Developments, Bill 60, Budget Updates, Collaboration/Partnerships, Other Business and a Round Table Discussion.

**Dec 15** - Council held a Special Council Meeting with J.L. Richards, who presented their Project Overview and Visioning presentation to the Mayor and Council with regards to the Dawn-Euphemia Official Plan Review. Their Agenda included a Planning Primer, Project Overview, an Opportunity for Engagement, and a Visioning Session. Explanation was given about how the Township plans for land within its boundaries. What an Official Plan is and why it needs to be updated. A Project Overview was presented explaining the different steps that would need to be completed and the expected timeline for each, with the Finalization of the Official Plan expected to be completed Fall of 2026. Various aspects pertaining to the Township will be reviewed and incorporated into the new Official Plan, including Legislative and Provincial/County Policy Changes, Land Needs, Housing, Climate Change, Employment, Servicing, Transportation, Agriculture, Parkland and Natural Heritage and Hazards. Details of how the public and stakeholders will be engaged in upcoming sessions was also explained. Current Issues and future outlooks are also to be considered while undertaking the new Official Plan.

## 2025 Severance Files

File	Name	Committee of Adjustment	Decision	Status	Lapse
B003-24	<b>SAYERS, Dale &amp; Marilyn</b> – 181 Irish School	May 21, 2024	Approved	Ongoing	May 23, 2026
B001-25	<b>1838107 On Ltd.</b> , (Agent: Kyrstin Raymond)	March 3, 2025	Approved	Closed	March 5, 2027
B002-25	<b>1607250 On. Inc.</b> , (Jeff Rowe) – 477 Dawn Mills	Nov 3, 2025	Approved	Ongoing	Nov 5, 2027
B003-25	<b>1499031 ON Ltd.</b> (Dave Munro) – 5045 Edys Mills line	June 16, 2025	Approved	Closed	June 18, 2027
B004-25	<b>Macaulay, Neil</b> (Agent Tim Brennan) – 1740 Dobbyn Rd	Nov 17, 2025	Approved	Ongoing	Nov 19, 2027

## 2025 Rezoning Applications

File	Name	Public Meeting	Decision
ZA003-24	<b>UNSWORTH, David</b> – 1272 Mandaumin	July 15, 2024	Approved
ZA001-25	<b>1838107 On Ltd.</b> , (Agent: Kyrstin Raymond)	March 3, 2025	Approved
ZA002-25	<b>Macaulay, Neil</b> , (Agent: Tim Brennan)	Nov 17, 2025	Approved
ZA003-25	<b>1499031 ON LTD.</b> (Dave Munro)	June 16, 2025	Approved

## 2025 Minor Variance Files

File	Name	Public Meeting	Decision
A001-25	<b>1607250 ON. Inc.</b> (Jeff Rowe) – 477 Dawn Mills	Nov 3, 2025	Approved

## PROPERTY STANDARDS COMPLAINTS

1	Pantry School Rd	May 27/25	Tidy Yard Violation	Spoke & letter to Owner	Deadline- Spring 2026
2	Florence Road	'Sept 29/25	Tidy Yard Violation	ORDER ISSUED - OCTOBER 8, 2025	On Hold
3	Johnston Road	Nov 25/25	Tidy Yard Violation	Spoke & letter to Owner	Deadline-Spring 2026
4	Pantry School Rd	Nov 27/25	Tidy Yard Violation	Spoke & letter to owner.	Re-inspection Jan 5/26. Follow up required
5	Dawn Mills Rd	'Dec 22/25	Dog running at large	Spoke to Owner	Resolved by Twp on Dec 22/25

In 2025, the Township was successful in resolving more than 20 Property Standards-related complaints. These included seven (7) incidents involving dogs running at large, resulting in one Provincial Offences fine issued in the amount of \$150.00. Additionally, three (3) complaints related to long grass and weeds, three (3) to construction without a required building permit, six (6) to Tidy Yard violations, one (1) zoning violation, and one (1) noise complaint.

**Recommendation:** Information Only

The Corporation of the Township of Dawn-Euphemia

7b

RESOLUTION – REGULAR MEETING

Date: January 12, 2025

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

That Council accept the report from the Treasurer dated January 12, 2026 Re: Pre-Authorized Payment Plan; and that the current monthly pre-authorized payment plan (PAP) for taxes, being 11 month (Jan-Nov) equal billing with final reconciliation occurring on the 12 month being December; be changed to an 8 month equal billing period (Jan-Aug) with reconciliation of the final tax bill of August being equally calculated for the remaining 4 months (Sept-Dec); and further that the Treasurer notify existing plan members of the change.



## THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

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

To: Members of Dawn-Euphemia Township Council  
Meeting Date: January 12, 2026  
From: Marc Seguin, Treasurer  
**Subject: Pre-Authorized Payment Plan Update Report**  
**Open Session Report FIN 26-01-12**

### **Background:**

To report to Council the request to change the PAP agreement.

### **Comments:**

Monthly Pre-Authorized Payments (PAP's) are currently run monthly for the first 11 months based on the previous year's annualized taxes divided evenly over the year. In December of the year the remaining non-charges balance is then reconciled to bring the account balance to \$0. However, in some cases the December payment is much larger than the previous payments.

An alternative suggestion is to pro-rate the outstanding balance over the last four (4) months from September to December instead of the current December only. The reason is to spread out a potentially larger outstanding balance over four (4) months as opposed to one (1) month.

The PAP is currently set to be withdrawn on the 15<sup>th</sup> day of the month. The wording should to be changed to "the 15<sup>th</sup> day of the month or the next following business day if the 15<sup>th</sup> day of the month is a non-banking day" in case the 15<sup>th</sup> lands on a weekend or holiday.

### **Consultations:**

Consultations with the Clerk, Deputy Treasurer, have been conducted.

### **Financial:**

NA

### **Recommendation:**

That the Pre-Authorized Payment Plan Update report dated January 12, 2026 from the Treasurer regarding changing the outstanding balance reconciliation period from December to September through December be accepted as presented **AND** That Council alters the Pre-Authorized Payment Plan reconciliation period from December to September through December as recommended **AND** changing the wording to "the 15<sup>th</sup> day of the month or the next following business day if the 15<sup>th</sup> day of the month is a non-banking day".



# PRE-AUTHORIZED PAYMENT AGREEMENT (PAP)

## FOR PROPERTY TAXES & / or WATER

Property owners now have the option to choose one of two pre-authorized payment plans for taxes and an instalment plan for water accounts that offer the convenience of having no cheques to write, no worries about late payment fees, no large lump sum payments and no line-ups at the bank or municipal office. To Enrol please complete:

**Property Tax - Roll Number(s):**

-----

**Water - Account Number(s):**

-----

**Mail or Fax or e-mail to:**

**4591 Lambton Line**

**RR 4**

**Dresden, ON N0P 1M0**

**TEL: 519-692-5148**

**FAX: 519-692-5511**

**treasurer@dawneuphemia.on.ca**

**Return 10 days prior to Due Date**

### Owner(s) Information:

Owners Names:		
Mailing Address:		
City:	Province:	Postal Code:
Phone #:	E-mail:	

**Instalment Plan (Due Date)** – an electronic debit in the amount of the tax / water instalment due on the particular due date, as shown on the tax / water billing provided by the Township, will be drawn on your bank account on the instalment due date.

**Monthly Payment Plan – For Property Taxes Only** – Starting the month of January through the month of December, an electronic debit will be drawn on your bank account on the 15<sup>th</sup> day of every month or the next following business day if the 15<sup>th</sup> day of the month is a non-banking day. The amount will be based on your prior year's annualized taxes divided evenly over the year. The tax balance outstanding in September after the final tax bill will be reconciled and the 9<sup>th</sup> to 12<sup>th</sup> payment is an adjusted final amount to be withdrawn in the months of September through December.

You can join the plan at any time during the year - the monthly amount will be adjusted accordingly.

**Banking Information:** Attach to this agreement – the top of your Account Statement showing the Account Holder's names, the Branch address and the Account Number; or a voided cheque.

All account holders must sign this agreement.

**Your tax account(s) must be current (not in arrears) to join the plan.**

**Supplementary Tax billings are not covered by these plans and must be paid separately.**

**This plan will be terminated, and NSF fees will apply if a debit is returned by your bank.**

**See reverse side for cancellation and reimbursement details.**

I/we, the account holders, authorize Dawn-Euphemia Township and my/our financial institution to debit my/our account for property taxes and/or water utility billings under the terms and conditions as indicated above and agreed to by me/us until such time as written notice to the contrary is given by me/us to the Township. Each debit shall be the same as if I/we had personally issued a cheque payable to the Township. The Township will provide ten (10) days written notice of the amount of each regular debit including changes to the amount.

Name of Applicant (print)

Signature

Date

Name of Applicant (print)

Signature

Date

*The personal information on this form is collected under authority of the Municipal Act, SO 2001, and will be used only for the purpose of administering the pre-authorized payment plans offered by the Municipality. Questions about the collection of personal information should be directed to the Freedom of Information and Privacy Coordinator, Dawn-Euphemia Clerks Office.*



# PRE-AUTHORIZED PAYMENT AGREEMENT (PAP)

## FOR PROPERTY TAXES & / or WATER

### Cancellation of Agreement

This authority is to remain in effect until Dawn-Euphemia Township has received written notification from you regarding its change or termination. This notification must be received at least ten (10) business days before the next debit is scheduled at the address provided on this form. You may obtain a sample cancellation form, or more information on my/our right to cancel a PAP Agreement at my/our financial institution or by visiting [www.payments.ca](http://www.payments.ca).

### Reimbursement Statement

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAP Agreement. To obtain more information on your recourse rights, you may contact your financial institution or visit [www.payments.ca](http://www.payments.ca).

*For office use only*

Date entered \_\_\_\_\_ initial \_\_\_\_\_

Date verified by Treasurer \_\_\_\_\_ Initial \_\_\_\_\_

TOWNSHIP OF DAWN-EUPHEMIA  
NOVEMBER

8a

<u>PERMITS ISSUED</u>	<u>OWNER/CONTRACTOR</u>	<u>LOCATION</u>	<u>FEE</u>	<u>TYPE VALUE</u>
BP-25-023	Shetland Rd, Florence (demolish existing pool, Pool deck and shed) Cont: owner, Nov 7/2025	Florence Rd Con 2, Pt Lot 24 RP25R9884, Pts 5 and 6		Res/Dem 13,500
BP-25-024	owner, Bentpath Line Tupperville, (erect pole barn for storage) Cont: _____ Nov 12/2025	Bentpath Line Con 1, Pt Lot 25		Agr/Con 83,000 356.8 m <sup>2</sup>



The following is a summary of the Plumbing Permits issued for the Township of Dawn-Euphemia to the end of the month of November, 2025:

<u>PERMIT #</u>	<u>DESCRIPTION &amp;/OR LOCATION</u>	<u>OWNER/CONTRACTOR</u>
PP-24-004	Mandaumin Rd, Con 1, S Pt Lot 17,	
PP-25-001	Dawn Valley Rd, Con 1, N Pt Lot 33,	
PP-25-003	Lambton Line, Con 8, Pt Lot 16,	
PP-25-004	Edys Mills Line, Con 12, E Pt Lot 31,	
PP-25-006	Dawn Mills Rd, Con 7, Pt Lot 15,	
PP-25-005	Inwood Rd, Con 2, E Pt Lot 28,	
PP-25-007	Tramway Rd, Con 5, Pt Lot 28, RP25R7623, Pt 1,	
PP-25-008	Cuthbert Rd, Con 2, Pt Lot 31,	
PP-25-002	Cameron, Con 11 N Pt Lot 34 RP25R10975 Pt 1,	
PP-25-009	Pantry School Rd, Con 9, Pt Lot 24,	
PP-25-011	Tramway Rd, Con 6, N Pt Lot 25,	

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VOUCHER # 1 - 2026

12-Jan-26

INVOICES	CHEQUE RUN	CHEQUE #	TOTAL
Admin/P Wks/Fire/Drain/Water/DECC	15-Dec-25	# 4842 - 4861	\$ 539,918.31
Admin/P Wks/Fire/Drain/Water/DECC	16-Dec-25	EFT	\$ 29,074.50
Admin/P Wks/Fire/Drain/Water/DECC	17-Dec-25	EFT "Levies"	\$ 780,059.00
Admin/P Wks/Fire/Drain/Water/DECC	30-Dec-25	EFT	\$ 61,787.68
Admin/P Wks/Fire/Drain/Water/DECC	31-Dec-25	# 4862 - 4863	\$ 41,273.41
Admin/P Wks/Fire/Drain/Water/DECC	31-Dec-25	EFT	\$ 1,171.86
<b>Grand total of all invoices</b>			<b>\$1,453,284.76</b>
PAYROLL	PP #26-2025	PP # 1-2026	
Administration	\$ 15,939.54	\$ 15,939.18	\$ 31,878.72
Public Works	\$ 38,837.38	\$ 35,844.79	\$ 74,682.17
Council	\$ 3,828.23		\$ 3,828.23
<b>Grand total of all Payroll</b>			<b>\$ 110,389.12</b>
<b>VOUCHER # 1 - 2026</b>		<b>GRAND TOTAL</b>	<b>\$1,563,673.88</b>

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: January 12, 2025

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

That By-Law 2026-01, being a By-Law to confirm the resolutions and motions of the Council of the Township of Dawn-Euphemia which were adopted between October 6, 2025 up to and including December 15, 2025 be taken as read a first, second and third time, and finally passed, this 12th day of January, 2026. *Carried*



## THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

### BY-LAW 2026-01

**Being a By-law of the Corporation of the Township of Dawn-Euphemia to confirm the resolutions and motions of the Township of Dawn-Euphemia Council meeting which were adopted up to December 15, 2025**

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

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

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

**THAT** all actions of Council which have been authorized by a resolution or motion of Council and adopted in open Council and that were recorded in the minutes of Council or the minutes of a Committee of Council and accepted by Council, for October 6, October 20, November 3, November 17, December 3, and December 15, 2025, be hereby confirmed.

Read a first, second, and third time, and finally passed this 12<sup>th</sup> day of January 2026.

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Mayor

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Administrator-Clerk

The Corporation of the Township of Dawn-Euphemia

RESOLUTION – REGULAR MEETING

12

Date: January 12, 2025

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

That this Regular Meeting of Council be hereby adjourned at the hour of \_\_\_\_\_ pm, to meet again for the Regular Meeting of Council on Monday, February 2, 2026, at 6:30 pm or at the call of the Chair. *Carried.*