



The Corporation of the Township of Dawn-Euphemia

- A G E N D A -

Monday July 6, 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.

- 1. CALL TO ORDER**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. ADOPTION OF MINUTES**
 - a) Minutes of Regular Council Meeting of June 15, 2026
- 4. BUSINESS ARISING FROM MINUTES**
- 5. PLANNING/DRAINAGE/PROPERTY**
 - a) **6:30 pm, Public Meeting – Zoning Amendment Application #ZA004-26
1744458 Ontario Ltd (Agent Michael Schnare) 1596 Marthaville Road**
 - i. Notice of Public Meeting, mailed June 11, 2026
 - ii. Application for Zoning Amendment
 - iii. Planner's Report, dated June 25, 2026
 - iv. By-Law 2026-19, being a by-law to amend Zoning By-Law 2014-54
 - b) Drain Maintenance Request for Smale Drain, submitted June 11, 2026 by Brian Butler.
- 6. DELEGATIONS**

Presentation: a) 6:40 pm 2026 Senior of the Year Award
b) 6:50 pm 2026 Dawn-Euphemia Scholarship Award- Jeff Wranich
- 7. REPORTS**
 - a) Report from Public Works Superintendent Re: Overall Responsible Operator 2025 Summary Report & Annual Report
 - b) Report from Public Works Superintendent Re: DWQMS Operational Plan
- 8. CORRESPONDENCE**
 - a) Report from Lambton OPP Detachment Re: 2025 Detachment Board Annual Report
 - b) Report dated June 17, 2026 from Corrine Nauta, Manager of Development Services for County of Lambton Re: Public Consultation on Proposed Miniters Zoning Order Cargill Sarnia Export Grain Terminal
 - c) Report dated June 17, 2026 from Corrine Nauta, Manager of Development Services for County of Lambton Re: Fire Prevention Services Feasibility Review

Information Only

- d) Letter dated June 16, 2026 from Central Lambton Family Health Team Re: Central Lambton Recruitment Committee
- e) Letter dated June 6, 2026 from Municipality of Brooke-Alvinston Re: Notice of 2nd Consideration of Drainage Work – Cherry Creek Drain and Cherry Creek Drain Branch
- f) Dawn-Euphemia Building Permit Comparison
- g) Notice of Hearing from Ontario Energy Board Re: Hydro One High-Voltage Transmission Lines
- h) Plumbing Permits

9. OTHER BUSINESS

- a) Accounts

10. BY-LAW

11. CLOSED SESSION

- 12. ADJOURNMENT: Next Meeting of Council
Regular Council Meeting – Monday July 20, 2026 @ 6:30 pm**

The Corporation of the Township of Dawn-Euphemia

3a

RESOLUTION – REGULAR MEETING

Date: July 6, 2026

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

That the Minutes of the Regular Council Meeting of June 15, 2026, be adopted. *Carried.*



The Corporation of the Township of Dawn-Euphemia

- MINUTES -

Regular Council Meeting
Monday June 15, 2026
6:30 pm, Municipal Office, 4591 Lambton Line

Present: Mayor: A. Broad
Councillors: A. Gray (via zoom)
P. LeBoeuf
M. McGuire

Absent: J. Meyer

Staff Present: D. Clermont, Administrator-Clerk
J. Collison, Public Works Superintendent (7:15pm – 8:43pm)
M. Gawley, Administrator-Clerk
D. Ewing, Fire Chief (6:30pm - 7:00pm)

Disclosures: None

Delegation: Don Ewing, Fire Chief of Dawn-Euphemia Fire Department
6:30pm – 7:00pm

Fire Chief Don Ewing of the Dawn-Euphemia Fire Department met with Council to discuss and accept the request from the Village of Oil Springs to provide automatic aid assistance to the Village of Oil Springs and Township of Enniskillen while the new incoming Fire Chief in Oil Springs continues his required provincial training. Fire Chief Ewing also discussed with Council that the OPP be offered the Dawn-Euphemia Fire Hall (hall only) for use by on-duty officers for administrative duties. And that any modifications needed to the building be done in consultation with and approved by the Fire Chief.

2026-93 Councillor McGuire – Councillor LeBoeuf

That the minutes of the June 1, 2026, Regular Council Meeting be adopted. *Carried.*

Minutes – June 1, 2026

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

2026-94 Councillor LeBoeuf – Councillor Gray

That Council acknowledge receipt of the Minutes of the Fire Committee of Brooke-Alvinston of November 4, 2025, and January 27, 2026. *Carried*

Fire Committee of Brooke-Alvinston Minutes

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

2026-95 Councillor LeBoeuf – Councillor Gray

OPP Request for Space

That the OPP be offered the use of the Fire Hall (hall only) for use by on-duty officers for administrative tasks; and any modifications to the building or offered space may be done in consultation with and approval of the Fire Chief. *Carried*

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

Other Business

The Clerk presented two potential grant opportunities for discussion. (1) Rural Ontario Development Program (ROD); and (2) Build Communities Strong Fund. Council passed the following resolution:

2026-96 Councillor McGuire – Councillor Gray

Build Communities Strong Grant

That Council approve the submission of the Dawn-Euphemia Community Centre Generator Replacement Project for the Build Communities Strong Fund Grant Opportunity. *Carried*

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

2026-97 Councillor McGuire – Councillor Gray

By-Law 2026-14 - Fence By-Law

That By-Law 2026-14, Being a By-law to Prescribe the Height and Type of Fences, be read a first, second and third time, and finally passed, this 15th day of June 2026. *Carried*.

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

2026-98 Councillor LeBoeuf- Councillor Gray

By-Law 2026-15 Appointment of Administrator-Clerk

That By-law 2026-15 being a by-law to Appoint Martha Gawley as Administrator-Clerk for the Corporation of the Township of Dawn-Euphemia, effective June 22, 2026; And that By-Law 39 of 2015 is hereby repealed, be taken as read a first, second and third time, and finally passed this 15th day of June 2026. *Carried*.

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

2026-99 Councillor LeBoeuf- Councillor McGuire

By-Law 2026-16 Signing Officers

That By-law 2026-16 being a by-law to Authorize Signing Officers for the Municipality of Dawn-Euphemia; and Repeal By-Law 2022-30, be taken as read a first, second and third time, and finally passed this 15th day of June 2026. *Carried*.

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

2026-100 Councillor McGuire – Councillor LeBoeuf

By-Law 2026-17 Automatic Aid Agreement

That By-law 2026-17 being a by-law to Authorize an Automatic Aid Agreement between the Township of Dawn-Euphemia, Village of Oil Springs and the Township of Enniskillen be read a first, second and third time, and finally passed this 15th day of June 2026. *Carried*.

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

2026-101 Councillor LeBoeuf - Councillor Gray

By-Law 2026-18 – 2nd Quarter Confirmatory

That By-law 2026-18 being a by-law to confirm the resolutions and motions of the Council of the Township of Dawn-Euphemia which h were adopted between April 7, 2026, and up to and including June 15, 2026, be taken as read a first, second and third time, and finally passed this 15th day of June 2026. *Carried.*

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

2026-102 Councillor McGuire – Councillor LeBoeuf

Closed Session

That Council hereby now moves into a session of the Regular Council Meeting that shall be closed to the public at 7:02 pm in accordance with Two (2) Matter under S.239(2)(b) Personal Matters about an Identifiable Individual including Municipal Employees. *Carried.*

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

Rise and Report

Council met in a closed session for the purpose of consideration under S. 239 (2)(e) Two (2) Matters under Personal Matters regarding Employment Matters about an Identifiable Individuals including Municipal Employees; The Public Works Superintendent and the Administrator-Clerk each provided verbal reports to Council. Following discussion, Council provided direction to both the Public Works Superintendent and the Administrator-Clerk regarding additional matters.

2026-103 Councillor LeBoeuf – Councillor Gray

Adjournment

That this Regular Session of Council be hereby adjourned at the hour of 8:43 pm, to meet again on July 6, 2026 @ 6:30 pm (Regular Meeting), or at the call of the Chair. *Carried.*

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

Mayor

Administrator-Clerk

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: July 6, 2026

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

That the Township of Dawn-Euphemia Council hereby accepts Rezoning Application ZA004-26, 1744458 Ont Ltd. (Agent Michael Schnare) which proposes to amend the Township of Dawn-Euphemia Comprehensive Zoning By-Law 54-2014, by rezoning the retained parcel from “Agricultural – 1 (A1) Zone to Agricultural – No Farm Dwelling (A-NFD) Zone. The re-zoning would comply with the current Provincial Policy Statement and Township of Dawn-Euphemia Official Plan requirements. And further that Council approves the Planning Report dated June 24, 2026, from Ezio Nadalin, County Planner. *Carried.*



5a(i)

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

TAKE NOTICE that the Council of the Corporation of the Township of Dawn-Euphemia will hold a Public Meeting on July 6, 2026, at 6:30 p.m. at the Dawn-Euphemia Township Council Chambers, 4591 Lambton Line, to consider an application for a Zoning By-law amendment submitted by 1744458 Ont. Ltd./ P. Zantingh (Agent: M. Schnare) under Section 34 of the Planning Act, R.S.O. 1990, as amended.

THE PROPOSED ZONING BY-LAW AMENDMENT APPLICATION proposes to amend the Township of Dawn-Euphemia Comprehensive Zoning By-Law 54 of 2014 by changing the zoning on a portion of the lands described as DAWN CON 5, PT. LOTS 27 & 28, Dawn-Euphemia Township (known municipally as 1596 Marthaville Road). The amendment would rezone the retained farm to prohibit the construction of a dwelling in support of an application for consent to sever the existing house as a surplus farm dwelling.

CONSENT APPLICATION B-006/26 has also been submitted to sever a lot containing the existing dwelling and associated accessory buildings.

THE KEY MAP shows more particularly the lands affected.

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

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

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

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

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

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

Dated at the Township of Dawn-Euphemia this 11th day of June 2026.



Martha Gawley
Administrator-Clerk
Township of Dawn-Euphemia
4591 Lambton Line, RR 4
Dresden, ON N0P 1M0
Telephone: 519-692-5148
Fax: 519-692-5511
Email:
clerk@dawneuphemia.on.ca



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

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

FILE NO. 2004-26

NAME OF OWNER 1744458 Ontario Ltd. (Peter Zantingh)	NAME OF AGENT (if the applicant is an agent authorized by the owner) Michael Schnare
ADDRESS	ADDRESS
EMAIL	EMAIL
TELEPHONE	TELEPHONE

NAME OF HOLDER OF MORTGAGE (or Charge or Encumbrance)	NAME OF HOLDER OF MORTGAGE (or Charge or Encumbrance)
ADDRESS	ADDRESS

OFFICIAL PLAN - current designation Agricultural Area	ZONING - current zone A1 - Agriculture 1
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DIMENSIONS OF SUBJECT LAND:
Frontage: **553 m** Depth: **668m irregular** Area: **29.1 ha.**

REZONING - Nature and extent of rezoning requested:

To rezone the proposed retained lands, presently zoned as A1 to the A-NFD (Agriculture - No Farm Dwelling) zone to prevent any future dwellings on the retained lands. Required as a condition of Consent.

Attach additional page if necessary

DATE - Subject land was acquired by current owner on: **2020**

LEGAL DESCRIPTION of subject land (such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and number, municipal address, and assessment roll number, if known)

**Pt. Lots 27 & 28, CON 5
1596 Marthaville Road
380 60060 & 017200**

Note: See page 4 for details of sketch required.

ACCESS - Access to the subject land will be by:

Provincial highway Municipal Road - seasonal County Road
 Municipal Road - year round Right-of-way Private Road
 Water Other public road (specify).....

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

Docking facilities (specify)..... Parking facilities (specify).....
 distance from subject land..... distance from subject land

distance from nearest public road..... distance from nearest public road.....

EXISTING USES of the subject land: Residential & Agricultural	LENGTH OF TIME the existing uses of the subject land have continued:

See
Attached
Data Sheet

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

TYPE - Front lot line setback: Height in metres:
 DATE CONSTRUCTED..... Rear lot line setback: Dimensions:

Side lot line setback: Floor Area:

Side lot line setback:

TYPE - Front lot line setback: Height in metres:
 DATE CONSTRUCTED..... Rear lot line setback: Dimensions:

Side lot line setback: Floor Area:

Side lot line setback:

attach additional page if necessary

PROPOSED USES of the subject land
Residential + Agricultural

No
New
Buildings
Proposed.

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

TYPE - Front lot line setback: Height in metres:
 DATE CONSTRUCTED..... Rear lot line setback: Dimensions:

Side lot line setback: Floor Area:

Side lot line setback:

TYPE - Front lot line setback: Height in metres:
 DATE CONSTRUCTED..... Rear lot line setback: Dimensions:

Side lot line setback: Floor Area:

Side lot line setback:

attach additional page if necessary

WATER is provided to the subject land by:

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

SEWAGE DISPOSAL is provided to the subject land by:

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

STORM DRAINAGE is provided to the subject land by:

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

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

official plan amendment File #..... Status.....

approval of a plan of subdivision (under section 51) File #..... Status.....

severance (under section 53) File #..... Status Concurrent

previous rezoning application (under section 34) File #..... Status.....

AUTHORIZATION BY OWNER

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

Signature of Owner _____ Signature of Owner _____

Signature of Witness _____ Date May 1 / 26

DECLARATION OF APPLICANT

I, Michael Schnare of the City of _____ of _____ in the County of Lambton

(name of applicant) (leg. city, town, Village, Township)

Sarnia (name of local municipality)

solemnly declare that:

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

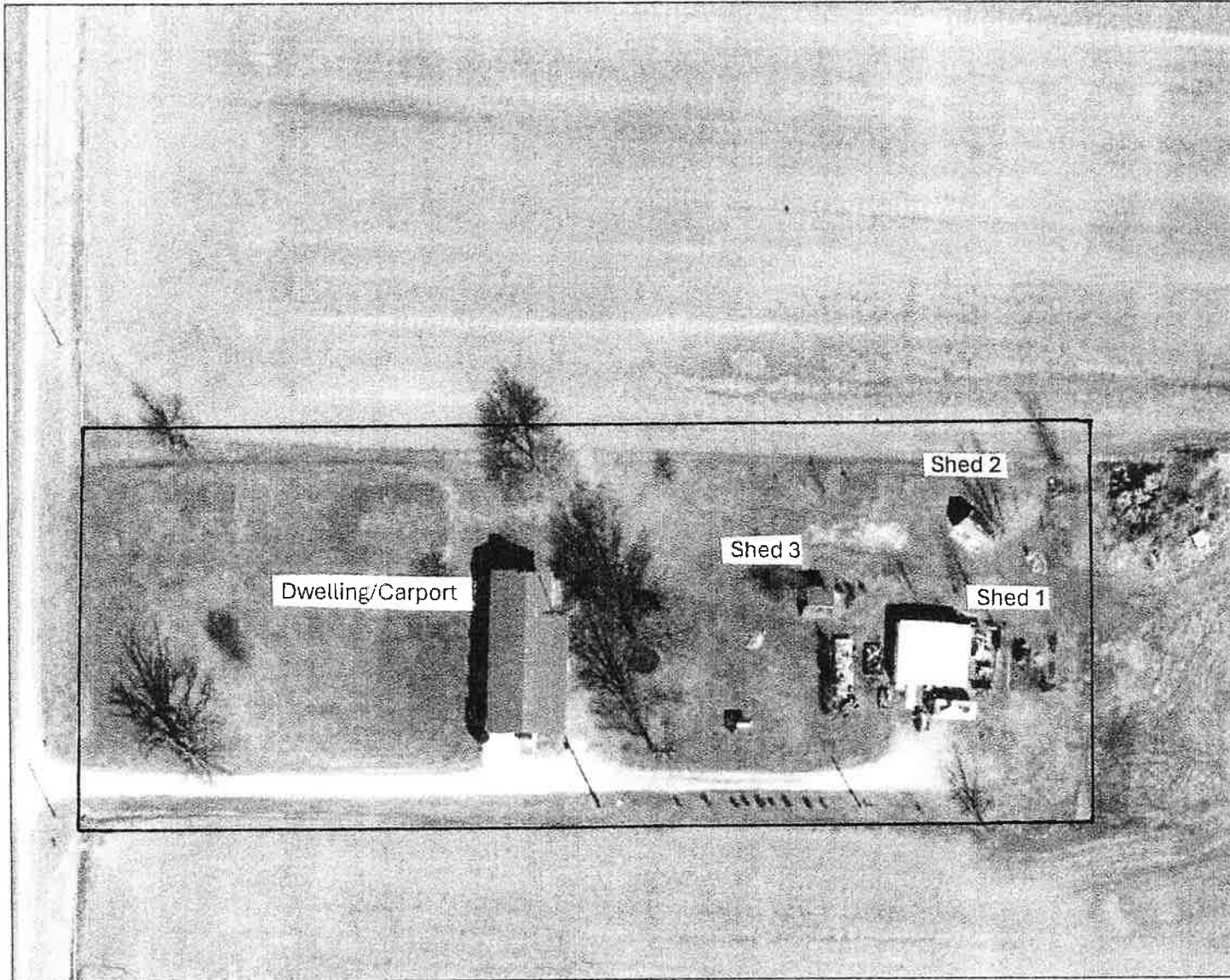
DECLARED before me at the Township of Dawn-Euphemia in the County of Lambton this 4th day of May 20 26

Signature of Applicant _____

Signature of Commissioner, etc. _____

**Brandi Poland, Deputy Clerk
Commissioner for the
Township of Dawn-Euphemia
Province of Ontario**

Existing Buildings - 1596 Marthaville Road



Legend

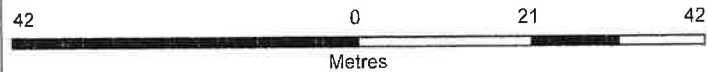
Location

Notes

County of Lambton



789 Broadway St
Wyoming, ON N0N 1T0
www.lambtongis.ca



1: 826




This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

Proposed Rezoning - 1596 Marthaville Road

1596 Marthaville Road
 Pt. Lot 27 and Pt. Lot 28 CON 5
 Geographic Township of Dawn-Euphemia



Legend

 Lands to remain as A1

 Lands to be rezoned from A1 to "A-NFD"

Location

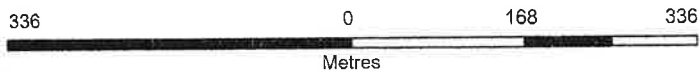


Notes

County of Lambton



789 Broadway St
 Wyoming, ON N0N 1T0
www.lambtongis.ca




1: 6,608

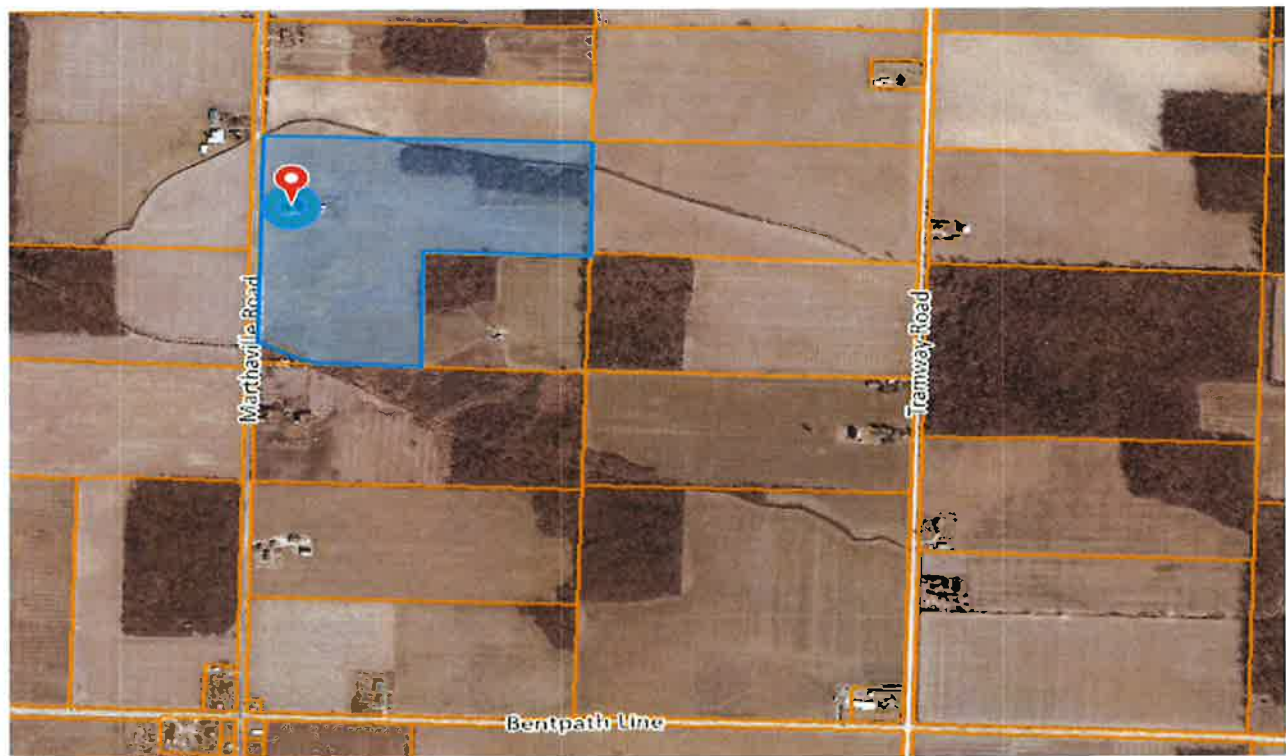


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	PLANNING AND DEVELOPMENT SERVICES REPORT	
REPORT TO:	TOWNSHIP OF DAWN EUPHEMIA COMMITTEE OF ADJUSTMENT	
PREPARED BY: (COUNTY)	Ezio Nadalin, Planner	
REPORT DATE:	June 24, 2026	
MEETING DATE:	July 6, 2026	
IN CAMERA:	Open Session	
SUBJECT:	Agenda Item: B006/26 and Z004/26 Consents to Sever: 1596 Marthaville Road DAWN CON 5, PT LOTS 27 & 28 Owner: 1744458 ONT LTD. (P. Zantingh) Agent: M. Schnare	

SITE PHOTO



EXECUTIVE SUMMARY:

With regards to Application **B006/26**, the owner of 1596 Marthaville Road is seeking consent to **sever** +/- 0.8 hectares (2 acres) of land, which currently includes a single-family dwelling, a detached shed / workshop and two small sheds, from the +/- 30-hectare (74 acre) farm property. The **retained** property, which has no buildings, would have a proposed area of +/- 29.1 hectares (72 acres). This application meets in our opinion meets the general intent of a surplus farm dwelling severance resulting from a farm consolidation as required under the Provincial Policy

Statement (PPS). In reviewing this application, we will apply recent interpretive approach changes (see Memo sent by the County of Lambton Planning Department June 20, 2025). This new approach allows more interpretive flexibility while retaining the general intent and purpose of the PPS. The new approach would allow, depending on the site-specific circumstances, more flexibility with regards to the minimum size requirements for surplus farm dwelling severances.

In the case of a surplus dwelling severance, the size of the retained farm parcel appears to be viable as proposed. As the parcel already exists (undersized) and as the proposed severance would only marginally reduce the property size therefore the application merits further consideration.

With regards to **Z004/26** the corresponding Zoning By-law Amendment would re-zone the **retained** parcel from Agricultural – 1 (**A1**) Zone to Zone Exception 5 to the Agricultural – No Farm Dwelling (**A-NFD (5)**) Zone which would prohibit future farm dwellings and recognize the reduced farm size of +/- 29.1 hectares (72 acres) while the **severed** property remain within the Agricultural 1 (**A1**) Zone.

BACKGROUND/SITE CONTEXT:

The site is located within an agricultural area and fronts onto Marthaville Road. The **severed** parcel would keep the single-detached dwelling and associated accessory buildings. The **retained** parcel is primarily vacant agricultural land with some forested area located on the northeast portion adjacent to the Kersey Drain. Surrounding properties in the area predominantly include various agricultural operations with associated single-detached dwellings and farm buildings and/or structures.

Diagram 1: Showing Proposed Severance – Macro View.



Diagram 2: Showing Proposed Parcel Severance – Micro View.



PLANNING ACT/PROVINCIAL POLICY STATEMENT:

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

This proposal meets MDS setbacks from current and former livestock facilities as the MDS1 requirement is 163 metres whereas the closest viable livestock operation is +/- 173 metres away.

Section 2.3.4 of the PPS sets policies for Lot Creation in Prime Agricultural Areas. Lot creation in Prime Agricultural Areas is discouraged and may only be permitted for a surplus farm dwelling as part of a farm consolidation. This application meets Section 2.3.4 as this is a surplus farm severance resulting from operational farm consolidation.

Section 4.3.3 (Lot Creation and Lot Adjustments) requires that: (1.) Lot creation in prime agricultural areas is discouraged and may only be permitted in accordance with provincial guidance for: (a) agricultural uses, provided that the lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations.

In the case of a surplus dwelling severance, the size of the retained farm parcel and consideration for its long-term flexibility is still important. However, the undersized parcel already exists and as the lot will only marginally be reduced in size there should be no issue.

The proposed application therefore meets the PPS objective regarding the minimal fragmentation of agricultural land.

COUNTY OF LAMBTON OFFICIAL PLAN (OP):

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

Section 4.2.1 of the County OP states that severances to permit the creation of residential lots in Agricultural Areas may only be permitted if the proposed residential lot contains a residential dwelling surplus to a farming operation. The applicant is a bona-fide farmer and qualifies for this provision.

Section 4.2.3, subsection (f) of the County OP states that consents in the Agricultural Area may be granted to create farm parcels that are not less than 30 ha (74.13 acres). The proposed severance does not technically comply with the County OP in that regard, however as this application does not involve a farm split and the current land parcel is already undersized, we would be willing to entertain approval of this application as submitted.

TOWNSHIP OF DAWN-EUPHEMIA OFFICIAL PLAN:

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

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

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

TOWNSHIP OF DAWN-EUPHEMIA ZONING BY-LAW:

The subject lands are located within the “*Agricultural 1 (A1) and Environmental Protection-Woodlot (EP-W) Zones*” in the Township of Dawn-Euphemia Zoning By-Law (ZBLA).

“**TABLE A**” provides the zoning regulations for the minimum parcel size in the A1 Zone, which lists the minimum lot area of 0.8 ha (+/- 2 acres) for residential lots which is the approximate size of the proposed severed lot.

With regards to minimum lot area Agricultural lots, as prescribed in “**TABLE A**”, require the **minimum lot area** listed in the County OP which is 30 ha (74.13 acres). The proposed +/- 29.1 hectares (72 acres) is slightly below that standard but as previously discussed the proposal still has Planning merit. To address the decreased size a Zone Exception will be required.

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

DRAFT ZONING BY-LAW AMENDMENT:

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

With regards to **Z004/26** the corresponding Zoning By-law Amendment would re-zone the **retained** parcel from **Agricultural – 1 (A1)** to the **Agricultural – No Farm Dwelling (A-NFD(4))** Zone which would recognize the reduced farm size. As there will be no changes with regards to the **severed** parcel it will remain within the **Agricultural – 1 (A1)** zone.

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

CONCLUSION:

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

RECOMMENDATION(S):

With regards to the severance, we recommend that the Township of Dawn-Euphemia Committee of Adjustment **APPROVE** Consent Applications **B006/26** subject to the following conditions:

1. That a copy of the deed and R.D. Plan or survey be submitted to the Secretary-Treasurer in digital format, if available, and properly georeferenced to the NAD83 UTM Zone 17 Coordinate System, and in a form suitable for registration. This should be done for the rural residential parcel severance (B006/26).
2. That a Zoning By-Law Amendment be required to re-zone the retained parcel from Agricultural – 1 (A1) to Zone Exception 5 to the Agricultural – No Farm Dwelling (A-NFD (4)) Zone.
3. That both the retained land and the severed lot have adequate access to the road allowance subject the approval of the appropriate road authority. The driveway entrance to both the retained and severed parcels has adequate access to the Township Road allowance.
4. That the septic system location be included in the survey (plotted on a copy by owner) and a copy provided to County of Lambton Development Services Department for the property files.
5. That all conditions be fulfilled within two years of the notice of decision of this consent. The certificate of consent required by Section 53(42) of the Planning Act shall be obtained within two years of the notice of decision of this consent. The Township of Dawn-Euphemia will endeavor to send the applicant a reminder that the Provisional Consent is approaching

its lapsing date. However, each applicant is responsible for ensuring that the Provisional consent does not lapse. If the Provisional Consent does lapse (meaning the deeds have not been stamped within two years of the notice of decision of the consent), a new application will be required. There is no provision in the Planning Act for extensions to Provisional Consents.

DEPARTMENT AND AGENCY COMMENTS:

<p><u>County of Lambton Development Services Department:</u></p>	<p>The above-noted application has been reviewed, and the following comments are provided for consideration.</p> <p>The proposed severed lot size of 2 acres is acceptable to this Department and satisfies the Ministry of the Environment's "Reasonable Use" guidelines, which require a minimum lot size of 2 acres where underlying clay soils are present. Both the proposed severed parcel (2 acres) and the retained parcel (72 acres) generally conform to the applicable criteria for this type of consent application.</p> <p>Septic records for the property, municipally known as 1596 Marthaville Road (File No. S-1721) are available and were reviewed as part of the application. A site inspection was also conducted to verify the information provided.</p> <p>The existing septic system is operating in general conformity with the Ontario Building Code and is located entirely within the proposed severed parcel. Accordingly, this Department has no concerns with the application.</p> <p>This Department supports the application subject to the following condition:</p> <ol style="list-style-type: none"> 1. That the location of the septic system be identified on the reference plan or survey (or on a copy thereof provided by the owner) and submitted to this Department for inclusion in the property file.
<p><u>St. Clair Region Conservation Authority:</u></p>	<p>RECOMMENDATIONS:</p>

	<p>Portions of both the severed and retained parcels are within an area identified as being prone to flooding during a regional storm. To address natural hazard concerns, safe access should be demonstrated in accordance with PPS policy 5.2.3 c), 5.28 a) and 5.2.8.b) and Dawn-Euphemia Official Plan policy 31.1.2 g).</p> <p>SCRCA supports the zoning by-law amendment to rezone the proposed retained parcel to prohibit dwellings. Written permission from the Conservation Authority under Ontario Regulation 41/24 will be required prior to any future development and/or site alteration within the regulated area. Any future development within the regulated area will require floodproofing and/or access upgrades to the satisfaction of SCRCA under Ontario Regulation 41/24.</p> <p>Given the SCRCA provided comments, it is the opinion of the SCRCA that:</p> <ol style="list-style-type: none"> 1. Consistency with Sections 5.1 and 5.2 of the PPS has not been demonstrated; and 2. Ontario Regulation 41/24 does apply to the subject site. A permit from SCRCA will be required prior to any future development taking place.
<u>D-E Township Public Works Department:</u>	No comments received.

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: July 6, 2026

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 2026-19, being a By-law to Amend Zoning By-Law 54-2014, be taken as read a first, second and third time, and finally passed this 6th day of July 2026. *Carried.*



**The Corporation of the
Township of Dawn-Euphemia
Zoning By-Law 19 of 2026**

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

Whereas the Council of the Corporation of the Township of Dawn-Euphemia passed a comprehensive Zoning By-law 54 of 2014 on the 24th day of November 2014;

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

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

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

1. Schedule "A-1", attached, is hereby declared to form part of this By-law.

Schedule "A" to By-law 54 of 2014 is hereby amended by changing the zone symbol that applies to those lands indicated on Schedule "A-1" to this By-law from Agricultural – 1 (A1) Zone to the Agricultural – No Farm Dwelling - 4 (A-NFD (4)) Zone.

Notwithstanding "TABLE A", the minimum Lot size area of 29.1 hectares (72 acres) shall be permitted on lands described as Dawn Concession 5, Part Lots 27 and 28.

This By-law shall come into force and effect pursuant to Sections 34 (21) or Section 34 (30) of the Planning Act, R.S.O. 1990.

Read a first and second time this 6th day of July 2026.

Read a third time and finally passed this 6th day of July 2026.

Mayor

Administrator-Clerk



**Corporation of the
Township of Dawn-Euphemia
Zoning By-Law No. 19 of 2026**

Explanatory Note

The purpose of this amending By-law is to rezone lands described as Dawn Concession 5, Part Lots 27 and 28 (1595 Marthaville Road).

The amendment is initiated by the application of the owner concurrently with severance application B001/26 for consent to sever a surplus farm dwelling.

The retained agricultural lot will be re-zoned from Agricultural – 1 (A1) Zone to Zone Exception 5 to the Agricultural – No Farm Dwelling (A-NFD (5)) Zone which would prohibit future farm dwellings and recognize the reduced farm size of 29.1 hectares (72 acres).

The zoning by-law amendment addresses a provincial policy requirement for the severance of surplus farm dwellings while also addressing site specific property size anomalies associated with the property.

The Key Map shows more particularly the lands affected.

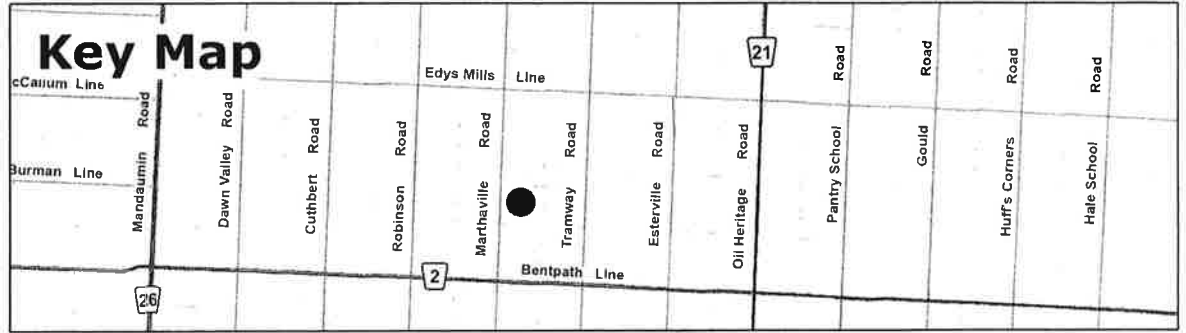
Township of Dawn-Euphemia
SCHEDULE "A"

to By-law No. 19-2026

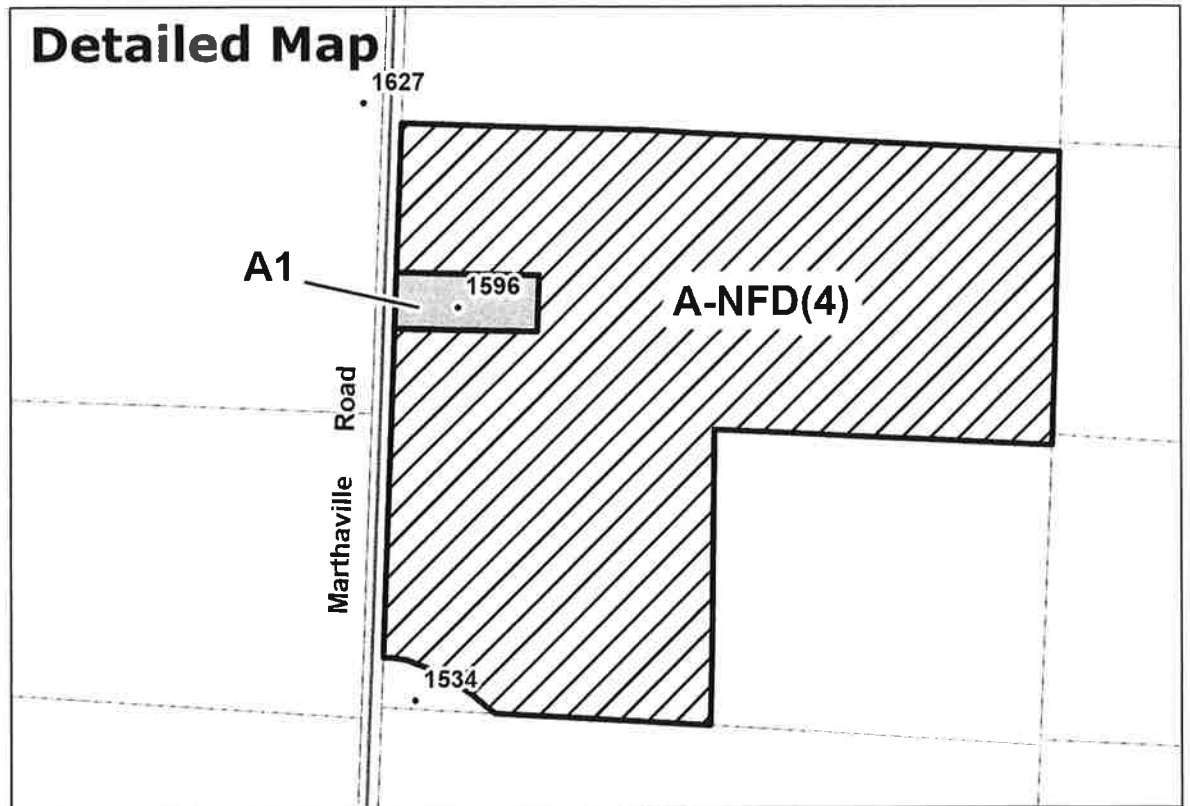
Dated this 6th Day of July, 2026

Signed: _____
Alan Broad, Mayor

Martha Gawley, Administrator-Clerk



● Subject Property



APPLICANT: 1744458 Ontario Ltd. (Agent: Michael Schnare)

LOCATION: CON 5 PT LOTS 27 AND 28
Geographic Township of Dawn
1596 Marthaville Road, Dawn-Euphemia

File: 2004-2026

The Corporation of the Township of Dawn-Euphemia

5b

RESOLUTION – REGULAR MEETING

Date: July 6, 2026

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 Drain Maintenance/Repair Request for the Smale Drain, received June 12, 2026 from Brian Butler be referred to the Drainage Superintendent with the power to act. *Carried.*

For Office Use Only

Drainage Supt. June 11/26
Council July 6/26
Res: _____
Electronic File _____

Notice of Request for Drain Maintenance and/or Repair

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

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

Re: Smale Drain
(Name of Drain)

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

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

- Clean Out
- Tile Repair
- Culvert Replacement
- Sprayed

Comments: Starting to collapse

Property Owners:

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

Property Description CON 12 N PT LOT 33 NE 1/4 LOT 33

Ward or Geographic Township <u>DAWN-EUPHEMIA</u>	Parcel Roll Number <u>38-06-006-060-10400-1</u>
---	--

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

Select Ownership Type

Enter the mailing address and primary contact information:

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

Mailing Address

Unit Number	Street/Road Number	Street/Road Name	PO Box
City/Town	Province	Postal Code	
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	

Signature of Landowner: _____ Date: JUNE 11/26

To be completed by recipient municipality:

Notice filed this 17 day of June 20 26

Name of Clerk (Last Name, First Name)	Signature of Clerk
---------------------------------------	--------------------

Clermont, Donna

Brandi Poland



From: Ontario Honours And Awards Portal <OntarioHonoursAndAwardsPortal@ontario.ca>
Sent: Wednesday, April 8, 2026 1:44 PM
To: Brandi Poland
Subject: Acknowledgement-Nomination has been received / Accusé de réception d'une mise en candidature

Dear **Alan Broad**,

Thank you for submitting a nomination for **Ontario Senior of the Year Award – 2026**.

Submission Number **2026-052116** has been created for your application. You can see the status of your application by logging into your user profile and using your submission number to look it up.

If you have questions, please contact our team at ontariohonoursandawards@ontario.ca and quote the submission number.

Thank you.

Ontario Honours and Awards Secretariat

Cher/Chère **Alan Broad**,

Merci d'avoir soumis une nomination pour **Prix ontarien de la personne âgée de l'année – 2026**.

Le numéro de soumission **2026-052116** a été créé pour votre demande. Vous pouvez confirmer l'état de votre demande en accédant à votre profil utilisateur et en vous référant à votre numéro de soumission.

Si vous avez des questions, veuillez contacter notre équipe à ontariohonoursandawards@ontario.ca et mentionner votre numéro de soumission.

Merci.

Secrétariat des distinctions et prix de l'Ontario

1

2026 SCHOLARSHIP AWARD PRESENTATION – JEFF WRANICH



Good Evening family, friends, and guests.

It is my pleasure to recognize Jeff Wranich as the recipient of the **2026 Dawn-Euphemia Township Municipal Scholarship**, a \$1,000 award presented annually to a Township student pursuing full-time post-secondary education.

This scholarship recognizes not only academic achievement and future career goals, but also a strong commitment to community involvement and volunteer service. Jeff has demonstrated these qualities throughout his high school years and is a very deserving recipient of this award.

In the fall of 2026, Jeff will be attending **Lambton College** to enroll in the **Millwright Mechanical Technician** program. This skilled trade requires dedication, problem-solving abilities, and a strong work ethic—qualities that he has already displayed through his volunteer activities and commitment to his community.

One of the most important criteria for this scholarship is volunteerism, and Jeff has made a significant contribution to numerous organizations and community events throughout Dawn-Euphemia and the surrounding area. He volunteers regularly at **St. Andrew's United Church**, assisting with charity suppers, the car show food booth, and various church fundraising events. He has also supported community initiatives such as the Bothwell United Church suppers, employee appreciation events, and the annual Christmas hamper collection. In addition, he volunteers at **St. John's Anglican Church**, helping with the car show food booth and other community activities.

However, his most notable contribution has been through his involvement with the **Dawn-Euphemia Junior Firefighter Program**. Through this program, Jeff has demonstrated exceptional dedication to community service and public safety. He actively participates in training opportunities, learning valuable skills related to emergency response, teamwork, leadership, and responsibility.

Beyond training, he consistently volunteers at many of the Fire Department's community events and fundraisers. He assists with the popular **Firefighters' Breakfasts**, helps with the **Canada Day Chicken Barbecues**, and plays an important role in the annual **Christmas for Everyone** distribution program. These events require many volunteer hours and depend heavily on individuals who are willing to give their time to support others. Through his participation, Jeff has helped strengthen community spirit while gaining valuable experience in service and leadership.

His willingness to volunteer, support local organizations, and contribute to community events reflects the values that make Dawn-Euphemia Township a great place to live. His involvement demonstrates a genuine commitment to helping others and making a positive difference in the lives of residents.

On behalf of the Council for the Township of Dawn-Euphemia, congratulations to Jeff on being selected as the recipient of the **2026 Municipal Scholarship**. We commend your dedication to your education, your volunteer service, and your community involvement. We wish you every success as you begin your studies at Lambton College and pursue a career as a Millwright Mechanical Technician. Congratulations, Jeff, and best wishes for your future endeavors. We look forward to seeing all that you accomplish in the years ahead.

The Corporation of the Township of Dawn-Euphemia

7a

RESOLUTION – REGULAR MEETING

Date: July 6, 2026

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 receives the 2025 Summary Report and Annual Report prepared under Drinking Water Systems Regulation O. Reg 170/03, dated March 17, 2026, and directs the Overall Responsible Operator to post the reports at the Municipal office, the Florence library, and on the Township's website. *Carried.*

**TOWNSHIP OF DAWN-EUPHEMIA
2025
SUMMARY REPORT**

March 17 2026

Schedule 22 of O. Regulation 170/03 requires that a Summary Report be prepared for each year. It is to be prepared not later than March 31 and given to the members of the municipal council in the case of a drinking water system owned by a municipality. (section 22-2 (1))

The Summary Report must list the requirements of the Act, the regulations, the system's approval, and any order that the system failed to meet at any time during the period covered by the report and specify the duration of the failure. It must also, for each failure referred to above, describe the measures that were taken to correct the failure. (section 22-2 (2))

The Summary Report must also include the following:

1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows and daily instantaneous peak flow rates.
2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval.

This will enable the system's owner to assess the capability of the system to meet existing and planned uses of the system. (section 22-2 (3))

If a report is prepared under subsection 1 for a system that supplies water to a municipality under the terms of a contract, the owner of the system shall give a copy of the report to the municipality by March 31. (section 22-2 (4))


John Collison O.R.O.

SUMMARY REPORT

The following is a summary performance report for the Township of Dawn-Euphemia Water Distribution System. This report is for the year 2025 and is based on Schedule 22 of the O. Regulation 170/03.

2025 Purchase From Enniskillen 115,215 m3

Month	Marthaville Road	Oil Heritage Road	Black Ash Road	Dawn Valley Road	Mandaumin Road	Cuthbert Road	Monthly Totals
January	3,585	2,029	3,529		808	4	9,955
February	3,108	1,681	2,947	16	638	7	8,397
March	3,502	1,528	3,322	4	846	37	9,239
April	3,760	3,061	3,906	1	900	51	11,679
May	2,160	2,485	2,437	15	600	41	7,738
June	6,747	2,150	7,769	23	1,889	91	18,669
July	4,587	2,613	5,284	28	1,185	54	13,751
August	4,586	2,213	5,228	10	1,326	115	13,478
September	3,709	2,316	3,832	58	863	41	10,819
October	3,581	1,547	3,704	12	946	98	9,888
November	3,519	2,677	3,366	14	682	139	10,397
December	3,691	2,825	3,506	27	697	144	10,890
Total	46,535	27,125	48,830	208	11,380	822	134,900

The annual amount of water (m3) purchased from Enniskillen is as follows:

2003	115,191,	2010	109,361	2017	122,359	2024	115,215
2004	118,491	2011	108,879	2018	110,980	2025	134,900
2005	118,084	2012	111,963	2019	124,913	2026	
2006	107,685	2013	107,120	2020	136,957	2027	
2007	114,947	2014	117,565	2021	128,504	2028	
2008	113,322	2015	113,557	2022	131,929	2029	
2009	105,570	2016	124,575	2023	137,898	2030	

The total of accounted for water for 2025 was 130,074m3 through meters and 2,000m3 flushing/fire = 132,074m3

This total includes water sold to customers in the Township of Dawn-Euphemia water distribution system and includes an estimate for water uses including fire flow, flushing, etc (2,000m3).

The water loss factor is 2.77 (%)

2004	5.30%
2005	4.80%
2006	6.20%
2007	4.30%
2008	5%
2009	5%
2010	5%
2013	7.90%
2014	16.1%*
2015	9.76%
2016	8.04%
2017	9.75%
2018	8.93%
2019	10.83%
2020	15.70%
2021	5.08%
2022	13.50%
2023	2.77%

2024	10.10%
2025	0.98%
2026	
2027	
2028	
2029	
2030	

* There was a large undetected service leak which may have contributed for as much as 10 % of the water loss for 2014.

HEALTH SAMPLES

The health samples include tests for the presence of E. coli, total coliforms, and background count. Any presence of E. coli and total coliform or background count > 200 are considered adverse and must be reported.

Free chlorine samples were also analyzed at each site. Sample results more than 0.2 mg/l are of concern and sample results less than 0.05 mg/l are considered adverse and must be reported.

Health samples are taken on a weekly basis at 4 locations within the Township of Dawn-Euphemias water distribution system as follows:

Township Office - Hamlet of Rutherford
Florence Community Centre - Hamlet of Florence
Shetland Library - Hamlet of Shetland
Enbridge Gas - Dawn Plant

An additional alternative sampling site, to be utilized in the event that access is not available to the primary locations is:

The former re-chlorination building at # 1876 Gould Road

Free Chlorine residuals ranged from 0.58 to 1.65 mg/L. Health sample indicated NO positive test for total coliforms. All health samples for background count were less than 200. The HPC ranged from <1 to 70 cfu/1ml.

OTHER SAMPLING

Quarterly trihalomethane samples are required to be taken in the water distribution system. The RAA (running annual average) for Trihalomethanes (THM) must not exceed 100 ug/L. Trihalomethanes are formed by the reaction of chlorine with organic matter in the water. Samples are usually taken in the remote part of the water system where they are most likely to develop.

Quarterly Trihalomethane samples were taken in 2025. Results were 64, 60, 49, and 46 ug/L. The 2025 RAA was as $(64+60+49+46) \div 4 = 54.75 \text{ ug/L}$.

CHEMICALS USED IN TREATMENT PROCESSES

There were no chemicals used in the Dawn-Euphemia Water Distribution System in
A 12% chlorine solution of sodium hypochlorite is used at the Enniskillen Water Reservoir
and Pumping Station upstream of the water system.

2025

EMERGENCY OR UPSET CONDITIONS

An emergency or upset condition would be a circumstance where the quality of water was
threatened.

There were NO samples that Total Coliforms were present.

REVIEW OF WATER DISTRIBUTION SYSTEM

Lead and alkalinity sampling were carried out in the water distribution system in the spring
and fall of 2025. All sampling results were within acceptable levels.

WATERLINE CONSTRUCTION AND MAINTENANCE

Mar 12/25 - Emergency Control Group Exercise with Water Element.

Mar. 14/25 - 6" watermain repair Dawn Valley Road immediately South of Lambton Line East side.

Apr 1/25 - Spring Lead Testing.

Apr. 23/26 - Install a usage meter with backflow prevention on hydrant at Dawn Valley Road
south of Bentpath Line. Removed Oct. 10/25

Apr. 30/25 - Risk Assessment Review.

May 5/25 - Service line repair 521 Florence Road.

May. 12, 14, 15, 22, 23, 26/25 - Hydrants and Blowoffs flushed and tested.

Jun 10/25 - M.E.C.P. Inspection On-Site

Jun. 30/25 - Off-Site Inspection with James Pang (DWQMS)

Jun. 23/25 - Installed restrainers on a watermain joint during a bannister exposure to run new gas main.
Dawn Valley Road south of Bentpath Line east shoulder.

Jul. 8/25 and Aug . 14, 17, 20, 20/25 - Cycle and Exercise all Mainline Valves in System

Jul. 21/25 - New 1" Water Service Line 481 Dawn Mills Road.

Jul 22/25 - Water valve bolt replacement northwest intersection of Fansher Road and Florence Road.

Jul.23/25 - 1026 Davis Road repair to blow-off pipe at elbow.

Oct.1/25 - Fall Lead Testing

Oct,16/25 - Install 3/4" service 1356 Tramway Road.

Oct.27,28 & Nov.3,4,5,6/25 - Hydrant and Dead End Flushing.

Nov.5-6/25 - Hydrant Flushing.

As per section 22-2 (2) of O. Regulation 170/03, the list of requirements of the Act, the regulations, the system's approval, and any order that the system failed to meet at any time during 20: 2025 including the duration at the failure must be included in the Summary report.

There were no times that the System failed to meet the requirements of the Act.

RECOMMENDED WORK

1) The Municipality has located the waterline system with Global Positioning to be retained, and utilized for locating. Constant updates are ongoing as needed. Appurtenances to the system will be mapped in the future.

2) The Municipality will be replacing all meters, and installing a remote reading system, a "Radio Read System", which will no longer require access to the property, but can be read by driving by at the roadway frontage. As of Dec 31 2025, 95% of residential meters have been installed. Remaining 5% are larger diameter meters, pit meters and meters in Municipal Buildings. They are to be replaced as the budget allows.

Drinking-Water Systems Regulation O. Reg. 170/03

Part III Form 2

Section 11. ANNUAL REPORT.

Drinking-Water System Number:	260046904
Drinking-Water System Name:	Dawn-Euphemia Water Distribution System
Drinking-Water System Owner:	Township of Dawn-Euphemia
Drinking-Water System Category:	WD I
Period being reported:	2025

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [] No [x]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [x] No []</p> <p>Location where Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Township of Dawn-Euphemia Municipal Office Municipal Library, Florence, Ontario Municipal Website</p> </div>	<p><u>Complete for all other Categories.</u></p> <p>Number of Designated Facilities served: <input type="text" value="n/a"/></p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No []</p> <p>Number of Interested Authorities you report to: <input type="text" value="n/a"/> none</p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No [] n/a</p>
--	--

List Drinking-Water Systems, which receive all of their drinking water from your system:

n/a

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes [x] No [] n/a

Indicate how you notified system users that your annual report is available, and is free of charge.

- Public access/notice via the web
- Public access/notice via Government Office

Drinking-Water Systems Regulation O. Reg. 170/03

- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method - notice included on water bills

Describe your Drinking-Water System

Water distribution system with 50 mm dia. to 200 mm dia. Water receives from the Township of Enniskillen Water Distribution System at five metered connections

List all water treatment chemicals used over this reporting period

none

Were any significant expenses incurred to?

- Install required equipment
- Repair required equipment
- Replace required equipment

Describe

n/a

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre?

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date

Microbiological testing done under section 8 (2) during this reporting period

	Number of Samples	Range of E.Coli or Fecal Results (#-#)	Range of Total Coliform Results (#-#)	Number of HPC Samples	Range of HPC Results (#-#)
Raw					
Treated					
Distribution	208	0 – 0	0 – 0	208	<10 – 70cfu/1ml

Operational testing done under Schedule 7, 8 or 9 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (#-#)
Chlorine – dist.	208	0.58-1.65mg/L

NOTE: For continuous monitors use 8760 as the number of samples.

Drinking-Water Systems Regulation O. Reg. 170/03

NOTE: Record the unit of measure if it is not milligrams per litre.

Summary of additional testing and sampling carried out in accordance with the requirement of an approval or order.

Date of order or C of A	Parameter	Date Sampled	Result	Unit of Measure

Summary of Inorganic parameters tested during this reporting period or most recent

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance

Summary of Organic parameters sampled during this reporting period or most recent

Parameter:	Sample Dates:	Result Value:	Unit of Measure	Exceedance
Total Trihalomethanes (Total Trihalomethanes are a combination of Bromodichloromethane, Bromoform, Chloroform and Dibromochloromethane) MAC=100(RAA) [Running Annual Average]	<u>2025</u> 1-Jan.14 2-Apr.16 3-Jul.16 4-Oct.14	1-46 2-49 3-60 4-64 AVG=54.75	ug/l	
Total Haloacetic Acids (HAA5) [ug/L] (Total Haloacetic Acids are a combination of Chloroacetic Acid, Bromoacetic Acid, Dichloroacetic Acid, Dibromoacetic Acid and Trichloroacetic Acid) MAC=80(RAA) [Running Annual Average]	<u>2025</u> 1-Jan.14 2-Apr.16 3-Jul.16 4-Oct.14	1-22.0 2-42.3 3-28.9 4-31.3 AVG=31.13	ug/l	

Drinking-Water Systems Regulation O. Reg. 170/03

Summary of lead testing under Schedule 15.1 during this reporting period
 (applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Hydrant 4596 Lambton Line Rutherford, Ont	Hydrant 6213 Mill Street Florence, Ont	Unit of Measure	Number of Exceedances
<u>Distribution</u>				
Date	April 2, 2025	April 2, 2025		
Ph	8.1	7.96	Ph	
Alkalinity	84	82	Mg/L as CaCO ₃	
Lead (MAC is 10ug/L)	0.06	0.06	Ug/L	
<u>Plumbing</u>	N/A	N/A	N/A	N/A
Date				
Ph	N/A	N/A	N/A	N/A
Alkalinity	N/A	N/A	N/A	N/A
Lead (MAC is 10ug/L)	N/A	N/A	N/A	N/A
<u>Distribution</u>				
Date	October 2, 2025	October 2, 2025		
Ph	7.97	7.93	Ph	
Alkalinity	79	87	Mg/L as CaCO ₃	
Lead (MAC is 10ug/L)	0.12	0.36	Ug/L	
<u>Plumbing</u>	N/A	N/A	N/A	N/A
Date				
Ph	N/A	N/A	N/A	N/A
Alkalinity	N/A	N/A	N/A	N/A
Lead (MAC is 10ug/L)	N/A	N/A	N/A	N/A

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
	➤		

(Only if category is large municipal residential, small municipal residential, large municipal non residential, small municipal non residential, large non municipal non-residential)

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: July 6, 2026

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

That Council adopts the Drinking Water Quality Management System Operational Plan (DWOMS), Version 7, Dated July 6, 2026, as presented by the Public Works Superintendent Overall Responsible Operator (ORO) for the Township of Dawn-Euphemia; And that Council hereby appoints Rick Mackenzie the QMS Representative for the DWQMS effective July 6, 2026. *Carried.*



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

Drinking Water Quality Management System Operational Plan

Approved and Authorized for Use:

Mayor

Date

Public Works Superintendent

Date

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

Drinking Water Quality Management System Operational Plan

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Distribution Map

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ELEMENT 1: QUALITY MANAGEMENT SYSTEM

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

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

ELEMENT 2: QUALITY MANAGEMENT SYSTEM POLICY

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

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

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

ELEMENT 3: COMMITMENT AND ENDORSEMENT

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

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

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

ELEMENT 4: QMS REPRESENTATIVE

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

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

ELEMENT 5: DOCUMENTS AND RECORD CONTROL

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

ELEMENT 6: DRINKING WATER SYSTEM

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

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

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

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

WATER SOURCE

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

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

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

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

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

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

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

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

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

ELEMENT 7: RISK ASSESSMENT

(Refer to Procedure B for risk assessment.)

ELEMENT 8: RISK ASSESSMENT OUTCOMES

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

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

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

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

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

ELEMENT 10: COMPETENCIES

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

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

The above competency requirements are ensured by the following:

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

ELEMENT 11: PERSONAL COVERAGE 24/7

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

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

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

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

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

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

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

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

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

ELEMENT 12: COMMUNICATION

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

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

Communication with the Owner

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

Communication with Operating Authority Personnel

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

Communication with Suppliers

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

Communication with the Public

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

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

ELEMENT 13: ESSENTIAL SUPPLIES AND SERVICES

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

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

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

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

	<u>Supplier</u>	<u>Contact</u>	<u>Phone</u>	<u>Cell</u>
<u>Watermain Repair Parts</u>				
<u>Chlorine (Disinfectant)</u>				
<u>Meter Testing & Calibration</u>				
<u>Excavation (Repair)</u>				
<u>Electrical</u>				
<u>Water Supply</u>				
<u>Labs Testing</u>				
<u>Sampling</u>				
<u>Chlorine Monitor Calibration & Testing Pouches</u>				

ELEMENT 14: REVIEW AND PROVISIONS OF INFRASTRUCTURE

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

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

ELEMENT 15: INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL

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

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

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

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

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

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

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

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

ELEMENT 16: SAMPLING, TESTING AND MONITORING

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

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

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

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

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

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

ELEMENT 17:

MEASUREMENT AND RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE

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

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

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

ELEMENT 18: EMERGENCY MANAGEMENT

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

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

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

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

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

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

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

ELEMENT 19: INTERNAL AUDITS

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

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

(See Procedure D Internal Audit.)

ELEMENT 20: MANAGEMENT REVIEW

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

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

(See Procedure E Management Review.)

ELEMENT 21: CONTINUAL IMPROVEMENT

21.1 Purpose

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

21.2 Scope

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

21.3 Procedure

Continual Improvement Opportunities

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

Best Management Practices

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

Corrective Action Request

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

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

Preventative Actions

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

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

Corrective Action Report

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

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

- Best Management Practices
- Corrective Actions
- Preventative Actions

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

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

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

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

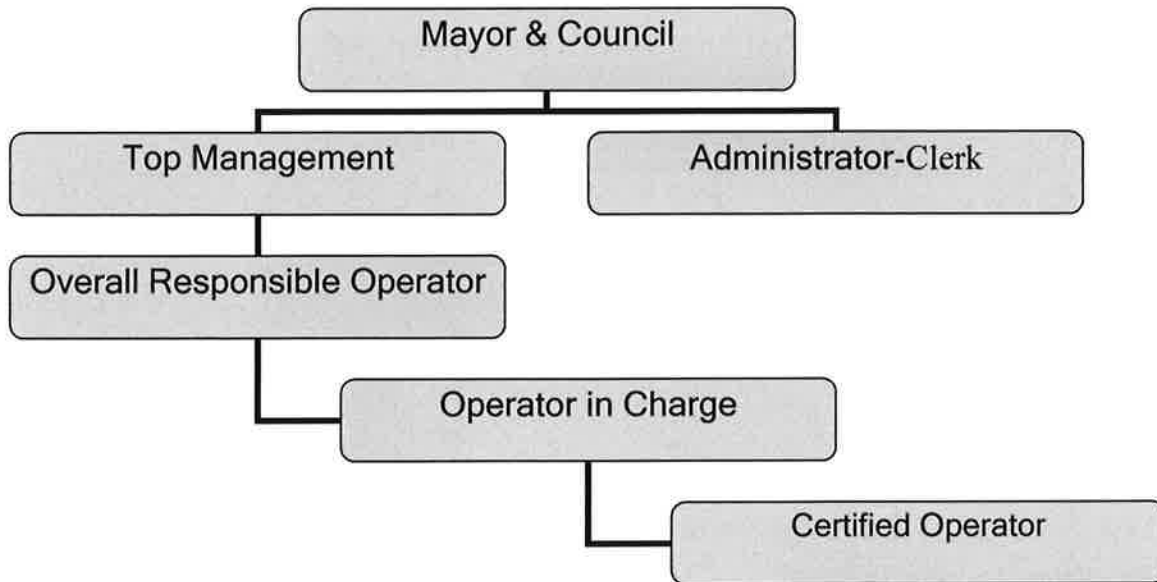
21.4 Reference

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

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

Annex A

Organizational Structure

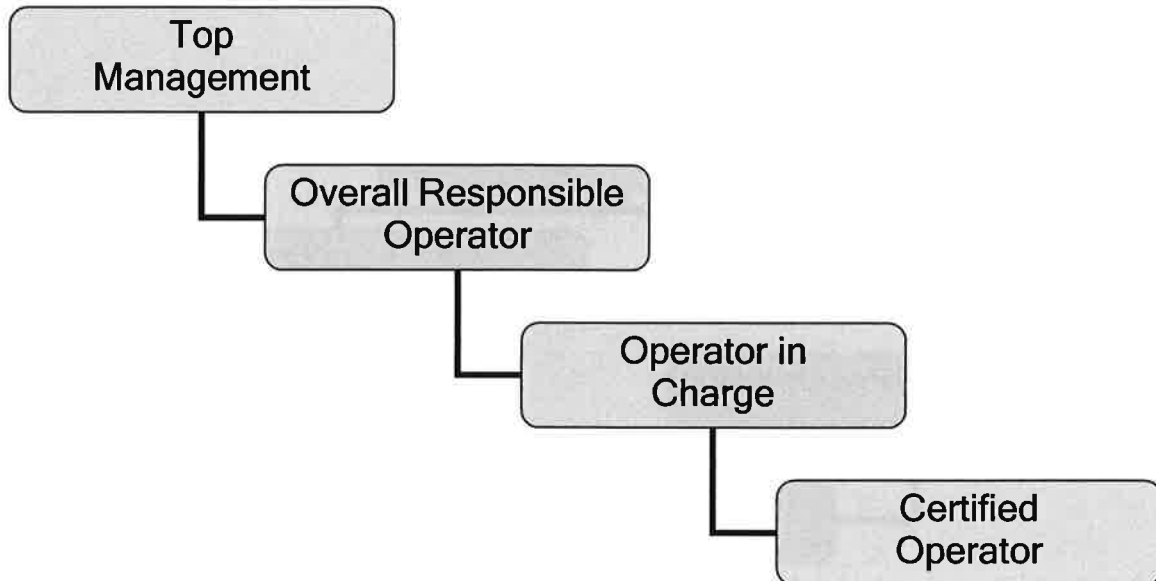


Mayor and Council – Mayor Alan Broad
Top Management – John Collison
Administrator-Clerk – Donna Clermont
Overall Responsible Operator – John Collison
Operator in Charge – Rick Mackenzie
Certified Class 1 Operators – John Collison, Rick Mackenzie, Darren Logan (O.I.T)

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

Annex B

Operational Structure



DUTIES:

Top Management – (John Collison)

- complete oversight of the entire water distribution system

OVERALL RESPONSIBLE OPERATOR – (John Collison)

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

OPERATOR IN CHARGE (Rick Mackenzie)

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

CERTIFIED CLASS 1 OPERATORS (Rick Mackenzie, John Collison) Darren Logan OIT

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

Annex C

OPERATIONAL ROLES, RESPONSIBILITIES AND AUTHORITIES

Mayor/Council, Owner, (Mayor Alan Broad)

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

Top Management, (Superintendent John Collison)

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

Overall Responsible Operator – (QMS REPRESENTATIVE – John Collison)

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

Operator in Charge (Ken Nevills)

Responsibilities	Authorities
<ul style="list-style-type: none"> - schedule and oversee the day-to-day activities relating to the water distribution system. - QMS Rep 2026 - communication with ORO, operators, Township staff and office assistant, Communication with mayor and council about the QMS - act and report any incidents of non-compliance - works with ORO and Township staff on annual assessments of operators' performance - develop procedures and processes for 	<ul style="list-style-type: none"> - direct operators in day-to-day operation of water distribution system - Make changes to the QMS - oversee adverse water quality incidences and responses - day to day supplies as needed - recommend changes to the QMS - ORO responsibilities in absence regular ORO

Office Assistant (Janell Beemer)

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

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

QMS Representative Rick Mackenzie (July 2025 going forward)

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

Annex D

DWQMS CHECKLIST

Form Approval: _____
 (QMS Representative)

Requirement	Notes, Observations and Audit Evidence	Comments	Records or Documents Reviewed, Interviews Conducted
<p>PLAN AND DO elements of the QMS</p> <p><u>1. Quality Management System</u></p> <p>PLAN – The operational plan shall document a QMS that meets the requirements of this standard.</p> <p>DO – The operating authority shall establish and maintain the QMS in accordance with the requirements of this standard and the policies and procedures included in the operational plan.</p>			
<p><u>2. QMS Policy</u></p> <p>PLAN – The operational plan shall document a QMS policy that provides the foundation for the QMS, and:</p> <ul style="list-style-type: none"> a) is appropriate for the size and type of the subject system, b) includes a commitment to the maintenance and continual improvement of the QMS, c) includes a commitment to the consumer to provide safe drinking water, d) includes a commitment to comply with applicable legislation and regulations, and e) is in a form that provides for ready communications to all operating authority personnel, the owner, and the public. <p>DO – The operating authority shall establish and maintain a QMS that is consistent with the policy.</p>			

<p><u>3. Commitment and Endorsement</u></p> <p>PLAN – The operational plan shall contain a written endorsement of its contents by top management and the owner.</p> <p>DO – Top management shall provide evidence of its commitment to an effective QMS by:</p>			
<p>a) ensuring the a QMS is in place that meets the requirements of this standard, b) ensuring that the operating authority is aware of all applicable legislative and regulatory requirements, c) communicating the QMS according to the procedure for communications, and d) determining, obtaining or providing the resources needed to maintain and continually improve the QMS.</p>			
<p><u>4. QMS Representative</u></p> <p>PLAN – The operational plan shall identify a QMS representative.</p> <p>DO – Top management shall appoint, authorize, and maintain a QMS representative who, irrespective of other responsibilities, shall:</p> <p>a) administer the QMS by ensuring that processes and procedures needed for the QMS are established and maintained, b) report to top management on the performance of the QMS and any needs for improvements, c) ensure that current versions of documents required by the QMS are being used at all times, d) ensure that personnel are aware of all applicable legislative and regulatory requirements that pertain to the duties in the operation of the subject system, and e) promote awareness of the QMS throughout the operating authority.</p>			

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

6. Drinking Water System

PLAN – The operational plan shall document, as applicable:

a) for the subject system:

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

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

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

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

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

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

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

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

<p><u>14. Review and Provision of Infrastructure</u></p> <p>PLAN – The operational plan shall document a procedure for the annual review of the adequacy of the infrastructure necessary to operate and maintain the subject system.</p> <p>DO – The operating authority shall implement and conform to the procedure and communicate its findings of the review to the owner.</p>			
<p><u>15. Infrastructure Maintenance, Rehabilitation, and Renewal</u></p> <p>PLAN – The operational plan shall document a summary of the operating authorities’ infrastructure maintenance, rehabilitation and renewal programs for the subject system</p> <p>DO – The operating authority shall:</p> <ul style="list-style-type: none"> a) keep the summary current, b) communicate the programs to the owner, and c) monitor the effectiveness of the maintenance program 			
<p><u>16. Sampling, Testing and Monitoring</u></p> <p>PLAN – The operational plan shall document:</p> <ul style="list-style-type: none"> a) a sampling, testing and monitoring procedure for process control and finished drinking water quality including requirements for sampling, testing and monitoring at the conditions most challenging to the subject system, b) a description of any relevant sampling, testing or monitoring activities that take place upstream of the subject system, and c) a procedure that describes how sampling, testing and monitoring results are recorded and shared between the operating authority and the owner, where applicable. <p>DO – The operating authority shall implement and conform to the procedures.</p>			

<p><u>17. Measurement and Recording Equipment Calibration and Maintenance</u></p> <p>PLAN – The operational plan shall document a procedure for the calibration and maintenance of measurement and recording equipment.</p> <p>DO – The operating authority shall implement and conform to the procedure.</p>			
<p><u>18. Emergency Management</u></p> <p>PLAN – The operational plan shall document a procedure to maintain a state of emergency preparedness that includes:</p> <ul style="list-style-type: none"> a) a list of potential emergency situations or service interruptions, b) processes for emergency response and recovery, c) emergency response training and testing requirements, to be communicated with supplying purveyors and County Emergency Planning services d) owner and operating authority responsibilities during emergency situations, e) references to municipal emergency planning measures as appropriate, and f) an emergency communication protocol and an up-to-date list of emergency contacts. <p>DO – The operating authority shall implement and conform to the procedure.</p>			

<p>CHECK elements of the QM Standard</p> <p><u>19. Internal Audits</u></p> <p>PLAN – The operational plan shall document a procedure for internal audits that:</p> <ul style="list-style-type: none"> a) evaluates conformity of the QMS with the requirements of this standard, b) identifies internal audit criteria, frequency, scope, methodology and record keeping requirements, c) considers previous internal and external audit results, and d) describes how QMS corrective actions are identified and initiated. <p>DO – The operating authority shall implement and conform to the procedure and shall ensure that internal audits are conducted at least once every Calendar Year, to be completed prior to the Management Review.</p>			
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20. Management Review

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

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

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

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

IMPROVE element of the QM Standard

21. Continual Improvement

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

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

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

ANNEX E

RISK ASSESSMENT OUTCOMES

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

The outcomes of the risk assessment are provided below.

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

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

*** Critical control point – loss of chlorine – As per Schedule 17-4, Corrective Action, O. Reg 170/03.
If loss of chlorine residual occurs the following action shall take place:**

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

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

36-Month Assessment conducted July 6, 2015 by Ken Nevills (OIC) and Paul Dalton (ORO), no changes.

36-Month Assessment conducted June 13, 2018 by Brad Anderson (Operator) and Paul Dalton (ORO); no changes required.

36-Month Assessment conducted March 31, 2021 by Brad Anderson (OIC) and Paul Dalton (ORO); John Collison (OIT) changes required.

36-Month Assessment conducted March 28, 2024 by John Collison (ORO) and Paul Dalton (OIC); Rick Mackenzie (OIT) changes required.

*36-Month Assessment **DUE 2027***

Annex F

Revisions Made to Operational Plan

June 28, 2013

Procedure E, page 74

Management reviews are conducted yearly.

July 11, 2013

Procedure E, page 74

Removed Office Assistant from Review Participants

May 8, 2014

Element 6, page 9

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

May 8, 2014

Element 20, page 24

Changed ORO to QMSR

May 8, 2014

Annex E, page 42

Added text for testing backflow devices at High Risk Facilities

May 8, 2014

Procedure A, page 66

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

May 8, 2014

Procedure E, pages 74 and 75

Changed ORO to QMSR

May 8, 2014

Annex C, page 29

Add "Top Management" to Rolls and Responsibilities

May 8, 2014

Page 80

Add Process Flow Chart

April 9, 2015

Element 16, Page 20. Sampling, Testing and Monitoring

Change Sampling period to include April to May and November to December each year.

Revisions Made to Operational Plan Cont'd

December 19, 2016

Procedure G, page 77

Add procedure back in, omitted in error

May 25, 2017

Procedure A, page 66

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

May 25, 2017

Element 18, page 22

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

May 25, 2017

Element 19, page 23

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

November 21, 2017

Annex C, page 29

Added authorities to Office Assistant's rolls.

November 21, 2017

Element 13, page 17

Updates Essential Services Contacts.

November 21, 2017

Annex F, page 45

Updated Contacts List

November 21, 2017

Procedure A, page 66 and 67

Added Operations Manuals to Document and Record Control

May 15, 2018

Element 6, page 9

Changed run times of pumps at Enniskillen Reservoir

May 15, 2018

Annex E, page 42
Changed date of Risk Assessment to July 6, 2015.

Revisions Made to Operational Plan Cont'd

May 15, 2018
Procedure B, page 68
Removed date of Risk Assessment (redundant to Procedure)

May 15, 2018
Procedure G, page 77
Added M.O.E. "New Disinfection Procedure" to Watermain Repair Procedure.

May 22, 2018
Annex F page 44
Update Emergency Contact List

June 13, 2018
Annex E page 42
Added Risk Assessment June 13, 2018

April 8, 2019
Element 3, Page 6
Added that the Operational Plan would be endorsed by Council at the conclusion of the annual Management Review, and that a copy of the Operational Plan will be included in each "New Councillors Package".

April 8, 2019
Element 12, Page 16
Added that the most recent version of the Operational Plan is available to any Council or Staff Member upon request.

April 8, 2019
Element 19, Page 23
Added that to ensure performance of the Internal Audit, it will be added as a reoccurring task on the O.R.O.'s calendar.

June 24, 2020
Element 2, Page 5
Added Procedure H, Quality Management System Policy

June 24, 2020
Element 7, Page 11
Added footnote to Annex E Risk Assessment

Revisions Made to Operational Plan Cont'd

June 24, 2020
Element 14, Page 18
Added Risk Assessment as part of the annual infrastructure review

June 24, 2020
Element 15, Page 19
Added Annex H, Water Financial Plan

June 24, 2020
Element 19, Page 23
Changed wording from annually to once every calendar year

June 24, 2020
Element 20, Page 24
Changed wording from annually to once every calendar year

June 24, 2020
Element 21, Page 25
Added Risk Assessment, Corrective Action Reports and Petrolia Distribution Water Advisory Committee. Added Annex I, Corrective Action Reports

June 25, 2020
Element 13, Page 17
Updated Essential Suppliers and Services

June 25, 2020
Process Flow Chart, Page 80
Added Distribution Map

June 25, 2020
Element 18, Page 22

Changed Annex F reference to Element 13 & Procedure C

June 25, 2020

Element 17, Page 21

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

Revisions Made to Operational Plan Cont'd

June 25, 2020

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

September 22, 2020

Element 6, Page 9

Added description of Treatment and Raw Water Source

Added Reference to Flow Chart/Distribution Map

September 22, 2020

Element 9, Page 13

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

Added Reference to ANNEX A.

September 22, 2020

Element 12, Page 16

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

September 22, 2020

Element 15, Page 19

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

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

September 22, 2020

Element 21, Page 25

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

September 22, 2020

Annex A, Page 27

Added names to Organizational Structure.

September 22, 2020

Annex B, Page 28

Added names to Operational Structure.

Revisions Made to Operational Plan Cont'd

September 22, 2020

Annex C, Page 29

Added names to Operational Rules and Responsibilities.

September 22, 2020

Annex D, Page 32

Added detail to section 21 of DWQMS Checklist.

Added reference to ANNEX I.

October 20, 2020

Element 6, Page 9

Changed wording in 1st paragraph to properly identify Owner vs Top Management

October 20, 2020

Flow Chart, Page 80

Added Clearer version

October 20, 2020

Distribution Map, Page 81

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

October 20, 2020

Annex B, Page 28

Identified ORO as Top Management and QMS Representative

October 20, 2020

Annex C, Page 29

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

October 20, 2020

Updated Table of Contents Page Numbers to reflect all changes made

October 21, 2020

Element 12, Page 16

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

Revisions Made to Operational Plan Cont'd

October 23, 2020

Element 21, Page 25

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

October 23, 2020

Annex J, Page 64

Added Continual Improvement Form 21-01

January 13, 2021

Annex H, Page 57

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

January 13, 2021

Distribution Map, Page 81

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

April 1, 2021

Annex E, Page 42

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

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

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

April 1, 2021

Annex E, Page 42

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

April 28, 2021

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

May 17, 2021

Element 13, Essential Supplies and Services, Page 17

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

Revisions Made to Operational Plan Cont'd

July 7, 2022

Table of Contents, Pages 2-3

Updated Table of Contents Page Numbers to reflect all changes made

July 7, 2022

Annex D, DWQMS Checklist

6. Drinking Water System, Page 34

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

July 7, 2022

Annex A, Page 27

Annex B, Page 28

Annex C, Page 29

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

July 7, 2022

Procedure C, Page 71

Add John Collison Class 1 Operator to Emergency Contacts List

July 7, 2022

Annex D, DWQMS Checklist

19. Internal Audit, Page 32

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

July 7, 2022

Annex F, Pages 45-53

Revised page number to coincide with changes.

July 8, 2022

Procedure G, Page 77-78

Update Watermain Repair Procedures to reflect 2020 Standards

July 8, 2022

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

Revised page numbers to reflect changes.

July 8, 2022

Distribution Map, Page 81

Updated water map to include main extension Inwood Road.

August 22, 22

Element 12, Page 16

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

Revisions Made to Operational Plan Cont'd

August 24, 22

Annex A, Page 27

Annex B, Page 28

Annex C, Pages 29-30

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

August 24, 22

Table of Contents, Pages 2-3

Updated Table of Contents Page Numbers to reflect all changes made

August 24, 22

Element 11, Page 15

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

Nov 9, 22

Annex A, Page 27

Annex B, Page 28

Annex C, Pages 29-30

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

Mar 2, 23

Element 13 Page 17

Reviewed and Updated Contacts & Phone Numbers

Mar 2, 23

Element 5

Procedure A, Page 66

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

Apr 13, 23

Element 6, Page 9

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

Apr 13, 23

Element 17, Page 21

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

Apr 17, 23

Title Page

Updated Version Number and Date

Revisions Made to Operational Plan Cont'd

July 20, 23

Procedure C, Page 71

Removed Home phone numbers for Township of Enniskillen Operators

July 20, 23

Element 17, Page 21

Added the word Enniskillen to clarify the location of the Water Reservoir

July 20, 23

Element 6, Page 9

Added the words "of Enniskillen" to the following statement.... The Township of Enniskillen purchases potable drinking water from the Town of Petrolia

Mar 8, 24

Annex E, Page 42

Added row for Cyber Security Threat in preparation for 36 Month Risk assessment review Mar.13/24

Mar 19, 24

Element 6, Page 9

Removed the treatment description from this element being as our system is solely a distribution system.

Mar.19, 24

Procedure E, Page 74

Added wording.... "Names of participants complete with their respective positions shall be recorded"

Numbered report items for easier referencing

Mar.19/24

Annex D, Page 41

Management review. Numbered the items instead of alphabetizing them for easier referencing

Mar.26/24

Element 2 Page 5

Procedure H, Pg 79

Add the words Communication Procedure to the title

Mar.26/24

Annex C, Page 30

Remove Top Management title from ORO/QMS Title

Mar.26/24

Annex C, Page 29

Added Top Management to organizational structure

Mar.26/24

Annex B, Page 28

Remove Top Management from ORO Title

Mar.27/24

Annex A, Page 27

Annex B, Page 28

Added Top Management to chart

Mar.27/24

Element 2, Page 5

Removed the words Dawn-Euphemia Township is committed and changed to the Operating Authority is committed.

Mar.27/24

Procedure A, Page 66

Added description of what qualifies for a version number increase.

Apr.3/24

Procedure A, Page 67

Remove the follow statement "All QMS related documents shall be approved by the QMS Representative".

It is approved/endorsed annually already by council.

Apr.3/24

Table of Contents and Annex F, Pages 45-53

Revised page number to coincide with changes

Apr.9/24

Element 18, Page 22

Added ending sentence to 2nd paragraph to read.... Minutes from simulation will be taken for future references.

Apr.9/24

Annex C, Page 29

- Added the following duty to the Top Management.... Responsible for undertaking the Management Review described

Apr.12/24

Procedure F, Page 76-77

Added Negative Pressure and Loss of Pressure Events

Apr.12/24

Element 18, Page 76-77

Modified potential emergency situation and training language

May. 27/24

Procedure B, Page 73

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

May.27/24

Element 16, Page 20

Removed language not pertaining to our system.

Dec.4/24

Element 2, Procedure H, Page 86

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

Dec.4/24

Element 11, Procedure C Page 76

Updated Enniskillen Operators

June 9/25

Element 4, QMS Representative Pg.7

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

June 9/25

Element 10, Competencies Pg.14

Addes QMS Representative to Operators Block.

June 9/25

Element 13, Essential Supplies and Services Pg.17

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

June 9/25

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

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

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

June 9/25

ELEMENT 16: SAMPLING, TESTING AND MONITORING Pg.20

Eliminated items not pertaining to Dawn-Euphemia.

June 9/25

Annex A, B and C, Pg 28-32

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

June 9/25

Financial Plan Pg.66

Added more content to Section 5

June 9/25

Procedure C, Pg.75

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

June 9/25

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

June 10/25

Element 4, QMS Rep Page. 7

Reworded the 1st paragraph to read as follows; A Dawn-Euphemia Township O.I.C will be the Quality Management System (QMS) representative, or, in their absence, a Class 1 Certified Water Operator will fill in.

June 22/26

Element 13, Essential Supplies and Services. Pg 17

Removed Joe Kozera and added Brad Anderson

Annex G

REQUEST TO CHANGE FORM

Request to change an existing QMS document

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

Change Request:

Please check one of the following:

It is required by the DWQMS_____

It enhances the process control_____

It reduces a risk_____

It supports regulatory requirements_____

It may improve operational efficiency_____

Date_____

Name_____

Signature_____



THE TOWNSHIP OF DAWN-EUPHEMIA

DRINKING WATER SYSTEM

FINANCIAL PLAN

JANUARY 2021

(Adopted for 2022-2026)

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1. Introduction

The Township of Dawn-Euphemia has authorized the development of a Financial Plan for the Township's drinking water system. The Financial Plan was originally prepared in 2012 in accordance with the Financial Plan regulation (O. Reg. 453/07) made under the Safe Drinking Water Act, as well as the provisions of the financial planning guidelines published by the Ministry of Environment (MOE) in August, 2007 entitled "Toward Financially Sustainable Drinking Water and Wastewater Systems".

This report updates the original plan and estimates the operating expenses and capital costs from the year 2021 to the year 2026 in an operating plan. The revenue needed to support the operating plan is laid out in a funding plan which relies on user fees along with government grants. User fees are set so that adequate reserves are developed in order to fund capital expenses.

The Financial Plan was developed for the Township's drinking water system, as well as tangible capital asset information that the Township generated in accordance with the Public Sector Accounting Board (PSAB) standard requirements. The Financial Plan includes a projection of financial statements over six years from the year 2021 to the year 2026.

1.1 Legislative Context to Financial Planning

There have been legislative initiatives affecting water system management and operations over the past decade. These initiatives were precipitated as a result of the water borne illness tragedy in Walkerton in 2000 and the subsequent public inquiry chaired by the Honourable Dennis O'Connor. The Inquiry Report recommended a comprehensive approach to the delivery of safe drinking water in Ontario.

The MOE has responded to the Inquiry recommendations by making legislative changes. One change directly related to the development of the Financial Plan was the passage of the Safe Drinking Water Act, 2002 (SDWA). It requires owners of municipal drinking water systems to apply for and obtain a Municipal Drinking Water License. There are five elements that must be in place in order for the owner of a drinking water system to obtain a license:

- 1) A Drinking Water Works Permit to establish or alter a drinking water system.
- 2) An accepted Operational Plan. The Drinking Water Quality Management Standard (DWQMS) is the standard upon which operational plans are based. The plan documents an operating authority's quality management system (QMS).
- 3) An Accredited Operating Authority. A third-party audit of an operating authority's QMS will be the basis for accreditation.
- 4) A Permit to Take Water.
- 5) A Financial Plan that must be prepared and approved in accordance with the prescribed requirements in the Financial Plans Regulation.

Under section 30 of the SDWA, the Financial Plan element of the license program must either be prepared in accordance with the Sustainable Water and Sewage System Act, 2002 (SWSSA) or in accordance with the requirements set by the Minister of the Environment. SWSSA regulations have yet to be published. Accordingly, the requirements set by the Minister of Environment apply as per the 2007 MOE guidelines.

Regulation 453/07 of the Safe Drinking Water Act was passed in 2007 and contains two key provisions that apply to existing water systems:

1. A person who makes an application under the Act for a municipal drinking water license, shall, before making the application, prepare and approve financial plans for the system that satisfy the requirements of Reg. 453/07, S. 1(1).
2. As a condition in a municipal drinking water license that is issued in response to an application made under section 33 of the Act for a municipal drinking water license, the Director shall include a requirement that the owner of the drinking water system, by the later of July 1, 2011 and the date that is six months after the date the first license for the system is issued, prepare and approve financial plans for the system that satisfy the requirements prescribed Reg. 453/07, S. 1(3).

Several other provisions are also set out in the regulation that must be met by a municipality operating a water system:

- The Financial Plan must be approved by a resolution that is passed by the Council of the municipality.
- The Financial Plan must apply to a period of at least six years.
- The first year to which the Financial Plan must apply must be the later of July 1, 2011 or six months after the first license for the system was issued.

Once a system is licensed, the municipality's Financial Plan is required to be updated every 5 years, in conjunction with every application for license renewal.

1.2 Additional Legislative Context to Financial Planning

In June 2006, the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants approved new municipal financial accounting and reporting standards requiring that tangible capital assets (TCA), including components of water and wastewater systems, be included in municipal financial statements. The new accounting standard PS 3150 came into effect on January 1, 2009. This provides for a sharper focus on the depreciation of the capital asset base of the water and wastewater systems and the need to plan for renewal and replacement on a timely basis. This data is an integral component of the financial statements included in the Financial Plan.

The Clean Water Act 2006 targets the protection of drinking water supplies through the development of collaborative, locally driven, science and watershed-based source protection plans. According to the MOE financial planning guidelines, Financial Plans should include source water protection costs related to the provision of water services.

In June 2007, the government of Ontario proposed a lead action plan. The Financial Plans regulation contains requirements for municipalities to include in their Financial Plans, the costs associated with replacing lead service pipes that are part of the drinking water system.

1.3 Township of Dawn-Euphemia Water System

The Township of Dawn-Euphemia operates one drinking water system. Potable water is purchased from the Township of Enniskillen, who purchases water from the Town of Petrolia, and is resold to the ratepayers in the Dawn-Euphemia distribution system. There are approximately 412 farm and residential users within the Dawn-Euphemia distribution system. All water users are metered. It is anticipated that growth in the water system will be very small during the period of the financial plan.

2. Operating Plan

2.1 Operations Expenses

Over the 2021 to 2026 period, operating costs such as labour, chemicals, insurance and other costs are projected to increase at 1.7% per annum. Energy costs are projected to increase to 1.7% per annum over the same period. Future increases in the cost of purchased water are projected to increase at the annual CPI for Canada 1.268 to 1.998 has been forecast for 2021 to 2025.

2.2 Capital Expenses

Capital renewal and replacement costs have been projected to the year 2026 and funding needs have been included in the rates for the 2012-2026 period. The intent is to ensure that funding will be available for the projected capital costs when needed. Capital needs beyond 2021 should be considered in the next Financial Plan report due in 2026. The 2021 report will roll the time horizon forward at least five years to the year 2026.

2.3 Debt

There is no long-term debt on the system at present and no multi-year debt is forecasted in the 2021-2026 period.

2.4 Lead replacement Costs

There is no lead present in the system and as a result, no funds have been set aside for lead abatement.

2.5 Source Water Protection Costs

Studies related to source protection are underway however no specific protection costs have been identified at this time. Until such time as the source water protection initiative is better defined, we have not ventured to guess what such costs might be. This should be revisited at the time the Financial Plan is next updated in the year 2026.

3. Funding Plan

3.1 Government Grants

The Township received significant provincial funding for the initial build of the distribution system in 1995 and again for a major extension in 2010. The financial feasibility of constructing the system was totally dependent on this grant funding. The ultimate renewal of the system will be dependent on future senior government funding at that time.

No renewals are contemplated during this current planning period.

3.2 Debt

No future long-term debt is projected at this time.

3.3 Required User Fee

Based on the current results, the water rates are projected to remain stable for the 2021-2026 period. All users are billed on a metered basis and charged for the water going through the meter. The rates are based on a \$23 administration charge six times per year in 2021/2022, increasing to \$24 in 2023/2024 and \$25 in 2025. This money is to offset the operating expenses. In addition, users are charged \$2.95 per m3 used. \$1.88 is to offset the cost of the purchase of water, \$0.20 for the cost of line loss, \$0.41 for operating expenses and \$0.08 for capital maintenance and renewals. An annual rate increase of \$0.05 for capital renewals and \$0.03 for operating increases is proposed during the planning period.

Proposed Water Rates	2020	2021	2022	2023	2024	2025	2026
Rate per cubic meter	2.85	2.95	3.03	3.11	3.19	3.27	3.35
Water User Fees	300,000	315,000	324,450	334,184	344,209	354,535	365,171
Number of Users	379	387	387	387	387	387	387
Cost per User	791	813	838	863	889	916	944
(Household)							

4. Continuous Improvement

The Financial Plan regulation requires that the Financial Plans be updated every 5 years, along with the request for application for the renewal of the Drinking Water License. This on-going update will assist in revisiting the assumptions made to develop the operating and funding plans as well as re-assessing the need for capital expenses.

5. Financial Plan Summary

This section provides a summary of principal features contained in the projected financial statements over six years (2021-2026) in compliance with O. Reg. 453/07. The detailed financial statements are set out in section 6. The notes regarding the Financial Plan are presented at the end of the financial statement section.

5.1 Financial Plan Summary

One important marker of the financial position of a water system is the net financial assets. A positive number indicates that the system has the resources to deal with future capital and other needs. A negative number indicates that past capital and other investments must be financed from future revenues. The projected water system net financial assets are summarized below:

	2020	2021	2022	2023	2024	2025	2026
Net Financial Assets	912,213	856,888	876,273	901,122	929,621	963,963	1,002,346

The Dawn-Euphemia water system has a working capital surplus in 2019.

The Dawn-Euphemia water system has a strong positive cash position throughout the 2012 to 2020 period with a continuous increase in cash position through 2026.

5.2 Tangible Capital Assets

A second important marker is the total value of the water system assets such as reservoirs and water lines. Consideration of the value of tangible capital assets is part of PSAB compliance. Water systems have a significant amount of resources tied up in tangible capital assets and managing these assets is critical to maintaining current levels of service. Tangible capital assets are constantly decreasing in value as the assets age. This is termed amortization. An increase in tangible capital assets is an indication that new assets have been added to the water system.

	2020	2021	2022	2023	2024	2025	2026
Net Tangible Capital Assets	2,502,927	2,711,927	2,595,927	2,479,927	2,363,927	2,247,927	2,131,927

The summary indicates that no capital assets are forecasted to be added to the Dawn-Euphemia water system during the planning period, except for a minor extension to eight new customers in 2020/2021. The values of assets have steadily risen from 1995 to 2012 & small expansion 2020 indicating the build of the system. No further system build is anticipated beyond 2022. In 2021 completion of the upgrade of the water meters is expected. The declines from 2021 to 2026 indicate that assets are being used and thus depreciate in value over time. The illustrations above indicate the need to maintain vigilance in managing the system's tangible capital assets.

5.3 Accumulated Surplus

A third important marker is the accumulated surplus chart shown below. It represents cash on hand plus the book value of capital assets less debt. A surplus indicates that the proposed rates are generating revenues to fund future operating and capital renewal requirements.

The water system is showing positive numbers with the surplus declining annually by an amount that approximates the corresponding annual amortization charge.

	2020	2021	2022	2023	2024	2025	2026
Accumulated Surplus	3,456,410	3,500,860	3,404,602	3,313,814	3,226,682	3,145,399	3,068,165

Conclusion

The financial statements reveal that the Dawn-Euphemia water system is being properly renewed, from an accounting perspective. In addition, the water system is being maintained with substantial cash available to fund future capital requirements.

Annex I

CORRECTIVE ACTION REPORT (CAR)
Dawn-Euphemia Water Distribution System QMS Operational Plan

CAR # _____

Part A

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

Part B

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

Part C

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

Annex J

QMS 21-01 | Continual Improvement Form

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

Verified by:	Name of person who carried out the verification activity.	Date Verified:	yyyy-mm-dd
CIR Sign-off:		Date Closed:	yyyy-mm-dd

Revision history

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

Procedure A

DOCUMENT AND RECORD CONTROL

QMS Document Control

This procedure is applicable to the following QMS documents:

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

Creating New or Updating Existing Documents

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

Approving Documents

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

- The QMS Representative is responsible to ensure that new or changed documents are communicated and/or distributed to water department staff.
- Obsolete documents shall be collected, archived in labelled boxes and store in the vault.

Reviewing Documents

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

Document Availability

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

QMS Record Control

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

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

Manual Records

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

Procedure B

RISK ASSESSMENT AND OUTCOMES

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

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

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

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

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

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

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

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

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

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

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

http://www.downloads.ene.gov.on.ca/envision/env_reg/er/documents/2017/012-5530_FinalHazard.pdf February 2017

1.0 Background

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

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

2.0 Definitions

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

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

3.0 Potential Hazardous Events

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

Treatment Systems using Surface Water	Algal blooms
---------------------------------------	--------------

INTERNAL AUDIT

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

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

Audits conducted by the Township of Dawn-Euphemia

Auditors

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

Internal Audit Schedule

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

Audit Planning

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

Conducting the Audit

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

Reporting the Results

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

Audits Conducted by another Municipality

Auditors

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

Audit Schedule

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

Planning and Conducting the Audit and Reporting and Reporting the Results

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

Procedure E

MANAGEMENT REVIEW

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

Review Frequency

Management reviews are conducted at least once every 12 months.

Review Participants

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

Review Input

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

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

Review Process

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

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

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

Review Output

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

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

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

Procedure F

DISCOVERY OF LEAKS

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

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

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

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

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

Negative Pressure Event

A negative pressure condition can occur in the following situations:

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

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

1. Flush the watermain to the nearest downstream hydrant or blowoff.

2. Check the chlorine residual at the flushing point. If chlorine residual of 0.2mg/L or greater is achieved, discontinue flushing.
3. Take health samples and submit to an accredited laboratory, if necessary.
4. Consult with local Health Unit, if necessary.
5. Note proceedings in Log Book.

Loss of Pressure

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

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

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

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

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

PROCEDURE G

WATERMAIN REPAIR

REPAIR PROCEDURE

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

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

17. Operator to sign log book.

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

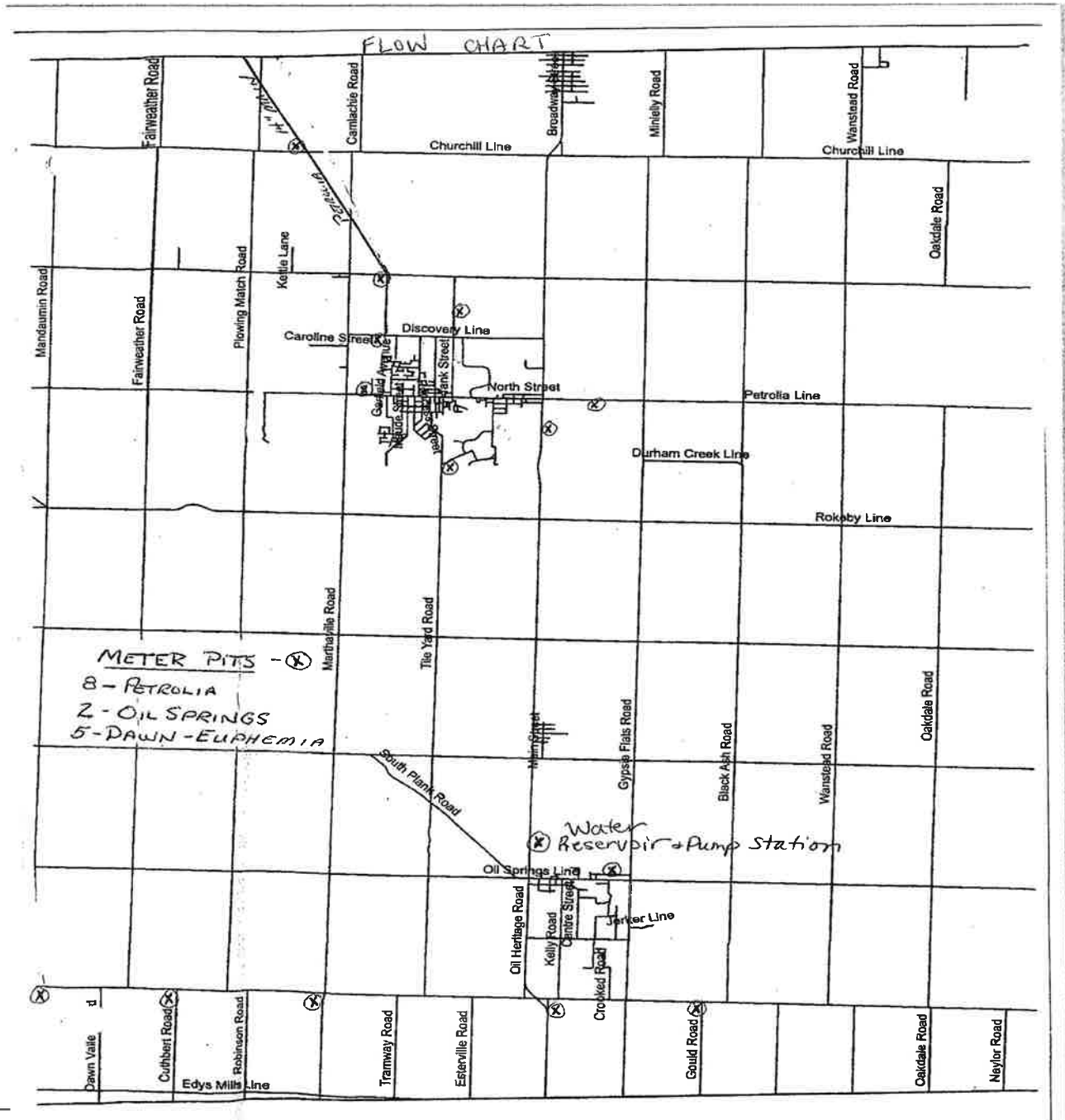
Procedure H

QUALITY MANAGEMENT SYSTEM POLICY - Communication Procedure

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

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

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



The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: July 6, 2026

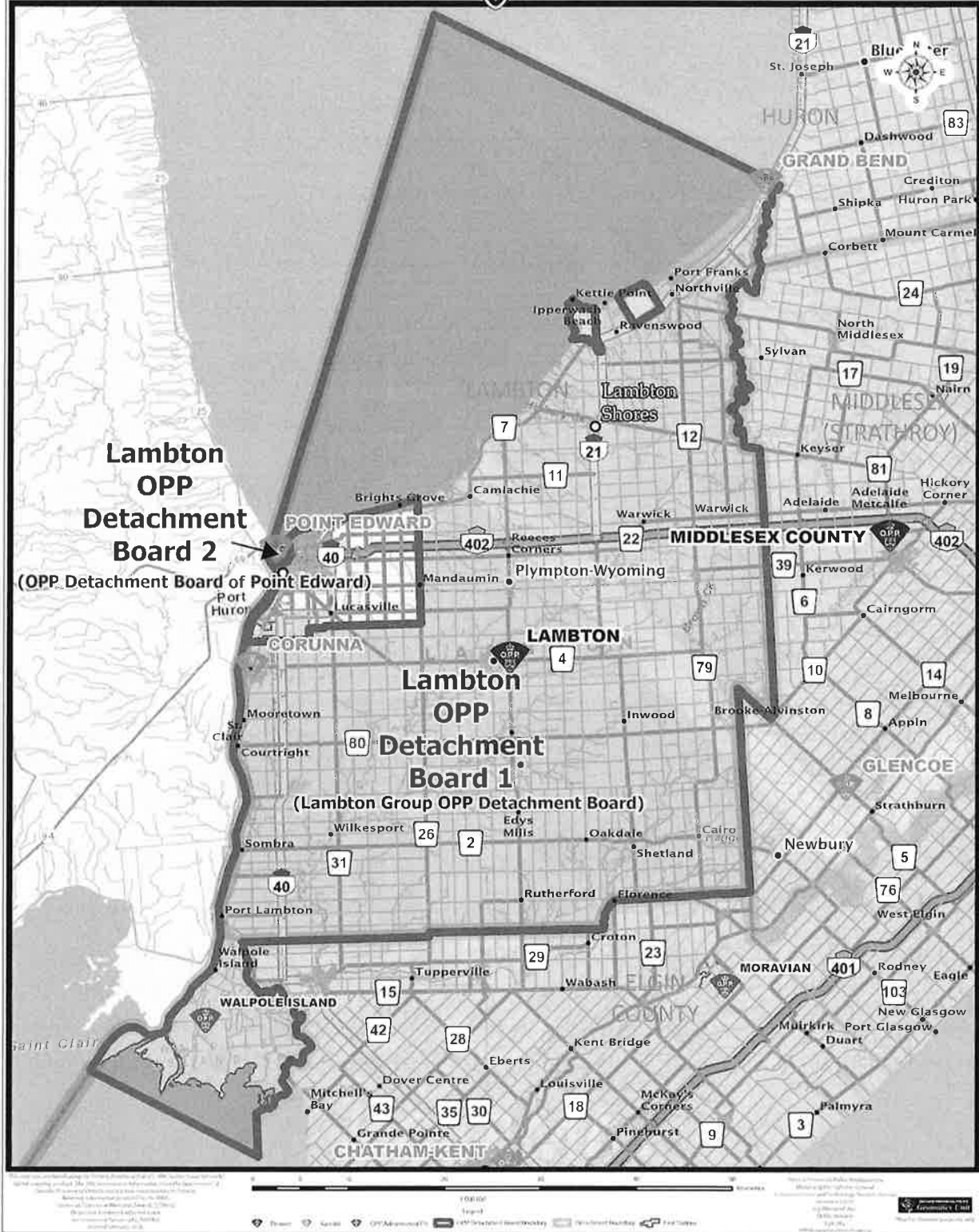
Moved by:	Seconded by:	Recorded Vote:	
		Order	Vote
<input type="checkbox"/> A. Broad	<input type="checkbox"/> A. Broad	_____	_____ A. Broad
<input type="checkbox"/> A. Gray	<input type="checkbox"/> A. Gray	_____	_____ A. Gray
<input type="checkbox"/> P. LeBoeuf	<input type="checkbox"/> P. LeBoeuf	_____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

That Council acknowledge receipt of Lambton OPP Detachment 2025 Detachment Board Annual Report. *Carried*



LAMBTON DETACHMENT

2025 DETACHMENT BOARD ANNUAL REPORT



2023-2025 STRATEGIC PLAN

Priorities and Commitments



PEOPLE

A healthy and resilient OPP

We will strive to support all members in achieving their professional and personal best.

WORK

A responsive and evolving OPP

We will empower our members to ensure the best possible policing services are delivered to Ontarians.

COMMUNITIES

A collaborative and progressive OPP

We will partner and build relationships with a shared vision for safety and well-being.

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Message from the Detachment Commander



I am pleased to present the Lambton – 2025 OPP Detachment Board Annual Report. This report provides an overview of crime trends, traffic enforcement activity, and community well-being data, while also highlighting key initiatives and successes achieved throughout the past year.

The year 2025 marked an important period for the Lambton Detachment as we advanced the priorities outlined in the Lambton Action Plan, and this report offers insight into our progress toward meeting the commitments established in collaboration with the Lambton OPP Detachment Board and our community partners.

We continue to prioritize the reduction of crime and victimization, with particular emphasis on property crime, illicit drugs, and cybercrime, through a balanced approach of education and enforcement. This work is supported by the ongoing engagement of our Community Services Officer, frontline uniform members, and auxiliary officers, who deliver education and outreach initiatives across Lambton County, with special attention to our most vulnerable community members.

The Lambton OPP Detachment remains committed to strong partnerships that address mental health and addiction-related challenges. Working alongside local service providers, hospitals, and community organizations, we continue to support coordinated response models that place individuals experiencing mental health crises into appropriate care as efficiently and compassionately as possible. These collaborative efforts help improve outcomes for individuals in crisis while also enhancing operational efficiencies for emergency services throughout the county.

Traffic safety continues to be a core priority for the Lambton Detachment. Through focused education and enforcement, we work to change high-risk behaviours that are known contributors to injuries and fatalities on our roadways, waterways, and recreational trails. These include aggressive driving, impaired driving, distracted driving, and failure to wear seatbelts. In addition, the detachment consistently analyzes motor vehicle collision data to identify environmental or engineering factors that may contribute to traffic incidents. Where concerns are identified, we engage municipal and community partners to develop and implement meaningful, preventative solutions. As with all of our work, the objective remains community safety.

Looking ahead, the Lambton OPP Detachment will continue working closely with both Lambton OPP Detachment Boards to ensure that future planning reflects community needs and aligns with provincial and organizational priorities. Community engagement will remain central to this process, allowing residents and stakeholders to contribute to the priorities that guide policing and community safety efforts in Lambton County.

The Lambton – 2025 OPP Detachment Board Annual Report continues to support the transition between reporting requirements under the *Police Services Act (PSA)* and the *Community Safety and Policing Act (CSPA)*. In collaboration with OPP program areas, working groups, and the Lambton OPP Detachment

Boards, this report will continue to evolve to reflect enhanced accountability, transparency, and data-driven policing.

From our administrative staff to frontline officers, specialty units, and leadership team, the members of the Lambton OPP continue to serve with pride, professionalism, and integrity. As we navigate evolving challenges and opportunities in policing and community safety, we remain committed to our mission of serving and protecting the residents of Lambton County while upholding the law and preserving public safety.

Inspector Ross A. Stuart
Detachment Commander
Lambton OPP Detachment

Summary of Commitments

Through analysis and consultation, the following areas of focus were identified for the years 2023-2025.

Crime	Roadways, Waterways and Trails	Community Well-Being
<p>Lambton County OPP has experienced an increase of 19% for all violent crimes. However, a 4% decrease was noted in 2022. We are committed to reducing violent crimes by 3% over the next three years.</p> <p>Prevent and reduce property crimes and victimization.</p> <p>Illicit drug and specifically opioid related offences and deaths have increased over the past three years. Lambton Detachment, through frontline officers and the Community Street Crimes Unit, is dedicated to reducing illicit drug related use/distribution by conducting follow-up investigations and enforcement.</p>	<p>To sustain a continuous and year-round focus on the causal factors of motorized vehicle collisions.</p> <p>Provide police services on the St. Claire River, Lake Huron, and Sarnia Bay within Lambton County.</p>	<p>Continue with the MCRT program for mental health related calls for service and increase officer training and exposure through the Canadian Mental Health Association and mental health nurses assigned to patrol with officers.</p> <p>Continue to support Indigenous communities that surround Lambton Detachment patrol area by assisting as requested and provide back-up and direction as needed.</p>

2025 Crime Progress Results

Commitment	Progress Results
<p>Lambton County OPP has experienced an increase of 19% for all violent crimes. However, a 4% decrease was noted in 2022.</p> <p>We are committed to reducing violent crimes by 3% over the next three years.</p>	<p>Lambton County OPP experienced an overall increase of 19 per cent in violent crime; however, a 4 per cent decrease was recorded in 2022, indicating early progress toward stabilization and reduction. This decrease reflects the impact of focused enforcement, proactive patrols, and ongoing crime prevention efforts targeting violent behaviour.</p> <p>Lambton County OPP remains committed to further reducing violent crime by three per cent over the next three years through continued intelligence-led policing, targeted enforcement strategies, and collaboration with community and social service partners to address root causes and enhance community safety.</p>
<p>Prevent and reduce property crimes and victimization.</p>	<p>Lambton OPP has made measurable progress in preventing and reducing property crime and victimization through a balanced approach of enforcement, analysis, and community engagement. Uniform members and the Community Street Crime Unit (CSCU) have used crime analysis and intelligence-led policing to identify repeat offenders, emerging trends, and priority locations, allowing for targeted patrols and proactive enforcement.</p> <p>In parallel, prevention-focused initiatives such as Safe Guard Ontario and the Lock It or Lose It campaign have been prioritized to reduce opportunities for crime.</p> <p>These efforts, supported by ongoing media messaging and public education, have strengthened community awareness, promoted crime prevention practices, and contributed to a reduction in victimization across Lambton County.</p>
<p>Illicit drug and specifically opioid related offences and deaths have increased over the past three years. Lambton Detachment, through frontline officers and the Community Street Crimes Unit, is dedicated to reducing illicit drug related use /distribution by conducting follow-up investigations and enforcement.</p>	<p>Illicit drug offences, particularly those involving opioids, and related deaths have increased over the past three years.</p> <p>Lambton OPP is actively working to prevent drug-related harm and victimization through coordinated enforcement and investigative strategies. Frontline officers, supported by the CSCU, focus on intelligence-led policing to identify individuals involved in the possession, trafficking, and distribution of illicit drugs.</p>

	<p>Through follow-up investigations, targeted enforcement, and disruption of drug supply networks, Lambton OPP aims to reduce the availability of illicit substances, hold offenders accountable, and minimize the risk of overdose and drug-related deaths within the community</p>
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2025 Roadways, Waterways and Trails Progress Results

Commitment	Progress Results
<p>To sustain a continuous and year-round focus on the causal factors of motorized vehicle collisions.</p>	<p>Lambton OPP continues to sustain a year-round focus on addressing the causal factors of motorized vehicle collisions through a combination of enforcement, education, and traffic safety initiatives.</p> <p>Progress has been made through targeted, data-driven enforcement aimed at the leading contributors to serious and fatal collisions, including speed, impaired driving, distracted driving, and seatbelt compliance.</p> <p>Frontline officers regularly conduct directed patrols and traffic enforcement based on collision analysis to enhance road safety in identified high-risk locations. These efforts are reinforced through ongoing public education campaigns, media messaging, and community engagement designed to promote safe driving behaviours and increase awareness of traffic safety risks.</p> <p>By maintaining a consistent, proactive approach throughout the year, Lambton OPP continues to reduce the likelihood and severity of motor vehicle collisions, improve compliance with highway traffic laws, and enhance overall road safety within the community.</p>
<p>Provide police services on the St. Claire River, Lake Huron, and Sarnia Bay within Lambton County.</p>	<p>Lambton OPP provides dedicated marine policing services on the St. Clair River, Lake Huron, and Sarnia Bay to ensure the safety of all waterway users within Lambton County. Marine patrols are conducted by trained officers equipped to respond to boating-related incidents, enforce federal and provincial marine legislation, and support search and rescue operations.</p> <p>Policing efforts focus on preventing boating-related collisions, impaired operation of vessels, and other safety risks through a combination of enforcement, education, and high-visibility patrols during peak and off-season periods. Lambton OPP also works in collaboration with partner agencies, including the Canadian Coast Guard and local emergency services, to ensure coordinated responses to incidents on the water.</p> <p>By maintaining a proactive and consistent marine presence, Lambton OPP continues to enhance public safety, promote compliance with marine safety regulations, and reduce risks associated with recreational and commercial waterway use across Lambton County.</p>

2025 Community Well-Being Progress Results

Commitment	Progress Results
<p>Continue with the MCRT program for mental health related calls for service and increase officer training and exposure through the Canadian Mental Health Association and mental health nurses assigned to patrol with officers.</p>	<p>Lambton OPP has continued implementation of the Mobile Crisis Response Team (MCRT) program to support mental health-related calls for service. The program has enhanced police response by pairing officers with mental health professionals from the Canadian Mental Health Association and assigned mental health nurses, providing a coordinated and clinically informed approach to individuals in crisis. Ongoing collaboration and co-response patrols have increased officers' exposure to mental health interventions, strengthened de-escalation skills, and improved decision-making during mental health occurrences. Additional officer training and experiential learning opportunities have further contributed to more effective, compassionate, and appropriate responses.</p> <p>These efforts have improved service delivery, reduced the risk of escalation, and supported better outcomes for individuals experiencing mental health related crises while enhancing officer and community safety.</p>
<p>Continue to support Indigenous communities that surround Lambton Detachment patrol area by assisting as requested and provide back-up and direction as needed.</p>	<p>Lambton OPP has continued to support Indigenous communities within and surrounding the Lambton Detachment patrol area, including Aamjiwnaang First Nation, Chippewas of Kettle and Stony Point First Nation, and Walpole Island First Nation (Bkejwanong Territory). Support is provided as requested by community leadership and includes operational assistance, backup response, and guidance when required.</p> <p>Ongoing engagement and collaboration with these communities has strengthened working relationships, enhanced coordinated responses to incidents, and ensured timely and appropriate police support. By maintaining open communication, respecting community governance, and responding based on identified needs, Lambton OPP remains committed to fostering positive partnerships, enhancing community safety, and supporting effective policing services in collaboration with Indigenous communities across Lambton County.</p> <p>In 2025, and continuing in 2026, Lambton OPP provided direct assistance in the management and coordination of frontline policing activities on Walpole Island First Nation</p>

	<p>(Bkejwanong Territory). This support included supervisory oversight, operational direction, and response coordination to ensure continuity of policing services during periods of increased demand. Through this assistance, Lambton OPP helped maintain effective frontline service delivery, supported officer safety, and ensured timely and appropriate responses to community needs while working collaboratively with local leadership.</p>
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Other Community Updates

Throughout 2025, Lambton OPP continued to focus on community safety and well-being through crime prevention, proactive patrols, and strong engagement with community partners. Policing efforts were guided by crime trends, community feedback, and collaboration with local organizations.

Crime Prevention and Community Patrol

Crime prevention remained a priority in 2025, with Lambton OPP focusing on reducing property crime, illegal drug activity, impaired driving, and fraud-related victimization. Intelligence-led enforcement and proactive policing initiatives contributed to a continued decrease in property crime and break-and-enter offences across Lambton County, resulting in a 28% reduction in property crime from 2024. Traffic enforcement and high-visibility patrols targeting impaired driving, speeding, and high-collision locations also supported safer roadways and reduced motor vehicle collisions.

Community patrols were adjusted based on community concerns and crime analysis, increasing officer visibility in areas identified as higher risk. This approach supported both crime reduction efforts and public reassurance, with many community members noting an increased police presence and improved sense of safety.

Community Satisfaction and Engagement

Lambton OPP maintained regular communication with residents, municipal partners, and both Lambton OPP Detachment Boards throughout 2025. Community feedback was received through municipal presentations, board meetings, and direct engagement with officers. These interactions provided opportunities for dialogue around policing priorities, service delivery, and community expectations, and informed ongoing operational planning.

Youth Interaction and Engagement

Building positive relationships with youth continued to be an important focus. Lambton OPP officers engaged with youth through school visits, community events, and summer programming, providing education on topics such as road safety, online safety, and policing roles. Participation in youth-focused initiatives, including summer camps and community programs, allowed officers to build trust and strengthen relationships with young people in a positive and informal setting.

Engagement with Racialized Communities

In 2025, Lambton OPP continued to engage with diverse and racialized communities through community events, public education, and partnership-based initiatives. These interactions supported relationship-building, cultural awareness, and inclusive policing practices while contributing to overall community safety and well-being.

Engagement with First Nations, Inuit and Métis Communities

Strengthening relationships with Indigenous communities remained a priority. Lambton OPP continued to support and engage with Aamjiwnaang First Nation, Chippewas of Kettle and Stony Point First Nation, and Walpole Island First Nation (Bkejwanong Territory). Officers participated in culturally significant events, including activities recognizing the National Day for Truth and Reconciliation, and maintained ongoing communication with community leadership to support collaborative and respectful policing services.

Mental Health and Vulnerable Persons

Recognizing the growing demand for mental health-related supports, Lambton OPP continued to work closely with community-based partners to improve responses to individuals experiencing mental health related crises. Through the Mobile Crisis Response Team (MCRT) program and other coordinated response initiatives, officers worked alongside mental health professionals to focus on de-escalation, appropriate referrals, and improved outcomes for individuals experiencing mental health or neurodevelopmental challenges. These partnerships helped reduce the need for police-only responses and supported more effective, compassionate service delivery.

Calls for Service

Table 1.1

All CAD Events*	Immediate Police Response Required**
41,289	10,170

* This represents all Computer Aided Dispatch (CAD) event types created for each detachment area. Not all CAD events are dispatched to a frontline OPP detachment officer. Some events may have been actioned by another OPP member, diverted to another unit, or deemed a non-OPP event. This does not include officer or detachment generated events that have not been reported through the PCC, or any online reporting events.

** This represents the total number of CAD events prioritized for an immediate police response, indicating the potential for extreme danger, catastrophic circumstances, injury, the threat of injury, death, and/or crime in progress.

Crime and Clearance

Violent Crimes

Table 2.1

Offences	2023	2024	2025	Clearance Rate
01 - Homicide	0	0	1	100.00%
02 - Other Offences Causing Death	0	0	0	--
03 - Attempted Murder	0	0	1	100.00%
04 - Sexual Offences	43	58	51	68.63%
05 - Assaults/Firearm Related Offences	195	206	207	81.64%
06 - Offences Resulting in the Deprivation of Freedom	1	2	4	75.00%
07 - Robbery	0	3	1	100.00%
08 - Other Offences Involving Violence or the Threat of Violence	105	101	111	51.35%
09 - Offences in Relation to Sexual Services	0	0	0	--
10 - Total Violent Crime	344	370	376	71.01%

Property Crimes

Table 2.2

Offences	2023	2024	2025	Clearance Rate
01 - Arson	5	3	5	40.00%
02 - Break and Enter	96	92	53	33.96%
03 - Theft Over	106	70	50	14.00%
04 - Theft Under	244	216	171	17.54%
05 - Have Stolen Goods	12	11	7	85.71%
06 - Fraud	261	257	209	1.44%
07 - Mischief	173	144	108	15.74%
08 - Total Property Crime	897	793	603	13.76%

Other Criminal Code

Table 2.3

Offences	2023	2024	2025	Clearance Rate
01 - Illegal Gaming and Betting	0	2	1	0.00%
02 - Offensive Weapons - Careless use of firearms	12	3	19	57.89%
03 - Failure to Comply - Judicial Orders/Unlawfully at Large	149	161	146	75.34%
04 - Disturb the Peace	49	44	15	0.00%
05 - Child Pornography	0	0	5	20.00%
06 - Other Criminal Code (Ex. Traffic)	40	23	29	51.72%
07 - Total Other Criminal Code	250	233	215	63.72%

Drugs

Table 2.4

Offences	2023	2024	2025	Clearance Rate
01 - CDSA Possession	25	26	24	70.83%
02 - CDSA Trafficking	19	12	14	57.14%
03 - CDSA Importation & Production	0	0	1	0.00%
04 - Cannabis Possession	0	0	0	--
05 - Cannabis Distribution	0	0	0	--
06 - Cannabis Sale	0	1	0	--
07 - Cannabis Importation & Exportation	0	0	0	--
08 - Cannabis Production	0	0	0	--
09 - Other Cannabis Violations	0	1	0	--
10 - Total Drugs	44	40	39	64.10%

Federal Statutes**Table 2.5**

Offences	2023	2024	2025	Clearance Rate
Federal Statutes	158	109	184	18.48%

Traffic Violations**Table 2.6**

Offences	2023	2024	2025	Clearance Rate
01 - Dangerous Operation	9	13	17	88.24%
02 - Flight from Peace Officer	20	23	16	25.00%
03 - Operation while Impaired/Low Blood Drug Concentration Violations	113	96	73	98.63%
04 - Failure or Refusal to Comply with Demand	4	8	6	100.00%
05 - Failure to Stop after Accident	7	4	11	0.00%
06 - Operation while Prohibited	20	10	20	100.00%
07 - Total	173	154	143	81.82%

Youth Crime**Table 2.7**

Disposition Type	2023	2024	2025
Bail	0	0	1
Conviction	7	11	5
Diversion	30	37	38
Non-Conviction	32	38	39
Not Accepted	1	0	0
POA Ticket	2	10	7
NULL	1	10	64
Total	73	106	154

Victim Referrals**Table 2.8**

Offences	2023	2024	2025
Sum of Offered	1259	1498	1427
Sum of Accepted	301	356	381
Sum of Total	1560	1854	1808
Sum of % Accepted	19.29%	19.20%	21.07%

Traffic and Road Safety

Motor Vehicle Collisions (MVC) by Type

Table 3.1

(Includes roadway, off-road and motorized snow vehicle collisions)

Offences	2023	2024	2025
Fatal Injury Collisions	10	10	5
Non-Fatal Injury Collisions	106	66	81
Property Damage Only Collisions	862	842	693
Alcohol-Related Collisions	36	35	37
Animal-Related Collisions	342	341	207
Speed-Related Collisions	97	92	81
Inattentive-Related Collisions	104	100	93
Persons Killed	11	12	5
Persons Injured	140	79	113

Primary Causal Factors in Fatal MVCs on Roadways

Table 3.2

Offences	2023	2024	2025
Fatal Roadway Collisions where Causal is Speed Related	2	2	0
Fatal Roadway Collisions where Causal is Alcohol/Drug Related	1	2	2
Persons Killed in Fatal Roadway Collisions where lack of Seatbelt/Helmet use is a Factor	2	2	1
Fatal Roadway Collisions where Causal is Inattentive Related	0	2	0
Fatal Roadway Collisions where Causal is Animal Related	0	0	0

Fatalities in Detachment Area

Table 3.3

Fatality Type	Category	2023	2024	2025
Roadway	Fatal Incidents	9	10	4
Roadway	Persons Killed	10	12	4
Roadway	Alcohol/Drug Related Incidents	1	2	2
Marine	Fatal Incidents	0	1	0
Marine	Persons Killed	0	2	0
Marine	Alcohol/Drug Related Incidents	0	1	0
Off-Road Vehicle	Fatal Incidents	1	0	0
Off-Road Vehicle	Persons Killed	1	0	0
Off-Road Vehicle	Alcohol/Drug Related Incidents	0	0	0
Motorized Snow Vehicle	Fatal Incidents	0	0	1
Motorized Snow Vehicle	Persons Killed	0	0	1
Motorized Snow Vehicle	Alcohol/Drug Related Incidents	0	0	1

Big 4

Table 3.4

Offences	2023	2024	2025
Distracted (HTA 78.1)	30	48	106
Impaired (CCC 320.14 & 320.15)	282	259	260
Seatbelt (HTA 106)	258	988	1,310
Speeding (HTA 128)	2,175	2,846	2,110

Charges**Table 3.5**

Offences	2023	2024	2025
HTA	4,053	6,116	6,114
Criminal Code Traffic	390	344	369
Criminal Code Non-Traffic	1,330	1,456	1,385
LLCA	771	751	790
Controlled Drug and Substance Act	114	120	107
Federal Cannabis Act	2	4	1
Provincial Cannabis Act	43	57	66
Other	500	635	666

Policing Hours

The OPP has developed a Service Delivery Model (SDM) in response to several reviews and audit recommendations. The SDM is designed to:

- Promote officer wellness through balanced workloads
- Determine adequate staffing levels at each detachment
- Ensure the continued delivery of adequate and effective policing services in accordance with the *Community Safety and Policing Act (CSPA)*

To support SDM implementation, the OPP is undertaking a multi-year staffing strategy to address required increases in detachment personnel. This model supports the OPP’s ability to:

- Respond effectively to increasing calls for service
- Maintain safe communities through proactive patrols and community engagement
- Meet municipal expectations for police visibility

To monitor progress and guide detachment-level planning, the OPP has established time allocation targets for provincial constables (Figure 1). These targets reflect how time should ideally be distributed by the end of the SDM staffing strategy.

The targets are based on a provincial average, and variations are expected between detachments due to differences in geography, operational structure, recruitment and leave of absence rates.

Detachments may face challenges in achieving these targets, but progress is expected as scheduling, data quality and strategic deployment continue to improve.

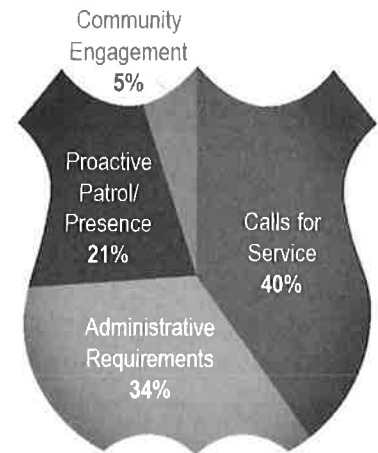


Figure 1: Service Delivery Model Provincial Target

Service Delivery Activity Allocations

Table 4.1

Calls for Service	Administrative Requirements	Proactive Patrol	Community Engagement
49%	28.1%	18.2%	4.7%

Hours (Field Personnel)

Table 4.2

	2023	2024	2025
TOTAL FRONTLINE HOURS	177,127	191,505	186,714

Endnotes

Tables 2.1, 2.2, 2.3, 2.4, 2.5, 2.6

Source: Niche Records Management System (RMS), (2026/02/24)

Note:

- Statistics Canada's Uniform Crime Reporting Survey was designed to measure the incidence of crime in Canadian society and its characteristics.
- Reported, Unfounded, Actual, Not Cleared, Cleared by Charge and Cleared Otherwise counts (2023, 2024 and 2025) and Clearance Rate for 2025 included.
- Actual counts and Clearance Rate (2023, 2024 and 2025) included.
- The most serious violation methodology (MSV) is used, which is the same as Statistics Canada's methodology. The MSV counts only the first of up to four offences per incident that occurred in the specific time range.
- First Nation population is not included.
- UCR Statistics Canada Verified (green checkmark) only.

Table 2.1 Violent Crimes

Corresponding Violation Description

01 Murder 1st Degree, Murder 2nd Degree, Manslaughter, Infanticide

02 Criminal Negligence Causing Death, Other Related Offences Causing Death

03 Attempted Murder, Conspire to Commit Murder

04 Sexual offence which occurred prior to January 4, 1983, Sexual Assault, Level 3, Aggravated, Sexual Assault, Level 2, Weapon or Bodily Harm, Sexual Assault, Level 1, Sexual Interference, Invitation to Sexual Touching, Sexual Exploitation, Sexual Exploitation of a Person with a Disability, Incest, Corrupting Morals of a Child, Making Sexually Explicit Material Available to Children, Parent or Guardian Procuring Sexual Activity, Householder Permitting Sexual Activity, Luring a Child via Computer, Agreement or Arrangement - Sexual Offence Against a Child, Bestiality - Commits, Compels Another Person, Bestiality in, Presence of, or Incites, a Child, Voyeurism, Non-Consensual Distribution of Intimate Images

05 Assault Level 3, Aggravated, Assault Level 2, Weapon/Bodily Harm, Assault Level 1, Unlawfully Causing Bodily Harm, Discharge Firearm with Intent, Using firearm/Imitation of Firearm in the Commission of an Offence, Pointing a Firearm, Assault, Peace-Public Officer, Assault Against Peace Officer with a Weapon or Causing Bodily Harm, Criminal Negligence Causing Bodily Harm, Trap Likely to or Causing Bodily Harm, Other Assaults

06 Kidnapping, Forcible Confinement, Hostage Taking, Trafficking in Persons, Abduction Under 14, Not Parent/Guardian, Abduction Under 16, Removal of Children from Canada, Abduction Under 14 Contravening a Custody Order, Abduction Under 15 by Parent/Guardian

07 Robbery, Robbery to Steal Firearm

08 Extortion, Intimidation of a Justice System Participant or a Journalist, Intimidation of a Non-justice System Participant, Criminal Harassment, Indecent/Harassing Communications, Utter Threats to Person, Explosives Causing Death/Bodily Harm, Arson - Disregard for Human Life, Other Violations Against the Person, Failure to Comply with Safeguards (MAID), Forging/Destruction of Documents (MAID)

09 Obtaining Sexual Services for Consideration, Obtaining Sexual Services for Consideration from Person Under the Age of 18 Years, Material Benefit from Sexual Services, Material Benefit from Sexual Services Provided by Person Under the Age of 18 Years, Procuring, Procuring a Person Under the Age of 18 Years, Advertising Sexual Services

Table 2.2 Property Crimes

Corresponding Violation Description

01 Arson

02 Break & Enter, Break & Enter to Steal a Firearm, Break & Enter a Motor Vehicle (Firearm)

03 Theft over \$5000, Theft over \$5000 from a Motor Vehicle, Shoplifting over \$5000, Motor Vehicle Theft

04 Theft \$5000 or Under, Theft under \$5000 from a Motor Vehicle, Shoplifting \$5000 or Under

05 Trafficking in Stolen Goods over \$5000, Possession of Stolen Goods over \$5000, Trafficking in Stolen Goods \$5000 and Under, Possession of Stolen Goods \$5000 and Under

06 Fraud, Identity Theft, Identity Fraud

07 Mischief, Mischief to Cultural Property, Hate-motivated mischief relating to property used by identifiable group, Mischief Relating to War Memorials, Altering/Destroying/Removing a Vehicle Identification Number (VIN)

Table 2.3 Other Criminal Code

Corresponding Violation Description

01 Betting House, Gaming House, Other Violations Related to Gaming and Betting

02 Offensive Weapons: Explosives, Weapons Trafficking, Possession and Distribution of Computer Data (Firearm), Altering Cartridge Magazine, Weapons Possession Contrary to Order, Possession of Weapons, Unauthorized Importing/Exporting of Weapons, Firearms Documentation/Administration, Unsafe Storage of Firearms

03 Failure to Comply – Judicial Orders/Unlawfully at Large: bail violations, escape custody, fail to attend court, breach of probation

04 Disturb the Peace

05 Child Pornography: including making or distributing

06 Public Communications to Sell Sexual Services, Offences Related to Impeding Traffic to Buy or Sell Sexual Services, Counterfeiting, Indecent Acts, Voyeurism (Expired), Corrupting Morals, Lure child via Computer (Expired), Obstruct Public/Peace Officer, Trespass at Night, Threatening/Harassing Phone Calls (Expired), Utter Threats Against Property or Animals, Advocating Genocide, Public Incitement of Hatred, Promoting or Advertising Conversion Therapy, Unauthorized Recording of a Movie/Purpose of Sale, Rental, Commercial, Distribution, Offences Against Public Order (Part II CC), Property or Services for Terrorist Activities, Freezing of Property, Disclosure, Audit, Participate in Activity of Terrorist Group, Facilitate Terrorist Activity, Instruction/Commission of Act of Terrorism, Hoax – Terrorism, Advocating/Promoting Terrorism, Firearms and Other Offensive Weapons (Part III CC), Leave Canada to Participate in Activity of a Terrorist Group, Leave Canada to Facilitate Terrorist Activity, Leave Canada to Commit Offence for Terrorist Group, Leave Canada to Commit Offence that is Terrorist Activity, Harbour/Conceal Terrorist (Max = Life), Harbour/Conceal Terrorist (Max Does Not = Life), Harbour/Conceal Person Likely to Carry Out Terrorist Activity, Offences Against the Administration of Law and Justice (Part IV CC), Sexual Offences, Public Morals and Disorderly Conduct (Part V CC), Invasion of Privacy (Part VI CC), Failure to Comply with Regulations / Obligations for Medical Assistance in Dying (MAID), Other Offences Against the Person and Reputation, Offences Against the Rights of Property (Part IX CC), Fraudulent Transactions, Relating to Contracts and Trade (Part X CC), Offences Related to Currency, Proceeds of Crime (Part XII.2 CC), Attempts, Conspiracies, Accessories, Instruct Offence for Criminal Organization, Commit Offence for Criminal Organization, Participate in Activities of Criminal Organization, Recruitment of Members by a Criminal Organization, All Other Criminal Code (includes Part XII.1 CC)

Table 2.4 Drugs

Corresponding Violation Description

01 Possession – Heroin, Possession – Cocaine, Possession - Other Controlled Drugs and Substances Act, Possession - Methamphetamine (Crystal Meth), Possession - Methylenedioxyamphetamine (Ecstasy), Possession – Opioid (other than heroin)

02 Trafficking – Heroin, Trafficking – Cocaine, Trafficking - Other Controlled Drugs and Substances Act, Trafficking - Methamphetamine (Crystal Meth), Trafficking - Methylenedioxyamphetamine (Ecstasy), Trafficking – Opioid (other than heroin)

03 Import / Export – Heroin, Import / Export – Cocaine, Import / Export - Other Controlled Drugs and Substances Act, Import / Export - Methamphetamines (Crystal Meth), Import / Export - Methylenedioxyamphetamine (Ecstasy), Import/Export – Opioid (other than heroin), Production – Heroin, Production – Cocaine, Production - Other Controlled Drugs & Substances Act, Production - Methamphetamines (Crystal Meth), Production - Methylenedioxyamphetamine (Ecstasy), Production – Opioid (other than heroin), Possession, sale, etc., for use in production of or trafficking in substance

04 Possession of illicit or over 30g dried cannabis (or equivalent) by adult, Possession of over 5g dried cannabis (or equivalent) by youth, Possession of budding or flowering plants, or more than four cannabis plants, Possession of cannabis by organization

05 Distribution of illicit, over 30g dried cannabis (or equivalent), or to an organization, by adult, Distribution of cannabis to youth, by adult, Distribution of over 5g dried cannabis (or equivalent), or to an organization, by youth, Distribution of budding or flowering plants, or more than four cannabis plants, Distribution of cannabis by organization, Possession of cannabis for purpose of distributing

06 Sale of cannabis to adult, Sale of cannabis to youth, Sale of cannabis to an organization, Possession of cannabis for purpose of selling

07 Importation and exportation of cannabis, Possession of cannabis for purpose of exportation

08 Obtain, offer to obtain, alter or offer to alter cannabis, Cultivate, propagate or harvest cannabis by adult, Cultivate, propagate or harvest cannabis by youth or organization

09 Possess, produce, sell, distribute or import anything for use in production or distribution of illicit cannabis, Use of young person in the commission of a cannabis offence, Other Cannabis Act

Table 2.5 Federal Statutes

Corresponding Violation Description

Bankruptcy Act, Income Tax Act, Canada Shipping Act, Canada Health Act, Customs Act, Competition Act, Excise Act, Youth Criminal Justice Act (YCJA), Immigration and Refugee Protection Act, Human Trafficking (involving the use of abduction, fraud, deception or use of threat), Human Smuggling fewer than 10 persons, Human Smuggling 10 persons or more, Firearms Act, National Defence Act, Emergencies Act, Quarantine Act, Other Federal Statutes

Table 2.6 Traffic Violations

Corresponding Violation Description

01 Dangerous Operation Causing Death, Dangerous Operation Causing Bodily Harm, Dangerous Operation

02 Flight from Peace Officer

03 Operation - low blood drug concentration, Operation while impaired causing death (alcohol), Operation while impaired causing death (alcohol and drugs), Operation while impaired causing death (drugs), Operation while impaired causing death (unspecified), Operation while impaired causing bodily harm (alcohol), Operation while impaired causing bodily harm (alcohol and drugs), Operation while impaired causing bodily harm (drugs), Operation while impaired causing bodily harm (unspecified), Operation while impaired (alcohol), Operation while impaired (alcohol and drugs), Operation while impaired (drugs), Operation while impaired (unspecified)

04 Failure or refusal to comply with demand (alcohol), Failure or refusal to comply with demand (alcohol and drugs), Failure or refusal to comply with demand (drugs), Failure or Refusal to Comply with Demand (unspecified), Failure or refusal to comply with demand, accident resulting in bodily harm (alcohol), Failure or refusal to comply with demand, accident resulting in bodily harm (alcohol and drugs), Failure or refusal to comply with demand, accident resulting in bodily harm (drugs), Failure or refusal to comply with demand, accident resulting in bodily harm (unspecified), Failure or refusal to comply with demand, accident resulting in death (alcohol), Failure or refusal to comply with demand, accident resulting in death (alcohol and drugs), Failure or refusal to comply with demand, accident resulting in death (drugs), Failure or refusal to comply with demand, accident resulting in death (unspecified)

05 Failure to stop after accident resulting in death, Failure to stop after accident resulting in bodily harm, Failure to stop after accident, Operation while prohibited

06 Operation while Prohibited

Table 2.7 Youth Crime

Source: Niche Records Management System (RMS), (2026/03/06)

Note:

- Youth Charges by Disposition Type
- Only charges that have had a disposition type recorded in the OPP Niche RMS application are included.
- Youth charges without a disposition type are not included which may result in under stating the actual youth charges.
- "NULL" represents blanks, or where officers did not indicate the Disposition Type, however charges were applied.

Table 2.8 Victim Referrals

Source: Niche Records Management System (RMS), (2026/03/06)

Note:

- Number of Referrals to Victim Service Agencies

Table 3.1 Motor Vehicle Collisions (MVC) by Type

Source: Ontario Provincial Police, Collision Reporting System (CRS), (2026/02/24)

Note:

- Total Motor Vehicle Collisions (Fatal Injury, Non-Fatal Injury and Property Damage Only): Reportable Fatal Injury, Non-Fatal Injury and Property Damage Only Collisions entered into the eCRS for All Motorized Vehicles (MVC-Roadway, MSV- Snowmobile and ORV-Off Road Report Type) regardless of completion/approval status.
- Alcohol/Drug Related Collisions: Reportable MVC collisions where Alcohol/Drug Involved field indicated as Yes OR Contributing Factor scored as Ability Impaired (Alcohol or Drug) OR Driver Condition reported as Had Been Drinking or Ability Impaired.
- Animal Related Collisions: Reportable MVC collisions where Contributing Factor scored as Animal OR Wildlife Involved was an Animal OR Sequence of Events was an Animal.
- Speed Related Collisions: Reportable MVC collisions where Contributing Factor scored as Excessive Speed or Speed Too Fast For Conditions OR Driver Action reported as Exceeding Speed Limit or Speed Too Fast For Conditions.
- Inattentive Related Collisions: Reportable MVC collisions where Contributing Factor scored as Inattentive OR Driver Condition reported as Inattentive.
- Persons Killed or Injured: Number of Persons Injured or Killed in Reportable MVC collisions.

Table 3.2 Primary Causal Factors in Fatal MVCs on Roadways

Source: Ontario Provincial Police, Collision Reporting System (CRS), (2026/02/24)

Note:

- Fatal Roadway Collisions where Causal is Speed Related: Reportable Fatal Roadway Collisions where Contributing Factor scored as Excessive Speed or Speed Too Fast For Conditions OR Driver Action reported as Exceeding Speed Limit or Speed Too Fast For Conditions.
- Fatal Roadway Collisions where Causal is Alcohol/Drug Related: Reportable Fatal Roadway Collisions where Contributing Factor where Alcohol/Drug Involved field indicated as Yes OR Contributing Factor scored as Ability Impaired (Alcohol or Drug) OR Driver Condition reported as Had Been Drinking or Ability Impaired.
- Persons Killed in Fatal Roadway Collisions where lack of Seatbelt/Helmet use is a Factor: Persons Killed in Reportable Fatal Roadway Collisions where Victim is fatally injured AND a vehicle occupant AND where safety equipment reported to be not used but available.
- Fatal Roadway Collisions where Causal is Inattentive Related: Reportable Fatal Roadway Collisions where Contributing Factor scored as Inattentive OR Driver Condition reported as Inattentive.
- Fatal Roadway Collisions where Causal is Animal Related: Reportable Fatal Roadway Collisions where Contributing Factor scored as Animal OR Wildlife Involved was an Animal OR Sequence of Events was an Animal.

Table 3.3 Fatalities in Detachment Area

Source: Ontario Provincial Police, Collision Reporting System (CRS), (2026/02/24)

Note:

- Fatal Incidents: Reportable Fatal Collisions by Report Type (Roadway, Marine, Off-Road Vehicle, Motorized Snow Vehicle).
- Persons Killed: Number of Involved Persons where Injury is fatal by Report Type (Roadway, Marine, Off-Road Vehicle, Motorized Snow Vehicle).
- Alcohol/Drug Related Incidents: Reportable Fatal Collisions by Report Type (Roadway, Marine, Off-Road Vehicle, Motorized Snow Vehicle) where Alcohol/Drug Involved field indicated as Yes OR Contributing Factor scored as Ability Impaired (Alcohol or Drug) OR Driver Condition reported as Had Been Drinking or Ability Impaired.

Table 3.4 Big 4

Source: Niche Records Management System (RMS) & eTicket, (2026/02/24)

Note:

- Speeding (HTA 128): Charges are based on date charged. Speeding = HTA s.128 charges.
- Seatbelt (HTA 106): Charges are based on date charged. Seatbelt = HTA s.106 charges.
- Distracted (HTA 78.1): Charges are based on date charged. Distracted = HTA s.78.1 charges.
- Impaired (CCC 320.14 & 320.15): Charges are based on date charged. Impaired = CCC s.320.14 & 320.15 charges.

Table 3.5 Charges

Source: Niche Records Management System (RMS) & eTicket, (2026/02/24)

Note:

- HTA: Charges are based on date charged. Highway Traffic Act Statute charges.
- Criminal Code Traffic: Charges are based on date charged. Criminal Code Traffic (CCC s320.13, 320.14, 320.15, 320.16, 320.17 & 320.18) charges.
- Criminal Code Non-Traffic: Charges are based on date charged. All CCC charges not included in the Criminal Code Traffic section above.
- LLCA: Charges are based on date charged. Liquor Licence and Control Act charges.
- Federal Cannabis Act: Charges are based on date charged. Cannabis Act charges.
- Provincial Cannabis Act: Charges are based on date charged. Cannabis Control Act charges.
- Controlled Drug and Substance Act: Charges are based on date charged. Controlled Drug and Substance Act charges.
- Other: Charges are based on date charged. "Other" charges is comprised of CAIA, Other Provincial & Federal Offences not already captured in sections above.

Table 4.1 Service Delivery Activity Allocations

Source: Daily Activity Reporting (DAR) System

Date: January 12, 2026

Note: Activity allocation percentages are based on the total reported hours of detachment provincial constables performing duties within their home detachment location.

Table 4.2 Hours (Field Personnel)

Source: Daily Activity Reporting (DAR) System

Date: March 06, 2026

Note:

- Total reported hours, excluding paid duties.
- Includes Provincial Constable to Sergeant ranks only.
- Excludes First Nations badge numbers.
- Excludes administrative accounts and joint services accounts.
- Excludes incomplete DAR entries and those with errors.
- Excludes General Headquarters location codes.

CONTACT THE OPP

Know your location - be ready to describe the situation and your location. Look for addresses, landmarks and buildings that may help identify your location.

REACH THE OPP BY PHONE

- Call 9-1-1 if there is an immediate risk to someone's life or property
 - to stop or report a crime in progress
 - to report a fire
 - to report a life-threatening medical emergency
 - Don't hang up, stay on the line
- To report non-life-threatening incidents that require a police response, use the non-emergency line (1-888-310-1122) or go to opp.ca/reporting
- TTY 1-888-310-1133 or agent 511 for registered subscribers may be used for individuals in the Deaf, Hard of Hearing and Speech Impaired (DHHSI) community to contact police
- For all administrative inquiries or to schedule an appointment, find contact information for your local detachment at opp.ca/detachments

PROVIDE AN ANONYMOUS TIP

- Call Crime Stoppers at 1-800-222-8477 (TIPS) or visit www.crimestoppers.ca

REPORT AN INCIDENT ONLINE

- The OPP offers online reporting for minor, non-emergency occurrences in areas of OPP jurisdiction. opp.ca/reporting allows you to submit a report without visiting or calling.
- Use the online reporting tool for:
 - Theft Under \$5,000
 - Mischief / Damage to Property Under \$5,000
 - Mischief / Damage to Vehicle Under \$5,000
 - Theft from Vehicle Under \$5,000
 - Lost / Missing Property Under \$5,000, including a licence plate(s) or validation sticker(s)
 - Driving Complaints

If you are reporting an emergency, call 9-1-1.

#KNOWWHENTOCALL

9-1-1 is for emergencies only: If there is an immediate risk to someone's life or property.

- ✓ a crime in progress
- ✓ a fire
- ✓ a life-threatening medical emergency

Dialed 9-1-1 accidentally? #Be911Ready. Don't hang up, stay on the line and speak with an OPP Communicator to confirm there's no emergency.

The misuse of 911 ties up emergency lines, communicators and officers, which can result in a slower response to a real emergency and risks the safety of people who may need urgent help.

It is against the law to call 9-1-1 as a joke. Prank 9-1-1 calls can be dangerous and waste valuable emergency resources.

DETACHMENT BOARD
ANNUAL REPORT

2025



LAMBTON
DETACHMENT

4224 Oil Heritage Road
Petrolia ,ON
N0N 1R0

Tel: 519-882-1011

Fax: 519-882-1014

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The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: July 6, 2026

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

That Council acknowledge receipt of report from Corrine Nauta, Manager of Development Services dated June 17, 2026 regarding Public Consultation on Proposed Minister’s Zoning Order Cargill Sarnia Export Grain Terminal.
Carried.



INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	DEVELOPMENT SERVICES
PREPARED BY:	Corrine Nauta, Manager
REVIEWED BY:	Jason Cole, P.Eng., General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	June 17, 2026
INFORMATION ITEM:	Public Consultation on Proposed Minister's Zoning Order Cargill Sarnia Export Grain Terminal (#DS 07-01-26)

BACKGROUND

The Ministry of Municipal Affairs and Housing (“**MMAH**”) continues to review a request for a Minister’s Zoning Order (“**MZO**”) related to Cargill’s Sarnia Export Grain Terminal. The review considers Cargill’s request for restrictive zoning provisions in the City of Sarnia and Village of Point Edward in light of the facility’s role in Ontario’s agricultural export and agri-food network, and within the context of the Province’s broader objective of increasing housing supply.

Staff brought a report to Committee of the Whole (“Committee”) on May 20, 2026, informing Council that the County has submitted its technical comments to MMAH in response to its request for comments regarding the Cargill MZO request. The submission, provided to the Committee on May 20, 2026, was technical in nature and did not express support for or opposition to the requested MZO.

MMAH has now communicated to Staff that it is now soliciting public input on the MZO.

DISCUSSION

On June 10, 2026, the attached correspondence was received from MMAH advising the County of Lambton that the request for a MZO to restrict sensitive land uses around Cargill Sarnia Export Grain Terminal in the City of Sarnia has been posted to Environmental Registry of Ontario (“**ERO**”) for public comment. The 30-day public commenting period runs from June 10 to July 10, 2026.

An outline of the ERO posting is attached to this report. The ERO posting and supporting materials are available at the following link:

[Request for a Minister's Zoning Order to restrict sensitive land uses around Cargill Sarnia Export Grain Terminal in the City of Sarnia](#)

The public is invited to make their submissions through the ERO portal.

FINANCIAL IMPLICATIONS

None.

CONSULTATIONS

The General Manager of Infrastructure & Development Services and Senior Planning Official for the County of Lambton were consulted regarding the subject matter.

STRATEGIC PLAN

Area of Effort #2: Services and Communications – The County is focused on the provision of responsive services and programs, independently and through partnerships, and is committed to progressive and effective communications in promoting the same, by:

- Engaging and informing residents, stakeholders, and municipal partners of the County's services, programs, opportunities, and challenges; and
- Advocating Lambton County's perspective on provincial and federal programs and legislative amendments.

CONCLUSION

The County of Lambton previously provided its technical comments to MMAH in response to MMAH's request for comments regarding the Cargill MZO request. The submission, presented in the May 20, 2026, report to Lambton County Committee of the Whole, was technical in nature and did not express support for or opposition to the requested MZO. MMAH has informed that it is now soliciting public input on the MZO through the ERO. The County will take this opportunity to resubmit its prior technical submissions through the formal ERO process for consideration by MMAH.

As part of the next step in the process, consideration of the MZO rests solely with MMAH following completion of the public consultation period.

The Corporation of the Township of Dawn-Euphemia



RESOLUTION – REGULAR MEETING

Date: July 6, 2026

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

That Council acknowledge receipt of the report from Corrine Nauta, Manager of Development Services dated June 17, 2026 regarding Fire Prevention Services Feasibility Review. *Carried.*



INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION

REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	DEVELOPMENT SERVICES
PREPARED BY:	Corrine Nauta, Manager
REVIEWED BY:	Jason Cole, P.Eng., General Manager Stéphane Thiffeault, Chief Administrative Officer
MEETING DATE:	June 17, 2026
SUBJECT:	Fire Prevention Services Feasibility Review

BACKGROUND

The Development Services Department (the “**Department**”) received the attached correspondence from the Lambton County Fire Chiefs Association dated February 20, 2026, requesting a review of the feasibility of establishing Fire Prevention Inspection Services (“**FPIS**”).

Several member municipalities, including Warwick, Petrolia, Dawn-Euphemia, Oil Springs, and Brooke-Alvinston, have supported the request. Others have also expressed interest, subject to a suitable business model, service structure, and cost framework.

DISCUSSION

The Ontario Building Code (the “**OBC**”) and Ontario Fire Code (the “**OFC**”) are companion regulations that govern building safety throughout a building’s lifecycle. The OBC sets minimum standards for design and construction during planning, permitting, and construction. Once construction is complete and building permits are closed, the OFC governs the ongoing operation, inspection, testing, maintenance, and fire safety requirements of occupied buildings. Building and Fire Prevention Officials therefore operate within closely related regulatory environments.

Under the *Fire Protection and Prevention Act, 1997* and the OFC, municipalities are responsible for fire prevention, inspections, enforcement, and public fire safety education. Meeting these responsibilities has become increasingly complex due to evolving regulatory requirements, specialized training needs, and fluctuating service demands.

A shared service model may provide a practical and cost-effective approach to enhancing service capacity, consistency, and continuity across participating municipalities. A County-led FPIS model could support municipalities in meeting their legislative obligations through a coordinated and scalable service delivery framework.

A County-led FPIS model could build on the Department's existing centralized service delivery framework by providing:

- Access to specialized expertise and qualified fire prevention personnel;
- Consistent application of regulatory standards and enforcement practices;
- Coordinated service delivery across interested municipalities; and
- Operational efficiencies through shared resources and economies of scale.

This concept warrants further review to determine whether existing County resources and expertise could support municipal fire prevention responsibilities through a shared service model. While staff are not aware of a comparable Ontario model, the concept presents potential service delivery efficiencies and operational synergies that merit further evaluation.

Before any implementation is considered, a feasibility review and business case analysis is required to assess service delivery options, governance, staffing, financial implications, cost-recovery mechanisms, liability considerations, and service levels to determine whether FPIS is viable.

FINANCIAL IMPLICATIONS

Council's support for the feasibility review has no direct financial implications. Any related workload will be managed within existing resources.

If the County proceeds with a business case analysis and identifies a practical service model, the financial implications for interested municipalities will be presented for future consideration and structured on a full cost-recovery basis.

CONSULTATIONS

The Chief Administrative Officer and General Manager, Infrastructure & Development Services for the County of Lambton, and the Director of Fire & Emergency Services for the Township of Warwick, were consulted in preparing this report.

STRATEGIC PLAN

Area of Effort #2: Services and Communications – The County is focused on the provision of responsive services and programs, independently and through partnerships, and is committed to progressive and effective communications in promoting the same, by:

- Anticipating and aligning service delivery to emerging needs and expectations (including changing demographics);
- Engaging and informing residents, stakeholders, and municipal partners of the County's services, programs, opportunities, and challenges; and

- Advocating Lambton County's perspective on provincial and federal programs and legislative amendments.

Area of Effort #5: Partnerships – The County is committed to developing strong relationships with community partners, municipalities, and First Nations by:

- Cultivating sustainable relationships that include strategies to improve communication and understanding and provide mutual assistance on projects.

CONCLUSION

The request from the Lambton County Fire Chiefs Association provides a basis to evaluate a coordinated approach to delivering Fire Prevention Inspection Services.

A feasibility review and business case analysis would determine whether a County-led FPIS model is practical, sustainable, and capable of enhancing fire prevention service delivery for participating municipalities. Any future service model would be subject to Council consideration and structured on a 100% cost-recovery basis, with costs allocated to participating municipalities.

Council support is requested to allow the Department to complete the review and report back with its findings.

RECOMMENDATIONS

- a) That Council support the Development Services Department in undertaking a feasibility review and business case analysis regarding the establishment of Fire Prevention Inspection Services.**
- b) That a report outlining the feasibility, including costs, service charges and potential models, for the County to offer Fire Prevention Inspection Services be brought back to Lambton County Council for consideration at the September 16, 2026 Committee of the Whole meeting.**



Central Lambton

Family Health Team



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T: 519-882-2500

F: 519-882-3003

4130 Glenview Rd., Unit 3
Petrolia, ON N0N 1R0

June 16, 2026

Township of Dawn-Euphemia
4591 Lambton Line,
RR 4 Dresden, Ont.
NOP 1M0

Dear Mayor and Council;

The Central Lambton Recruitment Committee is writing to update you on the changes to Physician Recruitment in Lambton County. Recruitment of both Family Physicians and Specialists will now be the responsibility of Bluewater Health and our local Ontario Health Team. Dr. Haddad, Chief of Staff and Vice-President Medical Affairs, and Melanie Columbus, Director of Medical Affaires- Recruitment, from Bluewater Health will work with Nadine Neve, Director of the Sarnia-Lambton Ontario Health Team to provide a full cohort of family physicians to all of Sarnia and Lambton County. They will be forming a committee to take on the task.

The Central Lambton Recruitment Committee will officially disband on June 30, 2026. We will not be collecting the usual \$300.00 from each of the eight municipalities for activities in 2026.

We are very appreciative of your previous yearly grants. Together with the volunteers on our committee and the doctors and staff at the CLFHT those funds worked to provide a wonderful group of family physicians for Central Lambton. We were very successful for many reasons but your yearly commitment was a large part of that success. Thank you.

We do have dollars left in our account from previous donations. Our Central Lambton Recruitment Committee voted to retain the funds and use them for retention purposes. As long as the funds last, we will, for example, continue to provide an annual Doctors' breakfast and welcome packages to new family residents who enter our Residency Training programme each year.

As a committee we have been assured that the new system will still allow our Central Lambton Family Health Team doctors to select and hire new physicians when they are needed in the County. I, personally, have also been assured the continuation of that practice.

With the amalgamation of the CEEH Foundation and the Bluewater Health Foundation in Sarnia, the financial incentives provided by the CEEH Foundation to new Doctors signing with the Central Lambton Family Health Team and covering shifts in the Emergency Department will no longer be available. Incentives, if any, will be decided by the Recruitment Committee in Sarnia.

Thank you again for all your help in making the county of Lambton a wonderful place to live. If you have any questions or comments, please contact Sarah Milner or me.

Sincerely,
Rosanne Orcutt

519-882-1604
rosanneorcutt@gmail.com

OR

Sarah Milner
Executive Director, Central Lambton FHT
519-882-2500, Ext 160
sarah.milner@clfht.com

3236 River St. P.O. Box 28
Alvinston, ON N0N 1A0

Phone: 519.898.2173

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June 16, 2026

**NOTICE OF 2nd CONSIDERATION OF DRAINAGE WORKS
Cherry Creek Drain and Cherry Creek Drain Branch**

Dear Sir and/or Madam:

You are hereby notified that the Engineer appointed by the Council of the Municipality of Brooke-Alvinston under the *Drainage Act, 1990*, did, file at our office a report on the **Cherry Creek Drain and Cherry Creek Drain Branch**

This report will be considered in the auditorium at the B.A.I.C.C.C. at 3310 Walnut Street, Alvinston

Thursday, July 9, 2026 at 4:30 pm

Attached is a copy of the Engineer's Report for the proposed drainage work for your perusal prior to the meeting. Please bring your copy of the report to the meeting.

If you wish to object to the report, please submit your written objections to the undersigned prior to the meeting.

APPEALS AGAINST ASSESSMENT ARE NOT CONSIDERED AT THIS MEETING.

If the report is adopted, you will receive a copy of the provisionally adopted by-law indicating the assessments and notifying you of the date of the first sitting of the Court of Revision. You are hereby requested to take notice that the proposed work included in the report will be commenced after all appeals have been finally resolved.

Janet Denkers
Clerk Administrator

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**TOWNSHIP OF DAWN-EUPHEMIA
BUILDING PERMIT COMPARISON
2026 & 2025
FOR THE MONTH OF MAY**

Type of Permit	No. of Permits Issued		Value of Construction		Permit Fees		Total to Date					
	2026	2025	2026	2025	2026	2025	No. of Permits Issued		Value of Construction		Permit Fees	
							2026	2025	2026	2025	2026	2025
New Residential		2		\$812,000		\$3,340.00	0	2	\$0	\$812,000	\$0.00	\$3,340.00
Residential Alterations/Additions							0	2	0	180,000	0.00	3,420.00
Non-Residential							2	0	2	0	980.00	0.00
New Commercial							0	0	0	0	0.00	0.00
Commercial Alterations/Additions							0	0	0	0	0.00	0.00
New Industrial							0	5	0	3,088,350	0.00	12600.00
Industrial Alterations/Additions							0	0	0	0	0.00	0.00
New Institutional							0	0	0	0	0.00	0.00
Institutional Alterations/Additions							1	0	330,000	0	930.00	0.00
New Agricultural	1	2	200,000	950,000	510.00	1,740.00	3	2	444,000	950,000	1,890.00	1,740.00
Agricultural Alterations/Additions							0	0	0	0	0.00	0.00
Demolitions							0	2	0	1,001,000	0.00	400.00
Swimming Pools							0	0	0	0	0.00	0.00
Other	1	1	1,000	500	490.00	490.00	1	1	1,000	500	490.00	490.00
Totals	2	5	\$201,000	\$1,762,500	\$1,000.00	\$5,570.00	7	14	\$775,002	\$6,031,850	\$4,290.00	\$21,990.00
No. of New Dwelling Units Created		2					0	2				

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



Township of Dawn-Euphemia

JUN 26 2026

RECEIVED

The following is a summary of the Plumbing Permits issued for the Township of Dawn-Euphemia to the end of the month of May, 2026:

<u>PERMIT #</u>	<u>DESCRIPTION &/OR LOCATION</u>	<u>OWNER/CONTRACTOR</u>
PP-26-001	Bentpath Line, Con 8 W Pt Lot 25	

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VOUCHER # 12 - 2026

6-Jul-26

INVOICES	CHEQUE RUN	CHEQUE #	TOTAL
Admin/P Wks/Fire/Drain/Water/DECC	15-Jun	5069-5081	\$ 31,162.04
Admin/P Wks/Fire/Drain/Water/DECC	16-Jun-26	EFT	\$ 59,267.21
Admin/P Wks/Fire/Drain/Water/DECC	26-Jun-26	EFT	\$ 321.02
Admin/P Wks/Fire/Drain/Water/DECC	29-Jun-26	EFT	\$ 1,321,580.00
Grand total of all invoices			\$1,412,330.27
			County Levy/School Boards
PAYROLL	PP # 13	PP # 14	
Administration	\$ 13,931.96	16,030.80	\$ 29,962.76
Public Works	\$ 27,772.44	30,388.25	\$ 58,160.69
Council		3,832.29	\$ 3,832.29
Grand total of all Payroll			\$ 91,955.74
VOUCHER # 12 - 2026		GRAND TOTAL	\$1,504,286.01

The Corporation of the Township of Dawn-Euphemia

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RESOLUTION – REGULAR MEETING

Date: July 6, 2026

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, July 20, 2026, at 6:30 pm or at the call of the Chair. *Carried.*