



Municipality of  
**Dutton Dunwich**

**Council Minutes**  
**SPECIAL MEETING #3**  
**Held via web conference**  
**199 Currie Road, Dutton, Ontario**  
**April 3, 2020 - 1:00 p.m.**

Present: Mayor Bob Purcell  
Deputy Mayor Mike Hentz  
Councillor Patricia Corneil  
Councillor Amarilis Drouillard  
Councillor Ken Loveland  
Clerk Heather Bouw  
Treasurer Joe McMillan  
Archival, Records and Clerk's Assistant Tara Kretschmer

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**Opening of the Meeting**

**2020.09.01**            **MOVED by Drouillard and Corneil by NAME THAT the meeting of the Council of the Municipality of Dutton Dunwich opens at 1:15 p.m.**

**CARRIED**

A quorum was present.

**Declaration of Pecuniary Interest**

None declared

**Adoption of Minutes**

**2020.09.02**            **MOVED by Hentz and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich approves the draft minutes of the March 24, 2020 special meeting #1 forwarded to Council Members, and the Mayor and the Clerk are authorized to sign same.**

**CARRIED**

**2020.09.03**            **MOVED by Hentz and Loveland by NAME THAT The Council of the Municipality of Dutton Dunwich approves the draft minutes of the March 24, 2020 special meeting #2 forwarded to Council Members, and the Mayor and Clerk are authorized to sign same.**

**CARRIED**

**REVIEW OF ITEMS NOT LISTED ON AGENDA**

- a) CORRESPONDENCE – j) **Jeff Yurek, MPP** – CN Discontinuance of Cayuga Subdivision
- b) Planning – MDS – Buis Hog Barn

**REGULAR COUNCIL MEETING SCHEDULE**

**2020.09.04**            **MOVED by Corneil and SECONDED by Drouillard THAT the Council of the Municipality of Dutton Dunwich cancels the April 8<sup>th</sup> regular Council meeting; and**

**THAT the next regular Council meeting be held on April 22, 2020 at 1:00 p.m.**

CARRIED

**PUBLIC WORKS DEPT**

Public Works Monthly Report

The Treasurer added that the road to the Dutton Trailer Park has been closed and signs have been placed at the entrance.

**2020.09.05**            **MOVED** by Loveland and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Acting Manager of Roads and Facilities titled "Public Works Monthly Report – March 2020", dated April 3, 2020 for information.

CARRIED

**WATER DEPARTMENT**

Water Operations Manager's Monthly Report

**2020.09.06**            **MOVED** by Corneil and **SECONDED** by Drouillard **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Water Operations Manager titled "Water Operations Report – March 2020", dated April 3, 2020 for information.

CARRIED

**WASTEWATER DEPARTMENT**

Wastewater Operator Monthly Report

**2020.09.07**            **MOVED** by Loveland and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Wastewater Operator titled "Monthly Report – March 2020", dated April 3, 2020 for information.

CARRIED

**BUILDING DEPT**

Monthly Building Activity Report

**2020.09.08**            **MOVED** by Corneil and **SECONDED** by Drouillard **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Chief Building Official titled "Building Activity Report – March 2020", dated April 3, 2020 for information.

CARRIED

**FIRE DEPARTMENT**

Fire Chief's Monthly Report

The Fire Chief provided Council with information regarding his recommendation to implement a fire ban. Council directed staff to implement the fire ban commencing April 10<sup>th</sup>.

**2020.09.09**            **MOVED** by Corneil and **SECONDED** by Drouillard **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Fire Chief titled "Monthly Report – March 2020", dated April 3, 2020 for information.

CARRIED

**DRAINAGE DEPARTMENT**

Drainage Superintendent's Monthly Report

**2020.09.10**            **MOVED** by Hentz and **SECONDED** by Loveland **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the

Drainage Superintendent titled "Monthly Activity Report – March 2020", dated April 3, 2020 for information.

CARRIED

Ontario Regulation 73/20 and the Drainage Act

**2020.09.11**            **MOVED** by Loveland and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Drainage Superintendent titled "Ontario Regulation 73/20 and the Drainage Act", dated April 3, 2020 for information; and

**THAT** Council continues to receive drainage reports from the Engineer under Section 41, Section 4 petitions and section 78 requests under the Drainage Act and proceed as much as reasonably possible with the prescribed time frames, but will defer Meetings to Consider the Report of the Engineer under Section 42 of the Drainage Act until after the Order, O. Reg 73/20 made under the Emergency Management and Civil Protection Act is rescinded or as amended.

CARRIED

Appoint the Engineer for the Keith Drain

**2020.09.12**            **MOVED** by Loveland and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich appoints Spriet Associates to prepare the necessary reports for the drainage request for improvement to the Keith Drain filed by Donald Jesso; and

**THAT** notice of Council's decision to appoint the engineer be sent to the requester, LTVCA, OMAFRA and Spriet Associates.

CARRIED

**PLANNING**

Dutton Dunwich Cultural Heritage Committee – Member Appointments

**2020.09.13**            **MOVED** by Corneil and **SECONDED** by Drouillard **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Municipal Planner titled "Dutton Dunwich Cultural Heritage Committee – Member Appointments", dated April 3, 2020 for information.

CARRIED

**2020.09.14**            **MOVED** by Hentz and **SECONDED** by Drouillard **THAT** the Council of the Municipality of Dutton Dunwich appoints Ron Ross and Blair Ferguson as two (2) new members to the Dutton Dunwich Cultural Heritage Committee.

CARRIED

MDS – Buis Hog Barn

The Mayor reported that a conditional building permit was issued and the property owner invested in the installation of a foundation for their hog barn. The owner is upset that the Building Inspector cautioned them that the conditional permit was for the foundation and not an approval to move forward.

Council expressed their concern that the conditional permit was issued with neighbour concerns to the project on file. Council directed staff that before any future conditional permits are issued a discussion and direction from Council is required.

Council directed staff to seek legal representation and advise.

## **CORRESPONDENCE**

None.

## **CONSENT AGENDA**

### Consent Correspondence

- a) **Lower Thames Valley Conservation Authority** – 2020 Approved Budget
- b) **Ministry of Municipal Affairs and Housing** – Protecting Tenants and Strengthening Community Housing Act
- c) **Norfolk County** – Issues re: the Mapping of Provincially Significant Wetlands (PSWs)
- d) **Karen Vecchio, MP** – Constituency Office Closed for Precautionary Measures Against COVID-9
- e) **Elgin County** – Council Highlights March 10, 2020
- f) **Elgin County** – COVID-19 Media Update March 23, 2020
- g) **Municipal Enforcement Unit** – COVID-19 Enforcement
- h) **Pool & Hot Tub Alliance** – Maintaining Public Aquatic Facilities
- i) **CN Railway** – Discontinuance of Cayuga Line
- j) **Jeff Yurek, MPP** – CN Discontinuance of Cayuga Subdivision

### Committee Reports

- o By-Law Enforcement
- o Community Policing Committee
  - o December 16, 2019 meeting minutes
- o Cultural Heritage Committee
- o Dutton Dunwich Senior's
- o Economic Development Committee
- o Elgin Phragmites Working Group
- o Elgin-St. Thomas Municipal Association
- o Emergency Management
- o Fire Department
- o Healthy Communities Partnership
- o Lower Thames Valley Conservation Authority
- o Occupational Health and Safety
- o Recreation Committee
  - o All Lined Up – Multipurpose pad and COVID-19
- o Shoreline Management Report
- o Source Protection Authority
- o Trans Canada Trail
- o Tri County Committee
- o West Elgin Community Centre Board of Management
  - o March 11, 2020 meeting minutes

**2020.09.15**            **MOVED by Hentz and SECONDED by Loveland THAT the items on the Consent Agenda be approved.**

**CARRIED**

## **CLERK'S REPORT**

### COVID-19 Emergency Status Update

The Clerk presented this report to Council. Council directed staff to keep the Buttermilk Bog open at this time. The Clerk added that the MEU will be patrolling the municipality regularly.

**2020.09.16**            **MOVED by Drouillard and SECONDED by Corneil THAT the Council of the Municipality of Dutton Dunwich receives the report of the Clerk titled "COVID-19 Emergency Status Update", dated April 3, 2020 for information.**

CARRIED

**TREASURER'S REPORT**

Dust Suppressant Supplier

The Treasurer presented this report to Council.

**2020.09.17**            **MOVED** by Hentz and **SECONDED** by Loveland **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled "Dust Suppressant Supplier", dated April 3, 2020 for information.

CARRIED

**2020.09.18**            **MOVED** by Drouillard and **SECONDED** by Corneil **THAT** the Council of the Municipality of Dutton Dunwich approve 552976 Ontario Limited as the supplier of dust suppressant in 2020 at a rate of 0.0515/L.

CARRIED

2020 Capital Projects and Road Operations

The Treasurer presented this report to Council.

**2020.09.19**            **MOVED** by Corneil and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled "2020 Capital Projects and Road Operations", dated April 3, 2020 for information; and  
**THAT** Council approve the purchase of a walk behind mower so that grass cutting for cemeteries can be completed in-house.

CARRIED

Property Tax Penalty Waiver Report

The Treasurer presented this report to Council.

**2020.09.20**            **MOVED** by Loveland and **SECONDED** by Drouillard **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled "Property Tax Penalty Waiver Report", dated April 3, 2020 for information; and  
**THAT** Council approve maintaining the May 31, 2020 due date for the second property tax installment and approve the waiving of penalties on property tax accounts for current year billings until August 31, 2020.

CARRIED

Alternative Work Arrangement and Pandemic Policies

The Treasurer presented this report to Council.

**2020.09.21**            **MOVED** by Drouillard and **SECONDED** by Corneil **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled "Alternative Work Arrangements and Pandemic Policies", dated April 3, 2020 for information.

CARRIED

**2020.09.22**            **MOVED** by Drouillard and **SECONDED** by Corneil **THAT** the Council of the Municipality of Dutton Dunwich approves the living document "Municipal Operations, Goods and Services during a Pandemic Policy – Revision 5", which is fluid, subject to change and driven by circumstance.

**CARRIED**

Wastewater Treatment Plant Expansion

The Treasurer reported that confirmation has been received that provincial and federal grant portion timeframes have been extended due to the current pandemic, however the Municipality will be moving forward with the expansion.

**CLOSED SESSION**

**2020.09.23**            **MOVED** by Drouillard and **SECONDED** by Corneil **THAT** the Council for the Municipality of Dutton Dunwich now moves into a session of the meeting that shall be closed to the public at 2:30 pm, in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c.25 for discussion of the following matters:

- a) Labour relations or employee negotiations – staffing during COVID-19 Pandemic – s.239(2)(d) of the Municipal Act
- b) Personal matter about an identifiable individual – s. 239(2)(b) of the Municipal Act
- c) Personal matter about an identifiable individual – s. 239(2)(b) of the Municipal Act

**CARRIED**

**2020.09.24**            **MOVED** by Hentz and **SECONDED** by Loveland **THAT** the Council for the Municipality of Dutton Dunwich hereby comes out of the closed session of the meeting at 3:13 p.m., and the regular meeting reconvenes.

**CARRIED**

**RISE AND REPORT - OPEN**

**2020.09.25**            **MOVED** by Hentz and **SECONDED** by Loveland **THAT** the Council of the Municipality of Dutton Dunwich adopt the confidential resolution CL 2020-08 moved in the closed session.

**CARRIED**

Labour relations or employee negotiations – staffing during COVID-19 Pandemic

**2020.09.26**            **MOVED** by Corneil and **SECONDED** by Drouillard **THAT** regarding closed session item a) Labour relations or employee negotiations – staffing during COVID-19 Pandemic – s. 239(2)(d) of the Municipal Act, that staff proceed as directed by Council.

**CARRIED**

**2020.09.27**            **MOVED** by Drouillard and **SECONDED** by Corneil **THAT** the Council of the Municipality of Dutton Dunwich approves and adopts the amended policy:

- AW 01-2014 Attendance and Absenteeism Policy

**CARRIED**

Personal matter about an identifiable individual

**2020.09.28**            **MOVED** by Hentz and **SECONDED** by Loveland **THAT** regarding closed session item b) Personal matter about an identifiable individual – s. 239(2)(b) of the Municipal Act, that staff proceed as directed by Council.

**CARRIED**

Personal matter about an identifiable individual

**2020.09.29**            **MOVED** by Corneil and **SECONDED** by Drouillard **THAT** regarding closed session item c) Personal matter about an identifiable individual – s.239(2)(b) of the Municipal Act, that staff proceed as directed by Council.

**CARRIED**

**PROPOSED BY-LAWS**

**2020.09.30**            **MOVED** by Hentz and **SECONDED** by Loveland **THAT** By-Law #2020-25, being a by-law to confirm the proceedings of the Municipal Council of the Municipality of Dutton Dunwich, be read a first, second and third time and passed.

**CARRIED**

**NEXT MEETING SCHEDULE**

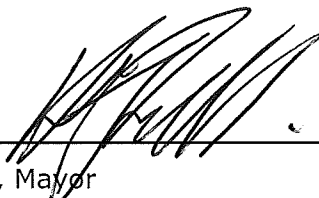
April 8, 2020 – 5:00 p.m. - CANCELLED

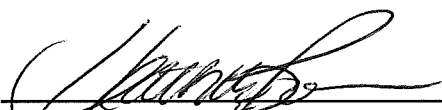
April 22, 2020 – 1:00 p.m.

**ADJOURNMENT**

**2020.09.31**            **MOVED** by Hentz and **SECONDED** by Loveland **THAT** the meeting of the Council of the Municipality of Dutton Dunwich closes at 3:18 p.m.

**CARRIED**

  
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Robert (Bob) Purcell, Mayor

  
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Heather Bouw, Clerk

This document is available in an accessible format or with appropriate communication supports upon request.

