



Municipality of  
**Dutton Dunwich**

**Council Minutes**  
**SPECIAL MEETING #4**  
**Held via Web Conference**  
**199 Currie Road, Dutton, Ontario**  
**April 7, 2020 - 3:30 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**

**2020.10.01**        **MOVED by Drouillard and SECONDED by Corneil THAT the meeting of the Council of the Municipality of Dutton Dunwich opens at 3:35 p.m.**

**CARRIED**

A quorum was present.

**Declaration of Pecuniary Interest**

None declared.

**REVIEW OF ITEMS NOT LISTED ON THE AGENDA**

- a) BUILDING DEPARTMENT – Procedural Changes for Inspections and Permit Issuance

**CLOSED SESSION**

**2020.10.02**        **MOVED by Loveland and SECONDED by Hentz 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 3:37 pm, in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c.25 for discussion of the following matters:**

- a) Advice subject to solicitor-client privilege – Planning – s.239(2)(f) of the Municipal Act

**CARRIED**

**2020.10.03**        **MOVED by Hentz and SECONDED by Drouillard THAT the Council for the Municipality of Dutton Dunwich hereby comes**

out of the closed session of the meeting at 4:09 p.m., and the regular meeting reconvenes.

**CARRIED**

**RISE AND REPORT - OPEN**

Advice that is subject to solicitor-client privilege

**2020.10.04**        **MOVED** by Corneil and **SECONDED** by Loveland **THAT** regarding closed session item Advice that is subject to solicitor-client privilege – Planning – S. 239(2)(f) of the Municipal Act, that Amy Dale of Gunn and Associates proceed as directed by Council.

**CARRIED**

**BUILDING DEPARTMENT**

Procedural Changes for Inspections and Permit Issuance

The Chief Building Official presented their report to Council. Amy Dale of Gunn and Associates stated that other municipalities are using a declaration of understanding as a disclaimer. Council directed staff to use a declaration of understanding as part of the permit process during COVID-19.

**2020.10.05**        **MOVED** by Hentz and **SECONDED** by Loveland **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Chief Building Official titled "Procedural Changes for Inspections and Permit Issuance" dated April 7, 2020 for information.

**CARRIED**

**2020.10.06**        **MOVED** by Drouillard and **SECONDED** by Corneil **THAT** the Council of the Municipality of Dutton Dunwich approves and adopts the Temporary Emergency Procedural Policy "Municipality of Dutton Dunwich – Building Permit Applications and Site Inspections for the Building Department (COVID-19 Period) – April 7, 2020" for the time period of COVID-19 Pandemic.

**CARRIED**

**PROPOSED BY-LAWS**

**2020.10.07**        **MOVED** by Hentz and **SECONDED** by Loveland **THAT** By-Law #2020-27, 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 22, 2020 – 1:00 p.m.

May 13, 2020 – 5:00 p.m.

**ADJOURNMENT**

**2020.10.08**

**MOVED by Corneil and SECONDED by  
Drouillard THAT the meeting of the Council of the Municipality  
of Dutton Dunwich closes at 4:22 p.m.**

**CARRIED**

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Robert (Bob) Purcell, Mayor

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Heather Bouw, Clerk

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