



Municipality of
Dutton Dunwich

Council Minutes
Held at the Council Chambers
199 Currie Road, Dutton, Ontario
June 27, 2018 - 5:00 p.m.

Present: Mayor Cameron McWilliam
Deputy Mayor Bob Purcell
Councillor Ian Fleck
Councillor Mike Hentz
Councillor Dan McKillop
CAO Laurie Spence Bannerman
Treasurer Joe McMillan
Administrative Assistant Kate Morreau

Opening of the Meeting

2018.12.01 MOVED by Hentz SECONDED by Fleck THAT the meeting of the Council of the Municipality of Dutton Dunwich opens at 5:05 p.m.

CARRIED

A quorum was present.

Declaration of Pecuniary Interest

Councillor Dan McKillop declared a pecuniary interest on the agenda – Item 5. a) and b) D.G. Blue Drain Improvement.

Adoption of Minutes

2018.12.02 MOVED by Hentz SECONDED by Fleck THAT the Council of the Municipality of Dutton Dunwich approves the draft minutes of the June 13, 2018 meeting, forwarded to Council Members, and amended as follows:

**Delete the second reference to Councillor Dan McKillop in "attendance," and
Amend the meeting date from August 22 to August 8.**

and the Mayor and CAO/Clerk be authorized to sign same.

CARRIED

Review of Items not Listed on Agenda

1. AMO Conference
2. Closed Session - Legal: Properties

DRAINAGE

Drainage Superintendent's Report – D.G Blue Drain Section 78 – McKillop

The Drainage Superintendent reviewed this report.

The Drainage Superintendent stated this wetland will be a fairly significant area within the Municipality which will benefit the whole community and is a great example of how drainage and the natural habitat can come together.

Section 78 Notice of Request for Drain Improvement – D.G. Blue Drain

2018.12.03 MOVED by Hentz and SECONDED by Fleck THAT the Council of the Municipality of Dutton Dunwich receives the Section 78 Request to improve the D.G. Blue Drain from Dan and Janet McKillop and decides to proceed, and instructs the Clerk to send notice to the Secretary Treasurer of the LTVCA and Dan and Janet McKillop.

CARRIED

GRAHAM SCOTT ENNS

Audit Findings Letter

Robert Foster briefly reviewed the Audit Finding letter – attached to these minutes.

Management Representation Letter

Correspondence from the Municipality to Graham Scott Enns relating to their audit of the financial statements of the Municipality for the year ending December 31, 2017 was provided to Council for information and signature by the CAO/Clerk and Treasurer.

Financial Statements – December 31, 2017

Robert Foster reviewed the draft Financial Statements for the year ending December 31, 2017 – attached to these minutes.

Robert Foster indicated this was a positive and successful audit. There were no major changes in accounting policies, internal controls or deficiencies. A few adjustments were made during the audit period, and with the help of staff the audit was effectively completed. Robert Foster thanked management and staff for the assistance they provided during the audit.

Deputy Mayor Purcell stated he would like to see the Dutton Hydro Reserve, which has been inactive for many years, transferred and applied to recreation initiatives i.e., light standards for the ball diamond and the proposed splash pad which is not quite 100% funded if that was appropriate.

Robert Foster stated that reserves are not as stringent. Council can determine how reserves are utilized, and confirmed it is acceptable to transfer reserves to another purpose if Council chooses to do so.

Mayor McWilliam stated the financial statements were positive and complimented staff in providing a seamless audit with very few issues.

2018.12.04 **MOVED** by Hentz and **SECONDED** by Fleck **THAT** the Council of the Municipality of Dutton Dunwich approves the draft financial statements for 2017 presented by Graham Scott Enns LLP.

CARRIED

CORRESPONDENCE

- **Maple Knoll** Farm – Proposed Wetlands Project
The CAO confirmed a letter was received from Maple Knoll Farm from the McKillops regarding a wetland project.

2018.12.05 **MOVED** by Purcell and **SECONDED** by Fleck **THAT** the Council of the Municipality of Dutton Dunwich receives for information purposes, the correspondence received from Maple Knoll Farm – Dan and Janet McKillop, and their proposed wetland project.

CARRIED

2018.12.06 **MOVED** by Purcell and **SECONDED** by Fleck **THAT** relevant correspondence was reviewed.

CARRIED

TREASURER’S REPORTS

Conversion to LED Lights at Facilities

The Treasurer presented this report to Council.

The Library and Waste Water Plant were initially budgeted for conversion to LEDs, however with the estimated savings and incentives winding down the Treasurer is recommending the Roads Garage and Community Centre be included in the comprehensive on-site lighting audit for future consideration.

2018.12.07 **MOVED** by McKillop and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich approve the signing of a Letter of Intent (LOI) authorizing Conrad Lighting Solutions Inc to perform the comprehensive on-site lighting audit and Investment Grade Audit.

CARRIED

New Horizons for Seniors Grant Update

The Treasurer presented this report to Council.

The Treasurer stated it was initially thought this project could be completed within the threshold of the funding, however this is no longer the case. The Treasurer submitted the grant application, as the deadline for the grant was June 22, and if funding is approved Council can decide how to proceed at that time. Councillor Hentz asked what the funding timeline was. The Treasurer confirmed the funding is for 2019 therefore this project can be considered during 2019 budget deliberations.

2018.12.08 MOVED by Hentz and SECONDED by McKillop THAT the Council of the Municipality of Dutton Dunwich defer approval of funding for the proposed Pickle Ball project to the 2019 Capital Budget deliberations, pending approval of the New Horizons for Seniors Grant application.

CARRIED

OMCCP Grant Update

The Treasurer presented this report to Council. This grant is funded over 4 years and based on communications received and on the recent change in government there isn't a guarantee this funding will continue.

Mayor McWilliam stated that part of the funding was to do a study and design. The Treasurer confirmed that was the intention for this year. Mayor McWilliam suggested the Municipality proceed with the study and design which can be used in the future. If the project does continue under a reduced grant and the design is finalized it would demonstrate work has been completed on this project. Mayor McWilliam asked the Treasurer to follow up to see if this would be acceptable.

It was agreed that the Treasurer contact the new Minister/Ministry in writing to determine the exact funding the Municipality will receive and if the Ministry will honor the original agreement. The Municipality will not proceed with this project until funding clarification is received.

Splash Pad Update

The Director of Public Works circulated preliminary engineering drawings.

The Director of Public Works still needs to consult with the Water Operations Manager, the Recreation Committee and the Public. The drawings will be presented during the Canada Day event. Input received from these consultations can be provided to the engineers for inclusion for a July 20 tender date. A discussion regarding the timeframe to commence construction of the splash pad followed. Historically the cost of construction is more favourable later in the fall.

Deputy Mayor Purcell stated that he did not declare a conflict of interest on this item as no decisions were being made during this discussion.

The Director of Public Works confirmed the splash pad equipment indicated on the drawings were the most popular. However, based on input received from the public there are many options to change any play elements. Additionally, and if the budget permits, the intention is to install a drinking fountain/ hydration station along the pathway.

Light Standards

The Director of Public Works informed Council that he had been approached by a local engineer in regards to a privately owned facility being changed to a subdivision. This facility has many stadium lights available to any interested parties willing to dismantle and move the lights at their own cost. Estimates received to complete this task would

be between \$2,700 and \$3,000 per light standard. There is a need to move quickly therefore the Director of Public Works is looking for direction from Council to see if they are interested in proceeding with obtaining approximately 20 units.

Council gave direction for the Director of Public Work to proceed with surveying the needs in the community and provide an update at the next meeting.

CLOSED SESSION

2018.12.10 **MOVED by Hentz and SECONDED by Fleck 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 5:50 p.m., in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c.25 for discussion of the following matters:**

- i) Legal Matter – Properties**

CARRIED

2018.12.11 **MOVED by Purcell and SECONDED by Fleck THAT the Council for the Municipality of Dutton Dunwich hereby comes out of the closed session of the meeting at 6:00 p.m., and the regular meeting reconvene.**

CARRIED

Proposed By-laws

2018.12.12 **MOVED by Hentz and SECONDED by McKillop THAT By-Law #2018-41, being a by-law to establish a levy for the year 2018, to adopt tax rates for 2018 and to provide for penalty and interest in default of payment and the collection thereof, be read a first, second and third time and passed.**

CARRIED

2018.12.13 **MOVED by Purcell and SECONDED by Hentz THAT By-Law #2018-42, being a by-law to authorize an agreement between the Corporation of the Municipality of Dutton Dunwich and the Township of Malahide to provide services for a GIS/GPS computer-aided mapping system, be read a first, second and third time and passed.**

CARRIED

2018.12.14 **MOVED by Purcell and SECONDED Hentz by THAT By-Law#2018-43, 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

Unfinished Business

None

Announcements

None.

Dates for Future Meetings

July 11, 2018 - Regular Meeting, 5:00 p.m.
August 08, 2018 - Regular Meeting, 5:00 p.m.

Other Business

AMO Conference

2018.12.09 MOVED by Purcell and SECONDED by Fleck THAT the Council of the Municipality of Dutton Dunwich approves Councillor Mike Hentz to attend the AMO conference as the Council Representative.

Elgin County Council Meeting

Councillor McKillop expressed thanks to the Mayor on his position regarding the proposed County courthouse at the last County Council meeting.

The Mayor briefly stated Councillor McKillop was referring to a proposal received by County Council to build a new County courthouse (as the current facility is over capacity) which Mayor McWilliam was not in support of. Mayor McWilliam was hoping with Elect Doug Ford’s platform to identify efficiencies, that the Provincial Court House in St. Thomas, which currently has 4 empty court rooms, could be leased to the County. This option would be a much more affordable alternative. Mayor McWilliam requested the County approach the new government Minister to revisit the option to lease.

Adjournment

2018.12.15 MOVED by Purcell and SECONDED by Hentz THAT the meeting of the Council of the Municipality of Dutton Dunwich closes at 6:07 p.m.

CARRIED

Cameron McWilliam, Mayor

Laurie Spence Bannerman, CAO

THIS DOCUMENT IS AVAILABLE IN ALTERNATIVE FORMATS AND UPON REQUEST.