



Municipality of
Dutton Dunwich

Council Minutes
Held via web conference
199 Currie Road, Dutton, Ontario
February 23, 2022 - 5:00 p.m.

Present:

Mayor Bob Purcell
Deputy Mayor Mike Hentz
Councillor Amarilis Drouillard
Councillor Ken Loveland
CAO/Clerk Heather Bouw
Treasurer Tracy Johnson
Deputy Clerk Tara Kretschmer

Regrets:

Councillor Patricia Corneil

Opening of the Meeting

2022.06.01 MOVED by Hentz and SECONDED by Drouillard THAT the meeting of the Council of the Municipality of Dutton Dunwich opens at 5:00p.m.

**Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes**

CARRIED

A quorum was present.

Declaration of Pecuniary Interest

None declared.

Adoption of Minutes

2022.06.02 MOVED by Drouillard and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich approves the draft minutes of the February 9, 2022 regular meeting and February 14, 2022 special meeting forwarded to Council Members, and the Mayor and the CAO/Clerk are authorized to sign same.

**Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes**

CARRIED

REVIEW OF ITEMS NOT LISTED ON AGENDA

- a) CAO/CLERK'S REPORT – Building Department – Deputy CBO Position
- b) By-law #2022-29 Appoint a Deputy Chief Building Official

PUBLIC MEETING – Proposed Zoning By-law

2022.06.03 MOVED by Loveland and SECONDED by Hentz THAT the public meeting for the proposed Zoning By-law for the Municipality of Dutton Dunwich opens at 5:03 p.m.

**Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes**

CARRIED

The Mayor stated that this is public meeting as required by section 34 of the Planning Act to afford any person an opportunity to make representation with respect to a proposed new zoning by-law, dated January 12, 2022 for the Municipality of Dutton Dunwich.

The Mayor asked if any Member of Council had a disclosure of interest concerning the proposals. There were none from Council.

The Mayor asked the CAO/Clerk what method of notice and when was the notice given to the public for this meeting. The CAO/Clerk replied that a notice appeared in the local newspaper on January 20, 2022 and January 27, 2022 and notices were emailed to Council, staff, commenting agencies, and key stakeholders. Notices were also shared on the municipal website and on municipal social media. Copies of the document were also provided upon request. An informal open house was also held on February 16, 2022.

The Planner presented the proposed Zoning By-law.

The Mayor asked the CAO/Clerk if any comments were received from staff. The CAO/Clerk replied that yes, and they will be attached to the Planner's report at a future Council meeting. The Mayor then asked the CAO/Clerk if any written submissions were received for this proposal. The CAO/Clerk replied yes, and they will be attached to the Planner's report at a future Council meeting.

The Mayor stated that before he opens the floor to questions from the public, please be advised if any person from the public wishes to receive further information on the action of Council regarding the passing of a by-law on the proposed new Zoning By-law, please ensure that they leave their name, address and postal code with the CAO/Clerk prior to leaving the meeting.

Rob Read stated that section 4.53 states that the maximum size of ARUs is 40% of the primary dwelling. That would only be about 600sq ft for an average home of 1500sq ft which is small. He suggested that the maximum size be increased to 70-75% of the primary dwelling, or that two maximum sizes be set, one for rural properties and one for urban properties. Rob Read continued that section 4.16 relates to trailers and motorhomes and that they shall not be occupied more than 60 days in the year. He has an interest in agri-tourism on his property and inquired about the restrictions this would impose. This issue could also be addressed with a site-specific amendment.

Marjorie Dunphy expressed her concern that Duttona is blanketed as LSR and that the entire area is designated hazardous. Her home was sold to her as residential and was not told it was seasonal and does not feel that the area should be limited service based on her observations year-round.

Andy Ransom commented at the open house that the ARU maximum size should be larger, and residents should be able to use shipping containers as residential units. Think there should be something in the by-law to allow for temporary housing and alternative septic units.

The Mayor asked if Council members or any member from the public have any further questions. There were none from Council or the public. The Planner added that the ARUs

are new and a 40% maximum was chosen in line with neighbouring municipalities. She noted that Schedule 1 map F for Duttona has not changed since the original document in 2004. The LTVCA bases their designation on the studies of the hazards.

The Mayor then continued, if there are no further questions please be advised that any person wishing further information on the actions of Council regarding the passing of a by-law on the proposed amendment, should leave their name, address and postal code with the CAO/Clerk prior to leaving the meeting. If you are not the applicant, you should request a copy of the decision since it may be appealed to the Ontario Land Tribunal by the applicant or another member of the public. No decision is being made at this meeting. The Planner will be summarizing all comments received to date and will bring a report to a future Council meeting for direction.

2022.06.04 MOVED by Hentz and SECONDED by Drouillard THAT the public meeting for the proposed Zoning By-law for the Municipality of Dutton Dunwich closes at 5:34 p.m.

Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes

CARRIED

CORRESPONDENCE

a) **City of Brantford** – Addressing the Revolving Door of Justice

2022.06.05 MOVED by Drouillard and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich supports the resolution from the City of Brantford insisting that steps be taken immediately by the government to:

- (i) Provide additional judicial resources dedicated to allow for matters to move as expeditiously through the court system as possible;
- (ii) Provide such additional space and/or technological resources for the local court to ensure there is adequate space and technological resources to most efficiently address the significant local caseload and consequently decrease the time a matter takes to be fully resolved; and
- (iii) Dedicate the required resources to collect the forfeited surety monies and reinvest that money back into the provincial judicial system.

AND THAT a copy of this resolution be forwarded to Karen Vecchio, MP and the City of Brantford.

Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes

CARRIED

2022.06.06 MOVED by Loveland and SECONDED Hentz THAT relevant correspondence was reviewed.

Corneil –
Drouillard – yes
Loveland – yes

Hentz – yes
Purcell - yes

CARRIED

CONSENT AGENDA

Consent Correspondence

- a) **Elgin County** – County Council Highlights February 8, 2022
- b) **Independent Resolutions Inc** – A Caution Regarding Emails
- c) **Statistics Canada** – The 2021 Census Data are Here! Discover the Latest Population and Dwelling Counts
- d) **Town of Georgina** – Plastic Pollution and Litter
- e) **Karen Vecchio, MP** – Municipality of Dutton Dunwich Application to the Green Infrastructure Stream of the ICIP
- f) **Ministry of Northern Development, Mines, Natural Resources and Forestry** – LDD moth (previously referred to as gypsy moth)

2022.06.07 MOVED by Hentz and SECONDED by Drouillard THAT the items on the Consent Agenda be approved.

Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes

CARRIED

CAO/CLERK'S REPORT

Building Department – Deputy CBO Position

The CAO/Clerk presented this report to Council.

2022.06.08 MOVED by Drouillard and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the CAO/Clerk titled "Building Department – Deputy CBO Position", dated February 23, 2022 for information; and

THAT Council adopt By-law #2022-29 being a by-law to appoint Lee Holling as Deputy Chief Building Official.

Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes

CARRIED

TREASURER'S REPORT

2021 Borrowing

The Treasurer presented this report to Council.

2022.06.09 MOVED by Drouillard and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled "2021 Borrowing", dated February 23, 2022 for information; and

THAT Council approve the borrowing for 2021 capital projects totaling \$391,252 and authorize the loan from TD Commercial banking at a rate of 3.07%.

**Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes**

CARRIED

2022 Municipal Grant Requests

The Treasurer presented this report to Council.

2022.06.10 MOVED by Loveland and SECONDED by Hentz THAT the Council of the Municipality of Dutton Dunwich receives the report if the Treasurer titled “2022 Municipal Grant Requests”, dated February 23, 2022 for information.

**Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes**

CARRIED

2022 User Fee By-law Update

The Treasurer presented this report to Council.

2022.06.11 MOVED by Hentz and SECONDED by Drouillard THAT the Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled “2022 User Fee Bylaw Update”, dated February 23, 2022 for information; and

THAT Council approve the proposed changes to user fees as outlined.

**Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes**

CARRIED

2022 Draft Budget Presentation

The Treasurer presented the 2022 Draft Budget Presentation. Councillor Drouillard inquired about reduced rental rates for community organizations. Staff will review this request.

2022.06.12 MOVED by Drouillard and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich approves the 2022 tax levy of \$4,730,310 and set the general residential tax rate for 2022 at 0.00842365, which is a n increase of 0.0002 from 2021; and

THAT Council approves the capital budget in the amount of \$911,500 and approve the recommendations to move the Public Works salt shed and South Dunwich Hall flooring to 2023.

Corneil –

Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes

CARRIED

EXECUTIVE ASSISTANT'S REPORT

Municipal Projects – Monthly Status Report

2022.06.13 **MOVED** by Loveland and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Executive Assistant titled “Municipal Project Updates – February 2022”, dated February 23, 2022 for information.

Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes

CARRIED

Temporary Use of Masks in a Non-Health Care Workplace Policy

2022.06.14 **MOVED** by Hentz and **SECONDED** by Drouillard **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Executive Assistant titled “Temporary Use of Masks in a Non-Health Care Workplace”, dated February 23, 2022 for information; and

THAT Council adopt the amended policy A 31-2020 – Temporary Use of Masks in a Non-Health Care Workplace Policy; and

THAT Council approve Administration to treat this Policy as a “Living Document” thereby permitting any further changes be made as needed, ensuring any revisions are recorded in the Revision History section within the Policy.

Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes

CARRIED

Sick Leave Policy – Updated

2022.06.15 **MOVED** by Drouillard and **SECONDED** by Loveland **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Executive Assistant titled “Sick Leave Policy – updated”, dated February 23, 2022 for information; and

THAT Council adopt the amended policy AW 19-2019 – Sick Leave Policy.

Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes

CARRIED

Vaccination and Rapid Testing Policy – Updated

2022.06.16 MOVED by Loveland and SECONDED by Hentz THAT the Council of the Municipality of Dutton Dunwich receives the report of the Executive Assistant titled “Vaccination and Rapid Testing Policy – Updated”, dated February 23, 2022 for information; and

THAT Council adopt the updated policy A 37-2021 – Vaccination and Rapid Testing Policy.

Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes

CARRIED

UNFINISHED BUSINESS

COVID-19 Pandemic

2022.06.17 MOVED by NAME and SECONDED by NAME THAT the Council of the Municipality of Dutton Dunwich receives the following MECG meeting minutes for the COVID-19 Pandemic for information:

MECG Meeting #44 minutes – February 3, 2022
MECG Meeting #45 minutes – February 15, 2022

Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes

CARRIED

NEW BUSINESS

The CAO/Clerk reported that the Building Committee requested that the municipal office renovation plan be shared with staff. The FYI Doctors office space at the medical centre is being investigated as a space for Service Ontario to move to. The time-line for approval from the Province is 4-8 weeks.

ANNOUNCEMENTS

None.

PROPOSED BY-LAWS

2022.06.18 MOVED by Drouillard and SECONDED by Loveland THAT By-law #2022-26, being a by-law to establish various fees and tariffs for services provided by the Municipality of Dutton Dunwich be read a first, second and third time and passed.

Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes

CARRIED

2022.06.19 MOVED by Loveland and **SECONDED** by Hentz THAT By-law #2022-27, being a by-law to authorize a hold harmless and indemnity agreement for winter maintenance in the Lila North subdivision between the Corporation of the Municipality of Dutton Dunwich and 2689442 Ontario Inc. be read a first, second and third time and passed.

Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes

CARRIED

2022.06.20 MOVED by Loveland and **SECONDED** by Hentz THAT By-Law #2022-29, being a by-law to appoint a Deputy Chief Building Official (DCBO), be read a first, second and third time and passed.

Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes

CARRIED

2022.06.21 MOVED by Loveland and **SECONDED** by Hentz THAT By-Law #2022-28, 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.

Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes

CARRIED

NEXT MEETING SCHEDULE

March 13, 2022 – 5:00 p.m.

March 27, 2022 – 5:00 p.m.

ADJOURNMENT

2022.06.22 MOVED by Drouillard and **SECONDED** by Loveland THAT the meeting of the Council of the Municipality of Dutton Dunwich closes at 6:24 p.m.

Corneil –
Drouillard – yes
Loveland – yes
Hentz – yes
Purcell - yes

CARRIED

Robert (Bob) Purcell, Mayor

Heather Bouw, CAO/Clerk

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