



Municipality of
Dutton Dunwich

Council Minutes
Held via web conference
199 Currie Road, Dutton, Ontario
October 14, 2020 - 5:00 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
Recreation and Administrative Assistant Jenn Babcock

Opening of the Meeting

2020.22.01 **MOVED by Hentz and SECONDED by Loveland THAT the meeting of the Council of the Municipality of Dutton Dunwich opens at 5:02p.m.**

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

A quorum was present.

Declaration of Pecuniary Interest

Councillor Corneil declared a pecuniary interest for agenda item 11.g) Application for Severance, 29357 Talbot Line – Peter and Sarah Littlejohn due to familial relationship.

Deputy Mayor Hentz declared a pecuniary interest for agenda item 11.g) Application for Severance, 29357 Talbot Line – Peter and Sarah Littlejohn due to familial relationship.

Adoption of Minutes

2019.11.02 **MOVED by Corneil and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich approves the draft minutes of the September 23, 2020 meeting forwarded to Council Members, and the Mayor and the Clerk are authorized to sign same.**

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

REVIEW OF ITEMS NOT LISTED ON AGENDA

a) No items.

PUBLIC WORKS DEPT

Public Works Monthly Report

2020.22.03 **MOVED** by Drouillard and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Manager of Roads and Facilities titled "Public Works Monthly Report – Sept 2020", dated October 14, 2020 for information.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

Winter Maintenance and Operations 2020-2021

2020.22.04 **MOVED** by Loveland and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich approves the Public Works "Winter Operations Planning Document for the Municipality of Dutton Dunwich Winter Season 2020-2021", for information.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

Duttona Speed Limit Report

The Manager of Roads and Facilities presented this report to Council.

2020.22.05 **MOVED** by Corneil and **SECONDED** by Drouillard **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Manager of Roads and Facilities titled "Duttona Speed Limit", dated October 14, 2020 for information; and

THAT Council pass a by-law to change the speed limit in Duttona from the current 40km/h to 30km/h and install "Hidden Driveway" signage.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

Highland Estates Subdivision Winter Maintenance Report

The Manager of Roads and Facilities presented this report to Council.

2020.22.06 **MOVED** by Hentz and **SECONDED** by Corneil **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the

Manager of Roads and Facilities titled "Highland Estates Subdivision Winter Maintenance", dated October 14, 2020 for information; and

THAT the Municipality of Dutton Dunwich enter into an agreement with Amjen Realty Inc. to provide snowplowing services for Highland Estates Subdivision (Leitch Street) from November 15, 2020 – April 15, 2020.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

WATER DEPARTMENT

Water Operations Manager's Monthly Report

2020.22.07 **MOVED** by Loveland 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 – September 2020", dated October 14, 2020 for information.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

Monthly Safety Meeting Minutes

2020.22.08 **MOVED** by Drouillard and **SECONDED** by Corneil THAT the Council of the Municipality of Dutton Dunwich receives the "Water Department Safety Meeting Minutes", dated September 8, 2020 for information.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

WASTEWATER DEPARTMENT

Wastewater Operator Monthly Report

2020.22.09 **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 – September 2020", dated October 14, 2020 for information.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

BUILDING DEPT

Monthly Building Activity Report

2020.22.10 **MOVED** by Corneil and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Chief Building Official titled "Building Activity Report – September 2020", dated October 14, 2020 for information.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

FIRE DEPARTMENT

Fire Chief's Monthly Report

2020.22.11 **MOVED** by Hentz and **SECONDED** by Loveland **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Fire Chief titled "Monthly Report – September 2020", dated October 14, 2020 for information.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

DRAINAGE DEPARTMENT

Drainage Superintendent's Monthly Report

2020.22.12 **MOVED** by Drouillard and **SECONDED** by Corneil **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Drainage Superintendent titled "Monthly Activity Report for September 2020", dated October 14, 2020 for information.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

A.D. McFarlane Drain Tender Results

The Drainage Superintendent presented this report to Council.

2020.22.13 **MOVED** by Loveland and **SECONDED** by Corneil **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Drainage Superintendent titled "A.D. McFarlane Drain Tender Results", dated October 14, 2020 for information; and

THAT Council award VanBree Drainage and Bulldozing Ltd. the contract for the construction of the A.D. McFarlane Drain in the amount of \$75,400.00 plus HST; and

FURTHER THAT Council instructs the Mayor and Clerk to sign the contract and forward a copy to the contractor.

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

CARRIED

C. McCallum Drain Tender Results

The Drainage Superintendent presented this report to Council.

2020.22.14 MOVED by Hentz and SECONDED by Drouillard THAT the Council of the Municipality of Dutton Dunwich receives the report of the Drainage Superintendent titled “C. McCallum Drain Tender Results”, dated October 14, 2020 for information; and

THAT Council award 1162900 Ontario Inc. the contract for the construction of the C. McCallum Drain in the amount of \$26,000.00 plus HST; and

FURTHER THAT Council instructs the Mayor and Clerk to sign the contract and forward a signed copy to the contractor.

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

CARRIED

Cameron-Graham Drain South Tender Results

The Drainage Superintendent presented this report to Council.

2020.22.15 MOVED by Corneil and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the Drainage Superintendent titled “Cameron-Graham Drain South Tender Results”, dated October 14, 2020 for information; and

THAT Council award A.G. Hayter Contracting Ltd. the contract for the construction of the Cameron-Graham Drain South in the amount of \$198,613.00 plus HST; and

FURTHER THAT Council instructs the Mayor and Clerk to sign the contract and forward a signed copy of the contractor.

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

CARRIED

Hamilton Drain Tender Results

The Drainage Superintendent presented this report to Council.

2020.22.16 **MOVED** by Hentz and **SECONDED** by Drouillard **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Drainage Superintendent titled "Hamilton Drain tender Results", dated October 14, 2020 for information; and

THAT Council award Timmermans Farm Drainage the contract for the construction of the Hamilton Drain in the amount of \$61,760.00 plus HST; and

FURTHER THAT Council instructs the Mayor and Clerk to sign the contract and forward a signed copy to the contractor.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

McCann-McWilliam Drain Tender Results

The Drainage Superintendent presented this report to Council.

2020.22.17 **MOVED** by Hentz and **SECONDED** by Loveland **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Drainage Superintendent titled "McCann-McWilliam Drain Tender Results", dated October 14, 2020 for information; and

THAT Council award 1162900 Ontario Inc. the contract for the construction of the McCann-McWilliam Drain in the amount of \$5200.00 plus HST; and

FURTHER THAT Council instructs the Mayor and Clerk to sign the contract and forward a signed copy to the contractor.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

Appoint the Engineer – Bennett Drain

2020.22.18 **MOVED** by Corneil and **SECONDED** by Loveland **THAT** the Council of the Municipality of Dutton Dunwich appoints Spriet Associates to prepare the necessary report for the drainage petition for a stormwater management pond at the Bennett Drain filed by Brokenshire Farms and 2689442 Ontario Inc.; and

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

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

Receive the Drainage Petition under Section 4(1)(c) – Public Works Department

2020.22.19 **MOVED by Drouillard and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives and decides to proceed with the Section 4(1)(c) petition under the Drainage Act submitted by the Dutton Dunwich Public Works Department; and**

THAT the petitioners be notified of Council’s decisions to proceed and that an Engineer will be appointed under the appropriate section of the Drainage Act after the 30 day time period from the notice of Council’s decision to proceed was sent to the LTVCA and OMAFRA has passed.

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

CARRIED

PLANNING

ZBA #14/20 – 29913 Chalmers Line – Pioneer Hay Sales Ltd.

2020.22.20 **MOVED by Drouillard and SECONDED by Hentz THAT the Public Meeting to consider Zoning By-law Amendment File No. ZBA 14/20, filed by Pioneer Hay Sales Ltd., for 29913 Chalmers Line, Municipality of Dutton Dunwich, opens at 5:30 p.m.**

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

CARRIED

The Mayor stated that this is a public meeting as required by Section 34(12) of the Planning Act to afford any person an opportunity to make representation with respect to a proposed zoning by-law amendment to rezone the subject lands from Agricultural (A1) Zone to Special Rural Residential (RS) Zone to permit non-farm residential uses and to Site Specific Special Agricultural (A2-20) Zone to prohibit residential use on any retained parcel of farmland created by the consent to sever and permit relief to reduce the minimum farm size from the required 20ha to the proposed 19.54ha, legally described as Concession 4, Part Lot 14, and locally known as 29913 Chalmers Line, Municipality of Dutton Dunwich.

The Mayor inquired if any member of Council had a disclosure of interest concerning the proposal. There were no disclosures of interest.

The Mayor asked what method of notice and when was the notice given to the public for this meeting. The Clerk responded that a sign was posted on the subject property September 21, 2020 and notices were mailed to property owners within 120 metres of the subject property on September 16, 2020.

The Planner presented this report to Council.

The Mayor inquired any comments were received from staff. The Clerk responded that yes, the comments were attached to the Planner’s report. The Mayor inquired if the Clerk received any written submissions on this application. The Clerk responded that yes, they are attached to the Planner’s report.

The Mayor advised that 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 amendment, to please ensure that they leave their name, address and postal code with the Clerk prior to leaving the meeting. They Mayor then asked if there were any questions from Council members or any member of the public. No members of the public were present for this public meeting. There were no questions from Council.

The Mayor stated again that if there were 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, that they should leave their name, address and postal code with the Clerk prior to leaving the meeting. If they are not the applicant they should request a copy of the decision since it may be appealed to the local planning appeal tribunal by the applicant or another member of the public.

2020.22.21 **MOVED by Loveland and SECONDED by Hentz THAT the Council of the Municipality of Dutton Dunwich receives the report of the Planner titled "Application for Zoning By-law Amendment ZBA 14/20 – Concession 4, Part Lot 14, 29913 Chalmers Line, Municipality of Dutton Dunwich – Pioneer Hay Sales Ltd.", dated October 14, 2020 for information; and**

THAT Council approves Zoning By-law Amendment ZBA 14/20, for property located at 29913 Chalmers Line, from Agricultural (A1) Zone to Special Rural Residential (RS) Zone and Special Agricultural (A2-20) Zone, in accordance with site-specific by-law #2020-70.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

2020.22.22 **MOVED by Drouillard and SECONDED by Hentz THAT the Public Meeting to consider Zoning By-law Amendment File No. ZBA 14/20, filed by Pioneer Hay Sales Ltd., for 29913 Chalmers Line, Municipality of Dutton Dunwich, closes at 5:38 p.m. and the regular meeting reconvenes.**

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

Committee of Adjustments

2020.22.23 **MOVED by Loveland and SECONDED by Hentz THAT the regular meeting end to sit as a Committee of Adjustments hearing to hear Application File No. MV #03/20, filed by Ian and Krista Chinnery at 5:40 p.m.**

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

2020.22.24 **MOVED by Loveland and SECONDED by Hentz THAT the regular meeting reconvenes at 5:51 p.m.**

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

Dutton Dunwich Official Plan Five Year Comprehensive Review – Revised Draft Document and Public Consultation Launch

The Planner presented this report to Council.

2020.22.25 **MOVED by Hentz and SECONDED by Corneil THAT the Council of the Municipality of Dutton Dunwich receives the report of the Planner titled “Dutton Dunwich Official Plan Five Year Comprehensive Review – Revised Draft Document and Public Consultation Launch”, dated October 14, 2020 for information; and**

THAT Council direct staff to proceed with Public Consultation in order to engage community and stakeholder feedback; and

THAT Council direct staff to schedule the required Open Houses and Public Meeting as set out in the above mentioned report.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

Application for Severance – Concession 11, Part of Lot 18, V/L Fingal Line/Bradt Road (E33/20), Municipality of Dutton Dunwich – Denis Zettler

The Planner presented this report to Council.

2020.22.26 **MOVED by Loveland and SECONDED by Drouillard THAT the Council of the Municipality of Dutton Dunwich receives the report of the Planner titled “Application for Severance – Concession 11, Part of Lot 18, V/L Fingal Line/Bradt Road (E33/20), Municipality of Dutton Dunwich – Denis Zettler”, dated October 14, 2020 for information.**

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

2020.22.27 **MOVED by Hentz and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich recommends approval to the Land Division Committee of the County of Elgin for proposed severance application E33/20 for Concession 11, Part of Lot 18, V/L Fingal Line/Bradt Road, Municipality of Dutton Dunwich, provided the following conditions are included:**

- a) That taxes are to be paid in full;
- b) That two (2) hard copies and one (1) PDF copy of the registered survey has been provided to the Municipality;
- c) That the ownership of Bradt Road be confirmed to the satisfaction of the Municipality of Dutton Dunwich;
- d) That all Dutton Dunwich planning applications fees, set out in the Fees By-law, be paid to the Municipality; and
- e) That the solicitor provides an undertaking that a copy of the registered deed for the severed parcel once the transaction has occurred will be provided to the Municipality.

Corneil – Yes
 Loveland – Yes
 Drouillard – Yes
 Hentz – Yes
 Purcell - Yes

CARRIED

Application for Severance – Concession 5 South of A, Lot 8, 28548 Thomson Line (E38/20), Municipality of Dutton Dunwich – Steve Ford

The Planner presented this report to Council.

2020.22.28 **MOVED** by Corneil and **SECONDED** by Loveland **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Planner titled “Application for severance – Concession 5 South of A, Lot 8, 28548 Thomson Line (E38/20), Municipality of Dutton Dunwich – Steve Ford”, dated October 14, 2020 for information.

Corneil – Yes
 Loveland – Yes
 Drouillard – Yes
 Hentz – Yes
 Purcell - Yes

CARRIED

2020.22.29 **MOVED** by Drouillard and **SECONDED** by Corneil **THAT** the Council of the Municipality of Dutton Dunwich recommends approval to the Land Division Committee of the County of Elgin for proposed severance application E38/20 for Concession 5 South of A, Lot 8, 28548 Thomson Line, Municipality of Dutton Dunwich, provided the following conditions are included:

- a) That a Zoning By-law Amendment is in force and effect for the severed and retained parcels;
- b) That a septic system review for the severed parcel has been completed;
- c) That municipal drain re-apportionments have been completed;
- d) That a mutual drainage agreement (under Section 2 of the Drainage Act) has been provided to provide a legal drainage outlet for the newly created residential lot;
- e) That two (2) hard copies and one (1) digital copy of the registered survey have been provided to the Municipality;
- f) That taxes are to be paid in full;
- g) That all Dutton Dunwich planning applications fees, set out in the Fees By-law, be paid to the Municipality; and
- h) That the solicitor provides an undertaking that a copy of the registered deed for the severed parcel once the transaction has occurred will be provided to the Municipality.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

Application for Severance – Concession 6, South ½ of Lot 17, 30734 Silver Clay Line (E40/20), Municipality of Dutton Dunwich – Argyle Farms Brookwood Inc. and Argyle Hills Inc.

The Planner presented this report to Council.

2020.22.30 **MOVED** by Hentz and **SECONDED** by Drouillard **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Planner titled “Application for Severance – Concession 6, South ½ of Lot 17, 30734 Silver Clay Line (E40/20), Municipality of Dutton Dunwich – Argyle Farms Brookwood Inc, and Argyle Hills Inc.”, dated October 14, 2020 for information.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

2020.22.31 **MOVED** by Corneil and **SECONDED** by Loveland **THAT** the Council of the Municipality of Dutton Dunwich recommends approval to the Land Division Committee of the County of Elgin for proposed severance application E40/20 for Concession 6, South ½ of Lot 17, 30734 Silver Clay Line, Municipality of Dutton Dunwich, provided the following conditions are included:

- a) That a Zoning By-law Amendment is in force and effect for the severed and retained parcels;
- b) That a septic system review for the severed parcel has been completed;
- c) That municipal drain re-apportionments have been completed;
- d) That a mutual drainage agreement (under Section 2 of the Drainage Act) has been provided to provide a legal drainage outlet for the newly created residential lot;
- e) That two (2) hard copies and one (1) digital copy of the registered survey have been provided to the Municipality;
- f) That taxes are to be paid in full;
- g) That all Dutton Dunwich planning applications fees, set out in the Fees By-law, be paid to the Municipality; and
- h) That the solicitor provides an undertaking that a copy of the registered deed for the severed parcel once the transaction has occurred will be provided to the Municipality.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

Application for Severance – Concession 8, Part of Lot 11 and 12, 29357 Talbot Line (E41/20), Municipality of Dutton Dunwich – Peter and Sarah Littlejohn

The Planner presented this report to Council. Joe Hentz, solicitor for the applicant, attended the meeting. Councillor Loveland inquired about the MDS requirements and access to the barn on the property. He then inquired if it should be removed. The Planner explained that hydro and water could be removed so that it is incapable of holding livestock therefore it would not need to meet MDS requirements. Mr. Hentz explained that there are 2 entrances to the property and that his clients were agreeable to remove the barn from the property and be added to the list of conditions within the resolution.

2020.22.32 **MOVED by Drouillard and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the Planner titled “Application for Severance – Concession 8, Part Lot 11 and 12, 29357 Talbot Line (E41/20), Municipality of Dutton Dunwich – Peter and Sarah Littlejohn”, dated October 14, 2020 for information.**

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

2020.22.33 **MOVED by Loveland and SECONDED by Drouillard THAT the Council of the Municipality of Dutton Dunwich recommends approval to the Land Division Committee of the County of Elgin for proposed severance application E41/20 for Concession 8, Part of Lot 11 and 12, 29357 Talbot Line, Municipality of Dutton Dunwich, provided the following conditions are included:**

- a) That a Zoning By-law Amendment is in force and effect for the severed and retained parcels;
- b) That septic system review for the severed parcel has been completed;
- c) That municipal drain re-apportionments have been completed;
- d) That a mutual drainage agreement (under Section 2 of the Drainage Act) has been provided to provide a legal drainage outlet for the newly created residential lot;
- e) That the location of the water connection ne confirmed;
- f) That an Environmental Impact Assessment be conducted to the satisfaction of the Municipality in consultation with the Lower Thames Valley Conservation Authority;
- g) That approval is received from the Lower Thames Valley Conservation Authority;
- h) That two (2) hard copies and one (1) digital copy of the registered survey have been provided to the Municipality;
- i) That taxes are to be paid in full;
- j) That all Dutton Dunwich planning applications fees, set out in the Fees By-law be paid to the Municipality;
- k) That the solicitor provides an undertaking that a copy of the registered deed for the severed parcel once the transaction has occurred will be provided to the Municipality; and
- l) That the barn on the retained parcel be demolished.

Corneil – Yes
Loveland – Yes
Drouillard – Yes

Hentz – Yes
Purcell - Yes

CARRIED

DELEGATION – Christine Gibson – 6:15 p.m.

Christine Gibson attended the meeting and explained that there was an incident where a child fell on her property and was nipped by her dog. Her dog has been quarantined and she would like to keep possession of her dog. Ms. Gibson stated that at the time of the incident the dog was tied up on the back deck behind the garage and that the child was trespassing, as they had come around the side of the home. She added that she is not against the fine but is asking Council if she can keep her dog.

Councillor Corneil inquired if the dog was on a leash on Ms. Gibson's property, to which she replied yes. Councillor Corneil asked if this was a grandchild that was bit. Ms. Gibson replied that it was a friend of her grandchild and that she had gone to the hospital when it happened, but the child ran around the side of the house and the dog freaked. Councillor Corneil then asked if there have been any incidents with her grandchildren to which Ms. Gibson replied never.

DELEGATION – Dave Igras – Iona Park – 6:30 p.m.

Dave Igras attended the meeting and expressed his concern for the lack of transparency with the process which Council has approved to make decisions on the playground project in Iona. He stated that information had not been officially communicated to all residents in Iona.

Mr. Igras stated that Council received a delegation requesting a park, after that a committee was established, the committee then met and sourced funding for the park and that a door-to-door letter was delivered and also posted on the municipal website and local newspaper. Mr. Igras indicated that he felt left out of this process as he did not receive this letter to his door or any other notification of what had transpired. He expressed his concern that only residents in favour of the project received notification. Mr. Igras then inquired how the Committee was selected and added that if there was a vacancy on the Committee he would like to join. He added that all residents should have been allowed to give their input.

Mr. Igras was notified that staff will get direction from Council and that he would be notified regarding his concerns.

Lower Thames Valley Conservation Authority – Draft Budget

Mark Peacock, CAO presented the 2021 Draft Budget (attached to these minutes) to Council. A 1% levy increase is recommended for the 2021 Budget. There were no questions from Council. Mr. Peacock added that the Lower Thames Valley Conservation Authority is looking to extend the cover crop program to Dutton Dunwich next year.

Andrew Henry – Lake Huron/Elgin Area Water Supply System

Andrew Henry, Director of Regional Water, Lake Huron & Elgin Area Water Systems presented Municipal Service Boards, Municipal Corporations and the Lake Huron/Elgin Area Water Supply Systems to Council. Mr. Henry Explained that there are 3 options moving forward: "status quo", consideration of a Municipal Services Board, or consideration of a Municipal Services Corporation. There were no questions from Council.

2020.22.34 MOVED by Loveland and SECONDED by Hentz THAT the Council of the Municipality of Dutton Dunwich receive the presentation regarding Municipality Services Boards, Municipal Services Corporations and the Lake Huron/Elgin Area Water Supply Systems for information; and

THAT Council appoints Councillor, Trish Corneil as authorized representative of the Municipality of Dutton Dunwich to the Municipal Services Board/Corporation Steering Committee; and

THAT the appointed representative communicate the progress of the Steering Committee with Council.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

CORRESPONDENCE

- a) **Ministry of Municipal Affairs and Housing** – Parkland Dedication, Development Charges and the Community Benefits Charges Authority

2020.22.35 **MOVED** by Corneil and **SECONDED** by Loveland THAT correspondence item 16.a) from the Ministry of Municipal Affairs and Housing be received and filed.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

- b) **Debbie France** – Stop Illicit Cannabis Grow Operations

2020.22.36 **MOVED** by Hentz and **SECONDED** by Corneil THAT the Council of the Municipality of Dutton Dunwich supports correspondence from Debbie France requesting that the Provincial and Federal governments place illicit cannabis grow-ops at the top of the “must urgently fix” list and to develop a standardized and enforceable solution; and

THAT a copy of this resolution be forwarded to Jeff Yurek, MPP, Karen Vecchio, MP and Debbie France.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

- c) **Town of Amherstburg** – AODA Website Compliance Extension Request

2020.22.37 **MOVED** by Loveland and **SECONDED** by Hentz WHEREAS Section 14(4) of O. Reg 191/11 under the Accessibility for Ontarians with Disabilities Act requires designated public sector organizations to conform to WCAG 2.0 Level AA by January 1, 2021; and

WHEREAS the Municipality remains committed to the provision of accessible goods and services; and

THAT the Council of the Municipality of Dutton Dunwich supports the resolution by the Town of Amherstburg requesting the Province of Ontario extend the compliance deadline stated in Section 14(4) of O.

Reg 191/11 to require designated public sector organizations to meet the compliance standards, by a minimum of one (1) year to at least January 1, 2022, and to consider providing funding support and training resources to meet these compliance standards; and

THAT a copy of this resolution be forwarded to Jeff Yurek, MPP, Karen Vecchio, MP and the Town of Amherstburg.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

- d) Town of Amherstburg – Request for Consideration of Amendments to Bill 108 re. The Ontario Heritage Act

2020.22.38 **MOVED** by Drouillard and **SECONDED** by Loveland **THAT** correspondence item 16.d) from the Town of Amherstburg be received and filed.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

- e) Wallacetown Agricultural Society – Request for Rental Waiver for Drive Thru Chicken BBQ Fundraiser October 3, 2020

2020.22.39 **MOVED** by Hentz and **SECONDED** by Corneil **THAT** the Council of the Municipality of Dutton Dunwich approves the request of the Wallacetown Agricultural Society to waive the rental fee of the Dutton Dunwich Community Centre for the Drive Thru Chicken BBQ held on October 2, 2020 in the amount of \$310.00 + HST.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

- f) Ministry of Municipal Affairs and Housing – Safe Restart Agreement

2020.22.40 **MOVED** by Loveland and **SECONDED** by Drouillard **THAT** correspondence item 16.f) from the Ministry of Municipal Affairs and Housing be received and filed.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

- g) O.P.P. – 2021 Annual Billing Statement Package

2020.22.41 **MOVED** by Corneil and **SECONDED** by Drouillard **THAT** correspondence item 16.g) from the Ontario Provincial Police be received and filed.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

h) **Dave Igras** – Iona Park Update Request

2020.22.42 **MOVED** by Hentz and **SECONDED** by Loveland **THAT** correspondence item 16.h) from Dave Igras be received and filed.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

i) **Township of North Glengarry** – Resolution re: Safe Restart Agreement Funding

2020.22.43 **MOVED** by Loveland and **SECONDED** by Corneil **WHEREAS** the Ontario government has provided emergency assistance funding to municipalities through the Safe Restart Agreement to offset the financial impact due to the COVID-19 pandemic; and

WHEREAS the Province has specified funding must be used for operating costs and pressures due to COVID-19; and

WHEREAS due to the nature of the pandemic and the necessity to make physical retrofits to offices to accommodate staff and the public in a safe environment, capital costs will be incurred by municipalities; and

THAT the Council of the Municipality of Dutton Dunwich supports the resolution of the Township of North Glengarry requesting the Province of Ontario allow capital expenditures under the Safe Restart Agreement; and

THAT a copy of this resolution be forwarded to Jeff Yurek, MPP, Karen Vecchio, MP and the Township of North Glengarry.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

j) **Township of Asphodel-Norwood** – Resolution to Request More Support for Municipalities with Respect to a Governing Body in Cannabis Production.

2020.22.44 **MOVED** by Drouillard and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich supports the resolution by the Township of Asphodel-Norwood requesting a governing body in cannabis production that:

1. Takes a unified approach to land use planning restrictions;

2. Enforces the regulation under the Cannabis Act on behalf of the licencing agency and ensures local authorities are in fact provided with notification of any licence issuance, amendment, suspension, reinstatement, or revocation within their region;
3. Communicates more readily with local governments; and
4. Provides local government with more support.

AND THAT a copy of this resolution be forwarded to Jeff Yurek, MPP, Karen Vecchio, MP and the Township of Asphodel-Norwood.

Corneil – Yes
 Loveland – Yes
 Drouillard – Yes
 Hentz – Yes
 Purcell - Yes

CARRIED

- k) County of Wellington – Aggregate Resource Property Valuation and Advocacy

2020.22.45 **MOVED** by Hentz and **SECONDED** by Loveland **THAT** the Municipality of Dutton Dunwich supports the resolution by the County of Wellington requesting the Province to work with the Municipal Property Assessment Corporation to address the assessment issue so that aggregate resource properties are assessed for their industrial value; and

THAT a copy of this resolution be forwarded to Jeff Yurek, MPP, Karen Vecchio, MP and the County of Wellington.

Corneil – Yes
 Loveland – Yes
 Drouillard – Yes
 Hentz – Yes
 Purcell - Yes

CARRIED

- l) Ministry of Municipal Affairs and Housing – Helping Tenants and Small Businesses Act, 2020

2020.22.46 **MOVED** by Corneil and **SECONDED** by Hentz **THAT** correspondence item 16.l) from the Ministry of Municipal Affairs and Housing be received and filed.

Corneil – Yes
 Loveland – Yes
 Drouillard – Yes
 Hentz – Yes
 Purcell - Yes

CARRIED

- m) Township of Lake of Bays – Reform to the Municipal Insurance Policy

2020.22.47 **MOVED** by Loveland and **SECONDED** by Corneil **THAT** the Council of the Municipality of Dutton Dunwich supports the Township of Lake of Bays concerns raised and request for a reform to the Municipal Insurance Policy by amending Bill 124 to make it a requirement that the building contractor name be disclosed and that the contractor must provide proof of insurance, thus providing greater accountability and responsibility and ensuring that municipalities will not bear the burden alone; and

THAT a copy of this resolution be forwarded to Jeff Yurek, MPP, Karen Vecchio, MP and the Township of the Lake of Bays.

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

CARRIED

2019.11.48 MOVED by Drouillard and SECONDED Hentz THAT relevant correspondence was reviewed.

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

CARRIED

CONSENT AGENDA

Consent Correspondence

- a) **Township of Amaranth** – Request for Support for Local Social, Cultural, Service Clubs and Children/Youth Minor Sporting Organizations and Definitive Relief Funding Programs
- b) **Elgin County** – County Council Highlights September 22, 2020
- c) **Solicitor General** – Correspondence to Jeff Yurek, MPP re: Gifting of the Dutton OPP Station to the Municipality
- d) **Solicitor General** – Anti-Racism Initiatives and Anti-Racism Directorate (ARD)
- e) **West Elgin Mutual Insurance** – Donation to Iona Park Playground Fundraising Project
- f) **Ombudsman Ontario** – 2019-2020 Annual Report
- g) **Ontario Energy Board** – Notice that Enbridge Gas Inc. has applied to dispose of Certain Account Balances and for Approval of the amount of its Earnings that it Must Share with Customers

Committee Reports

- By-Law Enforcement
- Community Policing Committee
- Cultural Heritage Committee
 - June 17, 2020 meeting minutes
- Dutton Dunwich Senior's
- Economic Development Committee
- Elgin Phragmites Working Group
- Elgin-St. Thomas Municipal Association
- Emergency Management
- Fire Department
- Healthy Communities Partnership
- Lower Thames Valley Conservation Authority
- Occupational Health and Safety
- Recreation Committee
- Shoreline Management Report
- Source Protection Authority
- Trans Canada Trail

- Tri County Committee
- West Elgin Community Centre Board of Management

2020.22.49 **MOVED by Loveland and SECONDED by Corneil THAT the items on the Consent Agenda be approved.**

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

CARRIED

CLERK’S REPORT

Landfill ECA Amendment – MHSW Depot Option

The Clerk presented this report to Council. Councillor Corneil asked if this would be used by residents outside of the hazardous waste events. The Clerk replied that this would replace the event and could be used throughout the year when the Dutton Dunwich Landfill Site is open.

2020.22.50 **MOVED by Corneil and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the Clerk titled “Landfill ECA Amendment – MHSW Depot Option”, dated October 14, 2020 for information; and**

THAT Council approve revising the letter and Environmental Compliance Approval (ECA) Amendment application for the Dutton Dunwich Landfill Site to be submitted to MOECP, to include a MHSW depot/storage as an additional proposed change/use.

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

CARRIED

TREASURER’S REPORT

Resumption of Bag Limit

The Treasurer presented this report to Council.

2020.22.51 **MOVED by Hentz and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled Resumption of Bag Limit”, dated October 14, 2020 for information; and**

THAT Council approve the resumption of a 2-bag limit for waste collection; and

THAT Council approve the revised bag tag sales procedure including mailing options.

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

CARRIED

Request to Debenture Drainage Assessments

The Treasurer presented this report to Council.

2020.22.52 **MOVED by Corneil and SECONDED by Drouillard THAT the Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled "Request to Debenture Drainage Assessments", dated October 14, 2020 for information; and**
THAT Council decides not to reinstate the practice of issuing drainage debentures.

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

CARRIED

OPP Annual Billing 2021

The Treasurer presented this report to Council.

2020.22.53 **MOVED by Hentz and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled "OPP Annual Billing 2021", dated October 14, 2020 for information.**

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

CARRIED

Safe Restart Agreement

The Treasurer presented this report to Council.

2020.22.54 **MOVED by Loveland and SECONDED by Corneil THAT the Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled "Safe Restart Agreement", dated October 14, 2020 for information.**

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

CARRIED

2019 Financial Information Return (FIR) Update

The Treasurer presented this report to Council.

2020.22.55 **MOVED by Loveland and SECONDED by Drouillard THAT the Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled "2019 Financial Information Return (FIR) Update", dated October 14, 2020 for information; and**

THAT Council acknowledge and approve the submission of the 2019 Financial Information Return.

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

CARRIED

RFP Results Iona Playground Equipment

The Treasurer presented this report to Council.

2020.22.56 MOVED by Loveland and SECONDED by Drouillard THAT the Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled “RFP Results Iona Playground Equipment”, dated October 14, 2020 for information; and

THAT Council authorizes the Iona Park Committee to evaluate the proposals based on criteria including price, construction schedule and design; and

THAT Council authorize the Iona Park Committee to award the contract to the successful vendor.

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

CARRIED

UNFINISHED BUSINESS

COVID-19 Pandemic

2020.22.57 MOVED by Corneil and SECONDED by Hentz THAT the Council of the Municipality of Dutton Dunwich receives the following Municipal Emergency Control Group (MECG) meeting minutes for the COVID-19 Pandemic, for information:

MECG Meeting #21 held on October 8, 2020

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

CARRIED

Iona Park

Council directed staff to advise Mr. Igras of the actions from Council tonight regarding the Iona Playground and to thank him for his suggestions on communication.

NEW BUSINESS

None.

ANNOUNCEMENTS

None.

CLOSED SESSION

2020.22.58 **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 8:05 pm, in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c.25 for discussion of the following matters:

- a) **Personal matter about an identifiable individual – s. 239(2)(b) 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**
- d) **Security of the property of the municipality – s. 239(2)(a) of the Municipal Act**
- e) **Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality – s. 239(2)(e) of the Municipal Act**

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

2020.22.59 **MOVED** by Purcell and **SECONDED** by Drouillard **THAT** the Council for the Municipality of Dutton Dunwich hereby comes out of the closed session of the meeting at 8:59 p.m., and the regular meeting reconvenes.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

RISE AND REPORT - OPEN

2020.22.60 **MOVED** by Loveland and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich adopts the confidential resolution CL 2020-19 moved in the closed session.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

a) Personal matter about an identifiable individual

2020.22.61 **MOVED** by Drouillard and **SECONDED** by Loveland **THAT** regarding closed session item a) personal matter about an

identifiable individual – s. 239(2)(b) of the Municipal Act, that staff proceed as directed by Council.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

b) Personal matter about an identifiable individual

2020.22.62 **MOVED** by Corneil 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.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

c) Personal matter about an identifiable individual

2020.22.63 **MOVED** by Hentz 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.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

d) Security of the property of the municipality

2020.22.64 **MOVED** by Hentz and **SECONDED** by Loveland **THAT** regarding closed session item d) security of property of the municipality – s. 239(2)(a) of the Municipal Act, that staff proceed as directed by Council.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality

2020.22.65 **MOVED** by Drouillard and **SECONDED** by Hentz **THAT** regarding closed session item e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality –

s. 239(2)(e) of the Municipal Act, that staff proceed as directed by Council.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

PROPOSED BY-LAWS

2020.22.66 **MOVED** by Hentz and **SECONDED** by Loveland **THAT** By-Law #2020-54, being a by-law to borrow on the credit of the Corporation in the amount of \$128,500.00 for the improvement of the A.D. McFarlane Drain be read a third time and passed.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

2020.22.67 **MOVED** by Hentz and **SECONDED** by Drouillard **THAT** By-Law #2020-55, being a by-law to borrow on the credit of the Corporation in the amount of \$312,500.00 for the construction and improvement of the Cameron-Graham Drain South be read a third time and passed.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

2020.22.68 **MOVED** by Loveland and **SECONDED** by Corneil **THAT** By-Law #2020-56, being a by-law to borrow on the credit of the Corporation in the amount of \$23,700.00 for the improvement of the Keith Drain be read a third time and passed.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

2020.22.69 **MOVED** by Corneil and **SECONDED** by Loveland **THAT** By-Law #2020-57, being a by-law to borrow on the credit of the Corporation in the amount of \$48,000.00 for the improvement of the C. McCallum Drain be read a third time and passed.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

2020.22.70 **MOVED** by Drouillard and **SECONDED** by Hentz **THAT** By-Law #2020-58, being a by-law to borrow on the credit of the Corporation in the amount of \$90,000.00 for the construction of the Hamilton Drain be read a third time and passed.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

2020.22.71 **MOVED** by Hentz and **SECONDED** by Corneil **THAT** By-Law #2020-70, being a by-law to amend by-law #2004-24 as it effects a parcel of land situated in Concession 4, Part Lot 14, municipally known as 29913 Chalmers Line, filed by Pioneer Hay Sales Ltd., be read a first, second and third time and passed.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

2020.22.72 **MOVED** by Hentz and **SECONDED** by Loveland **THAT** By-Law #2020-71, being a by-law to authorize a hold harmless and indemnity agreement for winter maintenance in the Highland Estates Subdivision between the Corporation of the Municipality of Dutton Dunwich and Amjen Realty Inc., be read a first, second and third time and passed.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

2020.22.73 **MOVED** by Drouillard and **SECONDED** by Hentz **THAT** By-Law #2020-72, being a by-law to govern the proceedings of the Council of the Municipality of Dutton Dunwich, and of its Committees and the conduct of its members, be read a first, second and third time and passed.

Corneil – Yes
Loveland – Yes
Drouillard – Yes
Hentz – Yes
Purcell - Yes

CARRIED

2020.22.74 **MOVED** by Hentz and **SECONDED** by Corneil **THAT** By-Law #2020-73, 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 – Yes
Loveland – Yes

**Drouillard – Yes
Hentz – Yes
Purcell - Yes**

CARRIED

NEXT MEETING SCHEDULE

October 28, 2020 – 5:00 p.m. – at Community Centre

November 12, 2020 – 5:00 p.m.

ADJOURNMENT

2020.22.75 MOVED by Drouillard and SECONDED by Loveland THAT the meeting of the Council of the Municipality of Dutton Dunwich closes at 9:10 p.m.

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

CARRIED

Robert (Bob) Purcell, Mayor

Heather Bouw, Clerk

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