



Municipality of  
**Dutton Dunwich**

**Council Minutes**  
**Held at the Dutton Dunwich Community Centre/Web Conference**  
**1 Scotland St., Dutton, Ontario**  
**October 28, 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

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**Opening of the Meeting**

**2020.23.01**            **MOVED** by Hentz and **SECONDED** by Loveland **THAT** the meeting of the Council of the Municipality of Dutton Dunwich opens at 5:03 p.m.

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

**CARRIED**

A quorum was present.

**Declaration of Pecuniary Interest**

None declared.

**Adoption of Minutes**

**2020.23.02**            **MOVED** by Corneil and **SECONDED** by Drouillard **THAT** the Council of the Municipality of Dutton Dunwich approves the draft minutes of the October 14, 2020 meeting forwarded to Council Members, and the Mayor and the Clerk are authorized to sign same.

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

**CARRIED**

**REVIEW OF ITEMS NOT LISTED ON AGENDA**

a) CORRESPONDENCE – **Tiny Tots Co-operative Nursery School** – Request for Letter of Support

- b) CORRESPONDENCE – **Lower Thames Valley Conservation Authority** – Request for Letter of Support for Engaging Citizens for Shoreline Stabilization and Climate Resilience Project

### **BUILDING DEPARTMENT**

#### Pre-Budget Approval for Electronic Building Permit Application System

**2020.23.03**            **MOVED** by Loveland and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Chief Building Official titled “Pre-Budget Approval for Electronic Building Permit Application System”, dated October 28, 2020 for information.

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

**CARRIED**

### **DRAINAGE DEPARTMENT**

#### Request for Drain Improvement - Westerveld

**2020.23.04**            **MOVED** by Drouillard and **SECONDED** by Corneil **THAT** the Council of the Municipality of Dutton Dunwich receives and decides to proceed with the Rivers Trojek – Rivers Moore Branch improvement request under Section 78 of the Drainage Act that was received from Arthur and Bernita Westerveld and instructs the Clerk to notify the LTVCA as required under s. 78(2) of the Drainage Act for the drainage improvement; and

**THAT** the requesting landowner be notified of Council’s decision to proceed; and

**THAT** an engineer be appointed under the appropriate section of the Drainage Act after the 30-day time period from the notice of Council’s decision was sent to the LTVCA and OMAFRA has passed.

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

**CARRIED**

#### Petition for Drainage Works – Dekoster

**2020.23.05**            **MOVED** by Hentz and **SECONDED** by Loveland **THAT** the Council of the Municipality of Dutton Dunwich receives and decides to proceed with the Section 4 petition from Eva Dekoster, and instructs the Clerk to notify the LTVCA and OMAFRA as required under section 6(1) and 7(1); and

**THAT** the petitioner be notified of Council’s decision 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 LTVCA and OMAFRA has passed.

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

CARRIED

Receive the Drainage Re-apportionment for Severance Application E17/20

**2020.23.06**            **MOVED** by Loveland and **SECONDED** by Corneil **THAT** the Council of the Municipality of Dutton Dunwich hereby accepts the drainage re-apportionment undertaken for severance application E17/20 filed by the Estate of Larry Albert Hull – executors Mike Hull and Patricia Van Vugt; and

**THAT** the reappportionment will become effective upon stamping of the applicable deed; and

**THAT** a copy of this resolution be forwarded to the Applicant; and

**FURTHER THAT** a copy of this resolution and drainage reappportionment be filed in each applicable drain file.

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

CARRIED

### **INDEPENDENT RESOLUTIONS – Council-Staff Relations**

Mark MacDonald of Independent Resolutions attended the meeting and presented “A Refresher on Council-Staff Relations” to Council. He explained the roles-of Council and staff and how the professional interactions between them occur.

Deputy Mayor Hentz inquired about the use of social media and emails between Council members. Mr. MacDonald cautioned about perception, although Council is allowed to have a casual conversation so long as they are not advancing any business, it can be perceived and raise suspicions when multiple Council members are seen having conversations outside of Council meetings.

Mayor Purcell inquired about asking questions about the Agenda package which is sent in advance of the Council meeting. Mr. MacDonald explained that it is acceptable to inquire but not to make a decision or persuade staff or other council members.

### **CORRESPONDENCE**

- a) **Township of Blandford Blenheim** – Unlicensed and Unmonitored Cannabis Grow Operations

**2020.23.07**            **MOVED** by Loveland and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich supports the resolution from the Township of Blandford-Blenheim requesting the Federal government amend the legislation under which licensed and unmonitored grow operations operate to ensure the safety and rights of local communities in which they are situated are respected; and

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

Corneil – Yes

Drouillard – Yes  
Loveland – Yes  
Hentz – Yes  
Purcell – Yes

**CARRIED**

- b) **Township of Oro-Medonte** – Request for Support from Mount St. Louis Moonstone/Skyline Horseshow Resort and Hardwood Ski & Bike for their Efforts to Declare Snowsports, Skiing and Snowboarding, Alpine and Nordic Essential in Stage 2

**2020.23.08**            **MOVED** by Corneil and **SECONDED** by Loveland **THAT** the Council of the Municipality of Dutton Dunwich supports the resolution of the Township of Oro-Medonte requesting on behalf of the Hardwood Ski and Bike, Horseshoe Resort and Mount St. Louis Moonstone, that the Government of Ontario consult with the ski industry through the Ontario Snow Resorts Association to review re-opening policy considerations currently impacting the industry; and **THAT** a copy of this resolution be forwarded to Jeff Yurek, MPP, Karen Vecchio, MP and the Township of Oro-Medonte.

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

**CARRIED**

- c) **City of Clarence-Rockland** – Regulations Governing the Establishment of Cannabis Retail Stores

**2020.23.09**            **MOVED** by Drouillard and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich supports the City of Clarence-Rockland requesting the Ministry of Finance and Ministry of the Attorney General to modify the regulations governing the establishment of cannabis retail stores to instruct the Alcohol and Gaming Commission to consider over-concentration as an evaluation criteria, and provide added weight to the comments of a municipality concerning matters in the public interest when considering the application of new stores; and **THAT** a copy of this resolution be forwarded to Jeff Yurek, MPP, Karen Vecchio, MP and the City of Clarence-Rockland.

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

**CARRIED**

- d) **Tiny Tots Co-operative Nursery School** – Request for Letter of Support

**2020.23.10**            **MOVED** by Drouillard and **SECONDED** by Corneil **THAT** the Council of the Municipality of Dutton Dunwich supports Tiny Tots Co-operative Nursery School Inc. to be the lead agency to administer and deliver EarlyOn Child and Family Centre programs and services in western Elgin County; and

**THAT Council instructs staff to prepare a letter expressing how the Municipality of Dutton Dunwich may collaborate with and/or support their organization to help reach their goals in delivering these programs.**

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

**CARRIED**

- e) **Lower Thames Valley Conservation Authority** – Request for Letter of Support for Engaging Citizens for Shoreline Stabilization and Climate Resilience Project

Deputy Mayor Hentz stated that the Lower Thames Valley Conservation Authority will be focusing on the Tyrconnell area instead of the Duttona area as it would be better suited.

**2020.23.11                    MOVED by Hentz and SECONDED Loveland THAT the Council of the Municipality of Dutton Dunwich supports the Lower Thames Valley Conservation Authority project titled “Engaging Citizens for Shoreline Stabilization and Climate Resilience”; and**

**THAT Council instructs staff to prepare and send a letter of support for this project to the Great Lakes Local Action Fund Review Team.**

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

**CARRIED**

**2020.23.12                    MOVED by Drouillard and SECONDED Hentz THAT relevant correspondence was reviewed.**

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

**CARRIED**

### **CONSENT AGENDA**

#### **Consent Correspondence**

- a) **Elgin County** – Elgin County Council Highlights October 13, 2020
- b) **Municipality of West Elgin** – Notice of Passing Concerning a Zoning By-law Amendment
- c) **Ministry of the Solicitor General** – Court Security and Prisoner Transportation Program Review
- d) **Elgin County** – Notice of Decision on Application for Approval of Draft Plan of Subdivision 34T-DD2001
- e) **Real Living Magazine** – Putting the Community in Community Garden Article

**2020.23.13**            **MOVED by Drouillard and SECONDED by Loveland THAT the items on the Consent Agenda be approved.**

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

**CARRIED**

**UNFINISHED BUSINESS**

COVID-19 Pandemic

**2020.09.14**            **MOVED by Hentz and SECONDED by Corneil THAT the Council of the Municipality of Dutton Dunwich receives the following MECG meeting minutes for the COVID-19 Pandemic for information:**

**MECG meeting #22 held on October 22, 2020**

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

**CARRIED**

**PLANNING DEPARTMENT**

ZBA #15/20 – 32651 Aberdeen Line – McCallum

**2020.23.15**            **MOVED by Drouillard and SECONDED by Hentz THAT the Public Meeting to consider Zoning By-law Amendment File No. ZBA 15/20, filed by Alan McCallum, for 32651 Aberdeen Line, Municipality of Dutton Dunwich, opens at 6:17 p.m.**

**Corneil – Yes  
Drouillard – Yes  
Loveland – 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 (A2-21) 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 19.4ha, legally described as Concession 5 North of A, Part lot A and locally known as 32651 Aberdeen Line, Municipality of Dutton Dunwich.

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

The Mayor asked the Clerk what method of notice, and when was the notice given to the public for this meeting. The Clerk replied that a sign was posted on the subject property September 30, 2020 and notices were mailed to property owners within 120m of the subject property on September 30, 2020.

The Planner presented this planning report to Council.

The Mayor asked the Clerk is there were any comments received from staff. The Clerk replied yes, and that they are attached to the Planner's report. The Mayor then asked if the Clerk received any written submissions on this application. The Clerk replied yes, and that they are attached to the Planner's report.

The Mayor then noted that before he opens the floor to questions from the public, please be advised if any person from the public wishes to receives further information on the action of Council regarding the passing of a by-law on the proposed amendment, please ensure that they leave their name, address and postal code with the Clerk prior to leaving the meeting. The Mayor then inquired if any Council Members or any member of the public had any further questions. There were no members of the public in attendance at the meeting. There were no questions from Council.

The Mayor then stated 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, 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.

**2020.23.16**                    **MOVED by Hentz and SECONDED by Corneil THAT the Council of the Municipality of Dutton Dunwich receives the report of the Planner titled "Application for Zoning By-law Amendment ZBA 15/20 – Concession 5 North of A, Part Lot A, 32651 Aberdeen Line, Municipality of Dutton Dunwich – Alan McCallum", dated October 28, 2020 for information; and**

**THAT Council approve Zoning By-law Amendment ZBA 15/20, for property located at 32651 Aberdeen Line, from Agricultural (A1) Zone to Special Rural Residential (RS) Zone and Special Agricultural (A2-21) Zone, in accordance with the site-specific by-law #2020-76.**

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

**CARRIED**

**2020.23.17**                    **MOVED by Drouillard and SECONDED by Loveland THAT the Public Meeting to consider Zoning By-law Amendment File No. ZBA 15/20, filed by Alan McCallum, for 32651 Aberdeen Line, Municipality of Dutton Dunwich closes at 6:24 p.m. and the regular meeting reconvenes.**

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

**CARRIED**

Committee of Adjustments

**2020.23.18**                    **MOVED by Hentz and SECONDED by Loveland THAT the regular meeting end to sit as a Committee of Adjustments hearing to hear Application file Nos. MV 04/20 and MV 05/20, filed by Frank Nagy at 6:30 p.m.**

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

CARRIED

2020.23.19            **MOVED** by Corneil and **SECONDED** by Drouillard **THAT** the regular meeting reconvenes at 6:43 p.m.

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

CARRIED

**CLERK'S REPORT**

Draft Strategic Plan 2020-2022

The Clerk presented this report to Council.

2020.23.20            **MOVED** by Corneil and **SECONDED** by Loveland **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Clerk titled "Draft Strategic Plan 2020-2022", dated October 28, 2020 for information; and

**THAT** Council approves and endorses the corporate Strategic Plan for the municipality including the four strategic priorities identified for 2020-2022.

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

CARRIED

2020 Christmas Holiday Season – Hours of Operation Schedule

The Clerk presented this report to Council. Councillor Loveland expressed his concern that Service Ontario would be closed for two weeks out of concern for rate payers as well as the loss of customers during this time period. Mayor Purcell noted that there will be coverage in other areas during the closure.

2020.23.21            **MOVED** by Hentz and **SECONDED** by Loveland **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Clerk titled "2020 Christmas Holiday Season – Hours of Operation Schedule", dated October 28, 2020 for information; and

**THAT** Council approves the 2020 holiday season hours of operation schedule as follows:

Mon Dec 21 <sup>st</sup>	All staff off
Tues Dec 22 <sup>nd</sup>	All staff off
Wed Dec 23 <sup>rd</sup>	All staff off
Thurs Dec 24 <sup>th</sup>	All staff off (as per municipal policy regarding Remembrance Day)



Fri Dec 25 <sup>th</sup>	STAT
Mon Dec 28 <sup>th</sup>	All staff off (STAT in lieu of Sat Dec 26 <sup>th</sup> )
Tues Dec 29 <sup>th</sup>	All staff off
Wed Dec 30 <sup>th</sup>	All staff off
Thurs Dec 31 <sup>st</sup>	All staff off
Fri Jan 1 <sup>st</sup>	STAT
Mon Jan 4 <sup>th</sup>	All staff return to work
Corneil – Yes	
Drouillard – Yes	
Loveland – No	
Hentz – Yes	
Purcell – Yes	

CARRIED

**TREASURER’S REPORT**

Budget to Actual September 2020

The Treasurer presented this report to Council.

**2020.23.22**            **MOVED by Corneil and SECONDED by Hentz THAT the Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled “Budget to Actual September 2020”, dated October 28, 2020 for information.**

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

CARRIED

RFP Results Iona Playground Equipment

The Treasurer presented this report to Council.

**2020.23.23**            **MOVED by Drouillard and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled “RFP Results Iona Playground Equipment”, dated October 28, 2020 for information.**

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

CARRIED

Pre-Budget Report 2021

The Treasurer presented this report to Council. Council directed the Treasurer to return with a recommendation for Council during the budget deliberations. Council did not set a tax rate/levy increase target at this time.

**2020.23.24**            **MOVED by Loveland and SECONDED by Corneil THAT the Council of the Municipality of Dutton Dunwich receives the report of**

the Treasurer titled "Pre-Budget Report 2021", dated October 28, 2020 for information.

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

**CARRIED**

**NEW BUSINESS**

None.

**ANNOUNCEMENTS**

None.

**PROPOSED BY-LAWS**

**2020.23.25**            **MOVED** by Hentz and **SECONDED** by Drouillard **THAT** By-Law #2020-74, being a by-law to adopt and maintain a policy with respect to the relationship between members of Council and the officers and employees of the municipality, be read a first, second and third time and passed.<sup>25</sup>Corneil – Yes

Drouillard – Yes  
Loveland – Yes  
Hentz – Yes  
Purcell – Yes

**CARRIED**

**2020.23.26**            **MOVED** by Corneil and **SECONDED** by Loveland **THAT** By-Law #2020-75, being a by-law to prescribe a rate of speed in Duttona, Tyrconnell, Iona and Iona Station, be read a first, second and third time and passed.

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

**CARRIED**

**2020.23.27**            **MOVED** by Drouillard and **SECONDED** by Hentz **THAT** By-Law #2020-76, being a by-law to amend by-law #2004-24 as it effects a parcel of land situated in Concession 5 North of A, Part Lot A, municipally known as 32651 Aberdeen Line, filed by Alan McCallum, be read a first, second and third time and passed.

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

**CARRIED**

**2020.23.28**            **MOVED** by Corneil and **SECONDED** by Hentz **THAT** By-Law #2020-77, 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  
Drouillard – Yes  
Loveland – Yes  
Hentz – Yes  
Purcell – Yes**

**CARRIED**

**NEXT MEETING SCHEDULE**

November 12, 2020 – 5:00 p.m.

November 25, 2020 – 5:00 p.m.

**ADJOURNMENT**

**2020.23.29            MOVED by Loveland and SECONDED by Corneil THAT the meeting of the Council of the Municipality of Dutton Dunwich closes at 7:02 p.m.**

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

**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.