



Municipality of
Dutton Dunwich

AGENDA – SPECIAL COUNCIL MEETING #2

(Immediately Following Special Meeting #1)

March 24, 2020

10:00 a.m.

1. Opening of the Meeting

2. Declaration of Pecuniary Interest

3. Adoption of Draft Minutes

- Draft Council Meeting Minutes – March 11, 2020

4. Emergency Declaration Announcement Discussion

- MCEG Update
- Elgin County COVID-19 County Wide Control Group Proposal

5. Building Department Policy

6. Ash Line Project

7. Operational Direction

- Suspension of bag limit/tags
- Cancellation of Tree order/ReLeaf Day, Pitch-In, Emergency Preparedness Week
- Postponing non-essential projects
- Summer students and Pool

8. Closed Session

- Labour relations or employee negotiations – staffing during COVID-19 Pandemic – s. 239(2)(d) of the Municipal Act

9. Treasurer's Reports

- a) Attendance and Absenteeism Policy Amendment
- b) Gravel Tender Results
- c) Penalty and Rent Waiver Report

10. Proposed By-Laws

- By-law #2020-23 Delegation of Authority By-law – COVID-19 Pandemic

- By-law #2020-24 Procedural By-law
- By-law #2019-25 Confirm Proceedings

11. Date for Future Meetings

- April 8, 2020 Regular Meeting – 5:00 p.m.
- April 22, 2020 Regular Meeting – 5:00 p.m.

12. Adjournment

THIS DOCUMENT IS AVAILABLE IN AN ACCESSIBLE FORMAT OR WITH APPROPRIATE COMMUNICATION SUPPORTS UPON REQUEST.

Green indicates hard copy to follow.



Municipality of
Dutton Dunwich

Council Minutes
Held at the Council Chambers
199 Currie Road, Dutton, Ontario
March 11, 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
Archival, Records and Clerk's Assistant Tara Kretschmer

Opening of the Meeting

2020.05.01 **MOVED by Hentz and SECONDED by Corneil THAT the meeting of the Council of the Municipality of Dutton Dunwich opens at 5:00p.m.**

CARRIED

A quorum was present.

Declaration of Pecuniary Interest

None declared

Adoption of Minutes

2019.05.02 **MOVED by Corneil and SECONDED by Hentz THAT the Council of the Municipality of Dutton Dunwich approves the draft minutes of the February 26, 2020 meeting forwarded to Council Members, and the Mayor and the Clerk are authorized to sign same.**

CARRIED

REVIEW OF ITEMS NOT LISTED ON AGENDA

- a) UNFINISHED BUSINESS – Iona Park Correspondence
- b) CLOSED SESSION – Personal matter about an identifiable individual

PUBLIC WORKS DEPT

Public Works Monthly Report – Feb 2020

2020.05.03 **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 "Public Works Monthly Report for February 2020", dated March 11, 2020 for information.**

CARRIED

WATER DEPARTMENT

Water Operations Manager's Monthly Report – Feb 2020

2020.05.04 **MOVED by Corneil and SECONDED by Hentz THAT the Council of the Municipality of Dutton Dunwich receives the report of the Water Operations Manager titled "Water Operations Report – February 2020", dated March 11, 2020 for information.**

CARRIED

2020.05.05 **MOVED by Hentz and SECONDED by Corneil THAT the Council of the Municipality of Dutton Dunwich receives the 2019 Annual Compliance Report for the Dutton Dunwich Drinking Water System.**

CARRIED

Monthly Safety Meeting Minutes

2020.05.06 **MOVED by Corneil and SECONDED by Hentz THAT the Council of the Municipality of Dutton Dunwich receives the "Water Department Safety Meeting Minutes", dated March 2, 2020 for information.**

CARRIED

WASTEWATER DEPARTMENT

Wastewater Operator Monthly Report – Feb 2020

2020.05.07 **MOVED by Hentz and SECONDED by Corneil THAT the Council of the Municipality of Dutton Dunwich receives the report of the Wastewater Operator titled "Monthly Report – February 2020", dated March 11, 2020 for information.**

CARRIED

Wastewater Treatment Plant Expansion Update

Deputy Mayor Hentz stated that the data illustrates that during a rainfall event the Treatment Plant is over capacity. The Wastewater Operator commented that it takes double the time to recover from the rain period. He added that a quote has been obtained to use a camera to look for issues and to complete a smoke test.

2020.05.08 **MOVED by Corneil and SECONDED by Hentz THAT the Council of the Municipality of Dutton Dunwich receives the report of the Wastewater Operator titled "Wastewater Treatment Plant Expansion Update", dated March 11, 2020 for information.**

CARRIED

BUILDING DEPT

Monthly Building Activity Report – Feb 2020

2020.05.09 **MOVED by Hentz and SECONDED by Corneil THAT the Council of the Municipality of Dutton Dunwich receives the report of the Chief Building Official titled "Building Activity Report – February 2020", dated March 11, 2020 for information.**

CARRIED

FIRE DEPARTMENT

Fire Chief's Monthly Report – Feb 2020

2020.05.10 **MOVED** by Corneil and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Fire Chief titled "Monthly Report for February 2020", dated March 11, 2020 for information.

CARRIED

DRAINAGE DEPARTMENT

Drainage Superintendent's Monthly Report – Feb 2020

2020.05.11 **MOVED** by Hentz and **SECONDED** by Corneil **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Drainage Superintendent titled "Monthly Activity Report – February 2020", dated March 11, 2020 for information.

CARRIED

Correspondence – Re: Ralph and Anne Devries Farms Ltd. and the Small & Holland Drain

The Drainage Superintendent presented this report to Council.

2020.05.12 **MOVED** by Hentz and **SECONDED** by Corneil **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Drainage Superintendent titled "Correspondence – Re: Ralph and Anne Devries Farms Ltd. and the Small and Holland Drain", dated March 11, 2020 for information.

CARRIED

2020.05.13 **MOVED** by Corneil and **SECONDED** by Hentz **THAT** the process to appeal various aspects of the Small and Holland Drain report, as prescribed under the Drainage Act, were not exercised by Ralph & Anne Devries Farms Ltd; and

THAT the Drainage Act does not have a mechanism to allow for appeals of assessments or adjustments made to assessments after a by-law is finally passed; and

THAT By-law #2017-60 was passed by Council on November 8, 2017; and

THAT the Council of the Municipality of Dutton Dunwich denies the request by Ralph & Anne Devries Farms Ltd for relief from their net final assessments in the amount of \$9,125.94.

CARRIED

Filing of the C. McCallum Drain

The Drainage Superintendent was awaiting authorization from the Department of Fisheries and Oceans before bringing this engineer's report before Council.

2020.05.14 **MOVED** by Hentz and **SECONDED** by Corneil **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Drainage Superintendent titled "Filing of the C. McCallum Drain Report", dated March 11, 2020 for information.

CARRIED

2020.05.15 **MOVED** by Corneil and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich receives the engineer's report for the C. McCallum Drain and instructs the Clerk to notify everyone required to be notified under Section 41 of the Drainage Act of its intention to proceed with this drain and will hold a meeting to consider the report at their regular Council meeting March 25, 2020 at 5:30 p.m.

CARRIED

PLANNING

Zoning By-law Amendment #04/20 - Kretschmer

2020.05.16 **MOVED** by Hentz and **SECONDED** by Corneil **THAT** the Public Meeting to consider Zoning By-law Amendment File no. ZBA 04/20, filed by Roland Kretschmer, situated in Concession 9, South Part Lots A & B, Municipality of Dutton Dunwich, municipally known as 32774 Erin Line, opens at 5:18 p.m.

CARRIED

The Planner presented this report to Council.

2020.05.17 **MOVED** by Loveland and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Municipal Planner titled "Application for Temporary Use (Garden Suite) Zoning By-law Amendment ZBA 04/20 – 32774 Erin Line, Municipality of Dutton Dunwich – Roland Kretschmer", dated March 11, 2020 for information.

CARRIED

2020.05.18 **MOVED** by Hentz and **SECONDED** by Loveland **THAT** the Council of the Municipality of Dutton Dunwich approve the Temporary Use Zoning By-law Amendment ZBA 04/20 to temporarily rezone the parcel for land known as Concession 9, South Part Lots A & B, 32774 Erin Line from Agricultural Zone (A1) to Agricultural Zone with Temporary 4 Zone (A1-T4) to permit a garden suite, in accordance with the site-specific by-law #2020-19;

AND THAT Council authorize the Mayor and Clerk to execute the associated agreement.

CARRIED

2020.05.19 **MOVED** by Loveland and **SECONDED** by Hentz **THAT** the Public Meeting to consider Zoning By-law Amendment File No. ZB 04/20, filed by Roland Kretschmer closes at 5:21 p.m. and the regular meeting reconvenes.

CARRIED

Bed and Breakfast and Vacation Home Proposed Interim Control By-law

The Planner presented this report to Council.

2020.05.20 **MOVED** by Drouillard and **SECONDED** by Loveland **THAT** the Council of the Municipality of Dutton Dunwich receives the report of the Municipal Planner titled "Bed and Breakfast and Vacation Home Proposed Interim Control By-law", dated March 11, 2020 for information.

CARRIED

Zoning By-law Amendment #03/20 - Marques

2020.05.21 **MOVED by Hentz and SECONDED by Loveland THAT the Public Meeting to consider Zoning By-law Amendment File No. ZBA 03/20, filed by Justina and Ricardo Marques, situated in Concession 3, Part Lot 23, Municipality of Dutton Dunwich, municipally known as 13069 Cowal Road, opens at 5:30 p.m.**

CARRIED

The Planner presented this report to Council.

2020.05.22 **MOVED by Loveland and SECONDED by Hentz THAT the Council of the Municipality of Dutton Dunwich receives the report of the Municipal Planner titled "Application for Temporary Use (Second Dwelling) Zoning By-law Amendment ZBA 03/20 – Concession 3, Part Lot 23, Municipality of Dutton Dunwich – Justina and Ricardo Marques", dated March 11, 2020 for information.**

CARRIED

2020.05.23 **MOVED by Hentz and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich approve the Temporary Use Zoning By-law Amendment ZBA 03/20 to temporarily rezone the parcel of land known as Concession 3, Part Lot 23, 13069 Cowal Road from Special Rural Residential Zone (RS) to Special Rural Residential Zone with Temporary 1 Zone (RS-T1) to permit temporary residential accommodation until such time as new dwelling is constructed, in accordance with site-specific by-lay #2020-20;**

AND THAT Council authorize the Mayor and Clerk to execute the agreement to allow two (2) dwellings on the subject property for a period of one (1) year.

CARRIED

2020.05.24 **MOVED by Loveland and SECONDED by Hentz THAT the Public Meeting to Consider Zoning By-law Amendment File No. ZBA 03/20, filed by Justina and Ricardo Marques closes at 5:34 p.m. and the regular meeting reconvenes.**

CARRIED

SWIONA MX Park

Jim and Janet McAuliffe attended the meeting. Deputy Mayor Hentz expressed his concern regarding the garbage at these events. Mr. McAuliffe stated that the track owners intend to have bigger bins for garbage and recycling available, and public education is ongoing.

2020.05.25 **MOVED by Hentz and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich passed By-law #2012-33 allowing for an amendment to Zoning By-law #2004-24; and**

THAT by passing By-law #2012-33, the Council of the Municipality of Dutton Dunwich permitted an exception to the A1 zoning to allow for a motocross facility that permitted four (4) overnight events; and

THAT the Council of the Municipality of Dutton Dunwich grants SWIONA MX Park two (2) additional overnight events for the 2020 motocross season.

CARRIED

CORRESPONDENCE

- a) **County of Haliburton** – Request for Resolution of Support re: Tourism Oriented Destination Signage Fee Increases

2020.05.26 **MOVED by Drouillard and SECONDED by Loveland WHEREAS Canadian TODS Limited recently advised their customers that fees will be doubling, beginning in 2020; and**

THAT the Council of the Municipality of Dutton Dunwich supports the resolution passed by the County of Haliburton requesting that the Minister of Heritage, Sport, Tourism and Culture, and the Minister of Transportation reconsider or phase this fee increase, allowing an appropriate amount of time for businesses to adjust;

AND THAT a copy of this resolution be sent to the Minister of Heritage, Sport, Tourism and Culture, the Minister of Transportation, Jeff Yurek, MPP, Karen Vecchio, MP, and the County of Haliburton.

CARRIED

- b) **Wallacetown Agricultural Society** – Water Supply to Wallacetown Fair Grounds

2020.05.27 **MOVED by Loveland and SECONDED by Drouillard WHEREAS the Wallacetown Agricultural Society has outgrown their existing infrastructure in regard to water supply at the fairgrounds; and**

WHEREAS the Wallacetown Agricultural Society have received an estimate in the amount of \$13,000 to upgrade their existing infrastructure from Argyle Street;

AND THAT prior to Council passing By-law #2020-11, a second service from Sifton Street including a 1.5 inch service, 1 inch meter pit, radio read meter and time and materials amounts to \$6,681.39;

AND THAT the connection fee, as proposed in By-law #2020-11 for the above-mentioned second service will amount to \$12,825.64;

AND FURTHER THAT the Council of the Municipality of Dutton Dunwich approves using the 2019 fees, in the amount of \$6,681.39, to install a second service for the Wallacetown Agricultural Society.

CARRIED

- c) **Township of Tyendinaga** – Request for Support to Find a Peaceful Solution to the Coastal GasLink Project

2020.05.28 **MOVED by Drouillard and SECONDED Corneil THAT relevant correspondence was reviewed.**

CARRIED

CONSENT AGENDA

Consent Correspondence

- a) **County of Frontenac** – Resolution to Support Conservation Authorities
b) **Wollaston Township** – Resolution to Support Conservation Authorities
c) **Peterborough County Federation of Agriculture** – Letter Supporting Bill 156, Security from Trespass and Protecting Food Safety Act
d) **Municipality of South Huron** – Resolution re: Enforcement for Safety on Family Farms
e) **Ministry of Municipal Affairs and Housing** – Provincial Policy Statement 2020
f) **Ministry of Infrastructure** – 2020 ROMA Conference and Dutton Dunwich ICIP Applications

- g) **Jeff Yurek, MPP** – Letter to Minister for Women and Gender Equality and Rural Economic Development re: Dutton Dunwich ICIP Ash Line Project

Committee Reports

- o By-Law Enforcement
- o Community Policing Committee
- o Cultural Heritage Committee
- o Dutton Dunwich Senior's
 - o February 24, 2020 meeting minutes
- o Elgin Area Primary Water Supply System
 - o December 5, 2019 meeting minutes
- o Economic Development Committee
 - o November 21, 2019 meeting minutes
- o Elgin Phragmites Working Group
- o Elgin-St. Thomas Municipal Association
- o Emergency Management
- o Fire Department
- o Healthy Communities Partnership
 - o February 5, 2020 meeting minutes
- o Lower Thames Valley Conservation Authority
 - o February 20, 2020 meeting minutes
- o Occupational Health and Safety
 - o November 19, 2019 meeting minutes
- o Recreation Committee
 - o Family Day Fun Fest Event Report
 - o March Break Recreation Activities Report
- o Shoreline Management Report
- o Source Protection Authority
- o Trans Canada Trail
- o Tri County Committee
- o West Elgin Community Centre Board of Management
 - o January 8, 2020 meeting minutes

2020.05.29 **MOVED by Corneil and SECONDED by Drouillard THAT the items on the Consent Agenda be approved.**

CARRIED

CLERK'S REPORT

Joint Multi-year Accessibility Plan Proposal

The Clerk presented this report to Council.

2020.05.30 **MOVED by Drouillard and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the Clerk titled "Joint Multi-year Accessibility Plan Proposal", dated March 11, 2020 for information.**

CARRIED

"Growing for our Community" Garden Project Update

The Clerk presented this report to Council. It was noted that the Municipal Office is receiving donations for this project and providing tax receipts. The Clerk inquired if Council would like to donate towards the project. Council directs staff to contact West Elgin Mutual to relay those items Dutton Dunwich could donate if required, and offer in-kind assistance for this project if needed.

2020.05.31 **MOVED by Drouillard and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the Clerk titled "Growing for our Community Garden Project Update", dated March 11, 2020 for information.**

CARRIED

Community Centre Staffing Re: June-August 2020

The Clerk presented this report to Council. Councillor Corneil expressed her concerns surrounding the pool and suggested that a staff member check in daily.

2020.05.32 **MOVED by Drouillard and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the Clerk titled "Community Centre Staffing Re: June-Aug 2020", dated March 11, 2020 for information.**

CARRIED

TREASURER'S REPORT

Council Remuneration Report 2019

2020.05.33 **MOVED by Corneil and SECONDED by Drouillard THAT the Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled "Council Remuneration Report 2019", dated March 11, 2020 for information.**

CARRIED

EXECUTIVE ASSISTANT'S REPORT

Hours of Work Policy

2020.05.34 **MOVED by Corneil and SECONDED by Drouillard THAT the Council of the Municipality of Dutton Dunwich receives the report of the Executive Assistant titled "Hours of Work Policy", dated March 11, 2020 for information; and**

THAT Council approves and adopts the following updated policy:

- **WE 15-2014 Hours of Work**

CARRIED

UNFINISHED BUSINESS

West Elgin Arena – Councillor Loveland verbal report

Councillor Loveland reported that removal of the mould issue at the West Elgin Arena is estimated to cost approximately \$55,000 and as a contingency \$80,000 was put into the budget. He added that repair for the doors will cost \$30,000. The repairs are scheduled for installation immediately after the ice is removed.

Iona Park Correspondence

Councillor Loveland reported that public meetings have been held and that notice was delivered to households as well as posted on the website. He added that the Greenlane Trust Fund has committed \$16,000 towards the project. Councillor Loveland stated that the Manager of Roads and Facilities has arranged for soil samples to be analyzed from the road allowance portion. When the results are returned a recommendation will be brought before Council.

NEW BUSINESS

Public Notification System – Voyent Alert!

The Archival/Records and Clerk's Assistant presented this report to Council.

2020.05.35 **MOVED by Drouillard and SECONDED by Corneil THAT the Council of the Municipality of Dutton Dunwich receives the report of the Archival/Records and Clerk's Assistant titled "Public Notifications System – Voyent Alert!", dated March 11, 2020 for information.**

CARRIED

ANNOUNCEMENTS

The Clerk reported the list of funds received from Greenlane Trust Fund include \$10,000 for the multi-use pad, \$3000 for the Community Garden, \$16,000 for the Iona park project and \$1500 to the Arena Renaming Committee.

The Clerk reported that the Town Hall Meeting with Karen Vecchio, MP will be postponed until after May 2020.

The Clerk reported that resident, Marg Hulls informed the municipal office that West Elgin Nature Trust will be donating plaques for the trees in Buttermilk Bog.

CLOSED SESSION

2020.05.36 **MOVED by Drouillard and SECONDED by Loveland 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 6:18 pm, in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c.25 for discussion of the following matters:**

- a) **Advice that is Subject to Solicitor-Client Privilege – IPC Strong Breeze Decision – S. 239(2)(f) of the Municipal Act**
- b) **Labour Relations or Employee Negotiations – Medical Centre – s.239(2)(d) of the Municipal Act**
- c) **Personal matter about an identifiable individual – s. 239(2)(b) of the Municipal Act**

CARRIED

2019.05.37 **MOVED by Corneil and SECONDED by Drouillard THAT the Council for the Municipality of Dutton Dunwich hereby comes out of the closed session of the meeting at 6:32 p.m., and the regular meeting reconvenes.**

CARRIED

RISE AND REPORT - OPEN

2020.05.38 **MOVED by Loveland and SECONDED by Corneil THAT the Council of the Municipality of Dutton Dunwich adopt the confidential resolution CL 2020-06 moved in the closed session.**

CARRIED

Advice that is Subject to Solicitor-Client Privilege – IPC Strong Breeze Decision

2020.05.39 **MOVED by Corneil and SECONDED by Drouillard THAT regarding closed session item Advice that is Subject to Solicitor-Client Privilege – IPC Strong Breeze Decision – s. 239(2)(f) of the Municipal Act, that staff proceed as directed by Council.**

CARRIED

Labour Relations or Employee Negotiations – Medical Centre

2020.05.40 **MOVED** by Loveland and **SECONDED** by Drouillard **THAT** regarding closed session item Labour Relations and Employee Negotiations – Medical Centre – s. 239(2)(d) of the Municipal Act, that staff proceed as directed by Council.

CARRIED

Personal matter about an identifiable individual

2020.05.41 **MOVED** by Drouillard and **SECONDED** by Corneil **THAT** regarding closed session item Personal matter about an identifiable individual – s. 239(2)(b) of the Municipal Act, that staff proceed as directed by Council.

CARRIED

PROPOSED BY-LAWS

2020.05.42 **MOVED** by Loveland and **SECONDED** by Corneil **THAT** By-Law #2020-11, being a by-law to impose a water rate upon owners of land who derive or will or may derive a benefit from water works, be read a first, second and third time and passed.

CARRIED

2020.05.43 **MOVED** by Loveland and **SECONDED** by Drouillard **THAT** By-Law #2020-16, being a by-law passed pursuant to the provisions of Section 38 of the Planning Act, R.S.O. 1990, as amended to establish interim control provisions for the entirety of the Corporation of the Municipality of Dutton Dunwich to prohibit the establishment of cannabis production and processing operations until March 27, 2021 in order to allow for the appropriate completion of further research and consultation be read a first, second and third time and passed.

CARRIED

2020.05.44 **MOVED** by Drouillard and **SECONDED** by Corneil **THAT** By-Law #2020-17, being a by-law of the Corporation of the Municipality of Dutton Dunwich to authorize the borrowing upon debentures in the principal amount of \$605,567 towards financing 2019 capital expenditures be read a first, second and third time and passed.

CARRIED

2020.05.45 **MOVED** by Loveland and **SECONDED** by Drouillard **THAT** By-Law #2020-18, being a by-law to authorize the Corporation of the Municipality of Dutton Dunwich to enter into an agreement with ICEsoft Technologies Holdings Ltd. for the Voyent Alert! public notification system, be read a first, second and third time and passed.

CARRIED

2020.05.46 **MOVED** by Drouillard and **SECONDED** by Corneil **THAT** By-Law #2020-19, being a by-law to amend by-law #2004-24, as it effects a parcel of land situated in Concession 9, Part Lots A & B, municipally known as 32774 Erin Line, Municipality of Dutton Dunwich, filed by Roland Kretschmer, be read a first, second and third time and passed.

CARRIED

2020.05.47 **MOVED** by Drouillard and **SECONDED** by Loveland **THAT** By-Law #2020-20, being a by-law to amend by-law #2004-24, as it effects a parcel of land situated in Concession 3, Part Lot 23, municipally known as 13069 Cowal Road, Municipality of Dutton Dunwich, filed by Justina and Ricardo Marques, be read a first, second and third time and passed.

CARRIED

2020.05.48 **MOVED** by Loveland and **SECONDED** by Drouillard **THAT** By-Law #2020-21, being a by-law to authorize the Corporation of the Municipality of Dutton Dunwich to enter into an agreement with Waste Connections of Canada for curbside collection of recyclables and waste, be read a first, second and third time and passed

CARRIED

2020.05.49 **MOVED** by Loveland and **SECONDED** by Corneil **THAT** By-Law #2020-22, being a by-law to confirm the proceedings of the Municipal Council of the Municipality of Dutton Dunwich, be read a first, second and third time and passed.

CARRIED

NEXT MEETING SCHEDULE

March 25, 2020 – 5:00 p.m.

April 8, 2020 – 5:00 p.m.

ADJOURNMENT

2020.05.50 **MOVED** by Corneil and **SECONDED** by Loveland **THAT** the meeting of the Council of the Municipality of Dutton Dunwich closes at 6:40 p.m.

CARRIED

Robert (Bob) Purcell, Mayor

Heather Bouw, Clerk

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



Municipality of
Dutton Dunwich

Council Minutes
Held via email electronically
March 17, 2020 – 7:15 p.m.

Present: Mayor Bob Purcell
Deputy Mayor Mike Hentz
Councillor Patricia Corneil
Councillor Amarilis Drouillard
Councillor Ken Loveland

Opening of the Meeting

Mayor Purcell distributed the email from the County of Elgin (attached to these minutes) inquiring about a joint state of emergency.

2020.06.01 MOVED by Corneil and SECONDED by Drouillard THAT the meeting of the Council of the Municipality of Dutton Dunwich opens at 7:15 p.m.

CARRIED

A quorum was present.

Mayor/Clerk Authority to Proceed with COVID-19 items & Local Declaration of Emergency; with the County of Elgin and City of St. Thomas

Mayor Purcell requested a vote whether to enter a joint emergency with The County of Elgin (see attached email correspondence). Council unanimously voted that they were in support of a joint emergency declaration.

2020.06.02 MOVED by Corneil and SECONDED by Drouillard THAT the Mayor & Clerk be authorized to continue to make decisions and implement actions necessary to protect everyone during the Corona Virus crisis.

THAT the Mayor implement our local state of emergency; when appropriate and beneficial; plus work with the County of Elgin & possibly the City of St. Thomas to harmonize this declaration.

CARRIED

ADJOURNMENT

2020.06.03 MOVED by Hentz and SECONDED by Loveland THAT the meeting of the Council of the Municipality of Dutton Dunwich closes at 8:34 a.m.

CARRIED

Robert (Bob) Purcell, Mayor

Heather Bouw, Clerk

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



Municipality of
Dutton Dunwich

Municipality of Dutton Dunwich - Building Permit Applications and Site Inspections for the Building Department (Covid-19 period)

The Municipality of Dutton Dunwich is taking precautions regarding the developing situation with COVID-19 in an effort to protect staff, residents and businesses as it relates to building inspections and new building permit applications. The Municipal office remains operational between 8:30 and 4:30, Monday to Friday, however will not be open to the public. Municipal staff can be contacted by email: info@duttondunwich.on.ca or telephone at: 519-762-2204. As such, the Municipality's Building Department will be operating as follows:

Building Department

The Building Department remains operational and will continue to provide **certain** site inspections (Details below). During this time, the Municipality is unable to guarantee that normal processing and inspection timelines will be met.

New permit applications –

The Municipality will review submitted applications (usually within the 10 business days) for Residential New Construction, Renovation and Additions and Residential Accessory structures. Other permit review periods are completed within the legislated time frame as set out in the Ontario Building Code.

Please email the applications to: building@duttondunwich.on.ca

While the Municipal Office is closed to the public, building permit applications may be mailed in or dropped off at the Municipal Office by using the drop box located at the Mary Street entrance.

Payment of fees for building permits may be submitted by cheque or cash in the locked drop box at the Municipal building – Mary Street entrance. Please label the envelope.

Any mailed in or hand delivered permit applications will have a one week time lag from the date the packages are delivered to the Municipal Office to the start of the review period (subject to public health advice, it may be longer).

Mailing address:

Municipality of Dutton Dunwich
199 Currie Road
Dutton, ON
N0L 1J0

Attn: Building Department

Site Inspections: New Construction

The Building Department will be inspecting in person **new** construction sites only.

The Building Official will **not** be entering occupied area of buildings under construction including personal dwellings or occupied areas of industrial, commercial, multi - residential and institutional buildings. Details on inspections for previously occupied areas are listed in "Site Inspections: Occupied Buildings" below.

The Building Official may ask you to answer brief, non-intrusive screening questions related to the COVID-19 health risks, and practice social distancing. Please understand this is for the protection and peace of mind of our staff who will be serving you and other members of the public.

Building inspections are to be booked by emailing Jackie Morgan-Beunen at building@duttondunwich.on.ca or by calling 519-762-2204 or cell 519-857-9605.

Site Inspections: Occupied Buildings

The Building Official will **not** be entering occupied areas of buildings under construction including personal dwellings or occupied areas of industrial, commercial, multi - residential and institutional buildings.

The Building Official will review emailed quality photos and videos or inspect via Facetime and then will email the owner or builder an inspection report stating whether the inspection is satisfactory or list deficiencies. Any deficiencies can be reviewed at a later date by the same methods.

Building inspections are to be booked by emailing Jackie Morgan-Beunen at building@duttondunwich.on.ca or by calling 519-762-2204 or cell 519-857-9605



Municipality of
Dutton Dunwich

TO: Mayor and Members of Council

FROM: Joe McMillan, Treasurer

DATE: March 24, 2020

SUBJECT: Gravel Tender Results

RECOMMENDATION:

THAT Council award the tender for the supply and delivery of gravel to Johnston Brothers Ltd., contingent on the vendors ability to supply and deliver gravel during the times required by the municipality.

AND THAT if restrictions are applied in 2020, the agreement with Johnston Brothers Ltd for the supply and delivery of gravel will become null and void and the next lowest tender will be awarded the contract.

FOR INFORMATION:

As detailed on the attached information sheet, the Tender for the supply and delivery of gravel to the Municipality closed on March 18, 2020. Three tenders were received as follows:

- Johnston Bros. Ltd. – \$14.90-15.65/tonne plus HST
- McKenzie Henderson -- \$16.88-19.38/tonne plus HST
- Jeff Carsey Trucking -- \$15.40-16.30/tonne plus HST

I am recommending Johnston Bros. Ltd. as this is the lowest tender. There were some restrictions imposed in 2019 which limited access to the Johnston Bros pit during certain times. These restrictions must be removed in order to maximize the efficiency of municipal operations.

Respectfully Submitted

Joe McMillan, CPA, CGA
Treasurer/Deputy Clerk

Tender Opening

Tender for:	Gravel Supply and Delivery
Date:	18-Mar-20
Time:	
Numer of Tenders Received	

Included	Johnston Bros	McKenzie Henderson	Jeff Carsey Trucking		
Sealed envelope	X	X	X		
2020 Gravel Supply and Delivery Tender lower left hand corner	X	X	X		
Certified Cheque (if applicable)	33,601.50	35,167.86	33,063.80		
Signed and witness or Signed and Sealed	X	X	X		
Price per tonne for Supply of Gravel	9.5	N/A	9.65		
Price per tonne for Delivery based on fuel price:					
.90-1.10	\$ 14.90	\$ 16.88	\$ 15.40		
1.10-1.20	\$ 15.05	\$ 17.38	\$ 15.58		
1.20-1.30	\$ 15.20	\$ 17.88	\$ 15.76		
1.30-1.40	\$ 15.35	\$ 18.38	\$ 15.94		
1.40-1.50	\$ 15.50	\$ 18.88	\$ 16.12		
over 1.50	\$ 15.65	\$ 19.38	\$ 16.30		
HST reported seperately	X	X	X		
Signing page	X	X	X		
Accessibility Form	X	X	X		

Accepted	
Approved at Council Meeting	

In Attendance
Staff

N/A
Murray Wickerson, Heather Bouw



TO: Mayor and Members of Council
FROM: Joe McMillan, Treasurer
DATE: March 24, 2020
SUBJECT: Penalty and Rent Waiver Report

RECOMMENDATION:

THAT COUNCIL approve the waiving of penalties on property tax and water accounts for current year billings until June 30, 2020;

AND THAT Council approve the waiving of rental fees for tenants at municipal properties who are unable to operate/attend the rented space due to the COVID 19 pandemic.

BACKGROUND:

The COVID 19 pandemic has resulted in employment and operational disruptions and a negative economic impact on local residents and businesses. To help ease the impact, the municipality may effectively extend due dates by waiving current year penalties on property tax and water accounts until June 30, 2020.

There are several tenants who rent municipal facilities who have been displaced. It is advised that rental fees be waived for municipal tenants who are not able to use the rental space during the pandemic. Rent payments will resume once tenants are again able to use the rental space.

BUDGET IMPACTS:

The estimated impact is a reduction of revenue from penalties and rent in the amount of \$5,000 to \$8,000.

Respectfully Submitted

Joe McMillan, CPA, CGA
Treasurer/Deputy Clerk



By-Law No. 2020-23

**BEING A BY-LAW TO DELEGATE CERTAIN DUTIES AS REQUIRED DURING
A DECLARED PANDEMIC PERIOD**

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes a municipality to pass by-laws to exercise its municipal powers;

AND WHEREAS the Council of the Corporation of the Municipality of Dutton Dunwich has deemed it expedient to delegate certain duties during a declared Pandemic Period;

NOW THEREFORE the Municipal Council of the Corporation of the Municipality of Dutton Dunwich enacts as follows:

1. THAT in the event that Dutton Dunwich Council may not be able to meet the requirements for quorum under the Municipality's Procedural By-law #2019-16, during a declared pandemic period, the Clerk (or designate in his/her absence) is hereby delegated the authority to take all actions on behalf of the Council that are permitted to be done under the Municipal Act and subject to the limitations under and subject to Sections 23.1, 23.2, and 23.3 during any period that the Council is restricted from taking these actions under the Municipality's Procedural By-law due to a lack of quorum for meetings. The Clerk (or designate in his/her absence) is required to report to the Council regarding any exercise of this delegated authority.
2. THAT this by-law and the delegation contemplated herein may be revoked at any time by Council and shall be null and void no later than the end of the term of this Council.
3. THAT in the event of a conflict between any municipal by-law, this by-law shall apply.
4. THAT the delegation in this by-law is subject to any restrictions on such delegation under the Municipal Act (Ontario), as amended.
5. THAT this by-law shall come into force and take effect on the final passing thereof.

READ a first and second time this 24th day of March, 2020.

READ a third time and finally passed this 24th day of March, 2020.

Robert (Bob) Purcell, Mayor

Heather Bouw, Clerk



By-Law No. 2020-25

**A BY-LAW TO CONFIRM PROCEEDINGS OF THE MUNICIPAL COUNCIL OF
THE MUNICIPALITY OF DUTTON DUNWICH**

March 24, 2020

WHEREAS pursuant to Section 5.1 of the Municipal Act, 2001, S.O. 2001, c.25, the powers of a municipality shall be exercised by its council; and

WHEREAS pursuant to Section 5.3 of the Municipal Act, 2001, S.O. 2001, c.25, the powers of every Council shall be exercised by by-law; and

WHEREAS it is deemed expedient that the proceedings of the Municipal Council of the Corporation of the Municipality of Dutton Dunwich at this meeting and previous meeting be confirmed and adopted by by-law.

NOW THEREFORE the Municipal Council of the Corporation of the Municipality of Dutton Dunwich enacts as follows:

1. THAT action of the Municipal Council of the Corporation of the Municipality of Dutton Dunwich in respect of each recommendation contained in the reports and each motion and resolution passed and other action taken by the Municipal Council of the Corporation of the Municipality of Dutton Dunwich at its meeting held March 24, 2020 be hereby adopted and confirmed as if all such proceedings were expressly embodied by the By-law.
2. THAT the Mayor and proper officials of the Corporation of the Municipality of Dutton Dunwich are hereby authorized and directed to do all things necessary to give effect to the action of the Municipal Council of the Corporation of Municipality of Dutton Dunwich referred to in the preceding section hereof.
3. THAT the Mayor and the Clerk or alternate are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation of the Municipality of Dutton Dunwich.

READ a first and second time this 24th day of March, 2020.

READ a third time and finally passed this 24th day of March, 2020.

Robert (Bob) Purcell, Mayor

Heather Bouw, Clerk