



Municipality of  
**Dutton Dunwich**

**Council Minutes  
SPECIAL MEETING #1  
Held via Web Conference  
199 Currie Road, Dutton, Ontario  
March 24, 2020 - 10:10 a.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**

**2019.08.01**            **MOVED by Drouillard and SECONDED by Corneil THAT the meeting of the Council of the Municipality of Dutton Dunwich opens at 10:10 a.m.**

**CARRIED**

A quorum was present.

**Declaration of Pecuniary Interest**

None declared

**Adoption of Minutes**

**2019.08.02**            **MOVED by Hentz and SECONDED by Corneil THAT the Council of the Municipality of Dutton Dunwich approves the draft minutes of the March 11, 2020 meeting forwarded to Council Members, and the Mayor and the Clerk are authorized to sign same.**

**CARRIED**

**2019.08.03**            **MOVED by Hentz and SECONDED by Corneil THAT the Council of the Municipality of Dutton Dunwich approves the draft minutes of the March 17, 2020 emergency meeting forwarded to Council Members, and the Mayor and the Clerk are authorized to sign same.**

**CARRIED**

**EMERGENCY DECLARATION ANNOUNCEMENT DISCUSSION**

MECG Update

The Clerk reported that the Municipality of Dutton Dunwich made a joint declaration with the County of Elgin on Saturday March 21, 2020 at 11:00 a.m. The declaration was posted on the municipal website, social media and electronic sign.

Elgin County COVID-19 County Wide Control Group Proposal

The Mayor reported that staff received a request from Elgin County on how they would like to proceed with the Joint Emergency Control Group. Council agreed that one staff member should be a part of the joint control group and report back.

**BUILDING DEPARTMENT POLICY**

Mayor Purcell stated that any more temporary policies brought up during the COVID-19 Pandemic will be added to an addendum of emergency policies.

**2020.08.04**            **MOVED by Loveland and SECONDED by Drouillard THAT the Council of the Municipality of Dutton Dunwich approves the Temporary Emergency Procedural Policy "Municipality of Dutton Dunwich – Building Permit Applications and Site Inspection for the Building Department (COVID-19 Period)" for the time period of COVID-19 Pandemic**

**CARRIED**

**ASH LINE PROJECT**

Council discussed that this project will need to be delayed, however paperwork will begin now.

**2020.08.05**            **MOVED by Hentz and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich appoint Spriet Associates Ltd. to prepare the reports for the Ash Line Culvert Replacement Project; and**

**THAT notice of Council's Decision to appoint the engineer be sent to Spriet Associates.**

**CARRIED**

**OPERATIONAL DIRECTION**

Suspension of Bag Limit/Tags

**2020.08.06**            **MOVED by Corneil and SECONDED by Loveland WHEREAS the COVID-19 Pandemic is an unusual circumstance that may cause undue hardship on residents while they are required to socially distance themselves and isolate to stop the spread of the corona virus;**

**THAT the Council of the Municipality of Dutton Dunwich suspends the use of bag limits and bag tags until October 1, 2020.**

**CARRIED**

Cancellation of Tree Order/ReLeaf Day, Pitch-In, Emergency Preparedness Week

Deputy Mayor Hentz confirmed that social distancing will be top priority when landowners receive their tree orders. Specifically scheduled pick up times will be relayed to those landowners who have pre-ordered trees. Council agreed to cancel the planned ReLeaf Day.

**2020.08.07**            **MOVED by Hentz and SECONDED by Drouillard WHEREAS the COVID-19 Pandemic is an unusual circumstance where staff and the public are required to socially distance themselves and isolate to stop the spread of the corona virus; and**

**WHEREAS an order of 4000 trees has been placed for ReLeaf Day including 1989 pre-ordered trees by residents; and**

**THAT the Council of the Municipality of Dutton Dunwich cancel ReLeaf Day in order to effectively use social distancing to mitigate the spread of COVID-19; and**

**THAT the Council directs staff to continue with the pre-ordered 1989 trees and cancel the remainder of the order.**

**CARRIED**

Postponing Non-essential Projects

Mayor Purcell stated that due to the current COVID-19 situation the municipality may have to postpone or cancel some projects. Council requested that staff inform Council Members through email when projects are required to be delayed, postponed or cancelled.

**2020.08.08            MOVED by Drouillard and SECONDED by Corneil WHEREAS the COVID-19 Pandemic is an unusual circumstance where staff and the public are required to socially distance themselves and isolate to stop the spread of the corona virus; and**

**THAT the Council of the Municipality of Dutton Dunwich authorizes the Mayor and Clerk (or their designate) to delay, postpone and reschedule any non-essential projects.**

**CARRIED**

Summer Students and Pool

Since the predictive modelling for Elgin County indicates that COVID-19 will peak in mid-June, it seems unlikely that the municipal pool will be open this summer. For staff that are unable to work from home, they may be assigned other tasks.

**2020.08.09            MOVED by Hentz and SECONDED by Loveland WHEREAS the COVID-19 Pandemic is an unusual circumstance where staff and the public are required to socially distance themselves and isolate to stop the spread of the corona virus; and**

**WHEREAS the Provincial government has closed all recreation facilities providing indoor recreational programs, libraries, private schools, daycares, cinemas, theatres, churches and other faith settings, bars and restaurants, except those that may only offer takeout or delivery until March 31, 2020 to aid in mitigation of COVID-19; and**

**THAT the Municipality of Dutton Dunwich annually hires summer students for summer maintenance help and as pool staff; and**

**THAT the Council of the Municipality of Dutton Dunwich directs the Mayor and Clerk (or their designate) to postpone or cancel the hiring of summer students as appropriate.**

**CARRIED**

**CLOSED SESSION**

**2020.08.10            MOVED by Corneil and SECONDED by Drouillard 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 10:36 am, in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c.25 for discussion of the following matters:**

**a) Labour Relations or Employee Negotiations – staffing during COVID-19 Pandemic – s.239(2)(d) of the Municipal Act**

**CARRIED**

**2020.08.11**            **MOVED** by Corneil and **SECONDED** by Loveland **THAT** the Council for the Municipality of Dutton Dunwich hereby comes out of the closed session of the meeting at 11:10 am, and the regular meeting reconvenes.

**CARRIED**

**RISE AND REPORT - OPEN**

**2020.08.12**            **MOVED** by Loveland and **SECONDED** by Hentz **THAT** the Council of the Municipality of Dutton Dunwich adopt the confidential resolution CL 2020-07 moved in the closed session.

**CARRIED**

Labour Relations or Employee Negotiations - staffing during COVID-19 Pandemic

**2020.08.13**            **MOVED** by Corneil and **SECONDED** by Drouillard **THAT** regarding closed session item Labour Relations and Employee Negotiations – staffing during COVID-19 Pandemic – s. 239(2)(d) of the Municipal Act, that staff proceed as directed by Council.

**CARRIED**

**TREASURER’S REPORT**

Attendance and Absenteeism Policy Amendment

The Treasurer presented this report to council. Council directs staff to make an adjustment to the amendment from 2 weeks to 4 weeks.

**2020.08.14**            **MOVED** by Hentz and **SECONDED** by Drouillard **THAT** Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled “Attendance and Absenteeism Policy Amendment”, dated March 24, 2020 for information

**CARRIED**

**2020.08.15**            **MOVED** by Hentz and **SECONDED** by Drouillard **THAT** Council of the Municipality of Dutton Dunwich approves the proposed amendment to Policy AW 01-2014 – Attendance and Absenteeism Policy which was updated in January 2020.

**CARRIED**

Gravel Tenders Results

The Treasurer presented this report to council.

**2020.08.16**            **MOVED** by Corneil and **SECONDED** by Drouillard **THAT** Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled “Gravel Tender Results”, dated March 24, 2020 for information.

**CARRIED**

**2020.08.17**            **MOVED** by Corneil and **SECONDED** by Drouillard **THAT** Council of the Municipality of Dutton Dunwich awards 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.**

**CARRIED**

Penalty and Rent Waiver Report

The Treasurer presented this report to Council.

**2020.08.18**            **MOVED by Corneil and SECONDED by Drouillard THAT the Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled "Penalty and Rent Waiver Report", dated March 24, 2020 for information.**

**CARRIED**

**2020.08.19**            **MOVED by Corneil and SECONDED by Drouillard WHEREAS the COVID-19 Pandemic is an unusual circumstance that may cause undue hardship on residents while they are required to socially distance themselves and isolate to stop the spread of the corona virus;**

**THAT the Council of the Municipality of Dutton Dunwich postpones the payment of the second interim tax installment due Friday, May 29, 2020 until the first due date of the final tax installment due date on Monday, August 31, 2020 and waives any new penalties for this installment until September 1, 2020; and**

**THAT Council postpones the payment of the April 15<sup>th</sup> and July 15<sup>th</sup>, 2020 water billings until Monday, August 31, 2020, and waives any new penalties for these billings until September 1, 2020; and**

**THAT Council waives the rental fees for tenants at municipal properties who are unable to operate/attend the rented space due to the COVID-19 Pandemic.**

**CARRIED**

**PROPOSED BY-LAWS**

**2020.08.20**            **MOVED by Hentz and SECONDED by Loveland THAT By-Law #2020-23, being a by-law to delegate certain duties as required during a declared pandemic period, be read a first, second and third time and passed.**

**CARRIED**

**2020.08.21**            **MOVED by Corneil and SECONDED by Drouillard THAT By-Law #2020-25, 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**

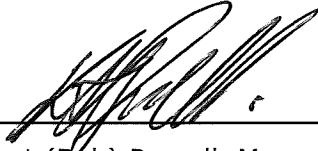
Special Meeting #3 – April 3, 2020 – 1:00 p.m.

CANCELLED – March 25, 2020 – 5:00 p.m.

**ADJOURNMENT**

**2020.08.22            MOVED by Hentz and SECONDED by Corneil THAT the meeting  
of the Council of the Municipality of Dutton Dunwich closes at 11:28  
a.m.**

**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.