



Municipality of
Dutton Dunwich

Council Minutes
Held in WEDS Theatre
199 Currie Road, Dutton, Ontario
May 11, 2022 - 5:00 p.m.

Present:

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

Regrets:

Councillor Patricia Corneil

Opening of the Meeting

2022.13.01 MOVED by Drouillard and SECONDED by Loveland THAT the meeting of the Council of the Municipality of Dutton Dunwich opens at 5:03 p.m.

CARRIED

A quorum was present.

Declaration of Pecuniary Interest

None declared.

Adoption of Minutes

2022.13.02 MOVED by Hentz and SECONDED by Drouillard THAT the Council of the Municipality of Dutton Dunwich approves the draft minutes of the April 27, 2022 meeting forwarded to Council Members, and the Mayor and the CAO/Clerk are authorized to sign same.

CARRIED

REVIEW OF ITEMS NOT LISTED ON AGENDA

a) No items.

PUBLIC WORKS DEPT

Public Works Monthly Report

2022.13.03 MOVED by Hentz and SECONDED by Loveland 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 April 2022", dated May 11, 2022 for information

CARRIED

Fire Department Signage

The Manager of Roads and Facilities presented this report to Council. Council directs staff to hold an education session for residents regarding the new signage.

2022.13.04 MOVED by Drouillard and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the Manager of Roads and Facilities titled "Fire Department Signage", dated May 11, 2022 for information; and

THAT Council instruct staff to forward a resolution to the County of Elgin to allow the erection of Fire Department Signage in various locations on County of Elgin Roads.

CARRIED

Monthly Safety Meeting Minutes

2022.13.05 MOVED by Hentz and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the "Public Works Safety Meeting" minutes dated May 5, 2022 for information.

CARRIED

WATER DEPARTMENT

Water Operations Manager's Monthly Report

2022.13.06 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 – April 2022", dated May 11, 2022 for information.

CARRIED

Monthly Safety Meeting Minutes

2022.13.07 MOVED by Drouillard and SECONDED by Hentz THAT the Council of the Municipality of Dutton Dunwich receives the "Water Department Safety Meeting" minutes dated May 3, 2022 for information.

CARRIED

WASTEWATER DEPARTMENT

Wastewater Operator Monthly Report

2022.13.08 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 – April 2022", dated May 11, 2022 for information.

CARRIED

BUILDING DEPT

Monthly Building Activity Report

2022.13.09 MOVED by Drouillard 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 – April 2022", dated May 11, 2022 for information.

CARRIED

PLANNING DEPARTMENT

Pre-consultation for Proposed Severance, 13115 Largie Road, Municipality of Dutton Dunwich, Duff Presbyterian Church Manse

The Planner presented this report to Council. Councillor Loveland inquired if the Church and manse have separate septic systems and waterline connections. The Planner replied that Mr. Ross had a septic inspection conducted and that if there currently is not two systems that there needs to be two systems. This would be a condition of the severance.

2022.13.10 MOVED by Hentz and SECONDED by Drouillard THAT the Council of the Municipality of Dutton Dunwich receives the report of the Planner titled "Pre-consultation for Proposed Severance, 13115 Largie Road, Municipality of Dutton Dunwich, Duff Presbyterian Church Manse", dated May 11, 2022 for information; and

THAT Council recommends that the County of Elgin look at their policies as it pertains to technical severances in agricultural areas as part of their review of the County Official Plan.

CARRIED

DELEGATION – Ron Ross – Duff Presbyterian Church Manse

Ron Ross was not in attendance at the meeting.

FIRE DEPARTMENT

Fire Chief's Monthly Report

2022.13.11 MOVED by Drouillard and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the Fire Chief titled "Monthly Report – April 2022", dated May 11, 2022 for information.

CARRIED

DRAINAGE DEPARTMENT

Drainage Superintendent's Monthly Report

It was noted that due to increasing wet weather the Drainage Superintendent is spending more time on private drains. Council instructs the Drainage Superintendent to include time spent on private drains in future reports.

2022.13.12 MOVED by Hentz and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the Drainage Superintendent titled "Monthly Activity Report for April 2022", dated May 11, 2022 for information.

CARRIED

Drainage Re-Apportionment Request – E71/21

2022.13.13 MOVED by Drouillard and SECONDED by Hentz THAT the Council of the Municipality of Dutton Dunwich hereby accepts the drainage re-apportionment undertaking for severance application E 71/21 filed by Barbara Farms Inc.;

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

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

CARRIED

Drainage Re-Apportionment Request – E72/21

2022.13.14 MOVED by Drouillard and SECONDED by Hentz THAT the Council of the Municipality of Dutton Dunwich hereby accepts the drainage re-apportionment undertaking for severance application E 72/21 filed by Barbara Farms Inc.; and

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

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

CARRIED

DELEGATION – Kelsey McConnell – Currie Road Speed Limit

Kelsey McConnell attended the meeting. He explained that he would like to see the speed limit reduced to 30-40km/h on Currie Road between Anabella St. and Annie St. The Manager of Roads and Facilities explained that this is a County road and the County would require the completion of a traffic study before approval. Councillor Drouillard inquired if this area could be designated a "Community Safety Zone". Deputy Mayor Hentz added that increased enforcement might aid in the issue. Chief Menzie of the MEU will liaise with the OPP for this issue.

PLANNING DEPARTMENT Continued

Dutton Dunwich Zoning By-law Comprehensive Review – Document for Final Council Approval

The Planner presented this report to Council. Council directs staff to bring a housekeeping amendment back regarding Shelters and Group Homes.

2022.13.15 MOVED by Hentz and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the Planner titled "Dutton Dunwich Zoning By-law Comprehensive Review – Document for Final Council Approval", dated May 11, 2022 for information; and

THAT the Group Home/Shelter and Licensing be deferred and be returned to Council at a later meeting as an amendment; and

THAT Council approve the Dutton Dunwich Zoning By-law, with the above exception, dated May 11, 2022 in accordance with by-law #2022-50

CARRIED

Dutton Dunwich Official Plan Amendment (OPA) Settlement Boundary Adjustments, Request for Council Direction

The Planner presented this report to Council. It was noted that all landowners involved in the swap are doing so voluntarily.

2022.13.16 MOVED by Drouillard and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the Planner titled "Dutton Dunwich Official Plan Amendment (OPA) Settlement

Boundary Adjustments, Request for Council Direction”, dated May 11, 2022 for information; and

THAT Council approves the proposed 33.8 ha land swaps; and

THAT Council confirm that no further public meetings are required; and

THAT Council directs staff to bring the adopting by-law to the next regular Council meeting and then forward same to the County of Elgin for final approval.

CARRIED

Application for Severance (E 24-22), 31395 Talbot Line, Municipality of Dutton Dunwich, W. Noorloos Farms Inc.

The Planner presented this report to Council.

2022.13.17 MOVED by Hentz and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the Planner titled “Application for Severance (E24-22), 31395 Talbot Line, Municipality of Dutton Dunwich, W. Noorloos Farms Inc.” dated May 11, 2022 for information.

CARRIED

2022.13.18 MOVED by Hentz 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 E 24-22 for 31395 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 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 or 4 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 has been provided to the Municipality;
- f) That taxes are to be paid in full;
- g) That a 911 sign be established for the severed and retained parcels;
- h) That all Dutton Dunwich planning applications fees, set out in the Fees By-law, be paid to the Municipality;
- i) That all barns capable of holding livestock or are in disrepair on both the retained and severed lands be removed or decommissioned to the satisfaction of the Chief Building Official;
- j) That the applicant confirms with the Municipality that they are a bona fide farmer; and
- k) That the solicitor provides and undertaking that a copy of the registered deed for the severed parcel, once the transaction has occurred, will be provided to the Municipality.

CARRIED

CORRESPONDENCE

- a) **AMO** – Call for Nominations: 2022-2024 AMO Board of Directors

2022.13.19 **MOVED** by Loveland and **SECONDED** by Drouillard **THAT** correspondence item 14.a) from Association of Municipalities Ontario (AMO) be received and filed.

CARRIED

b) **Town of South Bruce Peninsula** – New Home Tax Rebate Program

2022.13.20 **MOVED** by Hentz and **SECONDED** by Loveland **THAT** the Council of the Municipality of Dutton Dunwich supports the resolution from the Town of South Bruce Peninsula requesting that the Government of Canada reviews the rebate program and considers implementing their rebate program in the same manner as that of Ontario meaning that there is no incremental decrease applied to the rebate and instead a maximum rebate is established for new home purchases under \$450,000; and

THAT alternatively, if the Government of Canada does not see fit to mirror the rebate program of the Province of Ontario, that the Government of Canada increases its new home purchasing threshold to an amount significantly higher than \$450,000 which is reflective of today's housing market;

AND THAT a copy of this resolution be forwarded to Karen Vecchio, MP and the Town of South Bruce Peninsula.

CARRIED

c) **Ministry of Energy** – Phase 3 of the Natural Gas Expansion Program

2022.13.21 **MOVED** by Hentz and **SECONDED** by Drouillard **THAT** correspondence item 14.c) from the Ministry of Energy be received and filed.

CARRIED

d) **Ministry of the Environment, Conservation and Parks** – Dutton Wastewater Treatment Plant Municipal Class EA Response to Notice of Commencement

2022.13.22 **MOVED** by Loveland and **SECONDED** by Hentz **THAT** correspondence item 14.d) from the Ministry of Environment, Conservation and Parks be received; and

THAT Council instructs staff to work with Dillon Consulting to ensure that all areas of interest are considered and addressed as part of the Municipal Class EA.

CARRIED

e) **Ministry of Municipal Affairs and Housing** – 2022 AMO Conference Delegations

2022.13.23 **MOVED** by Drouillard and **SECONDED** by Loveland **THAT** correspondence item 14.e) from Association of Municipalities Ontario (AMO) is received and filed.

CARRIED

2022.13.24 **MOVED** by Hentz and **SECONDED** Loveland **THAT** relevant correspondence was reviewed.

CARRIED

CONSENT AGENDA

Consent Correspondence

- a) **Ministry of the Environment, Conservation and Parks** – Regulations and Policy Under the Conservation Authorities Act
- b) **MPAC** – 2021 Annual Report
- c) **AMO** – AMO Policy Update: More Homes for Everyone Act
- d) **Town of Arnprior** – Support for Humanitarian Efforts in Ukraine
- e) **Township of Southwold** – Notice of Public Meeting Concerning a Proposed Zoning By-law Amendment – ZBA 2022-04
- f) **Brian Buck** – Thank you for Birthday Certificate and Letter

Committee Reports

- By-Law Enforcement
- Community Policing Committee
- Cultural Heritage Committee
 - March 16, 2022 meeting minutes
- Dutton Dunwich Senior's
- Economic Development Committee
 - March 28, 2022 meeting minutes
- Elgin Phragmites Working Group
- Elgin-St. Thomas Municipal Association
- Emergency Management
- Fire Department
- Healthy Communities Partnership
- Lower Thames Valley Conservation Authority
- Multi-Municipal Wind Turbine Working Group
 - February 10, 2022 meeting minutes
- Occupational Health and Safety
- Recreation Committee
- Shoreline Management Report
- Source Protection Authority
- Trans Canada Trail
 - April 28, 2022 meeting minutes
- Tri County Water Board
- West Elgin Community Centre Board of Management

2022.13.25 MOVED by Drouillard and SECONDED by Hentz THAT the items on the Consent Agenda be approved.

CARRIED

CAO/CLERK'S REPORT

Elgincentives Program Update

The CAO/Clerk presented this report to Council.

2022.13.26 MOVED by Loveland and SECONDED by Hentz THAT the Council of the Municipality of Dutton Dunwich receives the report of the CAO/Clerk titled "Elgincentives Program Update", dated May 11, 2022 for information.

CARRIED

Animal Control/Poundkeeping

The CAO/Clerk presented this report to Council.

2022.13.27 MOVED by Loveland and SECONDED by Hentz THAT the Council of the Municipality of Dutton Dunwich receives the report of the CAO/Clerk titled "Animal Control/Poundkeeping", dated May 11, 2022 for information.

CARRIED

Municipal Building Renovation Project – Update #4

The CAO/Clerk presented this report to Council. The tender will include replacement of the windows as outlined in the grant received for the renovation.

2022.13.28 MOVED by Drouillard and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the CAO/Clerk titled “Municipal Building Renovation Project – Update #4”, dated May 11, 2022 for information.

CARRIED

TREASURER’S REPORT

Dutton Dunwich Community Centre Upgrades

The Treasurer presented this report to Council. The Treasurer added that countertops will be installed this week. An employee from Spriet and Associates will be inspecting the roof at the community centre and then the repairs will be deemed complete.

2022.13.29 MOVED by Hentz and SECONDED by Loveland THAT the Council of the Municipality of Dutton Dunwich receives the report of the Treasurer titled “Dutton Dunwich Community Centre Upgrades”, dated May 11, 2022 for information; and

THAT Council approve the transfer of an estimated \$23,500 from the recreation reserve.

CARRIED

UNFINISHED BUSINESS

None.

NEW BUSINESS

OMERS Membership for Non-Full-Time Employees

The Accounting Assistant presented this report to Council.

2022.13.30 MOVED by Loveland and SECONDED by Drouillard THAT the Council of the Municipality of Dutton Dunwich receives the report of the Accounting Assistant titled “OMERS Membership for Non-Full-Time Employees”, dated May 11, 2022 for information.

CARRIED

West Elgin Chronicle

The Deputy Clerk reported that Postmedia owner of the West Elgin Chronicle and the Elgin County Market have divided up the County in Zones and have made adjustments to whom receives each paper to prevent overlap. It is unclear whether all homes are covered by this method. The Municipality in addition to the paper uses the website and social media to notify residents. Alternatives to the paper could include a bulk flyer mailout or assembling a mailing list which residents could register for. Council directs staff to prepare a report with more information and a resolution requesting that the West Elgin Chronicle be delivered to all homes in the Municipality of Dutton Dunwich.

ANNOUNCEMENTS

Trans Canada Trail

Deputy Mayor Hentz reported that last summer, storms destroyed 5 bridges on the Trans Canada Trail. The bridges have been repaired and the trail is fully opened again. He noted that Ruth Pugh and Mel Gowan were monumental in opening the trail again.

Memorial Tree Planting

Deputy Mayor Hentz reported that the Cultural Heritage Committee has planted a memorial tree at the Backus Page House Museum in honour of Elaine Brown. A small ceremony will be held Saturday at 10:30am to celebrate Elaine and her contributions to the community.

CAO/Clerk Retirement

The CAO/Clerk announced her retirement effective May 31st.

CLOSED SESSION

2022.13.31 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 6:25 pm, in accordance with Section 239 (2) of the Municipal Act, S.O. 2001, c.25 for discussion of the following matters:

- a) Information supplied in confidence to the municipality by another level of government – s.239(2)(h) of the Municipal Act
- b) Personal matter about an identifiable individual – s.239(2)(b) of the Municipal Act
- c) Third-party information supplied in confidence to the municipality – s.239(2)(i) of the Municipal Act
- d) Labour relations or employee negotiations – s.239(2)(d) of the Municipal Act

CARRIED

2022.13.32 MOVED by Hentz and SECONDED by Drouillard THAT the Council for the Municipality of Dutton Dunwich hereby comes out of the closed session of the meeting at 7:22 p.m., and the regular meeting reconvenes.

CARRIED

RISE AND REPORT - OPEN

2022.13.33 MOVED by Hentz and SECONDED by Drouillard THAT Council adopt the confidential resolution CL 2022-08 moved in the closed session.

CARRIED

a) information supplied in confidence to the municipality by another level of government

2022.13.34 MOVED by Drouillard and SECONDED by Loveland THAT regarding closed session item a) information supplied in confidence to the municipality by another level of government – s.239(2)(h) of the Municipal Act, that staff proceed as directed by Council.

CARRIED

b) personal matter about an identifiable individual

2022.13.35 MOVED by Hentz and SECONDED by Drouillard 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.

CARRIED

c) third-party information supplied in confidence to the municipality

2022.13.36 MOVED by Loveland and SECONDED by Drouillard THAT regarding closed session item c) third-party information supplied in confidence to the municipality – s.239(2)(i) of the Municipal Act, that staff proceed as directed by Council.

CARRIED

d) labour relations or employee negotiations

2022.13.37 MOVED by Hentz and SECONDED by Loveland THAT regarding closed session item d) labour relations or employee negotiations – s.239(2)(d) of the Municipal Act, that staff proceed as directed by Council.

CARRIED

PROPOSED BY-LAWS

2022.13.38 MOVED by Hentz and SECONDED by Drouillard THAT By-Law #2022-44, being a by-law to authorize the Corporation of the Municipality of Dutton Dunwich to enter into an agreement with Lower Thames Valley Conservation Authority (LTVCA) for a Service Agreement/Memorandum of Understanding (MOU), be read a first, second and third time and passed.

CARRIED

2022.13.39 MOVED by Loveland and SECONDED by Hentz THAT By-Law #2022-50, being a by-law to enact a new Comprehensive Zoning by-law for the Municipality of Dutton Dunwich, be read a first, second and third time and passed.

CARRIED

2022.13.40 MOVED by Drouillard and SECONDED by Hentz THAT the Council of the Municipality of Dutton Dunwich deviate from Section 4.3.2 of By-law #2020-72 – Procedural By-law pertaining to meeting dates to allow for only one (1) regularly scheduled meeting in each of the months of July, August and December; and

THAT due to the timing of the term of the new Council post 2022 Municipal Election, there only be one (1) meeting in November; and

THAT the meeting schedule for the last 6 months of the year be scheduled as follows:

- July 20, 2022
- August 17, 2022
- September 14, 2022
- September 28, 2022
- October 12, 2022
- October 26, 2022
- November 9, 2022
- December 7, 2022 – Inaugural Meeting

CARRIED

2022.13.41 MOVED by Drouillard and SECONDED by Loveland THAT By-Law #2022-45, 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

May 25, 2022 – 5:00 p.m.

June 8, 2022 – 5:00 p.m.

ADJOURNMENT

2022.13.42 MOVED by Hentz and SECONDED by Loveland THAT the meeting of the Council of the Municipality of Dutton Dunwich closes at 7:27 p.m.

CARRIED

Robert (Bob) Purcell, Mayor

Heather Bouw, CAO/Clerk

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