

# The Corporation of the Township of Lucan Biddulph Council Minutes

**Present:** Mayor C. Burghardt-Jesson, Deputy Mayor D. Manders, Councillor D. Regan, Councillor P. Mastorakos and A. Westman

**Also Present:** R. Reymer-CAO/Clerk, T. Merner-Deputy Clerk, L. deBoer-Economic Development Coordinator, J. Little-Public Works Manager, K. Langendyk-Treasurer, P. Smith-Parks & Recreation Manager

## **Call To Order**

Mayor C. Burghardt-Jesson called the meeting to order at 6:00 pm. The meeting took place electronically.

## **Declaration of Pecuniary Interest & Nature Thereof**

None

## **1/ Closed Session**

*Moved by A. Westman*

*Seconded by D. Regan*

*Resolved that Council adjourn its regular council meeting in order to conduct a closed session pursuant to Section 239 (3.1) of the Municipal Act for the purpose of educating of training members of Council with R. Reymer, T. Merner and L. deBoer remaining.*

CARRIED

## **2/ Rise from Closed Session**

*Moved by D. Manders*

*Seconded by D. Regan*

*Resolved that the Council does now rise out of closed session and Council reconvene its regular meeting at 6:49 p.m.*

CARRIED

## **Report from Closed Session**

Council received training on the Respect in Workplace (Harassment and Violence) policy.

## **Announcements**

Mayor C. Burghardt-Jesson opened regular council meeting by announcing the 2020 Mayor's Honour roll recipients as follows:

- Good Neighbour Award - Glenn Kelly
- Sports & Recreation Award - Heather Mutter
- Volunteerism & Citizenship Award - Jana Baer-Smith
- Youth Ward – Cassandra Beattie
- Community Development – Dr. Chris Cameron

Each individual was acknowledged for their efforts in making a difference in our community and the lives of others and Mayor C. Burghardt-Jesson noted she would be connecting with each recipient individually in the coming weeks.

Honorable Mention was also given to Porter Huffman & Colton Lawrence for their efforts in collecting Canadian tire money, bottle drive funds and cash donations towards purchasing toys for kids in need in our area.

## **Delegations**

### **Renee Hornick, Senior Operations Manager - OCWA**

Ms. Hornick presented the 3<sup>rd</sup> quarter operation reports for the Lucan and Granton Waste Water Treatment facilities. Discussion took place regarding maintenance and equipment repairs, recommendations received from BM Ross Engineers and the effects of grease build-up in the plants with Granton in particular due to the disc and overall smaller system in place at that location.

Mayor C. Burghardt-Jesson thanked Ms. Hornick for her presentation at which time she exited the meeting.

**Adoption of Minutes**

**3/ Minutes**

*Moved by A. Westman*

*Seconded by D. Regan*

*That the regular council minutes of December 15, 2020 be approved as circulated.*

**CARRIED**

**Business Arising**

All items were noted as ongoing.

**Correspondence**

K. Langendyk commented on the letter received from the Ministry of Municipal Affairs and Housing regarding the Safe Restart Agreement and additional funding that has been secured from the federal government. She noted that Lucan Biddulph received \$123,000.00 recently for operating expenses due to COVID-19 such as signage, PPE, and lost revenues. Discussion took place regarding what can be recovered, reporting process and how lost revenue from the community centre is being tracked.

**4/ Receive Communication Reports**

*Moved by D. Regan*

*Seconded by D. Manders*

*That Items 9. 1) through 2) q) (Correspondence) be received for information.*

**CARRIED**

**Committee Reports**

**ABCA and UTRCA**

A Westman advised that representatives from both Conservation Authorities will be reaching out to schedule a time to attend Council meeting and answer any questions regarding the recent budgets set.

**Parks & Recreation**

Meeting Minutes from the December 9, 2020 PRAC meeting

**Staff Reports**

**CAO/Clerk**

R. Reymer reviewed report no. CAO-01-2021 regarding the recent provincial legislation updates and COVID-19. He gave a brief overview on the effects of the lockdown in our community including the municipal office and community centre. Discussion took place regarding the arrangements in place for the municipal office and residents looking for assistance as well as moving towards digital pre-screening forms for staff and the public entering municipal buildings. R. Reymer gave a few other department updates including a recent meeting that took place with the manager of planning for the Thames Valley District School Board, Ben Puzanov and an upcoming scheduled meeting with representatives from Jake's House. Discussion took place regarding possible future contact with representatives of the Catholic District School Board in as well.

**5/ Provincial Legislation & Updates re COVID-19**

*Moved by A. Westman*

*Seconded by P. Mastorakos*

*That report no. CAO-01-2021 be received for information.*

**CARRIED**

T. Merner reviewed report no. CL-01-2021 regarding a proposal for a new meeting management software program called eSCRIBE. She advised that through a joint initiative with the County of Middlesex and other lower-tier municipalities this program will provide modernization to our current meeting management of Agenda preparation, Minute taking and more. Discussion took place regarding additional capabilities of the program such as digital voting and agenda preparation for Committee's as well.

**Finance**

K. Langendyk advised the Interim Tax Levy Bylaw for 2021 is included and that generation of 2021 interim tax bills will take place at the end of this month.

**Public Works**

J. Little gave a department update and advised Matt Pearson from BM Ross will be attending

Council soon to provide an update on the Master Servicing Plan.

J. Little further advised that a report will be coming forward at the next Council meeting regarding a new agreement for the shared service arrangement with the Township of Perth for a small section the Whalen Line road. Discussion followed regarding the County of Middlesex assuming Whalen Line and this section that was not included.

Deputy Mayor D. Manders advised the new curb installed on Saintsbury Line has made it more dangerous for pedestrians and asked when sidewalks are planned for this section. J. Little advised that it is his understanding that sidewalks from the corner of Richmond Street and Saintsbury Line are planned for installation with the traffic lights later this year to the corner of Wellington Street and Saintsbury Line. Further discussion took place regarding pedestrian safety and education and awareness promotion as Saintsbury Line continues to receive more pedestrian traffic.

#### *Parks & Recreation*

P. Smith advised he has been in touch with local user groups such as Minor Hockey and Lucan Hoops and the ice will remain in place at this time with hope that users can return after the lockdown is lifted. He further noted mitigation measures to save energy are taking place such as limited lighting and keeping the ice area dark. He further noted that by keeping the ice installed at time we are remaining consistent with others across the County.

#### *Economic Development*

L. deBoer reviewed report no. EDC-01-2021 regarding the RED program grant through OMAFRA. She noted the available grant is less this year at 30% as opposed to 50%. L. deBoer provided two projects for Council to choose from adding that Market Street Park revitalization has been a topic of interest recently. Discussion took place regarding opportunity for partnering with service clubs such as the Lions club and input from our parks & recreation committee and coinciding with the recreation master plan.

#### **Councillor's Comments**

Councillor D. Regan asked about the status of updates to the signs at both ends of Lucan and L. deBoer advised a follow-up with Murals & Metals is in progress.

Councillor D. Regan asked for an update on the traffic calming measures and J. Little advised a community signage program is being looked into by Lucan Biddulph as well as other municipalities in the County, with possible roll-out for the Spring of 2021. Further discussion took place regarding a third speed sign which would be placed in Granton

Discussion took place regarding increased pedestrian traffic on Saintsbury Line and promoting safety awareness for residents.

Councillor P. Mastorakos noted that communication was identified as an area with need for improvement from the feasibility study that was completed last year. He further noted he would like to see information regarding procedures for complaints communicated better to our residents. Discussion took place regarding assistance that our new website will offer as well as an App that is also being worked on.

#### **Motions**

##### **6/ MAP Program**

*Moved by A. Westman*

*Seconded by D. Regan*

*That Council authorize Tina Merner to enroll in Unit 4 and Abby Vandermuren to enroll in Unit 3 of the Municipal Administration Program offered through AMCTO for the Winter 2021 term at a registration cost of \$446.35 (including HST) each.*

**CARRIED**

##### **7/ eSCRIBE Meeting Management Software**

*Moved by P. Mastorakos*

*Seconded by A. Westman*

*That Council approve the withdrawal of \$16,200.00 from the efficiency fund reserves in 2021 for the purchase the eSCRIBE meeting management software as stated in report no. CL-01-2021.*

**CARRIED**

##### **8/ RED Program**

*Moved by D. Manders*

*Seconded by P. Mastorakos*

*That Council defers the decision regarding the RED program application as outlined in report no. EDC-01-2021 until the January 19, 2021 Council meeting.*

**CARRIED**

**9/ Confirming**

**Moved by D. Manders**

**Seconded by A. Westman**

**Resolved that if no one cares to speak to these By-laws on their First, Second and Third Reading, that they be considered to have been read a First time and Passed, read a Second time and Passed, read a Third time and Passed, that they be numbered:**

- **01-2021 Interim Tax Levy By-law**
- **02-2021 Execution of Agreement - eSCRIBE**
- **03-2021 Confirming By-law**

**CARRIED**

**10/ Adjournment**

**Moved by P. Mastorakos**

**Seconded by D. Manders**

**Resolved that the Council meeting be adjourned at 8:55 p.m.**

**CARRIED**

  
MAYOR

  
CLERK