



LUCAN BIDDULPH COUNCIL AGENDA

TUESDAY, NOVEMBER 3, 2020 6:00 PM
Lucan Biddulph Township Office
270 Main Street P.O. Box 190 Lucan, ON

AGENDA

MEETING TO BE HELD ELECTRONICALLY. THE MEETING WILL BE AVAILABLE AS FOLLOWS AT 6:00 P.M. ON NOVEMBER 3, 2020

https://www.youtube.com/channel/UCeA4Y0M03UFY2O_nbymnWHg

1. Call to Order

2. Disclosure of Pecuniary Interest & Nature Thereof

The Municipal Conflict of Interest Act requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the Act.

3. Announcements

4. 6:00 p.m. Closed Session

(Note: Resolution required for the Council to adjourn its regular meeting in order to conduct a closed session Pursuant to Section 239 (2)(e) of the Municipal Act)

Section 239 (2) (e) – litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

5. 6:30 p.m. Public Meetings

(Note: Resolution required for the Council to adjourn its regular meeting in order to sit as a Committee of Adjustment under the Planning Act.)

a) Minor Variance Application A-3-2020

Deon Keller, Owner/Applicant

231 Butler Street, Lucan, ON

[PL-19-2020 Keller Minor Variance Application \(231 Butler St\)](#)

(Note: Resolution required for the Council to reconvene its regular meeting.)

6. Delegations, Presentations & Petitions

7. Adoption of Minutes

[Council Minutes - Oct 20 2020](#)

8. Business Arising From the Minutes

[BA - Nov 3 2020](#)

9. Correspondence

- a) [2021 OMPF - Letter to Heads of Council](#)
- b) [Lucan Legion Remembrance Day Road Closure Request](#)

Balance of Communications:

- c) [AMO Letter - Proposed Transition schedule for Blue Box program to the new Full Producer Responsibility regulation](#)
- d) [Municipality of South Huron - Notice of Passing of ZBA](#)
- e) [ABCA Proposed 2021 Budget and Municipal Levies](#)
- f) [UTRCA 2021 Draft Budget Update](#)
- g) [BRA October 2020 Notes](#)
- h) [Advocacy for a Targeted Approach to the Second Wave - Town of Oakville](#)
- i) [Town of Oakville - Advocacy Letter to Premier Ford - Targeted Approach](#)
- j) [Resolution - City of Clarence-Rockland - Cannabis retail stores](#)
- k) [Resolution - Township of Oro Medonte - Ski Resort Support](#)
- l) [Resolution - Norfolk County - Illicit Cannabis Operations](#)
- m) [Support Resolution - Huron-Kinloss - Heritage Act](#)
- n) [Support Resolution - Huron-Kinloss - Municipal Elections Act](#)
- o) [Support Resolution - Northumberland County - municipal election act](#)
- p) [Support Resolution - Northumberland County - governing body for cannabis](#)
- q) [Support Resolution - Northumberland County - unauthorized car rally](#)
- r) [Support Resolution - Northumberland County - aggregate resource property valuation](#)
- s) [Support Resolution - Town of Lincoln - Cannabis Production Facilities](#)
- t) [AMO Watchfile Oct 22](#) [AMO Watchfile Oct 29](#)

10. Committee Reports

- a) CEDC
- b) Bluewater Recycling
- c) Lake Huron
- d) Fire Boards
- e) ABCA
- f) UTRCA
- g) Parks & Recreation

11. Staff Reports

- a) CAO/Clerks Office
 - [CAO-14-2020 November 2020 Activity Update](#)
 - [CL-09-2020 - 2021 Council Meeting Schedule](#)

- b) Building/By-law Enforcement
- c) Finance
 - [FIN-13-2020 - Water and Sewer Billing & Collection Policy](#)
- d) Planning
 - [PW-32-2020 Ausable Fields Noise Study](#)
- e) Public Works
 - [PW-31-2020 Proposed By-law for municipal right-of-way](#)
[DRAFT Municipal Right of Way By-law](#)
 - [PW-33-2020 - Tree Removal](#)
- f) Parks & Recreation
 - [PR-15-2020 - Lucan Biddulph Community Forest](#)
- g) Economic Development

12. Councillor's Comments

13. Changes to Budget

14. Notice of Motions

15. Motions and Accounts

[Motions Nov 3 2020](#)

16. By-laws

[40-2020 \(Hodgins Drain Branch B\)](#)

[Bylaw 41-2020 \(Animal Control Bylaw\)](#)

[49-2020 Execution of Main Street Parking Agreements 2020](#)

[50-2020 Remembrance Day Road Closure](#)

[51-2020 Confirming](#)

17. Adjournment



Memo

To: Mayor and Council
From: Tina Merner, Deputy Clerk
Report No.: CL-09-2020
Subject: Proposed 2021 Council Meeting Schedule
Date: November 3rd, 2020

PURPOSE:

To establish a schedule of regular Council meeting dates and times for 2021.

BACKGROUND:

Section 4.1 of Procedural By-law No. 30-2020 states that the Clerk shall, on an annual basis, prepare and submit a schedule of meetings for each Council year by no later than December 1st of each calendar year for consideration and adoption by the Municipal Council.

DISCUSSION:

In past Council meetings have always taken place twice a month in the evenings to accommodate schedules with Council members as well as allow members of the public to attend Council meetings should they choose to do so. Currently council meetings are streamed live through a Lucan Biddulph YouTube channel and available for live viewing or recorded video option afterwards. Due to electronic council meetings as a result of the pandemic, Council meetings are now more accessible to the general public. In consideration of meetings being streamed live and recorded, Council may wish to consider one daytime meeting per month in order to decrease the impact to budget. Moving to one monthly daytime meeting would utilize staff time during working hours thus avoiding meeting pay for each staff member that attends.

The following is a summary of how council meeting schedules within Middlesex County currently operate:

County of Middlesex: all meetings take place at 1:00 p.m., generally 2nd and 4th Tuesday of each month

Strathroy-Caradoc: regular Council meetings take place at 6:00 p.m. on the 1st and 3rd Wednesday of each month

- Middlesex Centre: regular Council meetings take place the 2nd and 4th Wednesday of each month, with the first meeting of the month being at 9:30 a.m. and the second being at 6:30 p.m. Note public planning act meetings always take place during the 2nd meeting of the month
- Thames Centre: regular Council meetings take place the 2nd and 4th Monday of each month, with the first meeting of the month being at 1:00 p.m. and the second being at 6:00 p.m. Note public planning act and municipal drain meetings always take place during the 2nd meeting of the month
- Adelaide-Metcalf: regular Council meetings take place at 7:00 p.m. on the 1st and 3rd Monday of each month
- Southwest Middlesex: regular Council meetings take place at 7:00 p.m. on the 2nd and 4th Wednesday of each month

COMMENTS:

In order to publicize and facilitate the planning for such meetings, Municipal Staff propose that Council consider establishing the schedule at this time and advise of any potential scheduling conflicts on an individual basis. Please note annual conferences have been listed on the Schedule of Meetings and there appears to be no conflicts. No dates have been determined for OSUM and AMCTO at this point.

IMPACT TO BUDGET:

Staff are paid a flat rate meeting pay rate of \$100 per meeting. There is usually six members of management staff attending council meetings which would equate to \$13,200.00 annually. Should council decide to proceed with Option 2 the impact to budget would be reduced to \$7,200.00.

RECOMMENDATION:

That Council direct staff to proceed with one of the following options and bring forward a council meeting schedule at the next regular Council meeting:

Option No. A: remain status quo, with both monthly meetings taking place in the evening

Option No. B: move to one daily meeting and one evening meeting per month with public meetings under the planning act being scheduled during the 2nd meeting of the month.

Note: Recognizing that there is flexibility based on the quantity of agenda matters, the meetings will be arranged with this model but could change from time-to-time.

Tina Merner

Tina Merner
Deputy Clerk

OPTION "A"**Township of Lucan Biddulph
2021 Council Meeting Dates**

Tuesday, January 5 th @ 6:30pm	
Tuesday, January 21 st @ 6:30pm	Tuesday, July 13 th @ 6:30pm
Tuesday, February 2 nd @ 6:30pm	Tuesday, August 10 th @ 6:30pm
Tuesday, February 16 th @ 6:30pm	
Tuesday, March 2 nd @ 6:30pm	Tuesday, September 7 th @ 6:30pm
Tuesday, March 16 th @ 6:30pm	Tuesday, September 21 st @ 6:30pm
Tuesday, April 6 th @ 6:30pm	Tuesday, October 5 th @ 6:30pm
Tuesday, April 20 th @ 6:30pm	Tuesday, October 19 th @ 6:30pm
Tuesday, May 4 th @ 6:30pm	Tuesday, November 2 rd @ 6:30pm
Tuesday, May 18 th @ 6:30pm	Tuesday, November 16 th @ 6:30pm
Tuesday, June 1 st @ 6:30pm	Tuesday, December 7 th @ 6:30pm
Tuesday, June 15 th @ 6:30pm	Tuesday, December 21 st @ 6:30pm

2021 Conference Dates:

ROMA – Jan 25-26 (Virtual Event)

OGRA – Feb 22-25 (Virtual Event)

OSUM – not assigned

AMCTO – not assigned

AMO – Aug 20 – 23 (London, Ontario)

OPTION “B”**Township of Lucan Biddulph
2021 Council Meeting Dates**

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Tuesday, April 20 th @ 6:30pm	Tuesday, October 19 th @ 6:30pm
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