

# 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 6:32 pm. The meeting took place electronically with the Mayor and CAO/Clerk in attendance at the Township office and all other attendees via electronic participation.

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

None

## **Announcements**

Mayor C. Burghardt-Jesson opened the meeting by announcing this is week 6 we are entering of the COVID-19 pandemic and unfortunately more heartbreak took place recently in our Country. She offered our condolences to the victims and all communities involved in the tragedy that unfolded in Nova Scotia this past weekend.

## **In-Camera Session**

Prior to adjourning to the in-camera portion of the meeting Mayor C. Burghardt-Jesson advised this is our first electronic in-camera session and reminded council of the following:

- all council members participating in a closed session meeting are obligated to maintain confidentiality as stated in the Council Code of Conduct,
- all council members are required to follow rules of the procedural bylaw,
- council and staff members are required to participate in a private setting at their location and use headphones and municipal provided devices is recommended.

Mayor C. Burghardt-Jesson advised the public that the live stream portion of our meeting will be ending now and resuming once the regular portion of our council meeting reconvenes.

### **1/ In-Camera Session**

*Moved by P. Mastorakos*

*Seconded by D. Regan*

*Resolved that Council adjourn its regular council meeting in order to conduct a closed session pursuant to Section 239 (2)(f) and (c) of the Municipal Act in regards to advice that is subject to solicitor-client privilege and a proposed disposition of land, with R. Reymer, T. Merner, L. deBoer, and J. Little remaining and solicitor, David Samuels and public works assistant, Julie Overholt joining.*

CARRIED

### **2/ Rise from In-Camera Session**

*Moved by A. Westman*

*Seconded by D. Regan*

*Resolved that the Council does now rise out of closed session and Council reconvene its regular meeting at 6:52 p.m.*

CARRIED

Staff was given direction with regards to a property matter.

**3/ Nagle Drive water main project**

*Moved by D. Regan*

*Seconded by A. Westman*

*That the Council of the Township of Lucan Biddulph hereby approves in principle the Water Services Agreement with respect to extending and providing Municipal water services to the lot lines of the twelve residents along Nagle Drive. In order for Lucan-Biddulph to assist with providing municipal servicing to this location, a water main is required to be extended to Nagle Drive, subject to easements for the construction and maintenance of a water main extension under land owned by a third party landowner. Lucan-Biddulph proposes to provide infrastructure for the supplying of water service to Nagle Drive, and agreed to pay for \$200,000.00 with respect to the capital costs of the waterworks, and each of the twelve residents are responsible for paying the remaining cost which is approximately \$32,046.92 per household. Additionally, in good faith, the Municipality is agreeable to loan the residents the approximate \$32,046.92 cost over an amortized period, subject to a report from an accountant confirming to the satisfaction of Council that the loan terms are appropriate under the Municipal Act, and such terms are acceptable to Council at its discretion, and Council is directing the Municipality to endorse the final Water Services Agreement.*

**CARRIED**

**Delegations**

None

**Adoption of Minutes**

**4/ Minutes**

*Moved by A. Westman*

*Seconded by P. Mastorakos*

*That the regular council minutes of April 7, 2020 be approved as circulated.*

**CARRIED**

**Business Arising**

Mayor C. Burghardt-Jesson announced all items are ongoing at this time.

**Communications Reports**

R. Reymer commented on the two letters received from Minister Steve Clark. Discussion took place regarding timelines associated with planning applications and the affect it has had on some of our current appeal periods for planning matters. R. Reymer advised the 2<sup>nd</sup> letter dated relates to the emergency order issued under the Emergency Management and Civil Protection Act (EMCPA) issued on April 16<sup>th</sup> and will affect mainly unionized environments however gives us to ability to re-deploy staff to different areas of need within our municipality. P. Smith added that at this point the parks & recreation department is not looking to hire additional summer staff and will be maintaining our infrastructure with existing staff however in small intervals possibly.

Mayor C. Burghardt-Jesson commented on the Economic Resiliency Task Force (MERFT) that Middlesex County is working on to assist local businesses and also provide steps to aid in the recovery following the COVID-19 pandemic. She noted there are three main areas of focus and more information will be available in the days to come.

**Committee Reports**

CEDC

L. deBoer advised they have started an appreciation/recognition program and will be giving their first gift certificate to Connie and Kevin Elliott for making ear protection and masks for front line workers. She further noted that signs will be going up tomorrow in our community thanking our essential workers and our residents for supporting our local businesses.

## **Staff Reports**

### **CAO/Clerk**

R Reymmer reviewed the updated strategic plan received from Sierra Management & Planning and noted processes that will be implemented going forward to align with goals and objectives identified in the Strategic Plan. Councillor P. Mastorakos commented on the revisions made and some key components of the plan to ensure progress is achieved and reported.

R. Reymmer advised report no. CAO-07-2020 includes provincial legislation updates regarding COVID-19. He further added that things are continuing to change on a fairly regular basis and thanked L. deBoer for her efforts to keep residents informed through social media.

### **Building**

Mayor C. Burghardt-Jesson reminded council that any concerns regarding physical distancing measures are being handled by the OPP, however our by-law enforcement officers are patrolling more than usual to ensure residents are respecting the physical distancing parameters. P. Smith added that green spaces and walking paths are still open however physical distancing measures are to be used.

### **Finance**

K. Langendyk advised that the auditing team is proceeding remotely and all information required has been provided to them.

Discussion took place regarding revenue losses during the pandemic and if analysis will be done to forecast financial impact. K. Langendyk advised a County wide Treasurer's meeting will be taking place later this week and she will find out how neighbouring municipalities are proceeding. R. Reymmer added we are also keeping track of COVID-19 related expenses.

### **Public Works**

J. Little gave an update and review of the Nagle Drive water main project. He advised he will be updating residents with the timeline and advised their lawyer will be in contact regarding the agreement that needs to be reviewed and signed in the next couple of weeks. J. Little added he has reached out to the contractor and engineer to confirm the plans moving forward.

J. Little reviewed report no. PW-12-2020 and advised that BM Ross Engineers completed a capacity evaluation of the Lucan Waste Water Treatment plant and determined that uncommitted reserve is 15% which translates to 294 units. He further added that due to efficiencies seen in new homes we have actually gained some capacity. Discussion took place regarding expansion plans moving forward, projected timelines, impact of higher density developments, and the process of the lagoons acting as holding tanks when large overflows peak.

J. Little advised council he is proceeding with our annual flower baskets and planter program in May, however procedure's will be put in place to ensure physical distancing measures are followed. Discussion took place regarding the possibility of adding flowers in Clandeboye.

### **Parks & Recreation**

P. Smith reviewed report no. PR-05-2020 and advised only one submission was received, however the price was favorable and under budget by \$6,000.00.

P. Smith advised his department is keeping track of revenue losses due to rentals and noted that fortunately we are in a good season with lower impact from rental losses. He further added that maintenance is continuing in anticipation of the possibility of fields opening. Discussion took place regarding the Lucan pool and maintenance. P. Smith advised no major maintenance is taking place to the pool at this time and nor any bookings for swimming or camps. He added that as time passes a conversation may need to be had as to whether the pool should open this season.

P. Smith advised the ABCA tree planting in our green spaces is continuing and they have developed a COVID-19 plan to follow.

P. Smith advised Abby is working on a help line program to help individuals in isolation stay connected, such as our senior groups. Discussion took place regarding resources available through our local Health Unit and the County of Middlesex.

Economic Development

L. deBoer advised a brief meeting took place with the owners of Hogtown regarding Baconfest 2020 and they decided to re-group after May 1<sup>st</sup> and further provincial direction has been made regarding events going forward for summer 2020.

Councillor's Comments

Mayor C. Burghardt-Jesson reviewed report no. Mayor-01-2020 regarding a donation to a COVID-19 community social assistance fund that the Lucan Lions club is looking to implement. She advised that community members in need would be able to approach any of our local faith based groups whom would then reach out to the Lions club to assist with the individual/family need. She further added that while this would assist in the short-term the longer term goal would be to develop a social service task force at the lower-tier level as social services are currently provided by the upper-tier level. Discussion took place regarding the local food bank services and a possible increase to the recommended \$3,000 contribution and Councillor D. Regan noted this initiative shows a great deal of leadership and passion during this difficult time.

Councillor D. Regan commented on the recent release of COVID-19 confirmed cases in Middlesex County lower tiers and if the numbers related to Lucan Biddulph could be more specific. Mayor C. Burghardt-Jesson advised the release confirmed 29 cases in Middlesex County and at this time the Middlesex London Health Unit (MLHU) is only advising numbers that are over 5 in each lower-tier, therefore although Lucan Biddulph states less than 5, the exact number if any, is not available at this time.

Deputy Mayor D. Manders advised that after some concerns raised by the owner of a site at the Industrial Park, construction has been permitted to resume. The owner was able to confirm that the building is being leased to a business in the food industry, therefore qualifies as an essential service.

Councillor P. Mastorakos shared information received recently from Dr. Gillian Kernaghan, President and CAO of St. Joseph's Health Care London. The information received confirmed there is still good capacity available in local hospitals today and unfortunately the burden of the COVID-19 illness at the present time is in Long Term Care and Retirement homes.

Councillor A. Westman commented on the importance of our local community gardens and the fact that they provide tremendous support to our local food bank. He requested that council consider reaching out to our local MPP Monte McNaughton to lobby for opening of community gardens.

Councillor A. Westman requested that council consider lowering municipal flags to half mast in honour of the victims killed in the recent mass murder tragedy in Nova Scotia.

5/ Lowering of the flag in honour of Nova scotia victims

*Moved by A. Westman*

*Seconded by D. Regan*

*Resolved that the Council of the Township of Lucan Biddulph direct staff to lower municipal flags for a period of 1 week in honour of the victims lost in the recent tragedy in Nova Scotia.*

**CARRIED**

**Motions**

**6/ Accounts Paid**

Moved by D. Manders

Seconded by A. Westman

RESOLVED That the Council of the Township of Lucan Biddulph approve the accounts as paid, as follows:

March 2020

\$1,495,924.29

CARRIED

**7/ Strategic Plan update 2020**

Moved by D. Regan

Seconded by A. Westman

That Council of the Township of Lucan Biddulph adopts the revised Strategic Plan prepared by Sierra Planning & Management as presented at the April 21, 2020 council meeting.

CARRIED

**8/ Truck Tender**

Moved by P. Mastorakos

Seconded by D. Manders

That Council of the Corporation of the Township of Lucan Biddulph authorizes staff to proceed with the purchase of a 2020 Chevrolet Silverado 3500HD pick-up truck with commander industries dump box from Huron Motor Products in the amount of \$48,693.00 plus HST.

CARRIED

**9/ COV19-19 Social Aid contribution**

Moved by D. Regan

Seconded by D. Manders

Resolved that the Council of the Township of Lucan Biddulph authorizes staff to contribute \$3,000.00 to the Lucan District Lions Club to assist residents within the Township of Lucan Biddulph with social aid during the state of emergency declared on March 17, 2020;

And further that the Township of Lucan Biddulph acknowledges that these funds shall be allocated from the CEDC 2020 budget and managed by the Lucan District Lions Club;

And further that the Council of the Township of Lucan Biddulph endorses the recommendation of the Mayor to establish a Social Task Force to address gaps and next steps for the Township's recovery process as a result of the COVID-19 crisis.

CARRIED

**10/ Confirming**

Moved by A. Westman

Seconded by P. Mastorakos

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:

- 16-2020 Confirming By-law

CARRIED

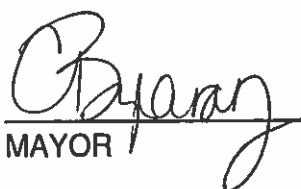
**11/ Adjournment**

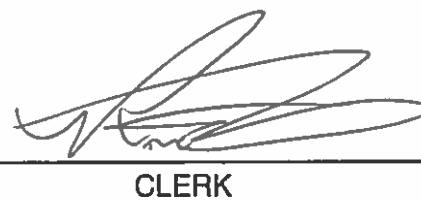
Moved by A. Westman

Seconded D. Regan

Resolved that the Council meeting be adjourned at 8:50 p.m.

• CARRIED

  
MAYOR

  
CLERK