

Township of Chatsworth

Digital Council Meeting Minutes Wednesday April 15, 2020 @ 6:30 p.m.

Members Present:

Mayor - Scott Mackey

Councillor - Diana Rae

Councillor - Elizabeth Thompson

Councillor - Shawn Greig

Deputy Mayor - Brian Gamble – Present but refrained from comments and voting

Staff Present:

CAO Clerk, Patty Sinnamon

Deputy Clerk, Carolyn Marx

Treasurer, Karmen Krueger

Operations Manager, Jamie Morgan

Fire Chief, Mike Givens

1. Call to Order

Mayor Mackey called the meeting to order at 6:30 p.m.

2. Opening Ceremonies were dispensed with.

3. Adoption of Agenda

Resolution 2020-12-01

Moved by: Diana Rae

Seconded by: Elizabeth Thompson

That Council adopt the Agenda as circulated. **Carried**

Councillor Shawn Greig - Yes

Mayor Scott Mackey - Yes

Councillor Diana Rae - Yes

Councillor Elizabeth Thompson - Yes

4. Declaration of Pecuniary Interest

Mayor Mackey asked members of Council if they had any declarations.

Councillor Shawn Greig - No

Mayor Scott Mackey – No

Councillor Diana Rae - No

Councillor Elizabeth Thompson - No

5. Confirmation of Minutes

Resolution 2020-12-02

Moved by: Shawn Greig

Seconded by: Diana Rae

That the revised minutes of the Council Meeting in Committee of the Whole and Council Session held on February 19, 2020 be approved and that the minutes of the Council Meeting in Committee of the Whole and Council Session held on April 1, 2020 be confirmed as recorded;

AND further that the closed session minutes of February 19 and February 26, 2020 meetings be hereby confirmed as recorded. (Closed session minutes circulated under separate cover).

Carried

Councillor Shawn Greig - Yes

Mayor Scott Mackey - Yes

Councillor Diana Rae - Yes

Councillor Elizabeth Thompson - Yes

6. Matters Arising from Minutes

7. Public Meetings (Statutory and Non-Statutory)

There were no Public Meetings.

8. Matters Arising from Public Meetings

9. Introduction of By-laws – First and Second Reading

Resolution 2020-12-03

Moved by: Elizabeth Thompson

Seconded by: Shawn Greig

That the following by-laws be introduced and taken as read a first and second time, and that they be given consideration in Committee of the Whole:

2020-28 Appoint Interim By-law Enforcement Officer

Carried

Councillor Shawn Greig - Yes

Mayor Scott Mackey - Yes

Councillor Diana Rae - Yes

Councillor Elizabeth Thompson - Yes

10. Committee of the Whole

Resolution 2020-12-04

Moved by: Diana Rae

Seconded by: Shawn Greig

That Council now go into Committee of the Whole. **Carried**

Councillor Shawn Greig - Yes

Mayor Scott Mackey - Yes

Councillor Diana Rae - Yes

Councillor Elizabeth Thompson - Yes

11.1 Consent Agenda

Resolution 2020-12-05

Moved by: Diana Rae

Seconded by: Elizabeth Thompson

That the Consent Agenda items be hereby received for information. **Carried**

Councillor Shawn Greig - Yes

Mayor Scott Mackey - Yes

Councillor Diana Rae - Yes

Councillor Elizabeth Thompson - Yes

11.2 Presentations/Delegations (Pre-Registered) - none

11.3 Matters Arising from Presentations/Delegations - none

11.4 Staff Reports and Verbal Updates from Staff

a) PW2020-06 - Replacement of Structure 12 on Elder Lane

Resolution 2020-12-06

Moved by: Shawn Greig

Seconded by: Elizabeth Thompson

THAT Public Works Report PW2020-06 dated April 15, 2020 in regards to the replacement of Structure 12 on Elder Lane be received;

AND FURTHER THAT the Committee of the Whole recommend that Council award the replacement of Structure 12 on Elder Lane to Kurtis Smith Excavating Inc. in the amount of \$354,000.00 excluding taxes. **Carried**

Councillor Shawn Greig - Yes

Mayor Scott Mackey - Yes

Councillor Diana Rae - Yes

Councillor Elizabeth Thompson – Yes

b) FIN 2020-01 – Penalty and Interest during COVID-19

Resolution 2020-12-07

Moved by: Diana Rae

Seconded by: Elizabeth Thompson

That Treasurer's Report 2020-01 regarding Penalty and Interest during COVID 19 be hereby received;

And That Committee of the Whole recommends to Council waving of penalty and interest on all taxes, water and general accounts receivable for an initial period of April, May and June, 2020;

And That Staff are authorized to waive NSF fees applied as a result of demonstrated circumstances related to COVID 19 for taxes, water and general accounts receivable for the months April, May and June, 2020. **Carried**

Councillor Shawn Greig - Yes
Mayor Scott Mackey - Yes
Councillor Diana Rae - Yes
Councillor Elizabeth Thompson - Yes

c) FIN2020-02 – Accounts Payable Process

Resolution 2020-12-08

Moved: Elizabeth Thompson

Seconded by: Shawn Greig

That Treasurer's Report 2020-02 regarding Information on Accounts Payable Process Changes is hereby received;

And That Committee of the Whole recommends to Council the removal of the Accounts Payable Voucher from the Council Consent Agenda from this date forward. **Carried**

Councillor Shawn Greig - No
Mayor Scott Mackey - Yes
Councillor Diana Rae - Yes
Councillor Elizabeth Thompson - Yes

d) FIN2020-04 – Statement of Council Remuneration 2019

Resolution 2020-12-09

Moved: Shawn Greig

Seconded by: Diana Rae

That Treasurer's Report 2020-04 regarding Council Remuneration and Expenses is hereby received for information. **Carried**

Councillor Shawn Greig - Yes
Mayor Scott Mackey - Yes
Councillor Diana Rae - Yes
Councillor Elizabeth Thompson - Yes

e) CAO Clerk 2020-09 Requests to Appoint Municipal By-law Enforcement Officer

Resolution 2020-12-10

Moved: Shawn Greig

Seconded by: Elizabeth Thompson

THAT CAO Clerk's Report 2020-09 regarding a request to appoint an interim municipal by-law enforcement officer be hereby received;

AND FURTHER THAT Committee of the Whole recommend to Council the adoption of By-law 2020-28, being a by-law to appoint Mike Givens as a Municipal By-law Enforcement Officer during the Provincially declared state of emergency for the COVID-19 pandemic. **Carried**

Councillor Shawn Greig - Yes
Mayor Scott Mackey - Yes
Councillor Diana Rae - Yes
Councillor Elizabeth Thompson - Yes

f) Verbal Department Updates

Water Coordinator Carolyn Marx

Working on application submission for the Drinking Water License renewals due May 17/20. Draft Chatsworth MECP Inspection Report of September 10/19 received today – OCWA addressing the non-compliances.

Fire Chief Mike Givens

Fire Responses have slowed down with inquiries and burn permits are up considerably. On-line training continues through a series of videos. Department has a good stock of PPE. County Chief's communicating weekly to assist and back each Department where needed. Emergency Management Control Group – closed parks, playgrounds, boat launches. Fire Chief providing education and information through By-law appointment.

Operations Manager Jamie Morgan

Emergency Management Control Group decision to have the two (2) boat launches closed effective Tuesday April 14, 2020. Looking into policies for boat launches; gates/signage/use. Spring maintenance continuing – maintenance gravel and calcium applications. Seasonal staff contracts finished; currently 4 Staff in each shop. Curbside collection continues with Waste Management Landfills continue to remain open – some concerns so Ops Manager will be in attendance to provide education on the landfills and transfer stations Working on Adopt a Road Program – signage Staff assisted Chatsworth Outreach Program Food Bank

Treasurer Karmen Krueger

Preparing for year end audit. Looking at unfunded amounts and strategy on funding plan. Working on regulatory and legislative reporting and Office Housekeeping

CAO Clerk

Grey County CAO's – Working on Inter-County Continuity Plans and process that are in common that can be supported if one municipality has a staffing shortage due to COVID_19. Province to make announcement under Emergency Measures Act to deal with Planning Act Applications. Working with Planner on Trailer By-law/Zoning Amendment By-law and review Comprehensive Zoning By-law Review of IT Support Services and anticipate RFP being sent out soon.

11.5 Consideration of By-laws

Resolution 2020-12-11

Moved by: Shawn Greig

Seconded by: Elizabeth Thompson

That the following By-laws be referred to Council for consideration.

2020-28 Appoint Interim By-law Enforcement Officer

Carried

Councillor Shawn Greig - Yes

Mayor Scott Mackey - Yes

Councillor Diana Rae - Yes

Councillor Elizabeth Thompson – Yes

11.6 Items Requiring Direction

11.7 Items Requiring Discussion including Items Removed from Consent Agenda

11.8 Rise and Report from Committee of the Whole

Resolution 2020-12-12

Moved by: Diana Rae

Seconded by: Shawn Greig

That Committee of the Whole rise as Council to report and confirm the actions taken in Committee of the Whole. **Carried**

Councillor Shawn Greig - Yes

Mayor Scott Mackey - Yes

Councillor Diana Rae - Yes

Councillor Elizabeth Thompson – Yes

12. Adopt Action of Council in Committee of the Whole:

Resolution 2020-12-13

Moved by: Elizabeth Thompson

Seconded by: Diana Rae

That the actions taken in Committee of the Whole today be confirmed and adopted by this Council; And Further that staff be authorized to take the actions necessary to give effect to approved recommendations contained within the staff reports; And Further that by-laws under consideration be presented to Council for first, second and third reading. **Carried**

Councillor Shawn Greig - Yes
Mayor Scott Mackey - Yes
Councillor Diana Rae - Yes
Councillor Elizabeth Thompson – Yes

13. Third Reading of By-Laws

Resolution 2020-12-14

Moved by: Shawn Greig

Seconded by: Elizabeth Thompson

THAT the following by-laws be taken as read a third time, signed by the Mayor and Clerk and sealed with the Corporate Seal:

2020-28 Appoint Interim By-law Enforcement Officer **Carried**

Councillor Shawn Greig - Yes
Mayor Scott Mackey - Yes
Councillor Diana Rae - Yes
Councillor Elizabeth Thompson – Yes

14. Notices of Motion

15. Notice Provision

16. Tracking Sheet – There were no updates to the Tracking Sheet

17. Other Business

17.1 Councillor Greig Notice of Motion – Internet Access

Resolution 2020-12-15

Moved by: Shawn Greig

Seconded by: Elizabeth Thompson

That Council direct staff to explore the feasibility, including costs, of installing free internet access at Township-owned recreation facilities and to report back to Council regarding their findings. **Carried**

Councillor Shawn Greig - Yes
Mayor Scott Mackey - Yes
Councillor Diana Rae - Yes
Councillor Elizabeth Thompson – Yes

18. Closed Meeting

Resolution 2020-12-16

Moved by: Shawn Greig

Seconded by: Diana Rae

That Council move into closed session to discuss matters about:

18.1 Personal matters about an identifiable individual, including municipal or local board employees; RE: FIN2020-03 Tax Sale

And Further that Treasurer, Karmen Krueger remain in attendance.

Carried

Councillor Shawn Greig - Yes
Mayor Scott Mackey - Yes
Councillor Diana Rae - Yes
Councillor Elizabeth Thompson – Yes

After resuming in open session, Mayor Mackey indicated that the only items discussed in Closed Session were those items listed on the Agenda.

19. Confirmatory By-law

Resolution 2020-03-17

Moved by: Elizabeth Thompson

Seconded by: Diana Rae

That By-law 2020-29 being a by-law to confirm all actions and proceedings of the April 15, 2020 Council meeting be hereby read a first, second, and third time, signed by the Mayor and Clerk and sealed with the Corporate Seal. **Carried**

Councillor Shawn Greig - Yes

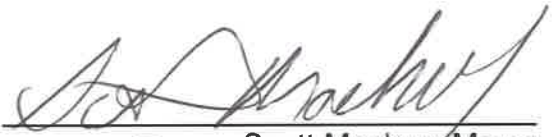
Mayor Scott Mackey - Yes

Councillor Diana Rae - Yes

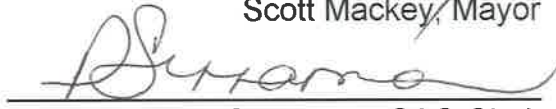
Councillor Elizabeth Thompson – Yes

20. Adjournment

The Mayor adjourned the meeting at 9:04 p.m.



Scott Mackey, Mayor



Patty Sinnamon, CAO Clerk