

Township of Chatsworth

Digital Council Meeting Minutes Wednesday May 6, 2020 @ 9:00 a.m.

Members Present:

Mayor - Scott Mackey
Deputy Mayor - Brian Gamble
Councillor - Diana Rae
Councillor - Elizabeth Thompson
Councillor - Shawn Greig

Staff Present:

CAO Clerk, Patty Sinnamon
Deputy Clerk, Carolyn Marx
Treasurer, Karmen Krueger
Operations Manager, Jamie Morgan
Fire Chief, Mike Givens
Chief Building Official, Karl Schripprack

1. **Call to Order**
Mayor Mackey called the meeting to order at 9:00 a.m.
2. **Opening Ceremonies**
Mayor Mackey called for a moment of reflection before proceeding with the Council Meeting.
3. **Adoption of Agenda**
Resolution 2020-13-01
Moved by: Elizabeth Thompson
Seconded by: Brian Gamble
That Council adopt the Agenda as circulated. **Carried**
4. **Open Forum**
There were no speaker requests for Open Forum.
5. **Declaration of Pecuniary Interest**
Mayor Mackey asked members of Council if they had any declarations.
6. **Confirmation of Minutes**
Resolution 2020-13-02
Moved by: Shawn Greig
Seconded by: Diana Rae
That the minutes of the Council Meeting in Committee of the Whole and Council Session held on April 15, 2020 be confirmed as recorded;
AND further that the closed session minutes of April 15, 2020 meetings be hereby confirmed as recorded. (Closed session minutes circulated under separate cover). **Carried**
7. **Matters Arising from Minutes**
8. **Public Meetings (Statutory and Non-Statutory)**
There were no Public Meetings.
9. **Matters Arising from Public Meetings**
10. **Introduction of By-laws – First and Second Reading**
Resolution 2020-13-03
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:
By-law 2020-30 Adopt Municipal Drain Reassessment for the Snake Creek Drain
By-law 2020-31 Amend Procedural By-law - Emergency Legislation **Carried**

11. Committee of the Whole

Resolution 2020-13-04

Moved by: Brian Gamble

Seconded by: Shawn Greig

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

11.1 Consent Agenda

Resolution 2020-13-05

Moved by: Shawn Greig

Seconded by: Elizabeth Thompson

That the Consent Agenda items be hereby received for information with the exception of items 11.1cii Owen Sound North Grey Union Public Library – March 5, 2020 Minutes , 11.1ciii Owen Sound North Grey Union Public Library – April 8, 2020 Minutes, and 11.1di Township of Armour – Rural High Speed Internet. **Carried**

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) FD2020-05 March 2020 Monthly Fire Department Report

Resolution 2020-13-06

Moved by: Elizabeth Thompson

Seconded by: Shawn Greig

That Fire Chief's Report 2020-05 dated April 15, 2020 regarding the March 2020 Activity Report be hereby received for information. **Carried**

b) PW2020-07 Crack Seal Program

Resolution 2020-13-07

Moved by: Elizabeth Thompson

Seconded by: Brian Gamble

That Report PW2020-07 regarding the 2020 Crack Sealing Program be hereby received for information;

And further that Committee of the Whole recommends that Council approve the 2020 Crack Sealing Program quote from ALK Asphalt Maintenance in the amount of \$1.50/LM for clean and seal. **Carried**

c) PW2020-08 Moggie Valley Timber

Resolution 2020-13-08

Moved by: Shawn Greig

Seconded by: Brian Gamble

That Report PW2020-08 regarding Moggie Valley Timber access over Township lands, be hereby received for information;

And further that Committee of the Whole recommends to Council that the request from Moggie Valley Timber to rebuild and utilize the access road on Township of Chatsworth property (Lot 69 Concession 2), with the intent of harvesting timber for the Saugeen Valley Conservation Authority be approved;

And further that Council approves Moggie Valley Timber to selectively harvest the Township of Chatsworth owned property (Lot 69 Concession 2) with revenue of \$1500 to the Township of Chatsworth;

And further that there will be no costs incurred by the Township of Chatsworth. **Carried**

d) CAO Clerk's Report 2020-10 RE: Appoint Deputy Chief Building Official

Resolution 2020-13-09

Moved by: Brian Gamble

Seconded by: Diana Rae

THAT CAO Clerk's Report 2020-20 regarding the appointment of a Deputy Chief Building Official for the Township of Chatsworth be hereby received;

AND FURTHER THAT Committee of the Whole recommend to Council the adoption of the draft by-law attached to this report, being a by-law to appoint a Deputy Chief Building Official for the Township of Chatsworth. **Carried**

e) CAO Clerk Report 2020-11 RE: Request to Waive/Reduce Charges

Resolution 2020-13-10

Moved by: Shawn Greig

Seconded by: Brian Gamble

THAT CAO Clerk's Report 2020-11 regarding a request to waive/reduce fees for an unauthorized open burn be hereby received;

AND FURTHER THAT Committee of the Whole recommend that the request to waive or reduce fees for an unauthorized burn at the property location of 621823 Sideroad 7, in the former Township of Sullivan, now the Township of Chatsworth be denied. **Carried**

f) CAO Clerk's Report 2020-12 RE: Food and Refreshment Vehicle Licensing

Resolution 2020-13-11

Moved by: Elizabeth Thompson

Seconded by: Shawn Greig

THAT CAO Clerk's Report 2020-12 regarding a request for a Food and Refreshment License and Amendments to By-law 2008-29 be hereby received;

AND FURTHER THAT Committee of the Whole recommend to Council the granting of the Food and Refreshment Vehicle license to Kevin Ireton with the terms and conditions set out herein and approves of the proposed location, that being 5 Toronto-Sydenham Road (former Chatsworth arena grounds);

AND FURTHER THAT Committee of the Whole recommend to Council the adoption of the draft Food and Refreshment Vehicle Licensing By-law and the repeal of By-law 2008-29. **Carried**

g) CAO Clerk's Report 2020-13 – RE: Municipal Drain Reapportionment

Resolution 2020-13-12

Moved by: Diana Rae

Seconded by: Brian Gamble

THAT CAO Clerk's Report 2020-13 regarding municipal drain reapportionment for the Snake Creek Municipal Drain be hereby received;

AND FURTHER THAT Committee of the Whole recommend to Council the adoption of the Reapportionment Report and Draft By-law to reapportion the assessments accordingly. **Carried**

h) CAO Clerk's Report 2020-14 – RE: Replacement of Bridges with Meaford

The following motion was introduced

Moved by: Diana Rae

Seconded by: Brian Gamble

THAT CAO Clerk's Report 2020-14 dated May 6, 2020 regarding Meaford-Chatsworth Boundary Road Bridge Replacement be hereby received;

AND FURTHER THAT Committee of the Whole recommend to Council that the Environmental Assessment be completed in 2020 at a total cost of no more than \$50,000.00, to be shared on a 50/50 % basis with the Municipality of Meaford;

AND FURTHER THAT the cost of the EA be allocated to Roads Capital Reserve (01-0100-2515).

The following motion to defer was put forward

Resolution 2020-13-13

Moved by: Brian Gamble

Seconded by: Elizabeth Thompson

That CAO Clerks Report 2020-14 be deferred and that staff be directed to obtain further information and costs. **Carried**

i) CAO Clerk's Report 2020-15 RE: Animal Control Officer Contract

Resolution 2020-13-14

Moved by: Elizabeth Thompson

Seconded by: Diana Rae

THAT CAO Clerk's Report 2020-15 dated May 6, 2020 regarding the Animal Control Officer Contract be hereby received:

AND FURTHER THAT Committee of the Whole recommends to Council the approval of the revised agreement between the Corporation of the Township of Chatsworth and Cheryl Roberts and directs staff to proceed with the preparation of a by-law to authorize the Mayor and Clerk to execute the said agreement, and that the by-law be presented at the next Council meeting. **Carried**

j) CAO Clerk's Report 2020-16 RE: Building Services Agreement with West Grey

Resolution 2020-13-15

Moved by: Shawn Greig

Seconded by: Elizabeth Thompson

THAT CAO Clerk's Report 2020-16 dated May 6, 2020 regarding Building Services Agreement with the Municipality of West Grey be hereby received;

AND FURTHER THAT Committee of the Whole recommend to Council the approval of the revised Agreement for building services with the Municipality of West Grey

AND FURTHER THAT staff be directed to proceed with the preparation of a by-law to authorize the execution of the Agreement. **Carried**

k) CAO Clerk's Report Electronic Council and Committee Meeting Policy

Resolution 2020-13-16

Moved by: Shawn Greig

Seconded by: Elizabeth Thompson

THAT CAO Clerk's Report 2020-17 dated May 6, 2020 regarding an Electronic Council and Committee Meeting Policy and Further Amendments to Procedure By-law be hereby received;

AND FURTHER THAT Committee to the Whole recommends to Council the approval of Policy GOV-07 Electronic Council and Committee Meeting Policy. **Carried**

l) Verbal Department Updates

Fire Chief Mike Givens

Burn permits are up.

Chief Building Official, Karl Schripprack

Staff Jordan and Mary working from home with plans review and continuing with inspections on assigned days. No inspections in occupied dwelling, completing via photos. While performing inspections all health and safety measures are in place with PPE (ie sanitizer, masks) Fielding questions on what can and cannot do – limited to essential construction.

Operations Manager Jamie Morgan

Preparing for maintenance gravel and calcium. Delivering letters for brushing projects; Concession 10, Veterans Road N. North of Massie, Sideroad 5, and Concession 12. Park staff starting to cut grass. Province announced that municipal projects can begin. Public Works Staff have returned to work – following social distancing protocols. Adding to tenders – requirements of Covid 19 to follow Provincial Regulations. Bell Canada has submitted application to improve wireless service in Chatsworth.

Treasurer Karmen Krueger

Working on audit and year end entries along with reporting requirements. Electronic documents forwarded to the auditors to begin yearend audit. Once audit completed will prepare Financial Information Return. Working on implementing internal control measures. During Covid times there is no apparent change related to collection of taxes; waiving of interest and penalties appear to be welcomed by many.

CAO Clerk

Looking at a return to work protocol (GBPHU best practices ie. Plexiglass divider, PPE, etc.). Currently administration staff separated into two (2) groups working alternate days. Staff staying late so work can be completed. All services being provided with the exception of issuing marriage licenses. County CAO meeting saw no appetite at this time to re-open with community transmission still occurring. Targeting end of May for staff to return to work. Dr. Arra, GBHU providing return to work practices which include advice to stay home as much as possible. Staff continue to answering phones, reply to emails, and to date no complaints on services provided.

11.5 Consideration of By-laws

Resolution 2020-13-17

Moved by: Shawn Greig

Seconded by: Brian Gamble

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

By-law 2020-30 Adopt Municipal Drain Reassessment for the Snake Creek Drain

By-law 2020-31 Amend Procedural By-law - Emergency Legislation

Carried

Resolution 2020-13-18

Moved by: Diana Rae

Seconded by: Shawn Greig

That Council extend the Council Meeting past lunch curfew to 12:30 p.m. **Carried**

11.6 Items Requiring Direction

Resolution 2020-13-19

Moved by: Diana Rae

Seconded by: Shawn Greig

That Township of Chatsworth Council support the GBTel Application to the CRTC to expand fibre optic service. **Carried**

11.7 Items Requiring Discussion including Items Removed from Consent Agenda

Resolution 2020-13-20

Moved by: Shawn Greig

Seconded by: Elizabeth Thompson

That the following items be received for information and introduced for discussion; 11.1cii Owen Sound North Grey Union Public Library – March 5, 2020 Minutes , 11.1ciii Owen Sound North Grey Union Public Library – April 8, 2020 Minutes, and 11.1di Township of Armour – Rural High Speed Internet. **Carried**

Resolution 2020-13-21

Moved by: Diana Rae

Seconded by: Shawn Greig

That Township of Chatsworth Council support the Township of Armour in requesting the Province regarding the need to make substantial investments in high-speed internet connectivity in the rural areas of Ontario. **Carried**

11.8 Rise and Report from Committee of the Whole

Resolution 2020-13-22

Moved by: Shawn Greig

Seconded by: Diana Rae

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

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

Resolution 2020-13-23

Moved by: Brian Gamble

Seconded by: Shawn Greig

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**

13. Third Reading of By-Laws

Resolution 2020-13-24
Moved by: Elizabeth Thompson
Seconded by: Diana Rae

That Council waive the public meeting requirement for a change to the procedural by-law due to the time sensitivity of the matter. **Carried**

Resolution 2020-13-25
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:

By-law 2020-30 Adopt Municipal Drain Reassessment for the Snake Creek Drain
By-law 2020-31 Amend Procedural By-law - Emergency Legislation Carried

14. Notices of Motion

Councillor Greig noted he will be bringing a motion forward to the next Council Meeting to have the revenue of \$1,500 for the selective harvest by Moggie Valley Timber at Township of Chatsworth owned property (Lot 69 Concession 2) directed to the Chatsworth Community Hub.

15. Notice Provision

Special Council Meeting - Wednesday May 27, 2020 @ 9:00 a.m.
Public Meeting - Wednesday June 3, 2020 @ 9:00 a.m

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

17. Other Business

18. Closed Meeting

Resolution 2020-13-26
Moved by: Shawn Greig
Seconded by: Elizabeth Thompson

That Council move into closed session to discuss matters about:

18.1 Advice that is subject to solicitor-client privilege including communications necessary for that purpose RE: Flood Relief Monies **Carried**

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 2020-03-27
Moved by: Brian Gamble
Seconded by: Elizabeth Thompson

That By-law 2020-32 being a by-law to confirm all actions and proceedings of the May 6, 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**

20. Adjournment

The Mayor adjourned the meeting at 12:42 p.m.



Scott Mackey, Mayor


Patty Sinnamon, CAO Clerk