

# Township of Chatsworth

## Virtual Council Meeting Minutes

Wednesday February 3, 2021 @ 9:00 a.m.

### Members Present:

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

### Regrets:

Councillor - Elizabeth Thompson

### 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 Schipprack

### 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. Open Forum

There were no speaker requests for Open Forum.

### 4. Adoption of Agenda

Resolution 2021-05-01

Moved by: Shawn Greig

Seconded by: Brian Gamble

That Council adopt the Agenda as circulated with an amendment to remove Closed Session.

**Carried**

### 5. Declaration of Pecuniary Interest

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

### 6. Confirmation of Minutes

Resolution 2021-05-02

Moved by: Diana Rae

Seconded by: Shawn Greig

That the minutes of the Council Meeting in Committee of the Whole and Council Session held on January 20, 2021 and the Public Meeting Minutes of January 20, 2021 be confirmed as recorded. **Carried**

### 7. Matters Arising from Minutes

### 8. Public Meetings (Statutory and Non-Statutory)

### 9. Matters Arising from Public Meetings

### 10. Introduction of By-laws – First and Second Reading

Resolution 2021-05-03

Moved by: Shawn Greig

Seconded: Diana Rae

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 2021-08 Zoning Amendment Z13 2020 - King Creative Inc

By-law 2021-09 R.I.D.E. Agreement

**Carried**

**11. Committee of the Whole**

Resolution 2021-05-04

Moved by: Brian Gamble

Seconded by: Shawn Greig

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

**11.1 Consent Agenda**

Resolution 2021-05-05

Moved by: Shawn Greig

Seconded by: Diana Rae

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

**11.2 Presentations/Delegations (Pre-Registered)**

**11.3 Matters Arising from Presentations/Delegations**

**11.4 Staff Reports and Verbal Updates from Staff**

a) CBO Report 2021-01 2020 Year End Building Activity

Resolution 2021-05-06

Moved by: Diana Rae

Seconded by: Shawn Greig

That Report 2021-01 2020 year end building statistics, be hereby received for information. **Carried**

b) FD Report 2021-01 December 2020 Activity Report

Resolution: 2021-05-07

Moved by: Shawn Greig

Seconded by: Brian Gamble

That Committee of the Whole recommend to Council that Fire Chief's Report 2021-01 dated February 03, 2021 regarding the December 2020 Activity Report be hereby received for information. **Carried**

c) FD Report 2021-02 Fire Department Activity 2020

Resolution: 2021-05-08

Moved by: Diana Rae

Seconded by: Shawn Greig

That Fire Chief's Report 2021-02 dated February 03, 2021 regarding the 2020 Fire Department Activity Report be hereby received for information. **Carried**

d) FIN Report 2021-04 Survey Results and Next Steps

Resolution: 2021-05-09

Moved by: Shawn Greig

Seconded by: Diana Rae

That Treasurer's Report 2021-04 regarding Survey Results and Next Steps be hereby received for information. **Carried**

e) FIN Report 2021-05 Preliminary 2020 Year-End Report

Resolution: 2021-05-10

Moved by: Shawn Greig

Seconded by: Diana Rae

That Treasurer's Report 2021-05 regarding Preliminary 2020 Year-End – 4<sup>th</sup> Quarter Results be hereby received for information. **Carried**

f) CAO Clerk Report 2021-05 Employee Remuneration Market Check

Resolution: 2021-05-11

Moved by: Diana Rae

Seconded by: Brian Gamble

That Report 2021-05 regarding Employee Remuneration Market Check be hereby received for information; And that Committee of the Whole recommends to Council that

the CAO Clerk be directed to proceed with the Market Check for employee remuneration, using the comparable criteria set out in this report. **Carried**

g) CAO Clerk Report 2021-06 Community Improvement Plan Update

Resolution: 2021-05-12

Moved by: Shawn Greig

Seconded by: Brian Gamble

That Report 2021-06 regarding the Community Improvement Plan Update be hereby received for information. **Carried**

h) CAO Clerk Report 2021-07 2020-2021 and 2021-2022 R.I.D.E. Grant Program

Resolution: 2021-05-13

Moved by: Shawn Greig

Seconded by: Brian Gamble

That Report 2021-07 regarding the R.I.D.E Program Grant be hereby received; And further that Committee of the Whole recommends to Council that a by-law to authorize the Mayor and Clerk to execute the R.I.D.E. Grant Program Agreement be presented to Council for approval. **Carried**

i) Verbal Department Updates

Operations Manager, Jamie Morgan reported public works staff are working on shop renovations identified in 2021 budget. Correcting safety issues, completing sign repairs and equipment maintenance. Staff are also working on snowmobile crossings and the Snowmobile Club has been notified about the trail groomer dragging snow onto road.

Public works spending time working on waste calls with garbage at curbside (too late, no bag tags, etc.) staff are providing education including schedules and mapping.

Recreation staff using up banked time and also working on painting, cleaning, and obtaining estimates on repairs at the Desboro and Keady facilities. Also looking into costs to move equipment from Desboro to Keady. Staff wearing PPE and foggers in public works buildings.

Treasurer, Karmen Krueger reported finance is working on tax collection and preparing yearend audit with final report going to Council in the next six weeks. Recruiting for Accounts Payable/Payroll Clerk position.

CAO Clerk, Patty Sinnamon updated Council on the number of real estate transactions happening that are bringing to attention; buildings without permits. By-law enforcement is working with the building department to identify and address the issue on the properties as the Township is now aware.

Postings for vacancy in Finance and Public Works have been posted.

Municipal Office renovations will commence February 23, 2021.

Letters are being sent to property owners whom have properties with site specific uses to confirm the use continues and if not do they wish it to be removed. This is a way to update permissions granted years ago where the use no longer continues.

**11.5 Consideration of By-laws**

Resolution 2021-05-14

Moved by: Shawn Greig

Seconded by: Diana Rae

That the following By-law(s) be referred to Council for consideration:

By-law 2021-08 Zoning Amendment Z13 2020 - King Creative Inc

By-law 2021-09 R.I.D.E. Agreement

**Carried**

**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 2021-05-15

Moved by: Shawn Greig

Seconded by: Brian Gamble

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 2021-05-16

Moved by: Shawn Greig

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**

**13. Third Reading of By-Laws**

Resolution 2021-05-17

Moved by: Shawn Greig

Seconded by: Diana Rae

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 2021-08 Zoning Amendment Z13 2020 - King Creative Inc

By-law 2021-09 R.I.D.E. Agreement

**Carried**

**14. Notices of Motion**

**15. Notice Provision**

**16. Tracking Sheet**

Council reviewed the Tracking Sheet

**17. Other Business**

**18. Closed Meeting**

**19. Confirmatory By-law**

Resolution 2021-05-18

Moved by: Brian Gamble

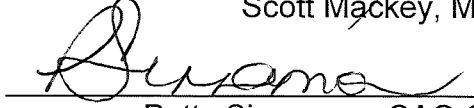
Seconded by: Shawn Greig

That By-law 2021-10 being a by-law to confirm all actions and proceedings of the February 3, 2021 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 10:57 a.m.

  
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Scott Mackey, Mayor

  
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Patty Sinnamon, CAO Clerk