



Township of Chatsworth

Council Minutes

Wednesday, September 21, 2022, 6:30 p.m.

Members Present: Mayor Scott Mackey
Deputy Mayor Brian Gamble
Councillor Shawn Greig
Councillor Diana Rae
Councillor Elizabeth Thompson

Staff Present: CAO Clerk, Patty Sinnamon
Fire Chief, Mike Givens
Chief Building Official, Karl Schipprack
Operations Manager, Anthony Gibbons
Admin. Assistant Clerks/Planning, Tyler Zamostny

1. CALL TO ORDER

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

2. OPENING CEREMONIES – MOMENT OF REFLECTION

Mayor Mackey invited members of Council to join him in a moment of reflection before proceeding with the Council Meeting.

3. OPEN FORUM (MAXIMUM FIFTEEN MINUTES)

There were no speaker requests for Open Forum.

4. APPROVE OR AMEND AGENDA

Resolution 2022-21-01
Moved by: Diana Rae
Seconded by: Brian Gamble

That Township of Chatsworth Council adopt the Agenda as amended to include a closed meeting regarding personal matters about an identifiable individual and potential litigation

Carried

5. DECLARATION OF PECUNIARY INTEREST

None stated.

6. CONFIRMATION OF MINUTES

Resolution 2022-21-02
Moved by: Shawn Greig
Seconded by: Diana Rae

THAT the minutes of the Council Meeting held on September 7, 2022 and the Planning Minutes dated September 7, 2022 be confirmed as recorded.

Carried

7. MATTERS ARISING FROM MINUTES – None

8. **PUBLIC MEETINGS (Statutory and Non-Statutory) - None**
9. **MATTERS ARISING FROM PUBLIC MEETINGS - None**
10. **INTRODUCTION OF BY-LAWS – FIRST AND SECOND READING**

Resolution 2022-21-03

Moved by: Diana Rae

Seconded by: Elizabeth Thompson

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 Number 2022-43 being a By-law to amend Zoning By-law No. 2015-61, being entitled the Township of Chatsworth Comprehensive Zoning By-law (Part Lot 34, Lot 35, Concession 2 SWTSR, Geographic Township of Holland, Township of Chatsworth, 716751 West Back Line, File #Z07/2022)
- By-law Number 2022-44 being a By-law to appoint the Grey County Compliance Audit Committee for the 2022 to 2026 term of Council

Carried

11. **COMMITTEE OF THE WHOLE**

Resolution 2022-21-04

Moved by: Brian Gamble

Seconded by: Elizabeth Thompson

That Council now go into Committee of the Whole.

Carried

11.1 **Consent Agenda and Determination of Items to be Separated**

Resolution 2022-21-05

Moved by: Diana Rae

Seconded by: Brian Gamble

That the Consent Agenda items be hereby received for information except for the following:

Item 11.1.c.b. - County of Grey - Notice of Staff Report for Official Plan Amendment 11 Housekeeping Amendment (September 6, 2022)

Carried

11.1.a Reports for Information - None

11.1.b Committee Minutes

11.1.b.a **Saugeen Valley Conservation Authority Minutes - Authority Meeting July 21, 2022**

11.1.c Correspondence for Council information

11.1.c.a **AMO Watchfiles (September 8, 2022, September 15, 2022)**

11.1.c.b **County of Grey - Notice of Staff Report for Official Plan Amendment 11 Housekeeping Amendment (September 6, 2022)**

11.1.d Motions from Other Municipalities - None

11.2 Presentations/Delegations (Pre-Registered) - None

11.3 Matters Arising from Presentations/Delegation - None

11.4 Staff Reports and Verbal Updates from Staff

11.4.a Building Report 2022-05 - 2022 Q2 Building Activity

Resolution 2022-21-06
Moved by: Shawn Greig
Seconded by: Elizabeth Thompson

THAT Report 2022-02 2022 Q2 building activity statistics, be hereby received for information.

Carried

11.4.b Fire Chief Report 2022-11 - August 2022 Fire Department Activity Report

Resolution 2022-21-07
Moved by: Shawn Greig
Seconded by: Brian Gamble

That Fire Chief's Report 2022-11 dated September 21, 2022, regarding the August 2022 Fire Department Activity Report be hereby received for information.

Carried

11.4.c Public Works Report 2022-27 - Structure 36 - Engineering Fees

Resolution 2022-21-08
Moved by: Diana Rae
Seconded by: Elizabeth Thompson

THAT Public Works Report 2022-27 regarding Structure 36 - Engineering Fees be hereby received for information;
AND THAT Committee of the Whole recommends to Council that staff be directed to proceed with obtaining an engineer design from BM Ross for the replacement of structure 36 at a cost of \$41,000.00 exclusive of HST and that the increase of \$10,400.00 be allocated to Public Works Reserves.

Resolution 2022-21-09
Moved by: Diana Rae
Seconded by: Elizabeth Thompson

THAT Public Works Report 2022-27 - Structure 36 - Engineering Fees be deferred until 2023

Carried

Resolution 2022-21-10
Moved by: Shawn Greig
Seconded by: Brian Gamble

THAT Council direct staff to investigate with other municipalities, what other companies are being used for bridge construction and what other bridge design options are available including wooden structures

Carried

11.4.d CAO Clerk's Report 2022-37 - Standby Duty and On-Call Policy Revisions

Resolution 2022-21-11
Moved by: Diana Rae
Seconded by: Brian Gamble

THAT CAO Clerk's Report 2022-37 regarding amendments to the Township of Chatsworth On-Call Policy be hereby received;
AND FURTHER THAT Committee of the Whole recommends to Council that Policy HR07.04 – Standby Duty and Call-Outs Policy be approved

Resolution 2022-21-12
Moved by: Elizabeth Thompson
Seconded by: Shawn Greig

THAT CAO Clerk's Report 2022-37 - Standby Duty and On-Call Policy Revisions be deferred.

Carried

11.4.e CAO Clerk's Report 2022-38 - Draft Disconnect from Work Policy

Resolution 2022-21-13
Moved by: Brian Gamble
Seconded by: Diana Rae

THAT CAO Clerk's Report 2022-38 regarding HR Policy – Disconnect from Work be hereby received;
AND FURTHER THAT Committee of the Whole recommend to Council the approval of HR – Disconnect from Work Policy

Carried

Council paused for a break at 7:58 p.m. and returned at 8:03 p.m.

11.4.f CAO Clerk's Report 2022-39 - Appointment of Grey County Compliance Audit Committee

Resolution 2022-21-14
Moved by: Elizabeth Thompson
Seconded by: Brian Gamble

THAT CAO Clerk's Report 2022-39 regarding the appointment of a Grey County Joint Compliance Audit Committee be hereby received;
AND FURTHER THAT Committee of the Whole recommends to Council the approval of by-law 2022-44 being a by-law to appoint individuals to the Grey County Compliance Audit Committee for the 2022-2026 term of Council, as recommended by the Grey County Clerks.

Carried

11.4.g Verbal Updates from Staff

CAO Clerk Patty Sinnamon provided updates:

- Administrative Assistant interviews are taking place and going well
- In the last week of September the Vote by Mail packages will be sent out to residents in the Township
- Office painting will begin starting next week
- Council chambers will be receiving an update, including new frames to showcase previous years Council, and the installation of the Township of Chatsworth logo with tag line
- There has been difficulty finding pricing for tempered glass for the front counter area. Will continue to try to get pricing
- A resident will be disking the "Bryans Lands" as discussed in the last meeting of Council. The disking is expected to take place in the next week or two. Contact has been made with the company completing the archeological study on the lands, and they are willing to come out this fall to complete the study
- Surveys of the lands have been sent off to property owners, and are waiting on responses

Operations Manager Anthony Gibbons provided the following updates:

- Keady Arena Roof construction is underway and should be halfway complete by the end of this week
- Compressor replacement for the Keady Arena is underway this week
- Ice rentals this year are higher than last. the Keady arena is averaging about 41.5 hours a week of user time scheduled
- Ice will be in Keady at its regularly schedule time
- Roads department is continuing road maintenance throughout the Township
- Winter sand has been delivered to both Holland and Sullivan maintenance departments
- Currently there is a posting for a winter patroller
- The second cut has begun on road side grass cutting

Fire Chief Mike Givens provided the following updates:

- Fire department is operating as normal
- Preparing for the upcoming fire prevention week (October 9-15, 2022)

Chief Building Official Karl Schipprack provided the following updates:

- Thanked the Fire Chief Mike Givens for his assistance in tent inspections this year throughout the Township of Chatsworth
- Notified Council that West Grey has changed their office hours. Building inspectors will still be available Monday to Friday, but the hours have been extended to 8:00 a.m. - 5:00 p.m.

11.5 Consideration of By-laws

Resolution 2022-21-15

Moved by: Brian Gamble

Seconded by: Elizabeth Thompson

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

- By-law Number 2022-43 being a By-law to amend Zoning By-law No. 2015-61, being entitled the Township of Chatsworth Comprehensive Zoning By-law (Part Lot 34, Lot 35, Concession 2 SWTSR, Geographic Township of Holland, Township of Chatsworth, 716751 West Back Line, File #Z07/2022)
- By-law Number 2022-44 being a By-law to appoint the Grey County Compliance Audit Committee for the 2022 to 2026 term of Council

Carried

11.6 Items Requiring Direction - None

11.7 Items Requiring Discussion including Items Removed from Consent Agenda

The following was discussed:

Item 11.1.c.b. - County of Grey - Notice of Staff Report for Official Plan Amendment 11 Housekeeping Amendment (September 6, 2022) - Council asked if staff were familiar with the areas affected by the Official Plan Amendment. Staff provided information to Council about the amendment and how it affects the Township.

11.8 Rise and Report from Committee of the Whole

Resolution 2022-21-16

Moved by: Diana Rae

Seconded by: Elizabeth Thompson

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 2022-21-17

Moved by: Elizabeth Thompson

Seconded by: Shawn Greig

That the actions taken in Committee of the Whole today be confirmed by this Council and the Minutes of the Committees be adopted;

And Further that staff be authorized to take the actions necessary to give effect to the approved recommendations contained within the staff reports;

And Further that by-laws under consideration be presented to Council for third reading

Carried

13. THIRD READING OF BY-LAWS

Resolution 2022-21-18

Moved by: Shawn Greig

Seconded by: Brian Gamble

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 Number 2022-43 being a By-law to amend Zoning By-law No. 2015-61, being entitled the Township of Chatsworth Comprehensive Zoning By-law (Part Lot 34, Lot 35, Concession 2 SWTSR, Geographic Township of Holland, Township of Chatsworth, 716751 West Back Line, File #Z07/2022)
- By-law Number 2022-44 being a By-law to appoint the Grey County Compliance Audit Committee for the 2022 to 2026 term of Council

Carried

14. NOTICES OF MOTION - None

15. NOTICE PROVISION

15.1 Public Meeting - Community Improvement Plan

Public Meeting for the Community Improvement Plan has been rescheduled to Wednesday, November 23, 2022 at 6:30 p.m.

16. TRACKING SHEET

No updates noted.

17. OTHER BUSINESS

The following was discussed:

- Councillor Greig would like to see staff acquire pricing for mechanical tree removal equipment and the incorporation of a roadside spraying program for the 2023 budget.
- Letters have been sent to residents in both Berkeley and Williamsford regarding the installation of the community mailboxes which is expected to take place on October 17, 2022

18. CLOSED MEETING

Resolution 2022-21-19

Moved by: Elizabeth Thompson

Seconded by: Shawn Greig

THAT Council move into closed session to discuss personal matters about an identifiable individual and potential litigation

Carried

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

19. CONFIRMATORY BY-LAW

Resolution 2022-21-20

Moved by: Brian Gamble

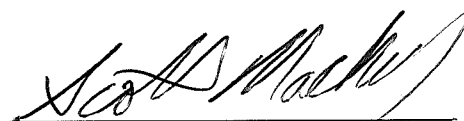
Seconded by: Shawn Greig

That By-law 2022-45 being a by-law to confirm all actions and proceedings of the September 21, 2022 Council meeting be hereby read a first, second, and third time, signed by the Mayor and Clerk and sealed with the Corporate Seal.

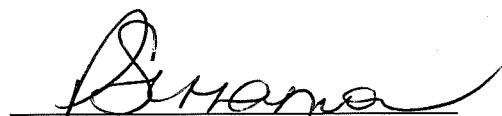
Carried

20. ADJOURNMENT

The Mayor adjourned the meeting at 9:45 p.m.



Scott Mackey, Mayor



Patty Sinnamon, CAO Clerk