



# Township of Chatsworth

## Council Minutes

Wednesday, January 4, 2023, 9:30 a.m.

Members Present: Mayor Scott Mackey  
Deputy Mayor Terry McKay  
Councillor Shawn Greig  
Councillor Elizabeth Thompson  
Councillor Peter Whitten

Staff Present: CAO Clerk, Patty Sinnamon  
Admin. Assistant Clerks/Planning, Tyler Zamostny

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### 1. CALL TO ORDER

Mayor Mackey called the meeting to order at 9:30 a.m.

### 2. OPENING CEREMONIES – O CANADA AND 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 2023-01-01

Moved by: Terry McKay

Seconded by: Shawn Greig

THAT Township of Chatsworth Council adopt the Agenda as circulated.

**Carried**

### 5. DECLARATION OF PECUNIARY INTEREST

None stated.

### 6. CONFIRMATION OF MINUTES

Council asked questions around the verbal updates from staff in the December 21, 2022 Council minutes. Discussion was brought forward around a grant application that was prepared and submitted to TD Bank to assist with a walking trail around the Community Hub in the Village of Chatsworth. CAO Clerk Patty Sinnamon answered questions and will have conversation with the committee to advise that any grant applications are to be pre-approved by Council prior to submission.

Resolution 2023-01-02

Moved by: Shawn Greig

Seconded by: Peter Whitten

THAT the minutes of the Council Meeting held on December 21, 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 2023-01-03

Moved by: Terry McKay

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 Number 2023-01 being a By-law to adopt a Community Improvement Plan (CIP) for the Corporation of the Township of Chatsworth.

**Carried**

**11. COMMITTEE OF THE WHOLE**

Resolution 2023-01-04

Moved by: Shawn Greig

Seconded by: Peter Whitten

THAT Council now go into Committee of the Whole.

**Carried**

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

Resolution 2023-01-05

Moved by: Elizabeth Thompson

Seconded by: Terry McKay

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

- 11.1.a. - Accounts Payable Listing
- 11.1.d.c. - Ministry of Environment, Conservation and Parks Letter December 16, 2022 Re: Blue Box Program

**Carried**

**11.1.a Accounts Payable Listing**

- **Cheque Register to December 30, 2022**
- **Electronic Funds Transfer Listing to December 30, 2022**
- **Pre-Authorized Payment Listing to December 30, 2022**

**11.1.b Reports for Information**

**11.1.c Committee Minutes**

**11.1.d Correspondence for Council information**

- 11.1.d.a **Grey Sauble Conservation Authority - Fee Schedule 2023**
- 11.1.d.b **Saugeen Valley Conservation Authority Minutes - October 20, 2022 and 2023 Meeting Schedule**
- 11.1.d.c **Ministry of Environment, Conservation and Parks Letter December 16, 2022 Re: Blue Box Program**
- 11.1.d.d **AMO Watchfiles (December 22, 2022)**

**11.1.d.e Lanark County Resolution December 14, 2022 Re:  
Violence Against Women/Renfrew Inquest**

**11.1.e Motions from Other Municipalities**

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

**11.2.a Grey Bruce OPP Detachment Members - Inspector Paul  
Richardson & S/Sgt. Keegan Wilcox**

Inspector Paul Richardson & S/Sgt. Keegan Wilcox sent their regrets for being unable to attend the Council meeting. A future date will be suggested for both to attend and present to Council.

**11.2.b South Grey Chamber of Commerce - Karen Cox**

President of the South Grey Chamber of Commerce Karen Cox presented to Council regarding a proposal for the Chamber of Commerce to expand to include four local municipalities including the Township of Chatsworth. Ms. Cox also presented about the benefits that the Chamber has for local businesses, and what is currently being accomplished in neighboring municipalities. Ms. Cox finished by presenting the contribution that would be required for the Township to join being \$10,000.00. Once the presentation was complete, Council was able to ask questions and thanked Ms. Cox for her presentation.

Council paused for a break at 10:40 a.m. and returned at 10:50 a.m.

**11.3 Matters Arising from Presentations/Delegation**

CAO Clerk Patty Sinnamon informed Council of the benefits that businesses can receive once they are a member of the Chamber. Discussion occurred around the potential for Council to be able to pick and choose the benefits that were presented, and the potential for the cost of \$10,000.00 to be lowered due to the lower population and overall size of the Township. CAO Clerk Patty Sinnamon will have further discussion with the South Grey Chamber of Commerce around the fees and future cost, as well will ask for the year end reporting from neighboring municipalities and a membership brochure to share with Council.

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

**11.4.a CAO Clerk's Report 2023-01 - Township of Chatsworth  
Insurance Renewal 2023**

Resolution 2023-01-06  
Moved by: Peter Whitten  
Seconded by: Terry McKay

THAT CAO Clerk's Report 2023-01 regarding the 2023 Township of Chatsworth Insurance Renewal be hereby received;  
AND FURTHER THAT Committee of the Whole recommend to Council the renewal of the 2023 policy with Marsh Canada in the amount of \$207,578.00.

**Carried**

#### **11.4.b CAO Clerk's Report 2023-02 - Citizen Appointments to Township Committees**

Resolution 2023-01-07

Moved by: Shawn Greig

Seconded by: Peter Whitten

THAT CAO Clerk's Report 2023-02 regarding Citizen Committee Appointments be hereby received;  
AND FURTHER THAT the following citizen appointments be made to Township of Chatsworth Committees for the 2023-2026 term of Council:

##### **Williamsford Community Centre:**

Celeste Eickholdt

Brian Gamble

Betty Robbins

Don Miller

Terry McElhone

##### **Walters Falls Community Centre**

Leslie McLean

Cheryl Briant

Marlene Emery

Pearl Long

Donna Loasby

Rodney Saunders

**Carried**

#### **11.4.c Verbal Updates from Staff**

CAO Clerk Patty Sinnamon provided updates:

- St. Paul's Anglican Cemetery and Keward Cemetery have begun the process of transferring ownership to the Township. It should be finalized by the end of January 2023
- The request for proposal that was prepared by the Township Planner Ron Davidson and CAO Clerk Patty Sinnamon regarding engineering services for subdivision lands has now closed. A total of five submissions have been received
- A new round of Trillium grants have been announced for 2023. Previous submissions were completed for the Keady Arena. Staff will be submitting again for grants to assist in upgrades and the recreation department has begun to receive quotes on a potential upgrade for the kitchen facility. Council also introduced the potential for the grant to be used on outdoor features
- The bus stop in Holland Centre has been moved from the Township of Chatsworth Holland Transportation Shop to the Holland Centre Gas Bar. This change has begun starting this week
- Tracey Dupuis will be submitting a report to Council at a future meeting regarding the changes to the blue box pickup program. Further discussion between Council and staff continued around the topic

Mayor Mackey presented the following motion to extend the meeting an additional 30 minutes as per the Procedural By-law.

Resolution 2023-01-08  
Moved by: Shawn Greig  
Seconded by: Elizabeth Thompson

THAT the Council Meeting be extended from 12:00 p.m. to 12:30 p.m.

**Carried**

#### **11.5 Consideration of By-laws**

Resolution 2023-01-09  
Moved by: Elizabeth Thompson  
Seconded by: Terry McKay

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

- By-law Number 2023-01 being a By-law to adopt a Community Improvement Plan (CIP) for the Corporation of the Township of Chatsworth.

**Carried**

#### **11.6 Items Requiring Direction**

##### **11.6.a Grey Sauble Conservation Authority Draft 2023 Budget**

Resolution 2023-01-10  
Moved by: Elizabeth Thompson  
Seconded by: Peter Whitten

THAT Grey Sauble Conservation Authority correspondence dated December 22, 2022 regarding the 2023 Draft Operating and Capital Budget be received for information; and  
FURTHER THAT the Township of Chatsworth support the draft Grey Sauble Conservation Authority 2023 budget and the proposed 2023 levy of \$50,945.17.

**Carried**

#### **11.7 Items Requiring Discussion including Items Removed from Consent Agenda**

The following were discussed:

11.1.a. - Accounts Payable Listing - Council had questions about certain financial lines that were included within the Accounts Payable listings. Staff provided clarification.

11.1.d.c. - Ministry of Environment, Conservation and Parks Letter December 16, 2022 Re: Blue Box Program - After discussion that took place in item 11.4.c. Verbal Updates from Staff, Council was satisfied that their questions had been answered.

#### **11.8 Rise and Report from Committee of the Whole**

Resolution 2023-01-11  
Moved by: Terry McKay  
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**

**12. ADOPT ACTION OF COUNCIL IN COMMITTEE OF THE WHOLE**

Resolution 2023-01-12

Moved by: Shawn Greig

Seconded by: Peter Whitten

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 2023-01-13

Moved by: Terry McKay

Seconded by: Shawn Greig

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 2023-01 being a By-law to adopt a Community Improvement Plan (CIP) for the Corporation of the Township of Chatsworth.

**Carried**

**14. NOTICES OF MOTION**

Deputy Mayor McKay indicated that he was giving notice to bring forward a motion for staff to provide Council with a report regarding the policy that is currently in place for bag tag sales by local businesses within the Township. This motion will be presented at the next meeting.

**15. NOTICE PROVISION - None**

**16. TRACKING SHEET**

**16.1 January 2023 Tracking Sheet**

Tracking sheet was provided.

**17. OTHER BUSINESS**

Council discussed upcoming dates for budget discussions. The following dates were confirmed:

- Wednesday January 25, 2023 - 9 a.m. to 3 p.m.
- Monday February 6, 2023 - 5 p.m. to 9 p.m.
- Wednesday February 8, 2023 - 1 p.m. to 3 p.m.
- Monday February 13, 2023 - 5 p.m. to 9 p.m.
- Monday February 20, 2023 - 5 p.m. to 9 p.m.

**18. CLOSED MEETING - None**

**19. CONFIRMATORY BY-LAW**

Resolution 2023-01-14  
Moved by: Shawn Greig  
Seconded by: Elizabeth Thompson

THAT By-law 2023-02 being a by-law to confirm all actions and proceedings of the January 4, 2023 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**

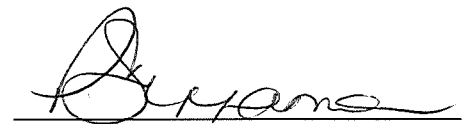
Resolution 2023-01-15  
Moved by: Shawn Greig  
Seconded by: Peter Whitten

THAT Council hereby stand adjourned at 12:35 p.m.

**Carried**



Scott Mackey, Mayor



Patty Sinnamon, CAO Clerk