

Wednesday, September 20, 2023

6:30 p.m.

Municipal Council Chambers  
Pages

1. CALL TO ORDER
2. OPENING CEREMONIES – O CANADA AND MOMENT OF REFLECTION
3. OPEN FORUM (MAXIMUM FIFTEEN MINUTES)

Interested persons are invited to speak to Council about any matter that appears on this Agenda. Please sign the registration form available from the Deputy Clerk or Clerk. Individuals may only speak for a total of three (3) minutes.

4. APPROVE OR AMEND AGENDA

**Resolution**

THAT Township of Chatsworth Council adopt the Agenda as circulated.

5. DECLARATION OF PECUNIARY INTEREST

6. CONFIRMATION OF MINUTES

8

**Resolution**

THAT the minutes of the Council Meeting held on September 6, 2023 and the Planning Minutes dated September 6, 2023 be confirmed as recorded.

7. MATTERS ARISING FROM MINUTES
8. PUBLIC MEETINGS (Statutory and Non-Statutory)
9. MATTERS ARISING FROM PUBLIC MEETINGS

**Resolution**

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 2023-49 Being a By-law to amend Zoning By-law No. 2015-61, being entitled the Township of Chatsworth Comprehensive Zoning By-law, (Lot 16, Reg. Comp Plan 1039, Geographic Village of Chatsworth, Township of Chatsworth, 9 Toronto Sydenham Street, File #Z09/2023)
- By-law 2023-50 Being a By-law to authorize the Mayor and CAO Clerk to sign an amendment to collection agreement between the Corporation of the Township of Chatsworth and Waste Management of Canada Corporation
- By-law 2023-51 Being a By-law to lift the one-foot reserve and to authorize the establishment and laying out of public highways

## 11. COMMITTEE OF THE WHOLE

**Resolution**

THAT Council now go into Committee of the Whole.

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

**Resolution**

THAT the Consent Agenda items be hereby received for information.

## 11.1.a Reports for Information

## 11.1.b Committee Minutes

## 11.1.b.a Chatsworth Police Services Board Minutes - April 21, 2023

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## 11.1.c Correspondence for Council information

## 11.1.c.a AMO Watchfiles (September 7, 2023, September 14, 2023)

September 7, 2023; September 14, 2023

## 11.1.c.b Municipality of Grey Highlands - Notice of Virtual Public Open House regarding First Draft of New Zoning By-Law

29

## 11.1.d Motions from Other Municipalities

11.1.d.a	Municipality of Arran-Elderslie Resolution February 13, 2023 Re: Tile Drainage Loan Program Review	31
11.1.d.b	The Corporation of the Town of Bracebridge Resolution September 13, 2023 Re: Item for Discussion – Time for Change - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)	34
11.2	Presentations/Delegations (Pre-Registered)	
11.2.a	Jeff & Val Slomke Re: Discussion on Licensing and Taxing Short Term Accommodation units	36
11.3	Matters Arising from Presentations/Delegation	
11.3.a	Jeff & Val Slomke Re: Discussion on Licensing and Taxing Short Term Accommodation units	
	<b>Resolution</b> THAT Committee of the Whole receive information presented by Jeff and Val Slomke regarding discussion on licensing and taxing Short Term Accommodation units.	
11.4	Staff Reports and Verbal Updates from Staff	
11.4.a	Fire Chief Report 2023-09 - August 2023 Fire Department Activity Report	39
	<b>Resolution</b> THAT Fire Chief's Report 2023-09 dated September 20, 2023, regarding the August 2023 Fire Department Activity Report be hereby received for information.	
11.4.b	Clerk's and Planning Assistant Report 2023-09 - Lifting of Reserve and Establishing Public Highway (Block C, Plan 975) – Shelley Street, Former Township of Holland	47
	<b>Resolution</b> THAT Clerk's and Planning Assistant Report 2023-09 titled "Lifting of Reserve and Establishing Public Highway (Block C, Plan 975) – Shelley Street, Former Township of Holland" be hereby received; and FURTHER THAT Committee of the Whole recommends to Council that By-law 2023-51 being a by-law to lift the one-foot reserve and to authorize the establishment and laying out of public highways be approved.	

11.4.c	Parks and Recreation Report 2023-16 - Parks and Recreation Surplus Equipment	52
	<p><b>Resolution</b></p> <p>THAT Parks and Recreation Report 2023-16 be hereby received for information; and</p> <p>FURTHER THAT the Committee of Whole recommends to Council to approve the following asset be designated for surplus with the revenue generated be directed to Parks and Recreation reserves.</p>	
11.4.d	Parks and Recreation Report 2023-17 - Outdoor Natural Ice 2023/2024	55
	<p><b>Resolution</b></p> <p>THAT Parks and Recreation Report 2023-17 be hereby received for information; and</p> <p>FURTHER THAT staff are seeking direction for options provided.</p>	
11.4.e	Public Works Report 2023-39 - Sideroad 9A Surface Treat Condition	64
	<p><b>Resolution</b></p> <p>THAT Public Works Report 2023-39 be hereby received for information; and</p> <p>FURTHER THAT Committee of the Whole recommends to Council to accept staff's recommendation to Pulverize a Section of Sideroad 9A from Concession 8 East to Concession 6 (6309A-02) which is in very poor condition and add the required gravel to make this road section gravel at a cost of approximately \$10,000.00.</p>	
11.4.f	Public Works Report 2023-41 - Sideroad 1 Drainage Tender Award	67
	<p><b>Resolution</b></p> <p>THAT Public Works Report 2023-41 be hereby received for information; and</p> <p>FURTHER THAT Committee of the Whole recommends to Council to award the tender PW2023-222210 for Sideroad 1 Drainage improvement to Kurtis Smith Excavating in the amount of \$122040 inclusive of HST.</p>	



11.4.g	CAO Clerk's Report 2023-46 - Sideroad 1 Drainage Easement Agreements	70
	<p><b>Resolution</b></p> <p>THAT CAO Clerk's Report 2023-46 regarding Sideroad 1 Drainage Agreements be herby received; and</p> <p>FURTHER THAT Committee of the Whole recommends that Council approve the agreements and directs staff to prepare the necessary By-law to give effect to same.</p>	
11.4.h	CAO Clerk's Report 2023-47 - Structures 021 and 022 – Joint Holland Sydenham Townline Bridges	80
	<p><b>Resolution</b></p> <p>THAT CAO Clerk's Report 2023-37 – Joint Holland Sydenham Townline Bridges be received for information.</p>	
11.4.i	CAO Clerk's Report 2023-48 - Terms of Reference - Williamsford Community Centre Board	107
	<p><b>Resolution</b></p> <p>THAT CAO Clerk's Report 2023-48 – Terms of Reference for Williamsford Community Centre Board be hereby received; and</p> <p>FURTHER THAT Committee for the Whole recommends that Council approve the Terms of Reference for the Williamsford Community Centre Board.</p>	
11.4.j	Verbal Updates from Staff	

**Resolution**

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

- By-law 2023-49 Being a By-law to amend Zoning By-law No. 2015-61, being entitled the Township of Chatsworth Comprehensive Zoning By-law, (Lot 16, Reg. Comp Plan 1039, Geographic Village of Chatsworth, Township of Chatsworth, 9 Toronto Sydenham Street, File #Z09/2023)
- By-law 2023-50 Being a By-law to authorize the Mayor and CAO Clerk to sign an amendment to collection agreement between the Corporation of the Township of Chatsworth and Waste Management of Canada Corporation
- By-law 2023-51 Being a By-law to lift the one-foot reserve and to authorize the establishment and laying out of public highways

## 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**

THAT Committee of the Whole rise as Council to report and confirm the actions taken in Committee of the Whole.

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

(Items requiring discussion and direction will require a separate motion)

**Resolution**

THAT the actions taken in Committee of the Whole today be confirmed by this Council; 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.

### **13. THIRD READING OF BY-LAWS**

116

#### **Resolution**

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 2023-49 Being a By-law to amend Zoning By-law No. 2015-61, being entitled the Township of Chatsworth Comprehensive Zoning By-law, (Lot 16, Reg. Comp Plan 1039, Geographic Village of Chatsworth, Township of Chatsworth, 9 Toronto Sydenham Street, File #Z09/2023)
- By-law 2023-50 Being a By-law to authorize the Mayor and CAO Clerk to sign an amendment to collection agreement between the Corporation of the Township of Chatsworth and Waste Management of Canada Corporation
- By-law 2023-51 Being a By-law to lift the one-foot reserve and to authorize the establishment and laying out of public highways

### **14. NOTICES OF MOTION**

### **15. NOTICE PROVISION**

### **16. TRACKING SHEET - None**

### **17. OTHER BUSINESS**

### **18. CLOSED MEETING**

### **19. CONFIRMATORY BY-LAW**

120

#### **Resolution**

THAT By-law 2023-52 being a by-law to confirm all actions and proceedings of the September 20, 2023 Council meeting be hereby read a first, second, and third time, signed by the Mayor and Clerk and sealed with the Corporate Seal.

### **20. ADJOURNMENT**



# Township of Chatsworth

## Council Minutes

Wednesday, September 6, 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  
Planner, Ron Davidson  
Operations Manager, Jamie Edwards  
Parks and Recreation Lead Hand, Matt Tanner  
Treasurer, Paul Dowber  
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 O Canada followed by a moment of reflection before proceeding with the Council Meeting.

### 3. OPEN FORUM (MAXIMUM FIFTEEN MINUTES)

The following individual addressed Council:

a. Celeste Eickholdt regarding item 11.4.i. - CAO Clerk's Report 2023-44 - Terms of Reference - Williamsford Community Centre

### 4. APPROVE OR AMEND AGENDA

Resolution 2023-25-01

Moved by: Terry McKay

Seconded by: Elizabeth Thompson

THAT Township of Chatsworth Council adopt the Agenda as circulated.

**Carried**

### 5. DECLARATION OF PECUNIARY INTEREST - None

### 6. CONFIRMATION OF MINUTES

Resolution 2023-25-02

Moved by: Shawn Greig

Seconded by: Peter Whitten

THAT the minutes of the Council Meeting held on August 16, 2023 be confirmed as recorded.

**Carried**

### 7. MATTERS ARISING FROM MINUTES – None

**8. PUBLIC MEETINGS (Statutory and Non-Statutory)**

**8.1 B05/2023, B06/2023 and B07/2023 - Park Lot B, West of Douglas Street, Part Lot 3, Lots 4 and 5, East of Gordon Street, Plan P, Geographic Township of Holland, Township of Chatsworth (Tyler McCracken and Rebecca Hunter)**

The Chair announced that this is a Public Meeting under the Planning Act to hear comments from the public and agencies and to give consideration to three applications for Consent. He stated that the purpose of the Consent applications is to sever three vacant residential lots within the settlement area of Williamsford and to retain a lot containing the existing house.

Township staff advised that the application was circulated to agencies and neighbouring landowners in accordance with the requirements of the Planning Act.

The Planner provided an overview of the proposal. Through conversation, condition #4 on the original decision sheet was changed to no longer require a peer review of the Servicing Feasibility Report, but rather to require a lot grading and drainage plan for the lots. Following a brief discussion, the Planner recommended approval of the application.

The applicants were in attendance for the meeting and spoke regarding their application.

Resident Shirle Mathen was also in attendance and spoke regarding some concerns she had regarding drainage and water table changes that could occur. The Planner requested further clarification and addressed the concerns. The applicants spoke to these concerns also.

No other members of the public were in attendance for this application.

After a brief discussion, the Chair closed the Public Meeting.

**8.2 Z09/2023 - Lot 16, Reg. Comp Plan 1039, Geographic Village of Chatsworth, Township of Chatsworth (2770579 Ontario Inc. c/o Denesh Maharajh)**

Council paused the regular session of Council to hear the following application under the Planning Act.

The Minutes of Public Meetings held under the Planning Act are a separate document in the corporate record.

**9. MATTERS ARISING FROM PUBLIC MEETINGS**

**9.1 B05/2023, B06/2023 and B07/2023 - Park Lot B, West of Douglas Street, Part Lot 3, Lots 4 and 5, East of Gordon Street, Plan P, Geographic Township of Holland, Township of Chatsworth (Tyler McCracken and Rebecca Hunter)**

Resolution 2023-25-03

Moved by: Peter Whitten

Seconded by: Terry McKay

THAT Public Meeting B05/2023, B06/2023 and B07/2023 - Park Lot B, West of Douglas Street, Part Lot 3, Lots 4 and 5, East of Gordon Street, Plan P, Geographic Township of Holland, Township of Chatsworth (Tyler McCracken and Rebecca Hunter) be referred to Committee of the Whole for consideration. **Carried**

**9.2 Z09/2023 - Lot 16, Reg. Comp Plan 1039, Geographic Village of Chatsworth, Township of Chatsworth (2770579 Ontario Inc. c/o Denesh Maharajh)**

Resolution 2023-25-04  
Moved by: Elizabeth Thompson  
Seconded by: Terry McKay

THAT Public Meeting Z09/2023 - Lot 16, Reg. Comp Plan 1039, Geographic Village of Chatsworth, Township of Chatsworth (2770579 Ontario Inc. c/o Denesh Maharajh) be referred to Committee of the Whole for consideration.

**Carried**

**10. INTRODUCTION OF BY-LAWS – FIRST AND SECOND READING**

Resolution 2023-25-05  
Moved by: Peter Whitten  
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 2023-46 Being a By-law to amend By-law Number 2020-91 for the imposition and collection of fees and charges for certain Municipal Services and Activities (Schedule K – Cemeteries)
- By-law 2023-47 Being a By-law to authorize the Mayor and CAO Clerk to sign an Apportionment Agreement for Category 3 Services between The Corporation of the Township of Chatsworth and Saugeen Valley Conservation Authority

**Carried**

**11. COMMITTEE OF THE WHOLE**

Resolution 2023-25-06  
Moved by: Shawn Greig  
Seconded by: Terry McKay

THAT Council now go into Committee of the Whole.

**Carried**

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

Resolution 2023-25-07  
Moved by: Peter Whitten  
Seconded by: Shawn Greig

THAT the Consent Agenda items be hereby received for information.

**Carried**

**11.1.a Accounts Payable Listing**

- 11.1.a.a Cheque Register Redacted (August 1 - August 24, 2023)**
- 11.1.a.b EFT Register Redacted (August 1 - August 24, 2023)**

**11.1.b Reports for Information - None**

**11.1.c Committee Minutes - None**

**11.1.d Correspondence for Council information**

**11.1.d.a AMO Watchfiles (August 10, 2023, August 17, 2023, August 24, 2023, August 31, 2023)**

**11.1.d.b Grey County correspondence received August 18, 2023 Re: Notice of Decision for Plan of Subdivision 42T-2021-08 - Municipality of Grey Highlands**

**11.1.e Motions from Other Municipalities**

**11.1.e.a Northumberland County Resolution August 16, 2023 Re: Use of Long Term Care Funding to Support Community Care Services**

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

**11.2.a Al Leach, Vice President of Saugeen Valley Children's Safety Village Re: Information Presentation**

Al Leach, Vice President of Saugeen Valley Children's Safety Village provided an information presentation to Council. During the presentation, Mr. Leach presented the background history of the Saugeen Valley Children's Safety Village and what their objectives are. Mr. Leach discussed the different aspects of the Safety Village and the types of programs that are offered. Included in the presentation was statistical information relating to 2023 as well as the previous year. Once the presentation was complete, Council was able to ask questions and thanked Mr. Leach for his presentation.

Council paused for a break at 11:06 a.m. and returned at 11:13 a.m.

**11.2.b Celeste Eickholdt, Chair of the Williamsford Community Centre Board of Management Re: Reconsideration of a request for financial assistance for the installation of a new compressor at the Williamsford Community Centre**

Celeste Eickholdt, Chair of the Williamsford Community Centre Board of Management provided a presentation to Council regarding the reconsideration of a previous request for financial assistance relating to a new ice compressor. Ms. Eickholdt provided Council with information around the previous decision to provide a \$5,000.00 grant and a \$10,000.00 loan to the Williamsford Community Centre for the purchase of a new compressor. Ms. Eickholdt discussed the potential for the previous request to be reviewed and changed to increase the amount of the grant and lower the amount of the loan. Once the presentation was complete, Council was able to ask questions and thanked Ms. Eickhold for her presentation.

### **11.3 Matters Arising from Presentations/Delegation**

#### **11.3.a Al Leach, Vice President of Saugeen Valley Children's Safety Village Re: Information Presentation**

Resolution 2023-25-08

Moved by: Peter Whitten

Seconded by: Shawn Greig

THAT Committee of the Whole receive information presented by Al Leach, Vice President of Saugeen Valley Children's Safety Village.

**Carried**

#### **11.3.b Celeste Eickholdt, Chair of the Williamsford Community Centre Board of Management Re: Reconsideration of a request for financial assistance for the installation of a new compressor at the Williamsford Community Centre**

Resolution 2023-25-09

Moved by: Terry McKay

Seconded by: Peter Whitten

THAT Committee of the Whole receive information presented by Celeste Eickholdt, Chair of the Williamsford Community Centre Board of Management regarding the reconsideration of a request for financial assistance for the installation of a new compressor at the Williamsford Community Centre.

**Carried**

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

#### **11.4.a Planning Report 2023-11 Application for Consent B05/2023, B06/2023 and B07/2023 (Tyler McCracken and Rebecca Hunter)**

Resolution 2023-25-10

Moved by: Elizabeth Thompson

Seconded by: Shawn Greig

THAT Planning Report 2023-11 regarding Consent Applications B05/2023, B06/2023 and B07/2023 be hereby received; and FURTHER THAT Committee of the Whole recommend that Council approve the Consent Applications B05/2023, B06/2023 and B07/2023 with the conditions noted on the Decision Sheets as follows:

1. THAT the owner enters into a Development Agreement with the Township regarding the extension of Douglas Street. All costs associated with constructing the road to Township standards and all associated costs pertaining to engineering, legal and surveying shall be paid by the applicant.
2. THAT a lot grading and drainage plan for the three severed parcels be prepared to the satisfaction of the Township, and that such plan form part of the Development Agreement.
3. THAT the existing accessory buildings located on the severed parcel on application B05/2023, including the accessory building straddling the mutual lot line dividing the severed parcel and the



retained parcel, be removed to the satisfaction of the Township of Chatsworth.

4. THAT the applicant be aware that the Township will require a tertiary sewage system on the severed lot at the time of Building Permit as per the recommendation of the Servicing Feasibility Study provided on behalf of the applicant.

5. THAT an entrance permit has been granted to the severed parcel by the Township of Chatsworth; and that the applicant provide the CAO/Clerk of the Township of Chatsworth with a copy of the entrance permit.

6. THAT the Owner, as provided for under Section 60 of the Planning Act, R.S.O. 1990, shall pay to the Township of Chatsworth the administrative fee of \$850.00 or whatever fee is applicable at the time of review and issuance of the Certificate of Consent for the severed parcel.

7. THAT any outstanding taxes to the Township be paid.

8. THAT the parkland dedication fee be paid to the Township of Chatsworth as required by the Parkland Dedication By-law 2017-58.

9. THAT the transfer for registration with respect to description complies with the Ontario Regulation 43-96; and if that description contains a reference to a Reference Plan(s), the Owner's solicitor shall provide a full print of that deposited reference plan(s) as well as a digital PDF copy to the CAO/Clerk of the Township of Chatsworth.

10. THAT the Owner's solicitor, in preparation for the issuance of the Certificate of Consent, provide to the CAO/Clerk of the Township of Chatsworth a printed copy of the completed electronic transfer document in preparation, along with the Certificate of Official for stamping.

11. THAT the Owner's solicitor present the same documents required by Condition No. 10 for Consent Application Nos. B05/2023, B06/2023 and B07/2023.

12. THAT the Owner's solicitor provide an undertaking to register the stamped electronic transfer documents for Consent Application Nos. B05/2023, B06/2023 and B07/2023 simultaneously.

13. THAT the Owner's solicitor give an undertaking in writing to provide to the CAO/Clerk of the Township of Chatsworth within 30 days of the date of registration in the applicable Land Registry/Land Titles Office, a copy of the receipted and registered electronic transfer document including the Certificate of Official for Consent B05/2023, B06/2023 and B07/2023.

**Carried**

At this time, Mayor Mackey introduced the following resolution to extend the meeting past 12:00 p.m.

Resolution 2023-25-11

Moved by: Shawn Greig

Seconded by: Peter Whitten

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

**Carried**

**11.4.b Planning Report 2023-13 - Zoning By-law Amendment  
Application Z09 2023 (2770579 Ontario Inc. c/o Denesh  
Maharajh)**

Resolution 2023-25-12

Moved by: Peter Whitten

Seconded by: Shawn Greig

THAT Planners Report 2023-13 be hereby received; and  
FURTHER THAT Committee of the Whole recommends to Council the approval of the Zoning Bylaw Amendment Application for Lot 16, Reg. Comp Plan 1039, Geographic Village of Chatsworth, Township of Chatsworth, Owner: 2770579 Ontario Inc. c/o Denesh Maharajh; and  
FURTHER THAT staff be directed to prepare the necessary by-law to give effect to the application.

**Carried**

Following the resolution Planner Ron Davidson left the meeting.

Council paused for a break at 12:27 p.m. and returned at 1:10 p.m.

**11.4.c Clerk's and Planning Assistant Report 2023-08 - Animal  
Licensing – Permanent Dog Tag**

Resolution 2023-25-13

Moved by: Elizabeth Thompson

Seconded by: Terry McKay

THAT Clerk's and Planning Assistant Report 2023-08 regarding Animal Licensing – Permanent Dog Tag be hereby received; and  
FURTHER THAT Council provide direction to staff if the Township of Chatsworth should maintain the current process of a three-year dog tag, or if it should be switched to a permanent ("lifelong") tag system.

At this time, the following motion was introduced.

Resolution 2023-25-14

Moved by: Terry McKay

Seconded by: Peter Whitten

THAT Clerk's and Planning Assistant Report 2023-08 regarding Animal Licensing – Permanent Dog Tag be hereby received; and  
FURTHER THAT Committee of the Whole recommend to Council to direct staff to proceed with the implementation of a permanent ("lifelong") tag system.

**Carried**

**11.4.d Finance Report 2023-10 - 2021 Change in Reserve Balances**

Resolution 2023-25-15  
Moved by: Shawn Greig  
Seconded by: Peter Whitten

THAT Finance Report 2023-10 being a report on the 2021 changes in reserve balances be herby received for information.

**Carried**

**11.4.e Finance Report 2023-11 - Public Works Reserves**

Resolution 2023-25-16  
Moved by: Terry McKay  
Seconded by: Shawn Greig

THAT Finance Report 2023-11 regarding Public Works Reserves be herby received for information and consideration in the upcoming 2024 budget discussions.

**Carried**

**11.4.f Parks and Recreation Report 2023-15 - Recreation Facilities Refrigeration Water Treatment Program**

Resolution 2023-25-17  
Moved by: Peter Whitten  
Seconded by: Shawn Greig

THAT Parks and Recreation Report PR-2023-15 be hereby received for information; and  
FURTHER THAT the Committee of the Whole accept the proposal submitted by Jutzi Water Technologies in the amount of \$4,800.00 excluding HST.

**Carried**

**11.4.g Public Works Report 2023-38 - Circular Materials Ontario – Agreement Authorization**

Resolution 2023-25-18  
Moved by: Peter Whitten  
Seconded by: Elizabeth Thompson

THAT Council receive Report 2023-38 regarding Circular Materials Ontario – Agreement for Eligible Community Promotion and Education (No Collection Services); and  
FURTHER THAT Council authorize Mayor Mackey and CAO Patty Sinnamon to sign the Circular Materials Ontario – Agreement for Eligible Community Promotion and Education (No Collection Services).

**Carried**

**11.4.h CAO Clerk's Report 2023-43- Revised Agreement for Curbside Pickup with Waste Management**

Resolution 2023-25-19

Moved by: Terry McKay

Seconded by: Peter Whitten

THAT CAO Clerk's Report 2023-43 – Revised Agreement with Waste Management for Curbside Pickup and Consideration of Curbside Waste to be Diverted be hereby received; and  
FURTHER THAT Committee of the Whole recommends to Council to enter into an amending agreement with Waste Management for the period October 1, 2023 to December 31, 2025; and  
FURTHER THAT the Holland Curbside Waste be diverted to Mount Forest and not sent to the Holland/Markdale Waste and Diversion Site.

**Carried**

**11.4.i CAO Clerk's Report 2023-44 - Terms of Reference - Williamsford Community Centre**

Amendments to the circulated Terms of Reference for the Williamsford Community Centre were approved.

Resolution 2023-25-20

Moved by: Terry McKay

Seconded by: Peter Whitten

THAT CAO Clerk's Report 2023-44 regarding a Terms of Reference for the Williamsford Community Centre be hereby received for information.

**Carried**

Resolution 2023-25-21

Moved by: Terry McKay

Seconded by: Elizabeth Thompson

THAT Committee of the Whole recommend to Council that Resolution 2023-22-18 that was carried at the July 19, 2023 Council meeting regarding the Williamsford Community Centre Compressor Financing be rescinded; and  
FURTHER THAT a loan of \$7,500.00 and a grant of \$7,500.00 from Grants to Others be provided to the Williamsford Community Centre Board for the replacement of the Compressor.

**Carried**

Council paused for a break at 3:33 p.m. and returned at 3:35 p.m.

**11.4.j CAO Clerk's Report 2023-45 - Grey County Cycling and Trails Master Plan Update**

Resolution 2023-25-22

Moved by: Terry McKay

Seconded by: Peter Whitten

THAT CAO Clerk's Report 2023-45 – Grey County Cycling and Trails Master Plan Update be hereby received for information; and

FURTHER THAT Committee of the Whole recommend that Council support the bicycle routes proposed and supports the promotion of the bike routes and off-road trails.

**Defeated**

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

CAO Clerk Patty Sinnamon provided updates:

- By-law enforcement is continuing to be busy throughout the Township
- Currently working with the South Grey Chamber of Commerce for upcoming events. October 5, 2023 beginning at 10 a.m. there will be a business meet and greet held at the Garafraxa Hill Funeral Home
- Working with the Ministry of Transportation (MTO) on a request for proposal regarding gateway signage throughout the Township. An application will need to be submitted and MTO will comment on items such as size, content and location. It would be ideal for conversation to happen with Council on the design prior to the application and RFP being issued

Treasurer Paul Dowber provided the following updates:

- The County of Grey Finance Department are hosting some education sessions to the lower tier municipalities and Township staff will be attending
- In a previous Council meeting, it was approved that the Township proceed with hiring an Asset Management Consultant. Staff have now had preliminary discussions with the consultant and are looking to set up dates in mid October to have meetings with senior management, focusing on updating the current asset inventory and the Asset Management Plan. Currently attention is being given to replacement values, asset classification and data gaps
- Current focus of the Finance Department is on the 2024 budget and the 2022 year end. High level discussions will be taking place at the first budget meeting which is scheduled for September 27, 2023
- 2022 year end audit work has been completed by Township staff and the auditor is currently working on the financial statement
- Staff are having meetings to update processes for the 2023 audit with the goal of streamlining processes to increase the efficiency of the audit and present the financial statements in a timely manner

Operations Manager Jamie Edwards provided the following updates:

- Public works staff continue with Berm removal along roadsides and beginning to get equipment ready for Winter
- Touch a Truck event at Participation Lodge went very well and they are looking to make this an annual event
- MTO is requiring a permit for us to install the digital speed sign along their roadway. However, we can install along Connecting Link with just conversation
- Interviews will be conducted on Thursday and Friday to fill Operator vacancies

Recreation Lead Hand Matt Tanner provided the following updates:

- The Keady Arena roof has been started and the brine pump has been installed. Pipe work is to begin next week at the arena
- Beginning to clean up from summer operations and starting to prepare for winter

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

Resolution 2023-25-23

Moved by: Elizabeth Thompson

Seconded by: Terry McKay

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

- By-law 2023-46 Being a By-law to amend By-law Number 2020-91 for the imposition and collection of fees and charges for certain Municipal Services and Activities (Schedule K – Cemeteries)
- By-law 2023-47 Being a By-law to authorize the Mayor and CAO Clerk to sign an Apportionment Agreement for Category 3 Services between The Corporation of the Township of Chatsworth and Saugeen Valley Conservation Authority

**Carried**

## **11.6 Items Requiring Direction**

### **11.6.a Williams Lake Cottagers/Owners Association Re: Request for Gravel at Three Locations**

Resolution 2023-25-24

Moved by: Shawn Greig

Seconded by: Peter Whitten

THAT Committee of the Whole receive the request from the Williams Lake Cottagers/Owners Association for a load of gravel to be placed at three locations around the lake for information; and FURTHER THAT Committee of the Whole recommend to Council to approve the Township Roads Department to provide 15 Tonne of gravel with 5 tonnes to each location - Lakeview Road, Countryside Drive and Point Road; and FURTHER THAT the approval be reviewed each term of Council.

**Carried**

### **11.6.b Correspondence received by Jane Jamieson Re: Resident Petition Concerning the Removal of Trees for the Keady Community Centre Parking Lot Expansion**

Councillor Elizabeth Thompson left the meeting at this time.

Resolution 2023-25-25

Moved by: Terry McKay

Seconded by: Peter Whitten

THAT Committee of the Whole receive information provided by Jane Jamieson regarding a resident petition concerning the removal of trees for the Keady Community Centre Parking Lot Expansion for information; and

FURTHER THAT it be confirmed that the item was discussed at the August 2, 2023 Council meeting (11.4.g Public Works Report 2023-33 - Keady Community Center Parking Lot Pricing) with the decision being to only focus on area A (west side) and to leave the trees on the east side as is in area B for the time being.

**Carried**

Councillor Elizabeth Thompson returned to the meeting at this time.

**11.6.c Municipality of Grey Highlands correspondence July 4, 2023 Re: South Grey Doctor Recruitment and Retention Committee**

Resolution 2023-25-26

Moved by: Shawn Greig

Seconded by: Peter Whitten

THAT Committee of the Whole receive the correspondence from the Municipality of Grey Highlands dated July 4, 2023 regarding the potential to reimplement a South Grey Doctor Recruitment and Retention Committee for Southern Grey County for information.

**Carried**

Resolution 2023-25-27

Moved by: Terry McKay

Seconded by: Elizabeth Thompson

THAT Committee of the Whole strongly supports Southern Grey County Physician recruitment but would prefer it done on a regional basis.

**Carried**

**11.7 Items Requiring Discussion including Items Removed from Consent Agenda - None**

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

Resolution 2023-25-28

Moved by: Shawn Greig

Seconded by: Terry McKay

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 2023-25-29

Moved by: Elizabeth Thompson

Seconded by: Shawn Greig

THAT the actions taken in Committee of the Whole today be confirmed by this Council; 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 2023-25-30

Moved by: Peter Whitten

Seconded by: Terry McKay

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 2023-46 Being a By-law to amend By-law Number 2020-91 for the imposition and collection of fees and charges for certain Municipal Services and Activities (Schedule K – Cemeteries)
- By-law 2023-47 Being a By-law to authorize the Mayor and CAO Clerk to sign an Apportionment Agreement for Category 3 Services between The Corporation of the Township of Chatsworth and Saugeen Valley Conservation Authority

**Carried**

**14. NOTICES OF MOTION**

**14.1 Deputy Mayor McKay**

Resolution 2023-25-31

Moved by: Terry McKay

Seconded by: Elizabeth Thompson

WHEREAS there is community concern about the intersection of Highway 6 and 10 in the Village of Chatsworth due to the high amount of traffic and limited signage; and

WHEREAS the Council of the Township of Chatsworth requests that a full Ministry of Transportation review of the intersection be completed to help reduce the potential for accidents to occur; and

WHEREAS Council requests that Township staff meet with Ministry of Transportation representatives to discuss the intersection concerns; and

FURTHER THAT the motion be forwarded to both Rick Byers MPP — Bruce–Grey–Owen Sound and the Minister of Transportation.

**Carried**

**15. NOTICE PROVISION - None**

**16. TRACKING SHEET**

Tracking sheet was provided and updates were noted.

**17. OTHER BUSINESS - None**

At this time, Mayor Mackey introduced the following resolution to extend the meeting past 4:00 p.m.

Resolution 2023-25-32

Moved by: Shawn Greig

Seconded by: Elizabeth Thompson

THAT the Council Meeting be extended past 4:00 p.m.

**Carried**



**18. CLOSED MEETING**

Resolution 2023-25-33

Moved by: Shawn Greig

Seconded by: Terry McKay

THAT Council go into Closed Session for the following reason(s):

- Approval of Closed Session Minutes of August 16<sup>th</sup>, 2023 and business arising
- A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Planning Services)

**Carried**

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

The following motion was introduced at this time.

Resolution 2023-25-34

Moved by: Terry McKay

Seconded by: Peter Whitten

THAT Council hereby approves a rate increase to \$120.00 per hour to Township Planner Ron Davidson Land Use Planning Consultant Inc.

**Carried**

**19. CONFIRMATORY BY-LAW**

Resolution 2023-25-35

Moved by: Peter Whitten

Seconded by: Shawn Greig

THAT By-law 2023-48 being a by-law to confirm all actions and proceedings of the September 6, 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**

The Mayor adjourned the meeting at 4:50 p.m.

---

Scott Mackey, Mayor

---

Patty Sinnamon, CAO Clerk



**Township of Chatsworth  
Public Meeting Minutes under the  
Planning Act, R.S.O. 1990, c. P.13  
Wednesday, September 6, 2023 at 9:30 a.m.**

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

**Staff Present:** CAO Clerk, Patty Sinnamon  
Township Planner, Ron Davidson  
Operations Manager, Jamie Edwards  
Treasurer, Paul Dowber  
Parks and Recreation Lead Hand, Matt Tanner  
Admin. Assistant Clerks/Planning, Tyler Zamostny

**Zoning Amendment Application Z09/2023 – (2770579 Ontario Inc. c/o Denesh Maharajh)**

The Mayor announced that this is a Public Meeting under the Planning Act to hear comments from the public and agencies and give consideration to an application for a proposed Zoning By-law Amendment. He explained that the purpose of the amendment is to amend the current zoning of the subject lands to recognize a 6<sup>th</sup> apartment unit within the existing building.

Township staff provided a summary of all comments received as a result of the circulation of this application to the general public and commenting agencies. Township staff noted that comments were received from Grey Sauble Conservation Authority and the Ministry of Transportation after the agenda was published.

The Planner provided an overview of the application and evaluated the proposal within the context of the Grey County Official Plan and the Provincial Policy Statement. The Planner also discussed the comments that were received from the Ministry of Transportation and recommended that the applicant contact the Ministry to discuss their concerns. He concluded his presentation by recommending approval of the Zoning By-law Amendment.

Owner Denesh Maharajh spoke during the meeting about the application and comments that were received. He spoke regarding the Ministry of Transportation comments and stated that parking can be located on only one side if need be.

No one else from the public spoke in favour or against this application.

The Mayor closed the meeting at that time.

---

Scott Mackey, Mayor

---

Patty Sinnamon, CAO Clerk

**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH**  
**BY-LAW NUMBER 2023-49**

**BEING a By-law to amend Zoning By-law No. 2015-61, being entitled the Township of Chatsworth Comprehensive Zoning By-law, (Lot 16, Reg. Comp Plan 1039, Geographic Village of Chatsworth, Township of Chatsworth, 9 Toronto Sydenham Street, File #Z09/2023)**

**WHEREAS** the Council of the Corporation of the Township of Chatsworth deems it in the public interest to pass a By-law to amend Zoning By-law No. 2015-61; and

**WHEREAS** pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, By-laws may be amended by Councils of Municipalities;

**NOW THEREFORE** the Council of the Corporation of the Township of Chatsworth enacts as follows:

1. Section 27 of By-law No. 2015-61 is hereby amended by deleting Section 27.120 and replacing it with the following:  
  
27.120     **R2-120**     Lands within the R2-120 Zone shown on Schedule 32 and described as Lot 16, Reg. Comp Plan 1039, Geographic Village of Chatsworth, Township of Chatsworth shall only be used for an apartment building comprising a maximum of six dwelling units.
  
2. This By-law shall come into force and take effect upon being passed by Council subject to any approval necessary pursuant to the Planning Act, R.S.O. 1990, as amended.

**READ** a first and second time this 20<sup>th</sup> day of September, 2023

**READ** a third time and finally passed this 20<sup>th</sup> day of September, 2023

\_\_\_\_\_  
Scott Mackey, Mayor

\_\_\_\_\_  
Patty Sinnamon, CAO Clerk

**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH**  
**BY-LAW NUMBER 2023-50**

**Being a By-law to authorize the Mayor and CAO Clerk to sign an amendment to collection agreement between the Corporation of the Township of Chatsworth and Waste Management of Canada Corporation**

**WHEREAS** the Council of the Township of Chatsworth deems it necessary to amend the Collection Agreement dated July 1, 2016 with Waste Management of Canada Corporation; and

**WHEREAS** section 9, 10, and 11 of the Municipal Act, S.O. 2001, Chapter 25, provides for the municipality to pass by-laws in respect to general municipal powers.

**NOW THEREFORE** the Council of the Corporation of the Township of Chatsworth enacts as follows:

1. THAT the Mayor and CAO Clerk of the Township of Chatsworth are hereby authorized to sign an amendment to collection agreement for curbside pickup of waste and recyclables dated September 1, 2023 with Waste Management of Canada Corporation, a copy of which is attached hereto as Schedule "A", and is hereby declared to form part of this by-law.
2. THAT this by-law shall come into force and take effect on the date of its final passing.

**READ** a first and second time this 20<sup>th</sup> day of September, 2023.

**READ** a third time and finally passed this 20<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
Scott Mackey, Mayor

\_\_\_\_\_  
Patty Sinnamon, CAO Clerk

## Amendment to Collection Agreement

September 1, 2023

Amending agreement for curbside pickup of waste and recyclables

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH,**

hereinafter called the "Township", The Party of the First Part

- and -

**WASTE MANAGEMENT OF CANADA CORPORATION,**

hereinafter called the "Contractor", The Party of the Second Part.

WHEREAS the parties entered into an Agreement on July 1, 2016 pursuant to which the Contractor is providing waste and recycling curbside collection, disposal services and recycling processing services.

And, Whereas the Township issued notice to the Contractor on September 27, 2022 to proceed with termination of recycling services effective October 1, 2023 as a result of Ontario Regulation 101/94 and subsequent declining offer with Circular Materials who acts as the administrator for the curbside recycling collection system.

And, Whereas the Contractor collects both waste and recycling services simultaneously, revised pricing has been provided for curbside waste collection service.

Now therefore the parties agree as follows:

1. Pricing for waste collection shall be \$12,550.00 per month effective October 1, 2023 based on 3175 households
2. Waste disposal shall be redirected to the Contractors transfer station at a price of \$95.58 per metric tonne.
3. Households can be added as needed based on the unit rate of \$47.43 per year effective October 1, 2023.

Accepted by:

Waste Management of Canada Corporation

The Corporation of the  
Township of Chatsworth

\_\_\_\_\_  
Authorized Signature

I/We have the authority to bind the Corporation.

\_\_\_\_\_  
Patty Sinnamon, CAO/Clerk

\_\_\_\_\_  
Name

\_\_\_\_\_  
Scott Mackey, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH**  
**BY-LAW NUMBER 2023-51**

**Being a By-law to lift the one-foot reserve and to authorize the establishment and laying out of public highways**

**WHEREAS** pursuant to Section 27 (1) of the Municipal Act, S.O. 2001 c.25, as amended, provides that the Council of a local Municipality may pass by-laws in respect of a highway only, if it has jurisdiction over the highway; and

**WHEREAS** pursuant to Section 28 (2) of the Municipal Act, S.O. 2001 c.25, as amended, provides that a local Municipality has jurisdiction over all road allowances, highways, streets and lanes shown on a registered plan of subdivision;

**NOW THEREFORE** the Council of the Corporation of the Township of Chatsworth enacts as follows:

1. THAT the one (1) foot reserve described as Block C PI 975; Chatsworth be lifted and be merged with the adjacent road allowance of Shelley Street; and
2. THAT the lands described as Block C PI 975; Chatsworth are hereby established as a public highway, and be designated as public highway under the Municipal Act, 2001, S.O. 2001, c. 25, s.31 (1).
3. THAT this By-law shall be registered on title in the Registry Office of the Land Titles Division of the County of Grey (No. 16).

**READ** a first and second time this 20<sup>th</sup> day of September, 2023.

**READ** a third time and finally passed this 20<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
Scott Mackey, Mayor

\_\_\_\_\_  
Patty Sinnamon, CAO Clerk



# Chatsworth Police Services Board

## Minutes

Friday, April 21, 2023, 9:00 a.m.

Members Present: Council Member, Scott Mackey  
Community Member, Graham Taylor

OPP Detachment Inspector, Paul Richardson  
Members: S/Sgt, Marla Barfoot

Staff Present: Acting Secretary, Tyler Zamostny

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### 1. Call to Order

Member Scott Mackey called the meeting to order at 9:00 a.m.

### 2. Adoption of Agenda

Motion Number 2023-02-01

Moved by: Graham Taylor

Seconded by: Scott Mackey

THAT the Police Services Board Agenda dated April 21, 2023 be approved as circulated.

**Carried**

### 3. Disclosure of Conflict of Interest

None stated.

### 4. Adoption of Minutes

Motion Number 2023-02-02

Moved by: Graham Taylor

Seconded by: Scott Mackey

THAT the Police Services Board Minutes of February 17, 2023 be approved.

**Carried**

### 5. Business Arising from Minutes - None

### 6. Presentations/Delegation

#### 6.1 Peter Reid, Chairperson of Crime Stoppers of Grey Bruce Inc. Re: Donation Commitment to Crime Stoppers of Grey Bruce

Peter Reid, Chairperson of Crime Stoppers of Grey Bruce Inc. presented to the Police Service Board regarding a request for a donation commitment of \$2,500.00 on a single year, or multi-year basis to the organization. Mr. Reid provided background information on the organization and how funding is raised. Throughout the presentation, members of the board were able to ask questions and once complete, thanked Mr. Reid for his presentation. The following resolution was introduced at this time.

Motion Number 2023-02-03  
Moved by: Graham Taylor  
Seconded by: Scott Mackey

THAT the Police Services Board receive information presented by Peter Reid, Chairperson of Crime Stoppers of Grey Bruce Inc. regarding a Donation Commitment to Crime Stoppers of Grey Bruce; and  
FURTHER THAT the request be forwarded to the Township of Chatsworth Council for review.

**Carried**

**7. Reports**

**7.1 OPP – Chatsworth Police Services Board Reports: Detachment Commander's Report**

Inspector Paul Richardson and S/Sgt. Marla Barfoot reviewed the Detachment Commander's Report for Quarter 1, 2023 and pointed out highlights.

Motion Number 2023-02-04  
Moved by: Graham Taylor  
Seconded by: Scott Mackey

THAT the Detachment Commander's Report for Quarter 1, 2023 be hereby received for information.

**Carried**

**8. Items for Discussion - None**

**9. Correspondence**

**9.1 Crime Stoppers of Grey Bruce - 31st Annual Golf Tournament**

**9.2 Crime Stoppers of Grey Bruce - Program Coordinator's Report  
(January 1 - March 31, 2023)**

**10. New Business - None**

**11. In Camera - None**

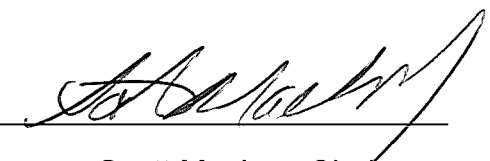

**12. Next Meeting**

Next PSB Meeting: Friday June 16, 2023 @ 9:00 a.m.

Next Zone 5 Meeting: Date and Location to be determined

**13. Adjournment**

The Chair adjourned the meeting at 9:52 a.m.

  
Scott Mackey, Chairman  
Tyler Zamostny, Acting Board Secretary



# Notice of Virtual Public Open House



## Municipality of Grey Highlands New Zoning By-Law

### First Draft New Zoning By-Law

#### Review Process and Public Involvement

The New Zoning By-law is currently in **draft**. The New By-law has been drafted with the primary objectives of aligning with higher-level policy documents, balancing private property rights and the public interest, making a clear and understandable document, and maximizing effectiveness, efficiency, and fairness in our planning framework.

Council and Staff of the Municipality of Grey Highlands invite the public once again to have their say in the review of the New Zoning By-law.

If you have questions, concerns, or ideas that relate to land-use related issues in the Municipality, then this is the time to get involved.

The Zoning By-law has a significant influence on the built environment, the economy, and private property rights. Societal needs are constantly changing, and land use policies must be updated to response to these needs. The *Planning Act* also mandates that the Municipality regularly updates its Zoning By-law in a comprehensive manner to align with higher-level land use planning policies. Grey Highlands is due for a New Zoning by-law to address the needs of its citizens and to comply with the direction of the *Planning Act*.

#### Open House Details

You are invited to attend the **Virtual Public Open House** New Zoning By-law. You may provide comment at the Open house on the Zoning By-law update process.

#### **When:**

Wednesday September 27, 2023 at 6:00 - 8:30 PM.

#### **Where:**

Zoom Virtual Meeting  
[greyhighlands.ca/register](https://greyhighlands.ca/register)

## Three phases of Public Review Process



#### **Phase One**

- ✓ First draft Zoning By-law is prepared
- ✓ Committee of the Whole meeting
- ✓ Initial Public Open House
  - Virtual Public House
  - Determine topics of interest
  - Consolidate public feedback
  - Present to Council
  - Council direct changes to First Draft



#### **Phase Two**

- Second draft Zoning By-law is prepared
- Create and publish initial new maps
- Circulate Second draft & maps to the public
- Public Open House
- Consolidate public feedback
- Present feedback to Council
- Council direct changes to Second Draft



#### **Phase Three**

- Final draft Zoning By-law is prepared
- Create and publish final maps
- Public Open House
- Public Meeting to allow public representation
- Final Draft is presented to Council
- New zoning By-law is passed

We  
are  
here



# Zoning By-law Background

The Zoning By-law regulates the use of land within the Municipality by prohibiting the use of land for any purpose except for those that are set out in the By-law. Zoning By-laws generally regulate the use of land through the following provisions:

1. The area that is governed by the Zoning By-law is divided into “zones” that are shown in maps.
2. A list of permitted uses is defined for each zone. Unlisted uses are prohibited.
3. The size and location of buildings are regulated by imposing max. or min. heights, property line setbacks, and proportions of the total lot area that can be built upon.
4. Minimum or maximum amount of parking may be required for a given land use or property.
5. “Holding” provisions may be applied to prohibit the use of land for any purpose until such time that a specific condition is met.

## More notable changes

1. The base set of zones have been modified; with some zones being merged into a singular “Agricultural” zone that will permit and regulate the various uses permitted in the five existing countryside zones.
2. Defined terms have been revised for clarity.
3. Fourplexes are permitted in any residential zone with full municipal water and wastewater.
4. Additional permissions for Accessory buildings and Additional Dwelling Units.
5. Home Industries with max. gross floor area of 250 sq. meters are permitted in the Agricultural zone without requiring a zoning amendment.
6. Minimum Distance Separation requirements apply to all new dwellings in the countryside.
7. Permitted Home Business uses are expanded.
8. Large renewable energy systems are only permitted by site-specific zoning amendments.
9. Holding provisions are applied to natural heritage features.
10. The minimum parking requirements are significantly reduced.

### What the project doesn't include:

Requests to change zoning on specific properties that are more appropriately dealt with through private development applications.

## Additional Information

Information related to the New Zoning By-law, including the First Draft of the New Zoning By-law, is publicly available at [zongreyhighlands.ca](http://zongreyhighlands.ca).

The webpage will be regularly updated with information such as learning resources, maps, and meeting dates.

## Stay up-to-date

For general planning-related inquiries, please contact the Planning Department at [planning@greyhighlands.ca](mailto:planning@greyhighlands.ca) or 519-986-1216 ext. 228

For further information that is specifically related to the New Zoning By-law, including information about appeal rights, please contact the Planning Department at [zonegh@greyhighlands.ca](mailto:zonegh@greyhighlands.ca)

Interested individuals can subscribe to email notifications on matters that relate to the New Zoning By-law.

# #zonewithus



**The Corporation of the Municipality of Arran-Elderslie**  
**1925 Bruce Road 10, PO Box 70**  
**Chesley, ON N0G 1L0**  
**Main Office (519)363-3039**  
**Fax (519)363-2203**  
**General Inquiries [info@arran-elderslie.ca](mailto:info@arran-elderslie.ca)**

September 13, 2023

Sent Via Email: [minister.omafra@ontario.ca](mailto:minister.omafra@ontario.ca)

The Honorable Lisa M. Thompson, MPP  
Ministry of Agriculture, Food and Rural Affairs  
11th Floor  
77 Grenville St.  
Toronto, ON M5S 1B3

Re: Tile Drainage Loan Program Review

Dear Minister Thompson,

At its Regular Council meeting held Monday, February 13, 2023, Council of The Municipality of Arran-Elderslie passed the attached resolution regarding the review and revision of the current tile drainage loan program facilitated through the Ontario Ministry and Agriculture, Food and Rural Affairs.

We would kindly ask for your Ministry's response to our request for your support and respectfully request that the Ontario Ministry of Agriculture, Food and Rural Affairs strongly consider the aforementioned resolution and commit to a review and revision of the Tile Loan Program in a timely fashion.

Your support on this matter is greatly appreciated.

Regards,

Sylvia Kirkwood  
Chief Administrative Officer (CAO)  
Municipality of Arran-Elderslie  
1925 Bruce Road 10, PO Box 70  
Chesley, ON N0G 1L0  
Office 519-363-3039 ext 118  
Cell 226-974-0724  
[skirkwood@arran-elderslie.ca](mailto:skirkwood@arran-elderslie.ca)

ATTACH

c: Honorable Doug Ford, Premier of Ontario  
Rick Byers, MPP Grey-Bruce-Owen Sound  
Rural Ontario Municipal Association (ROMA)  
Ontario Federation of Agriculture  
All Municipalities in Grey and Bruce Counties

**Agenda Number:** 16.1.  
**Resolution No.** 54-03-2023  
**Date:** Monday, February 13, 2023



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**Moved by:** Councillor Dudgeon  
**Seconded by:** Councillor Nickason

WHEREAS installing tile drainage is a very common land improvement practice among farmers in Ontario and provides many benefits that allow for increased yields, improved soil conditions and reduces the risk of crop losses; and

WHEREAS the Municipality of Arran-Elderslie is proud of its strong agricultural heritage and continues to thrive as a growing agricultural leader; and

WHEREAS the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) provides landowners in a municipality in Ontario that are planning to install a tile drainage system on their agricultural land with the option for a tile loan under the OMAFRA Tile Loan Program; and

WHEREAS the cost of installing a tile drainage system has increased exponentially over the years with the average cost per acre reaching \$2000 and beyond, coupled with the rising cost per acre of farmland further strengthening the need to invest in the lands to maximize profit realizations; and

WHEREAS the OMAFRA Tile Drainage Loan Program allows for a loan of up to seventy-five percent of eligible costs to install a tile drainage system to a maximum of fifty-thousand dollars in any fiscal year, to an individual, as an individual, or in their role in a partnership or corporation; and

WHEREAS the fifty-thousand dollar maximum has not been increased since 2004 at which time it was increased from twenty-thousand dollars to the current fifty-thousand dollar maximum; and

WHEREAS the Ontario Federation of Agriculture requested an increase to the maximum annual loan amount to \$100,000 in 2021 and no changes to the program have been realized from that request; and

WHEREAS the Council of the Municipality of Arran-Elderslie urges the Ontario Ministry of Agriculture, Food and Rural Affairs to review the provisions of the Tile Loan Program to consider the economic changes that have occurred since the last review was undertaken nineteen years ago in 2004 and consider increasing the maximum loan amount to \$125,000; and

WHEREAS the Council of the Municipality of Arran-Elderslie further urges the Ontario Ministry of Agriculture, Food and Rural Affairs to commit to regular reviews of the program to ensure it remains in line with the current economic conditions;

NOW THEREFORE, be it resolved, that a copy of this resolution be forwarded to the Honorable Doug Ford, Premier of Ontario, Honorable Lisa M. Thompson, Minister of Agriculture, Food and Rural Affairs, Rick Byers, MPP Grey-Bruce- Owen Sound, the Rural Ontario Municipal Association (ROMA), the

Ontario Federation of Agriculture, and all municipalities in Grey and Bruce Counties.

Carried

                    *AS*                      
Mayor Initials

                    *CPM*                      
Clerk Initials

September 15, 2023

**Re: Item for Discussion - Item for Discussion – Time for Change - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**

At its meeting of September 13, 2023, the Council of the Corporation of the Town of Bracebridge ratified motion 23-GC-184, regarding the Item for Discussion – Time for Change - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), as follows:

“WHEREAS the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 (MFIPPA) came into force and effect on January 1, 1991;

AND WHEREAS municipalities, including the Town of Bracebridge, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process;

AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

AND WHEREAS the MFIPPA fails to recognize how multiple requests from an individual, shortage of staff resources or the expense of producing a record due to its size, number, or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

AND WHEREAS the name of the requestor is not permitted to be disclosed to anyone other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

AND WHEREAS legal professionals use MFIPPA to gain access to information to launch litigation against institutions, where other remedies exist;

1000 Taylor Court  
Bracebridge, ON  
P1L 1R6 Canada

AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

NOW THEREFORE BE IT RESOLVED THAT the Ministry of Public and Business Service Delivery be requested to review MFIPPA, and consider recommendations as follows:

1. That MFIPPA assign the Municipal Clerk, or their designate to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in the Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under MFIPPA, including those of the Information and Privacy Commissioner (IPC), be reviewed and modernized;
8. That the integrity of MFIPPA be maintained to protect personal privacy and transparent governments; and
9. And that this resolution be sent to the Premier of Ontario; Minister of Municipal Affairs and Housing; Minister of Public and Business Service Delivery; and Member of Provincial Parliament for Parry Sound-Muskoka; Muskoka and Area Indigenous Leadership Table (MAILT); and all Ontario Municipalities."

In accordance with Council's direction, I am forwarding you a copy of the resolution for you reference.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,



Lori McDonald  
Director of Corporate Services/Clerk







## SHORT TERM ACCAMODATIONS

### STA,s

Currently there are 5 Sta units in my area. They make up a small fraction of the residential units. But they make a great impact on the area, and are impacting the quality of life.

Whenever we see rowdiness, obnoxious rude behavior, excessive noise, unsafe boating, fishing violations, and especially overcrowding, we can usually point to one of the rental units as the source.

Other owners have occasional large gatherings, some even rent their properties to offset the cost of ownership of secondary residences. These are rarely a problem. The owner is often present and installs proper behavior of their guests, to ensure a good respectful relationship with their neighbors.

These STA units are no longer residential, they have become Commercial, and should be treated as such.

They should be licenced to make sure they are safe for the Guests. This includes smoke detectors, Carbon Monoxide detectors, fire extinguishers, and fire escape plans.

As a user of Sta's, myself I like to see the licence on the wall, when I check in.

Also, a licence would give the township more enforcement powers, by pulling a licence if the Owners do not follow the rules.

Septic Systems were installed on these units based on residential use; they are now commercial. The Systems should be inspected initially and periodically to ensure compliance with the occupancy limit. As Lake Steward for McCullough Lake, I am concerned about systems leaching into the Lake.

These units should be subject to the MAT (Municipal Accommodation Tax). The quiet rural nature of the Township is a resource. The owners are basically selling this resource at a nice profit to their guest. The Guests are paying high prices to enjoy the Township resources, but the Township gets nothing.

Property taxes are always going up and services are expensive to provide. An extra revenue stream through taxes and licencing STA could help cover costs of infrastructure and community services.

These units are very profitable for the owners, so will likely see more of them popping up, and this problem is going to get bigger.

We Ask that council start a discussion on licencing and taxing STA, as other municipalities have done, or are in the process of doing.

## FIRE CHIEF REPORT 2023-09

TO: Mayor Mackey and Members of Council  
FROM: Mike Givens, Fire Chief  
RE: August 2023 Fire Department Activity Report  
DATE: September 20, 2023

---

**RECOMMENDATION:**

**That** Fire Chief's Report 2023-09 dated September 20, 2023, regarding the August 2023 Fire Department Activity Report be hereby received for information.

**BACKGROUND:** Attached hereto is the Fire Department Activity Report for the Month of August 2023.

There were 6 incidents during the month, with 0 structure/chimney fires and 0 vehicle/agricultural equipment fires resulting in a \$0 loss. The 6 incidents resulted in 33.9 total firefighter hours.

The Department held 1 in-house training session, 4 OFC online training sessions and 1 work party session in August for a total of 150 firefighter hours.

It should also be noted that 8 Open Air Burn Permits were issued in August for a total of 223 permits issued as of September 14, 2023. 1 Public education event was attended for a total of 8 firefighter hours and 3 Fire Safety inspections were also conducted during the month of August.

**Inter-departmental Impact and/or Other Departments Consulted:** N/A

**Financial Implications:** None - Standard Operations

**Attachments:**

- Incident Summary
- Incident Totals by Type
- Training Summary
- Burn Permit Summary
- Inspection Summary
- Public Education Summary

Respectfully submitted,



Mike Givens,  
Fire Chief/CFPO/CEMC

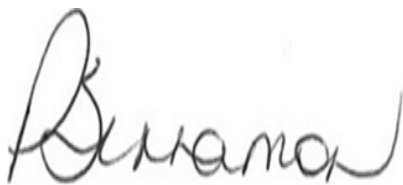
Reviewed by,

Patty Sinnamon, Dipl.M.M.  
CAO Clerk

## Report Approval Details

Document Title:	August 2023 Fire Department Activity Report.docx
Attachments:	<ul style="list-style-type: none"><li>- Incident Summary August 2023.pdf</li><li>- Incident Totals by Type August 2023.pdf</li><li>- Training Summary August 2023.pdf</li><li>- Inspection Summary August 2023.pdf</li><li>- Public Education Summary August 2023.pdf</li><li>- Burn Permits Issued August 2023.pdf</li></ul>
Final Approval Date:	Sep 14, 2023

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Patty Sinnamon". The signature is fluid and cursive, with a large initial "P" and a long, sweeping underline.

**Patty Sinnamon - Sep 14, 2023 - 3:47 PM**



# Township of Chatsworth Fire Department

Fire Chief :Mike Givens

P.O. Box 278, 75 McNab Street Chatsworth ON N0H 1G0

PH : 519-794-3188 FAX : 519-794-4146

Email :[firedept@chatsworth.ca](mailto:firedept@chatsworth.ca) URL : [www.chatsworth.ca](http://www.chatsworth.ca)

## Incident Summary From Aug 1 23 to Aug 31 23

### Grand Total Averages

Printed 6 Incident reports  
Average Dispatch Total 00:01:48  
Average Chute Total 00:04:39  
Average Enroute Time 00:05:20  
Average Response time 00:09:59  
Average Total Time 00:57:04  
Average # of Full Time Personnel at scene 0.00  
Average # of Part Time Personnel at scene 5.67  
Average # of Personnel at scene 5.67  
Average # of total Full Time Personnel 0.00  
Average # of total Part Time Personnel 7.00  
Average # of total Personnel 7.00  
Total Personnel Hours 33 hours 55 minutes  
Average Personnel Hours per incident 5 hours 39 minutes  
  
Total Dollar Loss \$0.00  
Average reported Dollar Loss \$0.00 for 0 incidents.  
Total Saved \$0.00  
Average reported Dollar Saved \$0.00 for 0 incidents.



# Township of Chatsworth Fire Department

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Email :[firedept@chatsworth.ca](mailto:firedept@chatsworth.ca) URL : [www.chatsworth.ca](http://www.chatsworth.ca)

## Incident Totals by Type From Aug 1 23 to Aug 31 23

Response Type		# of Incidents	% of total	Incident Hours	Staff Hours	\$ Loss	
32	Alarm System Equipment - Accidental activation (exc. code 35)	1	16.67	0 h 43m	2 h 52m	0.0	0.0
61	Vehicle Extrication	1	16.67	1 h 33m	10 h 51m	0.0	0.0
62	Vehicle Collision	3	50.00	2 h 42m	17 h 16m	0.0	0.0
71	Asphyxia, Respiratory Condition	1	16.67	0 h 44m	2 h 56m	0.0	0.0
<b>Total Number of Responses</b>		<b>6</b>		<b>5 h 42m</b>	<b>33 h 55m</b>	<b>0.0</b>	<b>0.0</b>
							<b>\$\$ Saved:</b>



# **Township of Chatsworth Fire Department**

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P.O. Box 278, 75 McNab Street Chatsworth ON N0H 1G0

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## **Training Summary**

**From Aug 1 23 to Aug 31 23**

**6 sessions printed for these parameters**

**6 Subjects Covered**

**95.50 total session hours**

**150.00 total staff hours**

**4.17 average attendees**

**0.00 total Instructor hours**

**4 OFM or Outside Train sessions**

**1 In-house Training sessions**

**1 Work Party sessions**



# Township of Chatsworth Fire Department

Fire Chief :Mike Givens

P.O. Box 278, 75 McNab Street Chatsworth ON N0H 1G0

PH : 519-794-3188 FAX : 519-794-4146

Email :[firedept@chatsworth.ca](mailto:firedept@chatsworth.ca) URL : [www.chatsworth.ca](http://www.chatsworth.ca)

## Inspection Summary From Aug 1 23 to Aug 31 23

### Group B, Care & Treatment, Division 2

- Annual

1

Total for Group B, Care & Treatment, Division 2

1

### Group A, Assembly, Division 2

- Special Occasion - Temporary Tent

2

Total for Group A, Assembly, Division 2

2

**TOTAL**

**3**

Reason Totals	Number
Advice and Assistance	0
Burning Complaint	0
Electrical Safety Authority	0
Fire Drill	0
Home Safety Inspection	0
Occupancy	0
Open Air Burning	0
TAPP-C	0
Wellness Check - Safety Concern	0
Request	0
Complaint	0
Routine	0
Licensing	0
Follow-up	0
Safety Concern	0
Annual	1
Special Occasion - Temporary Tent	2
Unauthorized Open Air Burn Inspection	0





# Township of Chatsworth Fire Department

Fire Chief :Mike Givens

P.O. Box 278, 75 McNab Street Chatsworth ON N0H 1G0

PH : 519-794-3188 FAX : 519-794-4146

Email :[firedept@chatsworth.ca](mailto:firedept@chatsworth.ca) URL : [www.chatsworth.ca](http://www.chatsworth.ca)

## Public Education Summary

From Aug 1 23 to Aug 31 23

**Date:** Aug 23 2023 **Number:** 23-001 **Age Groups:**  
**Start Time:** 13:00:00 **Type:** Touch a Truck Event **Group**  
**End Time:** 13:00 **Audience:** General Public **All** **# Participants**  
**Duration:** 2.00 **Presentation:** Fire Prevention Education & Apparatus Display **100**

**Put on by:** Chatsworth  
**Handouts:**

Type	# Handouts
Home Fire Prevention & Hazards Activity Booklets	50

**Subject:** Basic Fire Prevention

Personnel	Hours
[REDACTED]	2.00
[REDACTED]	2.00
[REDACTED]	2.00
[REDACTED]	2.00

**Address:** 684136 30 Sideroad, Twp. Of Chatsworth

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## **Township of Chatsworth Fire Department**

Fire Chief :Mike Givens

P.O. Box 278, 75 McNab Street Chatsworth ON N0H 1G0

PH : 519-794-3188 FAX : 519-794-4146

Email :[firedept@chatsworth.ca](mailto:firedept@chatsworth.ca) URL : [www.chatsworth.ca](http://www.chatsworth.ca)

### **Burn Permits Issued** **From Aug 1 23 to Aug 31 23**

#### **Chatsworth**

Open Air Burn Permit

8

**CLERK'S AND PLANNING ASSISTANT  
REPORT 2023-09**

TO: Mayor Mackey and Members of Council  
FROM: Tyler Zamostny, Clerk's and Planning Assistant  
RE: Lifting of Reserve and Establishing Public Highway (Block C, Plan 975) – Shelley Street, Former Township of Holland  
DATE: September 20, 2023

---

**RECOMMENDATION:**

THAT Clerk's and Planning Assistant Report 2023-09 titled "Lifting of Reserve and Establishing Public Highway (Block C, Plan 975) – Shelley Street, Former Township of Holland" be hereby received; and

FURTHER THAT Committee of the Whole recommends to Council that By-law 2023-51 being a by-law to lift the one-foot reserve and to authorize the establishment and laying out of public highways be approved.

**BACKGROUND:**

Township staff were contacted on September 7, 2023 by the lawyer acting on behalf of the owners of 106 Shelley Street. The current owners are in the process of selling the property, however it has been noticed that Block "C" as shown on the attached Schedule A to this report consists of a one-foot reserve that has not been dedicated as a public highway.

The one foot reserve was placed at the rear of the property which was originally part of a lot that fronted onto Highway 10. The property was subsequently severed, and the rear lot then became the frontage onto Shelley Street. The one foot reserve should have been lifted at that time to permit the development of a single family dwelling and entrance permit.

In order for the sale of the property to proceed, it is required that this one-foot reserve be lifted and merged with the adjacent road allowance of Shelley Street, as well as the lands described as Block C, Plan 975 be established as a public highway.

The original closing date for this property was Friday, September 15, 2023. Through conversation, staff provided an undertaking which stated that the Township will proceed with this by-law.

Once approved by Council, the Township will proceed with the necessary steps to register it on title.

**Link to Strategic Plan or Other Approved Plans:**

Fiscal Management, Accountability and Transparency

- Reduce the Potential for Loss due to unmitigated risks

Continuous Improvement

- Excellence in Customer Service
- Maintaining Positive staff-community relations

**Inter-departmental Impact and/or Other Departments Consulted:** None

**Financial Implications:**

There will be a cost to the Township if the By-law is passed to register same on title.

**Attachments:**

Schedule A – Subdivision Plan 1975

Aerial map of property

Submitted By:

Tyler Zamostny,  
Clerk's and Planning Assistant

Reviewed by:

Patty Sinnamon, Dipl.M.M.  
CAO Clerk

## Report Approval Details

Document Title:	Clerk's and Planning Assistant Report 2023-09 - Lifting of Reserve and Establishing Public Highway.docx
Attachments:	- Sch. A Plan of Subdivision.pdf - Sch. B 106 Shelley Street Arial Photograph.pdf
Final Approval Date:	Sep 15, 2023

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Patty Sinnamon". The signature is fluid and cursive, with the first letter of the first name being a large capital 'P'.

**Patty Sinnamon - Sep 15, 2023 - 12:44 PM**

PLAN OF SUBDIVISION  
OF A PART OF LOTS 29 AND 30  
CONCESSION 1 NORTHEAST  
OF THE TORONTO AND SYDENHAM ROAD  
TOWNSHIP OF HOLLAND  
COUNTY OF GREY  
SCALE - 1 INCH = 80 FEET  
1975

IVAN C. DINSMORE, O.L.S.

Approved under Section 33 of  
THE PLANNING ACT.  
This 4th day of October, 1976

John R. Rhodes  
Minister of Housing

NO SEAL

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE THEREUNDER.
2. THE SURVEY WAS COMPLETED ON THE 6TH DAY OF NOVEMBER, 1975.

OWEN SOUND, ONTARIO,  
NOVEMBER 7TH, 1975.

Ivan C. Dinsmore  
IVAN C. DINSMORE, O.L.S.  
HEWETT AND MILNE LIMITED  
ONTARIO LAND SURVEYORS  
BOX 112, OWEN SOUND, ONT.

CERTIFICATE OF REGISTRATION

I CERTIFY THAT THIS PLAN IS DULY REGISTERED IN THE  
REGISTRY OFFICE FOR THE REGISTRY DIVISION OF GREY NORTH (No. 16)  
AT 3:15 P.M. OF THE 22 DAY OF October 1976.  
AS NUMBER 975

W. Lue Arthur  
LAND REGISTRAR  
FOR THE REGISTRY DIVISION  
OF GREY NORTH. (No. 16)

AFFIDAVIT AS TO AGE

I, DOREEN JACKSON, MAKE OATH AND SAY THAT AT  
THE TIME OF EXECUTION OF THIS PLAN I WAS OF THE  
FULL AGE OF TWENTY-ONE YEARS.

SWORN BEFORE ME AT THE  
VILLAGE OF MARKHAM  
THIS 19 DAY OF Nov 1975 DOREEN JACKSON  
A COMMISSIONER, ETC.

AFFIDAVIT OF WITNESS  
TO OWNER'S CERTIFICATE

1. I, Jean Blenkins, OF THE Township of Holland  
in the County of Grey, MAKE OATH AND SAY THAT:
1. I WAS PERSONALLY PRESENT AND DID SEE THE OWNER'S  
CERTIFICATE ON THIS PLAN SIGNED BY DOREEN JACKSON.
2. THE SAID CERTIFICATE WAS SIGNED BY THE SAID PARTY  
AT Markham, Ontario
3. I KNOW THE SAID PARTY.
4. I AM A SUBSCRIBING WITNESS TO THE SIGNING OF SAID  
CERTIFICATE.

SWORN BEFORE ME AT THE  
Village of Markham  
THIS 19 DAY OF Nov 1975 JEAN BLINKS  
A COMMISSIONER, ETC.

OWNER'S CERTIFICATE

- THIS IS TO CERTIFY THAT:
1. LOTS 1 to 21, BOTH INCLUSIVE, BLOCKS A TO D, BOTH INCLUSIVE  
AND BLOCK F, ONE FOOT RESERVES, BLOCKS E & G, THE STREETS,  
NAMESLY, JACKSON STREET, WENDY LANE, SHELLEY STREET AND  
JEFFERSON DRIVE, AS DESIGNATED WITHIN THE AREA OF SURVEY  
OUTLINED HAVE BEEN LAID OUT IN ACCORDANCE WITH MY INSTRUCTIONS.

2. THE STREETS ARE HEREBY DEDICATED AS PUBLIC HIGHWAY.

DATED THE 18th DAY OF Nov 1976.

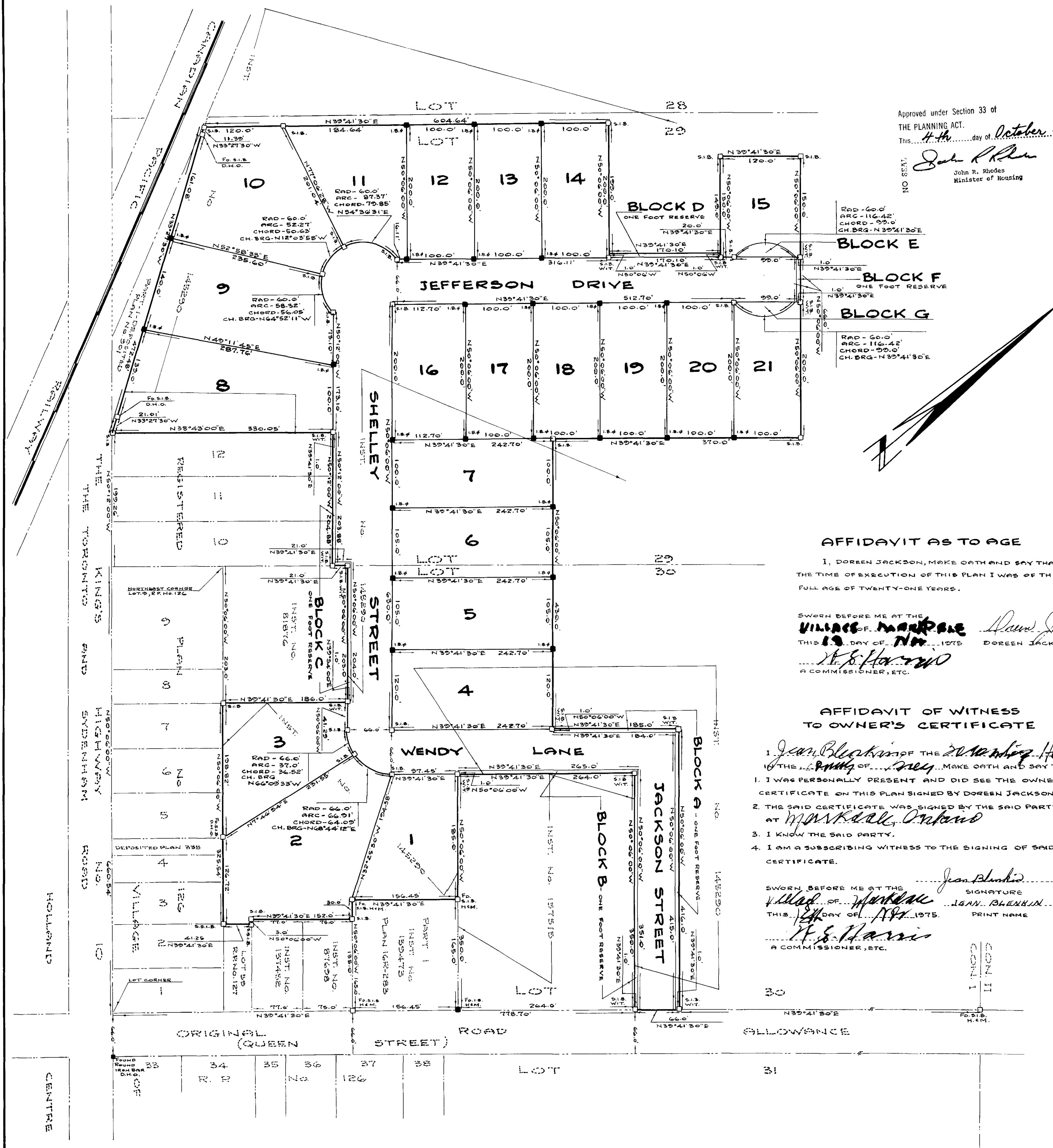
Jean Blenkins  
WITNESS  
JEAN BLINKS  
PRINT NAME  
DOREEN JACKSON  
DOREEN JACKSON

NOTES:

1. BEARINGS HEREON ARE REFERRED TO THE SOUTHEAST LIMIT OF PART I,  
PLAN 16R-283, ASSUMED TO HAVE A BEARING OF N39°41'30"E, ASTRONOMIC  
AS SHOWN ON SAID PLAN 16R-283.
2. ALL HANGING LINES AS SHOWN HEREON HAVE BEEN VERIFIED.
3. THIS PLAN REPRESENTS A TRUE COPY OF THE FIELD NOTES OF SURVEY.
4. WIT. DENOTES WITNESS BAR.

LEGEND:








- DS.1.B. DENOTES IRON SURVEY MONUMENT 1"X1"X48" SET.
- DS.1.B. DENOTES IRON SURVEY MONUMENT 1"X1"X24" SET.
- DS.1.B. DENOTES IRON SURVEY MONUMENT 1"X1"X24" SET.
- FD. H.M. DENOTES IRON SURVEY MONUMENT BY HEWETT AND MILNE LTD  
ONTARIO LAND SURVEYORS, FOUND.







## Legend

-  Grey County Boundary
- Large Scale Roads**
  -  Provincial Highway
  -  County Road
  -  Township Road
  -  Seasonal Road
-  Parcels - Current
-  Parcels - Base

## Notes

0 0 0 0 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© County of Grey



This map is a user generated static output from an Internet mapping site and is for reference only.  
Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Printed September 15, 2023 THIS MAP IS NOT TO BE USED FOR NAVIGATION

## PARKS AND RECREATION REPORT 2023-16

TO: Mayor Mackey and Members of Council  
FROM: Matt Tanner, Parks, and Recreation Facilities Coordinator  
RE: Parks and Recreation Surplus Equipment  
DATE: September 20, 2023

---

### **RECOMMENDATION:**

THAT Parks and Recreation Report 2023-16 be hereby received for information; and further that the committee of whole recommends to council to approve the following asset be designated for surplus with the revenue generated be directed to Parks and Recreation reserves.

### **BACKGROUND:**

On September 5, 2023, the Keady Roof replacement commenced. The new arena roofing panels are being installed with the old arena roof steel sheeting being removed and stored on site as per council direction.

Due to improper installation methods, there are panels that have visible signs of rust. Rather than have township staff transport, stack, and store the remaining sheeting it is best to surplus the sheeting while it is still salvageable and potentially useful to a third party.

Currently the steel sheeting is stacked on site and would be best to have it removed once the roof replacement is complete.

- 1) Steel Sheeting Est 16,000 sq. ft.

### **Options:**

- 1) Liquidate asset on GovDeals website
- 2) Retain asset utilizing Township resources to transport and store for potential future project
- 3) Alternative pathway to surplus asset

### **Link to Strategic Plan or Other Approved Plans:**

Fiscal Management, Accountability and Transparency

- To ensure Chatsworth remains financially sustainable
- Fix, Repair and Maintain - Don't let our good assets fall behind
- Financial Accountability
- Reduce the Potential for Loss due to unmitigated risks
- Creating a culture of innovation and best practices

Fostering Community Development

- Promote a sense of community engagement, pride and belonging



Continuous Improvement

- Fostering a forward-thinking workplace environment
- Excellence in Customer Service
- Fostering pride in the Workplace
- Maintaining Positive staff-community relations

Quality of Life

- Provide Quality Recreation Facilities

**Inter-departmental Impact and/or Other Departments Consulted:** none

**Financial Implications** - should council support the recommendation in this report, the sale proceeds will be allocated to Parks and Recreation Reserves.

**Attachments:** -none

Respectfully submitted,

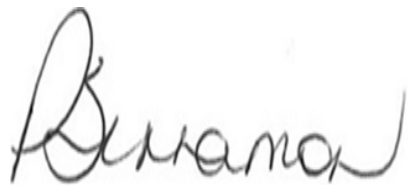
Matt Tanner,  
Parks and Recreation Facilities Coordinator

Patty Sinnamon, Dipl.M.M.  
CAO Clerk

## Report Approval Details

Document Title:	PR Report 2023-16 Parks and Recreation Surplus Equipment.docx
Attachments:	
Final Approval Date:	Sep 14, 2023

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Patty Sinnamon". The signature is fluid and cursive, with a large initial "P" and "S".

**Patty Sinnamon - Sep 14, 2023 - 3:18 PM**

## PARKS AND RECREATION REPORT 2023-17

TO: Mayor Mackey and Members of Council  
FROM: Matt Tanner, Parks, and Recreation Facilities Coordinator  
RE: Outdoor Natural Ice 2023 / 2024  
DATE: September 20, 2023

---

### **RECOMMENDATION:**

THAT Parks and Recreation Report 2023-17 be hereby received for information; and further that staff are seeking direction for options provided.

### **BACKGROUND:**

Outdoor natural ice rinks were provided in years past at Chatsworth Community Centre and Desboro Community Centre. This service provided an outdoor activity that was utilized during the COVID-19 pandemic. Two natural ice surfaces were provided, the largest skating rink was located at the Chatsworth Baseball Diamond (former Chatsworth Arena Site) and a second smaller ice surface was located at the Desboro Community Centre.

Outdoor-natural ice surfaces are a great outdoor activity for all to enjoy but comes with its share of issues. The season is relatively short beginning in December and ending in early March. The season and its potential success or failure is heavily dependent on outdoor temperature. It is recommended outdoor air temperature reach -7 degrees to start ice making. This guideline helps provide a safe surface for recreational activities that will freeze quickly and can be built safely. This would occur mainly at night due to fluctuational temperatures during the daytime.

Providing wood framework for both natural ice surfaces is one integral piece of successful operation. The added framework would aid in the success of the surface as the water cannot run or creep from the desired surface area as water will always flow to the path of least resistance. The added framework will provide a proper marked skating area in addition to help speed up ice making process. Both outdoor rinks were located on former baseball diamonds which provide a proper base for initial operations and drainage in the spring if done correctly. Both areas require this framework (listed).

Due to the physically demanding requirements of ice making this will require additional staff to produce safe ice surfaces. These individuals would ensure the ice is safe for daily use, open and close these sites due to the state of the ice surface, provide proper maintenance while working with other departments to meet this goal. All required time, energy and costs can be for not if the outside temperature rises. It will take considerable staff hours to start and maintain these surfaces to a safe condition.

The Desboro CC site could host the natural ice surface due to its established water service, its proximity to the required surface. It also has additional equipment, established areas interior & exterior for staff and can provided washroom facilities if staffed.

The Chatsworth Ball Diamond site could host natural ice surfaces due to its accessibility to

water service, increased Porta Potty rentals would be required, and roads department staff utilized to sweep the ice surface clean.

An alternative option has neither natural ice surface in operation and if council wishes offer a time frame of Free Public skating – with sponsorship opportunities available to not only promote the arena that is currently in operation, but staff, equipment and ice surface are not incumbered by outside temperature and provide a longer season in comparison to outside natural ice.

**Options:**

1. Would see no outdoor natural rinks provided for the 2023/24 Winter Season due to numerous factors such as additional framework cost, increase in staffing levels and associated costs. Instead offer Free Skating sessions at the Keady Community Centre. Additionally, the Free Public skating sessions can provide sponsorship opportunities for local businesses to self-promote but to promote the Keady Community Centre itself. This option would provide the longest season in comparison to outside natural ice, as the surface is not incumbered by outside temperatures.
2. Would see both outdoor natural rinks re-established for the 2023/24 winter season and both sites would be maintained by Recreation Staff, with all additional associated costing established with funding allocated from recreation reserves.
3. Would see one of the sites (Chatsworth or Desboro) re-established and operational for the 2023/24 winter season. With one site Maintained by Recreation Staff, with all additional associated costing established with funding allocated from recreation reserves.

<b>Size of Ice Surface</b>	<b>Post required</b>	<b>Lumbar Cost (one time)</b>
<b>20 ft X 40 ft</b>	<b>8</b>	<b>\$432</b>
<b>30 X 40</b>	<b>14</b>	<b>\$756</b>
<b>40 X 40</b>	<b>16</b>	<b>\$864</b>
<b>40 X 50</b>	<b>18</b>	<b>\$972</b>
<b>40 X 60</b>	<b>20</b>	<b>\$1,080</b>
<b>40 X 80</b>	<b>24</b>	<b>\$1,296</b>

Site	Additional Requirements	Cost (season)
Chatsworth	Staffing, PT Max 16h week – December 2023 – March 2024, 17 weeks \$20-\$24ph	\$ 8,840 - \$10,608
	Increased water costs * 1 m3 for 20 X 40, 4X7, 28m3, 28m 3 X 4 = 112 X 2.42 = 271.04 x 4 = 1,084.16	\$ 271-1200
	Increased Hydro costs (If diamond lights used)500-1000 month	\$2000-4000
	Increased Porta Potty Rental (160X4)	\$ 640
	Lumber	\$ 432-1,296
Total		\$12,183 – 17,744
Desboro	Staffing, PT Max 16h week – December 2023 – March 2024	\$ 8,840 - \$ 10,608
	Snowblower purchase	\$2000
	Increased Hydro Costs (if diamond area chosen)	\$2000-4000
	Lumber	\$432 – 1,296
Total		\$13,272-17,904

Site	Daily Site Prep	Time	Additional equipment required	Additional Staff Required
Chatsworth	Snow Removal – Roads Dept when available	1.0	None	1 Part Time staff all weekend shifts would not exceed 16 hours
	Ice surface maintenance Parks Dept	5.0*	*Proper training on sidewalk machine	
Desboro	Snow Removal – Parks & Rec Dept	3.0	*Snow blower purchase \$2,000	1 Part Time Staff all weekend shifts would not exceed 16 hours
	Ice Surface Maintenance Parks Dept	5.0*	None	
				If both sites were to be in operation for the 2023/24 season 2 would be required

Maintenance Break down						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
FT	FT	FT	*FT	FT	PT	PT

Hours of Operation (With Lights)						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11a-10p (11H)	11a-10p	11a-10p	11a-10p	11a-10p	11a-10p	11a-10p

**Link to Strategic Plan or Other Approved Plans:**

Fiscal Management, Accountability and Transparency

- Financial Accountability
- Reduce the Potential for Loss due to unmitigated risks
- Position ourselves for growth and development
- Creating a culture of innovation and best practices

Fostering Community Development

- Promote a sense of community engagement, pride and belonging
- Create a Common Identity
- Respect our unique communities and traditions

Excellence in Customer Service

- Fostering pride in the Workplace
- Maintaining Positive staff-community relations

Quality of Life

- Provide Quality Recreation Facilities
- Develop recreational opportunities
- Meeting the needs of both current and future citizens by harmonizing community services across the municipality
- To recognize Chatsworth as a "Cultural Hub"
- Preserve rural heritage

**Inter-departmental Impact and/or Other Departments Consulted: none**

**Financial Implications:**

**Attachments:**

Respectfully submitted,

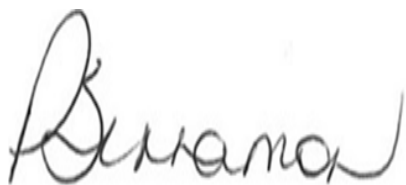
Matt Tanner,  
Parks and Recreation Facilities Coordinator

Patty Sinnamon, Dipl.M.M.  
CAO Clerk

## Report Approval Details

Document Title:	PR Report 2023-17 Outdoor Natural Ice 2023 - 2024.docx
Attachments:	<ul style="list-style-type: none"><li>- Chatsworth Nat Ice 2023.png</li><li>- Desb CC B Dia Nat.png</li><li>- Desb CC Nat ZM.png</li><li>- Desb CC Nat.png</li></ul>
Final Approval Date:	Sep 14, 2023

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in dark ink, appearing to read "Patty Sinnamon". The signature is fluid and cursive, with the first letter "P" being large and prominent.

**Patty Sinnamon - Sep 14, 2023 - 3:39 PM**











## PUBLIC WORKS REPORT 2023-39

TO: Mayor Mackey and Members of Council  
FROM: Jamie Edwards, Operations Manager  
RE: Sideroad 9A Surface Treat Condition  
DATE: September 20, 2023

---

### **RECOMMENDATION:**

THAT Public Works Report 2023-39 be hereby received for information; AND FURTHER THAT Committee of the Whole recommends to Council to accept staff's recommendation to Pulverize a Section of Sideroad 9A from Concession 8 East to Concession 6 (6309A-02) which is in very poor condition and add the required gravel to make this road section gravel at a cost of approximately \$10,000.00. .

**BACKGROUND:** The surface treat surface of this section is well passed in useable life expectancy and requires either being resurfaced or pulverized and turned to gravel. The traffic count according to our traffic counters is 54 vehicles per day making it low volume. This section was identified as requiring attention in the Roads Needs Study in 2019. In discussing the work with the contractor (Pulverizer) there is time to do the work this year yet.

This work is not in the 2023 budget, but it warrants action at this time. .  
Cost of Pulverizing would be roughly \$6000 and the required gravel would be approximately \$4000. Staff would recommend that the work proceed this fall and that the cost of same be allocated to Public Works Reserves.

Notice to the property owners of this road should be delivered prior to preforming the work.

### **Options:**

- 1) Give notice and pulverize the section of road and add the required gravel to make this a gravel road moving forward, doing the work this year.
- 2) Continue to cold patch and give notice this year that the work will be done next season as a budgeted item.
- 3) Status quo.

### Fiscal Management, Accountability and Transparency

- To ensure Chatsworth remains financially sustainable
- Financial Accountability
- Reduce the Potential for Loss due to unmitigated risks
- Position ourselves for growth and development

**Inter-departmental Impact and/or Other Departments Consulted:** None

**Financial Implications:** The cost of this project would be allocated to either the 2023 or 2024 budget, Public Works Reserves - Roads

**Attachments:**

Respectfully submitted

Jamie Edwards  
Operations Manager

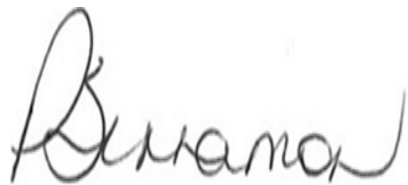
Reviewed by

Patty Sinnamon, Dipl.M.M.  
CAO Clerk

## Report Approval Details

Document Title:	Sideroad 9A Surface Treat Condition .docx
Attachments:	
Final Approval Date:	Sep 14, 2023

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Patty Sinnamon". The signature is fluid and cursive, with the first letter of the first name being a large capital 'P'.

**Patty Sinnamon - Sep 14, 2023 - 3:47 PM**



## PUBLIC WORKS REPORT 2023-41

TO: Mayor Mackey and Members of Council  
FROM: Jamie Edwards, Operations Manager  
RE: Sideroad 1 Drainage tender award  
DATE: September 20, 2023

### RECOMMENDATION:

THAT Public Works Report 2023-41 be hereby received for information; AND FURTHER THAT Committee of the Whole recommends to Council to award the tender PW2023-222210 for Sideroad 1 Drainage improvement to Kurtis Smith Excavating in the amount of \$122040 inclusive of HST.

**BACKGROUND:** Below is the Tender results. The documents were shared with the engineering firm to approve the scope of this work.

<b>Sideroad 1 Drainage improvements</b>		<b>Closing September 12, 2023</b>		
<b>PW2023-222210 results</b>				
<b>Bidding Company</b>	<b>Cost</b>	<b>HST</b>	<b>Total</b>	<b>Deposit</b>
<b>Seeley and Arnill</b>	<b>\$192,087.03</b>	<b>\$24,971.31</b>	<b>\$217,058.34</b>	<b>Bid Bond</b>
<b>E.C. King</b>	<b>\$173,505.71</b>	<b>\$22,555.71</b>	<b>\$196,061.21</b>	<b>Bid Bond</b>
<b>Kurtis Smith Excavating</b>	<b>\$108,000.00</b>	<b>\$14,040.00</b>	<b>\$122,040.00</b>	<b>Bid Bond</b>

While the lowest bid is considerably lower than the other two submissions, staff have reviewed all components of the submissions, as has the Township's drainage engineer. The lowest bid has had extensive experience in drainage works, and their references, including other municipalities was very positive.

### Options:

- 1) Accept the bid from Kurtis Smith Excavating and award the tender to them.
- 2) Do nothing remain status Quo

### Fiscal Management, Accountability and Transparency

- To ensure Chatsworth remains financially sustainable
- Fix, Repair and Maintain - Don't let our good assets fall behind
- Financial Accountability
- Reduce the Potential for Loss due to unmitigated risks
- Position ourselves for growth and development
- Creating a culture of innovation and best practices

**Inter-departmental Impact and/or Other Departments Consulted:** None

**Financial Implications:** Project has been approved as a capital budget in the 2023 budget.

**Attachments:**

Respectfully submitted

Jamie Edwards  
Operations Manager

Reviewed by

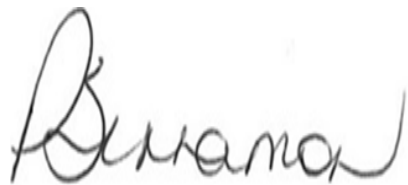
Patty Sinnamon, Dipl.M.M.  
CAO Clerk



## Report Approval Details

Document Title:	Sideroad 1 Drainage Tender award .docx
Attachments:	
Final Approval Date:	Sep 15, 2023

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Patty Sinnamon". The signature is fluid and cursive, with a large initial "P" and "S".

**Patty Sinnamon - Sep 15, 2023 - 7:43 AM**

## CAO CLERKS REPORT 2023-46

TO: Mayor Mackey and Members of Council  
FROM: Patty Sinnamon, CAO Clerk  
RE: Sideroad 1 Drainage Easement Agreements  
DATE: September 20, 2023

---

### **RECOMMENDATION:**

THAT CAO Clerk's Report 2023-46 regarding Sideroad 1 Drainage Agreements be hereby received; AND FURTHER THAT Committee of the Whole recommends that Council approve the agreements and directs staff to prepare the necessary By-law to give effect to same.

### **BACKGROUND:**

Included elsewhere in your agenda package is a staff report by Operations Manager Jamei Edwards, recommending acceptance of a bid for the Sideroad 1 drainage works. Council will recall that the drainage works include an easement over two private properties to provide an outlet for the drainage of surface water.

Staff have met with the two property owners and the Township's engineers to review the proposed works and discuss the requirement of the drainage easement. Both property owners are satisfied with the proposed agreement, attached hereto, which sets out the terms and conditions, obligations and responsibilities of the parties, both for construction of same and maintenance into the future, as well as compensation as previously discussed with Council.

The drainage easements will run in perpetuity, and no further compensation will be paid to the current or subsequent landowners.

Once the construction of the drainage works has been completed, a reference plan of survey will be required to identify the final location of the drain. That reference plan will also be deposited at the Land Registry Office.

It is noted that the budget amount for the drainage works was approved at \$200,000.00. That did not include the compensation paid to the two property owners. The recommended bid came in at \$122,040. Inclusive of HST. Staff would recommend that the landowner compensation not be allocated to public works reserves, but rather to working capital or admin. Reserves, pending a review by the Treasurer.

### **Link to Strategic Plan or Other Approved Plans:**

Fiscal Management, Accountability and Transparency

- Fix, Repair and Maintain - Don't let our good assets fall behind
- Financial Accountability
- Reduce the Potential for Loss due to unmitigated risks

Continuous Improvement

- Fostering a forward-thinking workplace environment
- Excellence in Customer Service
- Maintaining Positive staff-community relations

**Inter-departmental Impact and/or Other Departments Consulted:** none

**Financial Implications:** The compensation paid to the landowners will come from reserves, with a recommendation from the Treasurer as to which reserve account it should be allocated to.

**Attachments:**

Draft Agreements with two landowners

Respectfully submitted,  
Patty Sinnamon, Dipl.M.M.  
CAO Clerk

THIS EASEMENT AGREEMENT made this

day of September, 2023

BETWEEN:

ALBERT CORNELIS VAN ECK AND DONNA LOUISE VAN ECK  
(hereinafter referred to as "the Grantors")

- And

THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH  
(hereinafter referred to as "the Municipality")

WHEREAS the Grantors are the registered Grantors of lands legally described as Part Lots 8 and 9 , Plan 1030 in the Township of Chatsworth, County of Grey; and known as 822794 Sideroad 1, Chatsworth, Ontario.

AND WHEREAS the Municipality wishes to acquire an easement over a portion of the lands owned by the Owner for the purposes of constructing and maintaining a drainage outlet. (site drainage improvement works).

AND WHEREAS the grantor hereby accepts such site drainage improvement works and easement conveyed herein.

AND WHEREAS the parties hereto are desirous of entering into a written agreement to allow for the site drainage improvements works to be constructed and maintained on the lands owned by the Grantors.

Now therefore the Parties hereto agree as follows:

1. The Grantors hereby agree to grant to the Municipality a perpetual, non-exclusive access by the following easement to erect, maintain, operate, repair, replace, upgrade, reconstruct at any time and from time to time, the necessary drainage works for the purposes of providing overland or subsurface paths and courses for the construction, maintenance and preservation of storm drainage.
2. The Grantors agree to keep the Easement Lands clear of all substantial physical obstructions so as to permit the maintenance, repair, replacement, upgrade or reconstruction as may be necessary from time to time.
3. Attached hereto and forming part of this agreement as Schedule "A", is an engineered drawing prepared by G.M. Blue Plan Engineering titled "Proposed Storm Sewer Outlet" dated August 2, 2023.

4. The Grantors shall provide access to their property for the construction of the drainage works, and for the Township's surveyor to enter on to the property for the purposes of surveying the land for the location of the easement.
5. Once completed, the Township shall maintain the drain to ensure same is in good working condition, including any repairs and/or cleanouts as may be required from time to time.
6. In consideration of the Grantors permitting the construction of drainage improvements on lands owned by them, the Municipality hereby agrees to compensate the Grantors in the amount of Fifty Thousand Dollars (\$50,000.00). This sum and the receipt of same shall represent full and final settlement to the Grantors now and in the future.
7. The Municipality shall be solely responsible for all fees and costs incurred for the construction and maintenance of the site drainage improvement works.
8. The Municipality shall exercise the easement rights granted herein in accordance with all applicable laws, regulations, by-laws etc. and shall be responsible for obtaining any required permits, approvals and/or consents from the applicable regulating authorities. Any such use of the easement by the Municipality shall be undertaken in such a manner as to minimize the disturbance and interruption of the Grantors use of the property to the greatest extent possible.
9. The Grantors shall cooperate with the Municipality as required, in obtaining such permits prior to construction or repairs.
10. The Municipality shall have the right of ingress and egress to the easement for the purpose of inspecting or ongoing maintenance or repair of the drainage system.
11. Any construction, maintenance, repair or other work or activities performed by the Municipality, its employees or contractors shall be done in a workmanlike manner and the Easement shall be left in a clean and good condition, with all debris removed therefrom. The Municipality shall be responsible for all costs associated with ongoing maintenance and repairs.
12. In the event the Municipality, its employees or contractors are required to come upon the lands of the Grantor to replace, restore, or repair the drainage system, the Municipality shall only be liable to restore the Grantor's lands to its previous grade, and to reseed and undertake any measure to restore the lands.

13. Except in the event of an emergency, the Municipality shall use its reasonable efforts to provide the Grants with at least five (5) business days written notice of any construction, maintenance, repair or other work or activities to be performed on the drainage improvement works.
14. This Agreement and a reference plan identifying the location of the easement shall be registered on title to the lands owned by the Owner.
15. This Agreement and all terms contained within, shall run with the land and shall enure to the benefit of and be binding upon their heirs, successors in-title, and assigns of the parties to the said agreement.
16. This agreement constitutes the entire agreement between the parties and understanding between them and may not be amended, waived or discharged except by an instrument in writing executed by both parties.
17. The invalidity of any one of the covenants, agreements, conditions or provisions of this Agreement, or any portion thereof, shall not affect the remaining portions thereof, and this Agreement shall be modified to substitute in lieu of the invalid provisions, a like and valid provision which reflects the agreement of the parties with respect to the covenant, agreement, condition or provision which has been deemed invalid.

IN WITNESS WHEREOF the parties hereto have duly affixed their signatures and/or seal below.

GRANTORS:

\_\_\_\_\_  
Albert Cornelis Van Eck

\_\_\_\_\_  
Donna Louise Van Eck

THE CORPORATION OF THE TOWNSHIP  
OF CHATSWORTH

Per:

\_\_\_\_\_  
Scott Mackey, Mayor

\_\_\_\_\_  
Patty Sinnamon, CAO Clerk  
We have the authority to bind the Corporation



THIS AGREEMENT made this

day of September, 2023

BETWEEN:

ADAM JUSTIN BELL AND CHARLENE LORRAINE BELL

(hereinafter referred to as "the Owners")

- And

THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH

(hereinafter referred to as "the Municipality")

WHEREAS the Grantors are the registered Grantors of lands legally described as Lot 10, Plan 1030 in the Township of Chatsworth, County of Grey; and known as 822808 Sideroad 1, Chatsworth, Ontario.

AND WHEREAS the Municipality wishes to acquire an easement over a portion of the lands owned by the Owner for the purposes of constructing and maintaining a drainage outlet. (site drainage improvement works).

AND WHEREAS the grantor hereby accepts such site drainage improvement works and easement conveyed herein.

AND WHEREAS the parties hereto are desirous of entering into a written agreement to allow for the site drainage improvements works to be constructed and maintained on the lands owned by the Grantors..

Now therefore the Parties hereto agree as follows:

1. The Grantors hereby agree to grant to the Municipality a perpetual, non-exclusive access by the following easement to erect, maintain, operate, repair, replace, upgrade, reconstruct at any time and from time to time, the necessary drainage works for the purposes of providing overland or subsurface paths and courses for the construction, maintenance and preservation of storm drainage.
2. The Grantors agree to keep the Easement Lands clear of all substantial physical obstructions so as to permit the maintenance, repair, replacement, upgrade or reconstruction as may be necessary from time to time.
3. Attached hereto and forming part of this agreement as Schedule "A", is an engineered drawing prepared by G.M. Blue Plan Engineering titled "Proposed Storm Sewer Outlet" dated August 2, 2023.



4. The Grantors shall provide access to their property for the construction of the drainage works, and for the Township's surveyor to enter on to the property for the purposes of surveying the land for the location of the easement.
5. Once completed, the Township shall maintain the drain to ensure same is in good working condition, including any repairs and/or cleanouts as may be required from time to time.
6. In consideration of the Grantors permitting the construction of drainage improvements on lands owned by them, the Municipality hereby agrees to compensate the Grantors in the amount of Fifty Thousand Dollars (\$50,000.00). This sum and the receipt of same shall represent full and final settlement to the Grantors now and in the future.
7. The Municipality shall be solely responsible for all fees and costs incurred for the construction and maintenance of the site drainage improvement works.
8. The Municipality shall exercise the easement rights granted herein in accordance with all applicable laws, regulations, by-laws etc. and shall be responsible for obtaining any required permits, approvals and/or consents from the applicable regulating authorities. Any such use of the easement by the Municipality shall be undertaken in such a manner as to minimize the disturbance and interruption of the Grantors use of the property to the greatest extent possible.
9. The Grantors shall cooperate with the Municipality as required, in obtaining such permits prior to construction or repairs.
10. The Municipality shall have the right of ingress and egress to the easement for the purpose of inspecting or ongoing maintenance or repair of the drainage system.
11. Any construction, maintenance, repair or other work or activities performed by the Municipality, its employees or contractors shall be done in a workmanlike manner and the Easement shall be left in a clean and good condition, with all debris removed therefrom. The Municipality shall be responsible for all costs associated with ongoing maintenance and repairs.
12. In the event the Municipality, its employees or contractors are required to come upon the lands of the Grantor to replace, restore, or repair the drainage system, the Municipality shall only be liable to restore the Grantor's lands to its previous grade, and to reseed and undertake any measure to restore the lands.
13. Except in the event of an emergency, the Municipality shall use its reasonable efforts to provide the Grants with at least five (5) business days written notice of

any construction, maintenance, repair or other work or activities to be performed on the drainage improvement works.

14. This Agreement and a reference plan identifying the location of the easement shall be registered on title to the lands owned by the Owner.
15. This Agreement and all terms contained within, shall run with the land and shall enure to the benefit of and be binding upon their heirs, successors in-title, and assigns of the parties to the said agreement.
16. This agreement constitutes the entire agreement between the parties and understanding between them and may not be amended, waived or discharged except by an instrument in writing executed by both parties.
17. The invalidity of any one of the covenants, agreements, conditions or provisions of this Agreement, or any portion thereof, shall not affect the remaining portions thereof, and this Agreement shall be modified to substitute in lieu of the invalid provisions, a like and valid provision which reflects the agreement of the parties with respect to the covenant, agreement, condition or provision which has been deemed invalid.

IN WITNESS WHEREOF the parties hereto have duly affixed their signatures and/or seal below.

OWNERS:

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Adam Justin Bell

---

Charlene Lorraine Bell

THE CORPORATION OF THE TOWNSHIP  
OF CHATSWORTH

Per:

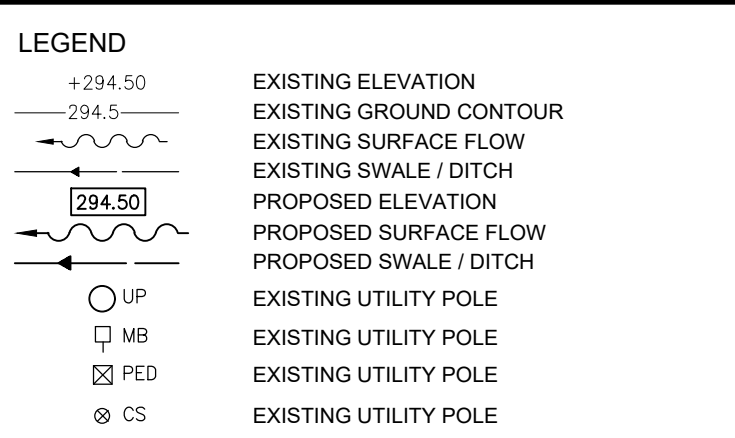
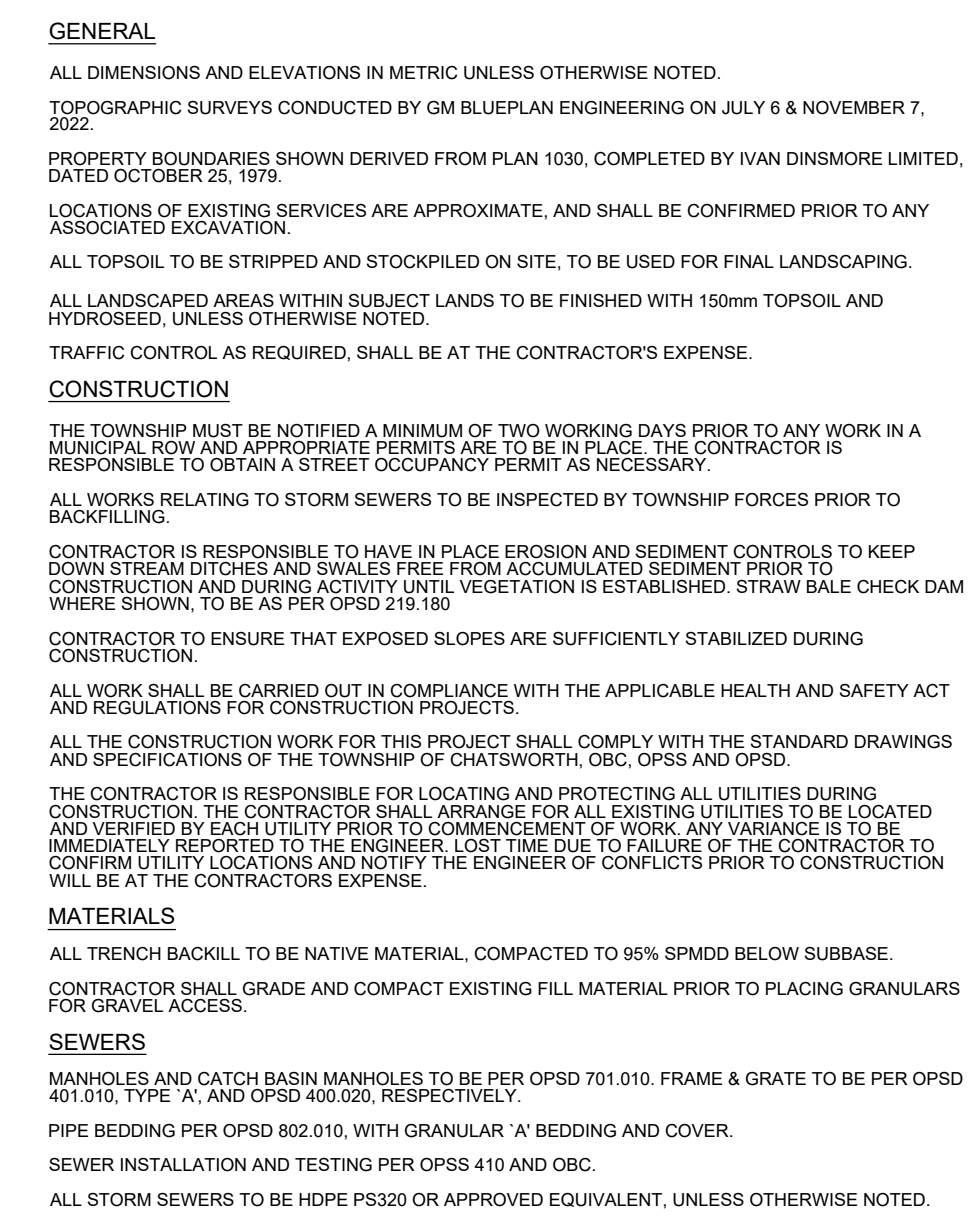
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Scott Mackey, Mayor

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Patty Sinnamon, CAO Clerk  
We have the authority to bind the Corporation





TOP NUT ON FIRE HYDRANT LOCATED ON THE NORTH EAST CORNER OF SIDEROAD 1 & DONWAY DRIVE.

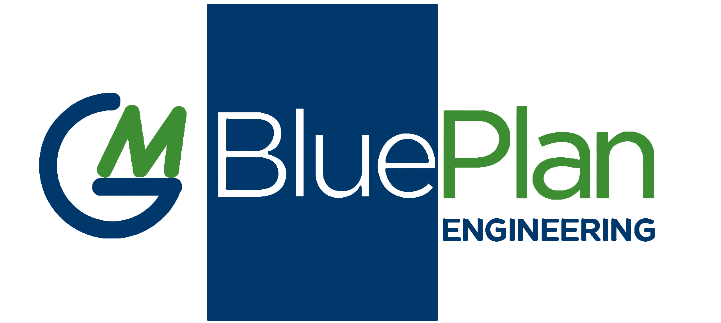
TOP OF IB LOCATED ON THE SOUTH EAST CORNER OF LOT 7,  
PLAN 1030.

THE POSITION OF POLE LINES, CONDUITS, WATERMAINS, SEWERS AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS, AND, WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED.

BEFORE STARTING WORK, THE CONTRACTOR SHALL INFORM HIMSELF OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES, AND SHALL ASSUME ALL LIABILITY FOR ANY DAMAGE TO THEM.



2 1	AUG 2/23 JUN 29/23	ISSUED FOR TENDER ISSUED FOR APPROVAL	A.J.F. I.E.E.
NO.	DATE	REVISION DESCRIPTION	CHKD



GUELPH | OWEN SOUND | LISTOWEL | KITCHENER | LONDON | HAMILTON | GTA  
1260 - 2ND AVENUE EAST, UNIT 1, OWEN SOUND, ON N4K 2J3  
TEL 519-378-1805 [www.gmbblueplan.ca](http://www.gmbblueplan.ca)

## DRAINAGE IMPROVEMENTS

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### SIDEROAD 1, GEOGRAPHIC TOWNSHIP OF SULLIVAN

## TOWNSHIP OF CHATSWORTH

### PROPOSED STORM SEWER OUTLET

DRAWN BY : E.J.T.	APPROVED BY : A.J.F.	PROJECT NO. : 222210	DRAWING NO. :  1
DESIGNED BY : E.J.T.	DATE : MAY 24, 2023	SCALE : 1:200	



## CAO CLERKS REPORT 2023-47

TO: Mayor Mackey and Members of Council  
FROM: Patty Sinnamon, CAO Clerk  
RE: Structures 021 and 022 – Joint Holland Sydenham Townline Bridges  
DATE: September 20, 2023

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### **RECOMMENDATION:**

THAT CAO Clerk's Report 2023-37 – Joint Holland Sydenham Townline Bridges be received for information.

### **BACKGROUND:**

**Attached hereto is correspondence received from the Municipality of Meaford regarding Structures 021 and 022 which are two bridges located on the Holland Sydenham Townline.**

In early 2016 the Municipality of Meaford had initiated an emergency closure of the twin bridges located on the Holland-Sydenham Townline deviation road. Later that same year, Meaford retained the services of an engineering firm (Planmac) to complete an Environmental Assessment (EA) Schedule B for the two structures. The purpose of the EA is to define the problem, explore solutions and mitigate impacts.

The cost of the initial EA was borne by the Municipality of Meaford.

At that time, Meaford had assumed that the bridges were owned by that municipality. At a later point in time it was determined that the bridges are jointly owned by the Municipality of Meaford and the Township of Chatsworth. This is supported by the Municipal Act, Sections 29 (2) and (3).

The EA set out several alternatives (Page 19 of the EA attached) for consideration including:"

- i) Do nothing – A decision to do nothing would typically be made when the costs of all other alternatives either financial and/or environmental significantly outweigh the benefits;
- ii) Rehabilitate the two structures – this involves major repairs with many costs unknown unless the creek and foundations are excavated at each end of the bridges. Unknown costs may significantly increase the overall costs and outweigh the benefits
- iii) Replace the structures – full replacement of the two structures with new concrete or steel box structures. The new structures would require a wider deck platform to accommodate the passage of farm vehicles;
- iv) Remove the two structures – in removing the two structures, the natural creek channel must be restored to its original shape and function prior to the original road construction.

Following that decision, on May 8, 2017 Meaford Council determined that it wished to seek more options for the crossing of the two branches of Walter's Creek and delayed any further research on the EA until the provincial consultation period for the EA had expired and the receipt of any

comments from the Ministry of the Environment and Climate Change.

The MOECC approved the EA and determined that upon review of the citizen concerns, that further environmental assessments were not necessary.

The preferred alternative was presented to Meaford Council on April 10, 2017 and subsequently endorsed to permanently close Structures 021 and 022 and release the Notice of Completion. The closure includes removing the two bridges, re-naturalizing the area and closing the road to thru traffic.

Chatsworth received correspondence from Meaford dated March 9 2020 indicating Meaford's desire to reconstruct the two structures as soon as possible. This would require an update to the original EA. Meaford had requested that Council approve the replacement of the structures, undertake the necessary EA work in 2020 with design and construction to take place in 2021.

On June 17, 2020, Chatsworth Council passed the following motion:

*That Township of Chatsworth Council rescind Motion 2020-16-08 dated June 3, 2020 AND FURTHER that Council continue to support the original Environmental Assessment with the recommendation to permanently close and remove the two town line bridges jointly owned by the Township of Chatsworth and Municipality of Meaford.*

*Further, Council concurs with the Ministry of the Environment and Climate Change in their response to the requesters of a individual environmental assessment that "the Assessments have been subject to review and approval under the act, and that the proponents have demonstrated that it has planned and developed the project in accordance with the Class EA".*

Council subsequently received correspondence from Meaford requesting that Chatsworth reconsider its position. Chatsworth Council considered Meaford's correspondence at the November 20, 2020 meeting and upheld its previous decisions to not reconstruct the two structures.

In addition to conversation with Chatsworth regarding ownership of the bridges, Meaford engaged in conversation with the County of Grey as to the ownership of one of the structures based on a County by-law indicating the County's acceptance of bridges over a specific span. These bridges have never been on the radar of the County as having responsibility for.

County Transportation staff were directed by County Council to investigate the matter to provide insight into the ownership of the structures. A copy of the County Report and accompanying timeline are also attached.

Meaford has once again reached out via their correspondence dated August 30, 2023. In addition to the August 30<sup>th</sup> correspondence, I am enclosing a Report presented to Meaford Committee of the Whole setting out options for the two structures.

Staff would offer the following comments:

Staff understand that Meaford is desirous of moving forward with a design Build tender for the replacement, inclusive of an Environmental Assessment. (As an EA has already been completed and accepted, a new EA will need to be completed. The scope of the EA would be amended to

explore options to replace the two structures). Chatsworth will be required to consider acceptance or rejection of the EA once completed.

Meaford is also asking Chatsworth to provide an upset limit for the cost of the project.

Based on previous estimates provided by Meaford and construction indexing, the County estimates the increase to be between 1.15 million and \$2.7 million (originally estimated by R. J. Burnside \$900K - \$2 million).

**Options:**

- 1) Continue to support previous Council's decision to not replace the two structures
- 2) Council determine an upset limit for their contribution to the replacement of the two structures.

**Link to Strategic Plan or Other Approved Plans:**

Fiscal Management, Accountability and Transparency

- To ensure Chatsworth remains financially sustainable
- Fix, Repair and Maintain - Don't let our good assets fall behind
- Financial Accountability
- Reduce the Potential for Loss due to unmitigated risks

Fostering Community Development

- Respect our unique communities and traditions

Continuous Improvement

- Fostering a forward-thinking workplace environment
- Excellence in Customer Service
- Maintaining Positive staff-community relations

**Inter-departmental Impact and/or Other Departments Consulted:** none

**Financial Implications:** Should council decide to proceed with the replacement of the bridges, the cost of same will be referred to the 2024 budget process.

**Attachments:**

- i) August 30 2023 Correspondence from Municipality of Meaford
- ii) Meaford staff report to Meaford Council dated July 10, 2023 (note that the recommendation was not supported. See minutes of July 24, 2023 also attached)
- iii) Meaford Council minutes July 24, 2023
- iv) Transportation Report to Grey County Council

Respectfully submitted,

Patty Sinnamon, Dipl.M.M.  
CAO Clerk



August 30, 2023

Patty Sinnamon  
CAO / Clerk  
Township of Chatsworth  
Via Email: [patty.sinnamon@chatsworth.ca](mailto:patty.sinnamon@chatsworth.ca)

Dear Patty,

**Re: Council Resolution – Structure 021 & 022**

At their meeting on August 28, 2023, Council of the Municipality of Meaford considered report [ENG2023-01 Structure 021 & 022 Update](#). This followed previous discussion during Committee of the Whole on July 24, 2023. Council passed the following resolution:

Moved by: Councillor Greenfield  
Seconded by: Councillor Forder

**That Council of the Municipality of Meaford:**

- 1. Direct staff to move forward with a Design Build tender for the replacement of Structures 21 & 22, inclusive of an Environmental Assessment;**
- 2. Direct staff to request the Township of Chatsworth provide an upset limit for their contribution to this project; and**
- 3. That the Municipality of Meaford will pay for the value of construction above the Township's upset limit should the total cost of the project be more than twice the Township's upset limit.**

Carried - Resolution #2023-34-01

Based on that resolution, municipal staff will be moving forward with the development of a tender for the replacement of Structures 021 & 022, with the intent that this process will take place in 2024. The Municipality's





Director of Engineering, Tori Perejmybida, will be in contact with the Township's Operations Manager to discuss the project further.

Please accept this letter as an official request for Council of the Township of Chatsworth to consider the maximum contribution that the Township is willing to make to the replacement of these structures, which are situated on a deviation of the boundary road between the two municipalities.

Yours sincerely,

**Matt Smith**

Interim CAO / Clerk / Director of Community Services  
Municipality of Meaford  
21 Trowbridge Street West, Meaford  
519-538-1060, ext. 1115 | [msmith@meaford.ca](mailto:msmith@meaford.ca)

cc. Tori Perejmybida, Director of Engineering







## ENG2023-01 – Structure 021 & 022 Update

<b>Date:</b>	Monday, July 10, 2023
<b>From:</b>	Tori Perejmybida, Director of Engineering
<b>Roll Nº</b>	N/a

### Recommendation

That Committee of the Whole recommend Council of the Municipality of Meaford direct staff to move forward with Option 2 – Request Arbitration.

### Executive Summary

Following the last update on Structures 021 and 022 in 2021 the County has been consulted and conducted their own review and analysis of the County's responsibility regarding Structure 022.

In February 2023 County Council received report TR-CW-02-23 Holland Sydenham Townline Bridge (Structure 22). The report identifies that the County has not identified a legal obligation to maintain, repair or replace Structure 022. If Structure 022 were deemed to be under the authority of the County, then County staff would recommend that Structure 022 be closed and removed based on the preferred recommendation identified in the Municipal Class EA.

Based on this information the following options are available:

- Option 1: Accept existing Environmental Assessment
- Option 2: Request Arbitration
- Option 3: Legal challenge
- Option 4: Conduct EA and construct new bridge fully funded by Meaford

For each option identified above, various workplans and costs will be borne by the Municipality.

## Background

In July 2020, Council received report [COM2020-20](#) that provided an update regarding Structures 021 and 022. The report provided a background on the bridges including bridge closure, the initial Municipal Class Environmental Assessment (EA), Council direction for a new Class EA and the boundary road agreement with Chatsworth. From this report Council passed the following resolution on July 27, 2020:

Moved by: Councillor Kentner

Seconded by: Deputy Mayor Keaveney

**That Council of the Municipality of Meaford direct staff to engage consultants to price out multiple types of bridge construction for the replacement of Structures 21 & 22.**

Carried - Resolution #2020-20-02

Staff retained the services of R. J. Burnside and Associates Ltd. (Burnside) to complete a bridge alternatives report. The report identified potential bridge construction options including nine single lane bridge options and eight two lane bridge options that were reviewed based on the preliminary information available. Further evaluation of the designs would need to occur throughout the Class EA and design process if the Municipality proceeds with reopening the bridges. The information was presented to Council and the following resolution was passed by Council on November 16, 2020:

Moved by: Councillor Bartley

Seconded by: Councillor Bell

**That Council of the Municipality of Meaford move forward with Option 2: Request Chatsworth to Reconsider Decision.**

Carried - Resolution #2020-33-02

In December 2020, Council received report INF2020-11 that provided an update on the Township of Chatsworth decision following the request to reconsider. The Council resolution identified that the Township of Chatsworth is in support of the original Environmental Assessment and will not reconsider the decision made on June 18, 2020. From this report, Council passed the following resolution on December 14, 2020:

Moved by: Councillor Kentner  
Seconded by: Councillor Bell

**That Committee of the Whole defer the decision until staff has consulted legal counsel regarding the possibility of Grey County assuming Structure 21 and Structure 22.**

Passed

Staff retained Barriston Law to complete a review of Structure 021 and 022 with regard to jurisdiction based on County of Grey by-laws. The review of the structures identified that Structure 022 meets the requirements identified in County of Grey By-law No. 1102, passed in 1928, based on its span, and therefore all repair and replacement work is the responsibility of the County.

Moved by: Councillor Bell  
Seconded by: Councillor Kentner

**That Committee of the Whole receive Report INF2021-08 Structure 21 & 22 Legal Review for information purposes.**

Carried – Received

Grey County By-Law 1102 identifies that the County is the owner of bridges on a Townline road with a span of 20 feet (6.096m) or greater. The By-Law reads:

That all bridges on County and Township boundary lines of a length of span of twenty (20) feet and over and thus approaches not exceeding one hundred feet on each side, shall be built and kept in repair and be considered under the jurisdiction of the County Council. Provided that when a By-law of an adjoining County conflicts with these measurements then the length of span and approaches shall be such as may be agreed upon by the representatives of both Counties.

Grey County staff performed a bridge measurement in August 2021, with one side being field measured at 6.085m while the other side is 6.094m. Subsequently the structure was measured by Meaford's bridge consultant and found to be 6.10m and satisfies criteria to be a County-owned structure. It remains the opinion of municipal staff that Bridge 022 is a County Bridge. Further, should the structure be replaced, it would very likely become a County Bridge in that a new structure would meet the County By-law



requirement for a County-owned structure. Further the Municipality's solicitor has confirmed that the road is a deviation road and therefore a boundary road.

Grey County staff prepared report TR-CW-20-21 Holland Sydenham Bridge (Structures 21 and 22) providing Grey County Council with a summary of the information available to date. The report included a series of questions that County staff were going to investigate prior to providing a further update.

In February 2023, County Council received report TR-CW-02-23 Holland Sydenham Townline Bridge (Structure 22). The report provides a response to the question previously identified in the 2021 County Report. The report identifies that County staff do not believe that the County has a legal obligation to maintain, repair or replace Structure 022. It further states that if Structure 022 were deemed to be under the authority of the County, then County staff would recommend that Structure 022 be closed and removed based on the preferred recommendation identified in the Municipal Class EA. County Council received this report for information and did not provide any direction to staff on this matter, therefore it is Meaford staff's interpretation that the County is of the opinion that they have no legal obligation towards the structures.

It should be further noted that it was the Municipality's recommendation that the County and the two Municipalities agree to a qualified third-party measurement of the span to determine applicability. This suggestion was never agreed to by the County.

## Analysis

The options identified in COM2020-20, INF2020-08, INF2020-11 and INF2021-08 for Council to consider in relation to Structure 021 and 022 remain similar with the exception of involving the County regarding Structure 022. The options are listed below in order of cost.

### Option 1: Accept existing Environmental Assessment

This option is based upon the acceptance of the original Environmental Assessment, which called for the removal of both bridges. Should Council decide to move forward with this option, staff at the Municipality of Meaford, will work with the Township of Chatsworth and County of Grey to determine the split of project costs. The bridges will remain closed until such time as they are removed.

This option complies with the existing Environmental Assessment, and results in the lowest cost to the Municipality.

### Additional Considerations

2<sup>nd</sup> Concession South between Grey Road 29 and Holland-Sydenham Townline is the only Meaford owned and maintained road section that residents could use as an alternative route around the closed structures. The remaining roads are under ownership of Grey County and the Township of Chatsworth. The current average daily traffic (ADT) count for this road section is 104 with 10% of vehicles identified as truck traffic. This road currently has a granular road surface based on the ADT.

The Road State of the Infrastructure (SOTI) review exemplified existing deficiencies for all Meaford Roads. The review developed a Time of Need based on an adequate rating in six areas including:

- Geometrics;
- Surface Type;
- Surface Width;
- Capacity;
- Structural Adequacy; and
- Drainage.

All items received an 'adequate' score for all components of 2<sup>nd</sup> Concession South which identified that no upgrades were needed for the road surface based on the road condition and use. An updated evaluation of the road surface can be completed to determine if any work needs to be completed to ensure it still meets MTO requirements. If Council identifies that an evaluation is complete, staff will review the road section and identify any road projects to be included in the 2024 budget process.

### Option 2: Request Arbitration

Alternatively, if Council wishes to attempt to get the Township of Chatsworth to agree to move forward with bridge replacement, the Municipality would have to enter into the arbitration process as defined in the boundary road agreement adopted through by-law 2020-17. This would require both municipalities to appoint an independent arbitrator, who would then jointly agree on a third arbitrator.



Further review would need to be completed to determine if the County could be included in the arbitration process as Meaford does not have an existing agreement with them for this boundary road or the two bridge structures.

The arbitration process would incur significant costs, including arbitrator and solicitor fees and will prolong the process which may still result in an unsatisfactory result of the Municipality of Meaford.

The arbitration process is defined in the Arbitration Act, 1991. It should be noted that a decision by an arbitration panel is binding on both municipalities. Staff believe that an arbitration panel would uphold the existing Environmental Assessment as filed with the Province of Ontario.

This option provides the possibility for the bridges to be reconstructed and for the Township of Chatsworth to contribute to the construction costs; but the end result is uncertain. Based on the significant consultation and correspondence completed to date it is unlikely that arbitration would change the current outcome; however, it is the only option that could potentially allow for joint responsibility in replacement of the bridges.

### Option 3: Legal challenge of County position

Council could consider challenging the County's legal interpretation on ownership of Structure 022. Prior to doing so, staff would suggest that the Municipality obtain another confirmation of span from a qualified surveyor in consultation with a structural engineer and then consult with the Municipal lawyer on process. Unfortunately, this process would end up being costly for all parties involved. It is also important to note that the recent County report identifies that County staff would recommend supporting the current EA.

This option could be considered in conjunction with Option 2.

### Option 4: Conduct EA and construct new bridge fully funded by Meaford

The final option exposes the Municipality to a large financial burden immediately, as well as greater costs and risk in the long run. The Municipality could decide to go ahead with a new Environmental Assessment, solely funded by the Municipality of Meaford. Once that assessment was complete, Council would then be bound by the conclusion and would have to replace the two structures. That construction work would also be fully funded by the Municipality.

Pursuing this option would result in the Municipality of Meaford assuming full ownership, and all associated costs, risks and liabilities associated with ownership and jurisdiction over Structures 021 and 022, but would result in the opening of the bridges. To do so, the Municipality would need to enter into an agreement with Chatsworth and the County to assume jurisdiction over the bridges including the approaches and to accept responsibility for ongoing costs of maintenance, repair and replacement as provided in Sections 28 to 30 of the Municipal Act, 2001. It should be noted that it remains the opinion of staff and our solicitor that Structure 22 is a County Bridge and Structure 021 is a shared bridge with the Chatsworth.

## Financial Impact

Below is a determination of potential costs and funding sources for each option. It should be noted that in all options, staff have assumed using the previously allocated \$407,319 towards funding the costs.

### Option 1: Accept existing Environmental Assessment

The 2020 Ontario Structure Inspection Manual (OSIM) inspections and completed Class EA suggest that total cost of bridge removal, stream area naturalization and developing two turning circles was estimated at \$175,000. The Toronto non-residential building construction price index for 2021 and 2022 was 15.3% and 14.5% respectively which has not been reflected in the estimated costs above. Meaford would be required to pay for a portion of the work. If this option is selected the Municipality will consult with the Township of Chatsworth and the County of Grey to determine the split of project costs. The municipal portion is not anticipated to be more than the reserve funds available and therefore no additional funding will be required to demolish and restore the bridge area. Any required road projects on 2<sup>nd</sup> Concession South will be in addition to the funding requirements identified above and will be included in the 2022 budget if necessary.

### Option 2 and 3: Request Arbitration or Legal Challenge

The 2022 OSIM inspection identified the cost to complete the Class EA processes, design and construction of Structure 021 and 022 is estimated to at \$2,260,500. The costs could vary depending on the preferred design alternative and additional funds may be required to reconstruct the roadway if a two-lane structure is preferred. In addition to these costs, there will also be a financial impact as a result of the arbitration processes to cover the arbitrator and solicitor fees. The costs of the arbitration will vary depending



on the process duration; however, normally the costs range between \$250 to \$800 per hour in addition to solicitor fees.

#### Option 4: Conduct EA and construct new bridge fully funded by Meaford

Should this option be pursued, the new EA on file would require the reconstruction of the bridges fully at the Municipality's cost. The most up-to-date costing available is from the 2022 OSIM inspection which identifies the cost to complete Class EA processes, design and construction for both structures would be \$2,260,500. As identified above, the cost could vary depending on the preferred design alternative and additional funds may be required to reconstruct the roadway if a two-lane structure is preferred. In addition, construction costs have continued to increase due to inflation. The Toronto non-residential building construction price index for 2022 was 14.5% which has not been reflected in the estimated costs above. The \$407,319 in reserve fund would be used to fund a portion of the project; however, the remaining project items would have to be debt funded over a number of years and would therefore negatively affect the funding envelope for other bridge projects for as long as the debt was being repaid.

### Strategic Priorities

This report supports the mission, vision and values of the Municipality of Meaford, as well as the goals and objectives set out in Council's Strategic Priorities, particularly with respect to:

- Investing in Infrastructure

#### Community Well-Being

Effective Asset Management and the timely replacement/renewal of assets ensures the well-being of customers and other stakeholders using these assets by balancing desired levels of service, risk, and compliance to legislated standards. Lifecycle cost management for municipal assets attempts to minimize the cost of maintaining the asset for its entire lifespan, while delivering the desired levels of service, and if done effectively can allow for the Municipality to make other investments in community services and well-being projects.

The 2022 Asset Management Plan for Core Asset identified an \$8,793,329.18 backlog in 2022 for bridges and large culverts with an increase in the backlog value to over \$30,000,000 by 2047. To properly sustain municipal



infrastructure into the future planning and decisions will need to be made to reduce the projected backlog by completing timely rehabilitation, preventative maintenance, and evaluating the need and levels of service of assets in the Municipality.

## Consultation and Communications

Senior Management  
Township of Chatsworth  
County of Grey

Respectfully Submitted:

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Tori Perejmybida  
Director of Engineering

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Reviewed by:  
Rob Armstrong, Chief Administrative Officer



Council asked about details relating to bridge types and discussed ownership challenges, next steps to address financial implications, and specifics regarding the necessary bridge design. Council asked about boundary roads and load limits.

Moved by: Councillor Bartley  
 Seconded by: Councillor Forder

That Committee of the Whole recommend Council of the Municipality of Meaford direct staff to move forward with Option 2 – Request Arbitration.

Superseded

Moved by: Deputy Mayor Keaveney  
 Seconded by: Councillor Bell

**That the motion be amended by replacing the words "direct staff to move forward with Option 2 - request arbitration" with:**

- "1. Direct staff to move forward with a Design Build tender for the replacement of Structures 21 & 22, inclusive of an Environmental Assessment;**
- 2. Direct staff to request the Township of Chatsworth provide an upset limit for their contribution to this project; and**
- 3. That the Municipality of Meaford will pay for the value of construction above the Township's upset limit should the total cost of the project be more than twice the Township's upset limit."**

Carried

Moved by: Councillor Bartley  
 Seconded by: Councillor Forder

**That Committee of the Whole recommend Council of the Municipality of Meaford:**

- 1. Direct staff to move forward with a Design Build tender for the replacement of Structures 21 & 22, inclusive of an Environmental Assessment;**

<b>To:</b>	Warden Milne and Members of Grey County Council
<b>Committee Date:</b>	February 9 <sup>th</sup> , 2023
<b>Subject / Report No:</b>	TR-CW-02-23
<b>Title:</b>	Holland Sydenham Townline Bridge (Structure 22)
<b>Prepared by:</b>	Pat Hoy, Director of Transportation Services
<b>Reviewed by:</b>	Randy Scherzer Deputy CAO
<b>Lower Tiers Affected:</b>	Municipality of Meaford & Township of Chatsworth
<b>Status:</b>	

## Timeline

The following is an overview of some of the key timelines and decisions that have been made regarding these structures over the past few years:

- **January 19, 2016** – Municipality of Meaford implemented emergency closure of Bridges 21 and 22 due to the results of the Ontario Structural Inspection Manual (OSIM) report and recommendations from Ainley and Associates Structural Engineer. The intent was to have the bridges remain closed until the completion of the State of the Infrastructure Report for Municipal Bridges and Culverts over 3 metres (Bridge and Culvert SOTI).
- **June 2016** – The Bridge and Culvert SOTI report was completed in June 2016 and was presented to Meaford Council at that time. The SOTI Report recommended permanent closure and removal of Bridge 21 and 22.
- **June 6, 2016** – Meaford Council passed a motion to complete a municipal class EA for Bridges 21 and 22 to identify alternatives to address the emergency bridge closure that is in effect on these structures.
- **September 2016** – Meaford retains Planmac to complete municipal class EA
- **January 19, 2017 and February 28, 2017** – two public information centres (PICs) were held by Meaford as part of the EA process. A total of 15 public

comments were received – 10 from Meaford residents, and 5 from Chatsworth residents. Comments received were addressed in the Municipal Class EA report.

- **March 24, 2017** – letter was provided by Grey County staff to Meaford to indicate that Bridges 21 and 22 are not County bridges
- **April 10, 2017** – Planmac Municipal Class EA was presented to Meaford Council through Meaford staff [Report FIM2017-17](#). The recommended preferred solution outlined in the Municipal Class EA is the permanent closure completed by way of removing the bridges, re-naturalizing the area and closing the road to thru-traffic. In considering the rehabilitation or replacement of the structures, Planmac noted the following in the EA:
  - The structures would require roadside safety protection such as steel beam guiderail and/or concrete barriers wall protection systems.
  - Replacement structures cost estimates would match the existing roadway platform although would not be wide enough to accommodate large scale farm machinery.
    - Widening of the platform would be required which would have additional cost implications and environmental implications.
    - Widening costs to double the size of bridge decks to 8.4 meters would be an additional 80% of the costs for a single lane replacement.
    - Cost estimates would not include Department of Fisheries and Oceans (DFO) compensation requirements. If the platform expansion is necessary, it may require approvals from DFO and/or the Ministry of Natural Resources of the Conservation Authority.
- **May 8, 2017** – Meaford Council received the EA and approved the release of the Notice of Completion of the EA. Meaford Council also approved a motion to indicate the desire to explore and price out other options and to wait until the 30 day consultation period has ended on the EA and that they also wait for the MECP's decision pertaining to the class EA, and to put aside \$50k to cover the potential costs for a further EA study to investigate specific costs and environmental impacts of replacing the two structures.
- **January 17, 2018** – MECP correspondence received indicating that no further action is required relating to the EA process based on the review of the project documentation provided.
- **February 12, 2018** – Meaford staff Report FIM2018-04 was presented to Meaford Council recommending that staff be directed to finalize a boundary road

agreement with the Township of Chatsworth and to direct staff to develop a budget for the removal of Bridges 21 and 22. It should be noted that the report indicates that: *'Based on the above sections of the Municipal Act, and further confirmation through Grey County staff and the Municipal solicitor, staff can now confirm that the structures are jointly owned by the Municipality of Meaford and the Township of Chatsworth.'* Meaford Council directed staff to move forward with the Boundary Road Agreement with the Township of Chatsworth but the recommendation to budget for bridge removal was defeated.

- **July 2019** – Meaford Council passed a resolution in July 2019 to adopt funding model #2 for the Bridge SOTI Report on the basis that all bridges should be replaced when necessary, including Structures 21 and 22.
- **February 2020** – Municipality of Meaford entered into a Boundary Road Agreement with the Township of Chatsworth. The agreement defines the process for agreeing to capital project and the dispute resolution process.
- **March 9, 2020** – Meaford provided correspondence to the Township of Chatsworth requesting that the Township approve the following:
  1. That Structures 21 and 22 should be replaced to ensure continued access for the public;
  2. That the necessary Environmental Assessment take place in 2020, with design and construction scheduled for 2021; and
  3. That Planmac Engineering be approached to conduct the Environmental Assessment on a single source basis.
- **June 17, 2020** – Township of Chatsworth considered Meaford's request and declined to approve the motion and Chatsworth notified Meaford on June 18, 2020. The letter from the Township of Chatsworth noted that they are in support of the original EA and its recommendation to close the bridges permanently.
- **July 13, 2020** – Meaford staff presented Report COM2020-20 identifying three options identified below with Meaford staff recommending Option 1:
  - Option 1 – accept existing EA and proceed with removal
  - Option 2 – Request Arbitration
  - Option 3 – Conduct EA and construct new bridge fully funded by Meaford. Staff recommended Option 1.
- **July 27, 2020** – Meaford Council passed a motion on July 27, 2020 directing staff to engage a consultant to price out multiple types of bridge construction for the replacement of Structures 21 and 22.

- **August 2020** – Meaford retains the services of RJ Burnside to complete an evaluation of bridge replacement options for Structures 21 and 22. RJ Burnside investigated nine different bridge types that would allow both single and two lane bridge options. The purpose of the evaluations to allow the municipality to have more information to evaluate if proceeding with the amended Class EA is the desired direction for Structure 21 and 22. The engineering and construction estimates for both structures ranged from \$894,850 to \$2,094,000. Burnside report identified various constraints that could result in some bridge options not being viable for replacement and therefore the viable options could result in the costs anywhere within the identified range and on the higher end if the structures are replaced with a two lane bridge.
- **November 2, 2020** – Meaford Staff present report [INF2020-08](#) to present the findings of the [Burnside Report](#) and to seek further direction from Meaford Council. Based on Meaford Council's directions to keep open all bridge structures, Meaford staff recommended the Municipality proceed with arbitration with the Township of Chatsworth contributing to the construction costs and future capital costs of both bridge structures.
- **November 16, 2020** - Meaford Council passed a motion to move forward with Option 2 outlined in Staff Report [INF2020-08](#) which is to request Chatsworth to reconsider their decision.
- **November 18, 2020** – Township of Chatsworth passed a resolution indicating that the Township is in support of the original EA and will not reconsider the decision made on June 18, 2020.
- **December 14, 2020** – Meaford staff present Report [INF2020-11](#) to Meaford Council to provide an update on the Township of Chatsworth decision following the request to reconsider. Meaford Council passed a motion to defer the decision until staff has consulted legal counsel regarding the possibility of Grey County assuming Structure 21 and Structure 22.
- **December 2020/January 2021** – Meaford staff retained Barriston Law to complete a review of Structure 21 and 22.
- **January 2021 to June 2021** – According to Meaford staff report, the Barriston Law letter was provided to the County for review (date unclear). The Meaford staff report notes that the County staff completed verification measurements of the bridge structures and confirmed that Structure 22 exceeds the 20 foot requirement identified in By-law No. 1102. Grey performed a measurement in August 2021, with one side being field measured at 6.085m (19.96 ft) while the other side is 6.094m (19.99 ft). Subsequently the structure was measured by

Meaford's bridge consultant and found to be 6.10m. Grey and Meaford continue to have a different opinion of the structure span.

- The Meaford staff report notes that a meeting was held early May with the County and Chatsworth to discuss the work completed to date, including the Class EA and the next steps in the process.
- **June 14, 2021** – Meaford Staff Report [INF2021-08](#) was presented to Meaford CW to present the legal findings from Barriston Law. Barriston Law concluded that Structure 22 is 20.66 feet and therefore in their opinion falls under the responsibility of the County of Grey to retain and replace.
- **September 23, 2021** – [Report TR-CW-20-21](#) was presented to CW to provide information to County Council regarding these structures. Staff were directed to bring back a staff report following a review of the applicable matters in the Report.
- **October 2021 to December 2022** – Following a digitization of historic by-laws and minutes, a search was conducted to see if there was any past reference to these bridges and structures to see if the County had any historical role with these structures. Based on the investigation, staff have not identified any previous County role in the building, maintenance, or inspection of either of the structures. Staff also consulted with GSCA on the potential option of combining the two structures into one and GSCA generally recommended that this option not be pursued and identified significant studies and investigations if this option wanted to be pursued further with no guarantees that this option would be even viable following that review. Staff also went back through all the previous reports including the original EA, Burnside's report, and all the various staff reports to fully understand the history and the decisions that lead to this point. Also explored risk/liability questions, as well as the costing option questions.



# Committee Report

<b>To:</b>	Warden Milne and Members of Grey County Council
<b>Committee Date:</b>	February 9 <sup>th</sup> , 2023
<b>Subject / Report No:</b>	TR-CW-02-23
<b>Title:</b>	Holland Sydenham Townline Bridge (Structure 22)
<b>Prepared by:</b>	Pat Hoy, Director of Transportation Services
<b>Reviewed by:</b>	Randy Scherzer Deputy CAO
<b>Lower Tiers Affected:</b>	Municipality of Meaford & Township of Chatsworth
<b>Status:</b>	Recommendation adopted by Committee as presented per Resolution CW32-23; Endorsed by County Council February 23, 2023, per Resolution CC19-23.

## Recommendation

1. That report TR-CW-02-23, regarding Holland Sydenham Townline Bridge (Structure 22), be received for information.

## Executive Summary

Structures 21 and 22 are located in the Municipality of Meaford on a deviation of the Holland Sydenham Townline Road north of Walters Falls. Due to identified structural deficiencies, the Municipality of Meaford has closed the structures since 2016. There has been ongoing interest by local residents and businesses to have the road reopened.

Grey County staff have completed some investigations in accordance with the questions posed in Report TR-CW-20-21. This report provides an update on the investigations to date which can be discussed further with County Council, Meaford Council and Chatsworth on what options, if any, can be considered.

No legal obligation of the County in respect of Structure 22 has been identified. If Structure 22 were deemed to be under the authority of the County, then County staff would recommend that Structure 22 be closed and removed based on the preferred recommendation identified in the Municipal Class Environmental Assessment (EA). The County currently owns and maintains a total of 206 bridge and culvert structures spanning more than 3 metres (140 being bridges and 66 structural culverts). The 206 bridge and culvert structures have a total replacement cost of \$338 million and approximately ½ of the structures have a rating between fair and poor to very poor with approximately \$5.4 million estimated backlog as per the 2021 Asset Management Strategy. Many of these structures are on County roads and therefore support a significant portion of the movement of people and goods throughout the County and therefore would be considered a higher priority than Structure 22.

# Background and Discussion

On September 23, 2021, Grey County Transportation took report TR-CW-20-21 to the Committee of the Whole. The report recommended that some investigation be completed to gain insight into the structures. As part of the investigations, staff also reviewed the previous municipal staff reports that were presented to the Municipality of Meaford Council and the Township of Chatsworth Council regarding these two bridge structures including the municipal class environmental assessment (EA) completed for these two structures as well as a preliminary design report completed by RJ Burnside and Associates.

The following link will give an overview of some of the key timelines and decisions that have been made regarding these structures over the past few years:

[Key Timelines and Decisions Associated with Structures 21 and 22 - Holland Sydenham Townline](#)

The following is a response to questions contemplated in County Staff Report TR-CW-20-21 based on the research conducted by staff:

1. History of the structure, including when it was built, who built the structure, and who paid for the original construction and ongoing maintenance of these structures.  
Transportation Services would work with Grey Roots Archives staff to search for any potential historical records.

The County has investigated historical by-laws and has discovered no previous County role in the building, maintaining, or inspecting either of the structures.

2. What are the liabilities/risks associated with this structure in its current state?

The current structure represents a potential liability as pedestrians and all-terrain vehicles are still using the structures even though they are closed. Grey County has previously removed similar closed structures as local users will typically move any barricades installed. There are currently no railings on the structure.

3. Confirming what the costs would be to replace Structure 22.

The 2020 OSIM report states a replacement value of \$945,000. The [Municipal Class EA prepared by PlanMac](#) in 2017 estimated the construction cost to replace both structures would be between \$750,000 to \$4,053,600 depending on the structure width (i.e. single lane bridge versus two lane bridge) and depending on the construction type (i.e. steel plate culvert, cast in place concrete culvert, or precast concrete culvert). A [Preliminary Design Report](#) for replacement options for Bridges 21 and 22 was completed by RJ Burnside and Associates in 2020. Nine different bridge types were evaluated by RJ Burnside including both one-lane and two-lane options. The construction cost ranges to replace both structures vary from approximately \$900,000 to just over \$2,000,000 according to the Preliminary Design Report. The RJ Burnside report did note that each bridge type has constraints that could result in some of the bridge construction options not being viable. The viable options could result in costs anywhere within the identified range, and on the higher end if the structures are replaced with a two-lane bridge.

The costs estimates do not contemplate any improvements that would be required to be made to the road if the bridges were to be replaced with a two-lane structure as currently the road platform has been designed primarily in line with the single lane bridge structures that exist

there today. The costs to upgrade the road platform would be the sole responsibility of the Township of Chatsworth and the Municipality of Meaford.

The cost estimates provided by RJ Burnside are approximately 2 to 3 years old and given the increase in construction costs over the past couple of years, County staff anticipates that the replacement costs would be higher than the estimates. The non-residential building construction price index based on the preceding twelve-month period ending September 30<sup>th</sup>, 2022 was 15.6%. In 2021, this was 11.7%. Applying the construction price index experienced over the past two years to the construction price estimates for replacing Bridges 21 and 22 would see the range increase to between \$1.15 million and \$2.7 million.

In addition to the construction cost estimates, there would also be costs to complete an EA addendum and there would also be on-going maintenance costs for the two structures.

4. Confirming the plans/intentions of the Municipality of Meaford and the Township of Chatsworth respecting Structure 21, e.g., if Structure 22 were to be replaced, would the Municipality of Meaford and Township of Chatsworth commit to replacing and maintaining Structure 21?

Chatsworth has indicated that they are awaiting the result of the Grey County report to determine the best course of action; however to date the Township of Chatsworth Council has supported the original EA recommendation to close and remove Bridge 21 and Bridge 22. Meaford has indicated that if Grey were to replace Structure 22, they would anticipate that Meaford and Chatsworth could split the costs on Structure 21. As noted above, there would also be the costs to improve the road platform to the west and east of these structures and this would be on top of the construction estimates that have been provided to date and would be the sole responsibility of the local municipalities.

5. Is there a more cost-effective solution for all parties, e.g., replacing the two structures with one and sharing the cost three ways?

Grey County has received correspondence from the Grey Sauble Conservation Authority regarding the feasibility of combining the structures into one rather than two. Generally, stream realignments are to be avoided. There are many challenges regarding the project, including:

- a. Completion of correspondence with the Department of Fisheries and Oceans.
- b. Completion of correspondence with the Niagara Escarpment Commission.
- c. Detailed topographic survey and conceptual site plan.
- d. Detailed engineering plans.
- e. Completion of an environmental impact study by a qualified biologist/ecologist to assess any significant natural heritage features or ecological functions
- f. Assessments of flows and capacity completed by a qualified engineer (likely a hydrogeomorphologist)
- g. Structural drawings and design.

The above-noted work represents a significant investment in costs and time with no guarantees that the studies and investigations will conclude that this is a viable option. It is not currently in the budget or ten-year capital for Grey County, as Structure 22 has not been identified as a Grey County asset.

If Structure 22 was under the authority of the County, then County staff would recommend that Structure 22 be closed and removed based on the preferred recommendation identified in the Municipal Class EA. The County currently owns and maintains a total of 206 bridge and culvert structures spanning more than 3 metres (140 being bridges and 66 structural culverts). The 206 bridge and culvert structures have a total replacement cost of \$338 million based on 2021 estimates and approximately 42% of the structures have a rating of fair, poor or very poor. The 2021 Asset Management Strategy estimated a bridge and culvert backlog of \$5.4 million due to structures functioning beyond their expected lifespans that will likely need to be replaced in the next few years. Many of the 206 bridge and culvert structures are on County roads and therefore support a significant portion of the movement of people and goods throughout the County. The majority of these structures would be considered a high priority asset in comparison to Structure 22.

Should the respective council's wish to explore other options beyond what is recommended in the Municipal Class EA, it is recommended that prior to exploring further options that the Municipal Class EA be updated first to see if a preferred alternative recommendation can even be considered. Following the Municipal Class EA update, if a preferred alternative recommendation is provided, then it would be recommended that a preliminary design report be updated to explore all viable options and to provide updated cost estimates, including the estimated costs to upgrade the road both east and west of the structures, so that the respective council's have all the updated information they need to explore any potential alternative options.

6. Are there other options that the Municipality of Meaford and the Township of Chatsworth could consider that the County could assist with (e.g., leasing the road/structures to landowners/farmers in the area that would benefit from keeping this access open? Making this road a private road (which would include the structures) and transferring ownership to landowners/farmers through a road association that would own and maintain the road/structures?).
7. Other legislation and legal considerations may need to be explored further.

Such options for the structures and the road may be feasible, but Grey County does not have experience with such approaches and cannot advise on what may be recommendable. Any such option will very likely involve legal considerations and both Meaford and Chatsworth are encouraged to obtain legal advice on them.

Another option for consideration may be to close the road, designate the land as a trail, and build a lower standard one-lane crossing. This option would need further investigation by the Township of Chatsworth and the Municipality of Meaford if there was interest.

*Figure 1: Map Showing Location of Structures 21 and 22*



## Legal and Legislated Requirements

After a review of County By-laws 737 (1909) and 1102 (1928) amending it, the relevant provincial law, the location of the Structure 22 and the road crossing it, and the history of its maintenance and control, no legal obligation of the County with respect to Structure 22 has been identified.

## Financial and Resource Implications

Grey County Transportation Services does not currently have any resources budgeted to carry out future designs of Structure 22.

## Relevant Consultation

- ☒ Internal – CAO, Deputy CAO, Legal, Clerks
- ☒ External - Discussions with Meaford, Chatsworth and local area residents

## Appendices and Attachments

[Meaford Structure 21 and 22 Environmental Assessment \(Pages 10 to 46\)](#)

[RJ Burnside Preliminary Design Report - Bridges 21 and 22Townline Bridge By-law 1102](#)

[Meaford Report INF2021-08 Structures 21 and 22 Legal review June 2021](#)

[Comments from Grey Sauble Conservation Authority](#)

[TR-CW-20-21 Holland Sydenham Townline Bridges 21 and 22](#)



## CAO CLERKS REPORT 2023-48

TO: Mayor Mackey and Members of Council  
FROM: Patty Sinnamon, CAO Clerk  
RE: Terms of Reference – Williamsford Community Centre Board  
DATE: September 20, 2023

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### **RECOMMENDATION:**

THAT CAO Clerk's Report 2023-48 – Terms of Reference for Williamsford Community Centre Board be hereby received; AND FURTHER THAT Committee for the Whole recommends that Council approve the Terms of Reference for the Williamsford Community Centre Board.

### **BACKGROUND:**

Further to the staff report and draft Terms of Reference presented at the September 6 Council meeting, I have made the amendments as per Council's direction.

The intent of the Terms of Reference is to set out who is responsible for various expenses, and operations of the facility.

The Terms of Reference should be considered as a working document, and as this the first TOR for the Board, can be amended at any time with agreement of Council.

Once Council approves the TOR, staff will provide a copy to the Board.

### **Link to Strategic Plan or Other Approved Plans:**

Fiscal Management, Accountability and Transparency

- To ensure Chatsworth remains financially sustainable
- Fix, Repair and Maintain - Don't let our good assets fall behind
- Financial Accountability
- Reduce the Potential for Loss due to unmitigated risks
- Creating a culture of innovation and best practices

Fostering Community Development

- Respect our unique communities and traditions

Continuous Improvement

- Maintaining Positive staff-community relations

Quality of Life

- Provide Quality Recreation Facilities
- Develop recreational opportunities
- Meeting the needs of both current and future citizens by harmonizing community services across the municipality
- To recognize Chatsworth as a "Cultural Hub"
- Preserve rural heritage



**Inter-departmental Impact and/or Other Departments Consulted:** none

**Financial Implications:**

There are no financial implications as a result of this report.

**Attachments:**

Revised Terms of Reference

Respectfully submitted,

Patty Sinnamon, Dipl.,M.M.  
CAO Clerk





## **TERMS OF REFERENCE WILLIAMSFORD COMMUNITY CENTRE BOARD**

### **Background**

Whereas the Municipal Act provides for the establishment of any Board considered desirable for the provision of Recreation and Culture purposes.

### **Mandate**

The Williamsford Community Centre Board is responsible oversight of the day-to-day activities and operation of the recreation facility located at 112 Salter Street in Williamsford, and includes indoor amenities only.

### **Scope of Responsibilities:**

1. Promote the Facility as an asset integral for the Township, as set out in the Recreation Master Plan.
2. Oversight of day to day operations of the facility.
3. Bring forward concerns to provide guidance and advice on potential concerns to Township staff and/or Council through regular reporting.

### **Transparency and Consultation:**

All meetings of the Board are open to the public unless authorized to do so pursuant to the Municipal Act.

All minutes of meetings must be provided to the Clerk for circulation to Township Council.

Meet all requirements of the Municipal Act including:

- Notice of Meetings (with Notice to be provided to the Clerk of the municipality);
- Minutes to be submitted to the Clerk which will be placed on Council agendas for information.

Municipal Code of Conduct Applies to all Board Members.

### **Obligations of the Board:**

- All revenues and expenses of the day-to-day operation of the facility are the responsibility of the Board;
- Operational Expenses include:
  - Utilities
  - Cleaning
  - Minor facility repairs including plumbing and electrical

- Complete and accurate record-keeping of all financial transactions is the responsibility of the Board, which includes providing the information to the Township on or before January 30<sup>th</sup> of each year for the preceding year
- Submit an annual operating budget to the Township by no later than September 30<sup>th</sup> of each year.
- Advise the Township of any major capital requirements identified by the Board for the Township's consideration at least two years prior to the expenditure taking place.
- Oversight of day-to-day operations of the facility including:
  - Cleaning and minor repairs
  - All bookings, collection of booking revenues and payment of expenses
- Ensure that the premises and any buildings and/or structures are secured at all times
- Ensure that the building is maintained in a condition of good repair, and repairs any deficiencies in a timely manner
- Maintain the premises in a safe and tidy condition, free from hazards, and keep the premises clean and free from debris, discarded or unnecessary materials
- Keep the premises, including any access approaches and steps clear of ice, snow, slippery surfaces or of any other unsafe condition.
- Ensure that all renters of the facility, follow the Township's Alcohol Risk Management Policy at all times; Strict enforcement is required by the Board;

#### **Obligations of the Township:**

- Maintains all outdoor amenities and property located at 112 Salter Street, including parking lot, parking lot snow removal and grass cutting
- Maintains and covers the cost of appropriate insurance including but not limited to the following and in accordance with the Township's Comprehensive Insurance Policy:
  - General Commercial Liability Coverage
  - Excess Liability Coverage
  - Property (including business interruption)
  - Crime Insurance
  - Boiler and Machinery Coverage
  - Directors and Officers Coverage for Board Members
- Inspect the facilities as required including costs associated with the inspection
- The Township shall cover the monthly cost of the Refrigeration Water Treatment System
- The Township would be responsible for major capital improvements (defined as addition to or an extension, enlargement, alteration, replacement or other improvement of work of such nature or character that is usually and properly accounted for as a capital asset
- Capital Equipment Replacement such as:
  - Furnace
  - Air conditioning
  - Kitchen (fixed assets)

- Dishwasher
- Cooler in Bar
- Appoint a Council member to the Board;
- Appoint public members to the Board as deemed appropriate by Council;

#### **Capital Costs Related to Ice Making Equipment**

The Township of Chatsworth shall be responsible for 25% of the replacement cost of ice making equipment including the compressor and chiller and the Board shall be responsible for the remaining 75%.

Any requests for capital expenditures relating to the ice making equipment must be submitted to the Township at least two years prior to the expense taking place, notwithstanding emergency repairs.

#### **Use of Facility by Township**

As the owner of the facility, the Township shall have the right to use the facility on no more than two occasions at no charge to the Township.

Adopted this 20<sup>th</sup> day of September, 2023.

**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH**  
**BY-LAW NUMBER 2023-49**

**BEING a By-law to amend Zoning By-law No. 2015-61, being entitled the Township of Chatsworth Comprehensive Zoning By-law, (Lot 16, Reg. Comp Plan 1039, Geographic Village of Chatsworth, Township of Chatsworth, 9 Toronto Sydenham Street, File #Z09/2023)**

**WHEREAS** the Council of the Corporation of the Township of Chatsworth deems it in the public interest to pass a By-law to amend Zoning By-law No. 2015-61; and

**WHEREAS** pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, By-laws may be amended by Councils of Municipalities;

**NOW THEREFORE** the Council of the Corporation of the Township of Chatsworth enacts as follows:

1. Section 27 of By-law No. 2015-61 is hereby amended by deleting Section 27.120 and replacing it with the following:  

**27.120     R2-120**     Lands within the R2-120 Zone shown on Schedule 32 and described as Lot 16, Reg. Comp Plan 1039, Geographic Village of Chatsworth, Township of Chatsworth shall only be used for an apartment building comprising a maximum of six dwelling units.
2. This By-law shall come into force and take effect upon being passed by Council subject to any approval necessary pursuant to the Planning Act, R.S.O. 1990, as amended.

**READ** a first and second time this 20<sup>th</sup> day of September, 2023

**READ** a third time and finally passed this 20<sup>th</sup> day of September, 2023

\_\_\_\_\_  
Scott Mackey, Mayor

\_\_\_\_\_  
Patty Sinnamon, CAO Clerk

**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH**  
**BY-LAW NUMBER 2023-50**

**Being a By-law to authorize the Mayor and CAO Clerk to sign an amendment to collection agreement between the Corporation of the Township of Chatsworth and Waste Management of Canada Corporation**

**WHEREAS** the Council of the Township of Chatsworth deems it necessary to amend the Collection Agreement dated July 1, 2016 with Waste Management of Canada Corporation; and

**WHEREAS** section 9, 10, and 11 of the Municipal Act, S.O. 2001, Chapter 25, provides for the municipality to pass by-laws in respect to general municipal powers.

**NOW THEREFORE** the Council of the Corporation of the Township of Chatsworth enacts as follows:

1. THAT the Mayor and CAO Clerk of the Township of Chatsworth are hereby authorized to sign an amendment to collection agreement for curbside pickup of waste and recyclables dated September 1, 2023 with Waste Management of Canada Corporation, a copy of which is attached hereto as Schedule "A", and is hereby declared to form part of this by-law.
2. THAT this by-law shall come into force and take effect on the date of its final passing.

**READ** a first and second time this 20<sup>th</sup> day of September, 2023.

**READ** a third time and finally passed this 20<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
Scott Mackey, Mayor

\_\_\_\_\_  
Patty Sinnamon, CAO Clerk

## Amendment to Collection Agreement

September 1, 2023

Amending agreement for curbside pickup of waste and recyclables

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH,**

hereinafter called the "Township", The Party of the First Part

- and -

**WASTE MANAGEMENT OF CANADA CORPORATION,**

hereinafter called the "Contractor", The Party of the Second Part.

WHEREAS the parties entered into an Agreement on July 1, 2016 pursuant to which the Contractor is providing waste and recycling curbside collection, disposal services and recycling processing services.

And, Whereas the Township issued notice to the Contractor on September 27, 2022 to proceed with termination of recycling services effective October 1, 2023 as a result of Ontario Regulation 101/94 and subsequent declining offer with Circular Materials who acts as the administrator for the curbside recycling collection system.

And, Whereas the Contractor collects both waste and recycling services simultaneously, revised pricing has been provided for curbside waste collection service.

Now therefore the parties agree as follows:

1. Pricing for waste collection shall be \$12,550.00 per month effective October 1, 2023 based on 3175 households
2. Waste disposal shall be redirected to the Contractors transfer station at a price of \$95.58 per metric tonne.
3. Households can be added as needed based on the unit rate of \$47.43 per year effective October 1, 2023.

Accepted by:

Waste Management of Canada Corporation

The Corporation of the  
Township of Chatsworth

\_\_\_\_\_  
Authorized Signature

I/We have the authority to bind the Corporation.

\_\_\_\_\_  
Patty Sinnamon, CAO/Clerk

\_\_\_\_\_  
Name

\_\_\_\_\_  
Scott Mackey, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH**  
**BY-LAW NUMBER 2023-51**

**Being a By-law to lift the one-foot reserve and to authorize the establishment and laying out of public highways**

**WHEREAS** pursuant to Section 27 (1) of the Municipal Act, S.O. 2001 c.25, as amended, provides that the Council of a local Municipality may pass by-laws in respect of a highway only, if it has jurisdiction over the highway; and

**WHEREAS** pursuant to Section 28 (2) of the Municipal Act, S.O. 2001 c.25, as amended, provides that a local Municipality has jurisdiction over all road allowances, highways, streets and lanes shown on a registered plan of subdivision;

**NOW THEREFORE** the Council of the Corporation of the Township of Chatsworth enacts as follows:

1. THAT the one (1) foot reserve described as Block C PI 975; Chatsworth be lifted and be merged with the adjacent road allowance of Shelley Street; and
2. THAT the lands described as Block C PI 975; Chatsworth are hereby established as a public highway, and be designated as public highway under the Municipal Act, 2001, S.O. 2001, c. 25, s.31 (1).
3. THAT this By-law shall be registered on title in the Registry Office of the Land Titles Division of the County of Grey (No. 16).

**READ** a first and second time this 20<sup>th</sup> day of September, 2023.

**READ** a third time and finally passed this 20<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
Scott Mackey, Mayor

\_\_\_\_\_  
Patty Sinnamon, CAO Clerk

**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH**  
**BY-LAW NUMBER 2023-49**

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Scott Mackey, Mayor

\_\_\_\_\_  
Patty Sinnamon, CAO Clerk



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**READ** a first and second time this 20<sup>th</sup> day of September, 2023.

**READ** a third time and finally passed this 20<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
Scott Mackey, Mayor

\_\_\_\_\_  
Patty Sinnamon, CAO Clerk

## Amendment to Collection Agreement

September 1, 2023

Amending agreement for curbside pickup of waste and recyclables

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH,**

hereinafter called the "Township", The Party of the First Part

- and -

**WASTE MANAGEMENT OF CANADA CORPORATION,**

hereinafter called the "Contractor", The Party of the Second Part.

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Accepted by:

Waste Management of Canada Corporation

The Corporation of the  
Township of Chatsworth

\_\_\_\_\_  
Authorized Signature

I/We have the authority to bind the Corporation.

\_\_\_\_\_  
Patty Sinnamon, CAO/Clerk

\_\_\_\_\_  
Name

\_\_\_\_\_  
Scott Mackey, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH**  
**BY-LAW NUMBER 2023-51**

**Being a By-law to lift the one-foot reserve and to authorize the establishment and laying out of public highways**

**WHEREAS** pursuant to Section 27 (1) of the Municipal Act, S.O. 2001 c.25, as amended, provides that the Council of a local Municipality may pass by-laws in respect of a highway only, if it has jurisdiction over the highway; and

**WHEREAS** pursuant to Section 28 (2) of the Municipal Act, S.O. 2001 c.25, as amended, provides that a local Municipality has jurisdiction over all road allowances, highways, streets and lanes shown on a registered plan of subdivision;

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3. THAT this By-law shall be registered on title in the Registry Office of the Land Titles Division of the County of Grey (No. 16).

**READ** a first and second time this 20<sup>th</sup> day of September, 2023.

**READ** a third time and finally passed this 20<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
Scott Mackey, Mayor

\_\_\_\_\_  
Patty Sinnamon, CAO Clerk

**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH**  
**BY-LAW NUMBER 2023-52**

**BEING a By-law to confirm the proceedings of the Council Meeting of the Corporation of the Township of Chatsworth held on September 20, 2023**

**WHEREAS** Section 5(1) of the Municipal Act 2001, S.O. 2001, Chapter 25 as amended, grants powers of a Municipal Corporation to be exercised by its Council; and

**WHEREAS** Section 5(3) of the Municipal Act 2001, S.O. 2001, Chapter 25 as amended, provides that powers of every Council are to be exercised by By-law unless specifically authorized to do otherwise; and

**WHEREAS** it is deemed expedient that the proceedings of the Council Meeting held on September 20, 2023 are confirmed and adopted by By-law;

**NOW THEREFORE** the Council of the Corporation of the Township of Chatsworth enacts as follows:

1. That the actions of the Council of the Corporation of the Township of Chatsworth at its Council Meeting held on September 20, 2023 in respect to each motion and resolution passed, reports received and direction given by the Council at the said meeting is hereby adopted and confirmed;
2. The Mayor and the proper Officials of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.

**READ** a first and second time this 20<sup>th</sup> day of September, 2023.

**READ** a third time and finally passed this 20<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
Scott Mackey, Mayor

\_\_\_\_\_  
Patty Sinnamon, CAO Clerk