



# Council Agenda

Wednesday, March 20, 2024

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

9

#### Resolution

THAT the minutes of the following Council Meetings be confirmed as recorded.

- February 28, 2024 - Special Council Meeting - Zoning By-law Review #2
- March 6, 2024 - Council Meeting
- March 6, 2024 - Planning Minutes

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

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

**Resolution**

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 2024-18 Being a By-law to amend Zoning By-law No. 2015-61, being entitled the Township of Chatsworth Comprehensive Zoning By-law, (Part Lot 23, Concession 7, Geographic Township of Sullivan, Township of Chatsworth, 135453 Concession 8, File #Z01/2024)
- By-law 2024-19 Being a By-Law to Appoint a Drainage Superintendent for the Township of Chatsworth pursuant to the Drainage Act (Christopher Slocombe)

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	Owen Sound & North Grey Union Public Library Board - February 1, 2024	23
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11.1.b.b	Community Hub Fundraising Committee Minutes Fundraising Committee minutes of January and February, 2024	29
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11.1.b.c	Community Hub Building Committee Minutes Community Hub Building Committee minutes of January and February 2024	34
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11.1.c Correspondence for Council information

11.1.c.a	AMO Watchfiles (March 7, 2024, March 14, 2024) <u>March 7, 2024; March 14, 2024</u>
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11.1.c.b	Municipality of Meaford Notice of Study Completion March 7, 2024 Re: Municipal Class Environmental Assessment Schedule 'B' Structure BR-002 Replacement	38
11.1.d	Motions from Other Municipalities	
11.1.d.a	Town of Goderich Resolution February 26, 2024 Re: Return to Combined ROMA and OGRA Conferences	39
11.1.d.b	Township of Zorra Resolution March 7, 2024 Re: Funding for TAPMO Executive Director	41
11.1.d.c	Township of Amaranth Resolution March 6, 2024 Re: Operational Budget Funding	42
11.1.d.d	Town of Bracebridge Resolution March 13, 2024 Re: Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework	43
11.2	Presentations/Delegations (Pre-Registered)	
11.2.a	Sharrie Brick, Member of the Chatsworth Agricultural Society Re: Possible Adjustment to the Community Hub Site Plan - Pavilion  Website Link: <a href="#"><u>FCC AgriSpirit and the FCC Community Funding</u></a>	45
11.2.b	Community Hub Building Committee Re: Request for Direction on the Chatsworth Community Hub	49
11.3	Matters Arising from Presentations/Delegation	
11.3.a	Sharrie Brick, Member of the Chatsworth Agricultural Society Re: Possible Adjustment to the Community Hub Site Plan - Pavilion  <b>Resolution</b> THAT Committee of the Whole receive information presented by Sharrie Brick, Member of the Chatsworth Agricultural Society regarding a possible adjustment to the Community Hub site plan to include a pavilion.	

- 11.3.b Community Hub Building Committee Re: Request for Direction on the Chatsworth Community Hub

**Resolution**

THAT Committee of the Whole receive information presented by the Community Hub Building Committee regarding a request for direction on the Chatsworth Community Hub.

11.4 Staff Reports and Verbal Updates from Staff

- 11.4.a Fire Chief Report 2024-03 - February 2024 Fire Department Activity Report 63

**Resolution**

THAT Fire Chief Report 2024-03 be hereby received for information; and  
FURTHER THAT the February 2024 Fire Department Activity Report be hereby received for information.

- 11.4.b Parks and Recreation Report 2024-05 - Parks & Recreation Grass Cutting & Maintenance RFT 70

**Resolution**

THAT Parks and Recreation Report 2024-05 be hereby received for information; and  
FURTHER THAT staff recommend the approval of the additional one (1) year option for Outdoor Solutions Inc. as listed in the 2023-Grass Cutting & Maintenance RFT.

- 11.4.c Parks and Recreation Report 2024-06 - Library Service Operational Hours 73

**Resolution**

THAT Parks and Recreation Report 2024-06 be hereby received for information; and  
FURTHER THAT Committee of the Whole recommends that Council approve the staff recommendation of the library kiosk hours and operational parameters.

11.4.d	Finance Report 2024-03 - Tax Relief for Massie Community Centre	76
	<p><b>Resolution</b>          THAT Finance Report 2024-03 regarding tax relief for the Massie Community Centre be hereby received for information; and          FURTHER THAT the Township of Chatsworth provide relief to the Massie Community Centre for the 2023-2026 municipal tax portion to be provided; and          FURTHER THAT the grant come from “Grants to Others”.</p>	
11.4.e	CAO Clerk’s Report 2024-09 - Tender Results – Structure 4 Replacement	78
	<p><b>Resolution</b>          THAT CAO Clerk’s Report 2024-09 regarding tender results for Structure 4 Bridge Replacement be hereby received for information; and          FURTHER THAT the quote received from Wellington Construction in the amount of \$628,909 plus HST be hereby accepted.</p>	
11.4.f	CAO Clerk’s Report 2024-10 - Annual and Summary Water Reports	81
	<p><b>Resolution</b>          THAT CAO Clerk’s Report 2024-10 regarding the Annual and Summary Water Reports for Chatsworth and Walters Falls Water Systems be hereby received for information.</p>	
11.4.g	CAO Clerk’s Report 2024-11 - Appointment of Integrity Commissioner	124
	<p><b>Resolution</b>          THAT CAO Clerk’s Report 2024-11 regarding the appointment of an Integrity Commissioner be hereby received for information; and          FURTHER THAT Council hereby appoints Principles Integrity as the Integrity Commissioner for the Township of Chatsworth; and          FURTHER THAT Council directs staff to bring forward a by-law to give effect to the appointment.</p>	
11.4.h	Verbal Updates from Staff	

**Resolution**

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

- By-law 2024-18 Being a By-law to amend Zoning By-law No. 2015-61, being entitled the Township of Chatsworth Comprehensive Zoning By-law, (Part Lot 23, Concession 7, Geographic Township of Sullivan, Township of Chatsworth, 135453 Concession 8, File #Z01/2024)
- By-law 2024-19 Being a By-Law to Appoint a Drainage Superintendent for the Township of Chatsworth pursuant to the Drainage Act (Christopher Slocombe)

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**

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**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 2024-18 Being a By-law to amend Zoning By-law No. 2015-61, being entitled the Township of Chatsworth Comprehensive Zoning By-law, (Part Lot 23, Concession 7, Geographic Township of Sullivan, Township of Chatsworth, 135453 Concession 8, File #Z01/2024)
- By-law 2024-19 Being a By-Law to Appoint a Drainage Superintendent for the Township of Chatsworth pursuant to the Drainage Act (Christopher Slocombe)

**14. NOTICES OF MOTION**

**15. NOTICE PROVISION**

15.1 Special Council Meetings - Review of Draft Comprehensive Zoning By-law

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Special Meeting Dates:

- March 27, 2024 at 4:00 p.m.
- April 24, 2024 at 4:00 p.m.

**16. OTHER BUSINESS**

**17. CLOSED MEETING - None**

**18. CONFIRMATORY BY-LAW**

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**Resolution**

THAT By-law 2024-20 being a by-law to confirm all actions and proceedings of the March 20, 2024 Council meeting be hereby read a first, second, and third time, signed by the Mayor and Clerk and sealed with the Corporate Seal.

**19. ADJOURNMENT**

# Important Dates

## Council Calendar

# 2024

January						
S	M	T	W	T	F	S
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February						
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31						

April						
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June						
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30						

July						
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September							
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29	30						

October						
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November						
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December						
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29	30	31				

■ Council Meeting 1<sup>st</sup> Wednesday of the month 9:30am and 3<sup>rd</sup> Wednesday of the month 6:30pm

■ Committee of Adjustment 9:00am

● Office closed due to Statutory Holidays

■ Council conferences (ROMA Jan 21-23, OGRA April 21-24, AMO Aug 18-21)

■ Special Meetings of Council





# Township of Chatsworth

## Special Council Meeting Minutes

Wednesday, February 28, 2024, 4:00 p.m.

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

Regrets: Councillor Shawn Greig

Staff Present: CAO Clerk, Patty Sinnamon  
Chief Building Official, Karl Schipprack  
Deputy Clerk, Tyler Zamostny  
Parks and Recreation Lead Hand, Matt Tanner  
Planner, Ron Davidson (attended at 4:22 p.m.)  
Administrative Assistant, Emma Fidler

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### 1. CALL TO ORDER

Mayor Mackey called the meeting to order at 4:00 p.m.

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

There were no speaker requests for Open Forum.

### 3. APPROVE OR AMEND AGENDA

Resolution 2024-08-01

Moved by: Elizabeth Thompson

Seconded by: Peter Whitten

THAT Township of Chatsworth Council adopt the Agenda as circulated.

**Carried**

### 4. DECLARATION OF PECUNIARY INTEREST - None

### 5. COMMITTEE OF THE WHOLE

Resolution 2024-08-02

Moved by: Terry McKay

Seconded by: Elizabeth Thompson

THAT Council now go into Committee of the Whole.

**Carried**

#### 5.1 Follow Up Discussion on Recreation Report - Desboro Recreation Centre Alternative Use

Council continued their discussion from the February 21, 2024 Council meeting regarding item 11.4.e - Parks and Recreation Report 2024-02 - Desboro Community Centre Alternative Use. As the deadline for the Ontario Trillium Foundation Grant closes at the beginning of March, Council discussed what the grant should consist of. Conversation occurred around whether indoor turf for the Desboro Community Centre

should be applied for, or the purchase of heating units for multiple community centres.

After discussion, the following resolution was introduced.

Resolution 2024-08-03

Moved by: Terry McKay

Seconded by: Peter Whitten

THAT Committee of the Whole recommend that Council direct staff to apply for an Ontario Trillium Foundation Grant in the amount of \$75,000.00 to install heating units in the Keady, Desboro and Williamsford Community Centres.

This motion was lost.

Council had further discussion, and a new resolution was introduced.

Resolution 2024-08-04

Moved by: Terry McKay

Seconded by: Peter Whitten

THAT Committee of the Whole recommends that Council direct staff to apply for an Ontario Trillium Foundation Grant in the amount of \$100,000.00 to install heating units in the Desboro and Williamsford Community Centres.

**Carried**

Parks and Recreation Lead Hand, Matt Tanner left the meeting at this time.

## **5.2 Draft Comprehensive Zoning By-law Review - Meeting #2**

This is the second meeting for the 2024 Comprehensive Zoning By-law Review and Update.

CAO Clerk Patty Sinnamon provided Council with an information presentation that included a list of changes that were made at the January 10, 2024 meeting. Through the presentation, Council was able to ask questions and staff provided clarification. CAO Clerk Sinnamon stated that the revised Draft By-law was included, and that new revisions were written in blue font.

Through conversation, the following revisions were proposed:

Definitions:

- Conversation on Home Industry - two employed who are not permanent residents on the property - remove "other than the owner or his/her family" - this would be difficult to regulate
- "Building Height" to include wording "half way up"

Section 7.2:

- Removal of section 7.2 (d) in its entirety

Section 8 (Rural Zone A1):

- Maximum Building Height - 7 metres half way up
- Removal of subsection 8.7. Minimum size requirements will be subject to approval from the Chief Building Official in accordance with the Building Code Act. This section is also contained within 7.1 (d)

Section 10 (Rural Residential Zone R1):

- Removal of this section in its entirety. Provisions that are necessary within this zone will be transferred to Section 8 (Rural Zone A1), subsection 8.11 "Special regulations for existing lots having lot areas of less than two (2) hectares"

Section 11 (Urban Residential Zone R2):

- Addition of an accessory apartment dwelling unit being permitted within the primary dwelling or within an accessory structure

Section 12 (Lake Residential Zone R3):

- Include two dwelling units in the zone
  - The primary dwelling unit
  - An apartment within the primary dwelling.

Council paused for a break at 5:23 p.m. and returned at 5:29 p.m.

The next meeting date will be held on:

- Wednesday, March 27, 2024 at 4:00 p.m.

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

Resolution 2024-08-05

Moved by: Terry McKay

Seconded by: Peter Whitten

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

**Carried**

**6. ADJOURNMENT**

The Mayor adjourned the meeting at 7:04 p.m.

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Scott Mackey, Mayor

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Patty Sinnamon, CAO Clerk



# Township of Chatsworth

## Council Minutes

Wednesday, March 6, 2024, 9:30 a.m.

Members Present: Councillor Shawn Greig  
Councillor Elizabeth Thompson  
Councillor Peter Whitten

Regrets: Mayor Scott Mackey  
Deputy Mayor Terry McKay

Staff Present: CAO Clerk, Patty Sinnamon  
Deputy Clerk, Tyler Zamostny  
Parks and Recreation Lead Hand, Matt Tanner  
Planner, Ron Davidson

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### 1. CALL TO ORDER

Due to the absence of both the Mayor and Deputy Mayor, CAO Clerk Sinnamon called the meeting to order at 9:30 a.m.

At this time, nominations were called to appoint a Mayor Pro-Tem.

Councillor Thompson nominated Councillor Greig who declined the position.

Councillor Greig nominated Councillor Thompson who accepted the position.

The following resolution was introduced.

Resolution 2024-09-01

Moved by: Peter Whitten

Seconded by: Shawn Greig

THAT Councillor Thompson be appointed as Mayor Pro-Tem for the meeting.

**Carried**

### 2. OPENING CEREMONIES – O CANADA AND MOMENT OF REFLECTION

Mayor Pro-Tem Thompson invited members of Council to join her in O Canada followed by a moment of reflection before proceeding with the Council Meeting.

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

There were no speaker requests for Open Forum.

### 4. APPROVE OR AMEND AGENDA

Resolution 2024-09-02

Moved by: Shawn Greig

Seconded by: Peter Whitten

THAT Township of Chatsworth Council adopt the Agenda as circulated.

**Carried**

### 5. DECLARATION OF PECUNIARY INTEREST – None

**6. CONFIRMATION OF MINUTES**

Resolution 2024-09-03

Moved by: Peter Whitten

Seconded by: Shawn Greig

THAT the minutes of the Council Meeting held on February 21, 2024 be confirmed as recorded.

**Carried**

**7. MATTERS ARISING FROM MINUTES - None**

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

**8.1 Z01/2024 - Part Lot 23, Concession 7, Geographic Township of Sullivan, Township of Chatsworth (Elizabeth and Moses Stutzman)**

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 Z01/2024 - Part Lot 23, Concession 7, Geographic Township of Sullivan, Township of Chatsworth (Elizabeth and Moses Stutzman)**

Resolution 2024-09-04

Moved by: Peter Whitten

Seconded by: Shawn Greig

THAT Public Meeting Z01/2024 - Part Lot 23, Concession 7, Geographic Township of Sullivan, Township of Chatsworth (Elizabeth and Moses Stutzman) be referred to Committee of the Whole for consideration.

**Carried**

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

Resolution 2024-09-05

Moved by: Shawn Greig

Seconded by: Peter Whitten

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 2024-15 Being a By-law to authorize the Mayor Pro-Tem and CAO Clerk to sign a Boundary Road Agreement between the Corporation of the Township of Chatsworth and the Corporation of the Municipality of West Grey for the maintenance and repair of the boundary highway between the municipalities
- By-law 2024-16 Being a By-law to appoint an acting Treasurer for the Township of Chatsworth (Patty Sinnamon)

**Carried**

**11. COMMITTEE OF THE WHOLE**

Resolution 2024-09-06

Moved by: Shawn Greig

Seconded by: Peter Whitten

THAT Council now go into Committee of the Whole.

**Carried**

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

Resolution 2024-09-07

Moved by: Peter Whitten

Seconded by: Shawn Greig

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

- Item 11.1.d.a. - Township of Amaranth Resolution February 7, 2024  
Re: Social and Economic Prosperity Review

**Carried**

### **11.1.a Reports for Information - None**

### **11.1.b Committee Minutes**

**11.1.b.a Saugeen Valley Conservation Authority - Board of Directors Meeting January 19, 2024**

**11.1.b.b Saugeen Mobility and Regional Transit General Board Meeting Draft Minutes - January 26, 2024**

### **11.1.c Correspondence for Council information**

**11.1.c.a AMO Watchfiles (February 22, 2024, February 29, 2024)**

**11.1.c.b Grey County Council Meeting Highlights - February 22, 2024**

### **11.1.d Motions from Other Municipalities**

**11.1.d.a Township of Amaranth Resolution February 7, 2024 Re: Social and Economic Prosperity Review**

## **11.2 Presentations/Delegations (Pre-Registered) - None**

## **11.3 Matters Arising from Presentations/Delegation - None**

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

### **11.4.a Planners Report 2024-06 - Zoning By-law Amendment Application Z01/2024 (Elizabeth and Moses Stutzman)**

Resolution 2024-09-08

Moved by: Shawn Greig

Seconded by: Peter Whitten

THAT Planners Report 2024-06 be hereby received; and FURTHER THAT Committee of the Whole recommends to Council the approval of the Zoning By-law Amendment Application for Part Lot 23, Concession 7, Geographic Township of Sullivan, Township of Chatsworth, Owner: Elizabeth and Moses Stutzman; and FURTHER THAT staff be directed to prepare the necessary By-law to give effect to the application.

**Carried**

Planner Ron Davidson left the meeting at this time.

**11.4.b CAO Clerk's Report 2024-04 - Council Remuneration Report**

Resolution 2024-09-09  
Moved by: Shawn Greig  
Seconded by: Peter Whitten

THAT CAO Clerk's Report 2024-04 regarding Council Remuneration for the period ending December 31, 2023 be hereby received for information.

**Carried**

**11.4.c CAO Clerk's Report 2024-05 - Tender Results - Tandem Plow**

Resolution 2024-09-10  
Moved by: Shawn Greig  
Seconded by: Peter Whitten

THAT CAO Clerk's Report 2024-05 regarding Tender Results – Tandem Plow Trucks be hereby received for information; and FURTHER THAT Council award the tender for two tandem plow trucks as follows:

International HX620 with 84 month/240 K Power train warranty at a cost of \$419,275.50 to be delivered in Q1-2025 and an International HV615 with 84 month/240 K Power train warranty at a cost of \$410,337.50 to be delivered in Q4-2025; and FURTHER THAT both purchases are funded through long term debt.

Councillor Greig requested a recorded vote on the resolution. CAO Clerk called the question.

Councillor Greig - Yes  
Mayor Pro-Tem Thompson -Yes  
Councillor Whitten - Yes

The motion was carried.

**Carried**

**11.4.d CAO Clerk's Report 2024-06 - Tender Results – Grader Purchase**

Resolution 2024-09-11  
Moved by: Shawn Greig  
Seconded by: Peter Whitten

THAT CAO Clerk's Report 2024-06 regarding Tender Results – Grader Purchase be hereby received for information; and FURTHER THAT Council hereby accept the tender from Toromont Cat 140, Model 140 Joystick in the amount of \$520,412.00, together with the 4 year/5000 hour powertrain Warranty plus Hydraulics in the amount of \$20,520.00 and the service plan for the duration of Warranty Period in the amount of \$43,000.00 at a total cost of \$583,932 exclusive of HST.

Councillor Greig requested a recorded vote on the resolution. CAO Clerk called the question

Councillor Greig - Yes  
Mayor Pro-Tem Thompson -Yes  
Councillor Whitten - Yes

The motion was carried.

**Carried**

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#### **11.4.e CAO Clerk's Report 2024-08 - Amendments to 2024 Budget**

This report was deferred to the next meeting of Council.

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

CAO Clerk Patty Sinnamon provided updates:

- Have arranged to meet with the Township engineers to discuss the approved projects for 2024
- The Structure 4 (Gordon Lang) Bridge Replacement tender closes next week
- Staff hope to have both the gravel and calcium tenders published in the near future
- A report will be coming forward to a future Council meeting regarding amendments to the operating budget. It was to be addressed at this meeting, but staff would like to complete a detailed review before bringing it to Council

Recreation Lead Hand Matt Tanner provided the following updates:

- Scheduled a meeting to discuss the Keady Arena Roof with both DJ Peat and the manufacturer of the roof to address leaks
- Staff are preparing for the end of the winter season. The ice plant will be shut down on March 25th and ice removal will begin that day
- Have received pricing on the McCullough Lake boat ramp. Staff are waiting on some clarification, then a report will be brought to a future Council meeting
- Provided an update on the light standard at the Keady Ball Diamond
- The Library Vending Machine at the Keady Arena is currently non operational. Hope to have it running in the next few weeks. Staff are looking at the possibility to have operational times for the machine in the summer months

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

Resolution 2024-09-12

Moved by: Peter Whitten

Seconded by: Shawn Greig

THAT the following by-laws be referred to Council for consideration:

- By-law 2024-15 Being a By-law to authorize the Mayor Pro-Tem and CAO Clerk to sign a Boundary Road Agreement between the Corporation of the Township of Chatsworth and the Corporation of the Municipality of West Grey for the maintenance and repair of the boundary highway between the municipalities
- By-law 2024-16 Being a By-law to appoint an acting Treasurer for the Township of Chatsworth (Patty Sinnamon)

**Carried**

#### **11.6 Items Requiring Direction - None**

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

The following were discussed:

- Item 11.1.d.a. - Township of Amaranth Resolution February 7, 2024  
Re: Social and Economic Prosperity Review



After discussion, the following resolution was introduced.

Resolution 2024-09-13

Moved by: Peter Whitten

Seconded by: Shawn Greig

THAT item 11.1.d.a. previously removed from the consent agenda, (Township of Amaranth Resolution February 7, 2024 Re: Social and Economic Prosperity Review) be received for information.

**Carried**

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

Resolution 2024-09-14

Moved by: Shawn Greig

Seconded by: Peter Whitten

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 2024-09-15

Moved by: Peter Whitten

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 2024-09-16

Moved by: Shawn Greig

Seconded by: Peter Whitten

THAT the following by-laws be taken as read a third time, signed by the Mayor Pro-Tem and Clerk and sealed with the Corporate Seal:

- By-law 2024-15 Being a By-law to authorize the Mayor Pro-Tem and CAO Clerk to sign a Boundary Road Agreement between the Corporation of the Township of Chatsworth and the Corporation of the Municipality of West Grey for the maintenance and repair of the boundary highway between the municipalities
- By-law 2024-16 Being a By-law to appoint an acting Treasurer for the Township of Chatsworth (Patty Sinnamon)

**Carried**

**14. NOTICES OF MOTION – None**

**15. NOTICE PROVISION**

**15.1 Special Council Meetings - Review of Draft Comprehensive Zoning By-law**

Special Meeting Dates:

- March 27, 2024 at 4:00 p.m.
- April 24, 2024 at 4:00 p.m.

**16. TRACKING SHEET**

Tracking sheet was provided. There was discussion regarding the dug outs at the Chatsworth Ball Diamond. Parks and Recreation Coordinator indicated that he would be preparing an RFP to have the work completed this spring.

**17. OTHER BUSINESS - None**

**18. CLOSED MEETING - None**

**19. CONFIRMATORY BY-LAW**

Resolution 2024-09-17

Moved by: Shawn Greig

Seconded by: Peter Whitten

THAT By-law 2024-17 being a by-law to confirm all actions and proceedings of the March 6, 2024 Council meeting be hereby read a first, second, and third time, signed by the Mayor Pro-Tem and Clerk and sealed with the Corporate Seal.

**Carried**

**20. ADJOURNMENT**

The Mayor Pro-Tem adjourned the meeting at 10:29 a.m.

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Elizabeth Thompson, Mayor Pro-Tem

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Patty Sinnamon, CAO Clerk



**Township of Chatsworth  
Public Meeting Minutes under the  
Planning Act, R.S.O. 1990, c. P.13  
Wednesday, March 6, 2024 at 9:30 a.m.**

**Present:** Councillor Shawn Greig  
Councillor Elizabeth Thompson  
Councillor Peter Whitten

**Regrets:** Mayor Scott Mackey  
Deputy Mayor Terry McKay

**Staff Present:** CAO Clerk, Patty Sinnamon  
Deputy Clerk, Tyler Zamostny  
Parks and Recreation Lead Hand, Matt Tanner  
Planner, Ron Davidson

**Zoning Amendment Application Z01/2024 – (Elizabeth and Moses Stutzman)**

Due to the absence of Mayor Mackey and Deputy Mayor McKay, Council appointed Councillor Elizabeth Thompson as the Mayor Pro-Tem for the meeting.

The Mayor Pro-Tem announced that this is a Public Meeting under the Planning Act to hear comments from the public and agencies and to give consideration to an application for a proposed Zoning By-law Amendment. She explained that the purpose of the Zoning By-law Amendment is to fulfill a condition of a recently approved severance by changing the zoning of certain lands from 'A1' (Rural) to 'I' (Institutional) to allow for the expansion of an existing cemetery.

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.

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. He concluded his presentation by recommending approval of the Zoning By-law Amendment.

Owner Moses Stutzman was in attendance but did not speak regarding the application.

No members of the public spoke in favour or against the proposal.

The Mayor Pro-Tem closed the meeting at that time.

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Elizabeth Thompson, Mayor Pro-Tem

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Patty Sinnamon, CAO Clerk

# THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH

## BY-LAW NUMBER 2024-18

**BEING a By-law to amend Zoning By-law No. 2015-61, being entitled the Township of Chatsworth Comprehensive Zoning By-law, (Part Lot 23, Concession 7, Geographic Township of Sullivan, Township of Chatsworth, 135453 Concession 8, File #Z01/2024)**

**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 Sections 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. Schedule 7 to Zoning By-law No. 2015-61 is hereby amended by changing the zone symbol affecting the lands described as Part Lot 23, Concession 7, Geographic Township of Sullivan, Township of Chatsworth from 'A1' to 'I' as shown more particularly on Schedule "A" attached hereto.
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 March, 2024.

**READ** a third time and finally passed this 20<sup>th</sup> day of March, 2024.

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Scott Mackey, Mayor

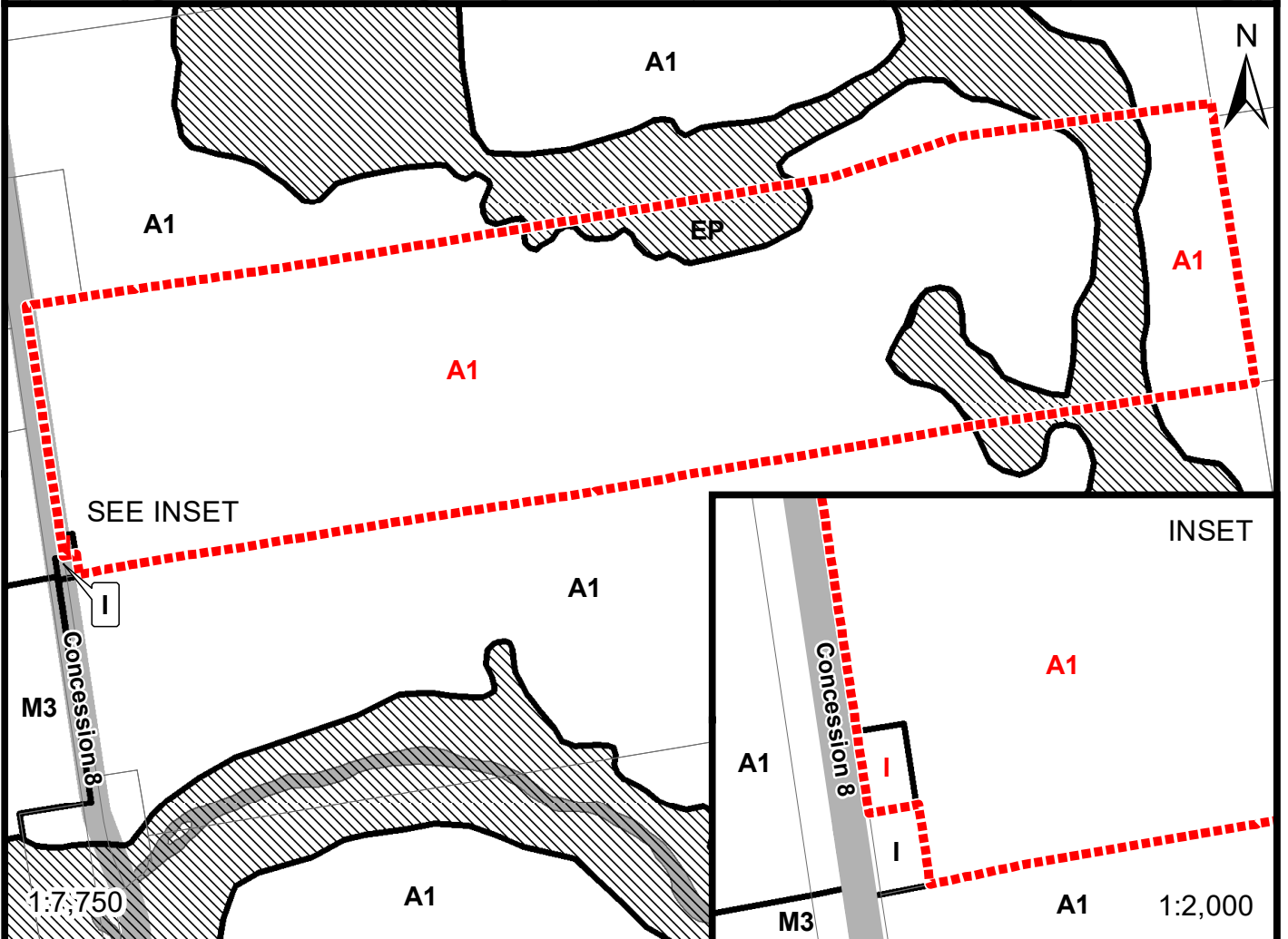
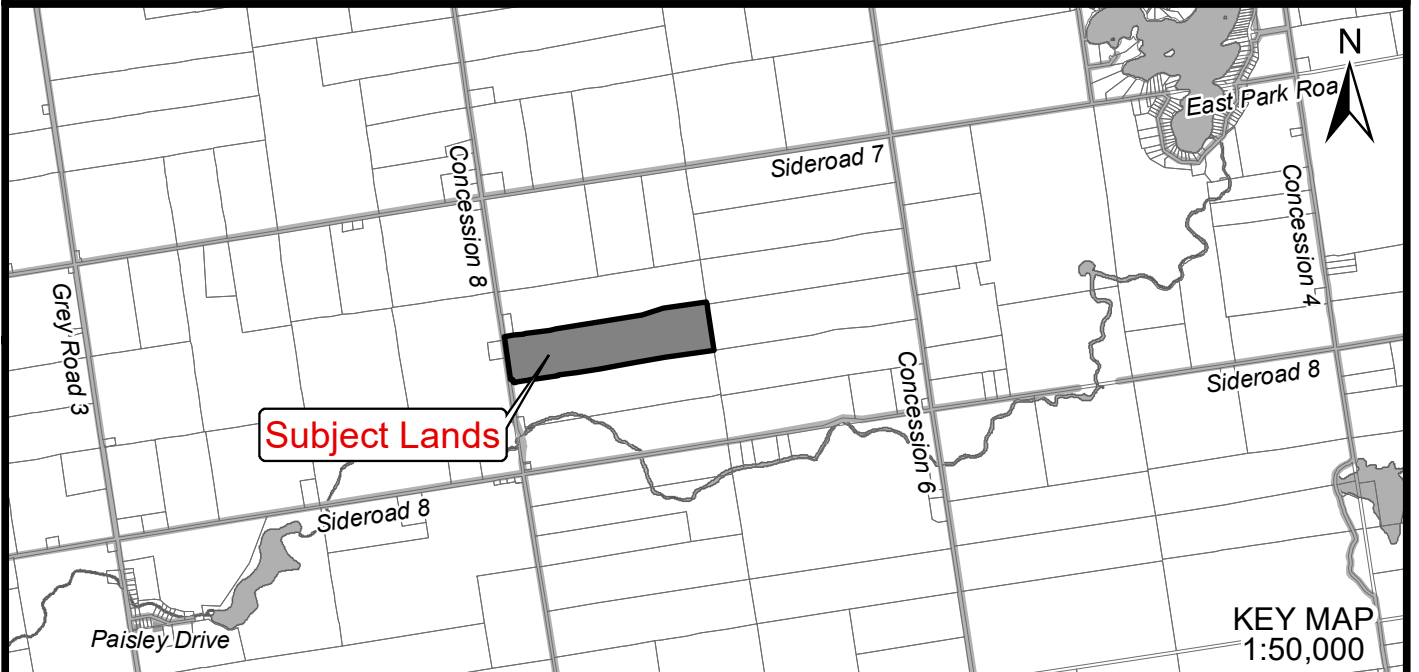
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Patty Sinnamon, CAO Clerk

# TOWNSHIP OF CHATSWORTH

## BY-LAW NUMBER 2024-18

### SCHEDULE A




#### LEGEND

 Subject Lands

 Rural

 Institutional

 Extractive Industrial

 Environmental Protection

**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH**

**BY-LAW NUMBER 2024-19**

**BEING a By-Law to Appoint a Drainage Superintendent for the Township of Chatsworth pursuant to the Drainage Act (Christopher Slocombe)**

**WHEREAS** Section 93 of the Drainage Act, R.S.O. 1990, c. D.17, authorizes the Council of a local municipality to appoint a Drainage Superintendent by by-law; and

**WHEREAS** Section 227 of the Municipal Act, 2001, S.O. 2001, c.25 provides for officers and employees of the municipality to implement and carry out Council's decisions, to establish administrative practices and procedures, to provide advice to Council on municipal policies and programs, and to carry out duties required by legislation; and

**WHEREAS** the Council of the Township of Chatsworth deems it in the public interest to appoint a Drainage Superintendent;

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

1. That Christopher Slocombe of GM BluePlan Engineering Limited be hereby appointed as Drainage Superintendent for the Township of Chatsworth.
2. That the Drainage Superintendent shall carry out the duties as imposed by the Drainage Act, R.S.O. 1990, c. D.17 and shall submit such reports and carry out such other duties as may be required from time to time by Council.
3. That this By-Law shall be in full force and effect upon the date of passing
4. That any and all By-Laws or portions thereof conflicting with this By-Law are hereby repealed.

**READ** a first and second time this 20<sup>th</sup> day of March, 2024.

**READ** a third time and finally passed this 20<sup>th</sup> day of March, 2024.

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Scott Mackey, Mayor

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Patty Sinnamon, CAO Clerk



**Owen Sound & North Grey Union Public Library Board  
Minutes**

**February 1, 2024 6:00 p.m.  
Library Auditorium**

**MEMBERS PRESENT:**

Richard Thomas, Chair (City of Owen Sound)  
Rosemary Buchanan, Vice-Chair (Township of Georgian Bluffs)  
David Adair (City of Owen Sound)  
Deborah Eaton (City of Owen Sound)  
Frank Emptage (Meaford Public Library)  
Marion Koepke (City of Owen Sound, Councillor)  
Nancy Shaw (City of Owen Sound)

**MEMBERS ABSENT/REGRETS:**

Elizabeth Thompson (Township of Chatsworth, Councillor)  
Ryan Thompson (Township of Georgian Bluffs, Councillor)

**STAFF PRESENT:**

Tim Nicholls Harrison, CEO  
Nadia Danyluk, Deputy Chief Librarian

**GUESTS PRESENT:**

None

**COMMENCEMENT: 6:05 P.M.**

**1. CALL TO ORDER**

The meeting was called to order by Richard Thomas, Chair, at 6:05 p.m.

**2. ADDITIONAL ITEMS**

None

**3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE  
THEREOF**

None

**4. CONFIRMATION OF MINUTES**

**01-24 Moved by Marion Koepke THAT the minutes of the November 30,  
2023 meeting of the Library Board be approved as presented.**

**Carried.**

**5. DEPUTATIONS/QUESTIONS FROM THE PUBLIC**

None

**6. CORRESPONDENCE**

Nicholls Harrison reported that there were no items of correspondence circulated in the package.

**7. REPORTS AND MATTERS TABLED**

**7.1 Board Chair’s Report**

No report.

**7.2 CEO’s Report**

**“Having fun isn’t hard when you’ve got a library card.” – Marc Brown**

**7.2.1. Library Service Index:** Please see the attached performance report.

**7.2.2. Key Statistics:** Our library membership has improved to 10,767, approximately 19.5% more than the same time last year. In December, we had 11,959 library visits and circulated 24,533 materials. Patrons used an additional 1,989 materials within the library during the month. There were 4,337 uses of technology. Our online outreach totaled 30,562. The library provided information assistance 2,074 times.

**7.2.3. 2023 Snapshot:** We saw a significant rebound in our library services in 2023. During the year, staff worked diligently to deliver our services and programs and help our community return to some of their pre-pandemic activities. The chart, using some of the yearly data from our Library Service Index, illustrates how busy we were in 2023.

	2023	2022	% Change
Membership	10,767	9,010	19.5
Library Visits	176,540	139,866	26.2
Materials Circulated	301,415	273,897	10.0
In House Use of Materials	26,058	21,624	20.5
Holds Filled	24,400	23,937	1.93
Technology Use	54,199	50,588	7.1
Online Outreach	337,936	278,623	21.2
Information Assistance	27,837	25,241	10.2
Interlibrary Loan Borrowed	1,475	1,425	3.5
Interlibrary Loan Lent	1,546	1,836	-15.8
Adult Programs	142	123	15.4
Youth Service Programs	229	226	1.3
Class Visits	70	39	79.5
Total Attendance at Programs	12,903	8,016	61.0
Board Room Bookings	221	68	225
Auditorium Bookings	230	208	10.6
TOTAL LSI (More data on LSI)	1,041,800	885,135	17.7



**7.2.4. Staff Anniversaries:** We extend congratulations to Nadia Danyluk and Katherine McLeish on their work anniversaries. We thank them for contributing their time, effort, skills and talents.

Nadia Danyluk	Administrative Services	17 years
Katherine McLeish	Youth Services	6 years

**7.2.5. Staff Recognition:** The Library’s employee recognition has been rescheduled to the afternoon of Sunday February 11<sup>th</sup>. We haven’t been able to gather in a few years, so we’re looking forward to celebrating our accomplishments over the year and recognizing staff that reached employment milestones during this time period.

**7.2.6. Library Community Kiosk Project:** The vending machines have been delivered to the Keady Community Centre and the Shallow Lake Community Centre. Staff from International Library Services helped with the initial install. Currently, we are working to calibrate the machines so that they are ready for the public. We anticipate doing a formal launch of the machines in February. We thank respective staff at Georgian Bluffs and Chatsworth for their help and expertise as we finalize the book vending project. This project has been a significant undertaking for us as we work to integrate a whole new way of loaning materials to the public and ensure that the relevant data and technology is working correctly. I extend sincere thanks to Nadia Danyluk and Dale Albrecht for the heavy lifting that they have been doing on the project.

**7.2.7. Visit to Chatsworth Council:** On December 20<sup>th</sup>, Board Chair Richard Thomas and I visited Chatsworth Council to share the draft 2024 library budget. The members of Chatsworth Council spent an extraordinary amount of time discussing the library budget, union library agreement and library services with us.

Chatsworth Councillor Liz Thompson moved “that Council hereby reconsiders its previous motion with regard to the 2024 Owen Sound North Grey Union Public Library; AND FURTHER THAT Council supports both the 2024 budget and participation in the Owen Sound North Grey Union Public Library Agreement”. The motion was seconded by Chatsworth Deputy Mayor Thompson. Council unanimously passed the motion. We appreciate the lengthy discussion and excellent questions asked by councillors and are grateful for their commitment to library services.

**7.2.8. 2024 Budget Process:** The draft 2024 library budget has been shared with our municipal partners. We have received support from the three municipalities and Meaford Public Library.

**7.2.9. Meaford Public Library Update:** As discussed during the new service agreement negotiations, we are working with Meaford Public Library to change our onboarding process for when their residents apply for their OPEN card. We will ensure that we provide them with welcoming information from the Meaford Public Library as well.

**7.2.10. Shallow Lake Community Presentation:** On December 16<sup>th</sup>, I was pleased to attend the Shallow Lake Men’s Breakfast Club meeting and share information about the library, our services and the library community kiosk project. Special thanks to Rosemary Buchanan, our Library Vice Chair, for setting up the

session and introducing me on the day. We signed up new library members and answered questions from the community.

**7.2.11. Adult Learning Centres – Business Plan:** The 2024-2025 business plans are due to the Ministry of Labour, Immigration, Training and Skills Development on January 22<sup>nd</sup>. The Library expects to deliver the same services next year as those we are currently providing. We extend sincere appreciation to all ALC staff for their commitment and service to our community during the past year.

**02-24 Moved by David Adair THAT the Library Board approve the 2024-25 business plans for the Library’s Adult Learning Centres as presented.**

**Carried.**

**7.2.12. Owen Sound Multi-Year Accessibility Plan 2024-2028:** Thank you to Lindsey Harris for co-ordinating the library’s part of the Accessibility Plan. The updated document will be shared with the Grey County Accessibility Advisory Committee on January 23<sup>rd</sup>.

**7.2.13. Creativebug:** We are pleased to launch Creativebug. It is an online resource that library members can access with their OPEN card. Creativebug, “the number one inspirational resource for DIY, crafters and makers, has thousands of award-winning art & craft video classes taught by recognized design experts and artists.” Check it out at [www.osngupl.ca/browse-borrow/online-resources/](http://www.osngupl.ca/browse-borrow/online-resources/)

**7.2.14. Family Literacy Day – Alphabet Zoo:** Celebrate Family Literacy Day on Saturday, January 27<sup>th</sup> from 10 am until 11:30 am, with our friends from EarlyON! Enjoy circle time, crafts, and activities! Tickets are required, available beginning on Tuesday, January 2<sup>nd</sup> at the Library and the East Ridge EarlyON site. Ages 0 – 6. Thank you to our EarlyON Literacy Facilitator, Tammy Cruickshank and Youth Services Specialist Cassie Wood, for planning and delivering Family Literacy Day programming for our community.

**7.2.15. Library Podcast – The Bulletin:** The library is starting a podcast! Listen in monthly to hear about upcoming programs and exciting events. Each episode will feature guests from within the library and from our community, who will share anecdotes and expertise. Special thanks to Sarah Chamberlain and Dale Albrecht for taking on this new initiative for us. Check social media for more information.

**7.2.16. Repair Café at the Library:** Our community is invited to join the ‘Right to Repair’ movement at the Repair Café, second Saturday of each month from 1:00 to 4:00 p.m. at the Owen Sound North Grey Union Public Library, starting March 9, 2024. Skilled volunteers are eager to fix your broken items for free, from clothing to household items. We are pleased to be working in partnership with the Georgian Bluffs Climate Action Team on this new program. More information about the repair café movement can be found at <https://www.repaircafe.org/en/>

**7.2.17. Owen Sound Memoir Series – Ali Hassan:** The library is pleased to be a partner with Arlen Wiebe, on his new Owen Sound Memoir Author Reading and Workshop series. Local individuals will have an opportunity to learn from the Canadian memoir authors in a workshop setting. We are honoured to be hosting Canadian comedian, CBC Radio host, and memoir author of "Is There Bacon in Heaven?", Ali Hassan on February 2<sup>nd</sup> and 3<sup>rd</sup>. For more information and to purchase tickets visit <https://owensoundmemoirseries.com/>

**18. Winter Programs:** Sincere appreciation to our hardworking staff on their amazing work developing and delivering so many quality learning opportunities for our library members. Please check out our December - February newsletter at <https://www.osngupl.ca/news-programs/library-news/> to see the many programs, services and resources available.

**19. Final Comments:**

**"If everyone was as nice as the librarians are here, the world would be a perfect place." – N.P. (library patron comment)**

I started this CEO report with a quote from the Arthur books / television shows because we know that accessing the library is a fun part of the day for many people in our community. Whether children or adults, they look forward to coming to the library and enjoying their time with us.

Last year was a very busy year. Staff worked exceptionally hard to meet the information, education, entertainment, employment and business needs of our thousands of library members and others in our community too.

That they do this challenging work, everyday, and do their best to make everyone, visiting the library, feel welcome and helped, is a huge testament to their talent, skill and hard work. I am indeed fortunate to work with others with such commitment and drive to provide exemplary customer service to our public.

**03-24 Moved by Marion Koepke THAT the Library Board approve the CEO's Report as presented. Carried.**

### **7.3 Financial Committee Report**

#### **7.3.1 Statements and Accounts:**

**04-24 Moved by Rosemary Buchanan THAT Library accounts totaling \$100,923.27 for November and December be approved for payment and further, THAT the Adult Learning Centre's accounts totaling \$176,903.83 for November and December be approved for payment and further, THAT the Library's and Adult Learning Centre's Financial Statements to December 31, 2023 be received as information. Carried.**

#### **7.3.2 Reserve Accounts:**

**05-24 Moved by Rosemary Buchanan THAT the Library Board create a Big Sound Instruments Reserve account and further, THAT the Library Board approve the transfer of the grant of \$2,500 to the Big Sound Reserve fund. Carried.**

**06-24 Moved by Rosemary Buchanan THAT the Library Board create a Pollinator Gardens Reserve account and further, THAT the Library Board approve the transfer of the grant of \$4,600 to the Pollinator Gardens Reserve fund. Carried.**

**7.4 Personnel Committee Report**

No report.

**7.5 Property/Building Committee Report**

No report.

**7.6 Library Foundation Committee Report**

No report.

**7.7 Policies and Bylaws Committee Report**

No report.

**7.8 Ontario Library Service Board Assembly Report**

No report.

**7.9 Poet Laureate/Words Aloud Committee Report**

No report.

**8. OTHER BUSINESS**

**9. STRATEGIC PRIORITIES**

None

**10. RESOLUTION TO MOVE IN CAMERA – STRUCK**

**11. DECLARATION TO MOVE TO THE REGULAR BOARD MEETING - STRUCK**

**12. NEXT MEETING: Regular Board meeting to be held Thursday February 29, 2024 at 6:00 p.m. in the Library Auditorium.**

**13. ADJOURNMENT:** The meeting was declared adjourned at 7:05 p.m.



Chair



Secretary

**Multi-Use Community Hub Facility  
Fundraising Committee  
Minutes January 30 , 2024 Meeting No. 52**

Present: Pliny Loucks, Kim Stewart, Mary Halliday, Patty Sinnamon, Kevin Hatten

**1. Minutes – Minutes of November 28, 2023**

**Moved:** Mary Halliday

**Seconded:** Pliny Loucks

That the minutes of the November 28, 2023 Fundraising Committee meeting be approved as circulated.

**Carried**

**2. Review**

- a. Up in Smoke – Committee would like to see more activities in 2025 – discuss at a later date
- b. Christmas Campaign Letter approximately \$12,000.00 of which there was one \$10K donation.

**3. Dates and Events for Fundraising in 2024**

- a. Family Day – Hillbilly Fry Shack – February 19
- b) Car Show – June 15, 2024 – Mary will check on tents again
- c) Tolls on the Highway – Preliminary discussion with MTO – need to submit formal request with plan, where vehicles are stopped – Council approval also needed – the bigger question is whether we can do this as a municipality (different than firefighters doing it on behalf of a specific charity.
- d) Facebook Auction – hold off on decision until next meeting
- e) Hike/Bike for the Hub – September 28

- 4. Building Committee update** – discussion at last meeting – next steps – do we phase the construction of the facility, the committee is holding off getting an update on costing – Pliny reached out to the company who did the original estimate and it would cost in excess of \$5,000.00 to obtain updated estimates.

5. **Capital Campaign Update** – Patty has reached out to Wellesley but no response. Pliny will reach out to Campaign Coaches – perhaps we can meet with them and they will tell us the benefits of hiring a professional fundraising firm.
6. **Financial Update** – Patty provided an unaudited statement to the end of December, 2023. There may be some receipts that still need to be posted.

**7. Any other business**

- Committee Members – a discussion on adding more members to the committee

**Moved:** Kevin Hatten

**Seconded:** Pliny Loucks

That the Fundraising Committee recommend to Council that staff be directed to advertise for additional committee members to serve on the fundraising committee.  
Carried

**8. Next Meeting**

February 27, 2024 at 6:30 at the Township of Chatsworth office

**Multi-Use Community Hub Facility  
Fundraising Committee  
Minutes February 27, 2024 Meeting No. 53**

Present: Kim Stewart, Kara Borowski, Pliny Loucks, Betty Ireton, Patty Sinnamon, Kevin Hatten, Terry McKay

Regrets: Peter Whitten, Mary Halliday,

**1. Minutes – Minutes of January 30, 2024**

**Moved:** Pliny Loucks

**Seconded:** Kevin Hatten

That the minutes of the January 30, 2024 Fundraising Committee meeting be approved as circulated.

**Carried.**

**2. Dates and Events for Fundraising in 2024**

- a. Family Day – Hillbilly Fry Shack - raised \$243.00  
Would be nice to see other events tied in with this.
- b. Facebook auction – forego for this year. The committee does not wish to keep going back to the same businesses for donations as they may be asked later to contribute to the capital campaign.
- b) Car Show – June 15, 2024  
Tents have been ordered and deposit paid by Township.  
Invite Jim Brick and Brian Gamble to help with tractor show  
Include mini-bike drag races  
Invite Terry to discuss event  
- End at 5:00 – no need to go 9:00 p.m.  
-
- c) Tolls on the Highway – Preliminary discussion with MTO – need to submit formal request with plan, where vehicles are stopped – Council approval also needed – the bigger question is whether we can do this as a municipality (different than firefighters doing it on behalf of a specific charity).

e) Hike/Bike for the Hub – September 28

3. **Building Committee update** – The minutes from the February 13,2024 Building Committee were included – a presentation will be made at the March 20<sup>th</sup> Council meeting.

**4. Any other business**

- a) Request from Chatsworth & District Agricultural Society  
Discussion on a request going to Council from the Chatsworth and District Agricultural Society to erect a pavilion at the Hub Site. The following motion was considered:

**Moved: Kim Stewart**

**Seconded Pliny Loucks**

THAT the Fundraising Committee support a grant application by the Chatsworth and District Agricultural Society to the Farm Credit Corporation to construct a pavilion at the community Hub Site.

**Carried.**

This will also be discussed at the March 20<sup>th</sup> Council meeting. It should be discussed at the next building committee as it would need to be included in the site plan drawings.

- b) Fundraising Campaign – Pliny is to contact Campaign Coaches. Patty is to reach out to Town of Prescott to gain any insight about their capital campaign.
- c) The committee decided that there will be no spring dance – it takes a lot of volunteers and we need more helpers.

**Moved: Kevin Hatten**

**Seconded: Pliny Loucks**

That the Fundraising Committee recommend to Council that staff be directed to advertise for additional committee members to serve on the fundraising committee.

**Carried**

**5. Next Meeting**

March 26, 2024 at 6:30 at the Township of Chatsworth office



## **Chatsworth Community Hub – Where Neighbours Meet and Community is Built**



316837 Highway 6, RR 1  
Chatsworth, Ontario N0H 1G0  
Telephone 519-794-3232 - Fax 519-794-4499

## **Multi-Use Community Hub Facility Meeting Building Committee Minutes –February 13, 2024– Meeting No.**

Recorded by Rachel Stephenson

Attendance: Pliny Loucks, Rich Doig, Ian Ericksen, Paul Stewart, Matt Tanner, Rebecca Hunter, Mary Halliday Wayne McKibbon

Regrets: Kara Borowski, Scott Mackey, Shawn Greig, JD Ceaser,

Meeting called to order at 6:35pm

1. Adopt Agenda

Motion

Moved: Mary Halliday                      Seconded: Wayne McKibbon

THAT the February 13, 2024, agenda of the Multi-Use Community Hub Facility Building Committee be hereby adopted.

CARRIED

2. Approval of minutes of January 9, 2023, Meeting

Motion

Moved: Rich Doig                              Seconded: Ian Ericksen

That the minutes of January 9, 2023, Multi-Use Community Hub Facility Building Committee meeting be approved.

CARRIED

3. Recreation Plan- Reviewed the recreation plan and had discussion on needing direction from council.

-1. Continuing to raise money for the full building for construction when grants are possible as proposed by BBA architects.

-2. Continuing to fundraise, build phase 1 and propose to build phase 2 in the future.

-3. Fundraise and build only building with no ice facility.

-4. Finish greening the site- No Building Plan

For discussion for next meeting

4. Site Greening- Trees were marked and have been cut down on the site.  
-No update on RFP's and EIS
5. Minor Hockey Report- Numbers have dropped. 109 male players 75 female players.  
-Offered minor hockey to get involved by joining the fundraising or building hub meetings.

Reviewed OMHA Shared Boundary Proposal. Possible Amalgamation in the years to come, something to think about.

6. New Business

Fundraising committee maybe join our next meeting.

June 15<sup>th</sup> Car Show- same weekend as Keady Community BBQ

Next meeting – March 12 , 2024 6:30pm at Municipal Office



316837 Highway 6, RR 1  
Chatsworth, Ontario N0H 1G0  
Telephone 519-794-3232 - Fax 519-794-4499

**Multi-Use Community Hub Facility  
Meeting Building Committee  
Minutes –January 9, 2024– Meeting No.**

Recorded by Paul Stewart

Attendance: Pliny Lucks, Rich Doig, Scott Mackey, Shawn Greig, Ian Ericksen, Paul Stewart, Matt Tanner, JD Ceaser, Wayne McKibbon

Regrets: Rebecca Hunter, Mary Halliday, Kara Borowski

Meeting called to order at 6:31pm

1. Adopt agenda

Motion

Moved: Rich Doig

Seconded: Shawn Greig

THAT the January 9, 2024, agenda of the Multi-Use Community Hub Facility Building Committee be hereby adopted.

CARRIED

2. Approval of minutes October 10, 2023, Meeting

Motion

Moved: JD Ceaser

Seconded: Rich Doig

That the minutes of October 10, 2023, Multi-Use Community Hub Facility Building Committee meeting be approved.

CARRIED

3. Quote from P. Engineering

Motion

Moved: Rich Doig

Seconded: JD Ceaser

AW Hooker replied to request for updated costs of facility. There is a \$4500 fee to update costing and they would require a 10 turnaround time to complete task. Tabled until needed (ie grant potential). Further details of community needs also need to be updated (ie Minor hockey commitment)

CARRIED

4. Site greening status next steps/Scope of Work

Motion

Moved Wayne McKibbon                      Seconded: JD Ceaser

Recommendation to review and update Recreation Master Plan for next meeting

CARRIED

Motion

Moved: Ian Ericksen                      Seconded: JD Ceaser

A representative from each of the Fundraising and Building committee attend a meeting with TCDMA to establish their needs and possible support of a new facility build.

CARRIED

- Tree cutting and stump removal still needed to be completed – ongoing
- Hydro changeover requires shutting down lines through to Markdale and therefore Hydro One planning to complete change in spring (Chapmans a major concern)

5. Dugouts update

Motion

Moved: Shawn Greig                      Seconded: Ian Ericksen

-Locates were completed and Kevin Hatten still flexible on needed building requirements

Matt Tanner has project as a capital project for township to complete in 2024

CARRIED

6. New Business

- Up in Smoke event was a great community event. Suggestion of additional “warming areas” for spectators in future. Discussion of TCDMHA having been approached to run a daytime ball hockey tournament or something similar this year – no response.
- Fundraising committee in need of more people to help. Planning for upcoming events including; Car show, Walk-a-thon, no dance, other ideas??

Next meeting – February 13<sup>th</sup>, 2024 pending feedback from meeting arrangements with TCDMHA.



# Municipality of Meaford

## Notice of Study Completion

### Municipal Class Environmental Assessment

### Schedule 'B' Structure BR-002 Replacement

*This notice was first issued on March 7, 2024*

#### The Study

The Municipality of Meaford has completed the study to address the structural deficiencies at Structure BR-002 and determine a preferred replacement alternative for the structure. Structure BR-002 is located on Sideroad 24, a short distance west of Tom Thompson Lane – Concession A, within the Municipality of Meaford. The structure crosses over Bothwell Creek and its location is shown in the key plan herein.

The existing single-span reinforced concrete 'T' beam structure was identified as being deficient with respect to its physical condition, overall width, and load capacity. The Study was initiated in October 2022 to identify alternative design options and replacement structure types.

#### The Process

The replacement and design alternatives were evaluated based on a variety of technical studies, including ecology, cultural heritage, flood modeling, and geotechnical review. Throughout the study, consultation with the public, stakeholders, and review agencies were undertaken to develop the problem and opportunities related to the study and receive input from the public. A Notice of Study Commencement inviting public input was published on October 29, 2022.

#### Preferred Alternative

Through evaluation of the alternatives and consultation with agencies and the public, the preferred solution has been selected. The preferred solution involves the replacement of Structure BR-002 in the same location and alignment, with a new prefabricated modular bridge.

#### Project File Report

A Project File Report has been prepared to document the planning and decision-making process completed as part of this study. To access the Project Study Report and review ongoing project updates, visit the webpage at: [www.meaford.ca/BR2](http://www.meaford.ca/BR2)

If you require a hard copy of the report for review, please contact a member of the Project Team.

#### Consultation and Input

By this notice, the report will be placed on the public record at the location indicated above, and comments will be accepted for a period of 30 days starting March 7, 2024, and ending April 5, 2024. If you have questions or comments regarding the study, please contact one of the Project Team members below:

##### Joel Saunders

Project Manager, Infrastructure  
Municipality of Meaford

21 Trowbridge Street West, Meaford ON N4L 1A1  
(519) 538-1060 extension 1319 | [jrsaunders@meaford.ca](mailto:jrsaunders@meaford.ca)

##### Matthew Brooks, P.Eng.

Project Manager

R.J. Burnside & Associates Limited  
3 Ronell Crescent, Collingwood ON L9W 3R4  
(705) 797-4284 | [matt.brooks@rjburnside.com](mailto:matt.brooks@rjburnside.com)

#### Section 16 Order Request

In addition to general project comments as outlined above, a request to the Minister of the Environment, Conservation and Parks for an order imposing additional conditions or requiring an individual environmental assessment may be made on the grounds that the requested order may prevent, mitigate, or remedy adverse impacts on constitutionally protected Aboriginal and treaty rights. Requests shall be made within the 30-day comment period previously identified and should include your full name and contact information.

Requests should specify what kind of order is being requested (additional conditions or an individual environmental assessment), explain how an order may prevent, mitigate, or remedy potential adverse impacts, and can include any supporting information. The request should be sent to both:

##### Minister of the Environment, Conservation and Parks

Ministry of Environment, Conservation and Parks  
777 Bay Street, 5th Floor, Toronto ON M7A 2J3  
[minister.mecp@ontario.ca](mailto:minister.mecp@ontario.ca)

##### Director, Environmental Assessment Branch

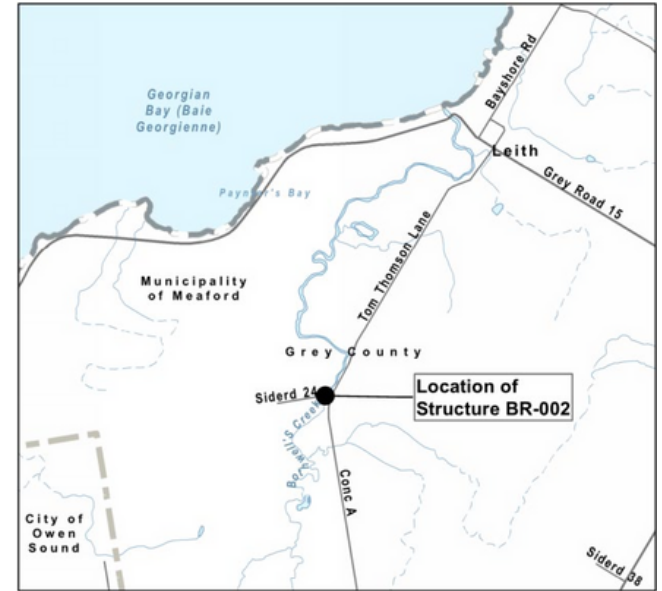
Ministry of Environment, Conservation and Parks  
135 St. Clair Avenue W, 1st Floor, Toronto ON M4V 1P5  
[EABDirector@ontario.ca](mailto:EABDirector@ontario.ca)

Requests should also be sent to the Municipality of Meaford by mail or e-mail. Please visit the ministry's website for more information on requests for orders under Section 16 of the Environmental Assessment Act at:

<https://www.ontario.ca/page/class-environmental-assessments-section-16-order>

All personal information included in your request – such as name, address, telephone number, and property location – is collected and maintained, under the authority of Section 30 of the Environmental Assessment Act, for the purpose of creating a record that is available to the general public. As this information is collected for the purpose of a public record, the protection of personal information provided in the Freedom of Information and Protection of Privacy Act (FIPPA) does not apply (s.37). Personal information you submit will become part of a public record that is available to the general public unless you request that your personal information remain confidential.

Project and notice information will be made accessible upon request in accordance with the Accessibility Standard for Information and Communication under the Accessibility for Ontarians with Disabilities Act, 2005. Information will be collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments will become part of the public record.



---

Friday, March 8, 2024

Rural Ontario Municipal Association  
ATTN: Board of Directors

SENT VIA EMAIL: [roma@roma.on.ca](mailto:roma@roma.on.ca)

Ontario Good Roads Association  
ATTN: Board of Directors

SENT VIA EMAIL: [info@goodroads.ca](mailto:info@goodroads.ca)

RE: Return to Combined ROMA and OGRA Conferences

---

Dear ROMA & OGRA Board of Directors,

Please be advised of the following motion passed at the Monday, February 26, 2024, Goderich Town Council Meeting:

Moved By: Councillor Kelly  
Seconded By: Councillor Petrie

WHEREAS as a past attendee of combined conferences, it makes great sense for the OGRA & ROMA conferences to be returned to a combined conference effort, not only financially for the municipality but also for availability for participation of members of Council and staff; and

WHEREAS these conferences afford a vital opportunity for delegations with members of our provincial parliament, returning to a combined conference provides a better respect to their availability and participation; and

WHEREAS during the 2019 OGRA conference AGM a resolution was passed regarding the re-establishment of an annual combined conference for both OGRA & ROMA; and

WHEREAS it is understandable that little movement has happened since the resolution at the 2019 OGRA conference AGM was passed, due to delays of the COVID-19 pandemic; and

WHEREAS not all persons who wish to attend can do so in person, that a hybrid participation option be considered for the sessions;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Goderich call upon both the ROMA & OGRA boards to re-establish a combined OGRA & ROMA annual conference.

---

FURTHERMORE that this resolution be forwarded to Premier Doug Ford, Minister Paul Calandra, MPP Ben Lobb and be circulated to Municipalities of Ontario; as amended.

**CARRIED**

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or [afisher@goderich.ca](mailto:afisher@goderich.ca).

Yours truly,



Andrea Fisher  
Director of Legislative Services/Clerk  
/ar

cc. Premier Doug Ford [premier@ontario.ca](mailto:premier@ontario.ca)  
Hon. Paul Calandra [Paul.Calandra@pc.ola.org](mailto:Paul.Calandra@pc.ola.org)  
MPP Lisa Thompson, Huron–Bruce [lisa.thompsonco@pc.ola.org](mailto:lisa.thompsonco@pc.ola.org)  
Mandi Pearson, Clerk/Operations Clerk [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca)  
Ontario Municipalities





## TOWNSHIP OF ZORRA

274620 27<sup>th</sup> Line, PO Box 306 Ingersoll, ON, N5C 3K5  
Ph. 519-485-2490 • 1-888-699-3868 • Fax 519-485-2520  
Website [www.zorra.ca](http://www.zorra.ca) • Email [admin@zorrra.ca](mailto:admin@zorrra.ca)

March 8, 2024

James Seeley, Chair  
Top Aggregate Producing Municipalities of Ontario (TAPMO)  
Mayor, Township of Puslinch  
Via email: [jseeley@puslinch.ca](mailto:jseeley@puslinch.ca)

Dear Mayor Seeley:

**Re: Funding for TAPMO Executive Director**

At a regular meeting of Council on March 7, 2024, the Council of the Township of Zorra passed the following resolution:

**“THAT Report 2024-028 from the Director of Finance be received and filed for information purposes;**

**AND THAT the Township of Zorra commit in principle to forwarding a one time amount of up to \$25,000 to TAPMO from the Road Projects Reserve for the purpose of hiring an executive director for TAPMO, per TAPMO's correspondence dated January 2024;**

**AND THAT this resolution be circulated to all Municipal members of TAPMO.”**

Yours truly,

Karen Martin  
Director of Corporate Services/Clerk  
Township of Zorra

CC: All members of TAPMO

**24-007**



374028 6TH LINE • AMARANTH ON • L9W 0M6

March 12, 2024

Hon. Paul Calandra  
Minister of Municipal Affairs and Housing

Sent by email to: [Paul.Calandra@pc.ola.org](mailto:Paul.Calandra@pc.ola.org)

**Re: Operational Budget Funding**

At its regular meeting of Council held on March 6, 2024, the Township of Amaranth Council passed the following resolution.

**Resolution #: 4**

**Moved by:** G Little

**Seconded by:** A. Stirk

Whereas all Ontario municipalities are prohibited from running budget deficits for operating purposes, and;

Whereas all Ontario municipalities have similar pressures with respect to aging infrastructure and operating costs for policing, and;

Whereas the City of Toronto has recently received Provincial funding to cover a \$1.2 billion dollar operating shortfall and approximately \$12 million in Federal and Provincial funding for their Police operating budget, and;

Whereas the City of Toronto has the lowest tax rates in the Province, approximately 40% less than the average Dufferin rural municipal tax rate.

**Be it Resolved That** the Township of Amaranth call on the Province of Ontario to treat all municipalities fairly and provide equivalent representative operational budget funding amounts to all Ontario municipalities.

**CARRIED**

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,

Nicole Martin, Dipl. M.A.

CAO/Clerk

C: Premier of Ontario; AMO; Ontario Municipalities

March 14, 2024

**Re: Item for Discussion – Resolution of Support Regarding Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework**

At its meeting of March 13, 2024, the Council of the Corporation of the Town of Bracebridge ratified motion #24-GC-053, regarding Resolution of Support Regarding Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework, as follows:

“WHEREAS the current provincial-municipal fiscal arrangements are undermining Ontario’s economic prosperity and quality of life;

AND WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year;

AND WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation;

AND WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure;

AND WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises;

AND WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;

AND WHEREAS property taxpayers – including people on fixed incomes and small businesses – can’t afford to subsidize income re-distribution programs for those most in need;

AND WHEREAS the province can, and should, invest more in the prosperity of communities;

AND WHEREAS municipalities and the provincial government have a strong history of collaboration;

NOW THEREFORE, BE IT RESOLVED THAT the Town of Bracebridge calls on the Province of Ontario commit to undertaking, with the Association of Municipalities of Ontario, a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;

1000 Taylor Court  
Bracebridge, ON  
P1L 1R6 Canada

telephone: (705) 645-5264  
corporate services and finance fax: (705) 645-1262  
public works fax: (705) 645-7525  
planning & development fax: (705) 645-443

AND FURTHER THAT a copy of this motion be sent to the Premier of Ontario; the Minister of Municipal Affairs and Housing; the Minister of Finance; the Local Member of Provincial Parliament; the Association of Municipalities of Ontario; the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO); the 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 your reference.

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

Yours truly,

A handwritten signature in black ink, appearing to read "Lori McDonald". The signature is stylized and cursive.

Lori McDonald  
Director of Corporate Services/Clerk



RECEIVED  
FEB 27 2024

TOWNSHIP OF CHATSWORTH

316837 Highway 6, RR 1  
Chatsworth, Ontario N0H 1G0  
Phone: 519-794-3232 Fax: 519-794-4499  
www.chatsworth.ca

REQUEST TO APPEAR BEFORE TOWNSHIP OF CHATSWORTH COUNCIL

NAME: Chatsworth Agricultural Society

ADDRESS: c/o Sharrie Brick 172 Elder Lane Chatsworth Ontario

POSTAL CODE: N0H 1G0

TELEPHONE #: 226 974 0334

E-MAIL ADDRESS: sbrickonelderlane@gbtel.ca

The Council Chambers is equipped with a laptop and project. Please check your audio/visual needs:

Laptop

Projector

Speakers/Microphone

PLEASE INDICATE THE DATE OF THE COUNCIL MEETING YOU WISH TO ATTEND AS A DELEGATION

Daytime: 1<sup>st</sup> Wednesday of the month at 9:30 a.m.

Evening 3<sup>rd</sup> Wednesday of the month at 6:30 p.m.

DATE REQUESTED: March 20, 2024

**Please identify the desired action of Council that you are seeking on this issue:**

Possible adjustment to site plan for Community Hub if Ag Society is successful in grant application for funds to erect a pavillion on the site.

I have never spoken on this issue before. Key points of my presentation are as follows:  
**(please attach full presentation to be included in agenda package)**

Three members will attend to discuss possibility of adding a pavillion to the site plan. We are Garrett Dier, Luke Waugh and Sharrie Brick.

If an individual appears as a delegation before Council, a further deputation from the same individual concerning the same topic (s) will not be permitted unless there is *significant* new information to be brought forward, subject to approval by the Mayor and Clerk. Specific new information must be identified on this form and/or attached for approval.

I have spoken on this issue before. Specific new information I wish to submit is as follows:  
**(please attach full presentation)**

In accordance with the Procedure By-law, Requests to Appear as a Delegation before Council must be received by the Clerk by 4:00 p.m. on the Wednesday before the Council meeting in order that the delegations may be listed on the agenda and the subject of the delegation be identified.

**All requests must include a copy of the presentation materials. Failure to provide the required information on time will result in a deferral or denial. Delegations are limited to 10 minutes.**

I have read and understand the information contained on this form, including any attachments, will become public documents and be listed on the Council Meeting Agenda and on the Township's website.

I also understand that presentation materials must be submitted with this deputation form. Electronic presentations must be e-mailed to [patty.sinnamon@chatsworth.ca](mailto:patty.sinnamon@chatsworth.ca) in accordance with the deadlines outlined above.

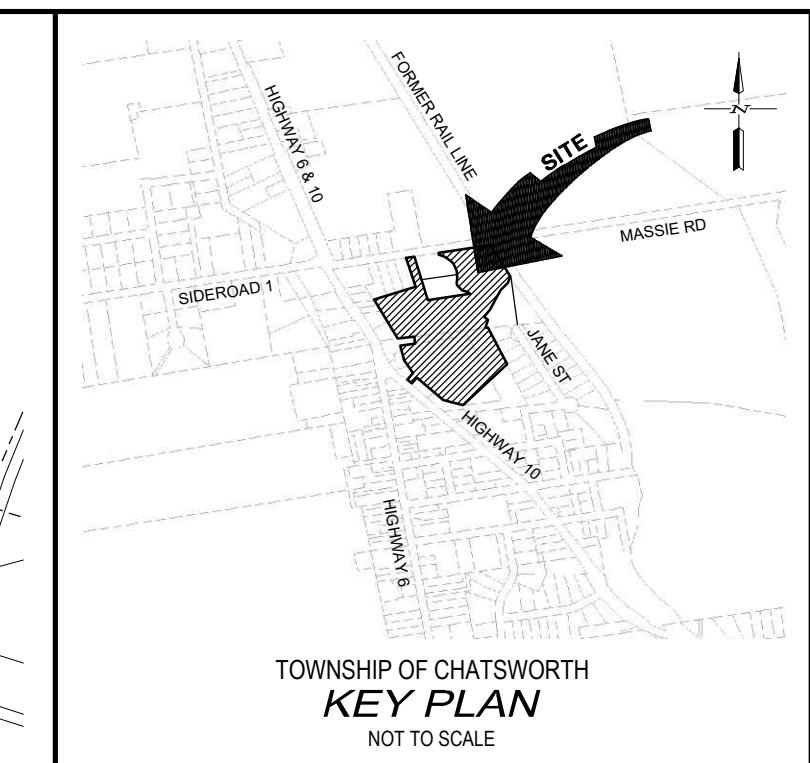
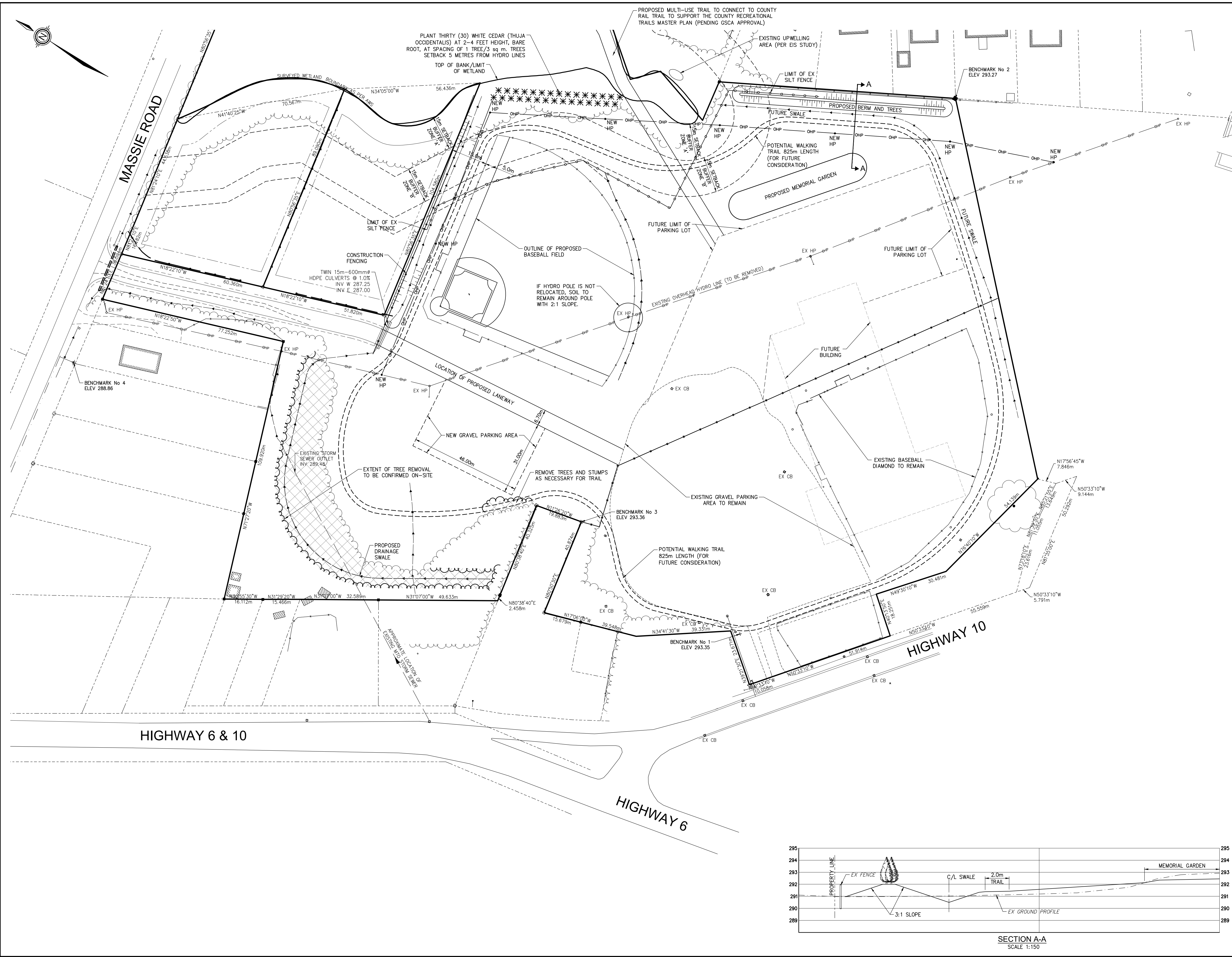
Sharrie Brick

Signature

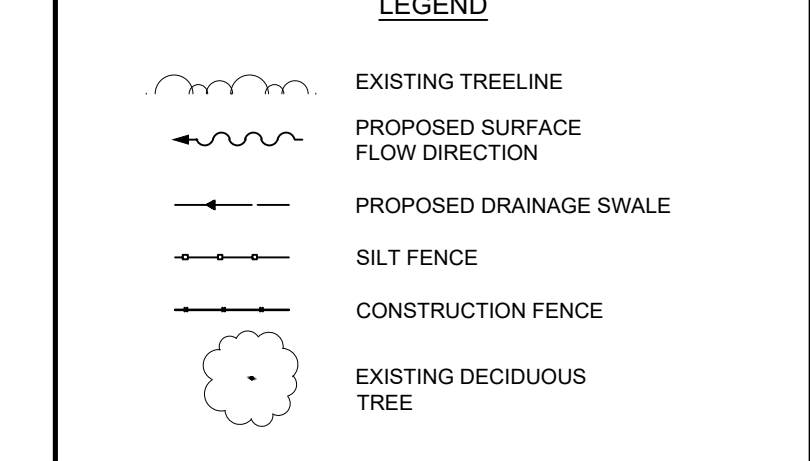
*Sharrie Brick*

February 26, 2024

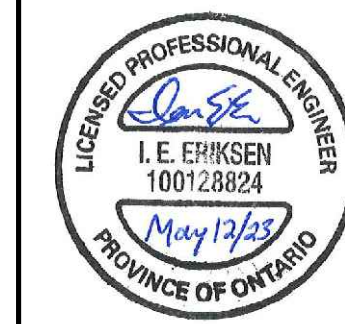
Date



- NOTES :**
1. ALL DIMENSIONS AND ELEVATIONS ARE IN METERS UNLESS NOTED OTHERWISE.
  2. TOPOGRAPHIC AND EXISTING FEATURES SURVEYS COMPLETED BY GM BLUEPLAN ENGINEERING ON JANUARY 24 & 27, 2020, MARCH 19, 2020 AND AUGUST 27, 2020.
  3. LEGAL INFORMATION DERIVED FROM LEGAL SURVEY COMPLETED BY HEWITT AND MILNE LIMITED, ONTARIO LAND SURVEYORS, FILE # 19-247.



- BENCHMARKS :**
- BENCHMARK No. 1 - ELEVATION 293.35**  
TOP OF SPINDLE ON FIRE HYDRANT LOCATED ON THE NORTH SIDE OF THE EXISTING ENTRANCE OFF HIGHWAY 10.
  - BENCHMARK No. 2 - ELEVATION 293.27**  
TOP OF I.B. LOCATED AT THE SOUTH EAST CORNER OF THE SUBJECT PROPERTY.
  - BENCHMARK No. 3 - ELEVATION 293.36**  
TOP OF SIB LOCATED AT THE SOUTHEAST CORNER OF THE ESSO GAS STATION.
  - BENCHMARK No. 4 - ELEVATION 288.86**  
TOP OF SPINDLE ON FIRE HYDRANT LOCATED ON THE SOUTH SIDE OF MASSIE ROAD APPROXIMATELY 40m WEST OF THE MASSIE ROAD ENTRANCE.
- THE POSITION OF POLE LINES, CONDUITS, WATERMANS, 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.



NO.	DATE	REVISION DESCRIPTION	CHVD
3	12/05/23	ISSUED FOR COUNCIL REVIEW	I.E.E.
2	27/04/23	REVISED TO ADDRESS EIS CONDITIONS	I.E.E.
1	17/03/23	REVISED FOR COUNCIL REVIEW AND COMMENT	I.E.E.

**BluePlan ENGINEERING**

GUELPH | OWEN SOUND | LISTOWEL | KITCHENER | EXETER | HAMILTON | GTA  
 1280 - 2ND AVENUE EAST, UNIT 1, OWEN SOUND, ONT. N4K 2J3  
 TEL. 519-376-1956 www.gmblueplan.ca

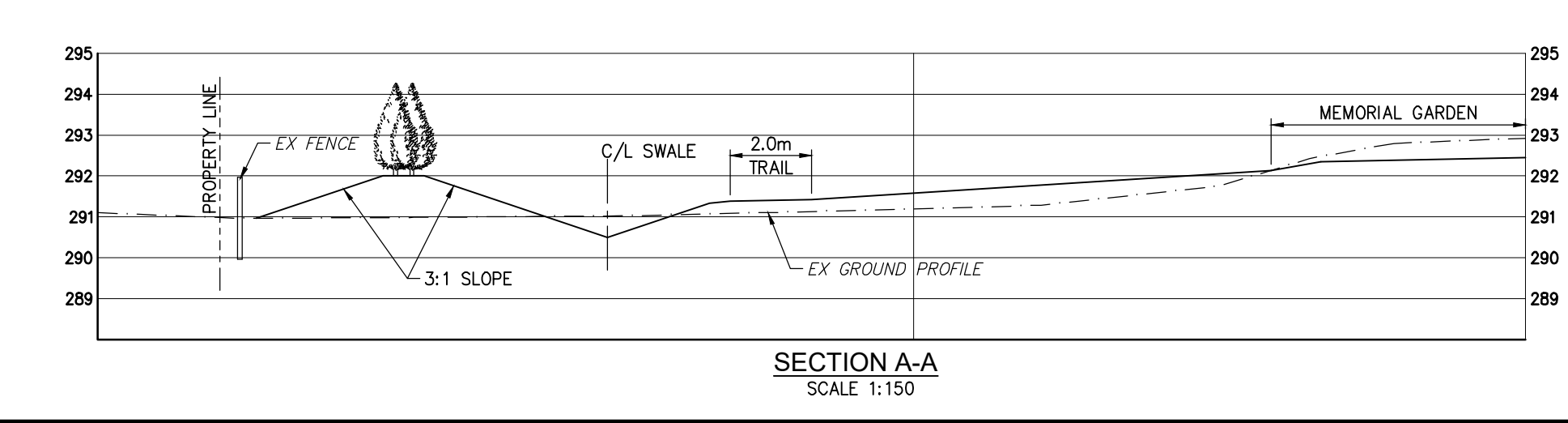
**CHATSWORTH COMMUNITY HUB**

TOWNSHIP OF CHATSWORTH

5 TORONTO SYDENHAM ST.  
CHATSWORTH, ONTARIO

**PHASE 2 INTERIM PROPOSED SITE PLAN**

DRAWN BY : R.L.H.	APPROVED BY : I.E.E.	PROJECT NO. : 220004	DRAWING NO. : <b>1</b>
DESIGNED BY : I.E.E.	DATE : MAY 2022	SCALE : 1:750	



FILE W:\Chatsworth\Chatsworth\_South\2022\20220004\_Site Plan - Chatsworth Community Hub\Drawings\20220004\_Phase 2-IB LayOut 1-2-Phase 2 Site Plan  
 LAST SAVED BY: R. Erikson, 2022/05/12 12:56:48 PM, PLotted By: R. Erikson, 2022/05/12 12:56:01 PM

March 13, 2024

Dear Township of Chatworth Municipal Councillors,

On behalf of both the Fundraising, and Building Committees, we are writing to express our full support for the Agricultural Society's request of a pavilion on the future building site.

The Agricultural Society plays a vital role in our community, fostering a sense of unity and providing invaluable resources for agricultural education and community events.

A pavilion would significantly enhance the Society's ability to host a wide range of activities, including agricultural fairs, educational workshops, and other community gatherings.

Not only would the pavilion benefit the Agricultural Society, but it would also serve as a valuable asset for the entire community, offering a versatile space for various events and celebrations throughout the year. Additionally, it aligns with our municipality's goals of fostering community engagement, and enhancing local amenities.

We understand the importance of securing funding for such projects, and we believe that the possibility of available grant money to aid in the construction of the pavilion would yield long-term benefits for our community.

Therefore, we urge the Municipal Council to give full consideration to the Agricultural Society's ask and provide the necessary support to make this project a reality.

Thank you for your attention to this matter. We look forward to seeing the positive impact that the pavilion will have on our community.

Sincerely,

Pliny Loucks - Building Committee co-chair  
Richard Doig - Building Committee co-chair  
Kim Stewart - Fundraising Committee co-chair  
Kara Borowski - Fundraising Committee co-chair







# Chatsworth Hub Build Committee

Update Presentation – March 13, 2024



## Where we have come from:

- November 2018 The Township Of Chatsworth Parks and Recreation master plan was completed. Section 5.2 of the report is a comprehensive list of recommendations.
- Section 5.2.1: Council has acted to support the building of a multi-use Community Hub Facility.
- Section 5.2.2: Council has acted to create and support a Building committee.
- Section 5.2.3: Council Has acted to create and support a Fundraising Committee.
- Section 5.1: Council has acted to hire a recreation and facilities manager.

# Chatsworth Hub Fundraising Committee Terms of Reference

**Mandate:** The multi-use Recreation Facility Fundraising Committee will provide support, guidance, and strategic advice to Township Council related to the raising of funds to development a new Multi-use Community Recreation Facility for the Township of Chatsworth to ensure that the Township's plans for the new facility are financially achievable.

## Scope of Responsibilities:

1. Promote the facility as an asset integral for the Townships, as set out in the Recreation Master Plan. (ongoing)
2. Help foster public understanding of the project and plans for the new facility. (ongoing)
3. Develop a comprehensive fundraising strategy to fund the cost of the new facility. (ongoing and evolving)

# Chatsworth Hub Fundraising Committee Terms of Reference

## Scope of Responsibilities cont...

4. Receive progress reports and cost summary reports beginning with initial facility planning and throughout construction and identify and provide advice on potential concerns arising from such reporting.
5. Bring forward concerns to provide guidance and advice on potential concerns.
6. Maintain confidentiality when required and/or requested from financial or in-kind donors.

# Chatsworth Hub Building committee Terms of reference

**Mandate:** The multi-use Recreation Facility Building Committee will provide support, guidance, and strategic advice to Township Council related to the raising of funds to the development of a new Multi-use Community Recreation Facility for the Township of Chatsworth to ensure that the Township's plans for the new facility are achievable and feasible to implement.

## **Scope of Responsibilities:**

1. Promote the Facility as an asset integral for the Township, as set out in the Recreation Master Plan. (ongoing)
2. Help foster public understanding of the project and plans for the new facility. (ongoing)
3. Provide community stake holders an opportunity to have their interests represented during the design phase of the project. ( met with stakeholders developed preliminary designs for the building and are working on site plan designs)
4. Assist in the selection of any consultants to support the development of the new facility. (ongoing)

# Chatsworth Hub Building Committee Terms of Reference

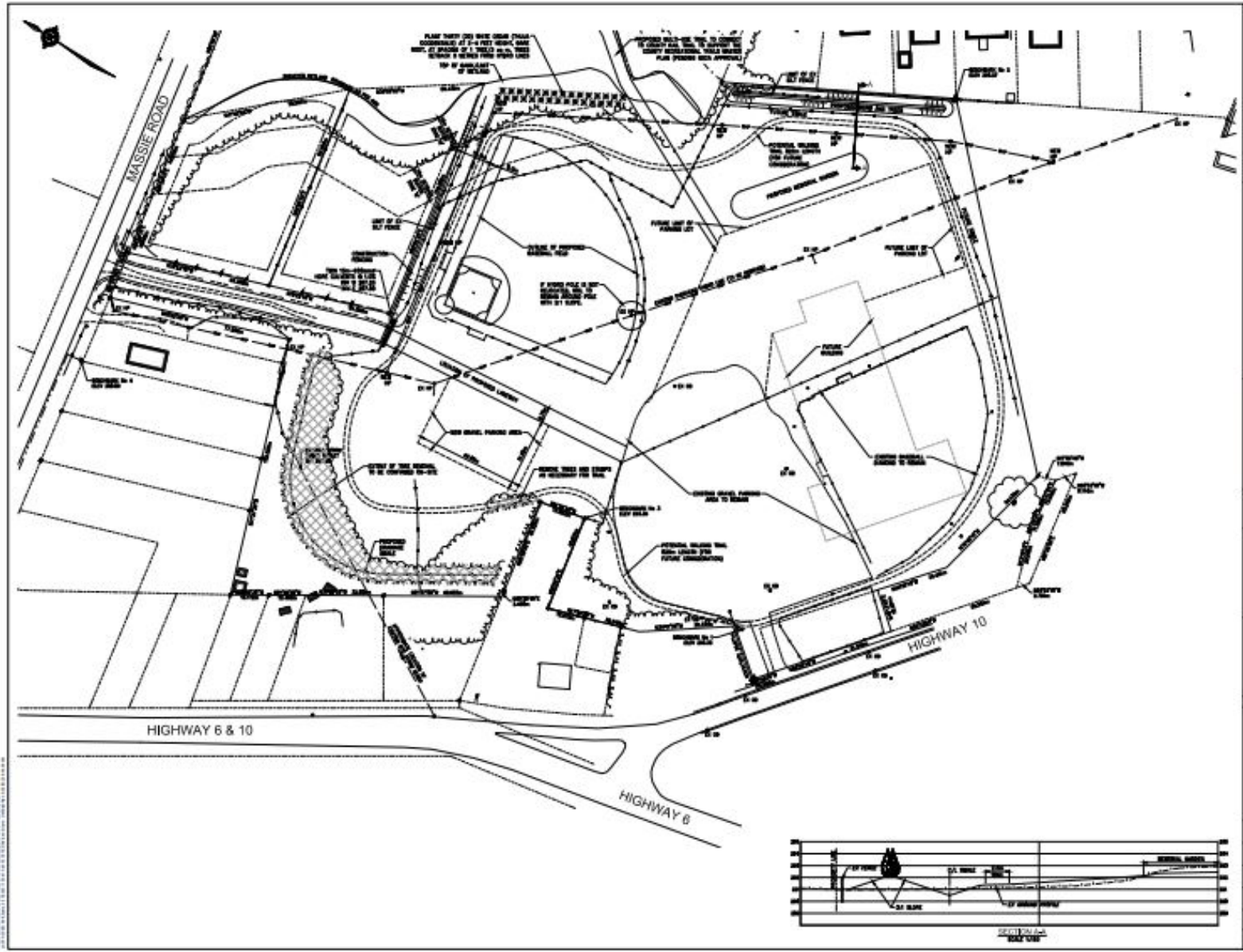
## Scope of Responsibilities cont...

5. Provide input and advice into the development of design of the facility for consideration by Council. ( Seems to be extended to site plan development and use)
6. Consider an appropriate site for the new facility. (completed)
7. Work with the fundraising committee in developing a comprehensive fundraising strategy to help fund the costs of the new facility. (ongoing)
8. Facilitate and assist with community engagement and consultation, as necessary. (ongoing)
9. Receive progress reports and cost summary reports and identify and provide advice on potential concerns arising from such reporting.
10. Monitor the quality of the project as it develops and bring forward concerns to provide guidance and advice on potential concerns.

# Chatsworth Hub Build Committee

## Current Status:

1. Preliminary building plans are complete as per the Parks and Recreation Master Plan (Nov 2018).
2. Parks and Rec Master Plan Cursory Review done by building committee Feb 2024. (Still very relevant)
3. Initial preliminary site plan developed by GM Blue Plan and the building committee and approved in principal by Council. Plan can still be amended to suit possible grant applications. (July 2023)
4. Site works (rough grading) to continue spring 2024. (At little cost to the Township)
5. RFP for site landscaping design to develop property further has been issued by the township. (Mar 7, 2024)



- NOTES:
- ALL DIMENSIONS AND QUANTITIES ARE IN METERS UNLESS OTHERWISE SPECIFIED.
  - TOPOGRAPHICAL AND EXISTING UTILITIES INFORMATION IS FOR INFORMATION ONLY. THE DEVELOPER SHALL VERIFY THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION.
  - ALL UTILITIES SHALL BE DEEPENED TO A MINIMUM OF 1.0 METRE BELOW FINISHED GRADE UNLESS OTHERWISE SPECIFIED.
- LEGEND:
- EXISTING FINISHED GRADE
  - PROPOSED FINISHED GRADE
  - PROPOSED EXISTING GRADE
  - ALL FINISH
  - PROPOSED EXISTING GRADE
  - EXISTING UTILITIES

REGULATIONS:

REGULATIONS No. 1, SUBDIVISION ACT  
REGULATIONS No. 2, ZONING BY-LAW  
REGULATIONS No. 3, SUBDIVISION ACT  
REGULATIONS No. 4, SUBDIVISION ACT

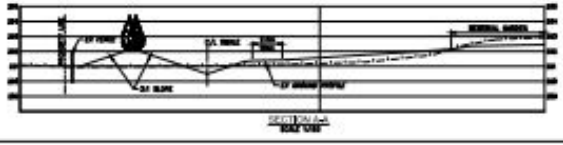


DATE	DESCRIPTION

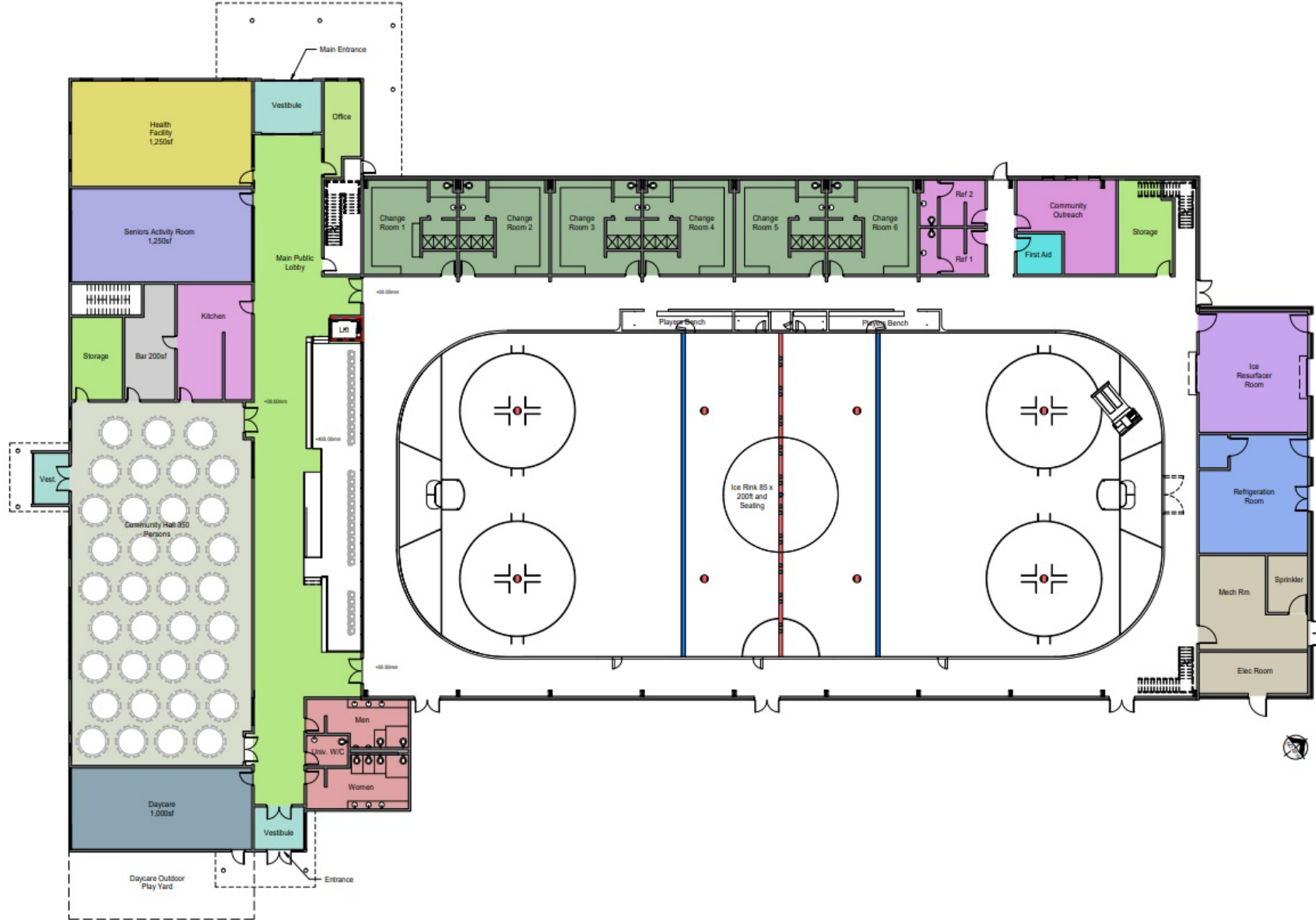


CHATSWORTH COMMUNITY HUB  
TOWNSHIP OF CHATSWORTH  
5 TORONTO SYDENHAM ST.  
CHATSWORTH, ONTARIO  
PHASE 2 INTERIM  
PROPOSED SITE PLAN

SCALE	DATE	NO.	1
1:500	2024	1	1







**Proposed Ground Floor Plan**  
**Multi-Use Recreation Facility - Township of Chatsworth**

5 Toronto Sydenham Street, Chatsworth, Ontario  
 Proj. 19265 - November 8, 2019



**BARRY BRYAN ASSOCIATES**  
 Architects, Engineers, Project Managers





## Exterior Rendering



# Interior Rendering



## Interior Rendering 2

# Chatsworth Hub Building and Fundraising Committees- Next Steps

## Request of Direction from Council

### Options:

1. Continue to fundraise for the full building existing layout to be built with 1 ice pad, start construction when fundraising and grants are available for the full build. This requires no change to current building plan.
2. Continue to fundraise for a phased build approach, with Phase 1 being a main building to be constructed first, and Phase 2 a single future ice pad with walking track, for construction when fundraising and grants are available. Building layout would require modifications.

### Recommendation:

The building committee recommends revising the mandate to proceed with option 2 to provide flexibility for funding opportunities. A phased approach would meet the needs of the community sooner.

# Chatsworth Community Hub Building and Fundraising Committees, and Chatsworth Council and Staff

Together, we have accomplished a lot of the goals included in the Recreation Master Plan and the Terms of Reference for the building and fundraising committees. The last few years have presented challenges from rising prices to community shutdowns and lack of government funding.

We would like to thank Council for their time and consideration on this matter.

**FIRE CHIEF REPORT 2024-03**

TO: Mayor Mackey and Members of Council  
FROM: Mike Givens, Fire Chief  
RE: February 2024 Fire Department Activity Report  
DATE: March 20, 2024

---

**RECOMMENDATION:**

THAT Fire Chief Report 2024-03 be hereby received for information; and  
FURTHER THAT the February 2024 Fire Department Activity Report be hereby received for information.

**BACKGROUND:** Attached hereto is the Fire Department Activity Report for the month of February 2024.

There were 10 calls for service during the month, with 1 structure/chimney fires and 0 vehicle/agricultural equipment fires resulting in a \$600,000.00 loss. The 10 calls for service resulted in 110.3 total firefighter hours.

The Department held 3 in-house training sessions, 1 work party session and 1 Off-site training session in February for a total of 111.75 firefighter hours.

It should also be noted that 26 Open Air Burn Permits were issued in February for a total of 91 permits issued as of March 12, 2024. 6 Members participated in 1 Public Education event in February.

**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
- Public Education Summary

Respectfully submitted,



Mike Givens,  
Fire Chief/CFPO/CEMC

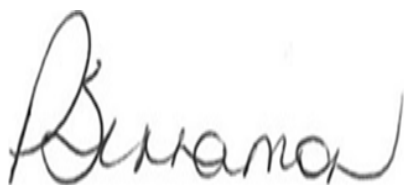
Reviewed by,

Patty Sinnamon, Dipl.M.M.  
CAO Clerk

## Report Approval Details

Document Title:	February 2024 Fire Department Activity Report.docx
Attachments:	<ul style="list-style-type: none"><li>- Incident Summary February 2024.pdf</li><li>- Incident Totals by Type February 2024.pdf</li><li>- Training Summary February 2024.pdf</li><li>- Burn Permits Issued February 2024.pdf</li><li>- Public Education Summary February 2024.pdf</li></ul>
Final Approval Date:	Mar 13, 2024

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



**Patty Sinnamon - Mar 12, 2024 - 3:45 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 Feb 1 24 to Feb 29 24

### Grand Total Averages

Printed 10 Incident reports  
Average Dispatch Total 00:01:41  
Average Chute Total 00:05:36  
Average Enroute Time 00:07:37  
Average Response time 00:13:13  
Average Total Time 01:22:56  
Average # of Full Time Personnel at scene 0.00  
Average # of Part Time Personnel at scene 5.60  
Average # of Personnel at scene 5.60  
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 110 hours 16 minutes  
Average Personnel Hours per incident 11 hours 2 minutes  
  
Total Dollar Loss \$600,000.00  
Average reported Dollar Loss \$600,000.00 for 1 incidents.  
Total Saved \$0.00  
Average reported Dollar Saved \$0.00 for 0 incidents.



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## Incident Totals by Type From Feb 1 24 to Feb 29 24

Response Type	# of Incidents	% of total	Incident Hours	Staff Hours			\$ Loss
01 Fire	1	10.00	6 h 20m	69 h 40m	0.0	0.0	600,000
35 Human - Accidental (alarm accidentally activated by person)	2	20.00	1 h 52m	10 h 10m	0.0	0.0	
62 Vehicle Collision	1	10.00	1 h 31m	10 h 37m	0.0	0.0	
69 Other Rescue	1	10.00	0 h 58m	5 h 48m	0.0	0.0	
88 Accident or illness related - cuts, fractures, person fainted, etc.	1	10.00	0 h 51m	5 h 6m	0.0	0.0	
89 Other Medical/Resuscitator Call	2	20.00	1 h 12m	4 h 56m	0.0	0.0	
98 Assistance not required by other agency	2	20.00	1 h 5m	3 h 59m	0.0	0.0	
<b>Total Number of Responses</b>	<b>10</b>		<b>13 h 49m</b>	<b>110 h 16m</b>	<b>0.0</b>	<b>0.0</b>	<b>600,000</b>
						<b>\$\$ Saved:</b>	



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## Training Summary

From Feb 1 24 to Feb 29 24

**5 sessions printed for these parameters**

**5 Subjects Covered**

**15.50 total session hours**

**111.75 total staff hours**

**11.40 average attendees**

**3.50 total Instructor hours**

**1 OFM or Outside Train sessions**

**3 In-house Training sessions**

**1 Work Party sessions**



# Township of Chatsworth Fire Department

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## Burn Permits Issued From Feb 1 24 to Feb 29 24

### Chatsworth

Open Air Burn Permit	25
Recreational Open Air Burn Permit	1



# 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 Jan 1 24 to Mar 12 24

<b>Date:</b>	Feb 16 2024	<b>Number:</b>	24-001	<b>Age Groups:</b>	
<b>Start Time:</b>	11:00:00	<b>Type:</b>	Fire Station Tour & Education	<b>Group</b>	<b># Participants</b>
<b>End Time:</b>	11:00	<b>Audience:</b>	Basic School(Sullivan)	JK to Grade 3	57
<b>Duration:</b>	2.00	<b>Presentation:</b>	Basic Fire Prevention, Childrens FireFit Obstacle Course.	Adult	12

**Put on by:** Chatsworth

<b>Handouts:</b>	<b>Type</b>	<b># Handouts</b>	<b>Subject:</b>	Basic Fire Prevention, Childrens FireFit Obstacle Course.
	Childrens' Fire Prevention Materials	60		
	Home Fire Prevention & Hazards Activity Booklets	60		

### Personnel

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

**Address:** 75 McNab St, Twp. Of Chatsworth

---

TO: Mayor Mackey and Members of Council  
FROM: Matt Tanner, Parks and Recreation Facilities Coordinator  
RE: Parks & Recreation Grass Cutting & Maintenance RFT  
DATE: March 20, 2024

---

**RECOMMENDATION:**

THAT Parks and Recreation Report 2024-05 be hereby received for information; and FURTHER THAT staff recommend the approval of the additional one (1) year option for Outdoor Solutions Inc. as listed in the 2023-Grass Cutting & Maintenance RFT

**BACKGROUND:**

In 2023, Township of Chatsworth Council authorized staff to enter into an agreement with Outdoor Solutions Inc. The agreement saw Outdoor Solutions become the seasonal maintenance contractor for the properties listed below.

- 1) Grace Church / Scone Cemetery
- 2) Scone Park
- 3) St Johns Anglican Cemetery
- 4) Cedardale Cemetery
- 5) Shiloh Cemetery
- 6) Highway 6 / Williamsford Anglican Cemetery
- 7) St. Luke's Anglican Cemetery
- 8) Williamsford CC Park & Baseball Diamond
- 9) Empty Lot – McCullough Lake Road
- 10) Berkeley Park
- 11) Cookes Cemetery
- 12) St. Matthias Cemetery
- 13) Berkeley United Church Cemetery
- 14) Pleasant Valley Cemetery

In 2023, this agreement totalled \$32,736.00 over a 13-week period starting June 19th, 2023, and ending September 25th, 2023. The budgetary allotment for the 2024 season is \$37,000, with the contract beginning May 27th, 2024, and commencing September 27th, 2024. Total contract weeks will be adjusted as required, with biweekly cuts anticipated throughout the season when the weather permits. Total number of operational weeks will not exceed 17 weeks. Pricing will not change for the 2024 season and will be identical as agreed upon in the 2023 RFT agreement.

Overall, Outdoor Solutions provided exemplary service to the township. Staff had limited complaints regarding Outdoor Solutions' work compared to recent years. One complaint was received but was quickly remedied the following week. Township staff received positive responses from community members last year regarding certain properties.

**Options:**

- 1) Continue with the established agreement and pricing from 2023 RFT, exercising the agreement 2024 option
- 2) Reject the contract option for 2024 and repost an updated RFT for Parks and Recreation Grass Cutting & Maintenance for the 2024 season

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

Fiscal Management, Accountability and Transparency

- To ensure Chatsworth remains financially sustainable
- Financial Accountability
- Creating a culture of innovation and best practices

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
- 
- Meeting the needs of both current and future citizens by harmonizing community services across the municipality

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

**Financial Implications:**                      The amt

**Attachments:**

Respectfully submitted,

Matt Tanner,  
Parks and Recreation Facilities Coordinator

Patty Sinnamon, Dipl.M.M.  
CAO Clerk

**Report Approval Details**

Document Title:	PR Report 2024-05 Parks and Recreation Grass Cutting and Maintenance RFT.docx
Attachments:	
Final Approval Date:	Mar 12, 2024

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



**Patty Sinnamon - Mar 12, 2024 - 3:24 PM**



TO: Mayor Mackey and Members of Council  
FROM: Matt Tanner, Parks and Recreation Facilities Coordinator  
RE: Library Service Operational Hours  
DATE: March 20, 2024

---

**RECOMMENDATION:**

THAT Parks and Recreation Report 2024-06 be hereby received for information; and FURTHER THAT Committee of the Whole recommends that Council approve the staff recommendation of the library kiosk hours and operational parameters.

**BACKGROUND:**

In 2023, Owen Sound & North Grey Union Public Library, with approval from Township of Chatsworth Council, chose the Keady Community Centre as the ideal location to partake in a project to increase library services to Township of Chatsworth residents at established Township of Chatsworth facilities.

Library kiosks were installed in January 2024 to provide numerous content items for library members to access. Unfortunately, due to technical issues, it is still non-operational.

When the machine is operational, staff are projecting the following operational hours for the summer months and will establish winter hours of operations in October 2024.

Projected Hours are as follows.

Monday 7:00 am-3:30 pm  
Tuesday 7:00 am-3:30 pm  
Wednesday 7:00 am-3:30 pm  
Thursday 7:00 am-3:30 pm  
Friday 7:00 am-3:30 pm  
Saturday Closed  
Sunday Closed.

The above schedule provides 40 hours weekly for residents to access the library kiosk. Hours are subject to change due to staff availability. Any required scheduling changes, additions and reductions will be posted to the township website and social media platforms. Temporary posters will be placed if a planned closure is necessary due to staff availability or alternative reasoning. Access to the facility will only be permitted to the front lobby of the Keady Community Centre. The Kiosk will only be available evenings and weekends when coinciding with facility rentals (Keady Community Centre Only).

*Below are the current hours for the Owen Sound & North Grey Union Public Library.*

*Monday 1:00 pm – 8:00 pm*

Tuesday 10:00 am – 8:00 pm  
Wednesday 10:00 am – 8:00 pm  
Thursday 10:00 am -8:00 pm  
Friday 10:00 am – 5:00 pm  
Saturday 10:00 am - 5:00 pm  
Sunday Closed

**Options:**

- 1) Use the schedule generated by staff
- 2) Return with an alternative schedule

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

Fiscal Management, Accountability and Transparency

- Creating a culture of innovation and best practices

Continuous Improvement

- Fostering a forward-thinking workplace environment
- Excellence in Customer Service
- Maintaining Positive staff-community relations
- Establishing Partnerships with other levels of government

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:** none

**Attachments:** none

Respectfully submitted,

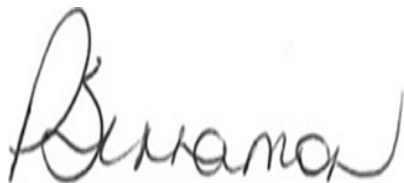
Matt Tanner,  
Parks and Recreation Facilities Coordinator

Patty Sinnamon, Dipl.M.M.  
CAO Clerk

### Report Approval Details

Document Title:	PR Report 2024-06 Keady Community Centre Library Kiosk.docx
Attachments:	
Final Approval Date:	Mar 14, 2024

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



**Patty Sinnamon - Mar 14, 2024 - 12:43 PM**

TO: Mayor Mackey and Members of Council  
FROM: Wanda Robertson, Deputy Treasurer  
RE: Tax Relief for Massie Community Centre  
DATE: March 20, 2024

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**RECOMMENDATION:**

THAT Finance Report 2024-03 regarding tax relief for the Massie Community Centre be hereby received for information; and  
FURTHER THAT the Township of Chatsworth provide relief to the Massie Community Centre for the 2023-2026 municipal tax portion to be provided; and  
FURTHER THAT the grant come from “Grants to Others”.

**BACKGROUND:**

In prior years a resolution has been adopted by Council to provide relief to the Massie Community Centre for that year’s taxes. In addition, a grant has been provided to cover the county and education tax portion.

In preparation of the 2023 year end, staff have realized that a resolution was not adopted by Council for 2023, although the relief has been granted. To be proper and in keeping with Public Sector Accounting Standards, a resolution should be passed covering each year.

As such, I am requesting that Council adopt a resolution to grant the relief for the years 2023 through 2026 being this term of Council.

The amount of taxes for 2023 was \$748.88.

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

Continuous Improvement

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

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

**Financial Implications:**

The amount to be relieved in each year will be allocated to Grant to Others. There is room in each year’s operating budget to cover this request.

**Attachments:**

Respectfully submitted,

Wanda Robertson  
Deputy Treasurer

Reviewed by

Patty Sinnamon, Dipl.M.M.  
CAO Clerk

**Report Approval Details**

Document Title:	Finance Report 2024-03 - Tax Relief for Massie Community Centre .docx
Attachments:	
Final Approval Date:	Mar 12, 2024

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



**Patty Sinnamon - Mar 12, 2024 - 3:27 PM**

**CAO CLERKS REPORT 2024-09**

TO: Mayor Mackey and Members of Council  
 FROM: Patty Sinnamon, CAO Clerk  
 RE: Tender Results – Structure 4 Replacement  
 DATE: March 20, 2024

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**RECOMMENDATION:**

THAT CAO Clerk’s Report 2024-09 regarding tender results for Structure 4 Bridge Replacement be hereby received for information; and FURTHER THAT the quote received from Wellington Construction in the amount of \$628,909 plus HST be hereby accepted.

**BACKGROUND:**

A tender was issued for the replacement of Structure 4 Bridge and was closed on Wednesday, March 12<sup>th</sup>. The results of the tender are as follows:

Bidder	Bid Amount	HST
Robous Farm Service Ltd.	\$800,000.00	\$104,000.00
McLean Taylor	\$794,843.59	\$103,329.57
Wellington Construction	\$628,909.00	\$81,758.17

The approved budget amount for this project is \$600,000.00 with \$386,345 being funded by Ontario community Infrastructure Grant (OCIF) and the balance to be funded through debt.

All bids received were compliant with the Tender document. A copy of the review letter from BM Ross is attached.

Wellington Construction has experience in bridge construction and staff would recommend that Council accept their tender submission.

It is also noted that construction design costs were included in the 2023 budget.

**Options:**

- 1) Accept the tender submission from Wellington Construction as submitted
- 2) Reject the tender submissions

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

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
- Creating a culture of innovation and best practices

Continuous Improvement

- Fostering a forward-thinking workplace environment
- Excellence in Customer Service
- Fostering pride in the Workplace
- Maintaining Positive staff-community relations
- Establishing Partnerships with other levels of government

**Inter-departmental Impact and/or Other Departments Consulted:** Township Engineers

**Financial Implications:**

**As this tender is over budget, it is recommended that the cost over-run be included in the long term debt.**

Respectfully submitted,

Patty Sinnamon, Dipl.M.M.  
CAO Clerk

-

**B. M. ROSS AND ASSOCIATES LIMITED**  
**Engineers and Planners**  
 62 North Street, Goderich, ON N7A 2T4  
 p. (519) 524-2641 [www.bmross.net](http://www.bmross.net)

File No. BR1503

**VIA EMAIL ONLY**

March 13, 2024

Patty Sinnamon, Clerk/CAO  
 Township of Chatsworth  
 316837 Highway 6, R.R. #1  
 Chatsworth, ON N0H 1G0

**RE: Replacement of Structure 4 – Gordon Lang Bridge**

Tenders were received on Tuesday, March 12, 2024 for the Replacement of Structure 4 on Veterans Road North as summarized by the following table:

<b>Tenderer</b>	<b>Tendered Amount (Including HST)</b>
Wellington Construction Contractors Inc.	\$710,667.17
McLean Taylor Construction Limited	\$898,173.26
Roubos Farm Service Ltd.	\$904,000.00

All of the tenders were checked and found to be mathematically correct. All tenders were properly signed, and each was submitted with the specified tender deposit and Agreement to Bond documentation.

Since the lowest tender is acceptable contractually, and the tenderer is experienced in structure replacement further analysis is limited to the lowest bid. We are not aware of any reason why the contract should not be awarded to Wellington Construction Contractors Inc. for the total tender sum of \$710,667.17.

Please retain the tender deposits from the two low bidders until the contracts are formally signed. Should you have any questions, please contact the undersigned.

Yours very truly,

B. M. ROSS AND ASSOCIATES LIMITED

Per Colin B. Van Niejenhuis  
 Colin B. Van Niejenhuis, P.Eng.

CV:es



**CAO CLERKS REPORT 2024-10**

TO: Mayor Mackey and Members of Council  
FROM: Patty Sinnamon, CAO Clerk  
RE: Annual and Summary Water Reports  
DATE: March 20, 2024

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**RECOMMENDATION:**

THAT CAO Clerk's Report 2024-10 regarding the Annual and Summary Water Reports for Chatsworth and Walters Falls Water Systems be hereby received for information.

**BACKGROUND:**

This report contains both the Annual and Summary reports for the Chatsworth and Walters Falls Water Systems. These reports include information dating from January 1, 2023 to December 31, 2023 as prepared by the Ontario Clean Water Agency on behalf of the Township.

Once Council has accepted the reports, they will be posted on the Township website as required by provincial regulation.

The annual reports consist of the following information highlighted for Council's perusal:

- A brief description of the Drinking Water Systems;
- Any corrective action reports incurred during the period;
- A list of major expenses incurred during the period;
- A summary of test results as required by the Regulation
- Any lead sample laboratory results during the period.

The summary reports contain overall performance percentage ratings as determined by the Ministry of Environment and Climate Change.

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

Fiscal Management, Accountability and Transparency

- Reduce the Potential for Loss due to unmitigated risks

**Inter-departmental Impact and/or Other Departments Consulted:** Ontario Clean Water Agency

**Attachments:**

Chatsworth Water System Annual Report Section 11, O.Reg 170/03  
Chatsworth Water System Summary Report Schedule 22, O.Reg 170/03  
Walters Falls Water System Annual Report Section 11, O.Reg 170/03  
Walters Falls Water System Summary Report Schedule 22, O.Reg 170/03

Respectfully submitted,

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

February 26, 2024

Patty Sinnamon, CAO  
Township of Chatsworth  
316837 Highway 6  
Chatsworth, ON N0H 1G0

**Re: 2023 Annual Report (O. Reg. 170/03, Section 11) Township of Chatsworth**

Please see attached for the following 2023 Annual Report(s) prepared by the Ontario Clean Water Agency on behalf of the Township of Chatsworth:

- Chatsworth Drinking Water System (Large Municipal Residential)
- Walter's Falls Drinking Water System (Small Municipal Residential)

These reports were prepared in accordance with [Section 11](#) of Ontario Regulation 170/03. Your receipt of this report by or before February 28, satisfies the regulatory requirement that *"The owner of a drinking water system shall ensure that an annual report is prepared in accordance with this section. O. Reg. 170/03 s.11 (1)."*

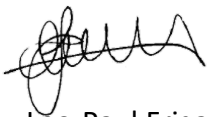
In general, the Section 11 Annual Report(s) consist of the following:

- A brief description of the drinking water system
- A description of major equipment related expenses
- Where applicable, a summary of reports/notices submitted to the Spills Action Centre and any corrective actions taken
- A summary of microbiological, operational and chemical test results as required by the Regulation

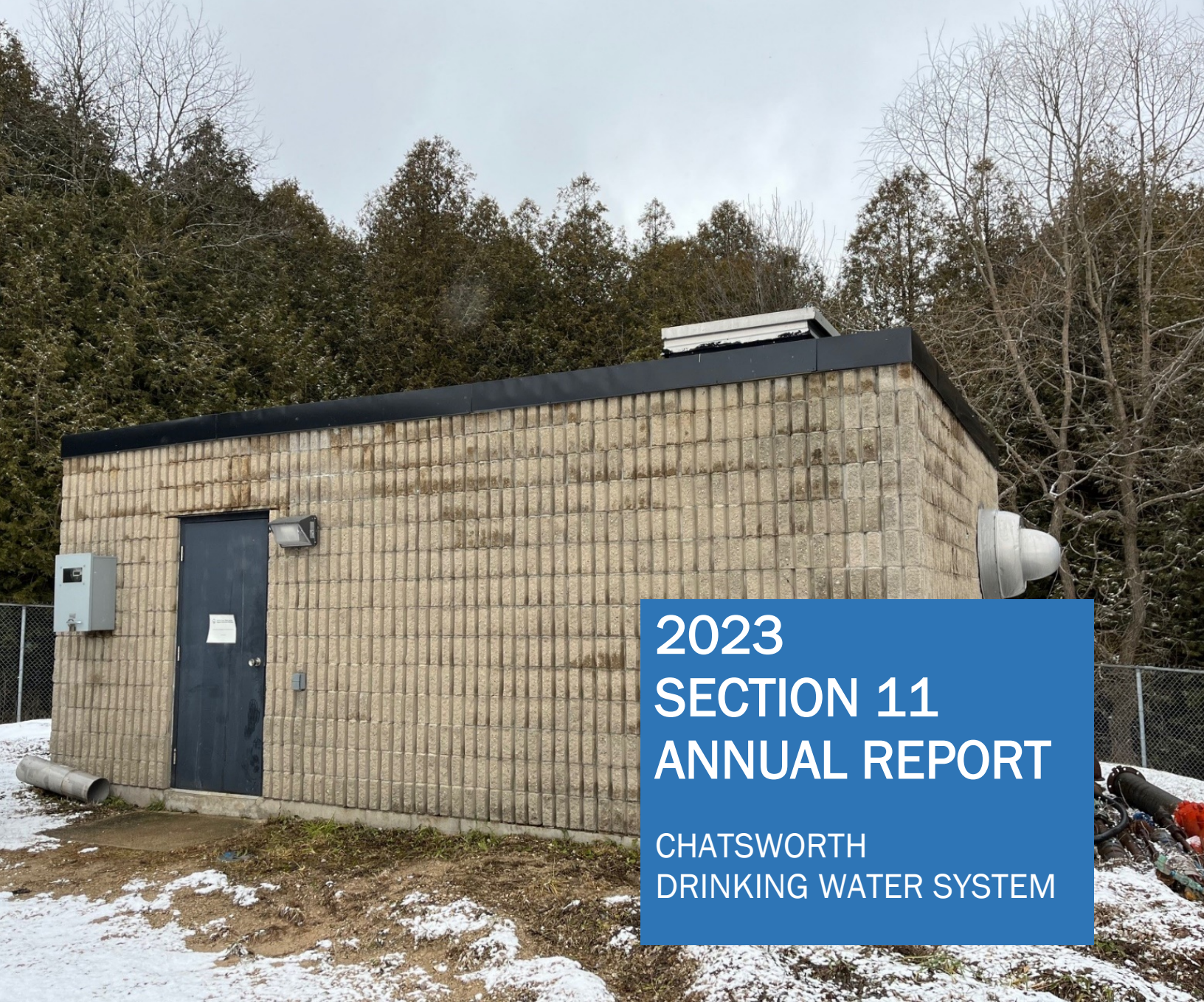
[Section 12](#) of O. Reg. 170/03 requires that the Annual Report is available for inspection, at no charge, by any member of the public during regular business hours. It is recommended that the report be made available for inspection at the office of the municipality or at a location that is convenient for the users of the water system. Depending on the size and type of systems within a municipality, there may be additional requirements in [Section 11](#) and [Section 12](#) of that Regulation regarding the provision of the Annual Report to the public and other interested parties.

Should you require further clarification on the information found within the Annual Report(s), please feel free to contact me.

Sincerely,



Leo-Paul Frigault  
Senior Operations Manager  
Ontario Clean Water Agency, Georgian Highlands Region



**2023  
SECTION 11  
ANNUAL REPORT**

**CHATSWORTH  
DRINKING WATER SYSTEM**

For the period of:  
**JANUARY 1, 2023 TO DECEMBER 31, 2023**

Prepared for the Township of Chatsworth by the Ontario Clean Water Agency

This report was prepared in accordance with the requirements of [O.Reg 170/03, Section 11, Annual reports](#) for the following system and reporting period:

<b>Drinking Water System Number:</b>	210003011
<b>Drinking Water System Name:</b>	Chatsworth Drinking Water System
<b>Drinking Water System Owner:</b>	Township of Chatsworth
<b>Drinking Water System Category:</b>	Large Municipal Residential
<b>Reporting Period:</b>	January 1, 2023 – December 31, 2023

**Does your Drinking Water System serve more than 10,000 people?**

No

**Is your Annual Report available to the public at no charge on a website on the Internet?**

Yes

*Note: If a large municipal residential system serves more than 10,000 people, the owner of the system shall ensure that a copy of every report prepared under this section is available to the public at no charge on a website on the Internet. O. Reg. 170/03, Section 11. (10)*

**Location where Summary Report required under O. Reg 170/03, Schedule 22 will be available for inspection. (O. Reg 170/03, Section 11.(6)(5)):**

- Township of Chatsworth Municipal Office, 316837 Highway 6, RR1 Chatsworth, ON, N0H 1G0
- <https://chatsworth.ca/living-here/water-services/#annual-water-reports>

*Note: this is required for large municipal residential systems or small municipal residential systems.*

**List all Drinking Water Systems (if any), which receive all of their drinking water from your system:**

Drinking Water System Name	Drinking Water System Number
N/A	N/A

**Did you provide a copy of your annual report to all Drinking Water System owners that are connected to you and to whom you provide all of its drinking water?**

N/A

**How system users are notified that the annual report is available, and is free of charge:**

- Public access/notice via the web
- Public access/notice via Government Office
- Public access/notice via a newspaper

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Public access/notice via Public Request      |
| <input type="checkbox"/>            | Public access/notice via a Public Library    |
| <input type="checkbox"/>            | Public access/notice via other method: _____ |

*Note: The owner of a drinking water system shall ensure that a copy of an annual report for the system is given, without charge, to every person who requests a copy. ((O.Reg 170/03, Section 11.(7)).*

**Description of Drinking Water System (O.Reg 170/03, Section 11.(6)(a)):**

The Chatsworth Drinking Water System is classified as a Class 1 Water Treatment and Class 1 Water Distribution and categorized as a Large Municipal Residential Drinking Water System servicing an approximate population of 635. The Chatsworth Drinking Water System is owned by The Corporation of the Township of Chatsworth and is operated by the Ontario Clean Water Agency (OCWA) in Chatsworth, Ontario.

The Chatsworth Drinking Water System draws its raw water from two (2) municipally owned wells. Each well is equipped with pumping equipment capable of pumping at 529.8 L/min at 105 m total dynamic head. Well No. 1 and Well No. 2 are equally rated at 569.0 L/min and are not meant to run simultaneously. Both wells are located within the same pumphouse. The pumphouse is located in Part Lot 5, Concession 1 East, Toronto Sydenham Road, former Township of Holland. Well #1 is a 33.6 meter deep drilled well. Well #2 is a 20.9 meter deep drilled well.

The wells are approximately 130 m from the Spey River, and have been determined by Henderson, Paddon & Associates Ltd. as being groundwater under some influence of surface water. When the wells were constructed, approximately 1.6 m of fill was added to the site to ensure good drainage around and away from the site, and as a safety measure to protect against flooding from the Spey River. Henderson, Paddon & Associates Ltd. also concluded that both Well No. 1 and Well No. 2 draw from the same aquifer.

The Chatsworth Drinking Water System's source water has been categorized as Groundwater Under the Direct Influence of Surface Water (GUDI). As such, the minimum log removal/inactivation required is 2 log for Cryptosporidium Oocysts, 3 log for Giardia Cysts and 4 log for viruses. The Chatsworth Drinking Water System achieves these credits from UV and chlorine disinfection.

Raw water is pumped from either Well No. 1 or Well No. 2 into a common discharge header. It then passes through a 5 micron nominal size cartridge filter with a filtration capacity of 8.9 L/s. The filtered water is monitored by an online turbidity analyzer and then directed through one of two ultraviolet disinfection reactors; one (1) duty, and one (1) standby. Each UV reactor has the capacity to provide a minimum dosage of 40 mJ/cm<sup>2</sup>. Water is then directed past a flow meter before it is treated with sodium hypochlorite for primary and secondary disinfection. Treated water free chlorine residual is monitored by an online analyzer prior to being directed into the distribution system.

The Chatsworth Drinking Water System was established in 1984. The standpipe situated on side road #1 was replaced with a glass-fused-to-steel standpipe in 2018. The Water Distribution system consists of Polyvinyl Chloride (PVC) pipes that range in size from 150 mm to 200 mm in diameter. There are approximately 37 fire hydrants, 1 blow off, 1 hydrant flusher, 4 sampling stations and 253 service connections in the Chatsworth distribution system.

**List of water treatment chemicals used by the system during the reporting period (O.Reg 170/03, Section 11.(6)(a)):**

- Sodium Hypochlorite 6%

**Significant expenses were incurred to:**

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> | Install required equipment            |
| <input checked="" type="checkbox"/> | Repair required equipment             |
| <input checked="" type="checkbox"/> | Replace required equipment            |
| <input type="checkbox"/>            | No significant expenses were incurred |

**Description of major expenses during the reporting period to install, repair or replace required equipment (O.Reg 170/03, Section 11.(6)(e)):**

- Chemical dosing pump rebuild kits
- Well #1 and #2 inspection
- Replacement filter cartridges

**Summary of any reports/notices submitted to the Ministry and/or Spills Action Centre in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 during the reporting period, including a description of any corrective actions taken under Schedule 17 or 18 (O. Reg 170/03, Section 11.(6)(b),(d)):**

Incident Date (yyyy/mm/dd)	Parameter/ Notice of	Result & Unit	Reporting Summary, Corrective Actions & Resolution
N/A	N/A	N/A	N/A

**Table 1. Microbiological testing done under the Schedule 11 of Regulation 170/03 during this reporting period (O.Reg 170/03, Section 11.(6)(c)).**

Location	Number of Samples	Range of E. Coli or Fecal Results		Range of Total Coliform Results		Number of HPC Samples	Range of HPC Samples	
		Min.	Max.	Min.	Max.		Min.	Max.
Well 1 <sup>1a</sup>	52	0	NDOGT	0	NDOGT	N/A	N/A	N/A
Well 2 <sup>1a</sup>	53	0	50	0	67	N/A	N/A	N/A
Treated <sup>1b</sup>	52	0	0	0	0	52	0	4
Distribution <sup>1c</sup>	104	0	0	0	0	52	0	920

*Note: HPC = Heterotrophic Plate Count, NDOGT – No Data: Overgrown with Target Bacteria*

*Note: Units for E.Coli or Fecal Results are cfu/100 mL, units for Total Coliform Results are cfu/100 mL, units for HPC results are cfu/1mL*

*<sup>1a</sup>O.Reg 170/03, Schedule 10-4. (1)(3) requires for a large municipal residential system that a water sample is taken at least once every week from the drinking water system’s raw water, before any treatment is applied to the water and tested for E.Coli and total coliforms.*

*<sup>1b</sup>O Reg 170/03, Schedule 10-3 requires for a large municipal residential system that a treated water sample is taken at least once every week and tested for E.Coli, total coliforms and general bacteria population expressed as colony counts on a heterotrophic count (HPC).*

*<sup>1c</sup>O.Reg. 170/03 Schedule 10-2.(1)(2)(3) requires that a system that serves 100,000 people or less, at least eight distribution samples, plus one additional sample for every 1,000 people served by the system to be taken every month, with at least one of the samples being taken in each week and be tested for E.Coli, Total Coliforms. At least 25 percent of the samples required must be tested for general bacteria population expressed as colony counts on heterotrophic plate count (HPC). The number of people served by the system is 635 (as confirmed with the Owner on March 7, 2022), and therefore requires at minimum eight per month.*

**Table 2. Operational testing done under Schedule 7 of Regulation 170/03 during the period covered by this Annual Report (O. Reg 170/03, Section 11.(6)(c)).**

Parameter & Location	Number of Samples	Range of Results	
		Min.	Max.
Well #1 Turbidity (NTU)	12	0.41	1.73
Well #2 Turbidity (NTU)	12	0.23	1.09
Filter Turbidity (NTU) <sup>2a</sup>	8760	0.02	0.63
Treated Chlorine Residual (mg/L) <sup>2b</sup>	8760	0.68 <sup>2d</sup>	2.00
Distribution Chlorine Residual (mg/L) <sup>2c</sup>	415	0.51	1.90

*Note: The number of samples used for continuous monitoring units is 8760. \*Low chlorine alarm due to clogged chlorine injector. CT achieved, no adverse.*

*<sup>2a</sup>If a drinking water system obtains water from a raw water supply that is surface water (or well water deemed as GUDI) and the system provides filtration, subsection 7-3.(1) does not apply and the owner of a system shall ensure that sampling and testing for turbidity is carried out by continuous monitoring equipment on each filter effluent line (O.Reg.170/03, Schedule 7-3.(2)(b)).*

*<sup>2b</sup>O.Reg 170/03 Schedule 7-2.(1) requires a drinking water system that provides chlorination for primary disinfection to sample and test for free chlorine residual with continuous monitoring equipment in the treatment process at or near a location where the intended contact time has just been completed.*

*<sup>2c</sup>O.Reg 170/03 Schedule 7-2.(3) requires a large municipal residential system that provides secondary disinfection to take at least seven distribution samples each week and immediately tested for free chlorine residual, if the system provides chlorination and does not provide*

*chloramination. Sampling for distribution free chlorine residual at the Chatsworth Drinking Water is taken twice a week.*

<sup>2d</sup>*Low chlorine alarm on November 14, 2023 due to clogged chlorine injector. CT achieved, no adverse.*

**Table 3. Summary of additional testing and sampling results carried out in accordance with the requirement of an approval, municipal drinking water licence or order (including OWRA) or other legal instrument. (O. Reg 170/03, Section 11.(6)(c))**

Legal Instrument & Issue Date (yyyy/mm/dd)	Parameter	Date Sampled	Number of Samples	Annual Average	Allowable Annual Average
N/A	N/A	N/A	N/A	N/A	N/A

**Table 4. Summary of Inorganic parameters tested during this reporting period or the most recent sample results (O.Reg 170/03, Section 11.(6)(c))**

Parameter & Location	Sample Date <sup>4a</sup> (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Exceedance of MAC
Antimony: Sb (µg/L) - TW2	2023/01/30	<MDL 0.6	6.0	No
Antimony: Sb (µg/L) - TW1	2023/01/30	<MDL 0.6	6.0	No
Arsenic: As (µg/L) - TW2	2023/01/30	<MDL 0.2	10.0	No
Arsenic: As (µg/L) - TW1	2023/01/30	<MDL 0.2	10.0	No
Barium: Ba (µg/L) - TW2	2023/01/30	8.63	1000.0	No
Barium: Ba (µg/L) - TW1	2023/01/30	10.6	1000.0	No
Boron: B (µg/L) - TW2	2023/01/30	11.0	5000.0	No
Boron: B (µg/L) - TW1	2023/01/30	21.0	5000.0	No
Cadmium: Cd (µg/L) - TW2	2023/01/30	<MDL 0.003	5.0	No
Cadmium: Cd (µg/L) - TW1	2023/01/30	<MDL 0.003	5.0	No
Chromium: Cr (µg/L) - TW2	2023/01/30	0.22	50.0	No
Chromium: Cr (µg/L) - TW1	2023/01/30	0.10	50.0	No
Mercury: Hg (µg/L) - TW2	2023/01/30	<MDL 0.01	1.0	No
Mercury: Hg (µg/L) - TW1	2023/01/30	<MDL 0.01	1.0	No
Selenium: Se (µg/L) - TW2	2023/01/30	0.27	50.0	No
Selenium: Se (µg/L) - TW1	2023/01/30	0.19	50.0	No
Uranium: U (µg/L) - TW2	2023/01/30	0.561	20.0	No
Uranium: U (µg/L) - TW1	2023/01/30	0.553	20.0	No
Fluoride (mg/L) - TW	2022/01/10 <sup>4b</sup>	0.06	1.5	No
Nitrite (mg/L) - TW2	2023/01/16	<MDL 0.003	1.0	No
Nitrite (mg/L) - TW2	2023/04/17	<MDL 0.003	1.0	No



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Nitrite (mg/L) - TW2	2023/07/04	<MDL 0.003	1.0	No
Nitrite (mg/L) - TW2	2023/10/10	<MDL 0.003	1.0	No
Nitrite (mg/L) - TW1	2023/01/16	<MDL 0.003	1.0	No
Nitrite (mg/L) - TW1	2023/04/17	<MDL 0.003	1.0	No
Nitrite (mg/L) - TW1	2023/07/04	<MDL 0.003	1.0	No
Nitrite (mg/L) - TW1	2023/10/10	<MDL 0.003	1.0	No
Nitrate (mg/L) - TW2	2023/01/16	0.303	10.0	No
Nitrate (mg/L) - TW2	2023/04/17	0.731	10.0	No
Nitrate (mg/L) - TW2	2023/07/04	1.12	10.0	No
Nitrate (mg/L) - TW2	2023/10/10	1.21	10.0	No
Nitrate (mg/L) - TW1	2023/01/16	1.01	10.0	No
Nitrate (mg/L) - TW1	2023/04/17	1.14	10.0	No
Nitrate (mg/L) - TW1	2023/07/04	3.04	10.0	No
Nitrate (mg/L) - TW1	2023/10/10	3.72	10.0	No

Note: MDL = Minimum Detection Limit, TW = Treated Water

<sup>4a</sup>The owner of a large municipal residential system that obtains water from a raw water supply that is surface water (or well water deemed as GUDI) shall ensure that at least one water sample for inorganics is taken every 12 months (O.Reg 170/03, Schedule 13-2.(1)). The last set of samples were collected and tested in 2023, the next set of samples are scheduled to be collected and tested in 2024.

<sup>4b</sup>Fluoride is reportable every 60 months. The most recent Fluoride samples were tested in 2022, the next set of samples is scheduled to be tested in 2027.

Parameter & Location	Sample Date (yyyy/mm/dd)	Sample Result	Aesthetic Objective (AO)	Exceedance	
				AO	> 20 mg/L
Sodium: Na (mg/L) - TW2	2019/01/08 <sup>4c</sup>	3.04	200	No	No
Sodium: Na (mg/L) - TW1	2019/01/08 <sup>4c</sup>	3.72	200	No	No

Note: MDL = Minimum Detection Limit, TW = Treated Water

Note: There is no regulatory Maximum Allowable Concentration (MAC) for Sodium. The aesthetic objective (AO) for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.

<sup>4c</sup>Sodium is reportable every 60 months. The most recent Sodium samples were tested in 2019, the next set of reportable samples is scheduled to be tested in 2024.

**Table 5: Summary of lead testing under Schedule 15.1 during this reporting period (O.Reg 170/03, Section 11.(6)(g))**

Location/Type & Parameter	Number of Samples	Range of Results		Number of Lead Exceedances (MAC = 10 µ/L)
		Min.	Max.	
<b>Period: January 1 to April 15</b>				
Plumbing – Lead (µg/L) <sup>a</sup>	N/A	N/A	N/A	N/A
Distribution – Lead (µg/L) <sup>b</sup>	N/A	N/A	N/A	N/A
Distribution – Alkalinity (mg/L as CaCO <sub>3</sub> )	2	302	309	N/A
Distribution – pH	2	7.47	7.48	N/A
<b>Period: June 15 to October 15</b>				
Plumbing – Lead (µg/L) <sup>a</sup>	N/A	N/A	N/A	N/A
Distribution – Lead (µg/L) <sup>b</sup>	N/A	N/A	N/A	N/A
Distribution – Alkalinity (mg/L as CaCO <sub>3</sub> )	1	296	297	N/A
Distribution – pH	1	7.42	7.52	N/A
<b>Period: December 15 to 31</b>				
Plumbing – Lead (µg/L) <sup>a</sup>	N/A	N/A	N/A	N/A
Distribution – Lead (µg/L) <sup>b</sup>	N/A	N/A	N/A	N/A
Distribution – Alkalinity (mg/L as CaCO <sub>3</sub> )	N/A	N/A	N/A	N/A
Distribution - pH	N/A	N/A	N/A	N/A

*Note: this is required for large municipal residential systems, small municipal residential systems or non-municipal year-round residential system. (O.Reg 170/03, Section 11.(6)(g))*

<sup>5a</sup>*This system follows a reduced sampling schedule (O.Reg. 170/03, Section 15.1.5). The number of sampling points for the system is based on the population served by the system. The number of people served by the system is 635 (as confirmed with the Owner on March 7, 2022), and therefore requires 2 distribution sampling points per sampling period.*

<sup>5b</sup>*Plumbing samples are not applicable as this system qualifies for the plumbing exemption per O. Reg 170/03 Schedule 15.1-5 (9) (10).*

<sup>5c</sup>*This system follows a reduced sampling schedule (O.Reg 170/03, Section 15.1.5). Distribution lead samples are collected every 36 months. The most recent set of distribution lead samples were collected within the winter period of December 15, 2020 to April 15, 2021 and summer period of June 15, 2021 to October 15, 2021. The next set of distribution lead samples is scheduled to be collected within the winter period of December 15, 2023 to April 15, 2024 and summer period of June 15, 2024 to October 15, 2024.*

**Table 6: Summary of Organic parameters sampled during this reporting period or the most recent sample results (O.Reg 170/03, Section 11.(6)(c)).**

Parameter & Location	Sample Date <sup>6a</sup> (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Exceedance of MAC
Alachlor (µg/L) - TW2	2023/01/30	<MDL 0.02	5.0	No
Alachlor (µg/L) - TW1	2023/01/30	<MDL 0.02	5.0	No
Atrazine + N-dealkylated metabolites (µg/L) - TW2	2023/01/30	<MDL 0.01	5.0	No
Atrazine + N-dealkylated metabolites (µg/L) - TW1	2023/01/30	<MDL 0.01	5.0	No
Azinphos-methyl (µg/L) - TW2	2023/01/30	<MDL 0.05	20.0	No
Azinphos-methyl (µg/L) - TW1	2023/01/30	<MDL 0.05	20.0	No
Benzene (µg/L) - TW2	2023/01/30	<MDL 0.32	1.0	No
Benzene (µg/L) - TW1	2023/01/30	<MDL 0.32	1.0	No
Benzo(a)pyrene (µg/L) - TW2	2023/01/30	0.009	0.01	No
Benzo(a)pyrene (µg/L) - TW1	2023/01/30	<MDL 0.004	0.01	No
Bromoxynil (µg/L) - TW2	2023/01/30	<MDL 0.33	5.0	No
Bromoxynil (µg/L) - TW1	2023/01/30	<MDL 0.33	5.0	No
Carbaryl (µg/L) - TW2	2023/01/30	<MDL 0.05	90.0	No
Carbaryl (µg/L) - TW1	2023/01/30	<MDL 0.05	90.0	No
Carbofuran (µg/L) - TW2	2023/01/30	<MDL 0.01	90.0	No
Carbofuran (µg/L) - TW1	2023/01/30	<MDL 0.01	90.0	No
Carbon Tetrachloride (µg/L) - TW2	2023/01/30	<MDL 0.17	2.0	No
Carbon Tetrachloride (µg/L) - TW1	2023/01/30	<MDL 0.17	2.0	No
Chlorpyrifos (µg/L) - TW2	2023/01/30	<MDL 0.02	90.0	No
Chlorpyrifos (µg/L) - TW1	2023/01/30	<MDL 0.02	90.0	No
Diazinon (µg/L) - TW2	2023/01/30	<MDL 0.02	20.0	No
Diazinon (µg/L) - TW1	2023/01/30	<MDL 0.02	20.0	No
Dicamba (µg/L) - TW2	2023/01/30	<MDL 0.2	120.0	No
Dicamba (µg/L) - TW1	2023/01/30	<MDL 0.2	120.0	No
1,2-Dichlorobenzene (µg/L) - TW2	2023/01/30	<MDL 0.41	200.0	No
1,2-Dichlorobenzene (µg/L) - TW1	2023/01/30	<MDL 0.41	200.0	No

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Parameter & Location	Sample Date <sup>6a</sup> (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Exceedance of MAC
1,4-Dichlorobenzene (µg/L) - TW2	2023/01/30	<MDL 0.36	5.0	No
1,4-Dichlorobenzene (µg/L) - TW1	2023/01/30	<MDL 0.36	5.0	No
1,2-Dichloroethane (µg/L) - TW2	2023/01/30	<MDL 0.35	5.0	No
1,2-Dichloroethane (µg/L) - TW1	2023/01/30	<MDL 0.35	5.0	No
1,1-Dichloroethylene (µg/L) - TW2	2023/01/30	<MDL 0.33	14.0	No
1,1-Dichloroethylene (µg/L) - TW1	2023/01/30	<MDL 0.33	14.0	No
Dichloromethane (Methylene Chloride) (µg/L) - TW2	2023/01/30	<MDL 0.35	50.0	No
Dichloromethane (Methylene Chloride) (µg/L) - TW1	2023/01/30	<MDL 0.35	50.0	No
2,4-Dichlorophenol (µg/L) - TW2	2023/01/30	<MDL 0.15	900.0	No
2,4-Dichlorophenol (µg/L) - TW1	2023/01/30	<MDL 0.15	900.0	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (µg/L) - TW2	2023/01/30	<MDL 0.19	100.0	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (µg/L) - TW1	2023/01/30	<MDL 0.19	100.0	No
Diclofop-methyl (µg/L) - TW2	2023/01/30	<MDL 0.4	9.0	No
Diclofop-methyl (µg/L) - TW1	2023/01/30	<MDL 0.4	9.0	No
Dimethoate (µg/L) - TW2	2023/01/30	<MDL 0.06	20.0	No
Dimethoate (µg/L) - TW1	2023/01/30	<MDL 0.06	20.0	No
Diquat (µg/L) - TW2	2023/01/30	<MDL 1.0	70.0	No
Diquat (µg/L) - TW1	2023/01/30	<MDL 1.0	70.0	No
Diuron (µg/L) - TW2	2023/01/30	<MDL 0.03	150.0	No
Diuron (µg/L) - TW1	2023/01/30	<MDL 0.03	150.0	No
Glyphosate (µg/L) - TW2	2023/01/30	<MDL 1.0	280.0	No
Glyphosate (µg/L) - TW1	2023/01/30	<MDL 1.0	280.0	No
Malathion (µg/L) - TW2	2023/01/30	<MDL 0.02	190.0	No
Malathion (µg/L) - TW1	2023/01/30	<MDL 0.02	190.0	No
Metolachlor (µg/L) - TW2	2023/01/30	<MDL 0.01	50.0	No

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Parameter & Location	Sample Date <sup>6a</sup> (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Exceedance of MAC
Metolachlor (µg/L) - TW1	2023/01/30	<MDL 0.01	50.0	No
Metribuzin (µg/L) - TW2	2023/01/30	<MDL 0.02	80.0	No
Metribuzin (µg/L) - TW1	2023/01/30	<MDL 0.02	80.0	No
Monochlorobenzene (Chlorobenzene) (µg/L) - TW2	2023/01/30	<MDL 0.3	80.0	No
Monochlorobenzene (Chlorobenzene) (µg/L) - TW1	2023/01/30	<MDL 0.3	80.0	No
Paraquat (µg/L) - TW2	2023/01/30	<MDL 1.0	10.0	No
Paraquat (µg/L) - TW1	2023/01/30	<MDL 1.0	10.0	No
PCB (µg/L) - TW2	2023/01/30	<MDL 0.04	3.0	No
PCB (µg/L) - TW1	2023/01/30	<MDL 0.04	3.0	No
Pentachlorophenol (µg/L) - TW2	2023/01/30	<MDL 0.15	60.0	No
Pentachlorophenol (µg/L) - TW1	2023/01/30	<MDL 0.15	60.0	No
Phorate (µg/L) - TW2	2023/01/30	<MDL 0.01	2.0	No
Phorate (µg/L) - TW1	2023/01/30	<MDL 0.01	2.0	No
Picloram (µg/L) - TW2	2023/01/30	<MDL 1.0	190.0	No
Picloram (µg/L) - TW1	2023/01/30	<MDL 1.0	190.0	No
Prometryne (µg/L) - TW2	2023/01/30	<MDL 0.03	1.0	No
Prometryne (µg/L) - TW1	2023/01/30	<MDL 0.03	1.0	No
Simazine (µg/L) - TW2	2023/01/30	<MDL 0.01	10.0	No
Simazine (µg/L) - TW1	2023/01/30	<MDL 0.01	10.0	No
Terbufos (µg/L) - TW2	2023/01/30	<MDL 0.01	1.0	No
Terbufos (µg/L) - TW1	2023/01/30	<MDL 0.01	1.0	No
Tetrachloroethylene (µg/L) - TW2	2023/01/30	<MDL 0.35	10.0	No
Tetrachloroethylene (µg/L) - TW1	2023/01/30	<MDL 0.35	10.0	No
2,3,4,6-Tetrachlorophenol (µg/L) - TW2	2023/01/30	<MDL 0.2	100.0	No
2,3,4,6-Tetrachlorophenol (µg/L) - TW1	2023/01/30	<MDL 0.2	100.0	No
Triallate (µg/L) - TW2	2023/01/30	<MDL 0.01	230.0	No
Triallate (µg/L) - TW1	2023/01/30	<MDL 0.01	230.0	No
Trichloroethylene (µg/L) - TW2	2023/01/30	<MDL 0.44	5.0	No

Drinking Water System Regulation: O. Reg 170/03  
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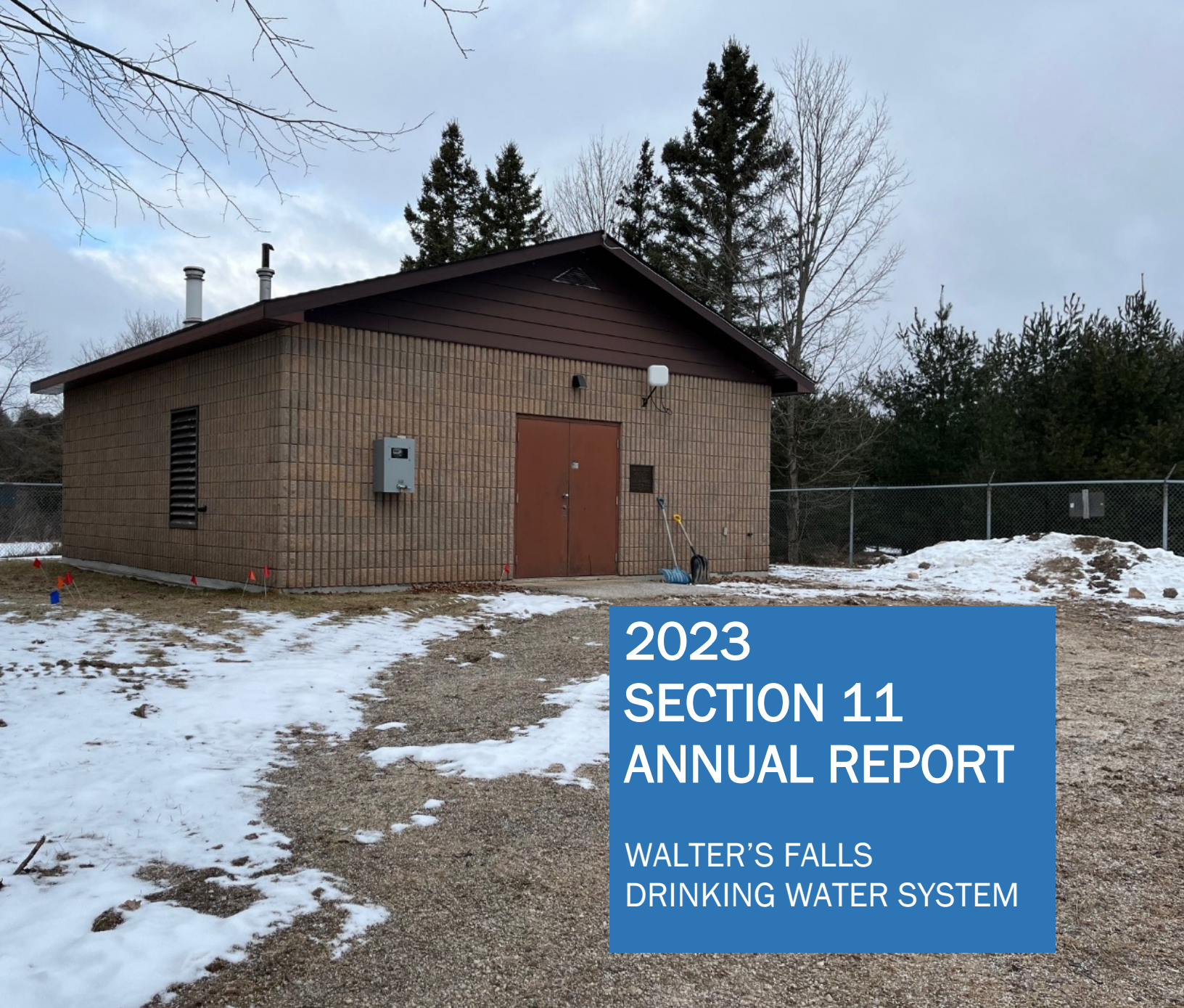
Parameter & Location	Sample Date <sup>6a</sup> (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Exceedance of MAC
Trichloroethylene (µg/L) - TW1	2023/01/30	<MDL 0.44	5.0	No
2,4,6-Trichlorophenol (µg/L) - TW2	2023/01/30	<MDL 0.25	5.0	No
2,4,6-Trichlorophenol (µg/L) - TW1	2023/01/30	<MDL 0.25	5.0	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (µg/L) - TW2	2023/01/30	<MDL 0.12	100.0	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (µg/L) - TW1	2023/01/30	<MDL 0.12	100.0	No
Trifluralin (µg/L) - TW2	2023/01/30	<MDL 0.02	45.0	No
Trifluralin (µg/L) - TW1	2023/01/30	<MDL 0.02	45.0	No
Vinyl Chloride (µg/L) - TW2	2023/01/30	<MDL 0.17	1.0	No
Vinyl Chloride (µg/L) - TW1	2023/01/30	<MDL 0.17	1.0	No
Trihalomethane: Total (µg/L) Annual Average - DW	2023 (Quarterly)	19.0	100.0	No
HAA Total (µg/L) Annual Average - DW	2023 (Quarterly)	5.3	80.0	No

Note: TW = Treated Water, DW = Distribution Water, MDL = Minimum Detection Limit, MAC = Maximum Allowable Concentration, HAA = Haloacetic Acids

<sup>6a</sup>The owner of a large municipal residential system that obtains water from a raw water supply (or well water deemed as GUDI) that is surface water shall ensure that at least one water sample for organics is taken every 12 months (O.Reg 170/03, Schedule 13-4.(1)). The last set of samples were collected and tested in 2023, the next set of samples are scheduled to be collected and tested in 2024.

**Table 7: List of Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards for the reporting period.**

Parameter & Location	Sample Date (yyyy/mm/dd)	Sample Result
N/A	N/A	N/A



**2023  
SECTION 11  
ANNUAL REPORT**

**WALTER'S FALLS  
DRINKING WATER SYSTEM**

For the period of:  
**JANUARY 1, 2023 TO DECEMBER 31, 2023**

Prepared for the Township of Chatsworth by the Ontario Clean Water Agency

Drinking Water System Regulation: O. Reg 170/03  
 Section 11 Annual Report: January 1, 2023 to December 31, 2023  
 Township of Chatsworth: Walter’s Falls Drinking Water System

This report was prepared in accordance with the requirements of [O.Reg 170/03, Section 11, Annual reports](#) for the following system and reporting period:

<b>Drinking Water System Number:</b>	220007034
<b>Drinking Water System Name:</b>	Walter’s Falls Drinking Water System
<b>Drinking Water System Owner:</b>	Township of Chatsworth
<b>Drinking Water System Category:</b>	Small Municipal Residential
<b>Reporting Period:</b>	January 1, 2023 – December 31, 2023

**Does your Drinking Water System serve more than 10,000 people?**

No

**Is your Annual Report available to the public at no charge on a website on the Internet?**

Yes

*Note: If a large municipal residential system serves more than 10,000 people, the owner of the system shall ensure that a copy of every report prepared under this section is available to the public at no charge on a website on the Internet. O. Reg. 170/03, Section 11. (10)*

**Location where Summary Report required under O. Reg 170/03, Schedule 22 will be available for inspection. (O. Reg 170/03, Section 11.(6)(5)):**

- Township of Chatsworth Municipal Office, 316837 Highway 6, RR1 Chatsworth, ON, N0H 1G0
- <https://chatsworth.ca/living-here/water-services/#annual-water-reports>

*Note: this is required for large municipal residential systems or small municipal residential systems.*

**List all Drinking Water Systems (if any), which receive all of their drinking water from your system:**

Drinking Water System Name	Drinking Water System Number
N/A	N/A

**Did you provide a copy of your annual report to all Drinking Water System owners that are connected to you and to whom you provide all of its drinking water?**

N/A

**How system users are notified that the annual report is available, and is free of charge:**

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Public access/notice via the web           |
| <input checked="" type="checkbox"/> | Public access/notice via Government Office |
| <input type="checkbox"/>            | Public access/notice via a newspaper       |
| <input checked="" type="checkbox"/> | Public access/notice via Public Request    |



- Public access/notice via a Public Library
- Public access/notice via other method: \_\_\_\_\_

*Note: The owner of a drinking water system shall ensure that a copy of an annual report for the system is given, without charge, to every person who requests a copy. ((O.Reg 170/03, Section 11.(7)).*

**Description of Drinking Water System (O.Reg 170/03, Section 11.(6)(a)):**

The Walter's Falls Drinking Water System is classified as a Class 1 Water Treatment and Class 1 Water Distribution and categorized as a Small Municipal Residential Drinking Water System servicing an approximate population of 125 persons. The Walter's Falls Drinking Water System is owned by The Corporation of the Township of Chatsworth and operated by the Ontario Clean Water Agency (OCWA) in the Township of Chatsworth, Ontario.

The Walter's Falls Drinking Water System draws its raw water from two (2) municipally owned wells.

Well 1

This well is located adjacent to the pump house and within the fenced-in area. It is a 200 mm diameter, 42.7 m deep drilled groundwater production well (Well TW-1/89). The 2001 Engineer's Report states that they are of the opinion that the well is under the direct influence of surface water (GUDI). Analytical results obtained from the well and from Walter's Creek at the Mill Pond were analyzed for various chemical and physical parameters and similar results were obtained, suggesting the creek is having an influence on the well water supply. The Well is equipped with a submersible well pump rated at 455 L/min @ 32.0 m total dynamic head with a 150 mm diameter discharge line to the pump house. It operates on a demand basis. Warning signs on the fence advise the farmer farming the adjacent field to restrict the use of agricultural fertilizers and pesticides near the pump house and wells.

Well 2

This well is located adjacent to the pump house and within the fenced-in area. It is a 200 mm diameter, 42.7 m deep drilled groundwater production well (Well TW-2/89). The 2001 Engineer's Report states that they are of the opinion that the well is under the direct influence of surface water (GUDI). Analytical results obtained from the well and from Walter's Creek at the Mill Pond were analyzed for various chemical and physical parameters and similar results were obtained, suggesting the creek is having an influence on the well water supply. The well is equipped with a submersible well pump rated at 455 L/min @ 32.0 m total dynamic head with a 150 mm diameter discharge line to the pump house. It operates on a demand basis. Warning signs on the fence advise the farmer farming the adjacent field to restrict the use of agricultural fertilizers and pesticides near the pump house and wells.

The Walter's Falls Drinking Water System's source water has been categorized as Groundwater Under the Direct Influence of Surface Water (GUDI). As such, the minimum log removal/inactivation required is 2 log for Cryptosporidium Oocysts, 3 log for Giardia Cysts and

4 log for viruses. The Walter's Falls Drinking Water System achieves these credits from UV and chlorine disinfection.

Raw water from each well is pumped to a common header. Raw water is directed through the raw water flow meter and then through a cartridge filter. The cartridge filter unit has a treatment capacity of 15.2 L/s when equipped with 12 cartridge filters, restricting particles one (1) micron and larger. Filtered water is then directed to one of two ultraviolet disinfection reactors; one (1) duty, and one (1) standby. Each UV disinfection reactor is capable of providing a minimum dosage of 40 mJ/cm<sup>2</sup>. Following UV disinfection, the water is treated with sodium hypochlorite for primary and secondary disinfection. Treated water is then directed into one of the two clear wells. The underground clear wells have a total capacity of 110 cubic meters, provide chlorine contact storage, and provide two-hour storage to meet fire flow requirements.

The system is equipped with four high lift pumps. The duty pump is rated at 226.8 L/min, at 43.9 m total dynamic head (TDH) and the other three (3) pumps are each rated at 1,135.2 L/min at 46 m TDH. There are five 450 L capacity pressure tanks that provide storage and prevent the short cycling of the duty high lift pump. The working pressure range of the duty pump is set at 60 to 75 PSI.

A 75 kW standby diesel generator is used to provide power to the pump house and well pumps in the event of power outages.

The Walter's Falls Distribution system has approximately 14 fire hydrants and 52 service connections.

**List of water treatment chemicals used by the system during the reporting period (O.Reg 170/03, Section 11.(6)(a)):**

- Sodium Hypochlorite 6%

**Significant expenses were incurred to:**

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> | Install required equipment            |
| <input checked="" type="checkbox"/> | Repair required equipment             |
| <input checked="" type="checkbox"/> | Replace required equipment            |
| <input type="checkbox"/>            | No significant expenses were incurred |

**Description of major expenses during the reporting period to install, repair or replace required equipment (O.Reg 170/03, Section 11.(6)(e)):**

- PLC upgrade
- Well #2 inspection
- Miscellaneous distribution parts

**Summary of any reports/notices submitted to the Ministry and/or Spills Action Centre in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 during the reporting period, including a description of any corrective actions taken under Schedule 17 or 18 (O. Reg 170/03, Section 11.(6)(b),(d):**

Incident Date (yyyy/mm/dd)	Parameter/ Notice of	Result & Unit	Reporting Summary, Corrective Actions & Resolution
N/A	N/A	N/A	N/A

**Table 1. Microbiological testing done under the Schedule 11 of Regulation 170/03 during this reporting period (O.Reg 170/03, Section 11.(6)(c)).**

Location	Number of Samples	Range of E. Coli or Fecal Results		Range of Total Coliform Results		Number of HPC Samples	Range of HPC Samples	
		Min.	Max.	Min.	Max.		Min.	Max.
Raw Well #1 <sup>1a</sup>	12	0	0	0	70	N/A	N/A	N/A
Raw Well #2 <sup>1a</sup>	11 <sup>1b</sup>	0	1	0	440	N/A	N/A	N/A
Distribution <sup>1c</sup>	51	0	0	0	0	51	0	13

Note: HPC = Heterotrophic Plate Count

Note: Units for E.Coli or Fecal Results are cfu/100 mL, units for Total Coliform Results are cfu/100 mL, units for HPC results are cfu/1mL

<sup>1a</sup>O.Reg 170/03, Schedule 11-3. (1)(3) requires for a small municipal residential system that a water sample is taken at least once every month from the drinking water system's raw water, before any treatment is applied to the water and tested for E.Coli and total coliforms.

<sup>1b</sup>No monthly raw water samples were taken during the month of December 2023 for Well #2 as the well and pumps were offline for well refurbishment and maintenance activities.

<sup>1c</sup>O.Reg. 170/03 Schedule 11-2.(1)(2)(3) requires that at least one distribution sample is taken every two weeks, if the system provides treatment equipment in accordance with Schedule 1 or 2 and the equipment is operated in accordance with that Schedule; or at least one distribution sample is taken every week, if clause (a) does not apply and be tested for E.Coli, Total Coliforms and if section 1-5 of Schedule 1 or subsection 2-5 (1) of Schedule 2 applies to the system, general bacteria population expressed as colony counts on a heterotrophic plate count. As best practice, OCWA takes a sample every week.

**Table 2. Operational testing done under Schedule 7 of Regulation 170/03 during the period covered by this Annual Report (O. Reg 170/03, Section 11.(6)(c)).**

Parameter & Location	Number of Samples	Range of Results	
		Min.	Max.
Turbidity, Raw Well #1 (NTU)	12	0.08	1.02
Turbidity, Raw Well #2 (NTU)	10 <sup>2b</sup>	0.36	1.07
Turbidity, Filter (NTU) <sup>2a</sup>	8760	0.00	2.00 <sup>2c</sup>
Free Chlorine Residual, Treated Water (mg/L) <sup>2d</sup>	8760	1.18	1.69
Free Chlorine Residual, Distribution Water (mg/L) <sup>2e</sup>	104	0.76	1.56

Note: The number of samples used for continuous monitoring units is 8760.

<sup>2a</sup>If a drinking water system obtains water from a raw water supply that is surface water (or well water deemed as GUDI) and the system provides filtration, subsection 7-3(1) does not apply and the owner of a system shall ensure that sampling and testing for turbidity is carried out by continuous monitoring equipment on each filter effluent line (O.Reg.170/03, Schedule 7-3.(2)(b)).

<sup>2b</sup>Monthly raw water turbidity samples were not taken in November and December 2023. The well and pumps were offline for well refurbishment and maintenance activities.

<sup>2c</sup>High filter turbidity on April 6, 2023 due to a significant weather event and on November 13, 2023 due to the well refurbishment and maintenance activities. No water directed to clearwell, no adverse. Water hauled on both occasions.

<sup>2d</sup>O.Reg 170/03 Schedule 7-2.(1) requires a drinking water system that provides chlorination for primary disinfection to sample and test for free chlorine residual with continuous monitoring equipment in the treatment process at or near a location where the intended contact time has just been completed.

<sup>2e</sup>O.Reg 170/03 Schedule 7-2.(5) requires a small municipal residential system that provides secondary disinfection to take at least two distribution samples each week and immediately tested for free chlorine residual, if the system provides chlorination and does not provide chloramination. Sampling for distribution free chlorine residual at Walter's Falls Drinking Water is taken twice a week.

**Table 3. Summary of additional testing and sampling results carried out in accordance with the requirement of an approval, municipal drinking water licence or order (including OWRA) or other legal instrument. (O. Reg 170/03, Section 11.(6)(c))**

Legal Instrument & Issue Date (yyyy/mm/dd)	Parameter	Date Sampled	Number of Samples	Min	Max
2020/11/10 241-101 (Issue 4)	UV Transmittance	2023 (Monthly)	12	95	100

Note: UV transmittance shall be measured and recorded by grab samples at a minimum frequency of once per month.

**Table 4. Summary of Inorganic parameters tested during this reporting period or the most recent sample results (O.Reg 170/03, Section 11.(6)(c))**

Parameter & Location	Sample Date <sup>4a</sup> (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Exceedance of MAC
Antimony: Sb (ug/L) - TW	2021/04/12	<MDL 0.9	6.0	No
Arsenic: As (ug/L) - TW	2021/04/12	<MDL 0.2	10.0	No
Barium: Ba (ug/L) - TW	2021/04/12	6.95	1000.0	No
Boron: B (ug/L) - TW	2021/04/12	9.0	5000.0	No
Cadmium: Cd (ug/L) - TW	2021/04/12	<MDL 0.003	5.0	No
Chromium: Cr (ug/L) - TW	2021/04/12	0.41	50.0	No
Mercury: Hg (ug/L) - TW	2021/04/12	<MDL 0.01	1.0	No
Selenium: Se (ug/L) - TW	2021/04/12	0.1	50.0	No
Uranium: U (ug/L) - TW	2021/04/12	0.147	20.0	No
Fluoride (mg/L) - TW	2022/01/10 <sup>4b</sup>	<MDL 0.06	1.5	No
Nitrite (mg/L) - TW	2023/01/16	<MDL 0.003	1.0	No
Nitrite (mg/L) - TW	2023/04/17	<MDL 0.003	1.0	No
Nitrite (mg/L) - TW	2023/07/04	<MDL 0.003	1.0	No
Nitrite (mg/L) - TW	2023/10/10	<MDL 0.003	1.0	No
Nitrate (mg/L) - TW	2023/01/16	4.13	10.0	No
Nitrate (mg/L) - TW	2023/04/17	3.90	10.0	No
Nitrate (mg/L) - TW	2023/07/04	3.95	10.0	No
Nitrate (mg/L) - TW	2023/10/10	2.56	10.0	No

Note: MDL = Minimum Detection Limit, TW = Treated Water

<sup>4a</sup>The owner of a small municipal residential system shall ensure that at least one water sample for inorganics is taken every 60 months (O.Reg 170/03, Schedule 13-2.(3)). The last set of samples were collected and tested in 2021, the next set of samples are scheduled to be collected and tested in 2026.

<sup>4b</sup>Fluoride is reportable every 60 months. The most recent Fluoride sample was taken in January, 2022. The next set of Fluoride samples is scheduled to be collected in 2027.

Parameter & Location	Sample Date (yyyy/mm/dd)	Sample Result	Aesthetic Objective (AO)	Exceedance	
				AO	> 20 mg/L
Sodium: Na (mg/L) - TW	2022/01/10 <sup>b</sup>	4.49	200 <sup>c</sup>	No	No

Note: MDL = Minimum Detection Limit, TW = Treated Water

Note: There is no regulatory Maximum Allowable Concentration (MAC) for Sodium. The aesthetic objective (AO) for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.

<sup>4c</sup>*Sodium is reportable every 60 months. The most recent Sodium samples were tested in 2022, the next set of reportable samples is scheduled to be tested in 2027.*

**Table 5: Summary of lead testing under Schedule 15.1 during this reporting period (O.Reg 170/03, Section 11.(6)(g))**

Location/Type & Parameter	Number of Samples <sup>5a</sup>	Range of Results		Number of Lead Exceedances (MAC = 10 µ/L)
		Min.	Max.	
<b>Period: January 1 to April 15</b>				
Plumbing – Lead (µg/L) <sup>5b</sup>	N/A	N/A	N/A	N/A
Distribution – Lead (µg/L) <sup>5c</sup>	N/A	N/A	N/A	N/A
Distribution – Alkalinity (mg/L as CaCO <sub>3</sub> )	1	278	278	N/A
Distribution – pH	1	7.56	7.56	N/A
<b>Period: June 15 to October 15</b>				
Plumbing – Lead (µg/L) <sup>5b</sup>	N/A	N/A	N/A	N/A
Distribution – Lead (µg/L) <sup>5c</sup>	N/A	N/A	N/A	N/A
Distribution – Alkalinity (mg/L as CaCO <sub>3</sub> )	1	305	305	N/A
Distribution – pH	1	7.44	7.44	N/A
<b>Period: December 15 to 31</b>				
Plumbing – Lead (µg/L) <sup>5b</sup>	N/A	N/A	N/A	N/A
Distribution – Lead (µg/L) <sup>5c</sup>	N/A	N/A	N/A	N/A
Distribution – Alkalinity (mg/L as CaCO <sub>3</sub> )	N/A	N/A	N/A	N/A
Distribution - pH	N/A	N/A	N/A	N/A

*Note: this is required for large municipal residential systems, small municipal residential systems or non-municipal year-round residential system. (O.Reg 170/03, Section 11.(6)(g))*

<sup>5a</sup>*This system follows a reduced sampling schedule (O.Reg. 170/03, Section 15.1.5). The number of sampling points for the system is based on the population served by the system. The number of people served by the system is 125 (as confirmed with the Owner on March 7, 2022), and therefore requires 1 distribution sampling point per sampling period.*

<sup>5b</sup>*Plumbing samples are not applicable as this system qualifies for the plumbing exemption per O. Reg 170/03 Schedule 15.1-5 (9) (10).*

<sup>5c</sup>*This system follows a reduced sampling schedule (O.Reg 170/03, Section 15.1.5). Distribution lead samples are collected every 36 months. The most recent set of distribution lead samples were collected within the winter period of December 15, 2020 to April 15, 2021 and summer period of June 15, 2021 to October 15, 2021. The next set of distribution lead samples is scheduled to be collected within the winter period of December 15, 2023 to April 15, 2024 and summer period of June 15, 2024 to October 15, 2024.*

**Table 6: Summary of Organic parameters sampled during this reporting period or the most recent sample results (O.Reg 170/03, Section 11.(6)(c)).**

Parameter & Location	Sample Date <sup>6a</sup> (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Exceedance of MAC
Alachlor (ug/L) - TW	2021/04/12	<MDL 0.02	5.0	No
Atrazine + N-dealkylated metabolites (ug/L) - TW	2021/04/12	<MDL 0.01	5.0	No
Azinphos-methyl (ug/L) - TW	2021/04/12	<MDL 0.05	20.0	No
Benzene (ug/L) - TW	2021/04/12	<MDL 0.32	1.0	No
Benzo(a)pyrene (ug/L) - TW	2021/04/12	<MDL 0.004	0.01	No
Bromoxynil (ug/L) - TW	2021/04/12	<MDL 0.33	5.0	No
Carbaryl (ug/L) - TW	2021/04/12	<MDL 0.05	90.0	No
Carbofuran (ug/L) - TW	2021/04/12	<MDL 0.01	90.0	No
Carbon Tetrachloride (ug/L) - TW	2021/04/12	<MDL 0.17	2.0	No
Chlorpyrifos (ug/L) - TW	2021/04/12	<MDL 0.02	90.0	No
Diazinon (ug/L) - TW	2021/04/12	<MDL 0.02	20.0	No
Dicamba (ug/L) - TW	2021/04/12	<MDL 0.2	120.0	No
1,2-Dichlorobenzene (ug/L) - TW	2021/04/12	<MDL 0.41	200.0	No
1,4-Dichlorobenzene (ug/L) - TW	2021/04/12	<MDL 0.36	5.0	No
1,2-Dichloroethane (ug/L) - TW	2021/04/12	<MDL 0.35	5.0	No
1,1-Dichloroethylene (ug/L) - TW	2021/04/12	<MDL 0.33	14.0	No
Dichloromethane (Methylene Chloride) (ug/L) - TW	2021/04/12	<MDL 0.35	50.0	No
2,4-Dichlorophenol (ug/L) - TW	2021/04/12	<MDL 0.15	900.0	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW	2021/04/12	<MDL 0.19	100.0	No
Diclofop-methyl (ug/L) - TW	2021/04/12	<MDL 0.4	9.0	No
Dimethoate (ug/L) - TW	2021/04/12	<MDL 0.06	20.0	No
Diquat (ug/L) - TW	2021/04/12	<MDL 1.0	70.0	No
Diuron (ug/L) - TW	2021/04/12	<MDL 0.03	150.0	No
Glyphosate (ug/L) - TW	2021/04/12	<MDL 1.0	280.0	No
Malathion (ug/L) - TW	2021/04/12	<MDL 0.02	190.0	No
Metolachlor (ug/L) - TW	2021/04/12	<MDL 0.01	50.0	No
Metribuzin (ug/L) - TW	2021/04/12	<MDL 0.02	80.0	No

Drinking Water System Regulation: O. Reg 170/03  
 Section 11 Annual Report: January 1, 2023 to December 31, 2023  
 Township of Chatsworth: Walter's Falls Drinking Water System

Parameter & Location	Sample Date <sup>6a</sup> (yyyy/mm/dd)	Sample Result	Maximum Allowable Concentration (MAC)	Exceedance of MAC
Monochlorobenzene (Chlorobenzene) (ug/L) - TW	2021/04/12	<MDL 0.3	80.0	No
Paraquat (ug/L) - TW	2021/04/12	<MDL 1.0	10.0	No
PCB (ug/L) - TW	2021/04/12	<MDL 0.04	3.0	No
Pentachlorophenol (ug/L) - TW	2021/04/12	<MDL 0.15	60.0	No
Phorate (ug/L) - TW	2021/04/12	<MDL 0.01	2.0	No
Picloram (ug/L) - TW	2021/04/12	<MDL 1.0	190.0	No
Prometryne (ug/L) - TW	2021/04/12	<MDL 0.03	1.0	No
Simazine (ug/L) - TW	2021/04/12	<MDL 0.01	10.0	No
Terbufos (ug/L) - TW	2021/04/12	<MDL 0.01	1.0	No
Tetrachloroethylene (ug/L) - TW	2021/04/12	<MDL 0.35	10.0	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW	2021/04/12	<MDL 0.2	100.0	No
Triallate (ug/L) - TW	2021/04/12	<MDL 0.01	230.0	No
Trichloroethylene (ug/L) - TW	2021/04/12	<MDL 0.44	5.0	No
2,4,6-Trichlorophenol (ug/L) - TW	2021/04/12	<MDL 0.25	5.0	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L) - TW	2021/04/12	<MDL 0.12	100.0	No
Trifluralin (ug/L) - TW	2021/04/12	<MDL 0.02	45.0	No
Vinyl Chloride (ug/L) - TW	2021/04/12	<MDL 0.17	1.0	No
Trihalomethane: Total (ug/L) Annual Average - DW	2023 (Quarterly)	19.3	100.0	No
HAA Total (ug/L) Annual Average - DW	2023 (Quarterly)	5.3	80.0	No

Note: DW = Distribution Water, TW = Treated Water, MDL = Minimum Detection Limit, MAC = Maximum Allowable Concentration

<sup>6a</sup>The owner of a small municipal residential system shall ensure that at least one water sample for organics is taken every 60 months (O.Reg 170/03, Schedule 13-4.(3)). The last set of samples were collected and tested in 2021, the next set of samples are scheduled to be collected and tested in 2026.



**Table 7: List of Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards for the reporting period.**

<b>Parameter &amp; Location</b>	<b>Sample Date (yyyy/mm/dd)</b>	<b>Sample Result</b>
N/A	N/A	N/A

February 26, 2024

Patty Sinnamon, CAO  
Township of Chatsworth  
316837 Highway 6  
Chatsworth, ON N0H 1G0

**RE: 2023 Summary Report (O. Reg. 170/03, Schedule 22) – Township of Chatsworth**

Please see attached for the following 2023 Summary Report(s) prepared by the Ontario Clean Water Agency (OCWA) on behalf of the Township of Chatsworth:

- Chatsworth Drinking Water System (Large Municipal Residential)
- Walter's Falls Drinking Water System (Small Municipal Residential)

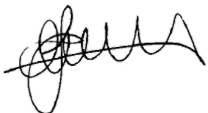
These reports were prepared in accordance with [Schedule 22](#) of Ontario Regulation 170/03. It is required that a Summary Report for the previous calendar year be prepared no later than March 31st of each year and be given to the members of the Municipal Council. Please ensure this distribution. The purpose of the Schedule 22 Summary Reports is to enable the Owner to assess the capability of drinking water system(s) to meet existing and planned uses. In general, the Schedule 22 Summary Report(s) consist of the following information:

- A list of the requirements of the Act, the regulations, the system's approval, drinking water works permit (DWWP), municipal drinking water licence (MDWL), and any orders applicable to the system that were not met (e.g. non-compliances) the duration and corrective actions.
- A summary of quantities and flowrates of water supplied, including monthly averages and maximum daily flows as well as a comparison to the rated capacity and flowrates approved in the system's approval, DWWP or MDWL.

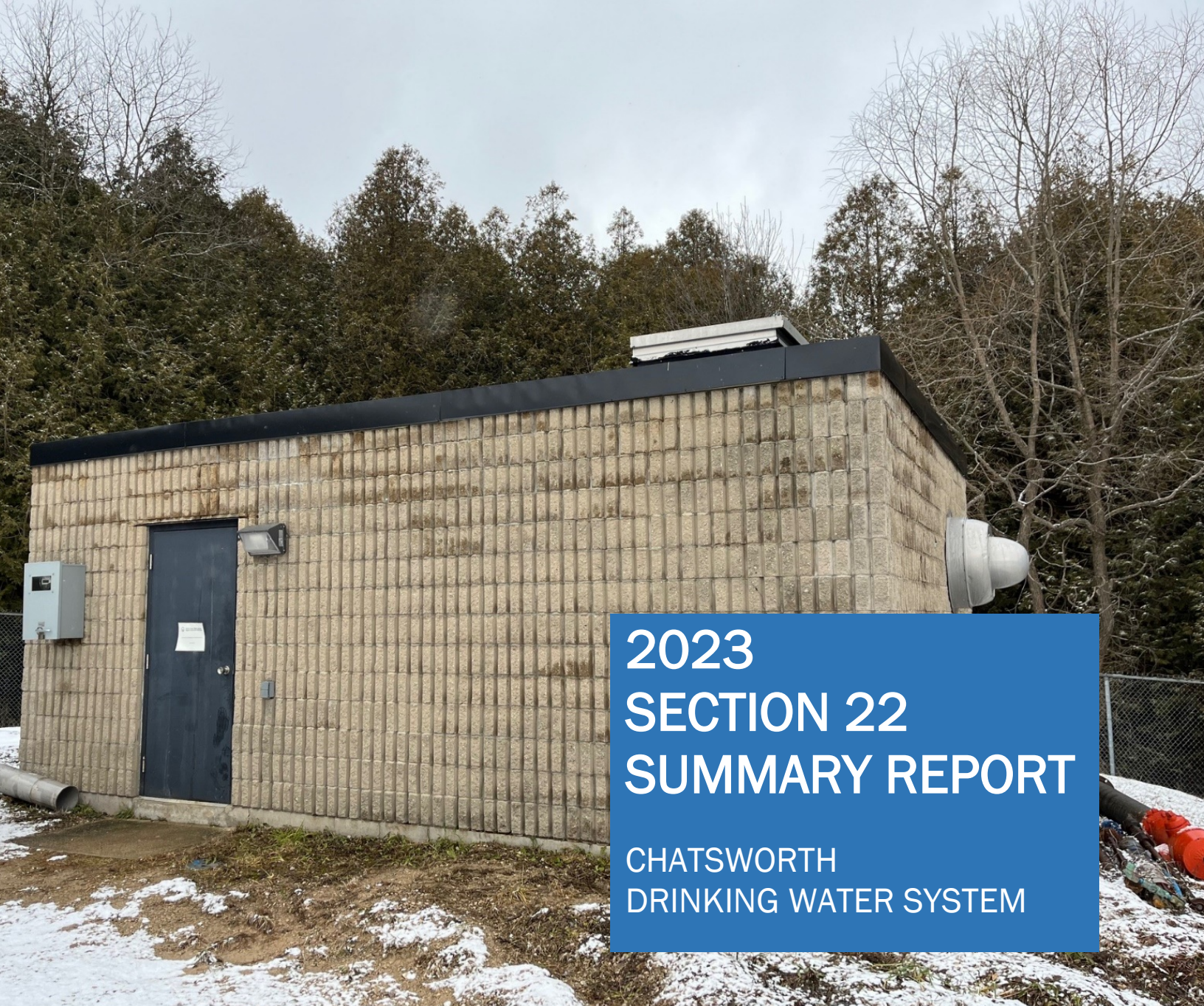
[Section 12](#) of O. Reg. 170/03 requires that the Summary Report is available for inspection, at no charge, by any member of the public during regular business hours. It is recommended that the report be made available for inspection at the office of the municipality or at a location that is convenient for the users of the water system.

Should you require further clarification on the information found within the Summary Report(s), please feel free to contact me.

Sincerely,



Leo-Paul Frigault  
Senior Operations Manager  
Ontario Clean Water Agency, Georgian Highlands Region



# 2023 SECTION 22 SUMMARY REPORT

CHATSWORTH  
DRINKING WATER SYSTEM

For the period of:  
**JANUARY 1, 2023 TO DECEMBER 31, 2023**

Prepared for the Township of Chatsworth by the Ontario Clean Water Agency

This report was prepared in accordance with the requirements of [O.Reg 170/03, Schedule 22, Summary Reports for Municipalities](#) for the following system and reporting period:

<b>Drinking-Water System Number:</b>	210003011
<b>Drinking-Water System Name:</b>	Chatsworth Drinking Water System
<b>Drinking-Water System Owner:</b>	Township of Chatsworth
<b>Drinking-Water System Category:</b>	Large Municipal Residential
<b>Period being reported:</b>	January 1, 2023 – December 31, 2023

## 1. Issue(s) of Non-Compliance

A Ministry of Environment, Conservation and Parks (MECP) Drinking Water System Inspection was conducted on February 15, 2023 for the period covering February 2, 2022 to February 15, 2023. On March 30, 2023 the Inspection Report was issued with a final Inspection Rating of 89.03%.

The following is a summary of non-compliances noted in the MECP Inspection Report, as well as the duration and the measures that were taken to correct the non-compliance. If any self-reported non-compliances were included in the inspection report, they will be noted in Table 1.

**Table 1. Non-Compliances and Corrective Actions noted in the 2022/2023 MECP Inspection Report**

Non-Compliance(s)	Duration	Required Actions & Corrective Actions
The operations and maintenance manuals did not meet the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.	N/A	The O&M Manual was updated to include the appropriate standard operating procedures.
The operations and maintenance manuals did not contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.	N/A	The appropriate SOPs were updated and added to the O&M Manual.
All changes to the system registration information were not provided within ten (10) days of the change.	N/A	The DWIS profiles were updated with the current contact information.
Records did not confirm that chlorine residual tests were being conducted at the same time and at the same location that	N/A	The Sampling Requirements SOP has been updated to include an explanation of where and when to take HAA, THM, microbiological and lead sampling.

microbiological samples were obtained.		
Measures were not in place to protect the groundwater and/or GUDI source in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit issued under Part V of the SDWA. As per conditions 16.2 (16.2.8, 16.2.9 and 16.2.10) and 16.4 of Schedule B to the MDWL, the owner is required to implement an "inspection schedule" for all wells associated with the drinking water system and inspections must occur at some frequency.	N/A	The below grade well inspection SOP was updated to include recommendations from the MECP on what triggers a well inspection. See attached Below Grade Well Inspection SOP with highlighted changes.
All continuous analyzers were not calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.	N/A	The Chlorine Analyzer Verification SOP has been updated to explain the checksheets and the checksheets have been updated to include the recorded difference between the handheld and the analyzer.

The following table (Table 2) is a summary of any incidents that the Operating Authority interpreted as instances where any requirements of the Act, the regulations, the system's approval, drinking water works permit (DWWP), municipal drinking water licence (MDWL), and any orders applicable were not met. The Operating Authority reported the following incidents to the MECP and confirmation of whether the incidents are considered non-compliances are noted in the MECP Inspection Report and included in Table 1.

**Table 2. Self-Reported Incidents and Corrective Actions for the Reporting Period**

Incident	Duration	Corrective Actions
N/A	N/A	N/A

For information on any Adverse Water Quality Incident(s) that may have occurred during the reporting period, please refer to the Chatsworth Drinking Water System Annual Report (Section 11).

## 2. Assessment of Flowrates and Quantity of Water Supplied

The following tables summarize the quantities and flow rates of water supplied during the reporting period, including monthly averages and maximum daily flows as well as a comparison to the rated capacity and flow rates approved in the system’s approval, DWWP or MDWL.

### 2.1 Well #1 and #2 Combined Water

<b>Municipal Drinking Water License (MDWL):</b>	241-102 (Issue Number: 5)
<b>Allowable Rated Capacity:</b>	763 m <sup>3</sup> /day
<b>Allowable Flowrate into Treatment System:</b>	N/A

As per the MDWL, the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed the listed rated capacity. However, the MDWL allows a system to be operated temporarily at a maximum daily volume and/or a maximum flowrate above the values set out in the MDWL for the purposes of fighting a large fire or for the maintenance of the drinking water system.

**Table 3. Combined<sup>3a</sup> Well #1 and Well #2 Water Annual and Monthly Average and Maximum Flows with Comparison to Rated Capacity and Total Volume for 2023**

Timeframe	Combined Well #1 & Well #2 Water Flow				
	Average Flow (m <sup>3</sup> /day)	Percent of Rated Capacity	Maximum Flow (m <sup>3</sup> /day)	Percent of Rated Capacity	Total Volume (m <sup>3</sup> )
January	143	18.7%	214	28.0%	4,432
February	148	19.4%	260	34.1%	4,154
March	141	18.5%	192	25.2%	4,383
April	150	19.7%	192	25.2%	4,512
May	175	22.9%	273	35.8%	5,436
June	194	25.4%	292	38.3%	5,831
July	165	21.6%	235	30.8%	5,120
August	157	20.6%	249	32.6%	4,865
September	160	21.0%	228	29.9%	4,809
October	163	21.4%	220	28.8%	5,047
November	233	30.5%	314	41.2%	6,982
December	246	32.2%	457	59.9%	7,623
<b>2023</b>	<b>173</b>	<b>22.7%</b>	<b>457</b>	<b>59.9%</b>	<b>63,193</b>

<sup>3a</sup>Based off the combined raw water flow for Wells #1 and #2. Raw water is pumped from either Well #1 or #2 into a common discharge header then directed through the treatment process and into the distribution system.

A review of flow information for the reporting period indicates that the drinking water system operated within the rated capacity specified in the MDWL, for the maximum volume of combined well water that flows from the treatment subsystem to the distribution system.

## 2.2 Raw Water

<b>Permit to Take Water Number:</b>	3802-9L2JFM
<b>Allowable Maximum Raw Water Volume - Well #1:</b>	818.2 m <sup>3</sup> /day
<b>Allowable Maximum Raw Water Flowrate - Well #1:</b>	569 L/min (9.48 L/s)
<b>Allowable Maximum Volume of Raw Water - Well #2:</b>	818.2 m <sup>3</sup> /day
<b>Allowable Maximum Raw Water Flowrate – Well #2:</b>	569 L/min (9.48 L/s)

As per the PTTW, water shall only be taken from the specified source(s) and at the rates and amounts taken as specified in the permit.

**Table 4. Raw Water (Well #1) Monthly Average, Maximum Flow and Maximum Flowrates for 2023**

Timeframe	Raw Water Flow – Well #1				
	Average Flow (m <sup>3</sup> /day)	Percent of Allowable Volume	Maximum Flow (m <sup>3</sup> /day)	Percent of Allowable Volume	Total Volume (m <sup>3</sup> )
January	0.6	0.1%	4.4	0.5%	17.6
February	0.4	0.0%	6.4	0.8%	11.5
March	0.4	0.0%	5.0	0.6%	11.1
April	0.3	0.0%	3.6	0.4%	9.4
May	0.5	0.1%	6.0	0.7%	14.3
June	0.4	0.0%	5.0	0.6%	10.7
July	0.6	0.1%	6.4	0.8%	17.9
August	0.5	0.1%	8.4	1.0%	16.2
September	0.5	0.1%	5.8	0.7%	14.2
October	0.6	0.1%	7.0	0.9%	18.5
November	0.8	0.1%	6.4	0.8%	24.0
December	0.9	0.1%	6.2	0.8%	27.5
<b>2023</b>	<b>0.5</b>	<b>0.1%</b>	<b>8.4</b>	<b>1.0%</b>	<b>193.0</b>

A review of flow information for the reporting period indicates that the system operated within the PTTW's maximum allowable daily raw water volume for Well #1.

**Table 5. Raw Water (Well #1) Annual and Monthly Average and Maximum Flowrates for 2023**

Timeframe	Raw Water Flowrate – Well #1	
	Average Flowrate (L/sec)	Maximum Flowrate (L/sec)
January	0.01	6.64
February	0.00	6.71
March	0.00	6.73
April	0.00	6.81
May	0.01	7.26
June	0.00	6.65
July	0.01	7.23
August	0.01	7.30
September	0.01	7.37
October	0.01	7.69
November	0.00	7.34
December	0.00	7.66
<b>2023</b>	<b>0.01</b>	<b>7.69</b>

A review of flow information for the reporting period indicates that the system operated within the PTTW's maximum allowable raw water flowrate for Well #1.



**Table 6. Raw Water (Well #2) Monthly Average and Maximum Flow and Total Volume for 2023**

Timeframe	Raw Water Flow – Well #2				
	Average Flow (m <sup>3</sup> /day)	Percent of Allowable Volume	Maximum Flow (m <sup>3</sup> /day)	Percent of Allowable Volume	Total Volume (m <sup>3</sup> )
January	142.4	17.4%	213.8	26.1%	4,414
February	148.0	18.1%	259.8	31.8%	4,143
March	141.0	17.2%	191.7	23.4%	4,371
April	150.1	18.3%	192.4	23.5%	4,502
May	174.9	21.4%	267.3	32.7%	5,422
June	194.0	23.7%	292.1	35.7%	5,820
July	164.6	20.1%	235.0	28.7%	5,102
August	156.4	19.1%	247.6	30.3%	4,849
September	159.8	19.5%	227.8	27.8%	4,795
October	162.2	19.8%	219.6	26.8%	5,029
November	231.9	28.3%	307.6	37.6%	6,958
December	245.0	29.9%	455.6	55.7%	7,595
<b>2023</b>	<b>172.6</b>	<b>21.1%</b>	<b>455.6</b>	<b>55.7%</b>	<b>63,000</b>

A review of flow information for the reporting period indicates that the system operated within the PTTW's maximum allowable daily raw water volume for Well #2.

**Table 7. Raw Water (Well #2) Annual and Monthly Average and Maximum Flowrates for 2023**

Timeframe	Raw Water Flowrate – Well #2	
	Average Flowrate (L/sec)	Maximum Flowrate (L/sec)
January	1.65	6.76
February	1.71	8.29
March	1.67	8.35
April	1.74	8.45
May	2.02	8.58
June	2.24	7.81
July	1.90	7.96
August	1.81	8.01
September	1.85	7.77
October	1.88	8.49
November	2.31	7.75
December	2.41	7.74
<b>2023</b>	<b>1.93</b>	<b>8.58</b>

A review of flow information for the reporting period indicates that the system operated within the PTTW’s maximum allowable raw water flowrate for Well #2.



**2023  
SECTION 22  
SUMMARY REPORT**

**WALTER'S FALLS  
DRINKING WATER SYSTEM**

For the period of:  
**JANUARY 1, 2023 TO DECEMBER 31, 2023**

Prepared for the Township of Chatsworth by the Ontario Clean Water Agency

This report was prepared in accordance with the requirements of [O.Reg 170/03, Schedule 22, Summary Reports for Municipalities](#) for the following system and reporting period:

<b>Drinking-Water System Number:</b>	220007034
<b>Drinking-Water System Name:</b>	Walter’s Falls Drinking Water System
<b>Drinking-Water System Owner:</b>	Township of Chatsworth
<b>Drinking-Water System Category:</b>	Small Municipal Residential
<b>Period being reported:</b>	January 1, 2023 – December 31, 2023

## 1. Issue(s) of Non-Compliance

A Ministry of Environment, Conservation and Parks (MECP) Drinking Water System Inspection was conducted on February 15, 2023 for the period covering February 2, 2022 to February 15, 2023. On March 30, 2023 the Inspection Report was issued with a final inspection rating of 94.36%.

The following is a summary of non-compliances noted in the MECP Inspection Report, as well as the duration and the measures that were taken to correct the non-compliance. If any self-reported non-compliances were included in the inspection report, they will be noted in Table 1.

**Table 1. Non-Compliances and Corrective Actions noted in the 2022/2023 MECP Inspection Report**

Non-Compliance(s)	Duration	Required Actions & Corrective Actions
The operations and maintenance manuals did not meet the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.	N/A	The O&M Manual was updated to include the appropriate standard operating procedures.
All changes to the system registration information were not provided within ten (10) days of the change.	N/A	The DWIS profiles were updated with the current contact information.
Measures were not in place to protect the groundwater and/or GUDI source in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit issued under Part V of the SDWA. As per conditions 16.2 (16.2.8, 16.2.9 and 16.2.10) and 16.4 of Schedule B to the MDWL, the owner is required to implement an "inspection	N/A	The below grade well inspection SOP was updated to include recommendations from the MECP on what triggers a well inspection. See attached Below Grade Well Inspection SOP with highlighted changes.

schedule" for all wells associated with the drinking water system and inspections must occur at some frequency.		
All continuous analysers were not calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.	N/A	The Chlorine Analyzer Verification SOP has been updated to explain the checksheets and the checksheets have been updated to include the recorded difference between the handheld and analyzer.

The following table (Table 2) is a summary of any incidents that the Operating Authority interpreted as instances where any requirements of the Act, the regulations, the system's approval, drinking water works permit (DWWP), municipal drinking water licence (MDWL), and any orders applicable were not met. The Operating Authority reported the following incidents to the MECP and confirmation of whether the incidents are considered non-compliances are noted in the MECP Inspection Report and included in Table 1.

**Table 2. Self-Reported Incidents and Corrective Actions for the Reporting Period**

Incident	Duration	Corrective Actions
N/A	N/A	N/A

For information on any Adverse Water Quality Incident(s) that may have occurred during the reporting period, please refer to the Walter's Falls Drinking Water System Annual Report (Section 11).

## 2. Assessment of Flowrates and Quantity of Water Supplied

The following tables summarize the quantities and flow rates of water supplied during the reporting period, including monthly averages and maximum daily flows as well as a comparison to the rated capacity and flow rates approved in the system’s approval, DWWP or MDWL.

### 2.1 Treated Water

<b>Municipal Drinking Water License (MDWL):</b>	241-101 (Issue Number: 4)
<b>Allowable Rated Capacity:</b>	624 m <sup>3</sup> /day
<b>Allowable Flowrate into Treatment System:</b>	N/A

As per the MDWL, the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system shall not exceed the listed rated capacity. However, the MDWL allows a system to be operated temporarily at a maximum daily volume and/or a maximum flowrate above the values set out in the MDWL for the purposes of fighting a large fire or for the maintenance of the drinking water system.

**Table 3. Treated Water Annual and Monthly Average and Maximum Flows with Comparison to Rated Capacity and Total Volume for 2023**

Timeframe	Treated Water Flow				
	Average Flow (m <sup>3</sup> /day)	Percent of Rated Capacity	Maximum Flow (m <sup>3</sup> /day)	Percent of Rated Capacity	Total Volume (m <sup>3</sup> )
January	19.5	3.1%	29.5	4.7%	604
February	23.7	3.8%	51.7	8.3%	663
March	20.7	3.3%	28.9	4.6%	642
April	22.2	3.6%	45.7	7.3%	666
May	61.3	9.8%	94.7	15.2%	1,900
June	59.2	9.5%	94.8	15.2%	1,775
July	49.7	8.0%	72.2	11.6%	1,541
August	49.8	8.0%	64.0	10.3%	1,544
September	46.0	7.4%	55.2	8.8%	1,380
October	42.0	6.7%	54.5	8.7%	1,304
November	35.3	5.7%	43.5	7.0%	1,059
December	38.5	6.2%	70.2	11.3%	1,194
<b>2023</b>	<b>39.1</b>	<b>6.3%</b>	<b>94.8</b>	<b>15.2%</b>	<b>14,269</b>

A review of flow information for the reporting period indicates that the drinking water system operated within the rated capacity specified in the MDWL, for the maximum treated volume of treated water that flows from the treatment subsystem to the distribution system.

**Table 4. Treated Water Annual and Monthly Average and Maximum Flowrates for 2023**

Timeframe	Treated Water Flowrate	
	Average Flowrate (L/sec)	Maximum Flowrate (L/sec)
January	0.22	8.60
February	0.27	8.22
March	0.24	5.95
April	0.26	6.82
May	0.50	6.78
June	0.45	6.56
July	0.38	6.63
August	0.37	6.36
September	0.36	10.84
October	0.31	4.59
November	0.25	6.15
December	0.28	29.58 <sup>4a</sup>
<b>2023</b>	<b>0.32</b>	<b>29.58<sup>4a</sup></b>

<sup>4a</sup>Due to distribution system flushing, CT met at all time.

The applicable MDWL for the reporting period did not list a maximum allowable limit for the flowrate of water that flows into a treatment subsystem. A summary of flowrates of water that flows into the treatment system can be found in Tables 6 and 8.

## 2.2 Raw Water

<b>Permit to Take Water Number:</b>	8213-BVVTHU
<b>Allowable Maximum Raw Water Volume - Well #1:</b>	662.1 m <sup>3</sup> /day
<b>Allowable Maximum Raw Water Flowrate - Well #1:</b>	1,003 L/min (16.7 L/s)
<b>Allowable Maximum Volume of Raw Water - Well #2:</b>	662.1 m <sup>3</sup> /day
<b>Allowable Maximum Raw Water Flowrate – Well #2:</b>	1,003 L/min (16.7 L/s)

As per the PTTW, water shall only be taken from the specified source(s) and at the rates and amounts taken as specified in the permit.

**Table 5. Raw Water (Well #1) Monthly Average and Maximum Flow and Total Volume for 2023**

Timeframe	Raw Water Flow – Well #1				
	Average Flow (m <sup>3</sup> /day)	Percent of Allowable Volume	Maximum Flow (m <sup>3</sup> /day)	Percent of Allowable Volume	Total Volume (m <sup>3</sup> )
January	24.5	3.7%	46.6	7.0%	758.1
February	24.2	3.6%	45.8	6.9%	676.4
March	22.8	3.4%	29.8	4.5%	707.1
April	22.8	3.4%	91.4	13.8%	684.0
May	41.4	6.3%	78.5	11.9%	1283.1
June	40.1	6.1%	57.0	8.6%	1202.6
July	33.8	5.1%	47.6	7.2%	1047.2
August	34.5	5.2%	85.1	12.9%	1069.7
September	32.1	4.9%	44.4	6.7%	964.1
October	29.5	4.5%	43.9	6.6%	914.2
November	22.7	3.4%	31.2	4.7%	680.0
December	24.0	3.6%	45.8	6.9%	744.6
<b>2023</b>	<b>29.4</b>	<b>4.4%</b>	<b>91.4</b>	<b>13.8%</b>	<b>10,731</b>

A review of flow information for the reporting period indicates that the system operated within the PTTW’s maximum allowable daily raw water volume for Well #1.



**Table 6. Raw Water (Well #1) Annual and Monthly Average and Maximum Flowrates for 2023**

Timeframe	Raw Water Flowrate – Well #1	
	Average Flowrate (L/sec)	Maximum Flowrate (L/sec)
January	0.25	6.44
February	0.28	5.95
March	0.26	5.98
April	0.26	8.00
May	0.43	6.06
June	0.39	6.04
July	0.32	6.02
August	0.31	6.10
September	0.29	6.07
October	0.25	6.20
November	0.23	7.16
December	0.27	6.27
<b>2023</b>	<b>0.30</b>	<b>8.00</b>

A review of flow information for the reporting period indicates that the system operated within the PTTW's maximum allowable raw water flowrate for Well #1.

**Table 7. Raw Water (Well #2) Monthly Average and Maximum Flow and Total Volume for 2023**

Timeframe	Raw Water Flow – Well #2				
	Average Flow (m <sup>3</sup> /day)	Percent of Allowable Volume	Maximum Flow (m <sup>3</sup> /day)	Percent of Allowable Volume	Total Volume (m <sup>3</sup> )
January	0.9	0.1%	20.5	3.1%	27.5
February	0.3	0.1%	6.8	1.0%	9.4
March	0.1	0.0%	3.3	0.5%	4.3
April	0.2	0.0%	3.8	0.6%	4.5
May	0.3	0.0%	7.0	1.1%	9.5
June	0.6	0.1%	2.9	0.4%	17.9
July	0.3	0.1%	2.9	0.4%	10.4
August	0.0	0.0%	0.6	0.1%	1.4
September	0.0	0.0%	0.3	0.0%	0.5
October	0.0	0.0%	0.2	0.0%	0.6
November	0.1	0.0%	2.4	0.4%	2.3
December	0.0	0.0%	0.0	0.0%	0.0
<b>2023</b>	<b>0.2</b>	<b>0.0%</b>	<b>20.5</b>	<b>3.1%</b>	<b>88.3</b>

A review of flow information for the reporting period indicates that the system operated within the PTTW's maximum allowable daily raw water volume for Well #2.

**Table 8. Raw Water (Well #2) Annual and Monthly Average and Maximum Flowrates for 2023**

Timeframe	Raw Water Flowrate – Well #2	
	Average Flowrate (L/sec)	Maximum Flowrate (L/sec)
January	0.01	6.46
February	0.00	5.83
March	0.00	5.90
April	0.00	5.91
May	0.00	5.94
June	0.00	6.01
July	0.00	6.06
August	0.00	5.80
September	0.00	1.23
October	0.00	4.92
November	0.00	5.93
December	0.00	0.00
<b>2023</b>	<b>0.00</b>	<b>6.46</b>

A review of flow information for the reporting period indicates that the system operated within the PTTW’s maximum allowable raw water flowrate for Well #2.

## CAO CLERKS REPORT 2024-11

TO: Mayor Mackey and Members of Council  
FROM: Patty Sinnamon, CAO Clerk  
RE: Appointment of Integrity Commissioner  
DATE: March 20, 2024

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### **RECOMMENDATION:**

THAT CAO Clerk's Report 2024-11 regarding the appointment of an Integrity Commissioner be hereby received for information; and  
FURTHER THAT Council hereby appoints Principles Integrity as the Integrity Commissioner for the Township of Chatsworth; and  
FURTHER THAT Council directs staff to bring forward a by-law to give effect to the appointment.

### **BACKGROUND:**

Section 223.3 of the Municipal Act currently authorizes municipalities to appoint an Integrity Commissioner who reports directly to Council and carries out specific functions:

- a) The application of the code of conduct for members of council and the code of conduct for members of local boards;
- b) The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards;
- c) The application of sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act to members of council and local boards;
- d) Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members;
- e) Requests from members of council and of local boards for advice respecting their obligations under the Municipal Conflict of Interest Act;
- f) The provision of education information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the Municipal Conflict of Interest Act, 2017, c. 10, Shed. 1, s. 19(1).

Individual members of Council may ask for written advice, and the municipality as a whole may ask for educational presentations which serves to improve the standard of advice given as well as the understanding of these vital aspects of municipal law.

In 2018, Clerks from across Grey County discussed the collective procurement of one Integrity Commissioner for both the County of Grey and any lower-tier municipalities that wished to participate. A recruitment document was developed and issued at that time and Principles Integrity was appointed for a five year term, ending December 31, 2023. The County of Grey reached out to Principles Integrity and have extended their five year contract. The lower tier municipalities have the option of doing the same

Principles Integrity is operated by its two principals, Jeffrey Abrams and Janice Atwood-Petkovski who are both experienced municipal lawyers with over thirty years of municipal law experience, conducting investigations and have served as Integrity Commissioners for other municipalities.

The annual retainer fee is \$1,200.00 per municipality (up from 1,000.00) an hourly fee of \$275.00 (increased from \$230.00) for investigations and advice. There will be a block fee of \$1,750 per day for attendance at any training session. The Grey County Clerks shared this fee at the County-wide orientation session following the last election, and it is anticipated that the same will take place following the next municipal election

Township staff recommend appointing Principles Integrity at this point in time.

Options:

1. Accept the renewal from Principles Integrity
2. Begin a new recruitment process

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

Fiscal Management, Accountability and Transparency  
- Financial Accountability

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 annual cost is included in the approved 2024 operating budget.

**Attachments:**

Draft agreement

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

**THIS AGREEMENT** is made as of the 1st day of January, 2024

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH**

(hereinafter called the "Township")

- and -

**PRINCIPLES INTEGRITY**, through its principals  
Jeffrey A. Abrams and Janice Atwood

(hereinafter called the "Integrity Commissioner")

**Professional Services Agreement**

WHEREAS the *Municipal Act, 2001* authorizes the Township to appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the functions assigned by legislation and by Council pursuant to that legislation;

WHEREAS the Township is desirous of appointing Principles Integrity as its integrity commissioner for the term specified herein subject to such extension(s) as the Parties may agree, to perform the duties and responsibilities of the office pursuant to the terms of the legislation and this agreement; and

NOW THEREFORE, in consideration of the foregoing background, the covenants in this Agreement, and other good and valuable consideration (the receipt and adequacy of which are hereby acknowledged), the Parties agree as follows:

1.00 Definitions

In this Agreement, the following terms shall have the following meanings:

"Advice" means a request by Council or a Member of Council, or a Member of a local board of the Township, requesting the Integrity Commissioner to provide a general or specific interpretation of:

- i. obligations under the Code of Conduct applicable to the Member;
- ii. obligations under a provision of any procedure, rule or policy of the municipality or local board of the municipality, as the case may be, governing the ethical behaviour of Members;
- iii. obligations under the Municipal Conflict of Interest Act,

and further, general governance advice to the Township or its representatives on matters

regarding which good governance supports accountability and transparency.

"Agreement" means this Agreement between Principles *Integrity* and The Corporation of the Township of Chatsworth.

"Clerk" means the Clerk of the Township, or their designate;

"Code of Conduct" means any code of conduct adopted from time to time in respect of the Members of Council or of a Local Board;

"Complaint" is a request asking the Integrity Commissioner to conduct an inquiry into an alleged contravention of a Code of Conduct or of the *Municipal Conflict of Interest Act* ("MCI Act"), or of a provision of any procedure, rule or policy of the Township or local board of the Township, as the case may be, governing the ethical behaviour of Members;

"Member" means, respectively, a Member of the Council of the Township or a Member of a local board of the Township.

## 2.0 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein, and as may be amended from time to time, and shall be treated in all respects as an Ontario contract.

## 3.0 Duties

2.1 Subject to and in accordance with applicable legislation and the terms of this Agreement, the Township retains the Integrity Commissioner to carry out the duties of the position in an independent manner, and the Integrity Commissioner agrees to assume this role and carry out the role of the Integrity Commissioner as it may be defined from time to time in legislation and as otherwise contemplated by this Agreement.

2.2 The role of the Integrity Commissioner includes the following duties:

- a. to provide advice on the application of the Code of Conduct, and on Township policies, procedures, protocols and rules relating to the ethical conduct of Members, and the *Municipal Conflict of Interest Act*;
- b. to conduct inquiries in response to a complaint regarding whether a Member has contravened the Code of Conduct, Township policies, procedures, protocols and rules relating to the ethical conduct of Members, or sections 5, 5.1. or 5.2 of the *Municipal Conflict of Interest Act*;
- c. to provide opinions on policy matters and make other reports to Council as requested on issues of ethics and integrity;
- d. to provide educational information and training to Council, to Members and to the public on matters related to the Code of Conduct and issues of ethics and integrity and to the *Municipal Conflict of Interest Act*;
- e. to provide general information to members of the public, on request, about the Code of

Conduct, the Complaint Protocol and the availability of complaint resolution services or referrals as contemplated by the Complaint Protocol;

- f. to maintain custody and control of the Integrity Commissioner's complaint and inquiry files and, on completion of his or her term of appointment, to transfer open files relating to ongoing matters to the incoming Integrity Commissioner appointed by Council;
  - g. to provide such other services respecting ethical and integrity matters as assigned by Council or as may be required by the Municipal Act, 2001;
  - h. to provide a periodic report to Council respecting the advice, education and investigations carried out in the previous year, and developments or recommendations of significance related to the role of the Integrity Commissioner;
  - i. to provide Advice or other services not otherwise specified, as requested.
- 3.1 The Integrity Commissioner shall perform the duties expeditiously in an independent and professional manner, in compliance with all applicable laws. For greater certainty, the Integrity Commissioner is entitled to establish such procedures, practices, protocols and policies to support the performance of the Integrity Commissioner's duties in a manner which best served the public interest.
- 3.2 The Township shall provide public access to all Codes of Conduct through its website. The Township shall also provide information about the Codes of Conduct, the role of the Integrity Commissioner and the complaint process on its website. Review of website content does not constitute part of the Integrity Commissioner's duties, unless specifically requested to do so by the Township.
- 3.3 The Township may in writing at any time after the execution of this Agreement or the commencement of the duties delete, extend, vary or otherwise alter the Code of Conduct and the duties forming the subject of this Agreement, provided that prior to doing so the Integrity Commissioner is consulted. The Integrity Commissioner shall have the option of terminating this Agreement immediately if the scope of the duties is materially altered without the Integrity Commissioner's consent.
- 4.0 Fees
- 4.1 Commencing on January 1, 2024, the Township shall pay the Integrity Commissioner an annual retainer of \$1200.00 respecting its services as Integrity Commissioner
- 4.2 The Township shall pay the Integrity Commissioner a block fee of \$1750.00 per day for attendance, including preparation, at any meeting of Council or a local board for the purpose of conducting training or education. It is anticipated that the Integrity Commissioner will be called upon to provide at least one educational session per term of Council.
- 4.3 For the performance of the remaining duties under this Agreement, the Township shall pay the Integrity Commissioner an hourly rate of \$275.00 to be billed monthly.
- 4.4 As travel to Township offices will be required from time to time, the Integrity Commissioner will consider auto and rail transportation services, subject to what is most feasible in terms of timing. The Township shall reimburse the Integrity Commissioner for auto travel at the



following rate: \$ 0.54 per km

- 4.5 Where overnight accommodation is required, the reasonable cost of such accommodation. Other disbursements at cost (receipts required).
- 4.6 Should the Integrity Commissioner require a meeting space at the Township, the Clerk will make arrangements to provide such space in a Township facility on an as needed and as available basis. All such requests will be arranged by the Clerk. In arranging for such space, the Township will be mindful of the importance of confidentiality. The Integrity Commissioner may request space in another Township facility where the space offered could, in the opinion of the Integrity Commissioner give rise to confidentiality concerns and the Township will make all reasonable efforts to accommodate such requests in a timely fashion.
- 4.7 Any reports prepared by the Integrity Commissioner shall be provided to the Clerk who will be responsible for placing the report on an upcoming Council agenda and otherwise distributing the Integrity Commissioner's report at the expense of the Township.
- 4.8 The Integrity Commissioner shall submit monthly invoices for services performed. Confidentiality shall be preserved, to the extent required, with respect to the items listed on an invoice for payment.
- 4.9 Payments to the Integrity Commissioner will be by cheque, Electronic Funds Transfer or such other method as the Parties may agree to from time to time.
- 4.10 The Integrity Commissioner shall not seek reimbursement from the Township for any costs incurred by them which are not specifically set out in this Agreement, unless such costs are pre-authorized in writing by the Clerk. Notwithstanding the foregoing, pre-approval will not be sought if to do so would breach the Integrity Commissioner's statutory independence and confidentiality obligations in the course of an investigation.
- 4.11 The Township shall pay the amount of any invoice issued in accordance with this Agreement within 30 days of the date of receipt.
- 5.0 Confidentiality
- 5.1 During the term of this Agreement, the Integrity Commissioner is entitled to have access to all books, financial records, electronic data, processing records, reports, files and any other papers, things or property belonging to or used by the municipality that the Integrity Commissioner believes to be necessary for an inquiry or to respond to a request for Advice. Unless to do so will in the opinion of the Integrity Commissioner undermine the integrity of an investigation or interfere with its ability to provide Advice to a Member, a request for access to the Township's solicitor client privileged information by the Integrity Commissioner will be directed to the Township's Solicitor and the procedure for access to the solicitor client privileged information will be agreed upon between the Township Solicitor, acting reasonably, and the Integrity Commissioner. The Integrity Commissioner's access to any privileged information shall not constitute a waiver of privilege.
- 5.2 The Integrity Commissioner and every person acting under the instructions of the Integrity Commissioner shall preserve secrecy with respect to all matters that come to their knowledge in the course of carrying out any of the duties of the Integrity Commissioner under this Agreement, except as required by law in a criminal proceeding or in accordance

with the provisions of Subsection 223.5 of the *Municipal Act, 2001*.

- 5.3 Pursuant to Subsection 223.5(3) of the *Municipal Act, 2001*, 5.2 prevails over the *Municipal Freedom of Information and Protection of Privacy Act*.
- 5.4 Where the Integrity Commissioner reports to the Council or Local Board that in their opinion a Member has contravened the Code of Conduct, the Integrity Commissioner may disclose in the report such matters as in the Integrity Commissioner' s opinion are necessary, subject to applicable law.
- 5.5 If the Integrity Commissioner, when conducting an inquiry, determines that there are reasonable grounds to believe that there has been a contravention of any other Act, including the *Criminal Code of Canada*, the Integrity Commissioner will refer that portion of the matter to the appropriate authorities and suspend an inquiry of that portion of the matter until any resulting police investigation and charge has been finally disposed of, and shall report the suspension to Council.
- 5.6 Except as may be required by law, the Integrity Commissioner shall not disclose confidential information that was the subject of a closed meeting under Section 239 of the *Municipal Act, 2001*, or which could identify a person concerned.
- 6.0 Indemnity and Insurance
- 6.1 The Township shall indemnify and save harmless the Integrity Commissioner or any person acting under the instructions of that officer for costs reasonably incurred by either of them in connection with a proceeding if the proceeding relates to an act done in good faith in the performance or intended performance of a duty or authority under the *Municipal Act*, the *Municipal Conflict of Interest Act*, this Agreement or a by-law or policy passed by the Township or an alleged neglect or default in the performance in good faith of the duty or authority. If the Township is required to indemnify the Integrity Commissioner, the Integrity Commissioner may require that the Township retain or directly pay the costs for legal counsel for the Integrity Commissioner. Unless their interests are adverse, the Integrity Commissioner and the Township may share legal counsel.
- 6.2 Except as provided for in 6.1, each party will indemnify and hold harmless the other party, its successors, assigns, officers, directors, agents, partners, representatives, and employees from and against any and all liabilities, losses, damages, costs, expenses, actions, claims, and demands whatsoever, including reasonable legal fees, arising from any negligent or willful act or omission by itself, its employees, representatives or agents in connection with this Agreement. In no event will the parties be liable for any indirect damages hereunder.
- 6.3 During the term of this Agreement, the Integrity Commissioner shall procure and maintain commercial general liability and errors and omissions insurance of not less than \$5 million.
- 6.4 The insurance as required under subsection 6.3 shall not be terminated, cancelled or materially altered unless written notice of such termination, cancellation or material is given by the insurers to the Township at least thirty (30) clear days before the effective date thereof. Any revisions must be submitted to the Clerk for approval.

- 7.0 Term and Termination.
- 7.1 This agreement shall be effective on January 1, 2024 and shall expire on December 31, 2028, unless otherwise terminated in accordance with the terms of this Agreement or by mutual agreement of the Township and the Integrity Commissioner in writing. Upon expiry of the term or any extended term of this Agreement the Agreement shall continue on a month-to-month basis without any action needing to be taken by either Party.
- 7.2 The Township may with 30 days' notice in writing to the Integrity Commissioner, suspend or terminate this Agreement and the duties thereunder or any portion thereof at any stage of the retainer. Upon receipt of such written notice, the Integrity Commissioner shall perform no further duties other than those reasonably necessary to close out the Integrity Commissioner's duties. In such an event, the Integrity Commissioner shall be entitled to payment for those duties rendered and disbursements incurred to the date of such termination.
- 7.3 The Integrity Commissioner may at any time by 30 days' notice in writing to the Township, terminate this agreement and the duties there under. Upon giving such written notice, the Integrity Commissioner shall not, without the consent of Council, perform any further duties other than those reasonably necessary to close out the Integrity Commissioner's duties. In such an event, the Integrity Commissioner shall be entitled to payment for those duties rendered and disbursements incurred to the date of such termination.
- 7.4 This Agreement may be extended or renewed upon mutual agreement of the Parties.
- 7.5 Upon termination of this Agreement, the Integrity Commissioner shall forthwith deliver all material and documentation related to any investigations underway to the Township's next Integrity Commissioner, and all such material and documentation shall become the property of the new Integrity Commissioner of the Township. In the event of the Township not having contracted the services of a new Integrity Commissioner, upon termination of this Agreement, the Integrity Commissioner shall make arrangements with the Clerk to transfer the material and documentation related to ongoing investigations in such a manner that satisfies the Integrity Commissioner's concerns respecting the confidentiality of the records, while allowing their use for the purposes that they were created.
- 8.0 Records
- 7.6 The Integrity Commissioner shall retain records and documentation relating to its duties for a period of seven years following the earlier of the finalization of a matter or termination of this agreement.
- 9.0 Integrity Commissioner's Representation & Warranties
- 9.1 The Integrity Commissioner represents and warrants to and in favour of the Township and acknowledges that the Township is relying thereon as follows:
- 9.2 The Integrity Commissioner has full power and authority and has obtained all necessary approvals to execute, deliver and perform this Agreement.
- 9.3 The Integrity Commissioner's execution, delivery and performance of this Agreement shall not constitute:

- (a) a violation of any judgment, order or decree;
  - (b) a material default under any material contract by which it or any of its material assets are bound; or
  - (c) an event that would with notice or lapse of time, constitute such a default.
- 9.4 The obligations and services of the Integrity Commissioner hereunder will be performed in a professional manner consistent with the highest industry standards reasonably applicable to the performance of such obligations.
- 9.5 The Integrity Commissioner does not have any conflicts of interest that would interfere with carrying out the duties under this Agreement. Without limiting the generality of the foregoing, the principals of the Integrity Commissioner specifically acknowledge that they:
- (a) are not employees of the Township;
  - (b) do not have a financial interest in any matters involving the Township;
  - (c) do not have an interest in matters before the Township's Council or in any work undertaken by the Township;
  - (d) do not have any involvement in the municipal politics of the Township of Chatsworth.
- 9.6 The Integrity Commissioner will be impartial and neutral and shall perform all duties skillfully, competently, independently and in accordance with all applicable law.
- 10.0 Conflicts
- 10.1 Subject to 10.2 the Integrity Commissioner may delegate certain duties, including the exercise of powers under the *Municipal Conflict of Interest Act* or the *Public Inquiries Act*, and the duty to report on an inquiry, in circumstances where both principals of the Integrity Commissioner become aware of a private interest in a matter that conflicts or could reasonably be perceived to conflict with the proper administration of the Integrity Commissioner's role. The Integrity Commissioner recognizes and agrees that it has been selected by the Township to perform its duties based on the unique qualifications of its principals, and so any delegate will have qualifications, experience and expertise necessary to perform the duties to the same standard as the Integrity Commissioner. For greater certainty, the Integrity Commissioner will not assign or subcontract all or any portion of this Agreement without the prior written consent of the Township.
- 10.2 Upon receipt of a notice in writing from the Integrity Commissioner pursuant to article 10.1, the Clerk may request the Integrity Commissioner to remove itself from an investigation/inquiry or to stop any further work on a matter, in which case, the Integrity Commissioner shall immediately make arrangements to transfer all related documentation to the Clerk as soon as possible. In that case, the Clerk may retain another person to conduct the investigation/inquiry or to carry on the work in question in place of the Integrity Commissioner, as the Clerk deems appropriate.
- 11.0 General
- 11.1 The Integrity Commissioner is appointed with reference to Subsection 223.3 of the *Municipal Act*, 2001 and as such is responsible for performing the duties under this Agreement in an independent manner. The Integrity Commissioner may be identified

publicly as the Township of Chatsworth's Integrity Commissioner however the Integrity Commissioner is an independent entity and shall not be considered at any time to be an agent or employee of the Township.

11.2 Where in this Agreement any notice is required to be given or made by either party to this Agreement, it shall be in writing and is effective if delivered in person, sent by ordinary or registered mail, or email addressed to the other party for whom it is intended at the following addresses, and any notice shall be deemed to have been given:

- (a) if delivered personally, on the date of such delivery;
- (b) if by ordinary mail, on the second business day following the date of mailing;
- (c) if by registered mail, on the day the postal receipt is acknowledged by the other party;
- (d) if by email, on the day it is acknowledged by reply e-mail.

11.3 Any notices intended for the Township shall be delivered and addressed to:

Township of Chatsworth  
316837 Highway 6  
Chatsworth, ON N0H 1G0  
Attn: Patty Sinnamon, CAO Clerk  
Email: [patty.sinnamon@chatsworth.ca](mailto:patty.sinnamon@chatsworth.ca)  
Phone: 519-794-3232, Ext. 124

11.4 Any notices intended for the Integrity Commissioner shall be delivered and addressed to:

Principles Integrity  
30 Haddon Street, Toronto, ON M5M 3M9  
Attention: Jeffrey A. Abrams and Janice Atwood  
Telephone: 647-259-8697  
Email: [postoffice@principlesintegrity.org](mailto:postoffice@principlesintegrity.org)

11.5 The address of either party may be changed by notice in the manner set out in this section.

11.6 This Agreement may only be changed or amended in writing duly executed by the duly authorized representatives of both parties.

11.7 In the event of a breach of any provision of this Agreement by one party to this Agreement, no action or failure to act by the other party shall constitute a waiver of any right or duty afforded by that party under this Agreement, nor shall any such action or failure to act constitute an approval of or acquiescence in any such breach, except as may be specifically agreed to in writing by the party that is not in breach.

11.8 If any of the provisions of this Agreement shall be illegal or invalid, such illegality or invalidity shall not render the whole agreement illegal or invalid, but the Agreement shall be construed as if it did not contain the illegal or invalid provision(s), and the rights and obligations of the Parties shall be construed and enforced accordingly.

11.9 This Agreement constitutes the entire agreement between the parties with respect to the subject matter of the Agreement and supersede all previous negotiations, proposals,

commitments, writings and understandings of any nature whatsoever, whether oral or written, unless they are expressly incorporated by additional reference in the Agreement.

11.10 Articles 5 and 6 shall survive upon termination of this Agreement.

11.11 Time shall be of the essence in all respects of this Agreement.

11.12 Each of the parties hereby covenants and agrees to execute and deliver such further and other agreements, assurances, undertakings, acknowledgements or documents, cause such meetings to be held, resolutions passed and by-laws enacted, exercise their vote and influence and do and perform and cause to be done and performed any further and other acts and things as may be necessary or desirable in order to give full effect to this Agreement and every part hereof.

11.13 Any dispute, difference or disagreement between the parties in relation to this agreement may, with the consent of Council and the Integrity Commissioner, be referred to arbitration. No person shall be appointed to act as arbitrator who is in any way interested, financially or otherwise, in the conduct of the duties or in the business or other affairs of either the Township or the Integrity Commissioner. The determination of the arbitrator shall be final and binding upon the parties.

-CONTINUED ON NEXT PAGE-



**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH**

**BY-LAW NUMBER 2024-18**

**BEING a By-law to amend Zoning By-law No. 2015-61, being entitled the Township of Chatsworth Comprehensive Zoning By-law, (Part Lot 23, Concession 7, Geographic Township of Sullivan, Township of Chatsworth, 135453 Concession 8, File #Z01/2024)**

**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 Sections 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. Schedule 7 to Zoning By-law No. 2015-61 is hereby amended by changing the zone symbol affecting the lands described as Part Lot 23, Concession 7, Geographic Township of Sullivan, Township of Chatsworth from 'A1' to 'I' as shown more particularly on Schedule "A" attached hereto.
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 March, 2024.

**READ** a third time and finally passed this 20<sup>th</sup> day of March, 2024.

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Scott Mackey, Mayor

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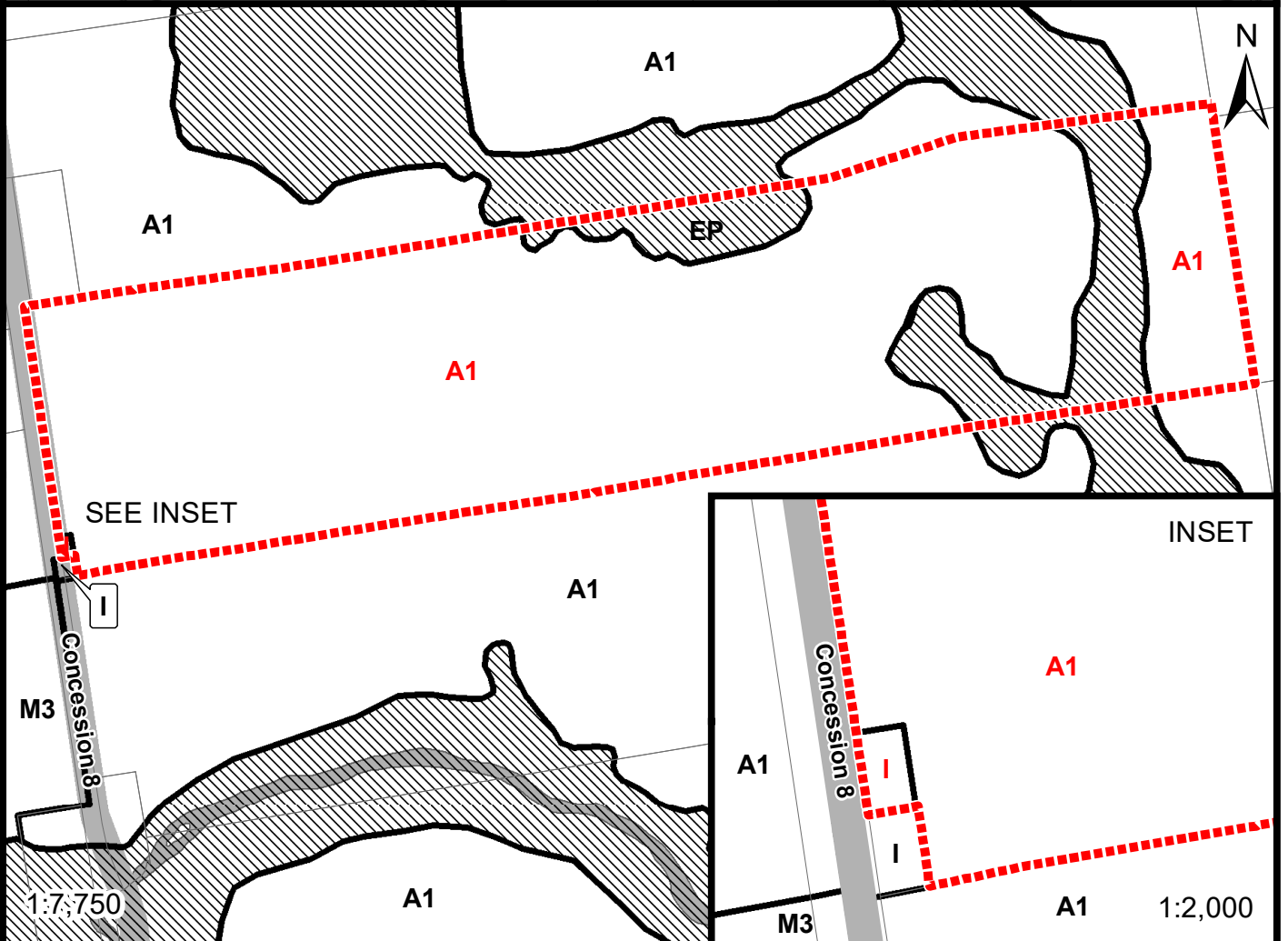
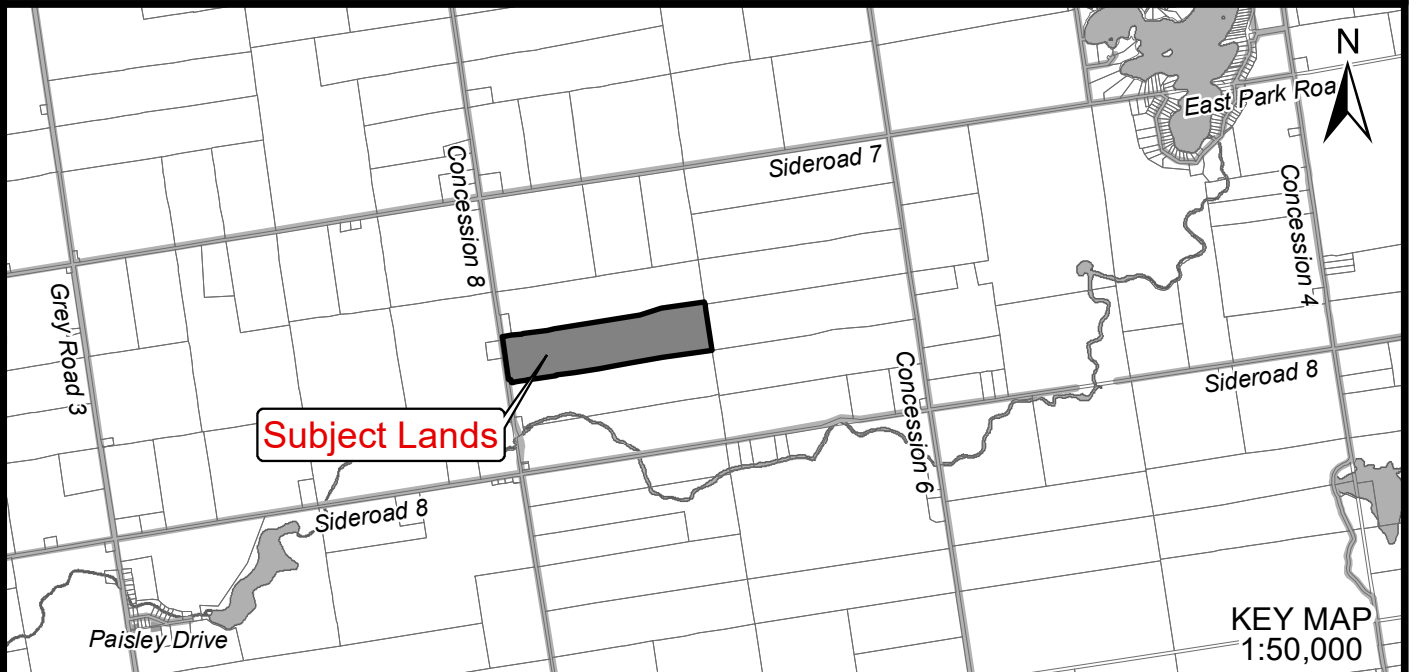
Patty Sinnamon, CAO Clerk



# TOWNSHIP OF CHATSWORTH

## BY-LAW NUMBER 2024-18

### SCHEDULE A

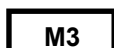



#### LEGEND

 Subject Lands

 Rural

 Institutional

 Extractive Industrial

 Environmental Protection

**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH**

**BY-LAW NUMBER 2024-19**

**BEING a By-Law to Appoint a Drainage Superintendent for the Township of Chatsworth pursuant to the Drainage Act (Christopher Slocombe)**

**WHEREAS** Section 93 of the Drainage Act, R.S.O. 1990, c. D.17, authorizes the Council of a local municipality to appoint a Drainage Superintendent by by-law; and

**WHEREAS** Section 227 of the Municipal Act, 2001, S.O. 2001, c.25 provides for officers and employees of the municipality to implement and carry out Council's decisions, to establish administrative practices and procedures, to provide advice to Council on municipal policies and programs, and to carry out duties required by legislation; and

**WHEREAS** the Council of the Township of Chatsworth deems it in the public interest to appoint a Drainage Superintendent;

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

1. That Christopher Slocombe of GM BluePlan Engineering Limited be hereby appointed as Drainage Superintendent for the Township of Chatsworth.
2. That the Drainage Superintendent shall carry out the duties as imposed by the Drainage Act, R.S.O. 1990, c. D.17 and shall submit such reports and carry out such other duties as may be required from time to time by Council.
3. That this By-Law shall be in full force and effect upon the date of passing
4. That any and all By-Laws or portions thereof conflicting with this By-Law are hereby repealed.

**READ** a first and second time this 20<sup>th</sup> day of March, 2024.

**READ** a third time and finally passed this 20<sup>th</sup> day of March, 2024.

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Scott Mackey, Mayor

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Patty Sinnamon, CAO Clerk

**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH**

**BY-LAW NUMBER 2024-18**

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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.

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Scott Mackey, Mayor

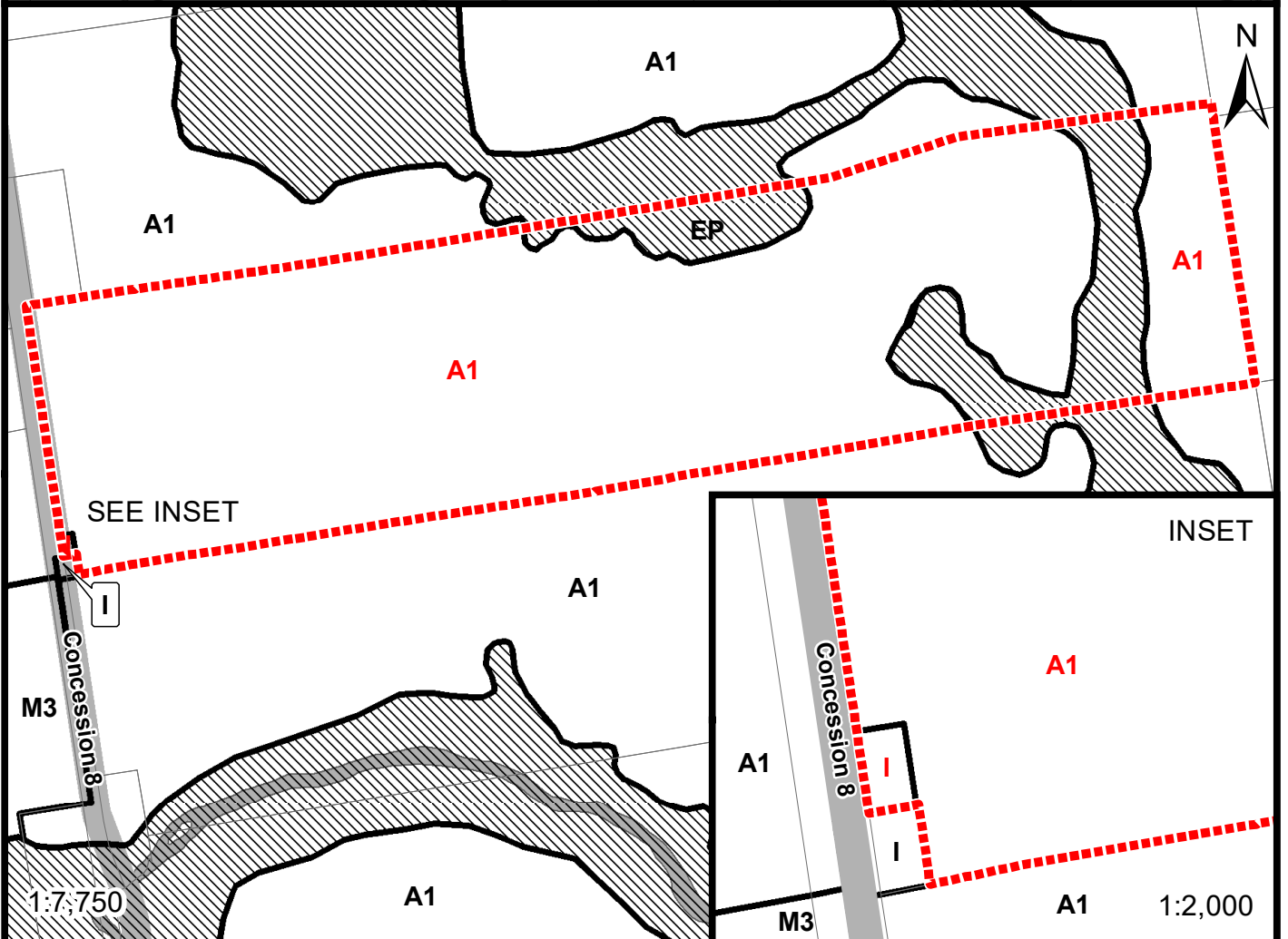
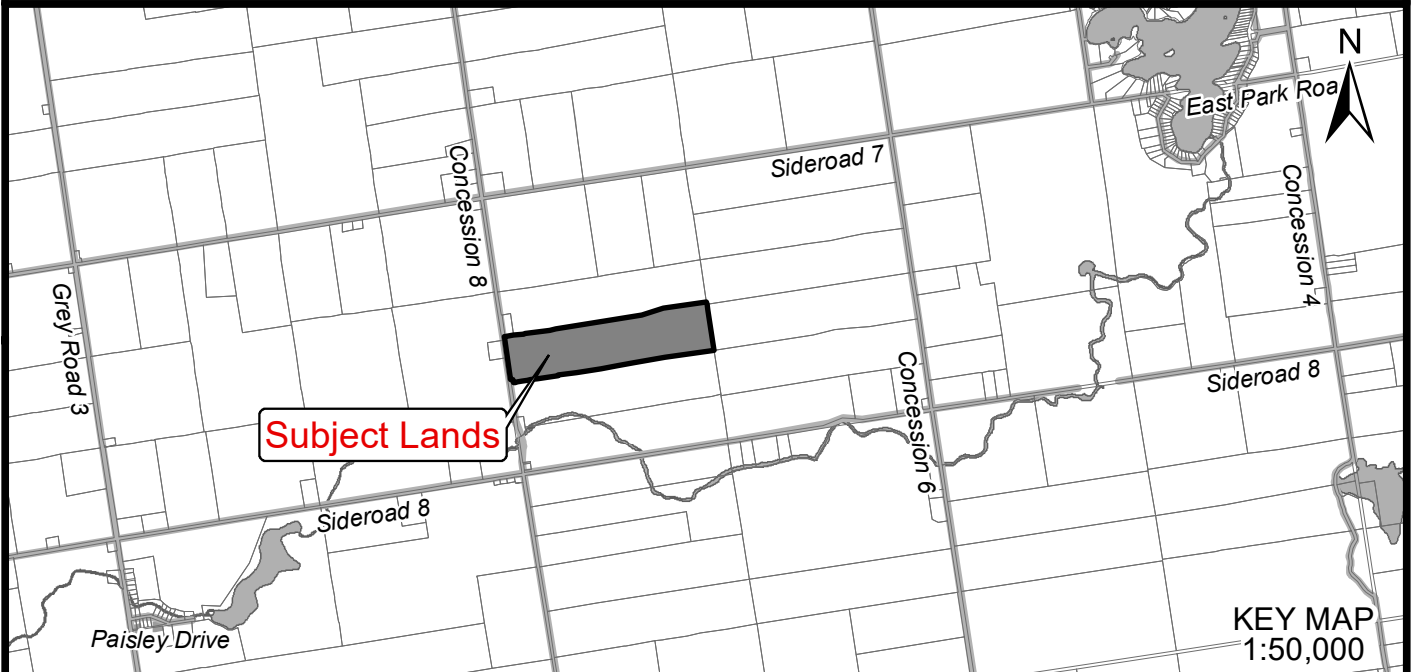
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Patty Sinnamon, CAO Clerk

# TOWNSHIP OF CHATSWORTH

## BY-LAW NUMBER 2024-18

### SCHEDULE A




#### LEGEND

 Subject Lands

 Rural

 Institutional

 Extractive Industrial

 Environmental Protection

**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH**

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**WHEREAS** Section 93 of the Drainage Act, R.S.O. 1990, c. D.17, authorizes the Council of a local municipality to appoint a Drainage Superintendent by by-law; and

**WHEREAS** Section 227 of the Municipal Act, 2001, S.O. 2001, c.25 provides for officers and employees of the municipality to implement and carry out Council's decisions, to establish administrative practices and procedures, to provide advice to Council on municipal policies and programs, and to carry out duties required by legislation; and

**WHEREAS** the Council of the Township of Chatsworth deems it in the public interest to appoint a Drainage Superintendent;

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

1. That Christopher Slocombe of GM BluePlan Engineering Limited be hereby appointed as Drainage Superintendent for the Township of Chatsworth.
2. That the Drainage Superintendent shall carry out the duties as imposed by the Drainage Act, R.S.O. 1990, c. D.17 and shall submit such reports and carry out such other duties as may be required from time to time by Council.
3. That this By-Law shall be in full force and effect upon the date of passing
4. That any and all By-Laws or portions thereof conflicting with this By-Law are hereby repealed.

**READ** a first and second time this 20<sup>th</sup> day of March, 2024.

**READ** a third time and finally passed this 20<sup>th</sup> day of March, 2024.

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Scott Mackey, Mayor

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Patty Sinnamon, CAO Clerk

**NOTICE**

**SPECIAL PUBLIC MEETINGS OF COUNCIL**

**Comprehensive Zoning By-Law Review**

**Take Notice** of the date and time of the following Township of Chatsworth Special Meetings of Council:

**Date/Time:**

Wednesday, February 28, 2024 at 4:00 p.m.

Wednesday, March 27, 2024 at 4:00 p.m.

Wednesday, April 24, 2024 at 4:00 p.m.

**Location:**

Township of Chatsworth Council Chambers  
(316837 Highway 6, RR 1 Chatsworth, Ontario, Canada N0H 1G0)

An Agenda will be available on the Township website prior to the meeting.

Patty Sinnamon, Dipl.M.M.  
CAO Clerk  
Phone: 519-794-3232, Ext. 124  
Email: [patty.sinnamon@chatsworth.ca](mailto:patty.sinnamon@chatsworth.ca)

Dated this 11th day of January 2024.

# THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH

## BY-LAW NUMBER 2024-20

**BEING a By-law to confirm the proceedings of the Council Meeting of the Corporation of the Township of Chatsworth held on March 20, 2024**

**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 March 20, 2024 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 March 20, 2024 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 March, 2024.

**READ** a third time and finally passed this 20<sup>th</sup> day of March, 2024.

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Scott Mackey, Mayor

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Patty Sinnamon, CAO Clerk