



# Township of Chatsworth

## Council Minutes

Wednesday, September 7, 2022, 9:30 a.m.

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

Staff Present: CAO Clerk, Patty Sinnamon  
Planner, Ron Davidson  
Operations Manager, Anthony Gibbons  
Admin. Assistant Clerks/Planning, Tyler Zamostny

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**1. CALL TO ORDER**

Mayor Mackey called the meeting to order at 10:20 a.m.

**2. OPENING CEREMONIES – MOMENT OF REFLECTION**

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

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

There were no speaker requests for Open Forum.

**4. APPROVE OR AMEND AGENDA**

Resolution 2022-20-01  
Moved by: Shawn Greig  
Seconded by: Brian Gamble

That Township of Chatsworth Council adopt the Agenda as circulated.

**Carried**

**5. DECLARATION OF PECUNIARY INTEREST**

None stated.

**6. CONFIRMATION OF MINUTES**

Resolution 2022-20-02  
Moved by: Diana Rae  
Seconded by: Shawn Greig

That the minutes of the Council Meeting held on August 17, 2022 be confirmed as recorded.

**Carried**

**7. MATTERS ARISING FROM MINUTES**

Mayor Mackey and CAO Clerk Patty Sinnamon had a meeting with Canada Post regarding the installation of community mailboxes within the Township. Both Mayor Mackey and CAO Clerk Patty Sinnamon completed a site visit with Canada Post representatives, and locations were determined for both communities in Williamsford and Berkeley.

A proposed timeline for the community mailboxes to be installed is the end of December but could happen earlier.

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

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.

**8.1 Z07/2022 - Part Lot 34, Lot 35, Concession 2 SWTSR, Geographic Township of Holland, Township of Chatsworth (John and Heather Curry)**

**9. MATTERS ARISING FROM PUBLIC MEETINGS**

**9.1 Z07/2022 - Part Lot 34, Lot 35, Concession 2 SWTSR, Geographic Township of Holland, Township of Chatsworth (John and Heather Curry)**

Resolution 2022-20-03

Moved by: Diana Rae

Seconded by: Shawn Greig

THAT Planners Report Z07/2022 be hereby received; and  
FURTHER THAT Committee of the Whole recommends to Council the approval of the Zoning Bylaw Amendment Application for Part Lot 34, Lot 35, Concession 2 SWTSR, Geographic Township of Holland, Township of Chatsworth (Owner: John and Heather Curry)  
AND FURTHER THAT staff be directed to prepare the necessary by-law to give effect to the application.

**Carried**

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

Resolution 2022-20-04

Moved by: Brian Gamble

Seconded by: Elizabeth Thompson

That the following by-laws be introduced and taken as read a first and second time, and that they be given consideration in Committee of the Whole:

- By-law Number 2022-40 being a By-law to rescind the appointments of the Berkeley Community Cemetery Board and to dissolve the Berkeley Community Cemetery Board
- By-law Number 2022-41 being a By-law to appoint Municipal Weed Inspectors

**Carried**

**11. COMMITTEE OF THE WHOLE**

Resolution 2022-20-05

Moved by: Diana Rae

Seconded by: Shawn Greig

That Council now go into Committee of the Whole.

**Carried**

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

Resolution 2022-20-06

Moved by: Shawn Greig

Seconded by: Brian Gamble

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

Item 11.1.a. - Accounts Payable Listing

Item 11.1.b.a. - James Special Services - By-Law Enforcement Report - July 2022

**Carried**

**11.1.a Accounts Payable Listing**

**11.1.b Reports for Information**

**11.1.b.a James Special Services - By-Law Enforcement Report - July 2022**

**11.1.c Committee Minutes**

**11.1.c.a Township of Chatsworth Police Service Board Meeting Minutes - June 17, 2022**

**11.1.c.b Grey Sauble Conservation Authority Minutes - Full Authority Board of Directors Meeting (July 27, 2022)**

**11.1.c.c Community Hub Fundraising Minutes - July 26, 2022**

**11.1.c.d Community Hub Building Committee Minutes - July 12, 2022**

**11.1.d Correspondence for Council information**

**11.1.d.a AMO Watchfiles (August 18, 2022, August 25, 2022, September 1, 2022)**

**11.1.e Motions from Other Municipalities**

**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 CAO Clerk's Report 2022-34 - Berkeley Community Cemetery**

Resolution 2022-20-07

Moved by: Brian Gamble

Seconded by: Shawn Greig

THAT CAO Clerk's Report 2022-34 regarding the Berkeley Community Cemetery be hereby received;

AND FURTHER THAT Committee of the Whole recommend to Council that the Berkeley Community Cemetery Board be hereby dissolved and that By-law 2006-38 be rescinded.

**Carried**

**11.4.b CAO Clerk's Report 2022-35 - Appoint Municipal Weed Inspectors and Turf and Noxious Weeds**

Resolution 2022-20-08

Moved by: Shawn Greig

Seconded by: Diana Rae

THAT CAO Clerk's Report 2022-35 – Appoint Municipal Weed Inspectors and Turf and Noxious Weeds be hereby received;  
AND FURTHER THAT Committee of the Whole recommends to Council enact a by-law to appoint Municipal Weed Inspectors for the Township of Chatsworth.

**Carried**

**11.4.c CAO Clerk's Report 2022-36 Unopened Road Allowance - Surplus Land**

Resolution 2022-20-09

Moved by: Brian Gamble

Seconded by: Diana Rae

THAT CAO Clerk's Report 2022-36 regarding unopened road allowance and surplus lands be hereby received;  
AND FURTHER THAT a portion of Nicholson drive between 215824 Concession 4 and 126 Nicholson Drive hereby declared surplus to the needs of the municipality;  
AND FURTHER THAT the CAO Clerk proceed with the disposition of same pursuant to the Disposal of Surplus Lands policy, including the execute of any ancillary documentation to complete the transfer of lands to abutting property owners who choose to acquire same.

**Defeated**

Councillor Greig requested a recorded vote on the resolution.

CAO Clerk called the question.

Deputy Mayor Gamble - No

Councillor Greig - No

Mayor Mackey - No

Councillor Rae - No

Councillor Thompson - No

**11.4.d Verbal Updates from Staff**

CAO Clerk Patty Sinnamon provided updates:

- There is funds in the budget to complete inspections for wells throughout the Township. Well #1 in Walters Falls is to be inspected first, but a provincial inspector has asked for all Township wells be inspected as it has been many years since the last inspections took place
- Park's Canada is beginning work today on the Nellie McClung monument on Highway 6
- Surveys have come in on the "Bryan's Lands" and will be sending them out to property owners in the near future
- Generator at the office has been shut off since a leak a few weeks ago. A technician inspected the unit and informed staff that no parts can be found for the generator and suggested purchasing a new one. Council asked for a second opinion to be obtained

- Provided an update on the weed situation on the "Bryans Lands" and mentioned to Council about the possibility to spray weeds on the property. Council asked if disking of the lands would be a better option, and have a potential to have an archeological study completed in the fall rather than next spring
- Staff reached out the County regarding the proposed location of the community mailboxes in Berkeley. The County has plans to create a parking lot on the south side of 60 sideroad, and therefore it makes sense to leave the mailboxes on the north side as originally proposed. The County has indicated they would be more than willing to work with the Township and Canada Post to relocate the mailboxes to the south side once the parking lot is complete
- A reminder to Council that the draft CIP will be presented at a public meeting at the beginning of the September 21st Council meeting

Operations Manager Anthony Gibbons provided the following updates:

- Keady Arena roof is expected to begin this week
- Parts for the compressor at the Keady Area have arrived and are getting ready to be installed
- On pace for a normal start time for the Keady Arena this fall
- Recreation department is still busy completing routine maintenance around the Township
- There seems to be more interest this year in facility rentals than last year
- Grass cutting is going well
- Roads department is still busy shouldering and brushing Township roads
- Concession 4 has now received a base coat of asphalt
- Structure 51 has started and the abutment walls are in place
- Gate at McCullough Lake is underway to be replaced

At 12:00 p.m. the following motion was introduced to extend the Council meeting as per the Procedural By-law.

Resolution 2022-20-10

Moved by: Elizabeth Thompson

Seconded by: Diana Rae

THAT Council extends the Council Meeting until 12:30 p.m.

**Carried**

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

Resolution 2022-20-11

Moved by: Shawn Greig

Seconded by: Brian Gamble

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

- By-law Number 2022-40 being a By-law to rescind the appointments of the Berkeley Community Cemetery Board and to dissolve the Berkeley Community Cemetery Board

- By-law Number 2022-41 being a By-law to appoint Municipal Weed Inspectors

**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.a. - Accounts Payable Listing - Council had questions around items that had been redacted. CAO Clerk Patty Sinnamon informed Council of the reasons behind the redaction as per the Freedom of Information and Protection of Privacy Act. Council requested if more description could be included to provide Council with a better understanding of these costs.

Item 11.1.b.a. - James Special Services - By-Law Enforcement Report - July 2022 - Council was thankful to receive the report and the information that was provided. Council suggested that the next time a quarterly report is provide, if a representative from James Special Services could present the findings to Council.

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

Resolution 2022-20-12

Moved by: Brian Gamble

Seconded by: Shawn Greig

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

**Carried**

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

Resolution 2022-20-13

Moved by: Diana Rae

Seconded by: Shawn Greig

That the actions taken in Committee of the Whole today be confirmed by this Council and the Minutes of the Committees be adopted;  
And Further that staff be authorized to take the actions necessary to give effect to the approved recommendations contained within the staff reports;  
And Further that by-laws under consideration be presented to Council for third reading

**Carried**

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

Resolution 2022-20-14

Moved by: Elizabeth Thompson

Seconded by: Shawn Greig

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

- By-law Number 2022-40 being a By-law to rescind the appointments of the Berkeley Community Cemetery Board and to dissolve the Berkeley Community Cemetery Board

- By-law Number 2022-41 being a By-law to appoint Municipal Weed Inspectors

**Carried**

**14. NOTICES OF MOTION - None**

**15. NOTICE PROVISION**

**15.1 Public Meeting to Consider Community Improvement Plan -  
Wednesday, September 21, 2022 at 6:30 p.m.**

**16. TRACKING SHEET**

No updates noted.

**17. OTHER BUSINESS**

Deputy Mayor Gamble had a question around the Keward Cemetery in the Township, and the possibility of additional land being acquired to expand the Cemetery. Township staff informed Deputy Mayor Gamble that the best option would be for the cemetery board to contact the Bereavement Authority of Ontario (BAO) for further direction.

**18. CLOSED MEETING - None**

**19. CONFIRMATORY BY-LAW**

Resolution 2022-20-15

Moved by: Elizabeth Thompson

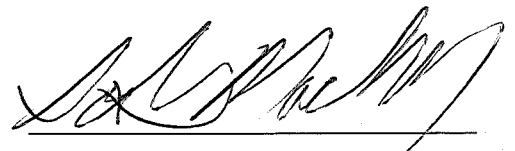
Seconded by: Brian Gamble

That By-law 2022-42 being a by-law to confirm all actions and proceedings of the September 7, 2022 Council meeting be hereby read a first, second, and third time, signed by the Mayor and Clerk and sealed with the Corporate Seal.

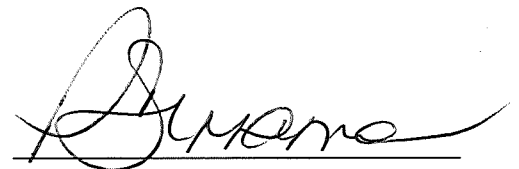
**Carried**

**20. ADJOURNMENT**

The Mayor adjourned the meeting at 12:30 p.m.



Scott Mackey, Mayor



Patty Sinnamon, CAO Clerk