

**CORPORATION OF THE TOWNSHIP OF CHISHOLM**  
**BY-LAW 2020-16**

*Being a by-law to structure the various Committees and other roles and positions for the Corporation of the Township of Chisholm for the year 2020.*

**WHEREAS** it is deemed desirable to structure the various Committees and other roles and positions for the Corporation of the Township of Chisholm for the year 2020.

**NOW THEREFORE** it is enacted that the Committee structure and other roles and positions for the Corporation of the Township of Chisholm for the year 2020 be as follows:

**1. Definitions**

- 1.1 **“Ad Hoc Committee”** means a special purpose committee of limited duration, appointed by Council to consider a specific matter and which is dissolved automatically upon submitting its final report to Council, unless otherwise directed by Council.
- 1.2 **“Representative”** means a member of council and/or a person from the community at large appointed by resolution or by-law of council to represent the corporation’s interest on a board and/or a committee. The representative shall submit a report in writing to the office for inclusion in Council meeting packages after each meeting if minutes are not available.
- 1.3 **“Standing Committee”** means a committee having a continued existence during the term of council. Members shall be appointed by resolution of council, and the chair shall be responsible to appoint someone to take minutes if there is no staff member present, and the chair shall submit these minutes after each meeting to the office for inclusion in council meeting packages.
- 1.4 **“Liaison”** means a member of Council, appointed by resolution and/or by-law of Council, to communicate between a department supervisor and/or individual under contract with the Corporation and Council and shall take direction from Council for any decisions that may be required.

**2. STANDING COMMITTEES**

**THERE ARE FOUR MAIN STANDING COMMITTEES OF COUNCIL** as follows:

<b><u>Finance</u></b>	Leo Jobin (Chair) James Gauthier Chris Jull Gail Degagne Nunzio Scarfone	Meetings held as required
<b><u>General Government</u></b>	Leo Jobin (Chair) Chris Jull Gail Degagne	Meetings held as required
<b><u>Recreation</u></b>	Leo Jobin (Chair) Janice Furchner Kiri Hume-McConnell Lori Michaud Patty Muileboom Gail Degagne	Meetings held as required

**3. The following matters are the responsibility of each of the above-noted committees:**

<b><u>Finance</u></b>	Budget
<b><u>General Government</u></b>	By-laws & Policies By-law Officer Council Fenceviewers
<b><u>Recreation</u></b>	Recreation Community Events

4. **Other Standing Committees of Council are as follows:**

<b><u>Cemetery</u></b>	James Gauthier (Chair) Lori Anderson Elaine Lauzon Gerry Rose	Meetings held as required
<b><u>Committee of Adjustment</u></b>	Leo Jobin (Chair) Don Butterworth Teresa Miller James Gauthier Nunzio Scarfone	Meetings held 1 <sup>st</sup> Tuesday of the month
<b><u>Economic Development</u></b>	Leo Jobin Gail Degagne	Meetings held as required
<b><u>Municipal Emergency Management Program</u></b>	CAO Clerk-Treasurer CEMC Alternate CEMC Public Works Supervisor Fire Chief	Meeting held as required
<b><u>Emergency Operations Control Group</u></b>	Mayor CEMC Leo Jobin (Mayor) CAO Clerk-Treasurer Office Assistant Fire Chief Public Works Supervisor	Meetings held as required
<b><u>Pay Equity</u></b>	Leo Jobin (Co-Chair) James Gauthier Lorena Thompson (Co-Chair) Real Gauthier	Meetings held as required
<b><u>Property Standards</u></b>	Leo Jobin (Chair) James Gauthier Chris Jull Gail Degagne Nunzio Scarfone	Meetings held as required
<b><u>Staff Relations &amp; Employee Negotiations</u></b>	Leo Jobin (Chair) James Gauthier Jenny Leblond	Meetings held as required
<b><u>Strategic Planning</u></b>	Nunzio Scarfone (Chair) James Gauthier Leo Jobin Chris Jull Gail Degagne Don Butterworth David Dockendorff	Meetings held as required

5. **Council shall appoint AD HOC COMMITTEES as required.**

6. **LIAISON ROLES**

**LIAISON ROLES FILLED BY MEMBERS OF COUNCIL are outlined below:**

<b><u>Fire Department</u></b>	Nunzio Scarfone	Meetings held as required
<b><u>Contract Services</u></b>	Nunzio Scarfone	As requested by CAO

7. **REPRESENTATIVES OF COUNCIL ON COMMITTEES AND BOARDS**

**REPRESENTATIVES OF COUNCIL ON COMMITTEES AND BOARDS** are as follows:

<b><u>Cassellholme Board of Management</u></b>		Meetings held as required
<b><u>Community Policing Committee</u></b>	Leo Jobin Chris Jull	Meetings held as required
<b><u>Conservation Authority</u></b>	Nunzio Scarfone	Meetings held 4 <sup>th</sup> Wednesday of month
<b><u>District of Nipissing Social Services Administration Board</u></b>		Meetings held 3 <sup>rd</sup> Tuesday of month
<b><u>Golden Sunshine Municipal Non-Profit Corporation</u></b>		Meetings held as required
<b><u>Library Board</u></b>	Chris Jull Stephen Boyle	Meetings held 4 <sup>th</sup> Monday of month
<b><u>North Bay Parry Sound District Health Unit</u></b>		Meetings held 4 <sup>th</sup> Wednesday of every second month


8. **OTHER POSITIONS**

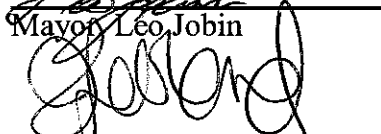
**OTHER POSITIONS** are as follows:

<b><u>Canine Control Officer</u></b>	Sandy Briggs
<b><u>Livestock Valuator</u></b>	Sandy Briggs
<b><u>Municipal Law Enforcement Officer</u></b>	Brian McClure
<b><u>Veterinary Representative</u></b>	David Dockendorff

That By-laws 2015-02, 2017-23, and 2018-14, 2019-09 are hereby repealed.

Read a first, second and third time and passed this 26<sup>th</sup> day of May, 2020.

  
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Mayor Léo Jobin

  
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CAO Clerk-Treasurer, Jennistine Leblond