

CORPORATION OF THE TOWNSHIP OF CHISHOLM
BY-LAW 2015-02

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 2015.

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 2015.

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 2015 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:

<u>Finance</u>	Leo Jobin (Chair) David Hodgins Chris Jull Walter Ross Nunzio Scarfone	Meetings held as required
<u>General Government</u>	Leo Jobin (Chair) Chris Jull Walter Ross	Meetings held as required
<u>Public Works</u>	Walter Ross (Chair) David Hodgins Leo Jobin Chris Jull Nunzio Scarfone	Meetings held 3 rd Thurs. of the month
<u>Recreation</u>	Leo Jobin (Chair) Leslie Armitage Lucy Emmott Kelly Hume Patty Muileboom Walter Ross	Meetings held as required

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

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

Public Works Landfill
Public Works
Recycling

Recreation Recreation
Community Events

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

Cemetery David Hodgins (Chair) Meetings held
Lori Anderson as required
Elaine Lauzon
Gerry Rose

Committee of Adjustment Leo Jobin (Chair) Meetings held
Don Butterworth 1st Tuesday of the
Ken Frederick month
David Hodgins
Nunzio Scarfone

Economic Development Leo Jobin Meetings held
Walter Ross as required

**Emergency Operations
Control Group** Matt Plant (CEMC/Fire Chief) Meetings held
Bryan Brookes (Alternate CEMC) as required
Leo Jobin (Mayor)
David Hodgins (Deputy Mayor)
Garth Pigeau (Deputy Fire Chief)
Linda Ringler (Clerk-Treasurer)
Lorena Thompson (Dep. Clerk-Treasurer)
Alice Lauzon (Office)
Jessica Scarfone (Alternate Office)
Real Gauthier (Public Works Supervisor)
Bob Groulx (Assistant Supervisor)
Jan Reid (Health Representative)

Pay Equity Leo Jobin (Co-Chair) Meetings held
Walter Ross as required
Lorena Thompson (Co-Chair)
Real Gauthier

Property Standards Leo Jobin (Chair) Meetings held
David Hodgins as required
Chris Jull
Walter Ross
Nunzio Scarfone

Landfill Education (Chair) Meetings held
Jan Reid as required
Lori Anderson

**Staff Relations &
Employee Negotiations** Leo Jobin (Chair) Meetings held
David Hodgins as required
Walter Ross

Strategic Planning Nunzio Scarfone (Chair) Meetings held
David Hodgins as required
Leo Jobin
Chris Jull
Walter Ross
Don Butterworth
David Dockendorff

**Wistiwasing Watershed
Management** David Hodgins (Chair) Meetings held
Chris Jull as required
Paul Girard & John Symons (Wasi
Property Owners & Friends)
David Dockendorff (Agricultural Representative)
Carsten Jorgensen (Member at Large)
Dianne Othmer (Member at Large)

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

6. **LIAISON ROLES**

LIAISON ROLES FILLED BY MEMBERS OF COUNCIL are outlined below:

<u>Fire Department</u>	David Hodgins
<u>Contract Services</u>	Nunzio Scarfone

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

REPRESENTATIVES OF COUNCIL ON COMMITTEES AND BOARDS are as follows:

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

8. **OTHER POSITIONS**

OTHER POSITIONS are as follows:

<u>Canine Control Officer</u>	Sandy Briggs
<u>Livestock Valuator</u>	Sandy Briggs
<u>Municipal Law Enforcement Officer</u>	Perry Molloy
<u>Veterinary Representative</u>	Wayne Crossfield

That By-laws 2012-39, 2013-05, 2014-09, and 2014-35, are hereby repealed.

Read a first, second and third time and passed this 13th day of January, 2015.

Mayor, Leo Jobin

Clerk-Treasurer, Linda M. Ringler,