



Corporation of the Township of Chisholm

Municipal Office: 2847 Chiswick Line

RR #4, Powassan, Ont. P0H 1Z0 (705)724-3526 - Fax (705)724-5099

info@chisholm.ca

Gail Degagne, Mayor
Jennistine Leblond, CAO Clerk-Treasurer

RECREATION COMMITTEE – AGENDA

Wednesday, April 3, 2024 @ 7:00 p.m.

In Person

CALL TO ORDER & ACKNOWLEDGE FIRST NATIONS PEOPLES AND LAND

“We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Metis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care for, and teachings about, our earth and our relations. May we continue to honor these teachings.”

1. Call to Order.
2. Approval of Agenda.
3. Approval of Minutes, dated March 6, 2024.
4. Business arising from last meeting:
 - (a) Book Tour – - Status of books.
 - (b) Spring Bird Sale - Email attached re insurance.
 - (c) AG Day – Committee(s) - Memo to follow re procedures.
 - (d) Community Map 2024
 - (e) Easter Egg Hunt 2024 - Successful!
5. Open Forum.
6. New Business:

Soccer – Memo attached.
7. Adjournment.



MINUTES

Recreation Committee Meeting @ Council Chambers March 6, 2024 @ 7:00 p.m.

Present: Chairperson, Gail Degagne, Bernadette Kerr, Kendra Dehaan, Nicole Tran, Brooklyn Tran

Regrets: Brooks Tran

Absent:

Staff: Monique McIsaac (recording secretary)

Guests: None

1. CALL TO ORDER

Meeting called to order by Chairperson, Gail Degagne @ 7:04 p.m.

2. APPROVAL OF AGENDA

Resolution 2024 –09(REC)

Bernadette Kerr and Nicole Tran: Be it resolved that the Agenda for the Recreation meeting dated March 6, 2024 be accepted as written and distributed.

“Carried”

3. APPROVAL OF MINUTES

Resolution 2024- 10(REC)

Kendra Dehaan and Brooklynn Tran: Be it resolved that the Minutes for the Recreation meeting of February 7, 2024 be accepted as written and distributed.

“Carried”

4. BUSINESS ARISING FROM MINUTES

- (a) Walking Book Tour: Gail cannot get paper copies of the book that the committee wanted to use so she is trying to get unbound copies instead, that can be laminated and posted for the tour.
- (b) Spring Bird Sale - Insurance still needs to be determined through the Township of Chisholm's insurance.
- (c) AG Day 2024/2025: It was clarified there would be a separate Committee formed, for this event and that Brooks Tran would organize this Committee and it

would be advertised (Facebook, newsletters) that he would be looking for volunteers to sit on it with the hopes to start planning the event.

Brooks contact information would be Maplecreekfarmingco@yahoo.com.

AG Day Committee would be separate from the Rec. Committee.

- (d) Community Map/Signage Update: Matt Micallef (nonmember -- resident) is currently working on this (free) and Nicole and Brooklyn will reach out to Dianna re – costs of printing and confirming sizing options.

Don Butterworth, Bernie and Gail need to make an appointment at the Bank re – signatures.

- (e) Easter Egg Hunt 2024 – Riddles/Clues to be completed by Bernie. Monique will print and laminate the eggs that are to be posted, along with the Easter garland to be provided by Bernie. Rec. Committee members are responsible to post the eggs.

Add Easter coloring contest to the backside of the Passport as well.

Monique and Bernie have volunteered to get the prizes (3) for the hunt and coloring contest.

Note for 2025 Easter Egg Hunt: The passports will not be mailed out to everyone in the Township – ie. available to pick up in the office, print from the website, email to interested parties, or ie. leave copies of the Passports available in a bin/box on the day of the event.

5. Open Forum:

Kendra spoke re – soccer program

The homeschool community are asking if they could possibly use the old school grounds to run a soccer program. This would not be a Township ran program.

Kendra and some of the other parents would be fully responsible for it.

- Reach out to the community to see if there is enough interest;
- Parent volunteers;
- Age groups;
- Supplies;
- Preference Chisholm resident kids first
-

Insurance: Monique to check with Jenny re – insurance for this as well.

Monique will look into his further to see if this is possible, and if it is, then Kendra to email Monique information/advertising that they would want posted in the Newsletter and on Facebook to see if there is enough interest to run such program.

6. New Business:

Horseshoe Tournament - Saturday, August 10, 2024
Rain Date - Saturday, August 17, 2024

7. Adjournment:

Adjourned @ 7:57 p.m.

Resolution 2024-11(REC)

Bernadette Kerr and Nicole Tran: Be it resolved that this meeting of the Recreation Committee now be adjourned and that the next meeting be scheduled for Wednesday, April 3, 2024 @ 7:00 p.m. or at the call of the Chair.

'Carried'

Chairperson

Recording Clerk

Monique Mclsaac

From: Jenny Leblond
Sent: Tuesday, April 2, 2024 2:51 PM
To: Monique Mclsaac
Subject: FW: small animal exchange day

FYI

*Thanks,
Jenny*

Jennistine (Jenny) Leblond,
CAO Clerk-Treasurer
Township of Chisholm
2847 Chiswick Line, RR # 4
Powassan, ON P0H 1Z0
Phone: 705-724-3526 ext 203
Fax: 705-724-5099

My working hours may not be your working hours. Please do not feel obligated to reply outside of your normal work schedule.

From: Timothy Hutchison <THutchison@mcdougallinsurance.com>
Sent: Friday, May 19, 2023 3:27 PM
To: Jenny Leblond <j.leblond@chisholm.ca>
Subject: RE: small animal exchange day

Hello,

Our policy does not exclude this operation so we would provide a response in relation to property damage or bodily injury. There are limitations to the insurers response in relation to communicable diseases, which could leave the Municipality exposed if birds are present and disease is spread as a result.

Take care,

Tim

Timothy R. Hutchison MBA, CAIB
Partner, President
MIS Municipal Insurance Services / Knox Hutchison Insurance
A Division of McDougall Insurance Brokers Limited

288 Second Ave. W
North Bay, ON, P1B 3K9
Phone: 705-476-3537 ex. 376
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Gail Degagne, Mayor
Jennistine Leblond, CAO Clerk-Treasurer

Memorandum

TO: Recreation Committee
FROM: Jenny Leblond
DATE: January 15, 2025
RE: Ag Committee

As per Recreation Committee minutes of March 6, 2024, there was discussion on forming a separate committee for an Ag day event. Council does have rules about committees as per the Committees By-law 2023-10.

If the future Ag committee is just going to be a smaller group of members from the Recreation Committee, that is fine and does not need approval from Council to proceed.

If this new committee is going to have new members of the public, I would recommend that Council approve an Ad Hoc Committee. This would allow for the new committee to recruit in a public and transparent way as per the By-Law.

Also, the Recreation Committee is supposed to plan and implement the event. If the Recreation Committee wants to give up those tasks to others, there should be some structure if the township is keeping their name to the event.

Attached are parts of the Committees By-Law for your review:

- section 1.1 Ad Hoc Committees
- Terms of Reference Recreation Committee

**CORPORATION OF THE TOWNSHIP OF CHISHOLM
BY-LAW 2023-10**

Being a by-law to establish the Committees of the Corporation of the Township of Chisholm and to identify its representatives on local boards, agencies and other external committees for the term of office 2023-2026

WHEREAS the Corporation of the Township of Chisholm is required to establish specific committees under the authority of provincial legislation;

AND WHEREAS the Corporation of the Township of Chisholm is represented on local boards and agencies that administer services to, and on behalf of, municipalities;

AND WHEREAS the Corporation of the Township of Chisholm is represented on other external committees;

AND WHEREAS the Corporation of the Township of Chisholm deems it appropriate to establish other internal committees responsible for specific mandates assigned by Council;

NOW THEREFORE it is enacted that the municipality's committees and representatives on local boards and agencies for the term of office 2023-2026 are as follows:

1. INTERNAL COMMITTEES

The Corporation of the Township of Chisholm has established four types of internal committees: Ad Hoc Committees, Advisory Committees, Standing Committees and Statutory Committees.

The following general terms apply to Ad Hoc, Advisory and Standing committees:

- a) The Mayor is an "Ex-Officio" member, in accordance with the Procedural By-law, except for the Economic Development Committee.
- b) The Chair is appointed by the committee members at the first meeting, unless the By-law or resolution establishing the committee specifies the name of the Chair.
- c) Rules of procedure follow the requirements established for regular and special meetings in the Procedural By-law.
- d) The committees report to Council through minutes of meetings, Committee recommendations and/or written reports submitted by the Chair to the Chief Administrative Officer Clerk-Treasurer for Council.
- e) The committees are advisory in nature and do not make decisions on behalf of Council.

1.1 AD HOC COMMITTEES

Ad Hoc Committees are established by Council resolution to perform a specific function that does not relate to the mandate or scope of an existing committee. The Council resolution to establish an Ad Hoc Committee includes the name of the Committee, its mandate, composition, membership and term which shall not exceed the term of Council. If Ad Hoc Committee membership includes stakeholders and/or citizens, they are recruited in a public and transparent manner.

Meetings of Ad Hoc Committees are scheduled based on need, as determined by the Chair in consultation with its members.

1.2 ADVISORY COMMITTEES

Advisory Committees are established by Council By-law to provide advice, information and expertise to Council on specific municipal matters in accordance with the mandate assigned by Council. The By-law to establish an Advisory Committee includes the name of the Committee, its mandate and composition. Members of an Advisory Committee are appointed by Council resolution or By-law. Advisory Committee membership includes citizens and/or stakeholders. They are recruited in a public and transparent manner. Advisory Committees are established soon after the inaugural meeting of Council for the duration of the term.

Meetings of Advisory Committees are scheduled based on need, as determined by the Chair in consultation with its members.

**TERMS OF REFERENCE
RECREATION COMMITTEE**

a) Mandate

The Recreation Committee advises Council on matters pertaining to recreational activities, community events and related programs. Committee members are instrumental in the organization and implementation of planned activities, events and programs.

b) Composition

The Recreation Committee includes one member of Council and up to five citizens. The Mayor is an "Ex-Officio" member, in accordance with the Procedural By-law.

c) Appointment of the Chair

The Chair of the Recreation Committee is appointed by its members at the first meeting of the Committee, unless specified in the By-law establishing the Committee.

d) Rules of procedure

Rules of procedure follow the requirements established for regular and special meetings in the Procedural By-law.

e) Reporting to Council

The Recreation Committee reports to Council through minutes of meetings, Committee recommendations and/or written reports submitted by the Chair to the Chief Administrative Officer Clerk-Treasurer for Council.

f) Limits to Powers

The Recreation Committee is advisory in nature and does not make decisions on behalf of Council.

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Gail Degagne, Mayor
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Memorandum

To: Recreation Committee
CC:
From: Monique
Date: April 2, 2024
Re: Homeschool Community – Soccer Program

I would confirm that I spoke with Jenny and she said it would be ok if people wanted to organize a soccer program (confirmed not through the Township) and use the “old school grounds”.

Because the school grounds are “public” the people organizing the soccer event(s) would not be able to stop anyone from the general public from using it at any given time.