

# The Corporation of the Municipality of Northern Bruce Peninsula

## By-Law No. 2023-13

### Being A By-Law to Establish and Appoint Members to Chi-Cheemaun Festival Committee for the Municipality of Northern Bruce Peninsula

Whereas the Municipal Act, R.S.O. 2001, as amended, Section 11(2)(1) indicates that a lower tier municipality and an upper tier municipality may pass by-laws, subject to the rules set out in Subsection (4) respecting the governance structure of the municipality and its local boards;

And Whereas the Municipal Act, R.S.O. 2001, as amended, Section 11(4) outlines the rules by which a sphere of jurisdiction is governed;

And Whereas the Municipal Act, R.S.O. 2001, as amended, Section 224(a)(b)(c) outlines the role of Council to represent the public and consider the well-being and interests of the municipality, develop and evaluate the policies and programs of the municipality, determine which services provided by the municipality among other identified roles;

AND WHEREAS desires to appoint a Chi Cheemaun Festival Committee in accordance with the Terms of Reference attached hereto as Schedule A;

NOW THEREFORE the Council of the Corporation of the Municipality of Northern Bruce Peninsula hereby enacts as follows:

1. THAT the following individuals be appointed as members of the Chi Cheemaun Festival Committee for the term of the current Council:

Don Johnstone  
Laurie (Smokey) Golden  
Linda Bain  
Vivian Wyonch  
Jim Mosiuk  
Tom McAfee  
Councillor Aman Sohrab

2. THAT Schedule A forms part of this by-law;
3. THAT this by-law shall come into force and take effect immediately upon the final passing thereof.

Read a First and Second Time This 13th Day of March 2023.

Read a Third Time, Finally Passed, Signed and Sealed This 13th Day of March 2023.

**Original Signed by Mayor, Milt McIver and Clerk, Cathy Addison.**

**The signed By-law is available upon request.**



Schedule "A" By-law No. 2023-13

**Terms of Reference  
Chi Cheemaun Festival Committee**

**Mandate:**

This ad hoc committee has been established to liaise with the local municipal government, the commercial sector, other volunteer organizations and clubs and residents to organize, attract and expand initiatives and activities relating to the local event known as the Chi-Cheemaun Festival in Tobermory. The Committee shall also provide guidance which will foster and promote the festival to a broadened market.

**Composition and Organization:**

The group will consist of a minimum of seven (7) volunteer members plus one (1) Council representative. The Committee may, at its discretion, establish ancillary sub-committees to achieve specific goals in designated event areas. Sub-committee reports shall be provided to the Chi-Cheemaun Festival Committee for review.

The volunteer members shall have a demonstrated knowledge and understanding of event planning and management and fundraising practices or have expressed a desire to commit to the development, enhancement, and delivery of the annual Chi-Cheemaun Festival in Tobermory.

The committee will elect a Chair and a Vice Chair and a Recording Secretary shall be provided by the Municipality to prepare Committee agendas and scribe the Committee's meeting minutes only. One committee member shall be designated to record all purchases and sales related to the event and this person will also ensure that all financial matters are communicated to the Municipality's Treasurer (and to the Chief Administrative Officer and Council, when necessary). In addition, the Mayor and Chief Administrative Officer (CAO) shall be recognized as ex-officio members of the committee.

The committee will generally meet once a month and as the festival draws near, the committee shall determine if more frequent meetings are required. The duration of the meetings shall not to exceed two (2) hours. The meetings shall be conducted at a location mutually agreed upon by the Committee.

Meeting agendas and minutes will be in electronic format and displayed on the Municipal website. Meeting minutes will be presented to Council following approval from the Committee at the following Chi Cheemaun Festival Committee meeting, unless a resolution requires immediate attention.

The Committee shall be governed by all applicable Municipal by-laws and policies for the conduct of meetings and activities including but not limited to:

1. Procedural By-law
2. Purchasing/Procurement By-law
3. The Municipal Act
4. The Municipal Conflict of Interest Act

Persons appointed as Committee members shall complete mandatory training as required by the Municipality from time to time including but not limited to Accessibility, Procedural, Respect in the Workplace and Health and Safety.

**Meeting Attendance:**

If Members miss three (3) consecutive meeting, a report will have to be submitted to Council to perhaps reconsider the “seat” on the Committee.

**Vacancies Mid-Term:**

Members appointed to this Committee should be prepared to commit to participation and duties assigned throughout the duration. Due to the nature of the Committee and the required work plan, mid-term vacancies on the Committee will not be filled and the remaining members shall be deemed to meet the composition required to complete the task.

**Terms and Conditions:**

The Chi Cheemaun Festival Committee shall be appointed by by-law and shall run with the current term of Council.

Meetings shall be established and conducted in accordance with the Municipality Procedural By-law and any other applicable legislation.

All Committee members are required to respond to the Recording Secretary’s email regarding anticipated attendance for the upcoming meeting, whether a committee member is able to attend the meeting or not. If a quorum is not achieved, the meeting will be cancelled.

If a quorum is not achieved after fifteen minutes on the scheduled meeting date, then the meeting will end at this time and be cancelled. Rescheduling a cancelled meeting will be at the discretion of the Recording Secretary.

The Recording Secretary must be informed of any delegations or presentations by individuals not apart of the Committee by the Committee Chair prior of the creation of the agenda for the meeting in which the delegation or presentation is anticipated.

**Available Resources:**

The Committee will:

- become familiar with potential event funding opportunities and advise Council of such information in report form; and
- have resources available, through the Municipality, such as photocopying, faxing, and similar office functions.

If appropriate notice is given to municipal staff.