

Municipality of Chatham-Kent

Committees of Council and Local Boards

The Municipality of Chatham-Kent is currently recruiting volunteer citizen appointments to various Local Boards and Committees of Council.

Please read the information below to find out more about each committee including their meeting schedule information.

Accessibility Advisory Committee

The Accessibility Advisory Committee (AAC), a working committee of Chatham-Kent Council advises and assists Municipal Departments in promoting and facilitating a barrier-free Chatham-Kent for citizens of all abilities (universal accessibility).

They achieve this aim through the review of municipal policies, programs and services and identifying, removing and preventing barriers.

The Accessibility Advisory Committee meets once per month with daytime meetings. Exact dates and times to be determined. Members can attend in person or virtually.

By-Law Appeal & Property Standards Committee

The By-law Appeal and Property Standards Committee is responsible for hearing appeals from the decision of municipal administrative officials under Municipal By-laws, where those by-laws specifically provide a right to appeal to the By-law Appeal Committee or the Property Standards Committee.

The committee currently hears appeals on the following by-laws:

- Property Standards By-law
- Clean and Clear By-law
- Derelict Vehicles By-law
- Long Grass and Weeds By-law
- Curbside Waste Collection By-law
- Open Burn By-law
- Fireworks By-law
- Vehicle for Hire By-law
- Responsible Animal Ownership By-law
- Business Licensing By-law

As this is a quasi-judicial committee, ideal candidates will have a background in law, by-law enforcement, property standards, planning, building, real estate, or public administration. Candidates should be impartial and open-minded, possess strong analytical and decision-

making skills, and be comfortable reviewing evidence and applying legislation and municipal by-laws fairly and objectively.

The Committee meets when needed as appeals are received, with a maximum of one meeting per month. Hearings take place during the day, normally in the afternoon, in Council Chambers. The exact dates will be determined by the availability of committee members and staff. In person participation is preferred, but virtual options are available.

Chatham-Kent Board of Health

The principal legislation that governs public health in Ontario is the Health Protection and Promotion Act (HPPA).

The role of the Board of Health is to:

- Appoint a full-time medical officer of health
- Hire staff to carry out the functions of the board as outlined within the HPPA
- Provide the municipality with a yearly budget notice
- Have a strong commitment to and understanding of public health programs
- Attend board meetings, actively participate, and serve as officers
- Serve in a volunteer capacity without regard for remuneration or profit
- Identify and declare any conflicts of interest
- Represent the health unit in the community
- Recognize that decisions made by the Board of Health are separate and apart from Municipal Council decisions

The Board of Health is currently seeking an Indigenous Representative.

The Board of Health meets one Monday in the months of January, March, May, July, September and November. Meetings are held at the Civic Centre in Chatham from 2:30 p.m. to 3:30 p.m. Participation can be either in person or virtual.

Chatham-Kent Public Library Board

The Chatham-Kent Public Library Board sets the strategic direction for the Chatham-Kent Public Library (CKPL).

The CKPL Board oversees the library's budget and financial expenditures, supports the library through advocacy, and appoints a Chief Executive Officer (CEO) to provide general supervision over and direction of the operations of the library and its staff.

The Chatham-Kent Public Library Board is a governing board under the Public Library Act. The CKPL Board is comprised of four members of Municipal Council and seven citizen appointees. Municipal Council appoints all trustees, and approves the annual budget but does not authorize any specific actions or decisions of the CKPL Board.

The meetings for the CKPL Board are held on the fourth Tuesday of every month (excluding July and August) from 5:00 p.m. to 7:00 p.m. at the Chatham Library with the potential to have meetings at other library branches. In person attendance is preferred, but virtual options are available.

Chatham-Kent Police Services Board

The Chatham-Kent Police Services Board is mandated by the Ontario Police Services Act and is responsible for the provision of adequate and effective police services within the municipality.

Specific responsibilities of the Police Services Board include generally determining, after consultation with the Chief of Police, objectives and priorities with respect to policing within the municipality, directing and monitoring the performance of the Chief of Police and submitting estimated budget requirements to Municipal Council. This board may not give direction with respect to specific operational decisions or the day-to-day operation of Chatham-Kent Police Services.

The Police Services Board meets monthly, excluding July and August, on Wednesday mornings at 8:30 a.m. in the Police Headquarters Boardroom. Attendance in person is preferred.

Committee of Adjustment

Section 44 of the Planning Act, R.S.O., 1990 authorizes Council to appoint a Committee of Adjustment to deal with planning applications under Section 45 of the Planning Act, R.S.O., 1990 and to empower a Committee of Adjustment to grant minor variances from the provisions of any by-law of the Municipality that implements the Official Plan.

Section 54 of the Planning Act, R.S.O., 1990 authorizes Council to delegate the authority for the giving of consents under Section 53 to a Committee of Adjustment.

The Committee of Adjustment has been granted the authority to:

- Grant minor variances from the Zoning By-law, Fencing By-law and Sign By-laws
- Grant the extension or enlargement of a legal non-conforming use.
- Grant consents to sell, convey or transfer an interest in "part" of an owner's land.
- Grant consents when the terms of an agreement commits the land to a use for a period in excess of 21 years (i.e. lease, easement or mortgage).

- Give approval of a foreclosure or exercise of Power of Sale in Mortgage or Charge.

The Committee of Adjustment meets one Tuesday per month (additional meetings may be required) at 9:00 a.m. in Council Chambers. Attendance in person is preferred, but virtual options are available.

Drainage Board

Private Members Bill Pr. 19 gave the Council of the Municipality of Chatham-Kent the right to pass a by-law to establish a Drainage Board to deal with all matters about the Drainage Act, independently of Council.

The Board hears all new drainage reports at public meetings called "Consideration of Report". Subsequently, assessment issues are dealt with at a second public meeting called "Court of Revision". Any resident eligible for election to Council or a member of Council itself is eligible for membership on the Board. The Drainage Board consists of 6 members including a Chair and Vice-Chair appointed at large.

The Drainage Board meets one Tuesday per month (8 to 10 meetings per year) at 6:00 p.m. in Council Chambers. It is preferred that members attend in person.

Municipal Heritage Committee

Section 28(1) of the Ontario Heritage Act states that the council of a municipality may by by-law establish a municipal heritage committee to advise and assist the council on matters relating to heritage properties and other matters under that legislation. Section 28(2) of the Act states that the committee shall be composed of not fewer than five members appointed by council.

The Municipal Heritage Committee assists Municipal Council with decisions regarding the preservation of buildings and properties, which hold a certain historical or architectural value.

The Municipal Heritage Committee meets on the third Wednesday of the month (excluding July and December) at 6:30 p.m. at the Civic Centre. In person attendance is preferred.

Municipal Museums Advisory Committee

The Chatham-Kent Municipal Museums Advisory Committee assists in the operation of the Chatham-Kent Museum and Ridge House Museum as follows:

- Explore available funding sources including in-house revenue generation, Federal/Provincial grant development, sponsorship development and other fundraising initiatives.

- Provide support to other heritage/museum organizations such as the Ontario Museums Association, the Canadian Museums Association, the Ontario Historical Society, as well as local arts and heritage groups.
- Provide recommendations to the administration with respect to short-term and long-term goals and objectives and the evaluation of the performance of the Chatham-Kent Municipal museums.
- Provide recommendations with respect to any other issues of concern brought forward by the administration.

The Chatham-Kent Municipal Museums Advisory Committee meets on the fourth Tuesday of February, May and September at 6:00 p.m. at the Cultural Centre.

Blenheim Landfill Liaison Committee

The Blenheim Landfill Liaison Committee acts as a forum for the exchange of information concerning the operation and maintenance of the Blenheim Landfill. The Committee is legislated by the Ministry of Environment, Conservation and Parks.

The Blenheim Landfill Liaison Committee meets annually on the first Tuesday of September. . Meetings are held in person Room at 9:00 a.m.

Ridge Landfill Liaison Committee

The Ridge Landfill Liaison Committee acts as a forum for the exchange of information concerning the operation and maintenance of the Ridge Landfill. The Committee is legislated by the Ministry of Environment, Conservation and Parks.

The Ridge Landfill Liaison Committee meets quarterly on the first Tuesday of March, June, September and December at 10:00 a.m. at the Ridge Landfill Offices. In person attendance is preferred.