

Corporation of the Township of Chisholm

*Municipal Office: 2847 Chiswick Line
Powassan, ON P0H 1Z0
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Gail Degagne, Mayor
Jennistine Leblond, CAO Clerk-Treasurer

AGENDA

GENERAL GOVERNMENT COMMITTEE MEETING

Wednesday June 15, 2022– 6:00 P.M.

CALL TO ORDER

DECLARATION OF PECUNIARY INTEREST

APPROVAL OF AGENDA

APPROVAL OF MINUTES – February 16, 2022

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Backyard Chickens By-law (memo from CAO)

2. Planning Fees (deferred – 5 year plan for all fees and lakeshore/road allowance split out)
3. Building By-law - (deferred)

NEW BUSINESS

4. Short Term Rentals (Memo from CAO)
5. Heat Stress Policy (Encl.)
6. Fireworks By-law Review (Encl.)
7. Regulate and License Exhibitions, festivals and other public entertainment By-law Review (Encl.)

OPEN FORUM

ADJOURNMENT

TOWNSHIP OF CHISHOLM

GENERAL GOVERNMENT COMMITTEE MEETING

DATE: February 16, 2022
TIME: 6:00 PM
LOCATION: Council Chambers

PRESENT:
Mayor Gail Degagne
Councillor Nunzio Scarfone
Councillor Bernadette Kerr (Zoom)
Councillor David Coombs (Zoom)
CAO Clerk-Treasurer Jenny Leblond

REGRETS: Councillor James Gauthier

GUESTS: None

1. CALL TO ORDER

Chairperson Gail Degagne called the meeting to order at 6:03 pm

2. DECLARATION OF PECUNIARY INTEREST – None noted.

3. APPROVAL OF AGENDA

Resolution 2022-10 (GGC)

Bernadette Kerr and David Coombs: Be it resolved that the *Agenda* for this meeting be approved as presented. **‘Carried’**

4. APPROVAL OF MINUTES

Resolution 2022-11 (GGC)

Bernadette Kerr and David Coombs: Be it resolved that the Minutes of the January 19, 2022 General Government Committee meeting be adopted as printed and circulated. **‘Carried’**

5. **BUSINESS ARISING FROM MINUTES**

1. **Resolution 2022-12 (GGC)**

Nunzio Scarfone and David Coombs: Be it resolved that the General Government Committee recommend to Council to approve the Remuneration for Council By-law as amended.

‘Carried’

2. **Resolution 2022-13 (GGC)**

Nunzio Scarfone and David Coombs: Be it resolved that the General Government Committee recommend to Council to approve the Committees By-law as amended.

‘Carried’

- 3. Planning Fees (deferred)
- 4. Building By-law (deferred)
- 5. Backyard Chickens (deferred)

7. **NEW BUSINESS**

1. **Resolution 2022-14 (GGC)**

Bernadette Kerr and Nunzio Scarfone: Be it resolved that the General Government Committee reviewed the Progressive Discipline Policy and further will not have any recommendations for Council for changes.

‘Carried’

2. **Resolution 2022-15 (GGC)**

Nunzio Scarfone and Bernadette Kerr: Be it resolved that the General Government Committee recommends to Council to approve the Council Staff Relations Policy as amended.

‘Carried’

3. **Resolution 2022-16 (GGC)**

Bernadette Kerr and Nunzio Scarfone: Be it resolved that the General Government Committee recommends to Council to approve the Mail In voting By-law

‘Carried’

4. **Resolution 2022-17 (GGC)**

David Coombs and Nunzio Scarfone: Be it resolved that the General Government Committee, being a committee of Council as a whole, approves Mayor Degagne and Councillor Scarfone to join the CAO for interviewing for the Operations Superintendent position.

‘Carried’

8. **OPEN FORUM** – None

9. **ADJOURNMENT**

Resolution 2022-18 (GGC)

Nunzio Scarfone and Bernadette Kerr: Be it resolved that we do now adjourn to meet again
at the call of the Chair. **‘Carried’**

Chairperson

CAO Clerk-Treasurer

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Gail Degagne, Mayor
Jennistine Leblond, CAO Clerk-Treasurer

MEMO

To: Council
From: Jenny Leblond
Date: June 13, 2022
RE: Backyard Chickens

This memo is to facilitate Councils further discussion about a Backyard Chickens By-law. General Government first discussed a Backyard Chickens by-law in August of 2021. Committee discussed the example presented to committee and felt it was too detailed. There was an idea that a bylaw include all poultry and maybe other animals, not just chickens.

The increase in backyard chickens in the summer of 2021 was directly related to COVID. Now that the province has opened back up and people of traveling again there seems to be a reduction in people having backyard chickens.

The township has only received one complaint with regards to backyard chickens in May 2021.

The CAO wishes to take the Backyard chicken bylaw off the deferred agenda of General Government. This topic will be discussed with the review of the Zoning Bylaw. If when referenced in the zoning bylaw there are further details needed, we will create a specific by-law with more details.

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Gail Degagne, Mayor
Jennistine Leblond, CAO Clerk-Treasurer

MEMO

To: Council
From: Jenny Leblond
Date: June 13, 2022
RE: Short Term Rentals

This memo is to facilitate Council's first discussion about Short Term Rentals (STR) within the Township.

CAO searched Airbnb, Vrbo and Kijiji websites to get a grasp on how many short-term rentals are in Chisholm. Short term rentals are considered short term when they are rented for less than 28 consecutive days. Some units are being advertised on multiple platforms and sometimes difficult to distinguish individual properties. There are approximately 14 individual units being advertised within the township.

Breakdown is as follows:

11 on Wasi Lake & 3 not on any water way

Of the 11 on Wasi Lake - 6 on north end of lake (Mallard Haven)
4 on south end (Greenpoint, Bayview, or Islandview)
1 on west end (off Grahamvale)

Of the 3 not on any water way - 1 on Maple Road
1 on Golf Course Road
1 on Boundary Road

After researching how other municipalities are handling short term rentals there seems to be three different approaches; licensing, accommodation taxing or both.

Pros and Cons:

Licensing - least time consuming for staff – one license fee per year
the rules for landowners and tenants can be very clear in by-law

Accommodation Taxing – will increase revenues to the township
More time consuming for staff to process
Harder to enforce and collect (honour system)

Other things to consider:

- Increased traffic on the private road system since majority of STR are on private roads
- Increased use of septic systems which could have an impact on the health of the lake
- Lots around lake are small so parking could be an issue
- Renters trespassing on other properties has come up as a recent comment from a landowner near a STR

HEAT STRESS POLICY

DRAFT

OBJECTIVE

To ensure that guidelines are in place to operate during periods when the hot, humid climate reaches a range that could create a hazardous environment for personnel to work in.

LEGISLATION

OHSA

Section 25 (2)(a) Employer to ensure that information, instruction and supervision are provided to workers to protect their health and safety

Section 25 (2) (h) Employers are required to take every reasonable precaution for worker safety

Section 27 (2) Supervisor to advise workers of hazards and provide them with written instructions on the procedures and measures to be taken for their protection

Section 25 (2) (c) Supervisors are required to take every reasonable precaution for worker safety

POLICY/PROCEDURE

The Municipality requires the Superintendent to review this policy with the crew prior to June 1 every year. Hazards associated with heat stress, policy guidelines, and preventative measures will be covered with personnel during this meeting training session.

Reference: The humidex combines the temperature and humidity into one number to reflect the perceived temperature measuring how hot it actually feels outside. Temperature/humidity will be referenced on the website www.theweathernetwork.com for our region

Chisholm has established the following Heat Stress Chart as our guideline to modify the working circumstances to ensure the health and safety of our workers.

| HEAT STRESS CHART | |
|----------------------------|--|
| LOW 30 - 37 | Superintendent will verbalize to drink additional water to all staff |
| MEDIUM 38 - 39 | Post Heat Stress alerts Reduce physical activity (slower pace, more break periods) 5 minute break every ½ hour Drink 1 cup of water every 20-30 minutes |
| MODERATE 40 - 41 | Further reduce physical activity 5 minute break every ¼ hour Drink 1 cup of water every 15-20 minutes |
| HIGH 42 - 44 | Severely curtail physical activity Ensure sufficient rest/recovery time Drink 1 cup of water every 10-15 minutes |
| | Hazardous to continue physical activity Suspend production |

DUTIES AND RESPONSIBILITIES

1. The Municipality is responsible to ensure that staff is made aware when humidex advisories are posted, and will also ensure that potable water is available to workers at all times during the humid, hot weather.
2. The Superintendent only will be responsible to initiate 5 minute breaks, based on policy guidelines.
3. The Superintendent will be responsible to make the final decision at the point when the heat and humidity has reached a hazardous situation, based on policy guidelines, to stop work until the humidex reading has lowered to less than 43 degrees.

REMEMBER

Heat stroke is a life threatening condition that requires immediate medical attention

Attachments

Attachment A - Heat Stress Information

Attachment B - Wind Chill/ Frostbite Exposure Chart and Humidex Chart

Attachment A

HEAT STRESS INFORMATION

| | Cause | Symptoms | Treatment | Prevention |
|-----------------|--|---|---|--|
| Heat Rash | Hot humid environment; plugged sweat glands. | Red bumpy rash with severe itching. | Change into dry clothes and avoid hot environments. Rinse skin with cool water. | Wash regularly to keep skin clean and dry. |
| Sunburn | Too much exposure to the sun. | Red, painful, or blistering and peeling skin. | If the skin blisters, seek medical aid. Use skin lotions (avoid tropical anesthetics) and work in the shade. | Work in the shade: cover skin with clothing; wear suntan lotions with a sun protection factor of at least 15. People with fair skin should be especially cautious. |
| Heat Cramps | Heavy sweating drains a person's body of salt, which cannot be replaced just by drinking water. | Painful cramps in arms, legs or stomach that occur suddenly at work or later at home. Cramps are serious because they can be a warning of other more dangerous heat induced illnesses. | Move to a cool area; loosen clothing and drink cool salted water (1 tsp. salt per gallon of water) or commercial fluid replacement beverage. If the cramps are severe or do not go away, seek medical aid. | When working in the heat, workers should put salt on their food (if on a low-salt diet, this should be discussed with a doctor). This will give the body all the salt it needs; don't take salt tablets. |
| Fainting | Not enough blood flowing to the head, causing loss of consciousness. | Sudden fainting after at least two hours of work; cool moist skin; weak pulse. | Fainting may be due to a heart attack or other illness. GET MEDICAL ATTENTION Assess need for CPR. Move to a cool area; loosen clothing; make person lie down; and if the person is conscious, offer sips of cool water. | Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke. |
| Heat Exhaustion | Inadequate salt and water intake causes a person's body's cooling system to start to break down. | Heavy sweating; cool moist skin; body temperature over 38C; weak pulse; normal or low blood pressure; person is tired, weak, clumsy, upset or confused; is very thirsty; or is panting or breathing rapidly, vision may be blurred. | GET MEDICAL ATTENTION This condition can lead to heat stroke, which can kill. Move the person to a cool shaded area; loosen or remove excess clothing; provide cool water to drink (salted if possible); fan and spray with cool water. | Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check on each other to help spot the symptoms that often precede heat stroke. |
| Heat Stroke | If a person's body has used up all its water and salt, it will stop sweating. This can cause body temperature to rise. | High body temperature (over 41C) and any one of the following: the person is weak, confused, upset or acting strangely; has hot, dry, red skin; a fast pulse; a headache or dizziness. In later stages, a person may pass out and have convulsions. | CALL AN AMBULANCE This condition can kill a person quickly. Remove excess clothing; fan and spray the person with cool water; offer sips of cool water if the person is conscious. | Reduce activity levels and/or heat exposure. Drink fluids regularly. Workers should check each other to help spot the symptoms that often precede heat stroke. |

Attachment B
Wind Chill / Frostbite Exposure Chart

| Wind Chill | Risk of frostbite | Health Concern | What to do |
|----------------------------|--|--|--|
| 0 to -9 | Low | Slight increase in discomfort | Dress warmly, with the outside temperature in mind. |
| -10 to -27 | Low | Uncomfortable Risk of hypothermia if outside for long periods without adequate protection | Dress in layers of warm clothing, with an outer layer that is wind-resistant. Wear a hat, mittens and scarf. Keep active. |
| -28 to -39 | Increasing risk: exposed skin can freeze in 10 to 30 minutes | Check face and extremities (fingers, toes, ears and nose) for numbness or whiteness Risk of hypothermia if outside for long periods without adequate protection | Dress in layers of warm clothing, with an outer layer that is wind-resistant. Cover exposed skin: wear a hat, mittens and a scarf, neck tube or facemask. Keep active. |
| -40 to -47 | High risk: exposed skin can freeze in 5 to 10 minutes* | Check face and extremities (fingers, toes, ears and nose) for numbness or whiteness (frostbite) Risk of hypothermia if outside for long periods without adequate protection | Dress in layers of warm clothing, with an outer layer that is wind-resistant. Cover all exposed skin: wear a hat, mittens and a scarf, neck tube or face mask. Keep active. |
| WARNING LEVEL** -48 to -54 | High risk: exposed skin can freeze in 2 to 5 minutes* | Check face and extremities frequently for numbness or whiteness (frostbite) Serious risk of hypothermia if outside for long periods | Be careful. Dress very warmly in layers of clothing, with an outer layer that is wind-resistant. Cover all exposed skin: wear a hat, mittens and a scarf, neck tube or facemask. Be ready to cut short or cancel outdoor activities. Keep active. |
| -55 and colder | High risk: exposed skin can freeze in less than 2 minutes | DANGER! Outdoor conditions are hazardous | Stay indoors. |

THE CORPORATION OF THE TOWNSHIP OF CHISHOLM

BY-LAW NO. 2012-30

Being a by-law to regulate the setting off of fireworks.

AND WHEREAS Section 121 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended provides that a local municipality may pass a by-law to prohibit and regulate the setting off of fireworks;

AND WHEREAS Section 7.1(1) of the Fire Protection and Prevention act, 1997, S.O. 1997, c. 4, as amended provides that a council of a municipality may pass by-laws regulating fire prevention, including the prevention of spreading fires;

NOW THEREFORE the Council of the Township of Chisholm enacts as follows: -

1. For the purposes of this by-law, the following definitions shall apply:

"Burn Ban" means a time frame declared by the Ministry of Natural Resources or by the Fire Chief when no open air burning is permitted within the Township of Nipissing.

"Consumer Fireworks" means an outdoor, low hazard, recreational firework that is classed as a subdivision 1 of Division 2 of Class 7 Fireworks under the Explosives Act and includes fireworks showers, fountains, golden rain, lawn lights, pin wheels, Roman candles, volcanoes, and sparklers but does not include Christmas crackers and caps for toy guns containing not in excess of twenty-five one-hundredths of a grain of explosive used per cap. This type of fireworks may also be referred to as "family fireworks".

"Fire Chief" means the Fire Chief employed by the Corporation of the Township of Chisholm.

2. This by-law shall apply to all land within the Township of Chisholm.
3. No person(s) or owner(s) of land shall:
 - a) Discharge consumer fireworks unless a fire permit has been obtained.
 - b) Discharge consumer fireworks except between sunset and 11:00 p.m. except for December 31st where the times shall be between sunset and 1:00 a.m. January 1st.
 - c) Set off or discharge fireworks on any land of which he/she is not the registered owner, without the written permission of the registered owner.
 - d) No person shall discharge consumer fireworks into, inside of, or on any building, accessory building, structure, or motor vehicle.
 - e) No person shall discharge consumer fireworks during an imposed burn ban or in a restricted fire zone.
4. Every person to whom a permit is issued for the discharge of fireworks shall immediately after the conclusion of the setting off or discharge of fireworks, carry out a site inspection and remove all unused or partly used fireworks from the site and dispose of or store accordingly.
5. Every person who contravenes any provision of this by-law is guilty of an offense and may be charged in accordance with the terms of the Fire Protection and Prevention Act as amended, Part 2 subsection 2.6.3.4. of the Ontario Fire Code, in addition to the requirement to pay the fees set out above; or may be charged with an offence under the Provincial Offences Act under this by-law.

This by-law shall come into force on the date of passing.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 11TH DAY OF
SEPTEMBER, 2012.**

Mayor, Leo Jobin

Clerk-Treasurer, Linda Ringle

**THE CORPORATION OF THE TOWNSHIP OF CHISHOLM
BY-LAW 95-19**

*Being a By-law to regulate and licence exhibitions,
festivals and other public entertainment and places of
amusement within the Township of Chisholm.*

WHEREAS Section 236(6) of The Municipal Act, R.S.O. 1990, Chapter M.45 authorizes the Municipality to pass By-laws to licence and regulate exhibitions held for hire or gain and all places of amusement, and for revoking any such licence.

AND WHEREAS the Corporation of the Township of Chisholm deems it expedient that such exhibitions, places of amusement, festivals, trade shows, held in the Township of Chisholm be licenced and regulated, and that provision be made for revoking any such licence.

NOW THEREFORE the Council of the Corporation of the Township of Chisholm enacts as follows:


1. (a) **EXHIBITIONS FOR HIRE OR GAIN** shall mean concerts, musical exhibitions, folk festivals, trade shows, or other gatherings which supply entertainment and/or instruction to the persons who attend and for which a fee for admission is charged.
- (b) **A REGISTERED CHARITY** is
 - (i) a "charitable organization" or "charitable foundation" within the meanings assigned by subsection 149.1(1) of The Income Tax Act, S.C. 1971-2-3, Chapter 63, that is a resident of Canada or was either created or established in Canada or,
 - (ii) a branch, section, parish, congregation or other division of such organization or foundation that receives donations on its own behalf, that has been registered by the Department of National Revenue, Taxation and whose registration has not been revoked.
2. No person, Corporation, organization or association shall hold or conduct an exhibition for hire or gain, a festival, a trade show, or any other event covered by this By-law unless such person, organization, Corporation or association shall, at least 15 days prior to the scheduled date of this event, have first obtained a licence hereunder for such event.
3. No person, Corporation, organization or association shall permit any land owned by him or it to be used for or in conjunction with any purpose covered in this By-law unless such person, organization, Corporation or association shall, at least 15 days prior to the scheduled date of this event, have first obtained a licence hereunder.
4. Application for a licence under this By-law shall be made to the Clerk-Treasurer of the Corporation of the Township of Chisholm and every applicant, except a registered charity as defined by this By-law, shall submit, prior to being issued a licence, the following:
 - (a) (i) A letter from the Commander of the North Bay Detachment of the Ontario Provincial Police setting out the maximum number of persons estimated by the Commander of the North Bay Detachment of the Ontario Provincial Police to be able to attend the exhibition for hire or gain, concert, festival, trade show or other event covered by this By-law, having regard to all factors including the land to be used for the event, the layout plan, the nature and history of the event and the ability to ensure protection of all persons and property during the period of the event and for a period of six hours after the termination of the event.

After considering such letter, the Council of the Corporation of the Township of Chisholm may place a limit on the maximum number of persons permitted to attend the scheduled event.

- (ii) Council shall require an applicant for a licence to hire, at his own expense, independent security personnel approved by Council to monitor the number of attendees, to ensure compliance with the By-law, and to report to Council. Should the number of persons attending any event exceed the maximum allowable, such occurrence shall be a violation of this By-law.
- (b) Council may require an applicant for a licence to provide to Council a certified cheque payable to the Corporation of the Township of Chisholm, in an amount determined by Council to be adequate to provide for noise monitoring services if, in the opinion of Council, such services are required to ensure compliance with any and all By-laws of the Corporation of the Township of Chisholm. In the event that noise monitoring services are required and used, the Corporation of the Township of Chisholm may pay for such services from the amount of the certified cheque.
 - (c) A policy of insurance with an insurance company acceptable to the Corporation of the Township of Chisholm. Such policy is to provide for public liability and property damage in the amount of at least Three Million Dollars (\$3,000,000.00) and shall name the Corporation of the Township of Chisholm as co-insured. In the case of alcoholic beverages being provided at such event, such policy is to provide for public liability and property damages in the amount of at least Five Million Dollars (\$5,000,000) and shall name the Corporation of the Township of Chisholm as co-insured. As well, such policy is to save harmless and indemnify the Corporation of the Township of Chisholm and its employees and servants from any and all claims, demands, actions and suits arising out of loss, damage or injury to any person or property. Such amount may be increased at the discretion of Council to an amount determined by Council to be adequate to provide protection based on the maximum allowable number of persons attending the event pursuant to paragraph (a)(i) of this section.
 - (d) A certified cheque payable to The Corporation of the Township of Chisholm in an amount estimated by the Council of the Township of Chisholm as being sufficient to ensure payment of all minor damage caused, directly or indirectly as a result of the event, to public property, and all necessary clean-up of public property surrounding the area in which the event is to be held.
 - (e) A Certificate of the Medical Officer of Health for the City of North Bay and District certifying as to the medical, sanitary and lavatory facilities, as well as the garbage collection, storage and disposal facilities, which would be required for the number of persons authorized to be attending the event pursuant to subsection (a)(i) of this section.
 - (f) A contract with a recognized supplier of lavatory and washing facilities certifying that such facilities as are required for the number of persons authorized to be attending the event pursuant to subsection (a)(i) of this section, will be available on the date of the event and that payment due under any agreement made with such supplier has been made.
5. (a) An application fee of \$200.00 shall be submitted with each application for a licence hereunder (except in the case of a Registered Charity as defined in this By-law).
- (b) A layout plan showing the area to be used, the entry and exit points, the parking and internal roadways, the areas upon which any permanent or temporary building or structure are to be set up, and the areas where the lavatory and washing facilities are to be set up shall be submitted with each application for a licence hereunder (except in the case of a Registered Charity as defined in this By-law). Failure to conduct the special event according to the layout plan submitted shall be a violation of this By-law.

- (c) Notwithstanding the compliance of any person, organization, Corporation or association with section 4 and clause 5(a) hereof, no such person, organization, Corporation or association shall be entitled to be issued a licence hereunder unless and until any fine(s) payable to the Corporation of the Township of Chisholm as a result of any conviction(s) entered under section 7 hereof has been paid in full.
6. Notwithstanding any other provision of this By-law, no licence shall be issued under this By-law if the scheduled event will operate in contravention of the applicable provisions of the Zoning By-law of the Township of Chisholm then in force.
7. That any person who contravenes any provision of this by-law or part thereof shall be guilty of an offence and be liable to a penalty recoverable under the provisions of the Provincial Offences Act.
8. Any licence issued under this By-law may be revoked if:
- (a) In the opinion of Council, the information upon which the licence has been issued is found to be false or misleading;
 - (b) In the opinion of Council, an applicant no longer meets the requirements of the By-law.
9. In the case of any exhibition for hire or gain, festival, a trade show, or any other event covered by this by-law which would last for a lesser period than twenty-four hours, Council may, in its discretion, dispense with any or all of the requirements of this by-law.
10. Should any section, subsection, clause, paragraph or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect validity of the By-law as a whole or any part thereof, other than the provision so declared to be invalid.

Read a first, second and third time and passed this 24th day of October, 1995.


Reeve (Acting)


Clerk