

## The Corporation of The Township of Bonfield

### AGENDA PLANNING ADVISORY COMMITTEE MEETING TO BE HELD April 7, 2026 AT 5:00 P.M.

1. **Open Meeting**
2. **Adoption of Agenda: as prepared OR as amended**
3. **Adoption of the minutes of the regular meeting: March 10, 2026**
4. **Disclosure of Pecuniary Interests**
5. **Applications:**
  - a) **Application Reference B4/2026: Robinson**  
Application for Consent - Proposed severance to create One (1) new lot on lands legally described as CON 7 BF PT LOT 5 REM PCL; 11779 NIP (51 Development Road).
  - b) **Application Reference B6/2026: Woods**  
Application for Consent - Proposed severance to create Two (2) new lots on lands legally described as BONFIELD CON 6 E PT LOT 5 RP; 36R11219 PT PART 1 PCL 5205; NIP.
6. **Staff Reports**
  - a) Planning Report re: Committee of Adjustment
7. **Correspondence**
  - a) Letter from Hon. Robert J. Flack, Minister of Municipal Affairs and Housing re: Building Homes and Improving Transportation Infrastructure Act, 2026, (Bill 98).
8. **Other Business**
9. **Adjournment**

Small Community, Big Heart





THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
Planning Advisory Committee Meeting  
March 10, 2026

PRESENT: Jason Corbett (Planning Advisory Committee Chair)  
Narry Paquette  
Eric Foisy

ABSENT WITH REGRETS: Kamil Wrobelski

STAFF PRESENT: Nicky Kunkel (CAO)  
Simon Blakeley, Planning Administrator

ATTENDANCE IN-PERSON: Cllr Dan MacInnis  
Cllr Steve Featherstone

ATTENDANCE ONLINE: Jason Ferrigan, Partner, J.L Richards & Associates  
David Wellwood, Senior Planner, J.L Richards & Associates

**1. Call to Order**

**MOTION #1**

**MOVED BY: Eric Foisy**

THAT this meeting be opened at 5:03 p.m.

**SECONDED BY: Narry Paquette**

**CARRIED Chair, Jason Corbett**

**2. Adoption of Agenda**

**MOTION #2**

**MOVED BY: Eric Foisy**

THAT the agenda presented to the Planning Advisory Committee dated March 10, 2026 be adopted as prepared.

**SECONDED BY: Narry Paquette**

**CARRIED Chair, Jason Corbett**

**3. Adoption of Previous Minutes**

**MOTION #3**

**MOVED BY: Narry Paquette**

THAT the Minutes of the Planning Advisory Committee Meeting of February 3, 2026 be adopted as circulated.

**SECONDED BY: Eric Foisy**

**CARRIED Chair, Jason Corbett**

**4. Disclosure of Pecuniary Interest**

PAC member Kamil Wroblewski had recently declared a conflict of interest on the agenda item, so was not in attendance at the meeting.

**5. Township of Bonfield Official Plan Review**

**a) Discussion on Ministry of Municipal Affairs and Housing (MMAH)**

**“One Window” Review Comments - received January 2, 2026.**

The Planning Advisory Committee, in addition to attending members of Council, Township Staff and representatives of J.L. Richards & Associates had a robust discussion on matters pertaining to the proposed replacement Official Plan, and the “One Window Review” comments that had been received from the Ministry of Municipal Affairs and Housing (MMAH) combining feedback from several other provincial ministries.

The matters discussed in detail primarily applied to the issue of several township lakes being considered ‘at capacity’ for development purposes; and the real-world implication of this policy directive in terms of new lot creation, and/or Additional Dwelling Units on established lots of record.

## **Planning Advisory Committee - March 10, 2026**

Although there was widespread understanding that the lakes do require action, including but not limited to updated water quality testing, and the creation of new environmental stewardship programs, plus public-education materials to increase awareness, and help improve the overall condition and health of local lakes; the PAC also questioned a range of scenarios in which new development may (or may not) be considered favorably within the Township.

In this context a broader conversation was had on how to achieve sustainable growth & development which addresses the population projection forecasts produced by the Minister of Finance in October 2025; and whether or how rural settlement area boundary extensions, including communal servicing arrangements that allow for increased densities, could be an option that requires further contextual analysis.

Another key topic discussed applied to “Prime Agricultural” lands. In this regard, J.L Richards and Township staff emphasized, on the basis of past conversations with the PAC, that the Township is not seeking to introduce a Prime Agricultural Designation - which has its own connotations.

Instead, it was emphasized there is an opportunity to introduce a new, innovative approach to policy development in the form of a “Rural-Agricultural Designation” which introduces greater flexibility and is altogether less restrictive than a Prime Agricultural designation. At the same, it was recognized the Township should explore measures to preserve valuable agricultural lands, while actively supporting economic activities that contribute to a vibrant, rural, agricultural system.

In effect, this “hybrid” approach may be considered consistent with some of the newer agricultural land use management policies introduced in the Provincial Planning Statement 2024 (PPS 2024), with the potential for the Township of Bonfield to become “a leader in the rural policy context across Northern Ontario”. This conversation also included reference to agri-food networks, severance policies, and ways to support on-farm diversification.

Other topics discussed included the need to ensure the satisfactory protection of natural and cultural heritage assets, and matters pertaining to the existing Environmental Protection designation. The CAO also emphasized that although there is an opportunity for the PAC and/or Council to propose further amendments in response to the One Window comments, that inevitably the province will make a final decision on the proposed wording of the Official Plan taking into account its own comments, plus any counterpoints that may be put forward by the Township.

### **b) Next Steps and Timeframes**

A brief conversation was had regarding next steps and timeframes with David of J.L. Richards & Associates commenting that as a Public Meeting, to discuss the proposed draft replacement Official Plan, had already taken place; that an Open House could instead take place, as a final step in the public consultation process - before the Final Draft Official Plan is again resubmitted to the MMAH for its final review and/or determination. In this context, he advised the notice period for the Open House would be no less than 20 days.

In response, The CAO stated the Township is hoping a Final Draft version of the OP can be resubmitted to MMAH by the end of June, requiring a final copy to be made ready for public consultation by the end of May at the latest. As such, J.L Richards and Township staff will need to work in conjunction to resolve any outstanding matters ahead of time. In response, David indicated he would confer with his team to discuss existing & upcoming workloads and priorities.

**Planning Advisory Committee - March 10, 2026**

**Motion #4**

**MOVED BY: Eric Foisy**

**SECONDED BY: Narry Paquette**

That the Planning Advisory Committee accepts this update on behalf of J. L Richards & Associates regarding the ongoing review of the Township of Bonfield's Official Plan, and that a summary of the discussion be provided to members of Council for further review and consideration.

**CARRIED Chair, Jason Corbett**

**Motion #5**

**MOVED BY: Narry Paquette**

**SECONDED BY: Eric Foisy**

That the Planning Advisory Committee instruct the Planning Administrator to bring forward correspondence and potential discussions with respect to engaging surrounding municipalities regarding shared lake frontages and watersheds.

**CARRIED Chair, Jason Corbett**

**6. Correspondence**

The Planning Administrator tabled a draft summary of the key issues of concern in regard to the condition and health of local area lakes; and some of the steps the Township may consider introducing to help remedy the situation. It was advised this matter should also be referred to Council for their further review and consideration in the context of Motion #5.

**7. Other Business - None**

**8. Adjournment**

**MOTION #6**

**MOVED BY: Eric Foisy**

THAT this meeting now be adjourned at 6:25pm.

**SECONDED BY: Narry Paquette**

**CARRIED Chair, Jason Corbett**

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CHAIR

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SECRETARY



## THE CORPORATION OF THE TOWNSHIP OF BONFIELD

Application: B4/2026 - Proposed severance to create one (1) new lot on lands legally described as CON 7 BF PT LOT 5 REM PCL; 11779 NIP (51 Development Road)

Current Owner: Robinson, Eric

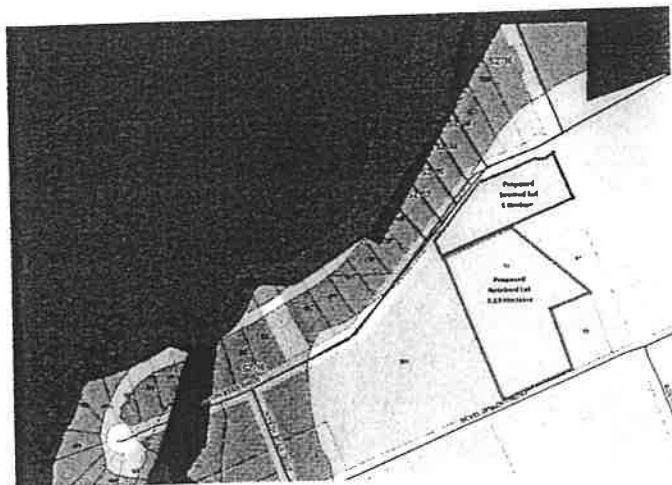
### NOTICE APPLICATION FOR CONSENT

Clause 53 (5)(a) of the Planning Act

1. An Application for Consent has been submitted under subsection 53(1) of the Planning Act, for the creation of One (1) new lots on lands legally described as CON 7 BF PT LOT 5 REM PCL; 11779 NIP (51 Development Road). The proposed new severed lot will comprise a 2.5 Acre / 1 Hectare parcel of vacant land, whereas the proposed retained lands will comprise a 5.4 Acre / 2.19 Hectare parcel of recently-developed land including a Shop. The proposed severed lot will be accessed via North Star Drive to the North of the property; whereas the proposed retained lot will continue to be accessed off Development Road to the south. The configuration of the proposed severed and retained lots are shown on the sketch below.
2. The land which is the subject of the application is not the subject of an application under the Act for an O.P., Zoning By-Law, Ministers Zoning Order amendment or a Minor Variance.
3. Comments are requested to be submitted in writing to the Planning Administrator by NOON on Friday March 13, 2026. The final opportunity to provide verbal comments on the application will be the Public Meeting at the Planning Advisory Committee, scheduled to take place Tuesday April 7, 2026 @5:00pm.
4. If a person or public body that files an appeal of a decision of the Township of Bonfield in respect of a proposed consent does not make written submissions to the Township of Bonfield before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.
5. If you wish to be notified of the decision of the Township of Bonfield in respect of the proposed consent, you must make a written request to the Clerk, Township of Bonfield, 365 Highway 531, Bonfield, ON, P0H 1E0.
6. **ADDITIONAL INFORMATION** regarding this application for consent can be obtained by contacting Simon Blakeley, Planning Administrator, at 705-776-2641, Ext. 126, during regular office hours, or by email at: [planning@bonfieldtownship.com](mailto:planning@bonfieldtownship.com) subject to the Municipal Freedom of Information and Protection of Privacy Act.

Dated this  
20<sup>th</sup> day of  
February 2026  
at the Township  
of Bonfield

Simon  
Blakeley  
Planning  
Administrator



THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
APPLICATION FOR CONSENT

Clear Data



File No.: \_\_\_\_\_

This application reflects the mandatory information that is prescribed in the schedules to Ontario Regulations 197/96 made under the Planning Act, R.S.O. 1990 as amended. In addition to this form, the Applicant will be required to submit the appropriate fee, site plan/sketch, and any additional information or studies that may be necessary to assess the proposal. Failure to submit all the required information may prevent or delay the consideration of the Application. **Please Print, Complete and (X) Appropriate Boxes.**

**Section 1:**

**Registered Owner(s)**

Name(s): Eric Robinson  
Street Address: 307 Yonge St  
City & Province: Bonfield, ON  
Postal Code: P0H 1E0  
Phone: [REDACTED]  
E-mail: [REDACTED]

**Applicant(s) (complete if the Applicant is not the owner)**

Name(s):  
Street Address:  
City & Province:  
Postal Code:  
Phone:  
E-mail:

**Agent Authorized by the Owner to file the Application (if applicable)**

Name:  
Street Address:  
City & Province:  
Postal Code:  
Phone:  
E-mail:  
Which of the above is the Primary Contact: Owner  Applicant  Agent

**Section 2:**

**PURPOSE OF THIS APPLICATION**

Transfers:  
Creation of of New Lot  Lot Addition  Easement/Right of Way   
Other:  
A Correction of Title  Charge  Lease

Planning & Development Department  
365 HWY 531, Bonfield, ON P0H 1E0  
T: 705-776-2641 F: 705-776-1154  
E-Mail: [Planning@bonfieldtownship.com](mailto:Planning@bonfieldtownship.com)

### THE CORPORATION OF THE TOWNSHIP OF BONFIELD APPLICATION FOR CONSENT

Person(s), if known, to whom land or interest in land is to be transferred:  
*N/A*

If a lot addition, identify the land to which the lot addition will be added:  
*N/A*

Number of new lots to be created: *1*

Certificate of Consent: Will you be requesting a certificate of consent for both retained and severed parcels?  
No  Yes  if 'Yes', you must provide a lawyer's statement that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening section 50 of the *Planning Act*.

*Section 3:*  
SUBJECT LAND

Municipal Address: *51 Development RD, Bonfield, ON, POH 1E0*

Roll No. *[REDACTED]*

Legal Description:  
LOT: *5* PLAN: *CON 7* PARCEL: *11779 NIP*

PART(S): \_\_\_\_\_

Current Zoning: *RURAL*

Current Official Plan Designation: *RURAL*

Proposed zoning and/or official plan designation change?  
No  Yes  if 'Yes', please provide details and complete the applicable application:  
\_\_\_\_\_  
\_\_\_\_\_

Are there any easements or restrictive covenants affecting the subject land?  
No  Yes  if 'Yes', please list the description of each easement or covenant and it's effect: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have the subject lands ever been or is now, part of an application for:

Official Plan Amendment: No  Yes  if 'Yes', File No. \_\_\_\_\_

Zoning Amendment: No  Yes  if 'Yes', File No. \_\_\_\_\_

Plan of Subdivision: No  Yes  if 'Yes', File No. \_\_\_\_\_

BT  
PT

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
APPLICATION FOR CONSENT**

**Consent:**                      No     Yes  if 'Yes', File No. B2 / 1999

**Minor Variance:**            No     Yes  if 'Yes', File No. \_\_\_\_\_

**Nearby Uses and Features**  
Are any of the following uses or features on the subject land?

Use or Feature	On the subject land	Within 500 meters of subject land, unless otherwise specified (indicate approximate distance)
An agriculture operation including livestock facility or stockyard	NO	NO
A Landfill	NO	NO
A Sewage treatment plant or waste stabilisation plant	NO	NO
Flood Plain	NO	NO
A rehabilitated mine site	NO	NO
A non-operating mine site	NO	NO
TransCanada Pipeline and/or facilities (within 200 meters or 30 meters within a right-of-way) OR (700 meters of compressor station)	NO	NO
An active railway line, municipal/federal airport, utility corridors, heritage buildings	NO	NO
Aggregate removal area (Pits and Quarries)	NO	NO

Natural Heritage Feature or Area	On the Subject Property	Within distance from subject property (indicate approximate distance)
Significant habitat of endangered and threatened species	NO	120 meters
Significant wetlands	NO	120 meters
Significant wildlife habitat	NO	120 meters
Significant areas of natural and scientific interest- earth science	NO	50 meters
Fish habitat	NO	120 meters
Watercourse or body of water	NO	120 meters

**Re-submission of an Application**  
If this application is a re-submission of a previous consent application, describe how it has been changed from the original application:

N/A

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
APPLICATION FOR CONSENT**

Section 4: RETAINED & SEVERED LAND(S)	
<b>RETAINED</b>	Frontage (meters): <u>95m (development)</u> Depth (meters): <u>195m</u>
	Area (m2 or HA): <u>~2.157 HA</u>
<b>SEVERED</b>	
1.	Frontage (meters): <u>190m</u> <u>185m (N. side RD)</u> Depth (meters): <u>65m</u>
	Area (m2 or HA): <u>~1 HA +</u>
2.	Frontage (meters): _____ Depth (meters): _____
	Area (m2 or HA): _____
3.	Frontage (meters): _____ Depth (meters): _____
	Area (m2 or HA): _____
<b>Existing use or proposed use of the property</b>	
RETAINED:	<u>Future Building site for dwelling</u>
<b>Existing use or proposed use of the property</b>	
SEVERED:	<u>Future Building site for dwelling</u>
<b>Existing/Proposed buildings/structures (in metric units)</b>	
<b>RETAINED:</b>	
Type:	<u>Storage Shed</u> Front lot line setback: <u>130m</u> Rear lot line setback: <u>50m</u> Height: <u>4.88m</u>
Interior lot line setback:	<u>120m</u> Exterior lot line setback: <u>5m</u> Dimensions: <u>17.2m x 24.7m</u> Floor Area: <u>717.68m<sup>2</sup></u>
Type:	Front lot line Setback: _____ Rear lot line setback: _____ Height: _____
Interior lot line setback:	Exterior lot line setback: _____ Dimensions: _____ Floor Area: _____
<i>Attach additional page if necessary</i>	
<b>Existing/Proposed buildings/structures (in metric units)</b>	
<b>SEVERED:</b>	
Type:	<u>Single Family Dwelling</u> Front lot line Setback: <u>10m</u> Rear lot line setback: <u>30m</u> Height: <u>4.25m</u>
Interior lot line setback:	<u>20m</u> Exterior lot line setback: <u>100m</u> Dimensions: <u>15m x 10m</u> Floor Area: <u>150m<sup>2</sup></u>
Type:	Front lot line Setback: _____ Rear lot line setback: _____ Height: _____
Interior lot line setback:	Exterior lot line setback: _____ Dimensions: _____ Floor Area: _____
<i>Attach additional page if necessary</i>	
<b>Access:</b>	
<b>RETAINED</b>	
<input type="checkbox"/> Provincial Highway	
<input checked="" type="checkbox"/> Municipally Maintained Road- Year Round	
<input type="checkbox"/> Municipally Maintained Road- Seasonal	
<input type="checkbox"/> Municipal Road- Year Round	
<input type="checkbox"/> other Public Road (specify): _____	
<input type="checkbox"/> Right of Way (specify & if applicable, provide legal use): _____	

### THE CORPORATION OF THE TOWNSHIP OF BONFIELD APPLICATION FOR CONSENT

Water Access only

**Access:**

**SEVERED**

- Provincial Highway
- Municipally Maintained Road- Year Round
- Municipally Maintained Road- Seasonal
- Municipal Road- Year Round
- other Public Road (specify): \_\_\_\_\_
- Right of Way (specify & if applicable, provide legal use): \_\_\_\_\_
- Water Access only

If access to the subject land is by private road, or if "other public road" or "right of way" please indicate who owns the land or road, who is responsible for maintenance and whether it's maintained seasonally or all year:

N/A

If Water Access, please list the parking and docking facilities used or proposed to be used as well as the approximate distance from the subject lands and the nearest public road.

N/A

**Water Supply:**

**RETAINED**

- Privately-owned and operated individual well
- Privately-owned and operated communal well
- Lake or other body of water
- Public owned and operated piped water system
- Other means (specify): \_\_\_\_\_

**Water Supply:**

**SEVERED**

- Privately-owned and operated individual well
- Privately-owned and operated communal well
- Lake or other body of water
- Public owned and operated piped water system
- Other means (specify): \_\_\_\_\_

**Sewage Disposal:**

**RETAINED**

- Privately owned and operated individual septic
- Privately owned and operated communal septic system
- Public owned and operated sanitary sewage system
- Privy

**Sewage Disposal:**

**SEVERED**

- Privately owned and operated individual septic



THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
APPLICATION FOR CONSENT

DECLARATION OF APPLICANT(S)

Affidavit or Sworn Declaration

I/We ERIC ROBINSON of the TOWNSHIP OF BONFIELD in the District of NIPISSING make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the city of Regina in the District of Saskatchewan this 13th day of January 2026.

Signature of Commissioner of Oaths  
Notary Public



Signature of Applicant

Signature of Commissioner of Oaths  
Knight Archer Insurance Ltd.  
4147 Rochdale Blvd.

Signature of Applicant

AUTHORITZATION

Consent of owner(s) to the use and disclosure of personal information

I/We ERIC ROBINSON am/are the owner(s) of the land that is the subject of this consent application for the purposes of the Freedom of Information and Privacy Act, I/We authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Date Jan 13 / 2026

Signature of Owner

Date

Signature of Owner

TO BE COMPELTED If the applicant(s) is not the owner(s) of the land that is the subject of this application

Authorization of Owner(s) for agent/purchaser to make application and provide personal information  
I/We, \_\_\_\_\_, am/are the owner(s) of the land that is subject of this application and I/we authorize \_\_\_\_\_ (name of agent/purchaser) to make this application on my/our behalf and for the purposes of the Freedom of Information and Protection of Privacy Act provide any of my personal information that will be included in this application or collected during the processing of this application.

Date

Signature of Owner

Date

Signature of Owner

### THE CORPORATION OF THE TOWNSHIP OF BONFIELD APPLICATION FOR CONSENT

**Consent of Owner(s), Permission to Enter**

I/We Eric Robinson being the owner(s) of the subject land of this application hereby authorize Municipal Staff, Planning Advisory Committee Members and the North Bay Mattawa-Conservation Authority to enter onto the subject property for the sole purpose of gathering necessary information (e.g. site inspection, photos etc.) to evaluate this application.

Date Jan 5 / 2026

  
Signature of Owner

Date \_\_\_\_\_

Signature of Owner \_\_\_\_\_

**Note: Please have the subject property marked using wooden stakes with bright paint in order to assist any staff or Committee Members with site inspections. Failure to properly indentify the subject property may result in a deferral of the application.**

**FOR OFFICE USE ONLY**

Date received by Planning & Development Department: \_\_\_\_\_

Date Complete Application received: \_\_\_\_\_

**REQUIRED SKETCH**

**This application must be accompanied by a sketch, drawn in metric units, black and white, showing EXISTING and PROPOSED building(s) and structure(s) on the subject property detailing the following information:**

1. The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
2. The approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
3. The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained, clearly identified as "retained" and "severed".
4. The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
5. The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion, may affect the application.
6. The current uses of land that is adjacent to the subject land (for example, residential, agricultural, or commercial).
7. The location, width, and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way.
8. If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used.
9. The location and nature of any easement affecting the subject land.

**Note:** Where it is determined that a sketch will not adequately provide the information required, it may be necessary to provide a plan prepared by an Ontario Land Surveyor.

**Note:** Please have the front of the subject property marked using wooden stakes with bright paint in order to assist any Committee Members or Municipal Staff with site visits.



## PLANNING REPORT

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**MEETING DATE:** April 7, 2026  
**TO:** Planning Advisory Committee  
**FROM:** Simon Blakeley, Planning Administrator  
**SUBJECT:** B4/2026 Robinson, Application for Consent - Proposed severance to create One (1) new lot on lands legally described as CON 7 BF PT LOT 5 REM PCL; 11779 NIP (51 Development Road).

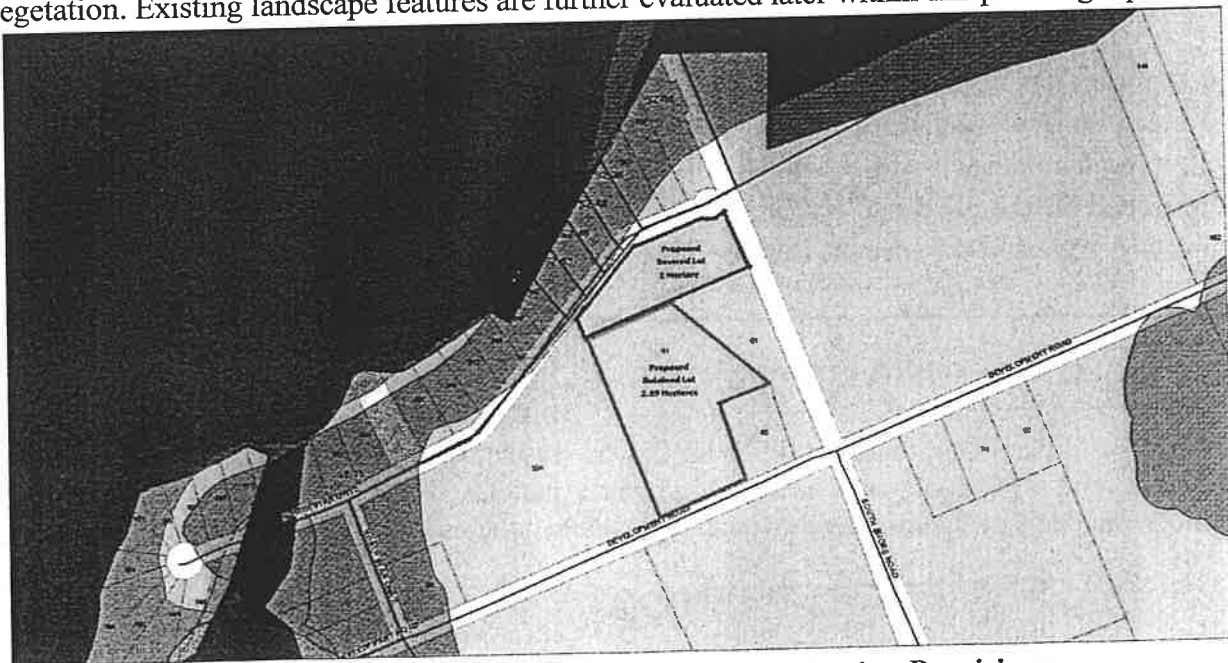
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**RECOMMENDATIONS:** The Planning Advisory Committee recommends to Council that Consent Application Reference: B4/2026 Robinson which proposes a severance to create One (1) new lot on lands legally described as CON 7 BF PT LOT 5 REM PCL; 11779 NIP (51 Development Road) be approved with conditions as set out.

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**SUBJECT LAND AND LAND USE:**

The consent application seeks to sever the existing property located at 51 Development Road, on lands legally described as: CON 7 BF PT LOT 5 REM PCL; 11779 NIP to create One (1) new lot of record. The property proposed to be severed comprises a 2.5 Acre / 1 Hectare parcel of land, which contains no existing buildings or structures, and will be considered '*vacant residential land*' for planning purposes. The proposed retained lands will comprise a 5.4 Acre / 2.19 Hectare parcel of land containing an existing "Shop", plus a "Bunkie" (Cabin), Shed, On-site sewage system, Well, and entrance driveway. The majority of the retained lands currently comprise managed grass and treed areas; whereas the proposed severed lot largely comprises existing undisturbed trees and vegetation. Existing landscape features are further evaluated later within this planning report.



**Figure One: Official Plan Designations and Zoning Provisions**

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The subject property is designated within the Official Plan as falling within the 'Rural' area and is also zoned 'Rural' for planning purposes. The subject property is surrounded by a mix of properties with rural-like characteristics. It is bound to the North, South, East and West by existing or proposed residential uses. Individual lots are accessible off Development Road to the South; and a Plan of Subdivision was previously created (fronting Lake Nosbonsing) which is served by North Star Drive - to the north of the subject property.

**APPLICANTS PROPOSAL:**

The Applicant is requesting consent to sever the property to create one (1) new lot on the property at 51 Development Road as follows:

**Proposed / Severed Lot:****Frontage: ~190 Meters (North Star Drive).****Depth: ~65 Meters****Area: 2.5 Acres / 1 Hectares****Retained Lot:****Frontage: ~94.5 Meters (Development Rd)****Depth: ~205 Meters****Area: 5.4 Acres / 2.19 Hectares**

The applicant has stated their interest in constructing a new Single-Family Dwelling on the proposed severed lot - to comprise a Single-Family Dwelling, an on-site sewage system, a well, and any other permitted accessory structures. The proposed severed lot would be accessed off North Star Drive located to the north of the property - subject to a driveway entrance permit.

The applicant has also stated their intention to construct a Single-Family Dwelling, and either upgrade or replace existing servicing arrangements (including the On-site Sewage System and/or Well) to accommodate a new Single Family-Dwelling, and/or other accessory structures as may be permitted on the property. The proposed severed lands will continue to be accessed via an established driveway entrance off Development Road to the south.

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**PROVINCIAL PLANNING STATEMENT (PPS) 2024:**

The Provincial Planning Statement (PPS) for the Province of Ontario came into effect on October 20, 2024. The PPS contains a series of updated policies designed to shape land use and development decisions across the province. Applicable policies are summarized as follows:

## Housing

Matters related to housing are addressed in Section 2 of the PPS entitled '*Building Homes, Sustaining Strong and Competitive Communities*'. **Policy 2.1, Planning for People and Homes, part 4**, states the need '*to provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area*'. It emphasizes the need for planning authorities to maintain a minimum of 15-year supply of land designated and available for residential development; and at least a 3-year supply of land that is suitably zoned with servicing capacity. The proposed severance to create 1 new lot will increase Bonfield's total residential land supply.

**Policy 2.2. Housing** states the need to ensure a mix of housing densities and options which support the efficient use of land, resources, infrastructure, and public service facilities, in proximity to transit corridors and stations. The property is not directly served by public transit; however, it is located on Development Road, within 2km of the Hamlet of Bonfield and within 7.5km of Highway 17 (The TransCanada Highway). Given that housing is the predominant use of surrounding lands; low-density residential development is considered the preferred option here.

## Rural Areas

**Policy 2.5** of the PPS relates to **Rural Areas** in Municipalities and states '*healthy, integrated, and viable rural areas*' should be supported by:

- a) *Building upon the rural character and leveraging rural amenities and assets.*
- c) *Accommodating an appropriate range and mix of housing in rural settlement areas.*
- d) *Using rural infrastructure and public service facilities efficiently; and*
- g) *Conserving biodiversity and considering the ecological benefits provided by nature.*

The Single-Family Dwelling proposed on the newly severed lot would be positioned in close proximity to the existing Cul-de-sac, located at the east end of North Star Drive (a municipally maintained road). This will minimize disturbance of the existing tree-lined buffer which currently screens a large section of the property along North Star Drive, maintaining a sense of privacy within this largely natural setting. A condition is proposed to maintain the existing mature tree-lined landscape buffer, and the applicant is also encouraged to incorporate Best Management Practices (BMPs) where possible as an ecologically friendly approach to new development. The proposed retained lands will remain largely per the current situation, with the NBMCA having identified there is sufficient room to accommodate a new On-Site Sewage System to serve a Single-Family Dwelling on those lands. As such, the proposed application to 'sever' the property to create one new lot, plus the retained lot, is considered consistent with these policy objectives.

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**Policy 2.6c** of the PPS applies to **Rural Lands** and states residential development, including new lot creation, is a permitted use where site conditions are suitable for the provision of appropriate sewage and water services.

The new and proposed retained residential lots exceed the minimum required lot size area of 1 Hectare and are considered consistent with the scale and character of this rural location. The proposed residential use will help meet the growing demand for new housing in the Township of Bonfield. Matters pertaining to the North Bay Mattawa Conservation Authority (NBMCA) and site servicing arrangements, are covered later in this planning report.

### **Sewage, Water and Stormwater**

**Policy 3.6** applies to **Sewage, Water and Stormwater** and states, under part 7, that *‘Planning authorities may allow lot creation where there is confirmation of sufficient reserve sewage system capacity and reserve water system capacity’*. Part 8 relates to stormwater management and states stormwater management shall:

- a) Be integrated with planning for sewage and water services [and] ensure systems are optimized, retrofitted as appropriate, feasible and financially viable over their full life cycle;*
- b) Minimize, or, where possible, prevent or reduce increases in stormwater volumes and contaminant loads;*
- c) Minimize erosion and changes in water balance including through the use of green infrastructure;*
- d) Mitigate risks to human health, safety, property, and the environment;*
- e) Maximize the extent and function of vegetative and pervious surfaces;*
- f) Promote best practices, including stormwater attenuation and re-use, water conservation and efficiency, and low impact development; and*
- g) Align with any comprehensive municipal plans for stormwater management that consider cumulative impacts of stormwater from development on a watershed scale.*

The proposed development is located to the southeast of North Star Drive; an existing municipally owned and maintained road which serves the existing Plan of Subdivision that fronts Lake Nosbonsing to the North. North Star Drive itself appears to follow a ridge line; whereby, the topography of the land which forms part of the existing Plan of Subdivision slopes north towards the Lake; and, where the subject property is concerned, slopes away from the Lake in a southbound direction towards Development Road.

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A condition is proposed to protect the existing mature tree-lined landscape buffer along the northern perimeter of the property, to preserve existing green infrastructure, and/or minimize any potential for slope instability and/or erosion; at the same time as supporting the Townships' efforts to attenuate stormwater, and mitigate any potential risk to human health, safety, property and the environment. The applicant will also be requested to incorporate Best Management Practices (BMPs) as an ecologically friendly approach to development - including low impact development solutions which capture and reduce the rate of any surface water run-off arising from the proposed new dwelling(s).

### Natural Assets

**Section 4** of the PPS applies to the *'Wise Use and Management of Resources'* including natural heritage features and areas, plus the protection, improvement, or restoration of the quality and quantity of water resource systems. The property is not subject to any identified *'Sand and Gravel Resource'* designations so this policy does not apply in this instance.

**Section 4.2** refers to **Water** and states planning authorities shall protect, improve, or restore the quality and quantity of water through a range of means, including the identification and protection of water resource systems; and the protection, improvement, or restoration of vulnerable surface and ground water supplies, and their hydrologic functions. It also requires planning authorities to plan for the efficient and sustainable use of water resources; and effective watershed planning in collaboration with conservation authorities. Comments made on behalf of the North Bay Mattawa Conservation Authority (NBMCA) are provided later in this report for reference.

### Agriculture

**Policy 4.3** of the PPS applies to the development and management of agricultural lands. A desktop review did not reveal the presence of barns within a 500-meter radius of the subject property; and that the majority of properties have been assessed as being used for residential purposes. As such, there was no need to evaluate the proposal within the context of an established farm operation.

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### **OFFICIAL PLAN (O.P) & ZONING BY-LAW REVIEW:**

In this section we provide a summary of applicable policies contained within the Township of Bonfield's Official Plan, and Comprehensive Zoning By-law 2013:

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**Township of Bonfield Official Plan 2013**

**Section 2** relates to Council's **Vision, Principles and Objectives**, and states under Policy 2.2.1. Sustainable Development: *'The Township shall promote sustainable development to enhance the quality of life for present and future generations.'* and *'limited residential growth'* will be permitted in the Rural Area(s) *'where private services are feasible, and where development would be compatible with surrounding land uses.'* The proposed severance would result in limited and compatible residential growth. Site servicing matters are covered later in this report.

**Section 3** relates to **General Development Policies**. **Policy 3.2** applies to *'land use compatibility,'* which the policy states: *'can be achieved in a variety of ways, including the provision of appropriate separation distances, setbacks, buffering features, and transition in building height and massing'.* The policy confirms the Township may also consider matters including traffic flows, vehicular access / egress, parking requirements, outdoor amenity areas, storage requirements, lighting, noise/air quality, sunlight, microclimates, and the effects of development on neighbourhood services. Given the relatively small-scale proposal to develop the land for residential purposes; the Township does not have particular concerns regarding land use compatibility issues that cannot be reached through agreement with the applicant.

**Policy 3.7** applies to private services and states: *'no development shall be permitted unless the applicant has obtained a Sewage Permit from the North Bay-Mattawa Conservation Authority, and it can be shown to the satisfaction of the Township that there is an adequate water supply and public road access to service the development.'*

The policy also considers the impacts on ground water quality and quantity and states: *'the Township shall consider the cumulative impacts of development on the sustainability of ground water resources.'* A summary of the response made by the NBMCA is provided later in this Planning Report for reference. The applicant will also need to install and register a well in compliance with criteria established by the Ministry of the Environment, Conservation and Parks (MECP).

**Policy 3.10** applies to the **Minimum Distance Separation (MDS) Formulae**. An evaluation of the surrounding context did not reveal the presence of any barns; or the potential of the property to impact ongoing farm operations.

**Section 4** applies to Land Use Designations and **Policy 4.2** relates to the **Rural Area**. Part 1 of Policy 4.2 states *'low density residential development'* may be permitted through severances and country subdivisions in appropriate locations. Part 2h confirms residential uses, including single-detached, duplex, and semi-detached dwellings, may be permitted in accordance with Rural Area policies in the Rural Area designation. Approval of a Building Permit was previously issued for the construction of an Accessory Storage Shed on an engineered slab measuring up to 40 x 80 Ft. with an approximate size range of between 288m<sup>2</sup> and 298 m<sup>2</sup> on the retained lands.

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Part 4 states the character of the Rural Area shall be maintained by permitting residential development subject to the following provisions for a) consents:

- i. The severed lot(s) shall be for permanent residential use.*
- ii. New lots shall have a minimum area of 1.0 hectare, and a minimum frontage of 60 metres; and*
- iii. The lot(s) shall conform to Consent policies within the Land Division section of the OP.*

The proposed severed and retained lots are consistent with this policy.

**Section 5** applies to **Natural Heritage Features and Cultural Heritage**. **Policy 5.1** refers to 'natural heritage systems' which include natural heritage features and areas, linked by natural corridors, important 'to maintain biological and geological diversity, natural functions, and viable populations of indigenous species and ecosystems.' The policy seeks to preserve the long-term ecological function and biodiversity of the Township's natural heritage systems, and encourages 'sustainable design concepts, such as designing with nature.'

As previously noted, the proposed severed lands do contain a treed area which serves as a mature landscape buffer screening view to and from the lot in proximity to North Star Drive. The submitted Site Plan Sketch takes into consideration the topography of the land in this location, which reduces from a slope to a plateau-like situation in the general location where the new dwelling is proposed. A condition has been included which seeks to protect the existing mature tree landscaped buffer that fronts North Star Drive to the north of the subject property.

**Policy 5.1.5** applies to **Wetlands**. There are no identifiable waterbodies, such as *wetlands*, either on or adjacent to the property, so this policy does not apply here.

**Policy 5.2** applies to **Development Constraint Area(s)**. The property is not subject to a *Development Constraint Area* designation either on or adjacent to the property, so this policy does not apply here.

**Section 6** applies to **Transportation**. **Policy 6.2** applies to **Township Roads** and associated entrance / access requirements. North Star Drive and Development Road are both municipally owned and maintained roads. The existing property at 51 Development Road is already served via a private driveway that is accessed off Development Road. An entrance permit will be required for the proposed new entrance to serve the proposed new Single-Family Dwelling off North Star Drive. This is included as a draft condition of approval for reference.

**Section 7** relates to **Implementation and Interpretation** and includes policies which seek to ensure satisfactory technical information is being included as part of the application process to meet the requirements of provincial Ministries, the North Bay-Mattawa Conservation Authority, and any other agencies. All applicable agencies have been consulted as part of this consent application.

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**Policy 7.11.2 applies to the Creation of New Lots, and states the following:**

*1. Consents may be granted when a plan of subdivision or plan of condominium is not required for the orderly development of the land or the provision of services.*

*When consent is considered appropriate; it shall be granted in accordance with the policies of this Plan, including general policies which apply to all land use designations.*

A review of the Official Plan has confirmed the proposal is in accordance with applicable policies, and that the proposed consent to sever can be considered appropriate in planning terms.

*2. Consents may be granted for up to three (3) severed parcels and one (1) retained parcel.*

The only other severance that has taken place on the property since 1990 was Application Reference B2/99, approved on May 11, 1999, which resulted in the severance of the large irregular shaped parcel to the west. As such, subject to approval, the applicant would still have one severance remaining within the current development plan period.

*3. Each severed and retained parcel must conform to the minimum lot size policies in this Plan.* Both the retained and proposed severed lots will exceed the minimum lot size area of 1 Hectare and have frontages that exceed the minimum required 60 metres along a public road.

*4. No further consents may be granted for any previously severed or retained parcels within the Township.* The applicant would still have one severance remaining within the current development plan period; however, has not indicated any intention to sever additional parcels now or in the future.

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**Township of Bonfield Comprehensive Zoning By-Law**

The subject property is zoned Rural (RU). This zoning typically allows a range of residential uses to be permitted on such lands as follows:

- Bed and breakfast
- Dwelling, duplex
- Dwelling, semi-detached
- Dwelling, single detached
- Group home
- Home occupation
- Home industry
- Secondary dwelling unit

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The applicant has stated their intention to construct a new Single-Family Dwelling which they would construct / move into; and the existing residential property would then be made available for other occupants. It is unclear at this stage, what if any other buildings or structures might be proposed on either the severed or retained lots. Any other forms of development would need to ensure compliance with all planning / zoning and building-related requirements, in respect of both the existing and proposed retained lots.

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### **COMMENTS / REPORTS / STUDIES:**

As required under the *Planning Act* circulation to the appropriate agencies/bodies and neighbouring landowners for comment was completed on February 20, 2026. Written comments were requested to be made by NOON on Friday March 13, 2026.

The agencies listed were circulated a copy of the application via email; and notification was also given to property owners within 60 metres of the applicants' landholdings. The following provides a summary of the responses received throughout the course of consulting on the application:

#### **Public:**

No comments or objections have been received on behalf of members of the public. Members of the public have until the scheduled meeting of the Planning Advisory Committee to present any written or verbal comments to the Township.

#### **Algonquins of Ontario:**

The Algonquins of Ontario (AOO) did not raise any concerns in principle or oppose the creation of the new lot as described; however, noted that *'the subject lands are located within Algonquin traditional territory, and that AOO's interest in these lands reflects a longstanding cultural and historical relationship, rather than that of a member of the general public'*. They continued: *'Should any artifacts of Indigenous interest or human remains be encountered during future site works, AOO expects that work cease immediately and that the AOO Consultation Office be contacted without delay.'* This matter is reflected in the proposed conditions for reference.

#### **North Bay Mattawa Conservation Authority (NBMCA):**

The NBMCA commented there are no hazardous lands present either on or adjacent to the subject lands, so a Section 28 permit will not be required from the NBMCA prior to development.

The NBMCA also provided comments in reference to Ontario Regulation 203/24 of the Ontario Building Code, which applies to a standard 3-bedroom dwelling with less than 20 fixture units and less than 200 m<sup>2</sup>, including a 4Ft. filter bed of 21.3 m<sup>2</sup> and a 3600 L tank, which assumes a soil percolation rate of T-50 min/cm, and a daily design sewage flow of 1600 L/day.

In this context, the NBMCA noted the proposed 'retained' lot currently has an existing septic system, and that there appears to be adequate space to accommodate a replacement system on that lot. The response also noted there appears to be adequate space to accommodate an initial sewage system on the proposed severed lot, and that the proposed newly formed lot lines do not appear to encroach on the existing system's setbacks. Sewage System Permit(s) will be required prior to occupancy.

The NBMCA also notes the subject lands are partially located within an area of Highly Vulnerable Aquifers (HVA) and references the NBMCA's Source Water Protection Plan.

In closing the NBMCA stated it is satisfied the application is consistent with policies set out in Section 5.2 of the PPS and, therefore, has no objections.

**Hydro One:**

Hydro One responded to say they have no comments or concerns. The applicant was also advised to refer to the 'Local Area Distribution Supplier' for further details regarding Low Voltage Distribution Facilities.

**Ministry of Transportation (MTO):**

A representative confirmed that the property is outside the MTOs Permit Control Area and, as such, provided no comments on the proposal.

**TransCanada PipeLines Limited (TCPL)**

The property is not located within close proximity to the Trans Canada Pipeline. No comments have been received from TCPL.

**Bonfield Snowmobile Club Inc.**

The Bonfield Snowmobile Club thanked the Township for being consulted on the proposals, however, raised no comments.

## **Township Departments**

### Public Works

The Township's Public Works Manager did not provide specific comments on the application; however, an application for a new entrance driveway will be required. This is included as a proposed condition of approval for reference.

### Fire Department

No adverse comments have been received from the Fire Department at the time of writing this report.

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## **ANALYSIS:**

The submitted Application Reference B4/2026 - Robinson seeks consent to sever the property to create One (1) new lot on lands legally described as CON 7 BF PT LOT 5 REM PCL; 11779 NIP. The application seeks consent to sever a 2.5 Acre / 1 Hectare parcel of land to accommodate a new Single-Family Dwelling, together with an On-site Sewage System and Well, plus any other permitted accessory structures. The severed lot is proposed to be accessed via a new driveway entrance to the north in close proximity to a Cul-de-sac which forms the eastern end of North Star Drive. The proposed severed lot largely comprises existing undisturbed trees and vegetation.

The remainder of the property to be 'retained' would comprise a 5.4 Acre / 2.19 Hectare parcel of land containing an existing "Shop", plus a "Bunkie" (Cabin), a Shed, an On-site sewage system, Well, and entrance driveway. The majority of the retained lands currently comprises a mix of managed grasslands and treed areas. The applicant has also stated their intention to construct a new Single Detached Dwelling on the retained lands.

A review of applicable policies contained within the Provincial Planning Statement 2024 (PPS2024), alongside the Township of Bonfield's Official Plan and Comprehensive Zoning Bylaw, has not revealed the presence of any restrictive land use planning designations and provisions that could restrict the severance from taking place. The property neither comprises or is located in close proximity to a designated *Resource Area* or a *Barn / Farm* - where farm-like operations could take place; hence, no land use compatibility issues were identified in this regard.

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A building permit for a ‘Shop’ on the retained lands was previously issued by staff representing the Township of Bonfield; and the applicant has stated his intention to both demolish the existing “Bunkie” (Cabin) and construct a new Single-Family Dwelling on the retained lot - to comply with the Zoning Bylaw which applies to the property.

None of the consultees raised any issues or concerns regarding the proposals, with the NBMCA confirming there is sufficient land to accommodate new and/or replacement On-Site Sewage Systems on both the proposed severed and retained lands. NBMCA approval regarding the proposed design and construction of the On-Site Sewage System will be required prior to occupancy of any dwelling on both the severed and retained lots. The NBMCA also noted the subject lands are located within an area identified as being a Highly Vulnerable Aquifer (HVA) with reference made to the Source Water Protection Plan - which aims to foster a clean and healthy watershed.

Any building(s) and or accessory structure(s) proposed on either the severed or retained lots will be required to be compatible with the proposed residential use, and compliant with the Ontario Building Code, plus all other applicable laws. The applicant will also be required to obtain a driveway entrance permit from the Manager of Public Works to service the proposed new severed lot off North Star Drive and obtain permit(s) from the NBMCA for any on-site sewage systems.

They will also be required to construct a new well to serve a dwelling on the proposed new severed lot, which shall be required to be registered with the Ministry of Environment Conservation and Parks (MECP); and provide evidence that a potable water supply can be accessed to serve any new dwelling on the proposed retained lands.

The proposed consent to sever application conforms with the overall intent of the Official Plan, and complies with Comprehensive Zoning By-law 2012-49, as adopted by the Township of Bonfield. It is also considered to be consistent with the Provincial Government’s Policy Objectives specified within PPS2024; and the Ontario Planning 1990 [As amended].

If approved, the proposed new lot will contribute to the Township of Bonfield’s Housing Land Supply. The applicant and/or future property owners of the severed and retained lots will also be required to adhere to all conditions set out in the Draft Notice of Decision, summarized below:

**RECOMMENDED ACTION:** The Planning Advisory Committee recommends to Council that Consent Application B4/2026 – Robinson, for the creation of One (1) new lot be approved subject to conditions.

**PROPOSED CONDITIONS**

1. That this approval applies to the land legally described as: CON 7 BF PT LOT 5 REM PCL; 11779 NIP (51 Development Road).
2. That the following documents be provided:
  - a. The original executed transfer (deed), a duplicate original & 1 photocopy for our records.
  - b. A copy of the survey plan deposited in the Land Titles Office, if required.
  - c. An electronic copy of the survey emailed to: [planning@bonfieldtownship.com](mailto:planning@bonfieldtownship.com).
  - d. A schedule describing the severed lands attached to the transfer for approval purposes.
  - e. A schedule that provides a registrable legal description attached to the transfer for the retained land for approval purposes, if required.
3. That if there is a forced road situation a 20-metre road allowance or whatever amount is required for road purposes shall be transferred to the Municipality (at the owner's expense) across the whole lot or parcel for which the severance was taken and compensation shall be awarded as per the Compensation Grid for The Transfer of Forced Roads.
4. That the building setbacks for all buildings must meet the requirements of the Zoning By-Law for the retained and/or severed lot(s), whichever are affected at the time of survey.
5. A fee in lieu of a parkland dedication shall be deposited in the office of the clerk prior to the stamping of any transfer document associated with the proposed lot to be severed. Reference is made to By-Law 2024-26 Schedule "A", which contains a tariff of fees and should be referenced when determining the amount payable.
6. Any or all tax arrears must be paid prior to the stamping of Transfer Documents for a new lot.
7. That the survey will apply to both the retained and proposed severed lands.
8. That all conditions must be satisfied, and that the Transfer Documents must be signed and completed within a period of Two (2) years from the date of approval of consent.
9. That the North Bay Mattawa Conservation Authority (NBMCA) be consulted and approval obtained for the implementation of On-Site Sewage Systems on both the severed and retained lots.

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10. That an application for a driveway entrance permit be made to the Township's Public Works Manager with the access designed to a standard and specification that is sufficient to service the proposed new dwelling.
  11. That a mature tree-lined buffer of at least 30 meters be identified and maintained along the northern perimeter of the property fronting North Star Drive; and
  12. That if any artifacts of Indigenous interest or human remains are encountered during site preparation, construction, or related activities, that work in the affected area cease immediately and that the AOO Consultation Office be contacted without delay.

Respectfully,

*S Blakeley*

**Simon Blakeley**  
**Planning Administrator**

I concur with this report,

*Nicky Kunkel*

**Nicky Kunkel**  
**CAO Clerk-Treasurer**

**Attached:**

Notice of Application for Consent  
Application for Consent  
Sketch for Planning Purposes



THE CORPORATION OF THE TOWNSHIP OF BONFIELD

Application: B6/2026 - Proposed severance to create two (2) new lot on lands legally described as BONFIELD CON 6 E PT LOT 5 RP; 36R11219 PT PART 1 PCL 5205; NIP.

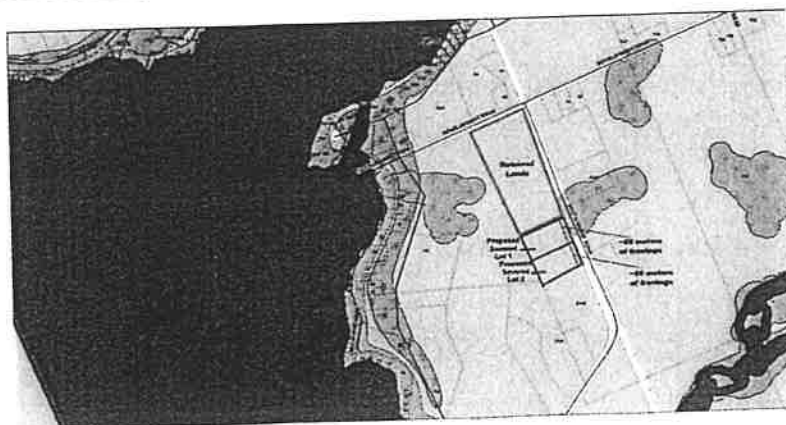
Current Owner: Woods, Kristine

NOTICE  
APPLICATION FOR CONSENT  
Clause 53 (5)(a) of the Planning Act

1. An Application for Consent has been submitted under subsection 53(1) of the Planning Act, for the creation of two (2) new lots on lands legally described as BONFIELD CON 6 E PT LOT 5 RP; 36R11219 PT PART 1 PCL 5205; NIP. The proposed new lots will comprise, approximately, a 3.7 Acre / 1.5 Hectare and a 5 Acre / 2 Hectare parcel of severed vacant lot(s), whereas the proposed retained lands will comprise a 20 Acre / 8 Hectare parcel of vacant land. The proposed severed lots will be accessed via South Shore Drive to the East of the property; whereas the proposed retained lands will continue to be accessed off South Shore Road and/or Development Road the North. The proposed configuration of the severed and retained lots are shown on the sketch below.
2. The land which is the subject of the application is not the subject of an application under the Act for an O.P., Zoning By-Law, Ministers Zoning Order amendment or a Minor Variance.
3. Comments are requested to be submitted in writing to the Planning Administrator by NOON on Friday March 27, 2026. The final opportunity to provide verbal comments on the application will be the Public Meeting at the Planning Advisory Committee, scheduled to take place Tuesday April 7, 2026 @5:00pm.
4. If a person or public body that files an appeal of a decision of the Township of Bonfield in respect of a proposed consent does not make written submissions to the Township of Bonfield before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.
5. If you wish to be notified of the decision of the Township in respect of the proposed consent, you must make a written request to the Clerk, Township of Bonfield, 365 Highway 531, Bonfield, ON, P0H 1E0.
6. ADDITIONAL INFORMATION regarding this application for consent can be obtained by contacting Simon Blakeley, Planning Administrator, at 705-776-2641, Ext. 126, during regular office hours, or by email at: [planning@bonfieldtownship.com](mailto:planning@bonfieldtownship.com) subject to the Municipal Freedom of Information and Protection of Privacy Act.

Dated this  
13<sup>th</sup> day of  
March 2026  
at the Township  
of Bonfield

Simon  
Blakeley  
Planning  
Administrator



**THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
APPLICATION FOR CONSENT**



File No.: \_\_\_\_\_

This application reflects the mandatory information that is prescribed in the schedules to Ontario Regulations 197/96 made under the Planning Act, R.S.O. 1990 as amended. In addition to this form, the Applicant will be required to submit the appropriate fee, site plan/sketch, and any additional information or studies that may be necessary to assess the proposal. Failure to submit all the required information may prevent or delay the consideration of the Application. **Please Print, Complete and (X) Appropriate Boxes.**

<b>Section 1:</b>	
<b>Registered Owner(s)</b>	
Name(s):	KRISTINE WOODS
Street Address:	4 LAKESHORE ROAD
City & Province:	BONFIELD ONTARIO
Postal Code:	POH 1E0
Phone:	
E-mail:	
<b>Applicant(s) (complete if the Applicant is not the owner)</b>	
Name(s):	
Street Address:	
City & Province:	
Postal Code:	
Phone:	
E-mail:	
<b>Agent Authorized by the Owner to file the Application (if applicable)</b>	
Name:	
Street Address:	
City & Province:	
Postal Code:	
Phone:	
E-mail:	
Which of the above is the Primary Contact: Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent <input type="checkbox"/>	
<b>Section 2:</b>	
<b>PURPOSE OF THIS APPLICATION</b>	
Transfers:	
Creation of of New Lot <input checked="" type="checkbox"/> Lot Addition <input type="checkbox"/> Easement/Right of Way <input type="checkbox"/>	
Other:	
A Correction of Title <input type="checkbox"/>	Charge <input type="checkbox"/> Lease <input type="checkbox"/>

THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
APPLICATION FOR CONSENT

Person(s), if known, to whom land or interest in land is to be transferred:

UNKNOWN

If a lot addition, identify the land to which the lot addition will be added:

Number of new lots to be created: 2

Certificate of Consent: Will you be requesting a certificate of consent for both retained and severed parcels?

No  Yes  if 'Yes', you must provide a lawyer's statement that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening section 50 of the *Planning Act*.

Section 3:  
SUBJECT LAND

Municipal Address:

Roll No.

Legal Description:

LOT: PART LOT 5 PLAN: 36R, 11219 Part 1 PARCEL: 5205

PART(S): CONCESSION 6

Current Zoning: Rural

Current Official Plan Designation: Rural

Proposed zoning and/or official plan designation change?

No  Yes  if 'Yes', please provide details and complete the applicable application:

Are there any easements or restrictive covenants affecting the subject land?

No  Yes  if 'Yes', please list the description of each easement or covenant and it's effect:

Have the subject lands ever been or is now, part of an application for:

Official Plan Amendment: No  Yes  if 'Yes', File No. \_\_\_\_\_

Zoning Amendment: No  Yes  if 'Yes', File No. \_\_\_\_\_

Plan of Subdivision: No  Yes  if 'Yes', File No. \_\_\_\_\_

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
APPLICATION FOR CONSENT**

**Consent:** No  Yes  if 'Yes', File No. B1/2022

**Minor Variance:** No  Yes  if 'Yes', File No. \_\_\_\_\_

**Nearby Uses and Features**  
Are any of the following uses or features on the subject land?

Use or Feature	On the subject land	Within 500 meters of subject land, unless otherwise specified (indicate approximate distance)
An agriculture operation including livestock facility or stockyard	No	
A Landfill	No	
A Sewage treatment plant or waste stabilisation plant	No	
Flood Plain	No	
A rehabilitated mine site	No	
A non-operating mine site	No	
TransCanada Pipeline and/or facilities (within 200 meters or 30 meters within a right-of-way) OR (700 meters of compressor station)	No	
An active railway line, municipal/federal airport, utility corridors, heritage buildings	No	
Aggregate removal area (Pits and Quarries)	No	

Natural Heritage Feature or Area	On the Subject Property	Within distance from subject property (indicate approximate distance)
Significant habitat of endangered and threatened species	No	120 meters
Significant wetlands	No	120 meters
Significant wildlife habitat	No	120 meters
Significant areas of natural and scientific interest- earth science	No	50 meters
Fish habitat	No	120 meters
Watercourse or body of water	No	120 meters

**Re-submission of an Application**  
If this application is a re-submission of a previous consent application, describe how it has been changed from the original application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
APPLICATION FOR CONSENT**

**Section 4:**

**RETAINED & SEVERED LAND(S)**

**RETAINED**

Frontage (meters): 405 M                      Depth (meters): 200 M

Area (m2 or HA): 81,000 M<sup>2</sup>

**SEVERED**

1. Frontage (meters): 90                      Depth (meters): ~ 165m

Area (m2 or HA): 1.5 HA (Lot 1)

2. Frontage (meters): 90                      Depth (meters): ~ 155m

Area (m2 or HA): 2 HA (Lot 2)

3. Frontage (meters): \_\_\_\_\_                      Depth (meters): \_\_\_\_\_

Area (m2 or HA): \_\_\_\_\_

**Existing use or proposed use of the property**

RETAINED: VACANT

**Existing use or proposed use of the property**

SEVERED: VACANT

**Existing/Proposed buildings/structures (in metric units)**

**RETAINED:**

Type: \_\_\_\_\_ Front lot line Setback: \_\_\_\_\_ Rear lot line setback: \_\_\_\_\_ Height: \_\_\_\_\_  
Interior lot line setback: \_\_\_\_\_ Exterior lot line setback: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Floor Area: \_\_\_\_\_

Type: \_\_\_\_\_ Front lot line Setback: \_\_\_\_\_ Rear lot line setback: \_\_\_\_\_ Height: \_\_\_\_\_  
Interior lot line setback: \_\_\_\_\_ Exterior lot line setback: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Floor Area: \_\_\_\_\_  
*Attach additional page if necessary*

**Existing/Proposed buildings/structures (in metric units)**

**SEVERED:**

Type: \_\_\_\_\_ Front lot line Setback: \_\_\_\_\_ Rear lot line setback: \_\_\_\_\_ Height: \_\_\_\_\_  
Interior lot line setback: \_\_\_\_\_ Exterior lot line setback: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Floor Area: \_\_\_\_\_

Type: \_\_\_\_\_ Front lot line Setback: \_\_\_\_\_ Rear lot line setback: \_\_\_\_\_ Height: \_\_\_\_\_  
Interior lot line setback: \_\_\_\_\_ Exterior lot line setback: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Floor Area: \_\_\_\_\_  
*Attach additional page if necessary*

**Access:**

**RETAINED**

- Provincial Highway
- Municipally Maintained Road- Year Round
- Municipally Maintained Road- Seasonal
- Municipal Road- Year Round
- other Public Road (specify): \_\_\_\_\_
- Right of Way (specify & if applicable, provide legal use): \_\_\_\_\_

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
APPLICATION FOR CONSENT**

Water Access only

**Access:**

**SEVERED**

- Provincial Highway
- Municipally Maintained Road- Year Round
- Municipally Maintained Road- Seasonal
- Municipal Road- Year Round
- other Public Road (specify): \_\_\_\_\_
- Right of Way (specify & if applicable, provide legal use): \_\_\_\_\_
- Water Access only

If access to the subject land is by private road, or if "other public road" or "right of way" please indicate who owns the land or road, who is responsible for maintenance and whether it's maintained seasonally or all year:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If Water Access, please list the parking and docking facilities used or proposed to be used as well as the approximate distance from the subject lands and the nearest public road.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Water Supply:**

**RETAINED**

- Privately-owned and operated individual well
- Privately-owned and operated communal well
- Lake or other body of water
- Public owned and operated piped water system
- Other means (specify): \_\_\_\_\_

**Water Supply:**

**SEVERED**

- Privately-owned and operated individual well
- Privately-owned and operated communal well
- Lake or other body of water
- Public owned and operated piped water system
- Other means (specify): \_\_\_\_\_

**Sewage Disposal:**

**RETAINED**

- Privately owned and operated individual septic
- Privately owned and operated communal septic system
- Public owned and operated sanitary sewage system
- Privy

**Sewage Disposal:**

**SEVERED**

- Privately owned and operated individual septic

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
APPLICATION FOR CONSENT**

- Privately owned and operated communal septic system
- Public owned and operated sanitary sewage system
- Privy

**Storm Drainage:**

**RETAINED**

- Sewers
- Ditches
- Swales
- Other (specify): \_\_\_\_\_

**Storm Drainage:**

**SEVERED**

- Sewers
- Ditches
- Swales
- Other (specify): \_\_\_\_\_

**Other Information that may be of use:**

THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
APPLICATION FOR CONSENT

DECLARATION OF APPLICANT(S)

Affidavit or Sworn Declaration

I/We KRISTINE WOODS of the TOWNSHIP OF BONFIELD in the District of NIPISSING make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the TOWNSHIP of BONFIELD in the District of Nipissing this SECOND day of March, 2026.

Signature of Commissioner of Oaths

Signature of Applicant

Signature of Commissioner of Oaths

Signature of Applicant

AUTHORIZATION

Consent of owner(s) to the use and disclosure of personal information

I/We KRISTINE WOODS am/are the owner(s) of the land that is the subject of this consent application for the purposes of the Freedom of Information and Privacy Act, I/We authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Date

Signature of Owner

Date

Signature of Owner

(N/A)

**TO BE COMPLETED If the applicant(s) is not the owner(s) of the land that is the subject of this application**

Authorization of Owner(s) for agent/purchaser to make application and provide personal information

I/We KRISTINE WOODS am/are the owner(s) of the land that is subject of this application and I/we authorize \_\_\_\_\_ (name of agent/purchaser) to make this application on my/our behalf and for the purposes of the Freedom of Information and Protection of Privacy Act provide any of my personal information that will be included in this application or collected during the processing of this application.

Date

Signature of Owner

Date

Signature of Owner

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
APPLICATION FOR CONSENT**

**Consent of Owner(s), Permission to Enter**

I/WE KRISTINE WOODS being the owner(s) of the subject land of this application hereby authorize Municipal Staff, Planning Advisory Committee Members and the North Bay Mattawa-Conservation Authority to enter onto the subject property for the sole purpose of gathering necessary information (e.g. site inspection, photos etc.) to evaluate this application.

March 2, 2026  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**Note: Please have the subject property marked using wooden stakes with bright paint in order to assist any staff or Committee Members with site inspections. Failure to properly indentify the subject property may result in a deferral of the application.**

**FOR OFFICE USE ONLY**

Date received by Planning & Development Department: 2 MARCH 2026

Date Complete Application received: \_\_\_\_\_

**REQUIRED SKETCH**

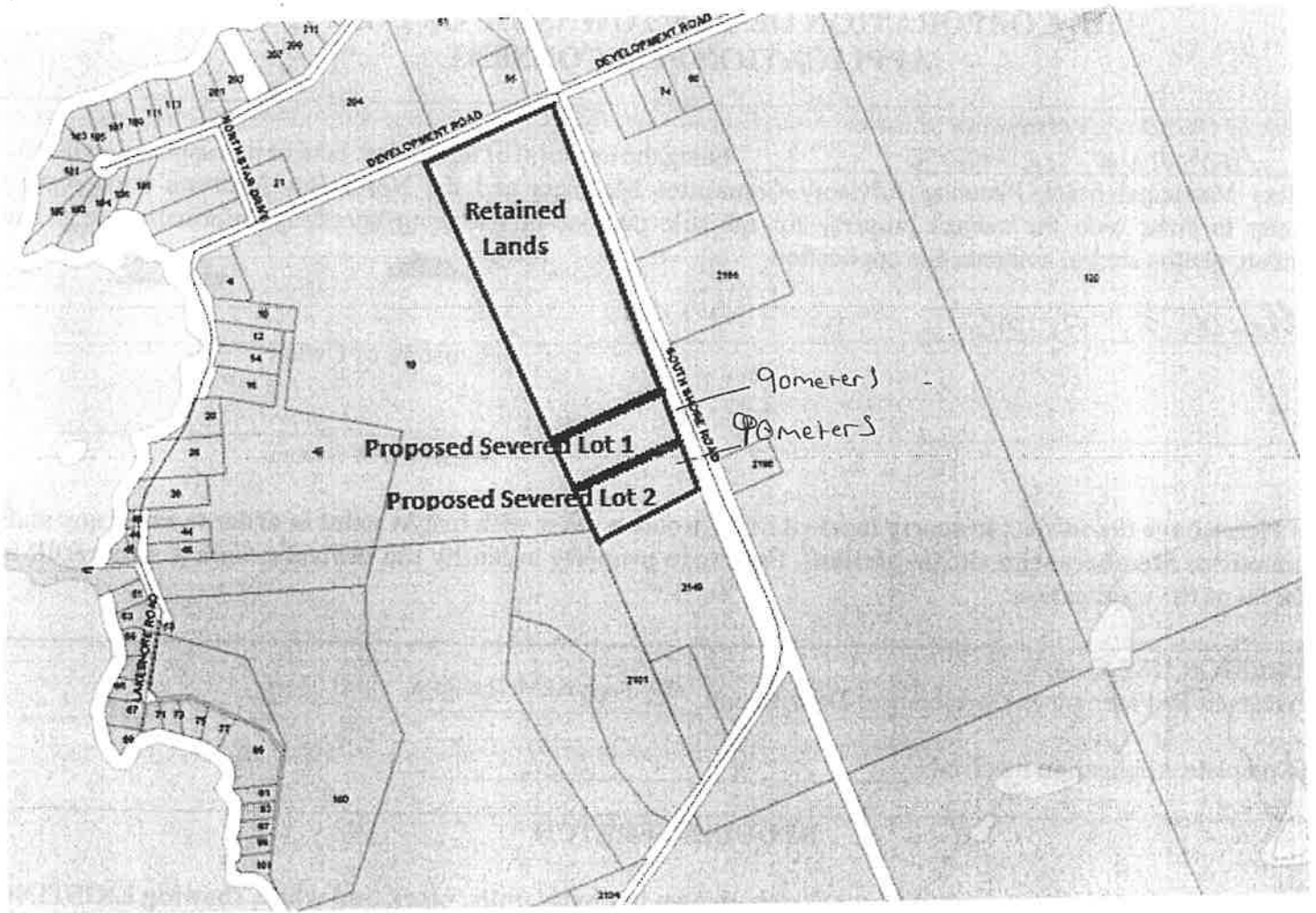
**This application must be accompanied by a sketch, drawn in metric units, black and white, showing **EXISTING** and **PROPOSED** building(s) and structure(s) on the subject property detailing the following information:**

1. The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
2. The approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
3. The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained, clearly identified as "retained" and "severed".
4. The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
5. The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant's opinion, may affect the application.
6. The current uses of land that is adjacent to the subject land (for example, residential, agricultural, or commercial).
7. The location, width, and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road, or a right of way.
8. If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used.
9. The location and nature of any easement affecting the subject land.

**Note:** Where it is determined that a sketch will not adequately provide the information required, it may be necessary to provide a plan prepared by an Ontario Land Surveyor.

**Note:** Please have the front of the subject property marked using wooden stakes with bright paint in order to assist any Committee Members or Municipal Staff with site visits.

# SITE PLAN SKETCH FOR PLANNING PURPOSES



## PLANNING REPORT

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**MEETING DATE:** April 7, 2026  
**TO:** Planning Advisory Committee  
**FROM:** Simon Blakeley, Planning Administrator  
**SUBJECT:** B6/2026 Woods, Application for Consent - Proposed severance to create Two (2) new lots on lands legally described as BONFIELD CON 6 E PT LOT 5 RP; 36R11219 PT PART 1 PCL 5205; NIP.

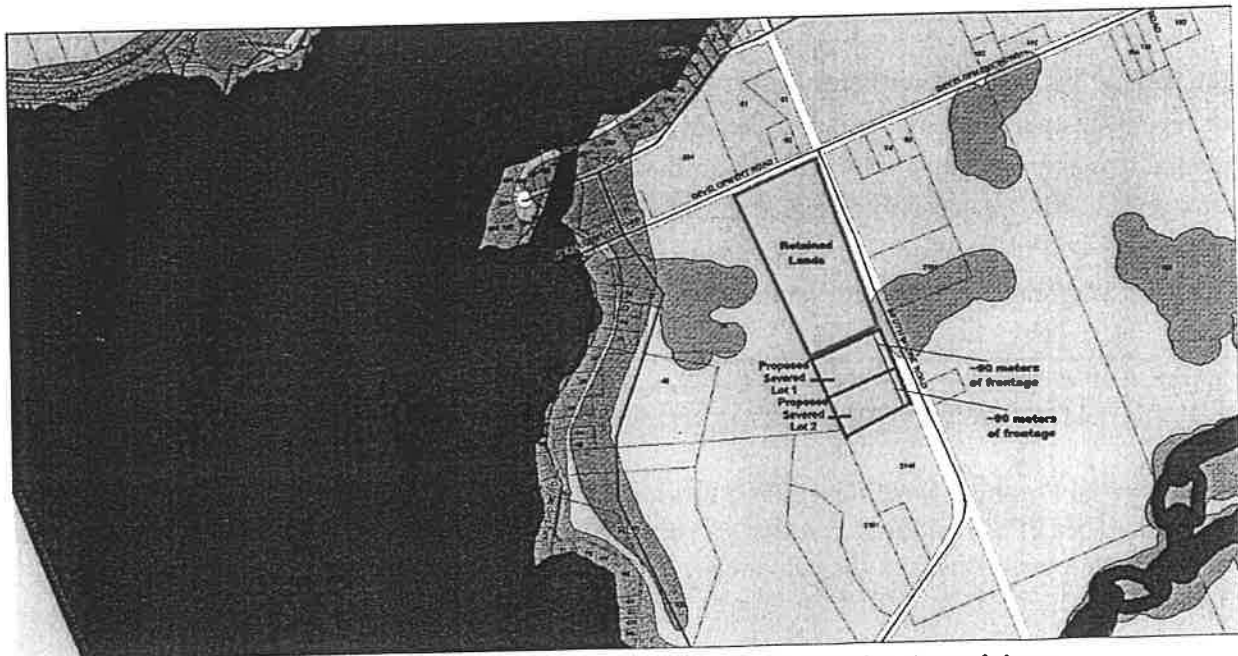
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**RECOMMENDATIONS:** The Planning Advisory Committee recommends to Council that Consent Application Reference: B4/2026 Robinson which proposes a severance to create One (1) new lot on lands legally described as BONFIELD CON 6 E PT LOT 5 RP; 36R11219 PT PART 1 PCL 5205; NIP be approved with conditions as set out.

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**SUBJECT LAND AND LAND USE:**

The consent application seeks to sever the existing property on lands legally described as: BONFIELD CON 6 E PT LOT 5 RP; 36R11219 PT PART 1 PCL 5205; NIP to create Two (2) new lots of record. The properties proposed to be 'severed' include a 3.7 Acre / 1.5 Hectare, and a 5 Acre / 2 Hectare lot; and the proposed 'retained' lands will comprise an approximate 20 to 25 Acre, or 8 to 10 Hectare parcel of land. The whole property is currently assessed as being vacant residential lands and comprises a mix of open grassy and treed areas. The location in which the 2 new lots are proposed includes a mix of unmanaged vegetation. Existing landscape features are further evaluated later within this planning report.



**Figure One: Official Plan Designations and Zoning Provisions**

The subject property is designated within the Official Plan as falling within the ‘*Rural*’ area and is also zoned ‘*Rural*’ for planning purposes. The subject property is located at the intersection of Development Road and Southshore Road and is surrounded by a mix of properties with rural-like characteristics. Existing or proposed residential uses are located to the North, South, East and West.

**APPLICANTS PROPOSAL:**

The applicant is requesting consent to sever the property to create Two (2) new lots on the property legally described as BONFIELD CON 6 E PT LOT 5 RP; 36R11219 PT PART 1 PCL 5205; NIP as follows:

<b>Proposed Severed Lot 1</b>	<b>Proposed Severed Lot 2</b>	<b>Retained Lot</b>
Frontage: ~90 Meters off South Shore Road	Frontage: ~90 Meters off South Shore Road	Frontage: ~405 Meters off Development Rd
Depth: ~155 meters	Depth: ~155 meters	Depth: ~410 Meters
Area: 3.7 Acres / 1.5 Hectares	Area: 4.9 Acres / 2 Hectares	Area: ~20 to 25 Acres / ~8 to 10 Hectares

The proposed new severed lots are intended for private sale. Although the housing mix has not been confirmed, any proposal to introduce new housing options on the severed and retained lots will need to comply with provisions set out in the Comprehensive Zoning Bylaw.

That said, as will be covered later in this report, each of the new proposed severed and retained lots have been evaluated by the North Bay Mattawa Conservation Authority (NBMCA) as having potential to accommodate a new Single-Family Dwelling together with On-Site Sewage Systems, Wells, and/or other Accessory Structures. Subject to obtaining driveway entrance permit(s) from the Manager of Public Works, the proposed ‘severed’ lots will be accessed off Southshore Road to the east; whereas the ‘retained’ lands will be accessed off Development Road to the north.

**PROVINCIAL PLANNING STATEMENT (PPS) 2024:**

The Provincial Planning Statement (PPS) for the Province of Ontario came into effect on October 20, 2024. The PPS contains a series of updated policies designed to shape land use and development decisions across the province. Applicable policies are summarized as follows:

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## Housing

Matters related to housing are addressed in Section 2 of the PPS entitled *'Building Homes, Sustaining Strong and Competitive Communities'*. **Policy 2.1, Planning for People and Homes, part 4**, states the need *'to provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area'*. It emphasizes the need for planning authorities to maintain a minimum of 15-year supply of land designated and available for residential development; and at least a 3-year supply of land that is suitably zoned with servicing capacity. The proposal to sever the property and create Two (2) new lots will increase Bonfield's total residential land supply.

**Policy 2.2. Housing** states the need to ensure a mix of housing densities and options which support the efficient use of land, resources, infrastructure, and public service facilities, in proximity to transit corridors and stations. The property is not directly served by public transit; however, it is located at the intersection of Development Road and Southshore Road, within 2km of the Hamlet of Bonfield, and within 7.5km of Highway 17 (The TransCanada Highway). Given that housing is the predominant use of surrounding lands; residential development is the preferred option here.

## Rural Areas

**Policy 2.5** of the PPS relates to **Rural Areas** in Municipalities and states *'healthy, integrated, and viable rural areas'* should be supported by:

- a) *Building upon the rural character and leveraging rural amenities and assets.*
- c) *Accommodating an appropriate range and mix of housing in rural settlement areas.*
- d) *Using rural infrastructure and public service facilities efficiently; and*
- g) *Conserving biodiversity and considering the ecological benefits provided by nature.*

The new proposed severed lots would be located in a largely unmanaged vegetated area which comprises a mix of trees and shrubs to the south of the existing lot. These natural features are not specifically identified as being important for local biodiversity; however, they do contribute to the natural setting, and furthermore, functions as a landscape buffer which separates adjoining residential properties - maintaining a degree of privacy.

Both the proposed severed and retained lands will be accessed off municipally owned and maintained roads comprising South Shore Road and Development Road, so the proposal can be considered an efficient use of municipal rural infrastructure.

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The proposed 'retained' lands will remain largely per the current situation unless a future proposal is presented to the Township regarding the alternate use of these existing vacant residential lands. As such, the proposed application to 'sever' the property to create two new lots, plus the retained lot, is considered consistent with these policy objectives.

**Policy 2.6c** of the PPS applies to **Rural Lands** and states residential development, including new lot creation, is a permitted use where site conditions are suitable for the provision of appropriate sewage and water services. The new and proposed retained residential lots exceed the minimum required lot size area of 1 Hectare and are considered consistent with the scale and character of this rural location. The proposed residential use will help meet the growing demand for new housing in the Township of Bonfield. Matters pertaining to the North Bay Mattawa Conservation Authority (NBMCA) and site servicing arrangements, are covered later in this planning report.

#### **Sewage, Water and Stormwater**

**Policy 3.6** applies to **Sewage, Water and Stormwater** and states, under part 7, that '*Planning authorities may allow lot creation where there is confirmation of sufficient reserve sewage system capacity and reserve water system capacity*'. Part 8 relates to stormwater management and states stormwater management shall:

- a) Be integrated with planning for sewage and water services [and] ensure systems are optimized, retrofitted as appropriate, feasible and financially viable over their full life cycle;*
- b) Minimize, or, where possible, prevent or reduce increases in stormwater volumes and contaminant loads;*
- c) Minimize erosion and changes in water balance including through the use of green infrastructure;*
- d) Mitigate risks to human health, safety, property, and the environment;*
- e) Maximize the extent and function of vegetative and pervious surfaces;*
- f) Promote best practices, including stormwater attenuation and re-use, water conservation and efficiency, and low impact development; and*
- g) Align with any comprehensive municipal plans for stormwater management that consider cumulative impacts of stormwater from development on a watershed scale.*

The proposed development is located at the intersection of South Shore Road and Development Road; both of which are municipally owned and maintained roads which serve the Township as a whole. Both these roads incorporate drainage ditches and culverts as a means to disperse surface water runoff from the Townships' roads.

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A condition is applied which states the proposed new entrance driveways will be subject to approval by the Manager of Public Works.

A condition is also proposed to protect and/or enhance the existing vegetative buffer along the eastern perimeter of the property with the intent to preserve existing green infrastructure, and/or minimize any potential for slope instability and/or erosion; at the same time as supporting the Townships' efforts to attenuate stormwater, and mitigate any potential risk to human health, safety, property and the environment. The applicant will also be requested to incorporate Best Management Practices (BMPs) as an ecologically friendly approach to development - including low impact development solutions which capture and reduce the rate of any surface water run-off arising from the proposed new dwelling(s).

### Natural Assets

**Section 4** of the PPS applies to the '*Wise Use and Management of Resources*' including natural heritage features and areas, plus the protection, improvement, or restoration of the quality and quantity of water resource systems. The property is not subject to any identified '*Sand and Gravel Resource*' designations so this policy does not apply in this instance.

**Section 4.2** refers to **Water** and states planning authorities shall protect, improve, or restore the quality and quantity of water through a range of means, including the identification and protection of water resource systems; and the protection, improvement, or restoration of vulnerable surface and ground water supplies, and their hydrologic functions. It also requires planning authorities to plan for the efficient and sustainable use of water resources; and effective watershed planning in collaboration with conservation authorities. Comments made on behalf of the North Bay Mattawa Conservation Authority (NBMCA) are provided later in this report for reference.

### Agriculture

**Policy 4.3** of the PPS applies to the development and management of agricultural lands. A desktop review did not reveal the presence of barns within a 500-meter radius of the subject property; and that the majority of properties have been assessed as being used for residential purposes. As such, there was no need to evaluate the proposal within the context of an established farm operation.

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## OFFICIAL PLAN (O.P) & ZONING BY-LAW REVIEW:

In this section we provide a summary of applicable policies contained within the Township of Bonfield's Official Plan, and Comprehensive Zoning By-law 2013:

### Township of Bonfield Official Plan 2013

**Section 2** relates to Council's **Vision, Principles and Objectives**, and states under Policy 2.2.1. Sustainable Development: *'The Township shall promote sustainable development to enhance the quality of life for present and future generations.'* and *'limited residential growth'* will be permitted in the Rural Area(s) *'where private services are feasible, and where development would be compatible with surrounding land uses.'* The proposed severance would result in limited and compatible residential growth. Site servicing matters are covered later in this report.

**Section 3** relates to **General Development Policies**. **Policy 3.2** applies to *'land use compatibility'*, which the policy states: *'can be achieved in a variety of ways, including the provision of appropriate separation distances, setbacks, buffering features, and transition in building height and massing'*. The policy confirms the Township may also consider matters including traffic flows, vehicular access / egress, parking requirements, outdoor amenity areas, storage requirements, lighting, noise/air quality, sunlight, microclimates, and the effects of development on neighbourhood services. Given the relatively small-scale proposal to develop the land for residential purposes; the Township does not have particular concerns regarding land use compatibility issues that cannot be reached through agreement with the applicant.

**Policy 3.7** applies to private services and states: *'no development shall be permitted unless the applicant has obtained a Sewage Permit from the North Bay-Mattawa Conservation Authority, and it can be shown to the satisfaction of the Township that there is an adequate water supply and public road access to service the development.'*

The policy also considers the impacts on ground water quality and quantity and states: *'the Township shall consider the cumulative impacts of development on the sustainability of ground water resources.'*

A summary of the response made by the NBMCA is provided later in this Planning Report for reference. The applicant will also need to install and register a well in compliance with criteria established by the Ministry of the Environment, Conservation and Parks (MECP).

**Policy 3.10** applies to the **Minimum Distance Separation (MDS) Formulae**. An evaluation of the surrounding context did not reveal the presence of any barns; or the potential of the property to impact ongoing farm operations.

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**Section 4** applies to Land Use Designations and **Policy 4.2** relates to the **Rural Area**. Part 1 of Policy 4.2 states 'low density residential development' may be permitted through severances and country subdivisions in appropriate locations. Part 2h confirms residential uses, including single-detached, duplex, and semi-detached dwellings, may be permitted in accordance with Rural Area policies in the Rural Area designation.

Part 4 states the character of the Rural Area shall be maintained by permitting residential development subject to the following provisions for a) consents:

- i. *The severed lot(s) shall be for permanent residential use.*
- ii. *New lots shall have a minimum area of 1.0 hectare, and a minimum frontage of 60 metres; and*
- iii. *The lot(s) shall conform to Consent policies within the Land Division section of the OP.*

The proposed severed and retained lots are consistent with this policy.

**Section 5** applies to **Natural Heritage Features and Cultural Heritage**. **Policy 5.1** refers to 'natural heritage systems' which include natural heritage features and areas, linked by natural corridors, important 'to maintain biological and geological diversity, natural functions, and viable populations of indigenous species and ecosystems.' The policy seeks to preserve the long-term ecological function and biodiversity of the Township's natural heritage systems, and encourages 'sustainable design concepts, such as designing with nature.'

As previously noted, the proposed severed lands do contain a vegetated area which serves as a landscape buffer screening views to and from adjoining residential properties. A condition has been included which seeks to protect the existing vegetated buffer that fronts South Shore Drive to the East, in addition to other adjoining residential uses to the South and West.

**Policy 5.1.5** applies to **Wetlands**. There are no identifiable waterbodies, such as *wetlands*, either on or adjacent to the property, so this policy does not apply here.

**Policy 5.2** applies to **Development Constraint Area(s)**. The property is not subject to a *Development Constraint Area* designation either on or adjacent to the property, so this policy does not apply here.

**Section 6** applies to **Transportation**. **Policy 6.2** applies to **Township Roads** and associated entrance / access requirements. Development Road and South Shore Road are both municipally owned and maintained roads. Driveway entrance permits will be required to be obtained from the Manager of Public Works pertaining to any proposed new entrances. This is included as a draft condition of approval for reference.

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**Section 7** relates to **Implementation and Interpretation** and includes policies which seek to ensure satisfactory technical information is being included as part of the application process to meet the requirements of provincial Ministries, the North Bay-Mattawa Conservation Authority, and any other agencies. All applicable agencies have been consulted as part of this consent application.

**Policy 7.11.2** applies to the **Creation of New Lots, and states the following:**

*1. Consents may be granted when a plan of subdivision or plan of condominium is not required for the orderly development of the land or the provision of services.*

*When consent is considered appropriate; it shall be granted in accordance with the policies of this Plan, including general policies which apply to all land use designations.*

A review of the Official Plan has confirmed the proposal is in accordance with applicable policies, and that the proposed consent to sever can be considered appropriate in planning terms.

*2. Consents may be granted for up to three (3) severed parcels and one (1) retained parcel.*

The property does have a relatively long and complex planning history, summarized as follows: Prior to 1990, and the current Official Plan coming into effect, a series of consent applications were approved by the Township of Bonfield which applied primarily to lot boundary adjustments affecting land and property to the west of the current 'retained' lands. Given the historic nature of those applications, they are not considered important in the context of the current proposal.

On September 12, 2001, another application (Reference: B5/2001) was submitted by the former property owner and approved by the Township. This resulted in the creation of a new large lot (which currently comprises ~35.41 Acres of land) and is now referred to as 10 Development Road. That application also resulted in 3 lot additions to existing properties situated further to the west. The severed lot at 10 Development Road has remained 'vacant residential land' for the past 25 years, and the current property owners have stated their intent to maintain this previously severed parcel of land in its natural state as a buffer to their primary residence at 4 Development Road.

Fast forward to 2020, and the current property owners applied for a consent to sever part of the 'retained' lands which are subject to the current application. That application (Reference: B8/2020) was subsequently approved on February 3, 2021, and resulted in the creation of One (1) new lot to the south of the current property, now referred to as 2149 South Shore Road.

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3. Each severed and retained parcel must conform to the minimum lot size policies in this Plan. Both the retained and proposed severed lots will exceed the minimum lot size area of 1 Hectare and have frontages that exceed the minimum required 60 metres along a public road.

4. No further consents may be granted for any previously severed or retained parcels within the Township. The rationale for recommending approval of the application is presented in the analysis section for reference.

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### **Township of Bonfield Comprehensive Zoning By-Law**

The subject property is zoned Rural (RU). This zoning typically allows a range of residential uses to be permitted on such lands as follows:

- Bed and breakfast
- Dwelling, duplex
- Dwelling, semi-detached
- Dwelling, single detached
- Group home
- Home occupation
- Home industry
- Secondary dwelling unit

The applicant has stated their intention to sell the lots to allow for the construction of new residential uses. It is unclear at this stage, what precise form any residential units might take; however, future development proposals will need to ensure compliance with all planning, zoning and building requirements, in respect of both the existing and proposed retained lots.

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### **COMMENTS / REPORTS / STUDIES:**

As required under the *Planning Act* circulation to the appropriate agencies/bodies and neighbouring landowners for comment was completed on March 13, 2026. Written comments were requested to be made by NOON on Friday March 27, 2026. The agencies listed were circulated a copy of the application via email; and notification was also given to property owners within 60 metres of the applicants' landholdings. The following provides a summary of the responses received throughout the course of consulting on the application:

#### **Public:**

No comments or objections have been received on behalf of members of the public. Members of the public have until the scheduled meeting of the Planning Advisory Committee to present any written or verbal comments to the Township.

**Algonquins of Ontario:**

The Algonquins of Ontario (AOO) did not raise any concerns in principle or oppose the creation of the new lots as described; noting that the subject lands *'are already located within a designated residential area and were not lands that would have been available for consideration within the Algonquin land claim negotiations.'* They continued: *'Should any artifacts of Indigenous interest or human remains be encountered during future site works, AOO expects that work cease immediately and that the AOO Consultation Office be contacted without delay.'* This matter is reflected in the proposed conditions for reference.

**North Bay Mattawa Conservation Authority (NBMCA):**

The NBMCA commented there are no hazardous lands present on either the subject property or adjacent lands, so a Section 28 permit will not be required from the NBMCA prior to development.

The NBMCA also provided comments in reference to Ontario Regulation 203/24 of the Ontario Building Code, which applies to a standard 3-bedroom dwelling with less than 20 fixture units and less than 200 m<sup>2</sup>, including a 4Ft. filter bed of 21.3 m<sup>2</sup> and a 3600 L tank, which assumes a soil percolation rate of T-50 min/cm, and a daily design sewage flow of 1600 L/day.

In this context, the NBMCA noted there appears to be adequate space within which to accommodate an initial and/or proposed replacement On-Site Sewage System on the proposed severed and retained lots. The NBMCA also noted the subject lands are partially located within an area of Highly Vulnerable Aquifers (HVA) and references the NBMCA's Source Water Protection Plan. In closing, the NBMCA stated it is satisfied the application is consistent with policies set out in Section 5.2 of the PPS and, therefore, has no objections.

**Hydro One:**

At the time of writing this report, Hydro One has not raised any comments or concerns on the application; however, applicants are generally advised to refer to the *'Local Area Distribution Supplier'* for further details regarding Low Voltage Distribution Facilities.

**Ministry of Transportation (MTO):**

At the time of writing this report, the MTO has not raised and comments or concerns; however, it is noted the property is not situated within the MTOs Permit Control Area, so feedback is not necessarily expected.

**TransCanada PipeLines Limited (TCPL)**

The property is not located within close proximity to the Trans Canada Pipeline. No comments have been received from TCPL.

**Bonfield Snowmobile Club Inc.**

The Bonfield Snowmobile Club thanked the Township for being consulted on the proposals. It noted the current snowmobile trail is positioned along South Shore Road in front of the proposed road severances; however, did not raise any concerns or comments. This matter may be evaluated further when reviewing driveway entrance permits for the proposed new severed and retained lots.

**Township Departments**

Public Works

The Township's Public Works Manager did not provide specific comments on the application; however, the requirement to obtain new driveway entrances is a standard condition of consent.

Fire Department

No adverse comments have been received from the Fire Department at the time of writing this report.

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**ANALYSIS:**

The submitted Consent Application (Reference B6/2026) Woods seeks approval to sever the existing property on lands legally described as: BONFIELD CON 6 E PT LOT 5 RP; 36R11219 PT PART 1 PCL 5205; NIP to create Two (2) new lots of record.

The proposed 'severed' lots will comprise an approximately sized 3.7 Acre / 1.5 Hectare lot, and a 5 Acre / 2 Hectare lot. The proposed 'retained' lands will comprise the remaining lands, estimated to be between 20-25 Acres, or 8-10 Hectares in size. The precise size and configuration of these newly created lots will be subject to Plans of Survey, proposed as a condition of consent.

The whole property is currently assessed as being 'vacant residential lands,' and comprises a mix of open grassy and treed areas. The location in which the 2 new lots are proposed includes a mix of unmanaged vegetation. Each of the proposed new severed and retained lots proposed to be created have been evaluated by the NBMCA as having the potential to accommodate an existing and/or future replacement On-Site Sewage System in association with a new Single-Family Dwelling, in addition to a Well, and/or accessory structures.

The new severed lots are proposed within a largely unmanaged vegetated area to the south of the existing lot. This location has not been specifically identified as important for local biodiversity, however, it does contribute to the natural setting and does function as a landscape buffer which separates adjoining residential properties - maintaining a degree of privacy between each property.

### Planning History

The Township of Bonfield previously made updates to its Official Plan following changes put in effect through implementation of the *Ontario Planning Act 1990*.

This included a provision that properties should only be severed up to 3 times, plus the retained portion. That provision has remained in place for the past 25 years and is something the Township is looking to amend as part of the ongoing Official Plan review. The current plan is to adopt a new replacement Official Plan by the Fall of 2026.

Application reference B8/2020 resulted in the creation of 1 new lot which is now referred to as 2149 South Shore Road. As such, that application counted towards the total number of permitted severances; in effect, reducing the potential number of severances remaining to two (2).

That said, we have also considered the effect of Application Reference: B5/2001, submitted by the former owner of the 'retained' lands, which was granted planning approved on September 12, 2001. That application resulted in the creation of the 'retained' lands, and also, the large vacant severed lot (10 Development Road).

As previously noted, the current property owners have stated their intention to maintain that previously severed lot in its "natural" state, in association with their adjacent residence at 4 Development Road. It is in that context, and also, considering more recent Ontario Provincial Government Directives put in place requiring municipalities to support and enable new housing opportunities, in appropriate circumstances, that the Township is willing to support the proposed creation of 2 additional new lots on this occasion.

The applicant has been made aware that any future proposals to introduce new additional residential lots beyond those currently proposed on the retained lands are likely to require a Country Lot / Plan of Subdivision - to prevent ribbon development and ensure the efficient planned use of land for development purposes.

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Planning Policy Review

A review of applicable policies contained within the Provincial Planning Statement 2024 (PPS2024), alongside the Township of Bonfield's Official Plan and Comprehensive Zoning Bylaw, has not revealed the presence of any restrictive land use planning designations and provisions that could restrict the severances from taking place. The property neither comprises or is located in close proximity to a designated *Resource Area* or a *Barn / Farm* - where farm-like operations could take place; hence, no land use compatibility issues were identified in this regard.

None of the consultees have raised any particular issues or concerns regarding the proposals, with the NBMCA confirming there is sufficient land to accommodate new and/or replacement On-Site Sewage Systems on both the proposed severed and retained lands. NBMCA approval regarding the proposed design and construction of the On-Site Sewage System will be required prior to occupancy of any dwelling on both the severed and retained lots.

The NBMCA also noted the subject lands are located within an area identified as being a Highly Vulnerable Aquifer (HVA) with reference made to the Source Water Protection Plan - which aims to foster a clean and healthy watershed.

Any building(s) and or accessory structure(s) proposed on either the severed or retained lots will be required to be compatible with the proposed residential use, and compliant with the Ontario Building Code, plus all other applicable laws. The applicant will also be required to obtain driveway entrance permits from the Manager of Public Works to service the proposed new severed lots off South Shore Road and obtain permit(s) from the NBMCA for any on-site sewage systems. They will also be required to construct new wells to serve any new dwellings proposed on the severed and/or retained lots, which shall be required to be registered with the Ministry of Environment Conservation and Parks (MECP).

The proposed consent to sever application conforms with the overall intent of the Official Plan, and complies with Comprehensive Zoning By-law 2012-49, as adopted by the Township of Bonfield. It is also considered to be consistent with the Provincial Government's Policy Objectives specified within PPS2024; and the Ontario Planning 1990 [As amended]. If approved, the proposed new lot will contribute to the Township of Bonfield's Housing Land Supply. The applicant and/or future property owners of the severed and retained lots will also be required to adhere to all conditions set out in the Draft Notice of Decision, summarized below:

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**RECOMMENDED ACTION:**

The Planning Advisory Committee recommends to Council that Consent Application Reference: B4/2026 Robinson which proposes a severance to create One (1) new lot on lands legally described as BONFIELD CON 6 E PT LOT 5 RP; 36R11219 PT PART 1 PCL 5205; NIP be approved with conditions as set out.

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**PROPOSED CONDITIONS**

1. That this approval applies to the land legally described as: BONFIELD CON 6 E PT LOT 5 RP; 36R11219 PT PART 1 PCL 5205; NIP.
2. That the following documents be provided:
  - a. The original executed transfer (deed), a duplicate original & 1 photocopy for our records.
  - b. A copy of the survey plan deposited in the Land Titles Office, if required.
  - c. An electronic copy of the survey emailed to: [planning@bonfieldtownship.com](mailto:planning@bonfieldtownship.com).
  - d. A schedule describing the severed lands attached to the transfer for approval purposes.
  - e. A schedule that provides a registrable legal description attached to the transfer for the retained land for approval purposes, if required.
3. That if there is a forced road situation a 20-metre road allowance or whatever amount is required for road purposes shall be transferred to the Municipality (at the owner's expense) across the whole lot or parcel for which the severance was taken and compensation shall be awarded as per the Compensation Grid for The Transfer of Forced Roads.
4. That the building setbacks for all buildings must meet the requirements of the Zoning By-Law for the retained and/or severed lot(s), whichever are affected at the time of survey.
5. A fee in lieu of a parkland dedication shall be deposited in the office of the clerk prior to the stamping of any transfer document associated with the proposed new lots to be severed. Reference is made to By-Law 2024-26 Schedule "A", which contains a tariff of fees and should be referenced when determining the amount payable.
6. Any or all tax arrears must be paid prior to the stamping of Transfer Documents for a new lot.
7. That the survey will apply to both the retained and proposed severed land(s).
8. That all conditions must be satisfied, and that the Transfer Documents must be signed and completed within a period of Two (2) years from the date of approval of consent.

## REPORT TO COUNCIL

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**MEETING DATE:** March 24, 2026  
**FROM:** Simon Blakeley, Planning Administrator  
**SUBJECT:** Evaluating Best Practices regarding Municipal Planning Committees

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**RECOMMENDATION:**

That Council accepts this report as a review of existing planning committees including the Planning Advisory Committee and the Committee of Adjustment; and, as a matter of courtesy, that this matter be referred to the Planning Advisory Committee for its review and discussion; before returning to Council for its final review and decision making.

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**INTRODUCTION**

This Planning Report has been produced in response to a conversation which took place during the Council meeting held March 10, 2026, pertaining to the Township of Bonfield's Planning Advisory Committee (PAC).

As a reminder, the PAC is a designated advisory committee of Council which combines members of Council, and appointed members of the public. It currently provides recommendations and advice to Council on land use planning & development matters including Consent Applications, Plans of Subdivision, Plans of Condominium, plus other long-range planning matters, including Official Plan & Zoning By-law reviews, and proposed amendments. All matters considered by the PAC are "advisory", with Council being the "planning authority" for decision-making purposes.

By distinction, the Committee of Adjustment (CAJ) is a quasi-judicial committee, which currently comprises members of Council (only), and is tasked with reviewing other land use planning & development matters ranging from minor variances to property-specific regulatory compliance matters, affecting the built form, layout and use of land, buildings & structures. Its current role is to ensure such proposals can be considered consistent with the Township's Official Plan and Zoning Bylaw, while following procedures set out in Section 45 of the *Ontario Planning Act 1990*.

**CONTEXT**

The Township of Bonfield recently received notification from a publicly appointed member of the Planning Advisory Committee (PAC), on March 3, 2026, that they would be resigning from the Committee with immediate effect. The resignation has yet to be received by the Planning Advisory Committee and officially accepted by Council representing the Township of Bonfield.

At the same time, the Township of Bonfield (in conjunction with J.L Richards & Associates) is currently working to finalize its new proposed replacement Official Plan and Comprehensive Zoning By-law; in the context of which, another public member of the PAC recently recused himself from attending future meetings associated with the ongoing review - to avoid any perceived conflicts of interest.

It is further noted that the Ontario municipal elections are due to take place in October 2026, meaning the current term of Council, and associated committees, will soon come to a close.

Therefore, given the relatively short timeframe available, it is not considered likely a new publicly appointed member of the PAC could be recruited, onboarded, and brought up to date on a wide range of land use planning & development matters in a timely fashion that is sufficient to advance the business of Council.

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All of this means, without any changes being put in effect; the committee would be required to function with the minimum number of members (3 out of 5); potentially causing unnecessary delays due to any participating members' absence from the committee for unforeseen reasons.

Therefore, to ensure continuity, while reducing "red tape", and maintaining the highest standards of transparency and accountability within the planning process; staff have undertaken a review of existing rules, plus best practice approaches within the municipal sector, and note the following:

1. Many municipalities in the Province of Ontario are steering away from having Planning Advisory Committees in order to streamline decision-making, speed up housing developments, and respond to legislative changes put in effect by the Ontario Provincial Government, including Bill 23: the '*More Homes Built Faster Act, 2022*') and Bill 185: the '*Cutting Red Tape to Build More Homes Act, 2024*'.
2. Planning Advisory Committees are not mandatory where the council of a single-tier municipality (such as the Township of Bonfield) is located within a Territorial District (namely the District of Nipissing) in accordance with Part II, Subsections 8(1) and 8(2) of the *Ontario Planning Act 1990*.
3. Details pertaining to the role of *Committees of Adjustment* are outlined in Section 44(1) of the *Ontario Planning Act 1990* which states: the council of a municipality '*may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as the council considers advisable*'.
4. Section 5 of the *Ontario Planning Act 1990* applies to the *Further delegation of powers*, and states under sub-section 5 (3) that Council has the authority to '*delegate any authority under subsection (1) of the Act, where the Minister has delegated to a council his or her authority for the giving of consents under Section 53*', and that a Council may '*by by-law, and subject to such conditions as may have been imposed by the Minister, delegate the authority for the giving of Consents to a Committee of Adjustment constituted under section 44*' of the Act.
5. Section 53 of the *Ontario Planning Act 1990* provides further direction regarding applications for 'Consent' and states, under subsection 53(44), that where the powers to determine such applications have '*been granted to a committee or officer, that any reference in this section to the clerk of the municipality shall be deemed to be a reference to the secretary-treasurer of the land division committee, or committee of adjustment*'.
6. So it is, in this context, that the Township of Bonfield is permitted to transfer the existing powers and responsibilities of the Planning Advisory Committee to a newly refreshed Committee of Adjustment which, for the remainder of this term, could comprise existing members of Council, and the remaining members of the Planning Advisory Committee.

The proposed Draft Bylaw and Terms of Reference are presented as **Appendix A** to this report for reference.

## **MUNICIPAL PRACTICES**

The following provides a brief summary and analysis of the existing mandate, structure, and other approaches taken by four (4) regional municipalities, namely: The *Municipality of Callander*, the *Municipality of West Nipissing*, the *City of North Bay*, and the *Town of Bracebridge* in regard to their existing Committees of Adjustment:

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### Municipality of Callander

The Municipality of Callander has delegated full powers to its Committee of Adjustment to determine applications for minor variances, legal non-conforming uses, including applications that propose to extend, enlarge, or permit a similar use; in addition to Consent Applications, and matters associated with easements. The Terms of Reference (TOR) included as **Appendix B** state:

- That *'The Committee operates independently from Council, and its decisions may be appealed to the Ontario Land Tribunal (OLT).'*
- That the CAJ is comprised of five (5) members of the public appointed by Council, and that *'no members of Council'* sit on the Committee of Adjustment, though *'the mayor may attend meetings in an "ex-officio" capacity'*, with Councilors attending as members of the public only.
- That three (3) members will be required for quorum purposes.
- That the term of each CAJ shall be four (4) years, corresponding with the Term of Council.
- That a Chair and Vice Chair shall be appointed at the first meeting; and
- That the Committee Chair *'shall be responsible for ensuring the effective operation of the Committee and its roles in accordance with the Municipality's meeting procedures and [the] Terms of Reference'*.

The TOR also states that the 'Secretary/Treasurer' shall be a member of staff with responsibilities including:

- The preparation of the agenda and motions, prescribing notices, and taking minutes at all Committee of Adjustment meetings.
- Ensuring notices of meeting, agendas, and minutes are posted and circulated to applicable parties; and
- Keeping on file all official business of the Committee, including records of all applications and minutes of all decisions respecting such applications.

The TOR also covers matters including the scheduling of meetings, accessibility standards, and the compensation of committee members.

### City of North Bay

According to its procedural by-law, the Committee of Adjustment at the City of North Bay has been in effect since at least 1967. A copy of the bylaw, together with some Frequently Asked Questions, is provided as **Appendix C** for reference.

The bylaw itself is vague, and could be considered out-of-date, as it names Five (5) of the original committee members who evidently no longer sit on the committee. The need to update information periodically, per term of Council, points to the need to include 'schedules' which can be updated on a more frequent basis, avoiding the need to update the whole by-law each term of Council.

### Municipality of West Nipissing

The Municipality of West Nipissing has established a detailed Code of Conduct pertaining to all Boards and Committees under its authority. Matters associated with Codes of Conduct, including Conflicts of Interest, fall outside the scope of this update; but this could be a useful document for Council to review and consider moving forward, as it clearly establishes the roles, responsibilities, and expectations of all committee members as they seek to advance council business. Nonetheless, a copy of the Code of Conduct is provided as **Appendix D** for reference.

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## **Town of Bracebridge**

The Town of Bracebridge has Two (2) Committees of Adjustment (CAJ) Committees which includes a CAJ dedicated to Consents, and a CAJ responsible for determining Minor Variances, while also acting as the '*Property Standards Appeal Committee*'. The Terms of Reference are detailed and comprehensive and apply to all Boards and Committees operating within the Town of Bracebridge. The TORs for both CAJ committees are included in **Appendix E** for reference.

To summarize: The CAJ for Consents comprises Two (2) members of Council and Three (3) Citizens; whereas the CAJ for Minor Variances / Property Standards Appeals Committee comprises Three (3) Council members and One (1) "alternate" Citizen.

The mandates of each committee vary, with the CAJ for Consents focused on determining Consent Applications in reference to Section 53 of the *Ontario Planning Act 1990*; whereas the CAJ for Minor Variances & Property Standards references the *Building Code Act 1990*, and the Municipal Bylaw established to determine local property standards. The CAJ for Minor Variances & Property Standards is stated to have has '*the same authority as the Property Standards Officer*' as established in the municipal by-law.

Otherwise, both Committees do have structural similarities including:

- The administrative presence of the Secretary/Treasurer, and the Director of Planning and Development (or designates).
- Individual meetings are held every four weeks, or at the call of the Chair.
- Remuneration is \$100 per meeting per citizen / member.

## **PROPOSED AMENDMENTS TO COMMITTEE STRUCTURE(S)**

Given the above circumstances outlined, and the powers already afforded to Council within the *Ontario Planning Act, 1990*; members of Council are hereby asked to consider a proposal to:

1. Disband the existing Planning Advisory Committee; and
2. Amend the existing terms of reference, mandate, structure, and associated members of the Committee of Adjustment.

To enable this change, a by-law would need to be passed which disbands the Planning Advisory Committee; and another by-law passed which seeks amends the existing Committee of Adjustment by-law (2026-03) to include updated Terms of Reference, plus an amended List of Serving Members. A copy of the new proposed draft bylaw 2026-XX is included as Appendix A to this planning report for reference.

If approved, Council will effectively combine the existing responsibilities of the PAC and CAJ within a new single Committee of Adjustment. The property standards committee shall remain its own distinct committee - to be called upon on an as-needed basis.

At the same time, it is clarified that the ultimate responsibility for determining all land use planning & development matters included within planning applications, long-range planning exercises, and land use compliance matters, shall remain subject to final decision-making and/or approval by members of Council, representing the Township of Bonfield as the 'planning authority' on such matters.

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## NEXT STEPS

If Council agrees with the proposed approach and does not propose any significant amendments to the draft CAJ Terms of Reference, then the following shall occur:

1. The proposal will be presented to existing members of the PAC as a matter of courtesy and the Two (2) remaining members of the PAC invited to join the Committee of Adjustment for the remainder of the current Council term to November 15, 2026.
2. This matter can be presented to the PAC at the next scheduled meeting on Tuesday April 7, 2026; and then
3. Returned to Council for its final review and/or determination at the regular scheduled meeting of Council on Tuesday April 14, 2026.
4. Then, if approved, the newly appointed CAJ would first meet at 5:00pm on either **Tuesday May 12, 2026** and/or **Tuesday May 26, 2026** prior to the Regular Meeting of Council.

## SUMMARY AND CONCLUSION

This report has provided an update on the current status of the Planning Advisory Committee and the need to ensure Council business is being advanced in a timely fashion.

It has reviewed alternate committee structures adopted by other regional municipalities applied to decision-making on land use planning & development matters; and proposes a new combined mandate & structure for a refreshed Committee of Adjustment at the Township of Bonfield.

In effect, this report proposes the existing Planning Advisory Committee (PAC) at the Township of Bonfield be disbanded, and its powers transferred to a new Committee of Adjustment, which combines the powers of both Committees, reducing “red tape”, while maintaining the highest standards of transparency and accountability within the planning process. The proposed draft Terms of Reference are presented as Attachment A to this planning report for reference.

## RECOMMENDATION:

That Council accepts this report as a review of existing planning committees including the Planning Advisory Committee and the Committee of Adjustment; and, as a matter of courtesy, that this matter be referred to the Planning Advisory Committee for its review and discussion; before returning to Council for its final review and decision making.

Respectfully submitted.

*Nicky Kunkel*

**Nicky Kunkel**  
CAO Clerk-Treasurer

*S Blakeley*

**Simon Blakeley**  
Planning Administrator

**Attachment A** - Proposed Draft Replacement By-law - Committee of Adjustment, April 14, 2026.  
Appendix A - Draft Bylaw and Terms of Reference  
Appendix B - Municipality of Callander, Terms of Reference (TOR)  
Appendix C - City of North Bay Committee of Adjustment Bylaw and FAQs.  
Appendix D - Municipality of West Nipissing, Code of Conduct  
Appendix E - Town of Bracebridge, Committee(s) of Adjustment TORs (x2)

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000



234-2026-1123

April 1, 2026

On March 30, 2026, our government introduced the *Building Homes and Improving Transportation Infrastructure Act, 2026*, (Bill 98). Through this legislation and accompanying measures, we are creating the conditions for Ontario to build the housing and infrastructure it needs to grow and remain competitive. These changes will help get shovels in the ground faster for much-needed housing, and housing enabling-infrastructure projects, while improving the way people and goods move across Ontario.

A brief description of the proposals in this bill are included in this letter below. You are also invited to review the [Environmental Registry of Ontario](#) and [Regulatory Registry of Ontario](#) posting links provided with this letter and share any feedback you may have.

If you have any questions, please reach out to my Director of Stakeholder and Caucus Relations, Tanner Zelenko, at [Tanner.Zelenko@ontario.ca](mailto:Tanner.Zelenko@ontario.ca)

I look forward to our continued collaboration with our municipal partners as we build a more prosperous, resilient and competitive economy that will enhance affordability and the quality of life for Ontario residents and families.

Sincerely,

A handwritten signature in black ink that reads "Robert J. Flack".

Hon. Robert J. Flack  
Minister of Municipal Affairs and Housing

- c. Prabmeet Sarkaria, Minister of Transportation  
Todd McCarthy, Minister of the Environment, Conservation and Parks  
Graydon Smith, Associate Minister of Municipal Affairs and Housing  
Robert Dodd, Chief of Staff, Minister's Office  
Matthew Rae, Parliamentary Assistant, Municipal Affairs and Housing  
Laura Smith, Parliamentary Assistant, Municipal Affairs and Housing  
Brian Saunderson, Parliamentary Assistant, Municipal Affairs and Housing  
Martha Greenberg, Deputy Minister, Municipal Affairs and Housing  
David McLean, Assistant Deputy Minister, Municipal Affairs and Housing  
Laurie Miller, Assistant Deputy Minister, Municipal Affairs and Housing  
Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing

## **Development Charges Act, 1997 – Ministry of Municipal Affairs and Housing**

Schedule 3 of the Bill would make amendments to the *Development Charges Act, 1997*.

New section 4.5 would provide that non-profit retirement home developments are exempt from development charges.

The Schedule would also make technical amendments to address out-of-date cross-references in provisions related to front-ending agreements.

You may provide your comments on the proposed changes to the *Development Charges Act, 1997* through the Ontario Regulatory Registry

<https://www.regulatoryregistry.gov.on.ca/proposal/52054>

## **Municipal Act, 2001 – Ministry of Municipal Affairs and Housing**

The Schedule repeals and remakes section 93 of the *Municipal Act, 2001*, to address barriers to the development of communal water and wastewater systems and increase housing supply across Ontario.

New subsection 93 (1) of the Act provides that no person shall construct, maintain or operate a non-municipal water or sewage public utility without first applying for and obtaining the consent of the municipality. Under new subsection 93 (2) of the Act, a municipality that receives an application for one of these utilities must review that application and either provide consent subject to conditions and limits that are agreed upon, or, in the case of a regulation having been made setting out criteria or conditions that must be met, and the municipality is of the opinion that regulated requirements have been met, the municipality must provide consent to the application. Regulation-making authority would be made to establish the criteria or conditions related to applications for consent and for the proposed public utility.

You may provide your comments on the proposed changes to the *Municipal Act, 2001* through the Environmental Registry of Ontario (ERO) notice and the Ontario Regulatory Registry ([ERO 026-0302](#)) from March 30, 2026 to April 29, 2026.

## **Planning Act – Ministry of Municipal Affairs and Housing**

Schedule 7 of the Bill proposes the following amendments to the *Planning Act* that would help create the conditions necessary to support housing and community development. If passed, the proposed changes would:

- Specify a standardized structure and a standardized set of land use designations for local official plans (i.e., lower- and single-tier municipalities and planning boards).
- Provide a two-phased implementation approach for the new official plan framework which focuses on the 29 large and fast-growing municipalities in the first phase,
- Remove redundant requirement for municipalities to include climate change policies in their official plans,
- Provide the Minister with authority to exempt lower-tier municipalities from requirement to conform with upper-tier official plan to facilitate voluntary early implementation of the proposed official plan framework,

- Provide that for an already approved Protected Major Transit Station Area (PMTSA), only official plan amendments changing the boundaries of the PMTSA or the planned population and jobs for the area would require the Minister's approval,
- Remove the legislative requirement for the Minister to provide notice on proposed amendments to or revocations of Minister's Zoning Orders (MZOs),
- Provide flexibility for removing Simcoe County's planning responsibilities in up to three separate phases, based on municipal readiness, and
- Facilitate the implementation of provisions from Bill 23, the *More Homes Built Faster Act, 2022*, that provide for a new framework for developer-identified land, including encumbered land and privately owned public spaces (POPS) arrangements, to count toward municipal parkland dedication requirements.
- Remove references to "sustainable design" from site plan control and restrict municipalities from requiring an owner of land to provide electric vehicle supply equipment in connection with off-street vehicular parking facilities, so that municipalities may not impose 'enhanced' development standards at the lot level that are not required for health, safety, or environmental performance (e.g., stormwater).
- Provide the Minister with authority to establish a minimum lot size through regulation.

We are interested in receiving your comments on these proposed measures. Comments can be made through the Environmental Registry of Ontario and the Ontario Regulatory Registry from March 30, 2026, to April 29, 2026:

- [ERO 026-0300](#): Proposed Planning Act, City of Toronto Act, 2006, Building Code Act, 1992 and Municipal Act, 2001 Changes (Schedules 7, 2 and 1 of Bill 98, the Building Homes and Improving Transportation Infrastructure Act, 2026.

We are also interested in receiving any comments you may have on other associated proposals:

- [ERO 026-0315](#): Consultation on upper-tier official plans, secondary plans, and site and area-specific policies
- [ERO 026-0310](#): Consultation on site plan control reform under the *Planning Act* and the *City of Toronto Act, 2006*
- [ERO 026-0305](#): Proposed Changes to Various Regulations Under the *Planning Act* to Facilitate the Electronic Submission of Information and Materials to Approval Authorities and Allow Notices to be Given Electronically to the Province
- [ERO 026-0314](#): Proposed Changes to Various Regulations Under the *Planning Act* and the *City of Toronto Act, 2006* to Specify Additional "Prescribed Professions" for the Purposes of a Complete Application
- [ERO 026-0313](#): Streamlining the Information and Material that Planning Authorities can Require as Part of a Complete Application
- [ERO 026-0309](#): Proposed Regulation to Prohibit Mandatory Enhanced Development Standards as a Condition of Land Division Approvals
- [ERO 026-0311](#): Proposed Regulatory Approach to Establish a Minimum Residential Lot Size in Urban Areas
- [ERO 026-0304](#): Draft Projection Methodology Guideline to support the implementation of the Provincial Planning Statement, 2024
- [ERO 026-0312](#): Proposed Changes to Support Standardizing of Parkland Requirements Under the *Planning Act*

The Environmental Registry postings provide additional details regarding the proposed changes.

### **Building Code Act, 1992 – Ministry of Municipal Affairs and Housing**

Schedule 1 amends the *Building Code Act, 1992* to clarify that standards for the protection or conservation of the environment are included in the meaning of municipal by-laws respecting the construction or demolition of buildings for the purposes of section 35 of the Act.

ERO 026-0300: Proposed Planning Act, City of Toronto Act, 2006, Building Code Act, 1992 and Municipal Act, 2001 Changes (Schedules 7, 2 and 1 of Bill 98, the Building Homes and Improving Transportation Infrastructure Act, 2026.

### **City of Toronto Act, 2006 – Ministry of Municipal Affairs and Housing**

The proposed change would, through various amendments to section 114 of the *City of Toronto Act, 2006*, remove references to “sustainable design” in site plan control. Changes would also be made to allow the Minister to establish a minimum lot size through regulation under the *Planning Act*.

ERO 026-0300: Proposed Planning Act, City of Toronto Act, 2006, Building Code Act, 1992 and Municipal Act, 2001 Changes (Schedules 7, 2 and 1 of Bill 98, the Building Homes and Improving Transportation Infrastructure Act, 2026

### **Water and Wastewater Public Corporations Act, 2025 – Ministry of Municipal Affairs and Housing**

The ministry is proposing legislative amendments to the *Water and Wastewater Public Corporations Act, 2025*. These include:

- Explicitly prohibiting private ownership in any new Water and Wastewater Public Corporation (WWPC) to align with the government’s intent to maintain 100% public sector ownership and respond to the strong feedback we have heard on the issue from the public, unions, associations and municipalities regarding privatization.
- Supporting the continuation of services and existing contracts – so that transferred contracts and agreements are not affected by a transfer to a new WWPC. This includes contracts such as employment or insurance, permits, licenses or a collective agreement, helping to support an efficient transfer and continuity of service during the transfer process.
- Supporting labour and employment continuity by clarifying that certain rights (such as successor, employment, and pay equity rights) are carried forward to a new WWPC.
- This would include regulation-making authority to help ensure continuity of services related to contracts and employees that are transferred to a new WWPC.
- Prohibiting the transfer of long-term municipal water and wastewater debt to a WWPC to provide clarity and reduce lender uncertainty, while creating new regulation-making authority to enable future regulations to address other matters related to municipal debt.

You may provide your comments on the proposed changes to the *Water and Wastewater Public Corporations Act, 2025* through the Environmental Registry of Ontario (ERO) notice and the Ontario Regulatory Registry ([026-0301](https://ero.ontario.ca/notice/026-0301)) from March 30, 2026 to April 29, 2026.  
<https://ero.ontario.ca/notice/026-0301>

### **Safe Drinking Water Act, 2002 – Ministry of the Environment, Conservation and Parks**

Schedule 8 of the Bill proposes a change to the *Safe Drinking Water Act, 2002 (SDWA)* to clarify that a drinking water system owned by a WWPC would be considered a municipal drinking water system under the SDWA. This change would ensure that WWPCs are subject to the same public health and safety requirements under the SDWA that apply to all municipal drinking water systems.

The Bill also proposes changes to the *Safe Drinking Water Act* that would deem municipal consent to have been provided under the *Safe Drinking Water Act* for a proposed non-municipal drinking water system if consent has been provided by a municipality under the *Municipal Act* and regulated requirements under that Act were met. This avoids duplication of the municipal consent and helps to remove a barrier to development on communal systems.

You may provide your comments on the proposed changes to the *Safe Drinking Water Act, 2002* through the Environmental Registry of Ontario (ERO) notices related to the *Municipal Act, 2001*, [026-0302](https://ero.ontario.ca/notice/026-0302), and the *Water and Wastewater Public Corporations Act, 2025*, [026-0301](https://ero.ontario.ca/notice/026-0301) from March 30, 2026 to April 29, 2026.

<https://ero.ontario.ca/notice/026-0301>

<https://ero.ontario.ca/notice/026-0302>

### **Fare Alignment and Seamless Transit Act, 2026 – Ministry of Transportation**

Schedule 4 of the bill enacts the *Fare Alignment and Seamless Transit Act, 2026*. The proposed legislation would authorize the Minister of Transportation to make regulations:

1. **Prescribing local transit systems** in the GTHA that are subject to the Act.
2. **Establishing One Fare 2.0**, including: setting fare prices and categories; defining eligibility and fare discount policies; establishing fare and transfer policies between prescribed transit systems (e.g., free transfers); requiring participation in a unified fare payment system approved by the Minister (e.g., PRESTO); and determining how fares shall be apportioned among prescribed transit systems in a geographic zone, which could result in the reallocation of fare revenue collected in one prescribed transit system to another prescribed transit system in a different municipality.
3. **Improving service to key regional destinations** by designating new and existing routes as “priority routes”, including routes that may cross municipal boundaries; setting service standards for priority routes; and prescribing requirements for service integration between prescribed transit systems, including requiring a prescribed transit system to provide services outside of its primary service area (i.e., in other municipalities).

4. **Improving specialized transit service**, including requiring prescribed specialized transit systems to: participate in a unified trip booking system approved by the Minister; and provide transportation a prescribed distance outside of its primary service area (i.e., in another municipality) without requiring a person with a disability to transfer to a different passenger transportation system.
5. **Creating exemptions** from the Act or regulations.

### **Metrolinx Act, 2006 – Ministry of Transportation**

Schedule 5 amends *the Metrolinx Act, 2006* to create a voluntary, streamlined compliance reporting process for Metrolinx which will be more scoped than the traditional building permit process. The proposed compliance reporting process does not override the existing building permit process. Instead, it allows for more flexibility for Metrolinx by creating a streamlined process to get building science expertise from municipalities.

The proposed legislative amendments require municipalities, upon receiving a proposed construction or demolition notice from Metrolinx, to provide Metrolinx with a report that includes:

- An assessment of whether the proposal would contravene the Building Code.
  - Municipalities would not include a review of certain *Planning Act* requirements such as municipal zoning bylaw and site plan approvals.
- An assessment of the applicability of the Architects Act or the Professional Engineers Act.
- An assessment of whether every person who prepared the relevant building documents had the correct qualifications under the Building Code.
- Any other prescribed information.

The proposed legislation also enables the Minister of Transportation, through regulation, to prescribe additional exemptions to applicable law and specific timelines for municipal inspections and conveyance of occupancy reports, among other items.