

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
BY-LAW NUMBER 2025-16
BEING A BY-LAW TO LICENCE, REGULATE AND GOVERN
TRAVEL TRAILERS AND RECREATIONAL VEHICLES IN THE TOWNSHIP OF BONFIELD**

WHEREAS the *Municipal Act*, S.O. 2001, (“*The Municipal Act*”) Section 164 authorizes a municipality to pass by-laws to licence trailers;

AND WHEREAS pursuant to Section 436(1) of The *Municipal Act* permits a municipality to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine compliance with a by-law direction, order or to licence;

AND WHEREAS Section 444 of The *Municipal Act* provides that if a municipality is satisfied that a contravention of a by-law of the municipality passed under the Act has occurred, the municipality may make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the activity;

AND WHEREAS Section 434.1 of *The Municipal Act*, a municipality has the authority to impose a system of administrative penalties and fees as an additional means of encouraging compliance with this by-law;

AND WHEREAS the Corporation of the Township of Bonfield deems it desirable to licence, regulate and govern the use of trailers and recreational vehicles as defined by this by-law for the purpose of protecting the health and safety of the persons using a trailer or recreational vehicle to protect the neighbourhood amenity, the environment and to promote responsible ownership;

NOW THEREFORE the Council of The Corporation of the Township of Bonfield enacts as follows:

INTERPRETATION AND APPLICATION – SECTION 1

- 1.1 This By-law shall be cited as the “Trailer Licence By-law”.
- 1.2 This By-law does not apply to:
 - a) Assessed Trailers as defined in Section 2.1.
 - b) Trailers located in Camping Establishments as defined in Section 2.2.
 - c) A Stored Trailer as defined in Section 2.10.
- 1.3 This By-law applies to any trailer within the geographic boundaries of the Township, even if the trailer was placed on the property prior to date of the enactment of this By-law.

DEFINITIONS – SECTION 2

- 2.1 **ASSESSED TRAILER** – means any trailer legally located on a property and that is assessed under the *Assessment Act as amended*.
- 2.2 **CAMPING ESTABLISHMENT** – shall have the same meaning as ascribed to it in the Township of Bonfield’s Zoning by-law which means a parcel of land used or maintained as an overnight tent and trailer park where people are accommodated temporarily in tents or tourist trailers, or other similar facilities, whether a fee or charge is paid for the rental thereof but does not include a mobile home park.
- 2.3 **CHIEF BUILDING OFFICIAL**- means the chief building official of the Township of Bonfield.
- 2.4 **COUNCIL**-means the Council of the Township of Bonfield.
- 2.5 **DWELLING** – shall have the same meaning as ascribed to it in the Township of Bonfield Zoning By-law which means a building, occupied or capable of being occupied as a home, residence or accommodation by one or more persons, but shall not include hotels, boarding and rooming houses, motels, mobile homes and institutions.
- 2.6 **LICENCE**- means a licence issued under this By-law.

- 2.7 **LICENCE ISSUER-** means the Corporation of the Township of Bonfield.
- 2.8 **LICENSEE-** means a person who holds a licence under this By-law.
- 2.9 **PERSON** -means an individual, a corporation, a tenant, an association, a chartered organization, a firm, a partnership, an agent or trustee and the heirs, executors or other legal representatives of a person to whom the context can apply according to law.
- 2.10 **RECREATIONAL VEHICLE (RV)-** shall have the same meaning as ascribed to it in the Township of Bonfield's Zoning by-law, which means any vehicle so constructed that it is used for temporary eating and sleeping accommodation for travel, vacation and/or recreational use. Such vehicle shall include tourist trailers, or towed trailers, tent trailers, and campers mounted on motorized vehicles, but does not require a special highway movement permit.
- 2.11 **RURAL ZONE-** as identified in the Township of Bonfield's Zoning by-law or any other successor by-law thereto.
- 2.12 **STORED TRAILER** – means any Trailer located on a property only for the purpose of storing such trailer for use at any location other than the property upon which it is stored, unless the trailer meets the requirements of this by-law and the Zoning By-Law 2012-49 Section 3.22 as amended or any successor by-law thereto.
- 2.13 **TOWNSHIP** – means the Corporation of the Township of Bonfield and shall be defined as the lands and premises within the corporate limits.
- 2.14 **TRAILER** – includes:
- a) A Travel or Tent Trailer;
 - b) A Recreational Vehicle.
- 2.15 **TRAILER, TRAVEL, TOURIST, CAMPER OR TENT** – means any manufactured and plated trailer which is designed and licensed to be temporarily utilized for living, shelter and sleeping accommodation, with or without cooking facilities and which has running gear and towing equipment that is permanently attached and is not permanently affixed to the ground.
- 2.16 **VACANT LAND-** means a separately conveyable parcel of land without industrial, commercial or residential buildings.

LICENCE AND REGULATIONS – SECTION 3

- 3.1 No person shall be permitted to use or maintain a Trailer on any lands within the Township except:
- a. upon Vacant Lands located within a Rural Zone and for which a License has been obtained; or
 - b. such lands and Trailer are exempted under section 4.
- 3.2 No person shall be permitted to use or maintain a Trailer on any Vacant Lands within the Township in any mixed zone or other zone.
- 3.3 This By-law shall apply to Trailers which were located on property prior to the date of passage of this By-law.
- 3.4 As per Plan of Subdivision agreements, no Trailer shall be permitted to be used or maintained in a Plan of Subdivision regardless of zone, other than for the purpose of storage and meets the requirements in the Zoning By-law as amended.
- 3.5 No person shall occupy or permit to be occupied a Trailer during the period commencing December 15th of a calendar year and ending May 1st of the following calendar year. A Licensed Trailer shall be deemed a temporary use.

- 3.6 The issuance of a Licence is not intended and shall not be construed as permission or consent by the Township for the holder of the Licence to contravene or to fail to observe or comply with any law of Canada, Ontario, or any By-law of the Township of Bonfield.
- 3.7 A Licenced Trailer may be permitted to be stored on the Vacant Land identified in the Licence.
- 3.8 No Person shall erect or maintain an uncovered deck which exceeds two feet in height, the length of the Trailer and a maximum width of 3.048 meters (10 feet) and shall not be attached to the Trailer. The accessory structure shall be less than 10 square meters (108 square feet). The structure is deemed an accessory use to the Licenced Trailer. If a Trailer is no longer on the property, has no valid Licence, or suspension of a Licence, the accessory structure shall be removed from the property.
- 3.9 No Person shall construct or erect or allow the construction or erection of an enclosure, roof-over, permanent canopy, extension, sunroom addition, skirting or other structure that is in association with the Trailer.
- 3.10 No Person shall store, use or maintain more than one Trailer on a parcel of land unless specifically authorized under a Special Occasion Licence.
- 3.11 No Person shall place a Trailer on property belonging to another person without first obtaining the consent of the property owner. The owner shall sign the application prescribed in Schedule "A" forming part of this By-law.
- 3.12 No person shall store or place Trailers on Township property.
- 3.13 An accessory structure shall be permitted for a Licenced Trailer used on a lot. Such accessory structure shall not be more than 10 square meters (108 square feet) and shall not contain plumbing or heating and shall be for the purpose of storage only. If a Trailer is no longer on the property, has no valid Licence, or suspension of a Licence, the and any other accessory structure shall be removed from the property within thirty (30) days of such occurrence.
- 3.14 No License may be issued unless an applicant can demonstrate an appropriate method of sewage and grey water management for the Trailer to be licensed. Acceptable methods include:
- a) an approved connection to a Class IV sewage system;
 - b) existence of written agreement for the disposal of sanitary sewage from the sewage system shall be entered into with a haul sewage system operator.
 - a. Upon application for renewal of Licence, proof of sanitary disposal shall be required prior to issuance.
 - c) existence of an outhouse and connection to a grey water system both constructed in accordance with Part 8 of the Building Code Act.
- 3.15 No Trailer shall be used as a short-term rental unless otherwise permitted in a Camping Establishment.
- 3.16 No Licensee shall keep or leave their property in any condition that will attract wildlife, be deemed unkept or leave derelict vehicles on site. Waste must be disposed of at the municipal landfill site.

LICENCE EXEMPTIONS – SECTION 4

- 4.1.1 Where the Owner of land has obtained a building permit for the construction of a dwelling, and that owner wishes to use a Trailer for temporary accommodation while constructing such dwelling, the Owner may apply for permission to do so and be exempt from the requirement to obtain a Licence under this By-law. The Township may grant such exemption on the condition that the Owner enters into an agreement with the Township which, among other things, provides for the removal of the Trailer after twelve (12) months of issuing the building permit at the discretion of the Chief Building Official.
- 4.1.2 *Where the Owner of land is planning to build a dwelling and desires the use of a Trailer to clear land and determine site plans, the Owner shall obtain an annual Trailer Licence for such use. If the building permit is issued within the same year as the Trailer Licence the Owner may receive a refund on the Licence.*

- 4.2 Where the land is occupied by has a dwelling, a Trailer may be used or maintained on the property for 120 days in a calendar year without a Licence. For clarity, notwithstanding the exemption from the obligation to be Licensed, such use and occupation remains subject to the remainder of this By-law and including the restriction set out in section 3.4.

LICENCE APPLICATION AND FEES – SECTION 5

- 5.1 All applications for a licence shall be made to the Township upon the prescribed form attached to this By-law as Schedule “A” and shall include the submissions referenced therein, including payment of the Licence Fee required in Schedule “B”.
- 5.2 The Township may issue the following class of licences:
- a. **Annual licence** – this licence authorizes the placement of the trailer upon a property for a complete calendar year or any portion thereof, and its occupancy between May 1st and December 15th in the calendar year.
 - b. **Special Occasion Licence** – this Licence authorizes the placement of up to three additional Trailers upon the property for a maximum of 14 (fourteen) calendar days, between May 1st and December 15th in the calendar year. The fee is based per trailer per occasion.
- 5.3 Licences shall be displayed in or upon the trailer in a place that can be easily seen from outside of the trailer. The prescribed Licence attached to and forming part of this By-law in Appendix “A”.
- 5.4 All Annual Licences expire on December 15th and all Special Occasion Licences expire on the date specified on the Licence.
- 5.5 A site plan shall accompany the application and shall provide the following;
- a. The parcel boundaries with measurements;
 - b. Location of the Trailer in relationship to the parcel boundaries, with measurements;
 - c. Location of septic, well, grey water pit or tank, outhouse, with measurements;
 - d. Watercourses and or waterbodies.
- 5.6 A refund may be obtained by surrendering the issued Licence and submitting a request in writing to the Township, indicating a Trailer is not located on a property and specifying the date on which it was removed including all accessory structures if any were built. The refund will be calculated from the first day of the month following relocation. The onus is on the applicant for a refund to provide supporting documentation of the date of such removal. No refund shall be made after the expiry date on December 15th of the calendar year.

ADMINISTRATION AND ENFORCEMENT – SECTION 6

- 6.1 The administration and enforcement of this By-law is delegated to the Chief Administration Officer, Chief Building Official, Fire Chief and Municipal By-Law Enforcement Officer for the Township of Bonfield. They shall have the authority to issue Licences under this By-law; and may delegate the authority to issue Licences under this By-law as required.
- 6.2 The administrative monetary penalty system (the AMPs By-law) will apply to any contravention of this By-law.
- 6.3 No person shall hinder or otherwise obstruct, either directly or indirectly, an Officer, an employee and or agent of the Township of Bonfield in the lawful exercise of a power of duty under this By-law.
- 6.4 Where enforcement of a violation proceeds under the Provincial Offences Act (and not under the AMPs By-law) upon registering a conviction for a contravention of any

provision of the By-law, the *Provincial Offences Court* may, in addition to any other remedy and to any penalty imposed by this By-law, make an order prohibiting the continuation or repetition of the Person convicted.

- 6.5 Consideration of the issuing, suspension, refusal or revocation of a Trailer Licence shall be administered without prejudice to enforce this By-Law, *Provincial Act* or regulation including, but not limited to, the *Provincial Offences Act*, the *Building Code Act*, and *Fire Protection and Prevention Act* and any other regulation or Bylaw of the Township of Bonfield.
- 6.6 The Licence Issuer may refuse to issue or renew a Licence or revoke or suspend a Licence as per Schedule "C" of this By-law where:
- a. there are reasonable grounds for belief that the use of a Trailer at a specific premises may be averse to the public interest;
 - b. a premises or applicant has had a Licence that has been previously revoked, suspended, or made subject to terms and conditions;
 - c. a premises or applicant applying for a Licence has presented a history of contravention of this By-law, or other Township of Bonfield by-laws;
 - d. the septic system requirements have not been met or maintained;
 - e. the Owner is indebted to the Township of Bonfield with respect to fines, penalties, judgements, or any other amounts owing, including awarding legal costs, disbursements, outstanding property taxes and late payment charges against a property Owner;
 - f. The property does not conform with applicable federal and provincial regulations, or Township by-laws, but not limited to, the Zoning by-law, Property Standards by-law, the *Building Code Act*, 1992, or the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c.4; or
 - g. it has been found that the Application was misrepresented, and the information contained was not presented in a truthful manner.
- 6.7 The Licence Issuer, upon confirmation a Licensee has received an order issued of this By-law will;
- a. First Offence: Educate the Licensee and provide fourteen (14) days to remedy the offence;
 - b. Second Offence: monetarily penalize the Licensee and provide seven (7) days to remedy the offence;
 - c. Third Offence: monetarily penalize the Licensee and immediately suspend the Licence to a maximum of two (2) years with an order to remove the Trailer and storage shed if one is located on the property.
- 6.8 Any Person who contravenes any provision(s) of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the *Provincial Offences Act*.
- 6.9 Each day that a contravention of this By-law continues shall constitute a separate offence.
- 6.10 Every person who provides false information in any application for a licence under this By-law or in an application for a renewal of licence is guilty of an offence.
- 6.11 Where a conviction is entered under this section, in addition to any other remedy or any penalty provided by law, the court in which the conviction was entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 6.12 If the Township is satisfied that a contravention of this by-law has occurred, the Township may make an order requiring the person who contravened this by-law or who caused or permitted the contravention or the owner or occupier of the Trailer to discontinue the contravening activity. The order shall contain;
- a. The municipal address or the legal description of the property;

- b. The particulars of the activities to be discontinued;
 - c. Indicate the time for complying with the terms and conditions of the order;
 - d. Indicate the final date for giving the notice of appeal.
- 6.13 Any person who contravenes an order made under subsection 6.12 is guilty of an offence.
- 6.14 Chief Administration Officer, Chief Building Official, Fire Chief or Municipal By-Law Enforcement Officer for the Township of Bonfield accompanied by any person under their direction, may enter onto any land that is used or believed to be used in contravention of this By-law for the purposes set out in subsection 436(1) of the *Municipal Act*, 2001 and shall have all powers of inspection set out in subsection 436(2) of the Act. No person shall hinder or obstruct or attempt to hinder or obstruct any person designated to enforce the provisions of the bylaw.
- 6.15 Any Trailers used, maintained or located in contravention of this By-law shall be removed from the lot, at the expense of the Owner of the lot. Failure to remove any Trailers from a lot within the time prescribed by the Municipal Law Enforcement Officer may result in the removal of said Trailer by the Township, at the expense of the Owner of the lot. If a storage shed was built it will be dealt with in the same manner as the Trailer. Unpaid expenses incurred by the Township shall be added to the Owner's tax roll and collected in the same manner as property taxes.
- 6.16 Pursuant to Section 441 of the *Municipal Act*, if any part of a fine for contravention of this By-law remains unpaid after the fine becomes due and payable under Section 66 of the *Provincial Offences Act*, R.S.O 1990, c.P.33 ("Provincial Offences Act") including extension of time for payment ordered under that Section, the Township may give the person against whom the fine was imposed, written notice specifying the amount of the fine payable on the final date on which it is payable, which shall not be less than twenty one (21) days after the notice. If the fine remains unpaid after the final dates specified in the notice, the fine is deemed to be unpaid taxes pursuant to Section 351 of the *Municipal Act* and may be added to the Owner's tax roll and collected in the same manner as Property taxes.

APPEAL PROCESS- SECTION 7

- 7.0 Where the Licence Issuer has refused to issue or renew a Licence under Section 6.6 of this By-law the applicant may appeal such decision to the By-law Appeals Committee through a letter of appeal to the Chief Building Official or designate within ten (10) days of the decision.
- 7.1 The Bylaw Appeals Committee shall consist of two members of Council and the Chief Administrative Officer.
- 7.2 Where the By-law Enforcement Officer, or Chief building Official, or Fire Prevention Officer has revoked or suspended a licence the same process in 7.0 of this By-law will be followed.
- 7.3 The appeal under sections 7.0 and 7.1. of this By-law shall contain the following information:
- a. Reasons for the appeal; and
 - b. Order Appeal Fee as provided in Schedule "B"
- 7.4 Where a request for an appeal is received, in accordance with sections 7 and 7.1 of this By-law. The Chief Building Official shall schedule a meeting of the Township of Bonfield's Bylaw Appeals Committee within 20 days for the purpose of a public hearing of the appeal and the Applicant, Owner, Licensee shall be provided written notice thereof.
- 7.5 The provisions of the Statutory Powers Procedure Act, R.S.O. 1990, c. S.22 shall apply to hearings and conducted by the hearing committee.
- 7.6 After such opportunity to be heard is afforded to the Person, the Committee shall make a decision. When making its decision, the Committee may consider any matter pertaining to this By-law, or other matters that relate to the general welfare, health, or safety of the public. When making its decisions the Committee may refuse to issue or

renew a licence, revoke, suspend or impose any condition to the Licence.

7.7 If the Owner, Applicant or Licensee fails to appear at the appointed time for their appeal hearing, the decision of the order or Licence Issuer shall be final and binding.

7.8 The Committee's decision is final and binding and shall not be subject to further review.

VALIDITY AND EFFECTIVE DATE – SECTION 8

8.1 If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof other than that section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all remaining sections, clauses or provisions of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.

8.2 By-law 2024-42 and is hereby withdrawn and repealed

8.3 This By-law shall come into effect on the date of the third reading, and it being passed.

BY-LAW READ A FIRST, SECOND TIME ON THIS ____ DAY OF MARCH 2025

THE CORPORATION OF THE TOWNSHIP OF
BONFIELD

Mayor

Clerk

APPLICATION TO LICENCE A TRAVEL TRAILER OR RECREATIONAL VEHICLE

Complete and attach all information prior to submitting

1. Applicant Information

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Note: If the applicant is not the registered owner of the property, the applicant must have the owner's written consent to apply for such licence.

2. Property Information:

Owner: _____

Civic Address: _____

Phone Number: _____

Email Address: _____

Roll Number: _____

Proof of Ownership: Attach Copy of parcel register or deed or current tax bill.

Note: If no civic address has been applied to the property, one must be applied for. If there is not an entrance to the property an entrance permit must be applied for.

3. Trailer Information:

Make and Model: _____

Licence Plate # _____

Serial Number or V.I.N _____

Please attach four (4) pictures of the trailer (One of each side, front and back)

4. Licence Type:

Please check the licence type you are applying for.

Annual Licence: _____ Special Occasion Licence: _____

If applying for a special occasion Licence, please indicate the dates the trailer(s) will be located on the property:

Start Date: _____

End Date: _____

(14 day maximum)

5. Servicing Information:

5.1 What type of septic management system will the trailer be connected to?

a. Class 4 Septic System (septic tank and field bed) _____

b. In-trailer as manufactured holding tank with pump out agreement of a sewage hauler
_____ (haul/dump records must be provided annually)

c. Class 1 (outhouse) and Class 2 (grey water pit) _____

Is a copy of the approved system permit from the North Bay Mattawa Conservation Authority attached to this application?

Yes _____ No _____ If no, when will a copy be supplied? _____

Note: If the trailer is not connected to an approved sewage disposal system or is not serviced by an approved grey water pit and outhouse, a Trailer Licence will not be issued until the Township is satisfied that the septic or grey water management strategy is approved by the North Bay Mattawa Conservation Authority.

5.2 Will the trailer be directly connected to electrical services?

Yes _____ No _____

If yes, please provide the Electrical Safety Authority approval for connection. This requirement only applies if the trailer will have a direct connection to the electricity distribution system. (i.e. does not apply to an extension cord plugged into a generator). If directly connected, the panel must be located at the rear or side of the trailer, not the front yard.

5.3 Are there working smoke alarms, a working CO (Carbon Monoxide) detector installed, maintained and tested?

Yes _____ No _____

Does the trailer have a working ABC fire extinguisher?

Yes _____ No _____

6. Required Submissions:

A site plan been submitted?

The site plan will show the location or proposed location of the trailer in relation to the boundaries of the property and include all existing buildings, sewage systems, wells, watercourses and proposed storage shed if applicable. All property lines and distances above will be shown in meters.

Proof of Ownership

Pictures – all sides

Permits/Approvals

Licence Fee

I, the undersigned, have provided truthful information in the application. I have read and understand the terms and conditions of the By-law being a by-law to licence, regulate and govern travel trailers and recreational vehicles in the Township of Bonfield as amended from time to time.

Applicant Signature

Date

Property Owner Signature

Date

If the property owner and applicant are the same, please sign both locations.

Township of Bonfield Administrative Use Only:

Date Application was received: _____

Complete Application? Yes _____ No _____

If no, what action has been taken?

Approved By: _____

Date: _____

Licence Number Assigned: _____

Effective Dates: _____

Fee Paid: _____

SCHEDULE "B" TO BY-LAW 2025-16

Licence Fees:

Annual Fee: \$600.00 per year

Special Occasion Fee: \$10.00 for 14 days once a year

Order Appeal Fee: As per special meeting in By-law 2024-21 as amended

Part 1 Provincial Offences Act – Set Fines

Schedule “C”

THE CORPORATION OF THE TOWNSHIP OF

BONFIELD

By-Law No. 2025-16, Trailer By-Law

Item	Column 1 Short Word Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1	Placing or occupying a Trailer without a Licence	3.1	\$500.00
2	Placing or occupying a Trailer in an unauthorized zone	3.2	\$500.00
3	Placing or occupying Trailer in a Plan of Subdivision	3.4	\$500.00
4	Occupying Trailer between December 15 th and May 1st	3.5	\$500.00
5	Improper storage of a Trailer	3.7	\$300.00
6	Improper installation of accessory structure deck and/or exceeds size and/or is attached to Trailer	3.8	\$300.00
7	Having or constructed structures to render trailer permanent	3.9	\$300.00
8	Placing more than one Trailer per conveyable parcel of land	3.10	\$300.00
9	Placing or occupying Trailer on land where owner did not provide permission	3.11	\$300.00
10	Placing or occupying a Trailer on Township Property	3.12	\$300.00
11	Improper installation or placement of an accessory structure,	3.13	\$300.00
12	Improper or no septic/greywater systems in place to serve Trailer	3.14	\$500.00
13	Improper use of a Trailer as a Short-term rental	3.15	\$500.00
14	Improper condition and/or cleanliness of property used for a Licenced Trailer	3.16	\$300.00
15	Obstructing of an Officer of the Township	6.3	\$300.00
16	Providing false information on a License application	6.10	\$500.00

NOTE:

The Penalty Provision for the offences indicated above is Section 6 of Bylaw 2025-16, a certified copy of which will be filed upon adoption.

Set fine schedule subject to the approval of the Ministry of the Attorney General

APPENDIX "A" TO BY-LAW 2025-16

Approved Licence Notice

(YEAR)
TRAILER LICENCE



Approved Trailer Licence issued to:

Property Address:

Licence Number:

This licence is issued under the authority of Township of Bonfield
By-Law Number 2025-16.

Licence Issued by:

*Notice to be printed and laminated upon issuance. Original document to be posted at the site of the trailer. Copies will not be accepted.