



The Corporation of The Township of Bonfield
AGENDA FOR COUNCIL MEETING TO BE HELD
May 13th, 2025 AT 7:00 P.M.

1. **Call to Order**
2. **Adoption of Agenda**
3. **Disclosure of Pecuniary Interest and General Nature Thereof**
4. **Adoption of previous minutes**
 - a. Regular Meeting of Council: April 22nd, 2025
5. **Presentations and Delegations**
 - a. Debra Helm – Bonfield Farmers Market
6. **Question Period**
7. **Staff Reports**
 - a. Report from Planning Administrator - Agri-Business Capacity Building Project
 - b. Report from Office Clerk – Canada Day Entertainment
 - c. Report from Public Works Manager – Blanchard's Landing Dock Replacement
 - d. Report from Office Clerk – Easter Egg Hunt
 - e. Report from Office Clerk – OAC Grant – Mural in Kaibuskong Park
 - f. Report from Planning Administrator – Proposed Deeming By-law
 - g. Report from Fire Chief – 2025 Recruitment Plan
8. **Adoption of Committee Minutes/ Motions**
 - a. **Corporate Services** – April 21, 2025
 - i. Update Report from CAO-Clerk Regarding By-Law Amendments
 - ii. Update Report from CAO-Clerk Regarding Exemption/Temporary Use
 - b. **Emergency Services Committee** – April 28, 2025
 - c. **Planning Advisory Committee** – May 6, 2025
 - d. **Recreation Committee** – May 5, 2025
 - e. **Bonfield Medical Board** – April 16, 2025
9. **Items for Council Discussion**
10. **Resolutions to be Considered for Adoption**
 - a. Town of Amherstburg and Township of Rideau Lakes - Strong Mayor Powers
 - b. By-Law 2025-09 – Zoning Amendment By-Law 2012-49
 - c. By-Law 2025-10 – Zoning Amendment By-Law 208-16
 - d. By-Law 2025-11 – Zoning Amendment By-Law 2012-49
 - e. By-Law 2025-16 – Trailers & RV By-Law
 - f. By Law 2025 -17 – Short-Term Rental By-Law

Small Community, Big Heart



11. **Correspondence**
 - a. Town of Georgina - Salt Management Resolution
 - b. Champlain Township - Surveillance Monitoring Heavy Vehicles Ontario
 - c. Town of Richmond Hill – World Animal Protection Campaign
 - d. Bonfield Event Park Schedule of Events
 - e. Letters Commenting on Proposed By-Laws for Consideration
 - i. Christine Nickel, Barrister & Solicitor – Follow up Questions
 - ii. Diana Dreika, Doug Davidson – Comments re Corporate Services Committee
 - iii. Letter from C. Sheppard Regarding Proposed By-Laws
 - iv. Letter from G. Young Objections to Allowances for RVs on Waterfront
 - v. Letter from M Greer re Trailers on Vacant Lots
12. **Closed Session**
 - a. Potential Litigation Regarding Contract Management
13. **Confirmatory By-Law**
 - a. Resolution to adopt By-law No. 2025-23
14. **Adjournment**



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
REGULAR MEETING OF COUNCIL
April 22nd, 2025

PRESENT: Narry Paquette, Chair Jason Corbett
Donna Clark Dan MacInnis
Steve Featherstone

STAFF PRESENT: Andrée Gagné, Deputy Clerk-Treasurer
Alex Hackenbrook, Public Works Manager
Nicky Kunkel, CAO Clerk-Treasurer

1. Call to Order

Motion 1

Moved by Councillor Clark
THAT this meeting be opened at 7:00 p.m.

Seconded by Councillor MacInnis

Carried

2. Adoption of Agenda

Motion 2

Moved by Councillor MacInnis
THAT the agenda presented to Council and dated the 22nd day of April 2025, be adopted as presented.

Seconded by Councillor Corbett

Carried

3. Disclosure of Pecuniary Interest

4. Adoption of Previous Minutes

Motion 3

Moved by Councillor Corbett
THAT the Minutes of the Regular Council meeting of April 8th, 2025 be adopted as circulated.

Seconded by Councillor Clark

Carried

5. Presentation & Delegations

David Boghosian – 2024 Integrity Commissioner's Report

David Boghosian of Boghosian + Allen LLP provided Council with the 2024 Annual Report. In 2024, one complaint was received and was summarily dismissed and one request from a member of Council was received regarding a Code of Conduct matter.

Motion 4

Moved by Councillor Featherstone
THAT Council for the Township of Bonfield accepts the 2024 report from the Integrity Commissioner as presented.

Seconded by Councillor MacInnis

Carried

6. Question Period



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
April 22, 2025

7. Staff Reports

7.a Report from Office Clerk – Update on TD Friends of the Environment Grant Application

Motion 5

Moved by Councillor Corbett

Seconded by Councillor Featherstone

THAT Council accepts this report on the Township's application to the TD Friends of the Environment Foundation (TD FEF) for funding to support the Bonfield Community Garden for information purposes.

Carried

8. Adoption of Committee Minutes/ Motions

Library Board

Motion 6

Moved by Councillor Clark

Seconded by Councillor MacInnis

WHEREAS the Bonfield Public Library Board as recommended to Council to approve the Bonfield Public Library Board Remuneration and Expenses Policy; BE IT HEREBY RESOLVED THAT Council approves of the recommendation.

Carried

9. Items for Council Discussion – None for this session

10. Resolutions to be Considered for Adoption

10.a 2025-2029 Accessibility Plan revision

Motion 7

Moved by Councillor Featherstone

Seconded by Councillor Clark

THAT Council for the Township of Bonfield accepts the revised 2025-2029 Accessibility Plan; AND THAT if be posted to the website.

Carried

10.b Celebrate Canada Day Grant

Motion 8

Moved by Councillor MacInnis

Seconded by Councillor Corbett

THAT Council for the Township of Bonfield acknowledges the acceptance of the Celebrate Canada Funding in the amount of \$1060.00, for specific Canada Day celebration expenses

Carried



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
April 22, 2025

10.c By-Law 2025-22 – To Establish the Bonfield Public Library Resource Center and Library Board

Motion 9

Moved by Councillor Featherstone
THAT Council for the Township of Bonfield hereby adopts By-Law 2025-22, being a by-law to establish the Bonfield Public Library Resource Center and the Bonfield Public Library Board, as presented and is considered read three times and passed this 22nd day of April, 2025.

Seconded by Councillor MacInnis
Carried

10.d Rockin' Horse Riding Association – Donation Request

Motion 10

Moved by Councillor Featherstone
WHEREAS the Rockin' Horse Riding Association has submitted a Donation Request Application in support of their youth programming; BE IT HEREBY RESOLVED that Council approves a donation of \$200.00.

Seconded by Councillor Corbett
Carried

11. Correspondence

Motion 11

Moved by Councillor MacInnis
THAT Council receives the Correspondence circulated with the Agenda of April 22nd, 2025.

Seconded by Councillor Clark
Carried

11.d FONOM - 2025 Executive Award

Motion 12

Moved by Mayor Paquette
WHEREAS the mission of the Federation of Northern Ontario Municipalities (FONOM) is to enhance the economic and social quality of life for all Northerners and to ensure a prosperous future for our youth; AND WHEREAS FONOM is seeking nominations to its 2025 Executive Award; AND WHEREAS Council for the City of North Bay has submitted information to Councils within the region of its nomination of Victor Fedeli for this award; NOW THEREFORE BE IT RESOLVED that the Council for the Corporation of the Township of Bonfield supports the City of North Bay's nomination of Victor Fedeli for the 2025 FONOM Executive Award, recognizing his exceptional and enduring contributions to the enrichment and betterment of the lives of Northern Ontario residents and his unwavering commitment to promoting the mission and objectives of FONOM at both regional and provincial levels; AND FURTHERMORE THAT a copy of this resolution be sent to the FONOM and the City of North Bay.

Seconded by Councillor Featherstone
Carried

12. Closed Session – None for this session



THE CORPORATION OF THE TOWNSHIP OF BONFIELD

April 22, 2025

13. Confirmatory By-Law

Motion 13

Moved by Councillor Corbett

Seconded by Councillor Featherstone

THAT the Council for the Township of Bonfield hereby adopts By-Law 2025-20 to confirm the proceedings of Council from April 8th, 2025 to April 22nd, 2025, as presented and is considered read three times and passed this 22nd day of April, 2025.

Carried

14. Adjournment

Motion 14

Moved by Councillor Corbett

Seconded by Councillor Featherstone

THAT this meeting be adjourned at 7:24 p.m.

Carried

MAYOR

CLERK

Andrée Gagné

From: Debra Helm <debhelm1234@gmail.com>
Sent: May 2, 2025 10:21 AM
To: Nicky Kunkel
Subject: Delegation Letter - Bonfield Market

Good Morning Mayor and Council. I am emailing to ask for a consideration of the following requests for the Market moving forward.

- 1) Liability Insurance - That the Township adds a Liability Extension to cover the Township, Vendors and the Public under the existing policy at no charge to anyone involved in such events.
- 2) Rink and Township Property - To waive the fee for the rink or any other areas the Market may use at township property on mutually agreed upon times.

If there are any other questions or concerns please reach out to me directly.

I thank you for your time and look forward to your response.

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Best regards;

Debra Helm
Helm Realty Brokerage Inc.
Broker of Record
www.helmrealty.ca
705-828-1234

MEETING DATE: May 13, 2025
FROM: Simon Blakeley, Planning Administrator
SUBJECT: Agri-Business Capacity Building Project

RECOMMENDATION:

That Council accepts this report as a project-based plan to support value-added capacity building in the Agri-Business Sector within the Township of Bonfield; And Further

That Council authorizes the Planning Administrator to participate in the FCM-funded Local Leadership for Climate Adaptation (LLCA) initiative being delivered by reThink Green; And

That Council authorizes Township staff to work with partners to organize an Agri-Food Forum to take place within the Township of Bonfield between the Fall of 2025 and Spring 2026.

BACKGROUND

The Township of Bonfield has a rich agricultural heritage, with both Indigenous and settler populations having previously migrated to the Township for the purpose of pursuing agriculture and forestry-related activities - supporting their families, and a broader demographic of people.

To this day, a mix of farm and agriculture-based enterprises continue to exist in the community, which have become increasingly diversified over time. Properties range from large-scale livestock and field crop farming operations to homestead / hobby farms, apiaries, and community gardens. More recent expressions of interest have included proposals to introduce regenerative agriculture, and AI-guided intensive farming methods.

The creation of robust agri-food networks as a driver of economic opportunity, is not a new concept; having successfully been implemented by dozens of other communities across the province of Ontario, and further afield.

The range and breadth of opportunities available to help restore and rebuild a vibrant, agri-food-based innovation system within the Township of Bonfield, that serves a wider regional market, and contributes to rural economic development, is clear to see. In this context, the township would benefit from learning more about the experiences of other rural / agricultural communities, at the same time as evaluating its own unique assets and characteristics.

PLANNING POLICY CONTEXT

The need for new and diverse forms of housing is clearly evident; however, planning authorities are also required to ensure an appropriate balance is being struck between supporting new residential growth and development and protecting or restoring established land uses that enable rural economic activity. This is especially the case where operational farms are concerned; including the need to ensure sufficient setbacks to address environmental concerns.

The need to protect and enhance local *Agricultural Systems* is now well-established as part of the Ontario Provincial Government's Provincial Planning Statement (PPS), which came into effect in 2024. Staff will continue to work on the development of new policies during the course of 2025.

As Council is aware, during the Official Plan Review, the province mandated the Township to undertake additional studies of land uses including, where applicable, the designation of prime agricultural lands. The two subsequent studies completed did not indicate the presence of 'prime' agricultural lands within the Township of Bonfield; however, recent trends have included a growing interest among agri-food related businesses and smaller farms - which requires further analysis.

RETHINK GREEN's CLIMATE ADAPTATION & RESILIENCY TRAINING PROGRAM

The Township of Bonfield has been invited to participate in reThink Green's new '*Climate Adaptation & Resiliency Training Program*'. This has been designed to increase knowledge, develop skills, and increase understanding re: the promotion and management of community farms, and the implementation of climate-resilient strategies.

The program is funded by the Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF) through its Local Leadership for Climate Adaptation (LLCA) initiative. The program presents an opportunity for the Township to learn more about other communities' approaches, in ways that could inform updated policies, and provide greater clarity on agricultural land-related planning matters.

The project will run for approximately two (2) years to March 31, 2027; during which time, participating municipalities will benefit from the following services:

1. Access to / completion of training sessions (hybrid in-person / webinars), and related activities.
2. Strategic engagement with other participating municipalities and/or agri-food businesses, and other non-profit organizations - for the purpose of knowledge-sharing and capacity-building
3. Additional 1:1 consultation(s) and research-based support; and
4. Assistance developing up-to-date strategies and action plans, which support the future sustainable growth & development of local agri-food networks.

The program also presents an opportunity for the Township to connect with local area farms to determine how the township can help grow the agricultural sector. This will be the first step in the Business Retention and Expansion program. In addition, township staff have requested that reThink Green provide support and participate in a proposed '*Agri-Food Forum*' to be held within the Township of Bonfield, further details of which, are summarized below for reference.

The cost to participate in reThink Green's Initiative is a one-time payment of **\$500 +HST** for the duration of the current program. A travel reimbursement of up to \$250 is also in place for the duration of the program.

The 'kick off' event is scheduled to take place on Thursday May 22, 2025 between 9:00am and 3:00pm at reThink Green's offices in Sudbury. The day will include presentations on the grant, an introduction to climate resiliency, and a summary of work on resilient buildings and community agriculture; plus, professional networking and peer-based learning opportunities.

reThink Green have also offered their services on a separate fee-per-service basis as part of the process of engaging local area farmers, plus other stakeholders, involved in the local agricultural system - to better understand the core issues, challenges, and opportunities moving forward. This would be subject to a separate Council Report if advanced.

AGRI-FOOD FORUM

Building upon the learnings gained through participation in the *Climate Adaptation & Resiliency Training Program*, plus other research completed in the context of the ongoing OP review; staff are proposing to host an 'Agri Food Forum' within the Township of Bonfield - between Fall 2025 and Spring 2026.

The purpose of the forum will be to share up-to-date information and resources; survey participants; support professional networking; and identify new potential partnerships, plus economic opportunities within the Township. The proposed budget for the event, including the venue and catering, is: **\$1000 +HST**

Local stakeholders, including representatives of the North Bay Parry Sound District Health Unit (NBPSDHU), Nipissing University, Canadore College, reThink Green, and other non-profit organizations, have tentatively stated their interest in being part of such an event.

ALIGNMENT WITH THE TOWNSHIP OF BONFIELD'S STRATEGIC PLAN (2025-2030)

Members of Council adopted the Township's new Strategic Plan at their regular meeting of Council on March 25, 2025. The Strategic Plan contains several components which the proposed 'Agri-Business Capacity Building Project' seeks to address. These are summarized for reference as follows:

The **Mission** is stated as being to create 'a modern municipal government which fosters safety, and a sense of community through fiscal responsibility and sustainable growth'.

The project seeks to pull together stakeholders with an interest in the agri-food sector, to envisage new ways to support local business retention and expansion; while contributing to sustainable balanced growth, enhanced resilience, modern farming practices, and enhanced food security.

Strategic Pillars

The project aligns with the following Strategic Pillars:

Goal #2 - Create an environment that facilitates Community Participation

Goal #3 - Comply with Legislation and Regulations

Goal #4 - Foster an environment to promote positive Social, Health & Economic Development outcomes

Goal #5 - Maintain Municipal Infrastructure

Goal #8 - Understand opportunities for Shared Resources

Goal #9 - Lead and support the move to a more sustainable future

SUMMARY OF PROJECT PLAN WITH ESTIMATED TIMELINES

- **May 13, 2025** - Request for Council Approval of Project Plan
- **May 22, 2025** - Climate Adaptation & Resiliency Training Program Launch (Ongoing Participation)
- **Spring 2025** - Opening-up of Community Gardens in Bonfield and/or Rutherglen
- **Summer 2025** - Continue to up-to-date OP policies - supporting Agri Businesses.
- **Fall 2025 / Winter 2026** - OP Adoption
- **November 2025 or March 2026** - Proposed '*Agri Food Forum*', Township of Bonfield
- **Spring / Summer 2026** - Further detailed engagement with local farmers, land, property, and business owners, plus other stakeholders, involved in the local '*agricultural system*'. Tie-in as part of a broader Business Retention + Expansion (BR+E) Initiative.
- **Fall 2026 / Winter 2027** - Development and presentation of a detailed Strategy, Action Plan, and Roadmap which summarizes the engagement that has taken place with local and regional representatives; and identifies how the Township can support increased capacity building in the Agri-Business sector in the medium to longer-term.

Respectfully submitted.

S Blakeley

Simon Blakeley
Planning Administrator

Nicky Kunkel

Nicky Kunkel
CAO Clerk-Treasurer

REPORT TO COUNCIL

MEETING DATE: May 13th, 2025
FROM: Casandra Klooster, Office Clerk
SUBJECT: Canada Day Entertainment

RECOMMENDATION:

THAT Council allocate \$1,686.75 in funds for entertainment for our Canada Day celebrations.

BACKGROUND:

Canada Day presents a significant opportunity for our residents to come together and celebrate our nation's heritage, values, and diversity. By providing engaging live entertainment, we can enhance the events atmosphere and promote community spirit.

In 2024 \$1,100 was allocated for live entertainment which covered musical entertainment from 1:00 pm to 5:00 pm. An additional \$435 was used to hire a ballon artist for a total entertainment budget of \$1,535.00.

Based on feedback from the community, the Recreation Committee has made several changes for the 2025 Canada Day event.

1. The hours of the event have been adjusted to an evening event running from 5:00 pm until dusk.
2. The fireworks display has been moved back to the Canada Day event from the Labour Day event.

In 2025 Live entertainment has been arranged with Dual Play a bilingual rock/country group performing from 5:00pm to 7:00pm at a cost of \$850 and Shawn Sasyniuk a local solo artist performing from 7:00pm to 9:00pm at a cost of \$300.

Additionally, children's entertainment has been arranged with Christophe the Magician to provide a magic show from 6:30 to 7:30 at a cost of \$536.75. This will bring the total 2025 entertainment budget to \$1,686.75.

FINANCIAL:

The overall impact to the Canada Day budget will be an increase of \$151.76.




GENERAL ADMINISTRATION

Email: officeclerk@bonfieldtownship.com

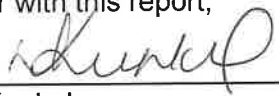
REPORT TO COUNCIL

Respectfully,



Casandra Klooster
Clerk

I concur with this report,



Nicky Kunkel
CAO



PUBLIC WORKS DEPARTMENT

Email: pwmanager@bonfieldtownship.com

REPORT TO COUNCIL

MEETING DATE: May 13th, 2025
FROM: Alex Hackenbrook, Public Works Manager
SUBJECT: Blanchard's Landing Dock Replacement

INFORMATION UPDATE:

On Thursday May 1st 2025, Public Works staff assisted Mr. Warren Verina, Parks Superintendent for Samuel de Champlain, with the removal & installation of the floating dock located at Blanchard's Landing (Talon Lake boat launch). Prior discussions were made with all parties involved in this project (Mayor, CAO, Myself, Ontario Parks, NBMCA & MNRF) to determine the required scope of work, if/what permits were needed to be obtained before the project could commence & where the material from the existing dock would be disposed of. After discussion with NBMCA as well as MNRF they determined that there was no need for permits to complete this project & Mr. Verina had the authority through Ontario Parks & MNRF to allow the project to move ahead.

Public Works staff attended the Talon Lake boat launch with a tandem plow truck & the backhoe to remove the old dock. Once the dock was pulled out staff broke it down into manageable pieces & loaded it into the tandem truck. Staff also removed the old tires used as a flotation device under the existing dock. Sand & silt build up on the boat ramp was also removed & loaded into the tandem truck. All materials taken from the Talon Lake boat launch were dumped at the Bonfield Municipal Landfill.

This project was completed without any issues & Mr. Verina was the on-site supervisor during the time of replacement. Public Works staff went above & beyond to help out the surrounding community & ensure that Bonfield residents can travel safely to their cottages using the newly installed Blanchard's Landing dock.

Attached are the photos of the removal and placement of the docks.

Alex Hackenbrook
Public Works Manager

Nicky Kunkel
CAO Clerk-Treasurer







REPORT TO COUNCIL

DATE: May 13, 2025
FROM: Casandra Klooster, Office Clerk
SUBJECT: Easter Egg Hunt

RECOMMENDATION:

THAT the Recreation & Fitness Committee accepts this report for information purposes.

REVIEW:

The Easter Egg Hunt held on Saturday, April 19 was a resounding success, drawing approximately 150 attendees of all ages. The event offered a fun and festive experience for families, helping to strengthen our sense of community and togetherness.

A total of 80 treat bags filled with a generous assortment of toys and candy were prepared for the event. We're happy to share that only 10 remained by the end of the day—a great indicator of the high level of participation.

Thanks to the generosity of our community, we received \$210.00 in monetary donations, covering nearly all event costs. Total out of pocket expenses for treat bags, candy, toys, and hot chocolate came to \$207.28.

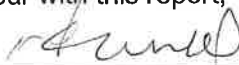
We extend our heartfelt thanks to everyone who donated, contributed items, or volunteered their time. Your support helped make this event a fun and memorable day for all.

Respectfully,



Casandra Klooster
Clerk

I concur with this report,



Nicky Kunkel
CAO - Clerk - Treasurer

DATE: May 13, 2025
FROM: Casandra Klooster, Office Clerk
SUBJECT: OAC Grant – Mural in Kaibuskong Park

RECOMMENDATION:

That Council approve the appointment of Mique Michelle as the artist for the Kaibuskong Park mural project, funded through the Ontario Arts Council grant, to be completed by the end of May 2025, within the approved \$2,000 budget.

BACKGROUND:

The Township of Bonfield received funding from the Ontario Arts Council (OAC) to support the creation of public art that engages the community, enhances public spaces, and reflects local culture and identity. As you will recall the Rendez-Vous event held Friday February 7th, 2025 at the Community Centre was part of this funding to celebrate the arts in Bonfield.

As part of this initiative, the Recreation & Fitness Committee identified Kaibuskong Park as an ideal location for a community mural project. The mural will enhance the park's visual appeal, celebrate the community's character, and create a welcoming public art feature for both residents and visitors.

Mique Michelle, a professional muralist based in Northern Ontario, was approached regarding the project. With extensive experience creating community-based public murals across the region, Mique Michelle brings both creative expertise and a deep understanding of Northern Ontario communities.

Artist Profile – Mique Michelle

Mique Michelle is an accomplished and highly regarded muralist whose work reflects the cultural richness and natural beauty of Northern Ontario. With over a decade of experience, Michelle has worked on numerous public art projects, bringing her artistic vision to communities across the province.

Her murals often incorporate themes of local history, Indigenous culture, and the natural environment, creating pieces that resonate deeply with the communities in which they are placed. Michelle's work is known for its vibrant use of colour, bold design, and storytelling qualities that capture the essence of the locations she works in. She uses art as a tool for community engagement, fostering a deeper connection between the artwork and local residents.

Additional Information:

- **Website:** www.miquemichelle.ca
 - **TFO Series:** *Couleurs du Nord*, which profiles her work across Northern Ontario communities ([link](#)).
-

SITE SELECTION

Following a site walk-through, the front façade of the changeroom building in Kaibuskong Park was identified as the most suitable location for the mural.

Key factors for selecting this location include:

- High visibility from the street, welcoming park visitors and passersby.
- Protection from potential damage by park activities such as hockey and other recreational use.
- High pedestrian traffic, providing opportunities for interaction with the mural as people use the changeroom and surrounding park features.


PROJECT DETAILS

- Timeline: The mural is scheduled for completion by the end of May 2025.
- Budget: The project will be completed within the \$2,000 budget allocated through the Ontario Arts Council grant.
- Community Involvement: The Recreation & Fitness Committee and community volunteers will assist with priming the mural surface prior to painting, allowing the project to remain within budget and engage local residents in the creative process.
- Supplies: Mique Michelle will provide a full list of required paints and materials, all to be procured within the approved budget.

RECOMMENDATION:


That Council approve the appointment of Mique Michelle as the artist for the Kaibuskong Park mural project, funded through the Ontario Arts Council grant, to be completed by the end of May 2025, within the approved \$2,000 budget.

Respectfully,



Casandra Klooster
Office Clerk

I concur with this report,



Nicky Kunkel
CAO - Clerk - Treasurer



REPORT TO COUNCIL

DATE: Tuesday May 13, 2025

TO: Mayor and Council

FROM: Simon Blakeley, Planning Administrator

SUBJECT: Deeming By-Law / 104 Hillside Avenue (Lots 67 & 68)

PURPOSE: To entertain a deeming by-law to deem lots 67 and 68 of Plan 36M510 not to be part of a registered plan of subdivision to allow the merger of the two lots under the same legal ownership.

INFORMATION: Chris and Jenn Perron own lots 67 and 68 located in part of the Greenwood Subdivision. The applicants have requested that Council entertain a deeming by-law to allow the merger of the two lots under the same legal ownership. The proposed purpose of the Deeming By-law is to consolidate the two lots, so a garage can be constructed on the adjoining vacant lot, and the combined property recognized as falling under one ownership.

ANALYSIS:

Section 50(4) of the Planning Act, R.S.O. 1990 **authorizes** a municipality to designate any plan of subdivision or part thereof that has been registered for eight years or more as not being a plan of subdivision for subdivision control purposes. **The subject plan of subdivision was registered in November 1978.**

RECOMMEND ACTION:

WHEREAS Chris and Jenn Perron have requested that Council entertain a Deeming By-Law for their properties located on Hillside Avenue, Lots 67 & 68 on plan 36M510, BE IT HERBY RESOLVED THAT Council approves of this recommendation and further that Chris and Jenn Perron be responsible for all disbursements incurred by the Township of Bonfield, and submit a deposit of \$500.00 to the Township prior to the file being forwarded to the Municipal Solicitor.

Respectfully,
Simon Blakeley

S Blakeley

Planning Administrator
Township of Bonfield

MEETING DATE: April 28th, 2025
FROM: Fire Chief, Shaun McGee
SUBJECT: **2025 Recruitment Plan**

RECOMMENDATION: That the Emergency Services Committee recommends to Council to accept the recruitment strategy for 2025 as presented.

BACKGROUND

As with many fire departments throughout the province, the Township of Bonfield is having the same struggles with recruitment and retention of volunteer firefighters. My goal and plan is to have an ongoing recruitment drive to ensure that the residents of Bonfield are adequately protected.

RECRUITMENT STRATEGY

Some of the initiatives that I will implement are:

- Social media advertising by using a Bonfield fire department Facebook page
- Recruitment poster posted on the Township's website and Facebook page
- Firefighters at any public event
- Have the firefighters actively recruit by word of mouth to friends and family

For retaining the firefighters, we currently have, as well as retaining future firefighters, I will implore:

- Open door policy and effective lines of communication
- My commitment to the firefighters and to the Bonfield fire department
- Strong leadership

This will be an ongoing process with no end date. The success of this plan depends on the positive attitudes of every firefighter and positive engagement of the community.

Respectfully Submitted,

Shaun McGee
Fire Chief

I concur with this report

Nicky Kunkel
CAO Clerk-Treasurer



Township of Bonfield

Volunteer Fire Recruitment

Open Positions:

- Firefighters
- Tank Operators, AZ or DZ
- Support Staff

Do you want to get involved and be a part of the Township of Bonfield Community? Fire Service offers many opportunities from public engagement to responding when the need arises for medical assistance, fire emergencies, motor vehicle accidents, public assistance, grass and bush fires and community events.

Training In:

Firefighter Certification
Driver Training
DZ Licence
First Aid and CPR
Medical Training
Public Education

Must be 18 Years of Age ☒


A Valid Driver's Licence ☒

Attend Weekly Trainings ☒

(Mondays at 7pm)

Mission Statement: The primary mission of the Township of Bonfield Volunteer Fire Department is to protect our community with trained professionals through active partnerships, providing the highest quality preventative, educational and emergency services.

**For more information contact,
Fire Chief Shaun McGee
firechief@bonifeldtownship.com**

 **705-499-8968**

 **www.BonfieldTownship.com**

THE CORPORATION OF THE TOWNSHIP OF BONFIELD
CORPORATE SERVICES COMMITTEE MEETING
April 21, 2025 @ 7:00 pm
MINUTES

Attendance: Chair Dan MacInnis Donna Clark
Steve Featherstone Jason Corbett
Narry Paquette

Staff Present: Nicky Kunkel, CAO Clerk-Treasurer; Alex Hackenbrook, Public Works Manager

Declaration of Interest:

1. Member Narry Paquette declared a conflict on the meeting materials for agenda item No. 5 due to her employer's firm representing community members on the proposed bylaws. She left the meeting at 7:05 and returned at 9:09 pm.
2. Member Donna Clark declared a conflict regarding materials for agenda item 6.a related to short term rentals. She remained in her seat and abstained from participating in any discussions on the topic.

No. 1 Moved by: J. Corbett Seconded by: D. Clark
THAT the Corporate Services Committee meeting be opened at 7:03 p.m. Carried

No. 2 Moved by: D. Clark Seconded by: S. Featherstone
THAT the agenda for the Corporate Services Committee meeting for April 21, 2025 be approved as presented. Carried

No. 3 Moved by: S. Featherstone Seconded by: J. Corbett
THAT the minutes of the Corporate Services Committee meeting held March 24, 2025 be adopted as presented. Carried.

Delegations – Christine Nickel of Thomas Davis Law presented a letter submitted to the committee on behalf of her client regarding the proposed bylaws. The Committee received the letter and it was considered during the discussion for amending the bylaws.

The Committee then discussed and reviewed the frequently asked questions from the pause of the bylaws for further consultation. The FAQ was read through and it was communicated that it was posted on the municipal website. The discussion resulted in changes below and requesting the CAO to obtain further advice on proposed changes.

No. 4 Moved by: D. Clark Seconded by: J. Corbett
That Corporate Service Committee recommends to Council to amend the proposed 2025-11 bylaw as follows:
a. That hunt camps be permitted on a minimum of 20 acres of land

- b. That shipping containers 8'x20' be acceptable for storage sheds with a licenced trailer provided the other zoning and building code regulations permit such storage.
Carried.

No. 5 Moved by: S. Featherstone

Seconded by: J. Corbett

That Corporate Service Committee recommends to Council to amend the proposed 2025-17 bylaw regarding short term rentals as follows:

- a. The licence fee be reduced (from \$1,200) to \$1,000 with the applicant to pay additional cost of any required inspections above two
- b. That the annual renewal fee be reduce to \$700.00
- c. That all applications with bookings in 2025 submit an application within 30 days of the bylaw being adopted (they will be priority).
Carried.

NOTE: Councillor Clark had a conflict and did not participant in the discussions or the vote.

No. 6 Moved by: J. Corbett

Seconded by: S. Featherstone

That Corporate Service Committee recommends to Council that bylaw 2025-16 for trailers be amended as follows:

- a. To permit up to three (3) non-habitable, portable trailers on a licenced trailer property during the licencing period (example: boat trailer, ATV trailer)
 - b. That to reflect fairness to proven long-existing trailers, (on vacant RLS lots) the creation of a program for temporary use, to a maximum of ten (10) years under a site-specific bylaw and the applicant enters into a binding agreement acknowledging the temporary use with the following conditions (not exhaustive):
 - i. existing properties with two (2) trailers will be permitted under the temporary use program provided the trailers are a minimum of 75 feet apart; and
 - ii. responsible septic management must be approved and completed by October 31, 2025; and
 - iii. the annual fee for each trailer on site must be paid in full to continue the agreement; and
 - iv. the agreement is non-transferable; and
 - v. the existing trailer can be replaced within the 10-year period but like for like only.
- Carried.

Discussion on this also included properties with more than 2 trailer on the property would have be to reduced to only one or two trailers and there would be not special occasion permits issued under the temporary use program.

NOTE: N. Paquette returned to meeting after all discussions on the bylaws at 9:09 pm.

No. 7 Moved by: J. Corbett

Seconded by: N. Paquette

That the meeting adjourned at 9:09 pm. Carried.

Chair

Secretary

MEETING DATE: May 13, 2025
FROM: Nicky Kunkel, CAO Clerk-Treasurer
SUBJECT: **Proposed Bylaw amendments from Corporate Services Committee**

RECOMMENDATION: That Council accept this report and considers the information provided in their decision making for the proposed bylaws.

BACKGROUND

At the April 21, 2025 Corporate Services Committee meeting the CAO was tasked with amending the proposed bylaws (2025-09-10-11-16 and 17) and confirming the legal permissions of the proposed amendments.

ANALYSIS

1. The proposed amendment to allow a shipping container as a storage structure on a licenced trailer property.
 - a. This is in fact not permitted. The new storage provisions for sheds, for storage purposes only, at the size of 161.4 square feet or lower is applicable when there is a primary structure on the property, otherwise the maximum storage size reverts to 108 square feet. The licenced trailer is not considered a permanent or primary use under the bylaw provisions.

The Building Code Act r.19(6) states that a shed is exempt from the requirement to obtain a permit under section 8 of the Act and is exempt from compliance with this Code, provided that the shed, is not more than 15m², is not more than storey, is not attached to a building and is used only for storage purposes ancillary to a principal *building* on the lot. The municipal bylaw states permitted trailers are temporary uses and not principal use.

2. The addition of allowing the storing of accessory portable trailers was added in Section 3.8 of Bylaw 2025-16 for Travel Trailers and RVs. This was also covered in the definition of Stored Trailer within the Bylaw.
3. The proposed amendments for fees (Schedule A) in the Short-term rental bylaw 2025-17 have been made. Previous changes were reflected, from FAQs and relate to 7.2.1.
4. The proposed amendments for size of hunt camp properties in bylaw 2025-11 (section 3.44.2) to 20 acres was completed.

Legal Non-conforming process

To determine if a property is legal non-forming the following will be considered:

Date the use of the property commenced. This will be proven through, photographs, age of structure and documentation within the property roll file, documents such as receipts, agreements, purchases, that the owner can provide, a review of the zoning bylaw applicable at the time of the use commencing, From both presentations made to Council and the legal advice Council has received there are clear rules on legal non-conforming.

This information will be reviewed by the Planning Administrator, Chief Building Official and the CAO Clerk-Treasurer to determine the status of the property. Should a property owner not agree with the decision of the Planning and Building Team, the recourse would be through court decision.

Respectfully submitted.
Nicky Kunkel, CAO Clerk-Treasurer

MEETING DATE: May 13, 2025
FROM: Nicky Kunkel, CAO Clerk-Treasurer
SUBJECT: **Proposed Bylaw amendments Bylaw 2025-16 Trailers – Temporary Use**

RECOMMENDATION: That Council accept this report and considers Option 2.B for the exemption of non-legal, non-conforming trailers.

BACKGROUND

At the April 21, 2025 Corporate Services Committee meeting the CAO was tasked with amending the proposed bylaws (2025-09-10-11-16 and 17) and confirming the legal permissions of the proposed amendments.

In regard to Bylaw 2025-16 for regulating Travel Trailers and RVs, the Committee discussed the option of allowing, through Temporary Use provisions of Section 39 of the Planning Act, long-existing trailers on waterfront properties and in the Residential Limited Services (RLS) zone to be phased out over a ten (10) year period. This was suggested from feedback Council members received from property owners in the RLS Zone who have had trailers on their property well over the past ten years. The CAO Clerk sought clarification on this option.

ANALYSIS

The legal team at Russell Christie was consulted to determine merit and feasibility of this opportunity.

However in Subsection 39(2) of the Planning Act, it is clear that the time period cannot be beyond three years at a time. The Temporary Use Bylaw to permit the existing non-legal, non-conforming trailers on vacant waterfront / RLS properties can then be extended at three (3) year intervals indefinitely. The concern is that every three years there will be a new Council so the current Council cannot place the maximum time period on the temporary trailer program as proposed. Council wanted to provide a 10-year maximum. This is not possible.

As Temporary Use provisions are a form of Zoning Bylaw notice and public consultation are required each time the bylaw is to be reviewed by Council. In this instance, if this option was decided, it would be every three years.

So, there is no comfort to any existing trailer owner wanting the program that it would last beyond the first 3-year timeline. Nor is there comfort to those that oppose trailers in the waterfront zones that the trailers will be removed within a set period of time. Three years is the most that can be planned.

Options

1. Council can adopt Bylaw 2025-09 and 2025-16 to govern Travel Trailers and RVs as it is currently presented where Licencing would only be permitted in the Rural zones.
2. Council can adopt Bylaw 2025-09 and 2025-16 to govern Travel Trailers and RVs AND adopt a separate bylaw that regulates the phase out provisions for long-standing trailers that have been placed on properties within the RLS zone.

2.a Council can permit the temporary use of travel trailers in the RLS zones through a separate bylaw for phasing out of the long-standing trailers under section 39 of the Planning Act. This separate bylaw is drafted for review, based on discussions at the April Corporate Services Committee meeting. The Bylaw is a form of zoning so public notice and meetings are required and the maximum period that the bylaw can be valid for is three (3) years. Every three (3) years the Council of the day would have to notify and hold a public meeting to extend the temporary use another three (3) years.

In this bylaw the following provisions are in place to define the Temporary Use within the RLS.

- i) The bylaw applies to vacant properties where trailers existed prior to March 31, 2024 (the year Council started the review of the trailer use bylaw) and after December 27, 1991; date of the first Zoning bylaw in the Township. The Municipal GIS mapping will be used to determine this eligibility, and a letter will be sent to affected property owners to provide them with the opportunity to take advantage of this temporary exemption.
 - a. A review of the affected properties where trailers can be proven beyond a reasonable doubt they existed, as they currently are, prior to the 1990 date will determine if the use is legal non-conforming.
 - b. Trailers that were placed on vacant land from the 2024 date will be required to remove the trailer.
- ii) 3-year intervals for the bylaw to be enacted
- iii) Owner must enter into an agreement agreeing to all conditions
- iv) The property / trailer must conform to all other provisions within Bylaw 2016-25
- v) If the property currently has two (2) or more trailers, the temporary use shall only be extended to up to two trailers, all others will have to be removed immediately. If two trailers are on the property, they must be 75 feet apart.
- vi) The approved septic management system must be in place by October 31, 2025.
- vii) The property and trailers shall not be eligible for a Special Occasion Licence.
- viii) The Temporary Use provisions are non-transferable. The use shall only apply to the Temporary Use licence holder, who shall be the owner of the property as currently listed in the property file.

2.b Council can grant an exemption to phase out the non-legal, non-conforming trailers through a temporary use bylaw that would expire within this term of Council such as August 31, 2026. This would provide the property owners with approximately two seasons/years to determine how they wish to move forward. All conditions outlined for an agreement and temporary use as 2.a outlines still remains in place.

The RLS zone permits one trailer if there is a dwelling on the property. This dwelling can be a 400 square foot (40 m²) seasonal dwelling or an 800 square foot (75 m²) single family dwelling. Providing a two-year temporary use should provide the property owners with time to arrange to remove the trailers and find alternative storage as well as time to decide which avenue they would like to pursue for a dwelling. As indicated, a seasonal dwelling would permit the seasonal use of the trailer on the property.

Respectfully submitted.



Nicky Kunkel, CAO Clerk-Treasurer

THE CORPORATION OF THE TOWNSHIP OF BONFIELD
BY-LAW NUMBER 2025-XX
BEING A BY-LAW TO GRANT TEMPORARY USE FOR EXISTING NON-CONFORMING
TRAVEL TRAILERS AND RECREATIONAL VEHICLES IN THE RESIDENTIAL LIMITED-SERVICE
ZONE FOR 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 Council has adopted Bylaw 2025-16 to govern Travel Trailers and Recreational Vehicles within the Township of Bonfield;

AND WHEREAS Council deems it desirable to create a program to phase out the non-legal non-conforming travel trailers and recreational vehicles that have existed on vacant lands in the Residential Limited Services Zone and waterfront areas of the Township;

AND WHEREAS Section 39 of the Ontario Planning Act authorizes Council to create provisions of for a temporary use of land, buildings or structures for any purpose set out therein that is otherwise prohibited by the Bylaw, in a bylaw passed under section 34 of the Ontario Planning Act;

AND WHEREAS the Corporation of the Township of Bonfield deems it desirable to licence, regulate and govern the use of trailers and recreational vehicles in the RLS Zone and waterfront areas 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 "RLS Temporary Use 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 2.12.
 - d) A legally licenced trailer under Bylaw 2025-16
- 1.3 This By-law applies to:
 - a) A vacant property that had a Travel Trailer or Recreational Vehicle placed on it prior to March 31, 2024 and after December 27, 1990 that is within the Residential Limited Services Zone.

TEMPORARY USE REGULATIONS – SECTION 2

The provisions and regulations for allowing the Temporary Use of Travel Trailers / Recreation Vehicles that are applicable under section 1.3 are solely to permit the phase out of such use and provide a reasonable time period for the existing property owner to build a permitted dwelling on the property.

- 2.1 The existing applicable property shall be permitted a Temporary Use Licence for up to two Travel Trailers / Recreational Vehicles for a maximum of three (3) years provided they enter into an agreement with the Township that clearly states and acknowledges the Travel Trailers / Recreational Vehicles shall be removed within the set period of time.
- 2.2 As per section 39(3) of the Planning Act, despite subsection (2) the Council may by by-law grant further period(s) of not more than three years each during which the temporary use is authorized. However, Section 39(4) and 34 (9)(a) of the Planning Act states it does not apply so as to permit the continued use of the land and/or buildings indefinitely.
- 2.3 The Temporary Use Bylaw and Agreement shall set out the following:

- a) 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.
- b) The issuance of a Temporary Licence under the Temporary Bylaw for the property 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.
- c) An existing applicable property that has more than one Travel Trailer / Recreational Vehicle shall be hereby limited to no more than two (2) per temporary licenced property. The trailers shall be placed a minimum of 75 feet apart.
- d) The owner shall have an approved septic management plan approved and in place by October 31, 2025.
- e) The annual fee for each trailer on site must be paid in full to continue the agreement and temporary use
- f) The temporary use licence and agreement shall not be transferable
- g) The existing Travel Trailer / Recreational Vehicle under the Temporary Permit may be replaced but shall not be larger than 10% of the existing licenced unit.
- h) A Temporary Licenced Trailer shall comply with all other provisions of By-law 2025-16. All other provisions and regulations of By-law 2025-16 shall be applicable to this bylaw and temporary uses.
- i) A Temporary Licenced Trailer shall not be eligible for a Special Occasions Licence.

VALIDITY AND EFFECTIVE DATE – SECTION 3

- 3.1 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.
- 3.2 This By-law shall come into effect on the date of the third reading, and it being passed.

READ A FIRST, SECOND AND THIRD TIME AND CONSIDERED ADOPTED THIS XXTH DAY OF XX, 2025

THE CORPORATION OF THE TOWNSHIP OF
BONFIELD

Mayor

Clerk



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
EMERGENCY SERVICES COMMITTEE MEETING
April 28th, 2025

PRESENT: Steve Featherstone, Chair Donna Clark, Vice-Chair
Allan Reid, CEMC

STAFF PRESENT: Nicky Kunkel, CAO
Santana Chubb, Clerk

VIRTUAL ATTENDANCE: Shaun McGee, Fire Chief

1. Call to Order

Motion 1

Moved by Donna Clark
THAT this meeting be opened at 6:01 p.m.

Seconded by Allan Reid

Carried Steve Featherstone

2. Adoption of Agenda

Motion 2

Moved by Allan Reid
THAT the agenda for the Emergency Services Committee Meeting for April 28, 2025,
be approved as circulated.

Seconded by Donna Clark

Carried Steve Featherstone

3. Disclosure of Pecuniary Interest: None for this session

4. Adoption of Previous Minutes

Motion 3

Moved by Donna Clark
THAT the minutes of the Emergency Services Committee Meeting held March 17,
2025, be adopted as circulated.

Seconded by Allan Reid

Carried Steve Featherstone

5. Presentation & Delegations: None for this session

6. Staff Reports

6.a Report from Fire Chief regarding recent call reports, training, and community involvement.
The Fire Chief gave a brief report on recent calls, training, community involvement and other
relevant information from March 15, 2025, to April 24, 2025.

Recent Calls:

The volunteers responded to a total of 9 calls.

Emergency Services Committee Meeting, April 28, 2025

Types of calls:

- 9 medical calls

2025 calls to date: 24

Current volunteer staff is 12 operational members.

Recent Training:

Weekly Training:

- EMS and Medical call procedures and equipment refresher
- PPE
 - Bunker gear familiarization
 - SCBA checks
 - Personal bunker gear inspections
- Cleaned Fire Hall
 - Swept floors
 - Washed/cleaned trucks

Special Training:

- All firefighters are preparing for Firefighter 1 testing, scheduled for May 10, 2025.

Fire Chief Updates:

- The Fire Chief would like to appoint a new Training Officer.
- A collaborated training night was held April 7th with the East Ferris Fire Department.
- The Fire Chief is waiting to receive a quote from Rochefort for the installation of an air compressor at Station 2.
- The Fire Chief and Fire Prevention Officer attended a conference which resulted in a great networking opportunity.
- The Fire Chief recommends hiring 4 new probationary firefighters.

The following motion was presented.

Motion 4

Moved by Allan Reid

Seconded by Donna Clark

THAT the Fire Chief recommends to the Emergency Services Committee that the following four probationary firefighters be hired: Eric Aldridge, Justin Huywan-Anderson, Trevor Caudle and Keeghan Butler. And further that Council accepts this recommendation.

Carried Steve Featherstone

Fire Prevention:

- Fire Prevention is ongoing during calls
- The FPO is building a 2025 calendar of events
- FPO training is underway
- Fire/CO alarm inspection plan in progress for 2025-2026

Community involvement:

- The Fire Department attended the Bonfield Trade Show held April 5. The firefighters engaged with residents, promoted fire prevention and fire safety, and received a lot of positive feedback from the community.

6.b Report from Fire Chief regarding the addition of a Training Officer.

The Fire Chief reported the following.

- The Chief proposed a three-year trial period for an enhanced Training Officer position.
- The proposed cost of the position is \$500/month (\$6000/year) with an additional cost of up to \$1500 for a computer and set up of the new program.

The following motion was presented.

Motion 5

Moved by Allan Reid

Seconded by Donna Clark

THAT the Emergency Services Committee recommends to Council to accept the report from the Fire Chief to implement an enhanced Training Officer position on a three-year trial basis.

Carried Steve Featherstone

6.c Report from Fire Chief regarding the Fire Department summer recruitment plan.

The Fire Chief reported the following.

- The Fire Department will have an ongoing recruitment drive.
- A recruitment flyer was created and will be advertised on the Township's website, on the Township's and Fire Department's Facebook pages, and handed out at events.

7. Items for Committee Discussion: None for this session

8. Resolutions to be Considered for Council Recommendation: None for this session

9. Correspondence: None for this session

10. Closed Session: None for this session

11. Adjournment**Motion 6**

Moved by Allan Reid

Seconded by Donna Clark

THAT this meeting be adjourned at 6:30 p.m.

Carried Steve Featherstone

CHAIR

SECRETARY

MEETING DATE: April 28th, 2025
FROM: Fire Chief, Shaun McGee
SUBJECT: **Addition of a Training Officer for the Fire Department**

RECOMMENDATION: That the Emergency Services Committee recommends to Council to update the job description of the Training Officer for the Bonfield Volunteer Fire Department, and set up an enhanced training position for three years with a honorarium should the 2025 budget accommodate the increased responsibilities of the role.

BACKGROUND

The hierarchy of the fire department is Fire Chief, Deputy fire Chief, Fire Prevention Officer, Training Officer, Captain and Firefighter.

Why is a Training Officer needed?

The Ontario government's Regulation 343/22 specifies these requirements, which are based on the National Fire Protection Association's (NFPA) standards. This regulation aims to provide a consistent approach to firefighter certification across Ontario, ensuring a minimum level of competency for all fire protection services. In Ontario, by July 1, 2026, firefighters must be certified to specific NFPA standards, depending on the fire protection service they perform. Specifically, they need to be certified to standards like NFPA 1002, NFPA 1033, and NFPA 1072. Some standards, like those for technical rescue personnel, have a later deadline of July 1, 2028. Below is a detailed breakdown of those NFPA standards:

- **NFPA 1001:** Standard for Firefighter Professional Qualifications
- **NFPA 1002:** Standard for Fire Apparatus Driver/Operator Professional Qualifications
- **NFPA 1021:** Standard for Fire Officer Professional Qualifications
- **NFPA 1031:** Standard for Fire Inspector Professional Qualifications
- **NFPA 1033:** Standard for Professional Qualifications for Fire Investigator
- **NFPA 1035:** Standard for Fire Life Safety Educator Professional Qualifications
- **NFPA 1041:** Standard for Fire Service Instructor Professional Qualifications
- **NFPA 1072:** Standard for Hazardous Materials Response Professional Qualifications
- **NFPA 1006:** Standard for Technical Rescue Personnel (July 1, 2028 date)

There has been a voluntary training officer in the past however there wasn't one dedicated person thus the continuity and firefighter performance suffered.



The job description is attached for your consideration.

The expected skills required to be a training officer are:

- Thorough knowledge and practical skills in the required NFPA standards
- Adult education and training experience
- Record keeping management
- Approachable

ANALYSIS

The enhanced training officer position will ensure that all firefighters receive the same training and delivered in the same manner. Monday night trainings will be streamlined and more direct with all members will have the same training at the same level.

I am proposing the cost of the position is \$500.00 per month with a three-year trial period. I propose to enter into an agreement with the successful volunteer firefighter that will outline the expectations and the timelines for review of the program. This position will also require a computer. The department has the other necessary equipment such as projector, excellent training room and textbooks just received via a grant from the fire safety council.

The overall budget increase is \$6,000 per year plus up to \$1,500 to set up the new position and program.

Options:

1. Keep the existing volunteer training officer system
2. Enhance the training officer position for a trial period while the additional training is needed and as the Department is being restructured.

Respectfully Submitted,

Shaun McGee
Fire Chief

I concur with this report

Nicky Kunkel
CAO Clerk-Treasurer



THE CORPORATION OF THE TOWNSHIP OF BONFIELD

DECISION OF APPROVAL AUTHORITY WITH REASONS APPLICATION FOR CONSENT

FILE NO. B3/2025
APPROVAL AUTHORITY: TOWNSHIP OF BONFIELD

NAME OF OWNER: WILLIAM HODGSON
APPLICANT: WILLIAM HODGSON

LOCATION OF PROPERTY: CON 7 PT LOT 26 RP 36R4600;
PART 1 PCL 24491 NIP

PURPOSE OF APPLICATION: CONSENT TO SEVER APPLICATION TO
CREATE 1 NEW LOT, PLUS THE RETAINED
LANDS.

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.

I/WE, the undersigned, in making the decision upon this application for consent, in addition to other matters, have had regard to the matters that are to be had regard to under subsection 51(24) of the Planning Act and, having considered whether a plan of subdivision of the land in accordance with Section 50 of the said Act is necessary for the proper and orderly development of the Municipality.

CONCUR in the following decision & reasons for the decision made on the **13th day of May 2025.**

DECISION: To approve the consent to sever application to create 1 new lot, plus the retained lands, at the above registered property.

CONDITIONS - This decision has been made subject to the following conditions:

The Planning Advisory Committee recommends to Council that consent application B3/2025, which proposes the creation of 1 new lot, plus the retained lands, at the above registered property be approved with the following conditions:

1. That this approval applies to the land legally described as: CON 7 PT LOT 26 RP 36R4600; PART 1 PCL 24491 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
 - 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.



THE CORPORATION OF THE
TOWNSHIP OF BONFIELD

5. A fee of in lieu of parkland dedication for each transfer document shall be deposited in the office of the clerk prior to the stamping of any transfer document regarding a subdivision or a consent for each new lot. For the purpose of determining the amount of payment, and that By-Law 2024-26 Schedule “A” being a by-law for tariff of fees for the purpose of applications and associated fees made in respect of planning matters for Park or other Recreational Purposes shall apply.
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 no further consent to sever applications which would result in the creation of additional lots shall be considered in respect of the land and property as described.
9. 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.

Additional Conditions

10. That the North Bay Mattawa Conservation Authority (NBMCA):
 - i) Be consulted throughout the development of individual site plan(s) associated with the proposed development of the severed and/or retained lots; and
 - ii) That a vegetative buffer be maintained of at least 30 meters from the Development Constraint Area located to the northeast of the property;
11. That the proposed new entrance to service the severed lands be designed to a standard and specification that is acceptable to, and approved by, the Township’s Public Works Manager.

REASON FOR DECISION: Conforms to the intent of the Official Plan and Zoning By-Law 2012-49.

Signature

Signature

Signature

Signature

Signature

PERSONS (Appeal Limitation) - The Planning Act provides for appeals to be filed by “persons”. As groups or associations such as residents or ratepayers’ groups which do not have incorporated status MAY NOT BE CONSIDERED “persons” for the purposes of the Act, groups wishing to appeal this decision should do so in the name or names of individual group members and NOT IN THE NAME OF THE GROUP.

CERTIFICATION

Planning Act, R.S.O. 1990, c. P. 13, s. 53(17)

I, _____, Official of the TOWNSHIP OF BONFIELD certify that the above is a true copy of the decision of the Approval Authority with respect to the application recorded therein.

Dated this day of May 2025.

**Approval Authority:
TOWNSHIP OF BONFIELD
365 Highway 531
Bonfield, ON, P0H 1E0**

Signature



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
Planning Advisory Committee
Meeting Minutes
May 6, 2025

PRESENT: Jason Corbett, Chair
Narry Paquette
Kamil Wroblewski

ABSENT WITH REGRETS: Eric Foisy
Gina Langlois

STAFF PRESENT: Simon Blakeley, Planning Administrator

1. Call to Order

Motion #1

MOVED BY: Kamil Wroblewski

SECONDED BY: Narry Paquette

THAT this meeting be opened at: 6:03 p.m.

CARRIED Chair, Jason Corbett

2. Adoption of Agenda

Motion #2

MOVED BY: Narry Paquette

SECONDED BY: Kamil Wroblewski

THAT the agenda presented to the Planning Advisory Committee dated May 6, 2025, be adopted as prepared.

CARRIED Chair, Jason Corbett

3. Adoption of Previous Minutes

Motion #3

MOVED BY: Narry Paquette

SECONDED BY: Kamil Wroblewski

THAT the Minutes of the Planning Advisory Committee Meeting of February 4, 2025, be adopted as amended.

CARRIED Chair, Jason Corbett

4. Disclosure of Pecuniary Interests - None declared

5. Presentations / Public Meeting

The chair opened the public meeting and asked the Planning Administrator whether any person may like to comment, whether in the form of written representations, or oral submissions at the public meeting. The Planning Administrator confirmed there were no presentations; however, that a letter of objection had been received from a neighbouring property owner. This matter was then discussed further as part of Agenda Item #6 re: Consent Application B3/2025 Hodgson. The chair then closed the Public Meeting.

6. Consent Application:

B3/2025 Hodgson, Application for Consent - Land Severance at the property legally described as: CON 7 PT LOT 26 RP 36R4600; PART 1 PCL 24491 NIP



THE CORPORATION OF THE TOWNSHIP OF BONFIELD

Planning Advisory Committee

May 6, 2025

The Planning Administrator provided a summary of the Planning Report circulated ahead of the meeting, and noted, in reference to the letter of objection received from a neighbouring property owner, dated April 22, 2025 that a site visit had taken place on April 28, 2025 including representatives of the North Bay Mattawa Conservation Authority (NBMCA), plus the Township's Planning Administrator, Chief Building Official, and Public Works Manager. And further to which, that all planning matters had now been evaluated and/or can be addressed through the imposition of conditions, as follows:

Motion #4

THAT the Planning Advisory Committee recommends to Council that Consent Application B3/2025 Hodgson - Land Severance, at the property legally described as: CON 7 PT LOT 26 RP 36R4600; PART 1 PCL 24491 NIP be approved subject to the following conditions:

Standard Conditions

The Planning Advisory Committee recommends to Council that consent application B3/2025, be approved with the following conditions:

1. That this approval applies to the land legally described as: CON 7 PT LOT 26 RP 36R4600; PART 1 PCL 24491 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
 - 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 of in lieu of parkland dedication for each transfer document shall be deposited in the office of the clerk prior to the stamping of any transfer document regarding a subdivision or a consent for each new lot. For the purpose of determining the amount of payment, and that By-Law 2024-26 Schedule "A" being a by-law for tariff of fees for the purpose of applications and associated fees made in respect of planning matters for Park or other Recreational Purposes shall apply.
6. Any or all tax arrears must be paid prior to the stamping of Transfer Documents for a new lot.



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
Planning Advisory Committee
May 6, 2025

7. That the survey will apply to both the retained and proposed severed lands.
8. That no further consent to sever applications which would result in the creation of additional lots shall be considered in respect of the land and property as described.
9. 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.

Additional Conditions

10. That the North Bay Mattawa Conservation Authority (NBMCA):
 - i) Be consulted throughout the development of individual site plan(s) associated with the proposed development of the severed and/or retained lots; and
 - ii) That a vegetative buffer be maintained of at least 30 meters from the Development Constraint Area located to the northeast of the property;
11. That the proposed new entrance to service the severed lands be designed to a standard and specification that is acceptable to, and approved by, the Township's Public Works Manager.

Motion #5

MOVED BY: Narry Paquette

SECONDED BY: Kamil Wroblewski

CARRIED Chair, Jason Corbett

7. Referrals from Council

8. Other Business

9. Correspondence

10. Unfinished Business

11. Adjournment

Motion #6

MOVED BY: Narry Paquette

SECONDED BY: Kamil Wroblewski

THAT this meeting be adjourned at: 6:26 p.m.

CARRIED Chair, Jason Corbett

CHAIR

SECRETARY



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
Minutes of the Recreation & Fitness Committee Meeting
May 5th, 2025 at 5:00 pm

PRESENT: Steve Featherstone, Chair
Dan MacInnis, Vice Chair
Sylvie Lamothe
Sheena Whalen
Holly Brodhagen

ABSENT:

STAFF: Casandra Klooster, Secretary

1. Call to order

Moved by Sylvie Lamothe
Seconded by Sheena Whalen

THAT the Recreation & Fitness Committee Meeting be opened at 5:04 p.m.
Dan MacInnis, Vice Chair

2. Adoption of the Agenda

Moved by Sheena Whalen
Seconded by Sylvie Lamothe

THAT the draft agenda dated the 5th day of May, 2025 be adopted as prepared.
Dan MacInnis, Vice Chair

3. Disclosure of Pecuniary Interest and General Nature Thereof

None for this session

4. Adoption of Previous Minutes

Moved by Sylvie Lamothe
Seconded by Sheena Whalen

THAT the Minutes of the Recreation & Fitness Committee of April 7th, 2025 be adopted as circulated.
Dan MacInnis, Vice Chair

5. Presentations and Delegations

None for this session

6. Staff Reports

a. Easter Egg Hunt

The Easter Egg Hunt held on Saturday, April 19 was a success, drawing approximately 150 attendees. A total of 80 treat bags filled with an assortment of toys and candy were prepared for the event. Only 10 remained by the end of the day—a great indicator of the high level of participation.

b. OAC Grant

An update was provided on the OAC Grant funding. The Recreation & Fitness Committee recommended that Council approve the appointment of Mique Michelle as the artist for the Kaibuskong Park mural project, funded through the Ontario Arts Council grant, to be completed by the end of May 2025, within the approved \$2,000 budget.

7. Items for Committee Discussion

a. Community Garden

Dan and Mel MacInnis have volunteered to install six raised garden boxes in the Bonfield Community Garden.

b. Canada Day

The Committee discussed the upcoming Canada Day 2025 event.

- Bonfield Farmers Market will run approximately 11:00 a.m. to 4:00 p.m., organized by Debra Helm.
- Children's games and activities will be coordinated by Sarah Dickout, who will also recruit additional volunteers.
- Live music will be provided by Dual Play 5:00–7:00 p.m. at a cost of \$850 and Shawn Sasyniuk 7:00–9:00 p.m. at a cost of \$300.
- Disc golf games will be offered by Mike McCubbin of Silvermede Disc Golf.
- Children's entertainment will include Christophe the Magician, performing from 6:30 to 7:30 p.m. at a cost of \$536.75.

c. Provincial Day of Action

The Committee supports participating in the Provincial Day of Action on May 13, 2025, by:

- Distributing bags to residents for collecting roadside litter.
- Allowing residents to bring up to two bags of collected trash to the landfill at no cost, without it counting against their bag allotment.

d. Halloween

- The Committee discussed the Halloween Parade scheduled for Saturday October 25th 2025. A House Decorating Contest will run from October 1 to 14.
- A Pumpkin Decorating Contest will run from October 15 to 25.
- The parade route will remain the same as in 2024, beginning at the Four Corners and ending at Firehall #1.
- A float contest will also be held during the parade.

e. Recreation Future Initiatives

The Committee discussed future recreation priorities for the Township of Bonfield. The Committee supports:

- The installation of a pickleball court
- Relocating skate park equipment to a permanent site
- Installing eavestroughs on the covered rink
- Repairing the existing fence on the basketball court

Staff will explore grant and sponsorship opportunities to support these initiatives.

8. Motions to be Considered for Adoption

None for this session

9. Correspondence

None for this session.

10. Adjournment

Moved by Sheena Whalen
Seconded by Sylvie Lamothe

THAT the Recreation & Fitness Committee Meeting be adjourned at 5:45 p.m.

Dan MacInnis, Vice Chair

CHAIR

SECRETARY



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
BONFIELD MEDICAL CENTER BOARD MEETING
MUNICIPAL OFFICE
April 16, 2025 @ 5:00 pm

ATTENDANCE: Chair Jason Corbett, Deputy Mayor
Narry Paquette, Mayor
Dr. Preston, Community Member
Dr. Mang, BMC Physician
Dr. Feige, BMC Physician

STAFF PRESENT: Nicky Kunkel, CAO/ED

Guest: Anna Gibson- Olajos, Powassan and Area Family Health Team

No. 1

Moved by: Dr. Preston

Seconded by: Narry Paquette

THAT the Bonfield Medical Center Board meeting be opened at 5:00 p.m.

Carried

No. 2

Moved by: Dr. Preston

Seconded by: Narry Paquette

THAT the agenda for the Bonfield Medical Center Board meeting for April 16, 2025 be approved.

Carried

No. 3

Moved by: Dr. Preston

Seconded by: Narry Paquette

THAT the minutes of the Bonfield Medical Center Board meeting held March 11, 2025 be adopted as presented.

Carried

PRESENTATIONS

1. Anna Gibson-Olajos, the Executive Director of the Powassan and Area Family Health Team

Anna attended the meeting to discuss the collaboration between the Bonfield Medical Centre and the PAFHT. To date the ancillary services and nurse assistance has been going well, and the team is looking to commence implementing the OCEANS patient interaction program/software. The Committee also discussed a promotional campaign to acknowledge the expansion of services formally being affiliated with the PAHFT.

Other items discussed included Best Care forms and confidentiality forms to ensure patient information remains in the circle of care. Insurance and cyber insurance were discussed and will be investigated. All parties also agreed to start recording general statistical information to bench mark the improvements in service and use at the Bonfield Medical Centre.

STAFF REPORTS

1. Budget

The Board reviewed the budget and noted the increase in the contribution from the RNPG Agreement. The operations were discussed with 2025 being the first year with two full doctors and the collaboration with the PAFHT, increases in accounts reflect that. This includes items office and medical supplies and software and access fobs. Improvements for consideration include the flower gardens, the corner of the building cement work, new cabinets, carpets in the exam room and privacy curtains.

2. Staff requirements were also discussed. With more appointments being held there is a need for one part time reception staff member for up to 16 hours a week and to cover sick and vacation as required. The office is very busy and to promote better customer service and workloads this position is being proposed as part of the 2025 budget deliberations.

No. 4

Moved by: Dr. Feige

Seconded by: Narry Paquette

That the Bonfield Medical Center Board approves and adopts the Memorandum of Understanding between the Township and the Medical Center.

Carried

No. 5

Moved by: Dr. Feige

Seconded by: Dr. Mang

That the Bonfield Medical Center Board adopts the Terms of Reference for the Bonfield Medical Centre Board.

Carried

No. 6

Moved by: Narry Paquette

Seconded by: Dr. Feige

The Bonfield Medical Center Board approves the 2025 budget as presented.

Carried

The budget includes operating expenses for building improvements, new cabinets,

No. 7

Moved by: Dr. Mang

Seconded by: Dr. Feige

THAT this meeting be adjourned at 6:39 pm.

Carried

Chair

Secretary

MEMORANDUM OF UNDERSTANDING BETWEEN

The Corporation of the Township of Bonfield Ontario
(hereinafter referred to as "the Township")

AND

The Bonfield Medical Centre Board
(hereinafter referred to as "the Medical Centre")

1. PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to establish a framework for collaboration between the Township and the Medical Centre to improve healthcare services within Township of Bonfield and ensure the availability of quality medical care to its residents.

The Township and the Medical Centre have created a joint Board to oversee this MOU and ensure both parties adhere to outlined responsibilities and services and will draft a Terms of Reference for said Board to further align the two parties.

2. OBJECTIVES

The Township and the Medical Centre agree to work together to:

- Enhance access to primary and specialized healthcare services.
- Support physician recruitment and retention efforts.
- Promote community health initiatives.
- Facilitate the development and expansion of medical facilities.
- Ensure sustainable funding and resource allocation for healthcare services.

3. RESPONSIBILITIES OF THE TOWNSHIP

The Township agrees to:

- Provide financial or in-kind support, as appropriate, for healthcare infrastructure improvements.
- Collaborate with the Medical Centre on recruitment and retention initiatives, including incentives for healthcare professionals.
- Promote public awareness campaigns on health and wellness initiatives.
- Support applications for provincial and federal healthcare funding programs.

4. RESPONSIBILITIES OF THE MEDICAL CENTRE BOARD

The Medical Centre Board members agree to:

- Provide oversight of medical services to residents of Bonfield.
- Work with the Township to attract and retain medical professionals.

- Maintain compliance with provincial healthcare regulations and standards.
- Engage with the community to promote preventive healthcare initiatives.
- Collaborate with local agencies and organizations to enhance service delivery.
- Create applications for provincial and federal healthcare funding programs as deemed appropriate

5. TERM AND TERMINATION

This MOU shall be effective from the date of signing and shall remain in effect for the life of the Bonfield Medical Centre or until such time as it dissolves or forms another entity. There shall be five (5) year reviews regarding the General Provisions to ensure this MOU is current, reflective of new trends and changes in scope of responsibilities.

6. AMENDMENTS

Any amendments to this MOU must be made in writing and signed by authorized representatives of both parties.

7. GENERAL PROVISIONS

- Services offered by the Township to the Medical Centre
 - Financial and bookkeeping services including payroll services. The Township shall receive the funding allocations to the Medical Centre from the Province of Ontario to ensure the funds are available for the transactions and shall maintain a reserve should there be surplus funds within the Medical Centre accounts.
 - Monitor Service Agreements related to billings and receivables under the financial services. These do not include agreements for direct medical services related to patient care.
 - Maintain the property with parking lot and designated walkway snow removal, grass cutting, and minor building maintenance
 - Participate as Board members and in meetings to further the healthcare operations and services to the community. The CAO will act as Executive Assistant as well as Secretary of the Committee.
- Services of the Physicians and the Medical Centre Board
 - The physicians shall hire staff once approval is received from the Medical Centre Board
 - Two physicians contracted with the Medical Centre through the Province of Ontario shall be members of the Board
 - *Healthcare software shall be maintained and licensed to assist with patient records i.e. Telus Health. The Medical Centre is a "Health Information Custodian" (HIC) which recognizes it has the custody of all the patient health information (PHI) in the clinic and share it, with and between, health care providers involved in the

patients care. The physicians are also HICs enabling them access only to the patients PHI whose care they are a part of.

- The Medical Centre will arrange pick up for services offered and/or testing as required
- The Medical Centre shall have authority to set user fees for services provided as deemed necessary
- Any disputes arising from this MOU shall be resolved through good-faith negotiations.

8. SIGNATURES

This MOU is signed in duplicate by authorized representatives of both parties on this 13th DAY OF May 2025

For the Township:

[Name], [Title]

For the Medical Centre:

[Name] [Title]

[Name], [Title]

[Name] [Title]

Terms of Reference
Bonfield Medical Centre Board

1. Purpose

The Bonfield Medical Centre Board has a primary responsibility to build and foster the short- and long-term operations of the Bonfield Medical Centre.

The Board is a fully functioning governing body as outlined in the Memorandum of Understanding between the Township of Bonfield and the Bonfield Medical Centre, recognizing that committed, cohesive and effective governance will contribute to strong performance and excellent service to the patients of the Centre.

The Board has an obligation to manage the conduct of the Centre's business and to supervise management and staff to ensure operations meet the requirements of the primary responsibility.

2. History

The Corporation of the Township of Bonfield is the owner of 105 Landon Street. The building encompasses the Bonfield Medical Centre, and the lower level is rented to an external business, currently the Bonfield Pharmacy. It is the intent that the lower level of the building will be the home of a social or health related business/service.

The Province of Ontario, through a Rural and Northern Physician Group Agreement, funds a portion of the Bonfield Medical Centre. The province considers the Bonfield Medical Centre the entity of the signed Agreement. The Corporation of the Township of Bonfield has signed on behalf of the Bonfield Medical Centre on all agreements, operations and manages the finances and provides an approved budget. There is currently no memorandum of understanding between the Bonfield Medical Centre and the Township to set out any legal requirements.

In 2024 the province allocated an additional physician to the Physician Group, bringing the total to two. In further growing the health services provided to the residents of Bonfield the Township also entered into an agreement with the Powassan and Area Family Health Team to bring further medical professionals to the Centre.

The growth has meant that there are more stakeholders and services indicating clearer lines of duties and operations were required. The intent of the Board is to take over management of the Bonfield Medical Centre through an organized, inclusive, and clear governance structure from the Township of Bonfield. A Memorandum of Understanding will be created to delegate tasks and responsibilities to the Board.

3. Objectives

- i. Provide quality care which is safe and effective with positive patient experience
- ii. Ensure Compliance with the Ministry of Health and College of Physicians and Surgeons of Ontario standard rules, guidelines and practices
- iii. Manage incidents and Reporting as required
- iv. Manage staff

4. Board Composition

4.1 Membership

The voting membership of the Board shall consist of the following:

- i. Mayor of the Township of Bonfield
- ii. Deputy Mayor of the Township of Bonfield
- iii. Physicians under agreement with the Bonfield Medical Centre (maximum 2)
- iv. Community Member from Township of Bonfield (1)

4.2 Executive Director

The CAO of the Township of Bonfield shall act as the Executive Director/Secretary Treasurer of the Bonfield Medical Centre Board and shall not hold a voting position.

4.3 Allied Health Agencies

Regional and local health agencies that provide services to the Bonfield Medical Centre may attend Board meetings to provide advice and support for the Board to make informed decisions regarding operations and services. The agencies shall not hold a voting position.

4.4 Duties and Responsibilities of Members

- i. Chair / Vice Chair
The Chair and Vice Chair of the Committee shall be members of Council. The Chair is responsible for the calling of the meetings and ensuring the business of the meeting is conducted in order of the presented Agenda in a professional and respectful format. The Chair shall have the authority to temporarily remove a member or attendee for poor conduct during any meeting. The Chair is the lead media contact. The Chair and Vice Chair are set for the term of Council.
- ii. Vice Chair
The Vice Chair shall be responsible for all duties of the Chair in their absence. The Chair is set for the term of Council.
- iii. Physicians
The physicians shall ensure relevant matters are brought to the attention of the Board. They shall participate and engage in the decisions of the Board to set and implement operational goals. The physicians shall provide information and guidance on additional services required within the Centre to best meet the

health requirements of the patients. If there are more than two (2) physicians signed with the Centre, they shall elect the two members for the Board amongst themselves.

iv. Community member

The Community member shall participate and engage in the decisions of the Board to set and implement operational goals. The member shall bring forward thoughts on improvement and have the mindset of bettering the community services.

The Community member shall be appointed on a two-year term and may be reappointed for a maximum of three terms.

v. Secretary Treasurer

The Secretary Treasurer shall prepare the Board agenda and minutes for each meeting. The minutes shall record the decisions of the Board and as the Executive Director shall ensure that decisions and recommendations are implemented.

vi. All Board Members

All board members shall have the responsibility to attend Board meetings as set and participate in discussions. The conduct of all members at all times shall be respectful and with the highest professional standards. Members are responsible to ensure the scope and intent of the Memorandum of Understanding are adhered to and the budget remains in compliance with the approved annual amount. Members shall provide notice and documentation when necessary for inclusion with the agenda items.

4.5 Quorum

Business will only be conducted if the meeting has quorum. Quorum shall mean a minimum of three (3) voting members and the Executive Director or designate being present.

5. Meeting Organization

- i. Meetings shall occur monthly, on the fourth Wednesday. There shall be a minimum of four (4) meetings per year after the initial year of the Committee with the MOU signed (2025).
- ii. Meetings shall start at the set time. Should quorum not be present within 15 minutes of said start time the meeting shall not be called to order and therefore be rescheduled.
- iii. The agenda for meetings shall be released by the Monday prior to the meeting. Agenda topics must be submitted to the Secretary the Friday prior to the meeting date.



BONFIELD TOWNSHIP

365 HIGHWAY 531

Telephone: 705-776-2641

BONFIELD ON P0H 1E0

Fax: 705-776-1154

Website: <http://www.bonfieldtownship.com>

6. Finance and Budget

- i. The Board shall draft the annual budget using the overhead contributions from the Ministry of Health under the Rural and Northern Physician Group Agreement.
- ii. The Board shall present the annual budget to the Council of the Township of Bonfield for approval of any additional funds required to achieve their annual operations and objectives.
- iii. The Board shall be accountable to manage the annual budget and spending so as to not exceed the final approved amounts.

Terms of Reference adopted on May 13, 2025

Small Community, Big Heart



Bonfield Medical Centre
Budget 2025

Account	Desc	2023	2023 Actual	5 YR Average	2024 budget	2024 YTD (Nov)		2,025	2025	2026
1-40-400-030-000	M.O.H. - MEDICAL CENTRE SUBSID	-119233.36	(119,233.36)	(111,783.34)	194837.5	218,438.30	77,438.50		\$ 246,240	246,240.00
Total Revenue	Municipal Contribution (Rent)								\$ 15,000	
									\$ 261,240	
Health and Family Services										
Medical Center General Operating										
1-40-400-532-230	Salaries	67,867.33	67,686.84	406	62,698.28	123,956.00	66,540.65	2 Drs/2 staff	\$ 127,605	130,157.52
1-40-400-534-230	Medical Ctr-Part-time Staff		-		391.46		85,536.34		\$ -	-
1-40-400-568-240	E.I.	1,548.76	1,548.76		1,346.35		1,538.01	42,069.08	\$ -	-
1-40-400-568-241	C.P.P.	3,669.20	3,669.20		3,092.63		3,651.26		\$ -	-
1-40-400-568-245	E.H.T.	1,336.37	1,336.37		1,216.83		1,301.63		\$ -	-
1-40-400-568-246	W.S.I.B.	2,705.66	2,705.66		2,409.56		2,307.85		\$ -	-
1-40-400-568-247	Benefits-Group Insurance	9,353.80	9,353.80	406	6,976.36		8,200.72		\$ 8,200	-
1-40-400-568-248	Benefits Physician Insurance						4,195.54		\$ 4,500	
1-40-400-576-261	Computer Supplies	0.00	-	411	2,041.84	8,000.00	7,050.52	printer, 2 dr	\$ 5,000	5,000.00
1-40-400-576-292	Postage						40.00		\$ 200	
1-40-400-576-299	Office Supplies	1,638.66	1,638.66	410	1,587.54	2,500.00	5,683.73	297.00	\$ 2,750	2,750.00
1-40-400-577-290	Telephone/Fax	625.30	625.30	409	3,035.17	3,695.00	1,878.20	on call phone	\$ 4,000	4,000.00
1-40-400-577-295	Cellphone						1,213.07		\$ 1,500	
1-40-400-577-296	Internet\Software	13,396.62	14,410.62	409	10,398.58	12,500.00	22,905.50	dragon/fob/demeres	\$ 20,000	20,000.00
1-40-400-577-312	MC\Nurse Consultant		-		161.00				\$ -	
1-40-400-577-332	Travel Expenses		-		253.21	200			\$ 200	200.00
	Medical Ctr - Capital Reserve							estimated surplus to reserve	\$ 24,817	
1-40-400-577-476	Medical Supplies	4,409.44	4,409.44	408	3,141.70	7,500.00	8,234.09		\$ 8,500	8,500.00
	Subtotal General Operating	106,551.14	109,975.31		101,427.25	158,351.00	134,740.77		\$ 207,272	170,607.52
Medical Center - Building										
1-40-400-577-651	MC\Rent Expense		9,600.00	412	7,680.00	15000	15,000.00		\$ 15,000	15,000.00
1-40-400-624-281	Furnace Mtce/Propane	1,281.19	1,281.19	414	1,294.32	1,700.00	1,038.83		\$ 1,800	1,900.00
1-40-400-624-282	Hydro	2,494.17	2,494.17	414	2,763.88	3,000.00	3,229.11	no carbon	\$ 3,278	3,278.55
1-40-400-624-283	Janitorial Supplies	944.01	1,011.17	413	625.92	1,000.00	591.16	more patients	\$ 650	650.00
1-40-400-624-284	Water	654.56	654.56	413	360.70	750.00	431.52	more staff	\$ 700	700.00
1-40-400-624-285	Janitorial Services	4,680.00	4,680.00	413	4,361.11	4,500.00	4,260.00		\$ 4,590	4,590.00
1-40-400-624-560	Alarm Monitoring	195.38	195.38	413	242.82	400.00	183.38		\$ 400	400.00
1-40-400-624-602	Bldg. Maintenance & Supplies	2,827.38	2,827.38	413	1,689.34	2,000.00	2,573.92	toilet/switchε cabinets	\$ 15,000	5,500.00
1-40-401-000-297	MC\Insurance	5,486.40	5,486.40	415	4,277.02	6,000.00	6,016.68	carpet/curtains/flowers	\$ 8,100	8,910.00
1-40-401-000-471	MC\Bldg & Property Improvements	0.00	-		1,567.10	42,000.00	47,278.70	cyber/med	\$ 1,500	1,500.00
1-40-402-500-000	Physician Recruit Med Center	6000	6,000.00	407	1,500.00	0	-	mattawa	\$ -	-
1-40-401-592-307	Loan Repayment-Parking Lot Paving	993.80		417	552.76	1,200.00	1,192.56		\$ 1,200	1,200.00
1-40-403-138-307	Loan Repayment-Pharmacy Renovati	1,424.20		418	815.72	1,750.00	1,709.04		\$ 1,750	1,750.00
	subtotal Medical Center Building	26,981.09	34,230.25		27,730.68	79,300.00	83,504.90		\$ 53,968	45,378.55
	Total Medcial Center	133,532.23	144,205.56		129,157.93	237,651.00	218,245.67		\$ 261,240	215,986.07
As of April 16, 2025.										
Net Medical Center			24,972.20			192.63		-\$	0	

Any surplus goes to reserve, starting in 2025.



Town of Amherstburg

OFFICE OF THE MAYOR

Michael Prue, Mayor

April 15, 2025

SENT VIA EMAIL

Premier of Ontario
Legislative Building
Queens Park
Toronto, ON, M7A 1A4
VIA EMAIL: premier@ontario.ca

Attn: The Honourable Doug Ford, Premier of Ontario

Re: Resolution# 20250414-011 - Opposition to Strong Mayor Designation for the Town of Amherstburg

At its regular meeting on **April 14, 2025**, Amherstburg Town Council passed **Resolution 20250414-011** in response to the Province's recent proposal to designate Amherstburg as a "**Strong Mayor**" municipality, effective May 1, 2025.

WHEREAS the Province of Ontario has proposed to designate the Town of Amherstburg as a "Strong Mayor" community, granting enhanced powers to the Mayor effective May 1, 2025; and,

WHEREAS the Strong Mayor powers significantly alter the balance of governance at the municipal level, undermining the role of Council in decision-making and weakening the fundamental democratic principle of majority rule; and,

WHEREAS the Town of Amherstburg has a long history of collaborative, transparent, and accountable local governance built upon a foundation of Council-debate and shared decision-making; and,

WHEREAS many municipally elected officials across the province and members of the public have expressed significant concern regarding the imposition of these powers; and,

WHEREAS the Town of Amherstburg did not formally request or express a desire to be designated under the Strong Mayor framework; and,

WHEREAS a growing number of municipalities and elected officials across Ontario are questioning the appropriateness of the Strong Mayor system and are calling for its reconsideration or repeal;

THEREFORE BE IT RESOLVED that Amherstburg Town Council formally request that the Premier of Ontario and the Minister of Municipal Affairs and Housing immediately remove the Town of Amherstburg from the list of municipalities designated under the Strong Mayor legislation;

AND BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, all regional Members of Provincial



Town of Amherstburg

OFFICE OF THE MAYOR

Michael Prue, Mayor

Parliament, all Ontario municipalities, and the Association of Municipalities of Ontario (AMO) for their awareness and support.

We thank you for your attention to this matter and urge you to respect the democratic wishes of our Council and community.

Sincerely,

Michael Prue, Mayor
Town of Amherstburg

Cc: The Honourable Paul Calandra (Minister of Municipal Affairs and Housing)
Regional Members of Provincial Parliament
All Ontario Municipalities
The Association of Municipalities of Ontario (AMO)



**TOWNSHIP OF RIDEAU LAKES
Special Council Meeting**

RESOLUTION 104-2025
Title: MSC (PW) Rec #78-2025 re: Strong Mayor Powers (for Council approval)
Date: Wednesday, April 16, 2025

Moved by Councillor Dunfield
Seconded by Deputy Mayor P. Banks

WHEREAS at the Municipal Services Committee meeting held April 14, 2025, Recommendation #78-2025 was passed related to the recent announcement from the Government of Ontario on Strong Mayor Powers to an additional 169 municipalities effective May 1, 2025;

AND WHEREAS said recommendation further requested that the Province remove Rideau Lakes from the Strong Mayor Powers Legislation;

NOW THEREFORE be it resolved that the Council of The Corporation of the Township of Rideau Lakes concurs with MSC Recommendation #78-2025.

YES: 5 NO: 2 ABSTAIN: 0 CONFLICT: 0 ABSENT: 1

Carried

YES: 5 Councillor J. Banks Councillor Carr Councillor Dunfield Councillor Hutchings
Deputy Mayor P. Banks

NO: 2 Councillor Maxwell Councillor Pollard

CONFLICT: 0

ABSTAIN: 0

ABSENT: 1 Mayor Hoogenboom



**TOWNSHIP OF RIDEAU LAKES
Municipal Services Committee (PW)**

RECOMMENDATION: 78-2025

Title: Ontario Proposing to Expand Strong Mayor Powers to 169
Additional Municipalities

Date: Monday, April 14, 2025

Moved by Councillor Dunfield
Seconded by Deputy Mayor P. Banks

WHEREAS the Government of Ontario has announced an expansion of strong mayor powers to an additional 169 municipalities, effective May 1, 2025;

AND WHEREAS these powers allow mayors to unilaterally override council decisions, appoint senior municipal staff, and set budgets without majority council approval, undermining the principles of democratic governance;

AND WHEREAS municipal governance functions best through a collaborative decision-making process where elected councils, representing the collective voice of their communities, work alongside experienced municipal staff;

AND WHEREAS there is no evidence to suggest that strong mayor powers have increased housing starts, contrary to the provincial government's stated justification for their implementation;

AND WHEREAS the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) has raised concerns that strong mayor powers blur the lines between political leadership and administrative expertise, threatening the neutrality of municipal public service;

AND WHEREAS the City of Orillia recently experienced a situation where its mayor unilaterally overturned a council decision regarding the hiring of a Chief Administrative Officer, demonstrating the potential for these powers to be misused;

AND WHEREAS the Township of Rideau Lakes has also experienced governance challenges resulting from mayoral overreach, further highlighting the risks posed by concentrating authority in a single elected official;

AND WHEREAS democratic principles require that municipal governance remain a system of "one person, one vote" rather than granting disproportionate power to a single individual;

NOW THEREFORE be it resolved that the Council of the Township of Rideau Lakes:

1. Strongly opposes the expansion of strong mayor powers to additional municipalities, including Rideau Lakes;
2. Calls on the Government of Ontario to reverse this decision and uphold the traditional balance of municipal governance; and
3. Directs the Clerk to send a copy of this resolution to:
 - The Honourable Rob Flack Minister of Municipal Affairs and Housing
 - MPP Steve Clark
 - The Honourable Premier of Ontario Doug Ford
 - The Association of Municipalities of Ontario (AMO)
 - The Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO)
 - All Ontario municipalities for their consideration and support.

AND FURTHER that the Province be requested to remove Rideau Lakes from the Strong Mayor Powers Legislation.

YES: 5 NO: 3 ABSTAIN: 0 ABSENT: 0

Carried

YES: 5

Councillor J. Banks Councillor Carr Councillor Dunfield
Councillor Hutchings Deputy Mayor P. Banks

NO: 3

Mayor Hoogenboom Councillor Maxwell Councillor Pollard



City of Stratford, Corporate Services Department

Clerk's Office

City Hall, P. O. Box 818, Stratford, Ontario N5A 6W1

Tel: 519-271-0250, extension 5237

Email: clerks@stratford.ca

Website: www.stratford.ca

May 1, 2025

Sent via email: premier@ontario.ca

The Honourable Doug Ford,

Premier of Ontario

Legislative Building

Queens Park

Toronto, ON, M7A 1A4

Dear Premier Ford,

Re: Resolution R2025-174 - Opposition to Strong Mayor Designation for the City of Stratford

At the April 28, 2025, Regular meeting, Stratford City Council adopted the following resolution in response to the Province's proposal to designate Stratford as a "Strong Mayor" municipality, effective May 1, 2025.

WHEREAS the Province of Ontario has proposed to designate the City of Stratford as a "Strong Mayor" community, granting enhanced powers to the Mayor effective May 1, 2025; and,

WHEREAS the Strong Mayor powers significantly alter the balance of governance at the municipal level, undermining the role of Council in decision-making and weakening the fundamental democratic principle of majority rule; and,

WHEREAS the City of Stratford has a long history of collaborative, transparent, and accountable local governance built upon a foundation of Council-debate and shared decision making; and,

WHEREAS many municipally elected officials across the province and members of the public have expressed significant concern regarding the imposition of these powers; and,

WHEREAS the City of Stratford did not formally request or express a desire to be designated under the Strong Mayor framework; and,

WHEREAS a growing number of municipalities and elected officials across Ontario are questioning the appropriateness of the Strong Mayor system and are calling for its reconsideration or repeal;

THEREFORE BE IT RESOLVED that Stratford City Council formally request that the Premier of Ontario and the Minister of Municipal Affairs and Housing immediately remove the City of Stratford from the list of municipalities designated under the Strong Mayor legislation;

AND BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the Member of Provincial Parliament, all Ontario municipalities, and the Association of Municipalities of Ontario (AMO) for their awareness and support.

Sincerely,

T. Dafoe

Tatiana Dafoe, Clerk
City of Stratford

Cc: The Honourable Rob Flack, Minister of Municipal Affairs and Housing
Matthew Rae, Member of Provincial Parliament, Perth - Wellington
All Ontario Municipalities
The Association of Municipalities of Ontario

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2025-09

BEING A BY-LAW TO AMEND COMPREHENSIVE ZONING BY-LAW 2012-49 TO PERMIT CERTAIN PROVISIONS FOR TRAVEL TRAILERS AND RECREATION VEHICLES

WHEREAS Section 34 of the Planning Act states zoning by-laws may be passed by the Councils of local municipalities for prohibiting the erecting, locating or using of buildings or structures for or except for such purposes as may be set out in the by-law within the municipality or within any defined area or areas; and

WHEREAS the current Comprehensive Zoning By-law 2012-49 currently prohibits the use of travel trailers and recreation vehicles in all areas; and

WHEREAS the Council for the Corporation of the Township of Bonfield has considered public input since November 2022 and now desires to amend the provisions and has created a Trailer Licence By-law; and

Whereas statutory public meetings were held on March 18th, 2025 and subsequent public meetings on March 25 and April 21, 2025 for the public to provide comments on the amendments to the Comprehensive Zoning By-law, amendments to the RV By-law and to review the Travel Trailer and Recreation Vehicle By-law.

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

1. That section 3.11.4 is hereby amended by removing the words, “including a Recreational Vehicle of any kind” after the first reference in the section to the words “the use of any accessory building or structure”.
2. That Section 3.22 under the “Recreational Vehicle” subsection, last paragraph of Section 3.22 is hereby amended as “no Recreational Vehicle or Travel Trailer shall be used in any Residential or Rural Zone with an existing dwelling for more than a total of 120 days in any calendar year.”
3. That section 3.23 be hereby amended to add subsection iii) unless the Recreational Vehicle or Travel Trailer has a valid License through the Township of Bonfield in accordance with By-law Number 2025-16
4. That Section 4.11 – Rural Zone be amended with the addition under the Rural Uses of the use of a “licensed Travel Trailer” under By-law 2025-16
5. That Schedule C – Provisions for non-residential uses add the following for use of a Travel Trailer and Recreation Vehicles

Minimum Front Yard Setback	Minimum Rear Yard Setback	Minimum Exterior Side Yard Set Back	Minimum Interior Side Yard Set Back
30 meters	10 meters	15 meters	15 meters

6. **THAT** this By-law shall come into force and effect on the date of passing thereof.

READ A FIRST AND SECOND TIME THIS 28TH DAY OF JANUARY 2025

READ A THIRD TIME AND CONSIDERED ADOPTED THIS 13TH DAY OF May 2025.

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2025-10

BEING A BY-LAW TO AMEND BY-LAW 2018-06 (ZONING AMENDMENT BY-LAW) TO PERMIT CERTAIN PROVISIONS FOR TRAVEL TRAILERS AND RECREATION VEHICLES

WHEREAS Section 34 of the Planning Act states zoning by-laws may be passed by the Councils of local municipalities for prohibiting the erecting, locating or using of buildings or structures for or except for such purposes as may be set out in the by-law within the municipality or within any defined area or areas; and

WHEREAS the current Comprehensive Zoning By-law 2018-06 currently restricts the use of travel trailers and recreation vehicles in all areas; and

WHEREAS the Council for the Corporation of the Township of Bonfield has considered public input since November 2022 and now desires to amend the provisions and has created a Trailer License By-law; and

Whereas statutory public meetings were held on March 18th, 2025 and subsequent public meetings on March 25 and April 21, 2025 for the public to provide comments on the amendments to the Comprehensive Zoning By-law, amendments to the RV By-law and to review the Travel Trailer and Recreation Vehicle By-law.

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

1. That Section 5 regarding section 3.11.4 of the Comprehensive Zoning By-law is hereby repealed.
2. That Section 6 regarding Section 3.22 of the Comprehensive Zoning By-law is hereby repealed

READ A FIRST AND SECOND TIME THIS 28TH DAY OF JANUARY 2025

READ A THIRD TIME AND CONSIDERED ADOPTED THIS 13TH DAY OF MAY 2025.

MAYOR

CLERK

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
BY-LAW NO. 2025-11**

**BEING A BY-LAW TO AMEND COMPREHENSIVE ZONING BY-LAW 2012-49 FOR
THE TOWNSHIP OF BONFIELD FOR ADDITIONAL DWELLING UNITS, HUNT
CAMPS AND ACCESSORY STRUCTURES**

WHEREAS By-law No. 2012-49 as amended is the Zoning By-law of the Corporation of the Township of Bonfield;

AND WHEREAS the Council of the Corporation of the Township of Bonfield deems it necessary to enact a by-law to reflect current practices, procedures, and statutory requirements;

AND WHEREAS certain housekeeping changes are required, and Council deems it appropriate to make these changes related to the provision of Accessory Structures, Hunt Camps, and Additional Dwelling Units (ADUs);

AND WHEREAS authority is granted pursuant to Section 34 of the Planning Act, R.S.O 1990 to enact such amendments;

AND WHEREAS the Province of Ontario has enacted new legislation such as the Build More Homes Faster Act, and a new Provincial Planning Statement to encourage more housing opportunities;

NOW THEREFORE BE IT ENACTED by the Council of the Corporation of the Township of Bonfield the following amendments:

1. Definitions

1.1 The meaning of words included within this Zoning Amendment By-law shall be consistent with the definitions contained with the adopted Comprehensive Zoning By-law 2012-49, with the exception of new terms hereby described in this By-law Amendment:

1.2 Section 2 - Definitions are hereby amended as follows:

1.2.1 Amend for consistency as follows:

Accessory (Building, Structure or Use)

Means a building, structure, or use, that is incidental, subordinate and exclusively devoted to the principal building, structure, or use and located on the same lot.

1.2.2 Add the following:

Additional Dwelling Unit(s) (ADUs)

Means a self-contained residential unit created by either:

- i) An interior renovation within an existing dwelling - to a maximum of 2 dwelling units within the primary structure; Or
- ii) As an exterior addition, provided that one entire face of the addition is attached to the principal dwelling: Or
- iii) As a standalone unit within the same lot boundaries of the primary structure, and subject to other zoning provisions including minimum setbacks, and appropriate site servicing arrangements.
- iv) And whereas all dwellings listed above collectively constitute a single real estate entity.

1.2.3 Add the following:

Additional Dwelling Unit (Attached)

Means a self-contained dwelling unit with separate kitchen and bathroom facilities within a single detached or semi-detached dwelling of the same lot, as constructed, renovated or altered to be considered as attached.

1.2.4 Add the following:

Additional Dwelling Unit (Detached)

Means a self-contained dwelling unit with separate kitchen and bathroom facilities within an accessory building positioned within the rear yard or side yard of the same lot that accommodates the primary single detached dwelling unit but does not include a boathouse;

1.2.4.1 Add the following:

Additional Dwelling Unit Conversion (ADUC) (Detached)

Means a proposed detached additional single family dwelling containing cooking, eating, living, sleeping, sanitary, and laundry facilities on a property that has an existing single family dwelling and that the new additional dwelling is up to 60% greater in gross floor area (GFA) than the existing single family dwelling (SFD), but not greater than 2000 Sq Ft., forming a single real estate entity and whereas the existing SFD shall then be reclassified as the Additional Dwelling Unit (ADU) and the new ADUC SFD is then converted to the primary dwelling prior to the occupancy of the new dwelling.

1.2.5 Add the following:

Building, Primary

Means the Principal Dwelling Unit on a lot.

1.2.6 Delete as follows:

Dwelling, Secondary

Means a self-contained dwelling unit created by either an interior renovation within an existing dwelling, or as an exterior addition, provided that one entire face of the addition is attached to the principal dwelling; however, a secondary dwelling unit shall not be considered a second dwelling on the lot for the purposes of this By-law.

1.2.7 Add the following:

Hunt Camp(s)

Means a single storey building or structure with a maximum total floor area of 800 Sq Ft. Or 74.3 Sq m. consisting of one or more rooms and may include facilities for the preparation of food and overnight accommodation on a private, temporary basis for use only during the hunting or fishing seasons but shall not be used as a *dwelling* of any sort, nor commercial accommodation premises; nor any commercial uses, as defined in the Comprehensive Zoning By-Law [As amended].

1.2.8 Delete the following:

Garden Suite

Shall mean a temporary, detached, portable housing unit intended for the use of an elderly member of the immediate family which is located on the same lot with an existing single-detached dwelling where the family is residing and which shares the private water supply and sewage disposal facilities with the single-detached dwelling, but shall not include a mobile home.

1.2.8 Add the following:

Shipping Container

Means a prefabricated structure originally designed for or capable of being mounted or moved by rail, truck, or ship by means of being mounted on a chassis or similar transport device and now utilized for accessory storage. This definition includes the terms 'sea can', 'disused railcar' and 'storage container' having a similar appearance and characteristics to a shipping container.

1.2.9 Add the following:

Tiny Homes

Means a structure consisting of 1 dwelling unit between 188 Sq Ft. / 17.5 Sq. Meters. and not more than 400 Sq Ft. / 37 Sq Meters, as regulated under the Ontario Building Code, Division C, Section 1.11.

1.2.10 Add the following:

Semi-Detached Dwellings

Means two residential homes sharing a common centre wall with separate ownership.

2. Rules and Regulations to be Observed

The following rules and regulations are to be amended in respect of any proposed new buildings and structures as described:

2.1. Accessory (Building, Structure, or Use)

2.1.1 Amend *Section 3.11.1* as follows:

An accessory building shall not be erected prior to the erection of a permitted dwelling on the same lot except where it is necessary for the storage of tools and materials for the use in connection with the construction of such dwelling and no accessory building shall be used prior to the erection of such dwelling for any purpose other than such storage. The applicant shall obtain a building permit for the principal dwelling and the accessory building, and the applicant shall enter into an agreement with the municipality that whereas the accessory building is constructed prior to the principal dwelling and that the principal dwelling is not substantially commenced within 1 year of the issuance of the building permit and/or not having obtained Occupancy approval from the Chief Building Official for the principal dwelling within 3 years of the issuance of the building permit or to the satisfaction of the Chief Building Official that the accessory building shall be removed from the property at the owner's expense.

Except as may be provided herein any accessory building shall comply with the 3-metre yard requirement applicable to all zones and such accessory uses shall not occupy more than 15% of the lot area.

2.1.2 Amend *Section 3.11.7* as follows:

Except as 3.45.9.4, when a lot is proposed to be used for more than one purpose, the lot shall be zoned for its primary purpose and accessory uses shall be permitted where the accessory uses are an integral part of the main use, are intended solely for the convenience of the people using the facility and are in keeping with the character of the main use. Such accessory uses shall conform to all applicable sections of the Comprehensive Zoning By-law, and this Housekeeping By-law and in no case shall occupy more than 20 percent of the total area of any lot.

2.1.3 Add a new *Section 3.11.8* as follows:

Shipping Containers

For the purposes of this by-law, Shipping Containers shall be considered accessory storage structures for planning purposes. The following provisions apply:

- i) Shipping Containers greater than 161.5 Sq Ft. / 15 Sq Meters or of any size containing plumbing, or shipping containers attached to any other structures, or used for purposes other than personal storage sheds ancillary to a principal building, shall not be placed or constructed on a property except under the authority of a Building Permit and shall comply with the Ontario Building Code and all Applicable Laws.
- ii) No Shipping Container shall exceed 5 metres in height in any Residential Zone, nor be placed within 2 metres of the main building in all zones, and except under the authority of a building permit containers shall not be stacked upon other containers.

- iii) Shipping Containers shall not be permitted within the Shore Road Allowance bordering any water body and shall be positioned beyond the 30-meter setback over which the North Bay Mattawa Conservation Authority has jurisdiction and, for which, a Section 28 permit would be required.
- iv) In the Rural Areas, where lot size and dimensions permit, a minimum landscape buffer of 30 metres shall be applied around the perimeter of the property to ensure satisfactory screening of the Shipping Container. Exceptions to this rule can be met where alternative arrangements such as tree lines, fences, siding, or other architectural improvements have been proposed, and approved by the Township that would be considered visually appealing.
- v) A shipping container shall be rust protected by applying a uniform colour to blend into its surroundings using neutral and/or natural coloured paint to ensure their satisfactory design quality and visual appearance. All markings shall be removed or masked from the container. The container shall be maintained in such a state.
- vi) Shipping Containers, in all zones, shall not be used for advertising or marketing purposes.

2.2 Amend the following section and text:

Section 3.38 - Secondary Dwelling Units

- i) A maximum of one (1) secondary dwelling unit shall be permitted in a single-detached dwelling within the Residential Limited Service Zone only provided that: it does not alter the streetscape character along the street where it is located; it is not stand alone and cannot be severed, and; a building permit is required prior to the establishment of the secondary dwelling unit;
- ii) The entrance to the secondary dwelling unit is located on the ground level, except where building and fire codes dictate otherwise;
- iii) Parking for the secondary dwelling units shall be provided in accordance with the provisions of the parking requirements of this by-law, and;
- iv) The secondary dwelling unit shall not exceed fifty-six (56) square metres in gross floor area.

2.3 Delete the following:

Section 3.39 - Garden Suites: Delete this section in its entirety

2.4 Add the following:

Section 3.44 - Hunt Camps

- 3.44.1 Hunt Camps shall be seasonal structures which shall not exceed a maximum Gross Floor Area of 800 Sq Ft, or 74.3 Sq m. They are not designed for year-round occupancy and shall not be permitted to be used as such.
- 3.44.2 Hunt camps shall be permitted in the Rural Zone *where lands exceed 10 hectares*.
- 3.44.3 Hunt Camps must comply with the Ontario Building Code and all Applicable Laws.
- 3.44.4 A Building Permit must be obtained from the Chief Building Official prior to the construction of a Hunt Camp, Wood Stove, Decks and/or Plumbing.

2.5 Add the following:

Section 3.45 - Additional Dwelling Unit(s)

- 3.45.1 For the purposes of this by-law, Additional Dwelling Units (ADUs) are further categorized as follows:
 - i) **Additional Dwelling Unit (Attached)**
 - ii) **Additional Dwelling Unit (Detached)**

3.45.2 Additional Dwelling Units, including a combination of attached and/or detached units, will be permitted within the Township of Bonfield to a **maximum of three (3) Dwelling Units per eligible Lot** within the prescribed zones as listed in Section 4 of the Comprehensive Zoning By-law 2012-49 [As amended].

3.45.3 A **maximum of two (2) Dwelling Units** will be permitted within the **Primary Structure, to be counted towards the maximum of 3 units per lot**. Any proposal to introduce more than two (2) Dwelling Units within the Primary Structure would require the property to be rezoned as a **'Residential, Multiple-Attached (RM) Zone'** to ensure compliance with the Ontario Building Code.

3.45.4 A maximum of two (2) ADUs shall be permitted in the following zones:

- i) **Residential 1st Density Zone**
- ii) **Residential 2nd Density Zone**
- iii) **The Rural Zone**

3.45.5 All lots within in all zones are subject to approval by the NBMCA. As such, ADUs shall not be permitted within:

- i) Any property that is deemed unsuitable by the NBMCA;
- ii) Within any zone which does not permit a permanent dwelling unit;
- iii) Within mobile homes, recreational vehicles, hunt camps, guest cabins, shipping containers, or any other accessory structure that is not designed and permitted for human occupation; Or
- iv) Other zones considered incompatible with the proposed residential use.

3.45.6 The minimum size of any habitable ADU is 188 Sq Ft or 17.5 Sq Meters.

3.45.7 The Gross Floor Area (GFA) of the ADU shall not exceed 60% of the total GFA of the primary residence.

3.45.7.1 The Gross Floor Area (GFA) of a Detached ADU shall not exceed 60% of the GFA of a Primary Dwelling except under an ADU Conversion (ADUC) described in the definitions under ADUC [1.2.4.1].

2.5.1 Add the following:

The Residential 1st and 2nd Density Zones

3.45.8 In the Residential 1st and 2nd Density Zones, ADUs shall be located in the rear or side yard of the primary dwelling.

2.5.2 Add the following:

The Rural Zone

3.45.9 In the Rural Zone, the following shall apply:

3.45.9.1 A maximum of one Detached ADU is permitted on a lot where there is one existing primary dwelling. Where two ADUs are proposed, one of the ADUs shall be located within or attached to the primary dwelling.

3.45.9.2 Detached ADUs shall comply with Minimum Distance Separation (MDS) Formulae

3.45.9.3 On lots which contain agricultural uses, ADUs shall be located within the farm building cluster.

3.45.9.4 Detached ADUs shall be considered accessory structures for the purposes of calculating lot coverage. Notwithstanding the policies of this By-law, lot coverage for all accessory structures including Attached and Detached ADUs, shall not exceed 15% in the rural area.

2.5.3 Add the following:

All Applicable Zones

Access and Parking Requirements

3.45.9.5 Access shall be provided via the existing point of access to the primary dwelling:
Or

3.45.9.6 A new secondary access may be permitted to serve the ADU, so long as:

- i) The property is served by a municipally maintained road;
- ii) The access would not have an adverse impact on local traffic flows, or the character and amenity of neighbouring land uses; and
- iii) The access would be subject to MTO approval off a regulated Highway, and/or;
- iv) Is approved by the Public Works Manager.

3.45.9.7 The following parking standards are established with respect to ADUs:

- i) Each additional dwelling unit shall have one (1) parking space that is provided and maintained for the sole use of the occupant of the additional dwelling unit
- ii) A parking space that is provided and maintained for the sole use of the occupant of an additional residential unit may be a tandem parking space.

2.5.4 *Add the following:*

Building Requirements

3.45.9.8 Proposed ADUs shall comply with the Ontario Building Code and all applicable laws.

3.45.9.9 Where an **Attached ADU** is proposed, the ADU shall be self-contained within the primary building envelope and must be physically separated from the primary dwelling unit through the incorporation of building design standards that are consistent with the Ontario Building Code and approved by the Chief Building Official for the Township of Bonfield.

3.45.9.10 A maximum of One (1) Attached ADU shall be permitted in a single-detached dwelling subject to the following:

- i) It does not alter the streetscape character along the street where it is located.
- ii) It is not a standalone unit and cannot be severed.
- iii) A building permit has been obtained.
- iv) The entrance to the ADU shall be located on the ground level (except where building and fire codes dictate otherwise);
- v) Parking for the secondary dwelling units shall be provided in accordance with the provisions of the parking requirements of this by-law, and;
- vi) The Additional Dwelling Unit shall not exceed 60% of the gross area of the primary dwelling unit.

3.45.9.11 Where a **Detached ADU** is proposed on the same lot as the primary structure, it must have the same ownership. Septic and water services cannot be shared either between, or across, separate lots.

3.45.9.12 In all circumstances, applicants shall;

- i) Obtain an On-Site Sewage System Permit from the North Bay Mattawa Conservation Area (NBMCA) for the alteration of an existing, or construction of a new or secondary septic On-Site Sewage System to accommodate the ADU; Or
- ii) Provide a File Review Certificate from the NBMCA where the proposed ADU will be tying into an existing on-site sewage system, to ensure it has the capacity to accommodate the additional loads that may be imposed by the ADU; and

- iv) Provide either document listed above which shall reference that the proposed ADU and on-site sewage system meet the minimum clearance distances to all other existing buildings on the property as regulated under Section 8.2 of the Ontario Building Code.

3.45.9.13 In certain locations and circumstances, where lots have less than 0.6 hectares and less than 60 meters of frontage, a Hydrogeological Assessment may be required to demonstrate there is sufficient capacity to accommodate a new and/or upgraded well to service the ADU;

3.45.9.14 Laundry facilities shall be provided for all ADUs.

3.45.9.15 Where an ADU is proposed as part of the primary building; a common or shared laundry facility may be permitted, provided that the fire separations and other requirements comply with the Ontario Building Code.

3.45.9.16 ADUs shall not adversely impact the amenity, character, or functional and permitted use of adjoining properties. In all circumstances, other zoning provisions shall apply including but not limited to minimum lot sizes and setbacks between structures, and the properties' boundaries.

2.5.5 Add the following:

ADU Occupancy

3.45.9.17 An ADU may be occupied by any person regardless of whether:

- i) The person who occupies the ADU is related to the person who occupies the primary residential unit is related to the person who occupies the primary residential unit; and
- ii) The person who occupies either the primary or additional dwelling unit is the owner of the Lot.

3.45.9.18 Where the use of ADUs is authorized, an ADU is permitted regardless of the date of construction of the primary dwelling.

2.5.6 Add the following:

Primary / ADU Conversion

3.45.9.19 Property owners can convert an Additional Dwelling Unit to a Primary Dwelling Unit through written agreement with the Township provided all other provisions can be adhered to.

3. Zones

*3.1 Amend the zones described in **Section 4 - Zones**, as follows:*

Section 4.1.1 - Residential, First Density (R1) Zone

a) Residential Uses - Permitted

- Add Up to Two (2) Additional Dwelling Units (ADUs)
- Remove Garden Suite
- Remove Secondary Dwelling Unit

Section 4.2.1 - Residential, Second Density (R2) Zone

a) Residential Uses - Permitted

- Add Up to Two (2) Additional Dwelling Units (ADUs)
- Remove Garden Suite
- Remove Secondary Dwelling Unit

Section 4.3 - Residential, Limited Services

- Remove Garden Suite

Section 4.11 - Rural (RU) Zone

a) Residential Uses - Permitted

- Add Up to Two (2) Additional Dwelling Units (ADUs)
- Remove Secondary Dwelling Unit

4. **THAT** this By-law shall come into force and effect on the date of passing thereof.

READ A FIRST AND SECOND TIME THIS 28TH DAY OF JANUARY 2025

READ A THIRD TIME AND CONSIDERED ADOPTED THIS 13TH DAY OF MAY 2025.

MAYOR

CLERK

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 *Vacant land storage policies shall be adhered. A property with a licenced trailer may host up to three (3) non-habitable, portable trailers during the licencing period for such purposes of a boat trailer, an ATV trailer or livestock trailer. All such trailers shall be in the rear of the Recreation Vehicle/Travel Trailer and removed by December 15 of each year.*
- 3.9 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.
- 3.10 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.
- 3.11 No Person shall store, use or maintain more than one Trailer on a parcel of land unless specifically authorized under a Special Occasion Licence.
- 3.12 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.
- 3.13 No person shall store or place Trailers on Township property.
- 3.14 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.
- 3.15 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.
- 3.16 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.

READ A FIRST, SECOND AND THIRD TIME AND CONSIDERED ADOPTED THIS 13TH DAY OF MAY, 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? _____

5.2 Will the trailer be directly connected to electrical services?

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.

Yes No

Yes No 5

☐ Licence Fee

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.

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NUMBER 2025-17

BEING A BY-LAW TO LICENCE, REGULATE AND GOVERN SHORT-TERM RENTAL ACCOMODATION IN THE TOWNSHIP OF BONFIELD

WHEREAS the Council of the Township of Bonfield may, pursuant to the Municipal Act, 2001, S.O. 2001, c.25 as amended, (*"The Municipal Act"*), enact By-laws for the licencing, regulating and governing of business and occupations in the Township of Bonfield.

AND WHEREAS pursuant to Section 9 of *The Municipal Act* Part II, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

AND WHEREAS pursuant to Section 10(2) of *The Municipal Act*, a single tiered municipality has the authority to implement business licencing in the interest of health and safety, well-being or persons, consumer protection and nuisance control.

AND WHEREAS pursuant to Section 151 of *The Municipal Act*, without limiting Sections 9, 10 and 11, a municipality may provide for a system of licences with respect to a business and may prohibit the carrying on or engaging in the business without a licence, refuse to grant a licence or to revoke or suspend a licence; impose conditions as a requirement of obtaining, continuing to hold or renewing a licence; impose special conditions on a business in a class that have not been imposed on all of the business in that class in order to obtain, continue to hold or renew a licence; impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence, and licence, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it;

AND WHEREAS Sections 390 to 400 of *The Municipal Act* enables a municipality to pass By-laws for imposing fees or charges to permits and services provided or done by them.

AND WHEREAS Section 400.1 of *The Municipal Act* provides that a local municipality may, by By-law, impose a tax in respect of the purchase of transient accommodation in the municipality in accordance with this part, if the tax is a direct tax.

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 Part II, Section 7.1 (1)(a) of *The Fire Protection and Prevention Act*, 1997, S.O. c.4 authorizes that a Council of a municipality may make By-laws regulating fire prevention and the prevention of spreading fires.

AND WHEREAS pursuant to *The Building Code* O. Reg. 332/12 under *The Building Code Act*, 1992, Section 15.3(1)(2), the Council of a municipality may pass a By-law to do the following things if an official plan that includes provisions relating to property conditions is in effect in the municipality or if the Council of the municipality has adopted a policy statement as mentioned in subsection (2)(1) prescribing standards for the maintenance and occupancy of property within the municipality or within any defined area or areas and for prohibiting the occupancy or use of such property that does not conform with the standards for the maintenance and occupancy or use of such property that does not conform with the standards. (2) Requiring property that does not conform with the standards to be repaired and maintained to conform with the standards or the site to be cleared of all buildings, structures, debris or refuse and left in graded and levelled condition.

AND WHEREAS pursuant to Section 436(1)(3) 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 128 of *The Municipal Act* provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause a public nuisance.

AND WHEREAS the Corporation of the Township of Bonfield deems it desirable to licence, regulate and govern short-term rental accommodations, as defined by this By-law for the purpose of protecting long term housing availability, the health and safety of the persons residing in a rental premises and the public, to ensure that the rental premises does not create a nuisance to the surrounding properties and neighbourhood to protect the amenity, character of the neighbourhood and to promote responsible ownership;

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

PART 1-INTERPRETATION AND APPLICATION

1.1 Short Title

1.1.1 This By-law may be referred to as “The Short-Term Licencing By-law”.

1.2 Application

1.2.1 This by-law shall apply to all buildings within the geographic limits of the Township of Bonfield for the purposes of the business or occupation of providing short-term rentals.

1.2.2 Notwithstanding section 1.2.1 the requirements of the By-law do not apply to camping establishments, hotels, motels, hostels, boarding, lodging or rooming houses, bed and breakfasts or group homes.

1.3 Reference Aids

1.3.1 The headings and subheadings used in this By-law are inserted for convenience of reference only and do not form part of the By-law and shall not affect in any way the meaning or interpretation of the provisions of this By-law.

1.4 Severability

1.4.1 If any provision of part of a provision of the By-law is declared by a court of competent jurisdiction to be illegal or inoperative in whole or in part, or inoperative in particular circumstances, such provisions or part of the provisions shall be deemed severable, and the balance of the By-law, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.

1.5 Compliance with Legislation

1.5.1 Nothing in this By-law relieves any person from complying with any provision of any federal or provincial legislation, or any other By-law of the Corporation of the Township of Bonfield, without limiting the generality of the foregoing, this includes *The Municipal Act*.

1.6 Conflict

1.6.1 If a provision of this By-law conflicts with a provision of any applicable act, regulation or other By-law, the provision that establishes the higher more restrictive standard shall apply.

1.7 Schedules

1.7.1 The Schedules referred to in this By-law form an integral part of this By-law.

1.8 Delegation

1.8.1 The administration of this By-law is hereby delegated to the Chief Building Official and or the By-law Enforcement Officer and or the Fire Prevention Officer and or their designates.

1.9 Definitions

1.9.1 Definitions in *The Building Code Act*, 1992, S.O. 1992, c.23 and *The Building Code*, O. Reg 332/12 shall apply with respect to matters pertaining to buildings unless otherwise defined in this By-law. In addition, the following definitions shall apply in this By-law.

“Agent” means a person duly appointed by an owner or the Municipality of the Township of Bonfield to act on their behalf, who shall be at least 18 years of age.

“Applicant” means the person applying for a licence or renewal of a licence under this By-law.

“Bed and Breakfast” means a bed and breakfast as defined in the Zoning By-law and any successor by-law thereto.

“Boarding, Lodging, or Rooming House” means a boarding, lodging or rooming house as defined in the Zoning By-law or any successor by-law thereto.

“Chief Building Official” means the chief building official appointed by the Council under Section 3 of *The Building Code Act*, 1992, or their designate.

“Corporation” means a body incorporated pursuant to *The Business Corporations Act*, R.S.O. 1990 c. B.16, or *The Corporations Act*, R.S.O. 1990, c.38.

“Council” means the Council of the Corporation of the Township of Bonfield.

“Dedicated Responsible Person” means the owner or agent assigned by the owner of the licensee of the short-term rental, who shall be at least 18 years of age, to ensure that the short-term rental is operated in accordance with the provisions of this By-law, the licence, and applicable laws.

“Dwelling” means a dwelling as defined in the Zoning By-law or any successor By-law thereto. For the purposes of this By-law, a dwelling unit does not include a tent, yurt, trailer, mobile home, recreational vehicle, or a room or a suite of rooms in a boarding or rooming house, a hotel, motel or campground.

“Dwelling Unit” means a dwelling unit as defined in the Zoning By-law or any successor By-law thereto.

“Entire Unit Rental” means a short-term rental in which the renter occupies an entire dwelling unit.

“Group Home” means a group home as defined in the Zoning by-law or any successor By-law thereto.

“Guest Home” means a room within a dwelling, offered for short-term rental intended primarily for overnight occupation.

“Hotel” means a hotel as defined in the Zoning By-law or any successor By-law thereto.

“Licence” means the licence issued under this By-law as proof of licencing under this By-law.

“Licensee” means a person who holds a licence or is required to hold a licence under this By-law.

“Licence Class” means the classification of the short-term rental.

“Licence Issuer” means any person or person provided the authority by the Corporation of the Township of Bonfield.

“Listing” means any individual short-term rental advertised on an online platform.

“Municipality” means the Corporation of the Township of Bonfield or the area within the geographical limits of the Township of Bonfield, as the context requires.

“Noise By-law” means the Township of Bonfield’s Noise By-law as amended or any successor By-law thereto.

“Non-Principal Dwelling Unit Short-Term Rental” means a short-term rental that is not someone’s principal dwelling unit (where they do not live primarily).

“Occupant” means any person or persons over the age of 18 years of age occupying a lot.

“Officer” means a Building Officer/Inspector, Fire Prevention Officer, By-law Enforcement Officer, or delegate for the Township of Bonfield.

“Operator” means any person who operates a short-term rental including the Dedicated Responsible Person.

“Overcrowding” means occupancy of a premises more than the maximum permitted by a licence issued under this By-law.

“Owner” means the person(s) holding title to the property on which the short-term rental is located, and “ownership” has a corresponding meaning.

“Partial Unit Rental” means a short-term rental in which the renter occupies a part of the dwelling unit only.

“Person” means an individual, a corporation, a partnership, or an association, and includes a licensee or an applicant for licence under this By-law.

“Platform” means an online matching and/or payment platform for transactions between short-term rental operators and guests.

“Premises” means property upon which a short-term rental is operated, inclusive of all buildings or structures or any part thereof used for such purposes.

“Principal Dwelling Unit” means a dwelling that is owned or rented alone or jointly with another person, where the person(s) is ordinarily a resident and has designated the dwelling as their principal place of residency on their income tax filing and in other government records. This may include a long-term tenant residing for a minimum of 6 months.

“Principal Dwelling Unit Short-Term Rental” means a short-term rental which is someone’s principal dwelling unit, and the short-term rental unit is located within the principal dwelling and the owner is present with the occupants.

“Property” means the land upon which a short-term rental is operated, exclusive of buildings or structures or any successor by-law thereto.

“Property Standards By-law” means the Township of Bonfield’s Property Standards By-Law or any successor By-law thereto.

“Renter” shall mean a consumer of short-term rental services

“Short-Term Rental” means all or part of a dwelling unit used to provide sleeping accommodations for any rental period that is less than 28 days in exchange for payment and shall not include a Bed and Breakfast establishment. Short-term rental uses shall not mean or include a tourist establishment, tourist camping establishment, motel, resort, or similar commercial or institutional use.

“Short-Term Rental Code of Conduct” means a document that has been prepared by the municipality that prescribes the roles and responsibilities of the guest, owner, operator and or dedicated responsible person; including but not limited to: behavioural expectations as they relate to non-disturbance of neighbours; compliance with applicable municipal By-laws, and adherence to the provisions of this By-law.

“Tourist Camping Establishment” means a camping establishment as defined by the Zoning By-Law or any successor By-law thereto.

“Township” means the Township of Bonfield as a geographical area and the Corporation of the Township of Bonfield.

“Zoning By-law” means the Township of Bonfield’s Zoning By-law as amended from time to time and its successor thereto; to regulate the use of land, the character and location and use of the buildings and structures in the Township of Bonfield.

PART 2-REGULATIONS

2.1 Prohibitions

- 2.1.1 No Person shall use or operate, permit the advertisement or operation of a Short-Term Rental premises unless they hold a current and valid Licence issued by the Township of Bonfield.
- 2.1.2 No Person shall advertise or operate or permit the advertisement or operation of a Short-Term Rental without a Licence.
- 2.1.3 No Person shall publish or display, or cause to be published or displayed, any representation that premises are Licenced under this By-law, or hold Premises out as being Licenced under this By-law if the premises are not so Licenced.
- 2.1.4 No Person shall alter a Licence issued under this By-law in any fashion.
- 2.1.5 No Person shall use or operate any Short-Term Rental Premises for any commercial activity other than the operation as a Short-Term Rental.
- 2.1.6 No Short-Term Rental shall be used for the purpose of hosting any type of special event which may include, but not limited to, a wedding, pre-wedding party, fundraising event, etc. Assembly occupancy is not a residential use.
- 2.1.7 No Person shall provide false or incorrect information in an application for a Short-Term Rental Licence.
- 2.1.8 No Person shall permit Premises under their ownership or care and control to be operated in contravention of a Licence issued under this By-law.
- 2.1.9 Without limiting the generality of section 2.1.7 above, no Person shall allow Premises under their ownership or care and control to be operated in contravention of the site plan and floor plan that has been approved by the Licence Issuer pursuant to a Licence issued under the By-law.
- 2.1.10 Without limiting the generality of section 2.1.7 above, no Person shall rent any Guest Room in a Short-Term Rental Dwelling Unit other than a Guest Room that was identified and approved with the Application for the Short-Term Rental Licence.
- 2.1.11 No Person shall permit a camping trailer, travel trailer, tent, utility trailer or any other mobile accommodation for the purpose of a Short-Term Rental.

- 2.1.12 Without limiting the generality of section 2.1.7 above, no Person shall cause, permit, or contribute to Overcrowding in a Short-Term Rental.
- 2.1.13 No Person shall violate the provisions of the Short-Term Rental Code of Conduct.
- 2.1.14 No Guest shall remove the list of information required to be posted pursuant to section 2.2.6 or the information package required to be provided pursuant to section 2.2.7. The Owner, Agent or Dedicated Responsible Person shall replace before next rental if missing.
- 2.1.15 No Person will be permitted to operate more than one (1) Short-Term Rental Premises on one property or at one time.

2.2 General Provisions

- 2.2.1 Any Person who operates a Short-Term Rental shall comply with the provisions of this By-law as well as with all applicable municipal By-laws and provincial and federal legislations.
- 2.2.2 The Owner and Operator of a Short-Term Rental shall restrict the occupancy of the Premises to a maximum of 2 (two) persons per Guest Room and a maximum of 10 (ten) guest will be permitted to occupy the Short-Term Rental at once. Children under 2 (two) years of age will not be counted as occupancy.
- 2.2.3 The Owner and Operator of a Short-Term Rental shall maintain a minimum of five million dollars (\$2,000,000.00) of commercial general liability insurance per occurrence on the Premises, which shall be specific to the operation of the Short-term Rental.
- 2.2.4 Any lapse of the insurance coverage required by section 2.2.3 above, invalidates a Licence issued under this By-law. An Owner or Operator whose insurance coverage lapses must reapply for Licence to operate the Short-Term Rental.
- 2.2.5 The Owner and Operator of a Short-Term Rental shall provide parking on the site in accordance with the parking requirements of the Township's Zoning By-law. The applicant will be required to clearly indicate where the parking spaces are to be located on an approved site plan
- 2.2.6 The Owner and Operator of a Short-Term Rental shall ensure that parking is only permitted in a parking area consisting of a hard surfaced material, (concrete, interlock brick, permeable pavers, asphalt, crushed stone or other hard surfaces or dustless materials.
- 2.2.7 The Owner and Operator of a Short-Term Rental shall ensure that the following information is posted on the interior of each Short-Term Rental Premises, within 1 (one) meter from the main entrance, and is clearly visible to Guests and is made available for inspection:
- a) Copy of current Licence.
 - b) Address of the Short-Term Rental Premises for the purpose of an emergency.
 - c) Name of Short-Term Rental Premises Owner or Operator address, phone number and email address if they are the "Dedicated Responsible Person."
 - d) Name, address, phone number and email address of the Dedicated Responsible Person if the Owner or Operator will not be responding.

- e) Emergency Services Statement, only applicable if the type of access to the Short-Term Rental Premises is not a year-round maintained public road. If this is applicable, the following statement must be posted within a maximum distance of 1 meter from the main entrance:

“Due to this Short-Term Rental Premises not being on an accessible year-round public road, emergency response times may be delayed to this location in the event of an emergency.”

- f) Emergency Services Statement, only applicable to water access only Short-Term Rental Premises:

“Due to this Short-Term Rental Premises having water access only, emergency response may not occur or times may be delayed to this location in the event of an emergency.”

2.2.8 The Owner and Operator of a Short-Term Rental shall ensure that an information package is available for Guests containing the following:

- a) Copy of approved site plan and floor plan.
- b) Short-Term Rental Code of Conduct as prepared and amended by the Township, shown as Schedule” E.”
- c) Quick reference guide for applicable By-laws as prepared by the Township.
- d) Address of the Landfill located at 185 Bluesea Road with recycling information and clear bag system information.
- e) Fire Rating and Fire Permit (Fire Rating can be found on the Township of Bonfield’s website at www.bonfieldtownship.com)

2.2.9 A Person who posts a Short-Term Rental listing on a Short-Term Rental platform shall include the Licence number as set out in the Licence issued under this By-law. An Owner, Agent or Dedicated Responsible Person shall respond to phone calls and or emails and attend the Short-Term Rental Premises within 60 minutes to an emergency or contravention of any Township of Bonfield by-law.

2.2.10 Where a Licence is issued under this By-law, the application for Licence and issued Licence, along with the legal description of the property, civic address, and names and contact information of the associated Owner, and/or authorized Agent and or Dedicated Responsible Person will be posted on the Township of Bonfield’s website.

2.2.11 No Short-Term Rental will be rented more than twenty-eight (28) consecutive days per stay.

2.2.12 No Short-Term Rental will be rented more than 150 calendar days per year.

2.2.13 Fifty (50) Short-Term Licences will be issued per year in the geographical area of the Township of Bonfield. Class “A” Licence application will receive precedent, and secondly Class “B” Licence applications. A waiting list will be prepared after fifty (50) Licences have been issued. Applications on the waiting list will be then given precedent as;

- a) Council amends the By-law to Licence more Short-Term Rentals;
- b) The waiting list will be based on the same preference as listed in Part 3 of this By-law.

2.2.13 A registry of visitors shall be provided to the Township upon renewal of a Licence beginning in the year of 2025.

PART 3 -LICENCE CLASS

3.1 Licence Class

3.1.1. Class “A” – Principal and Non-Principal Dwellings Unit Short-Term Rental

- a) A Class “A” Principal and/or Non-Principal Dwelling Unit Short-Term Rental shall be permitted for residential dwellings as a permitted use.
- b) Class “A” Principal Dwelling Short-Term Rental designation is limited to a building where the owner resides in the Dwelling being rented and occupies one (1) bedroom and may rent up to four (4) other bedrooms to individual tenants provided kitchen facilities are shared amongst all Occupants including the Owner or;
- c) Class “A” Non-Principal Dwelling Short-Term Rental designations are limited to the rental of a building as a single suite only where the Owner does not Occupy the building at the time of rental and at no time shall the building be compartmentalized or sublet into individual rooms or rented to separate Renters. Licence requires the Owner and or Agent and or Dedicated Responsible Person to be identified as the Person who responds to emergencies or contravention of Township by-laws.
- d) Class “A” Licence applications will be considered first for a Licence.

3.1.2 Class “B”- Corporation Owned Short-Term Rental

- a) A Class “B” Corporation Owned Short-Term Rental shall be permitted for residential dwellings as a permitted use.
- b) A Class “B” Corporation Owned Short-Term Licence shall be for Short-Term Rentals that are owned by a Corporation.
- c) Class “B” Short-Term Rental designations are limited to the rental of a building as a single suite only and at no time shall the building be compartmentalized or sublet into individual rooms or rented to separate guests.
- d) A Class “B” Corporation Owned Short-Term Rental Licence shall identify all Owners, Shareholders, Agents associated with the Corporation and shall identify the Dedicated Responsible Person as the Person who responds to emergencies or contravention of Township by-laws.
- e) A Class “B” Corporation Owned Short-Term Rental shall only be permitted one (1) licence per Corporation in the geographic boundaries of the Township of Bonfield.
- f) Class “B” Corporation Owned Short-Term Rental Licences shall be considered after twenty-eight (28) day period of offering Class “A” Licences.

3.1.3 Renewing Licences

- a) Licences that have been issued and have not had any contraventions to this By-law in the previous year will be given priority to renew Licence the following year regardless of Licence Class.

- b) Legal Non-Conforming uses shall provide proof that the use has been active prior to the passing of this by-law and will conform to the provisions of this by-law to receive a Licence.

PART 4 – LICENSING REQUIREMENTS

4.1 Licence Requirements

4.1.1 A Licence shall be required annually and shall be effective from February 1st of each year until January 31st of the following year.

4.1.2 Every Application for a new Licence, or the renewal of an existing Licence, shall include:

- a) a completed application in the form required by the Township of Bonfield and the following documents;
 - i) site plan of the premises;
 - ii) interior floor plan of the dwelling unit which shall be labelled to include interior rooms, including guest rooms;
 - iii) location of fire extinguishers, smoke alarms and CO2 detectors;
 - iv) a completed Dedicated Responsible Person consent and acknowledgement form on a form as prepared by the Township;
 - v) a completed Short-Term Rental inspection form as provided by the Township shown on Schedule “D” of this By-law.
- b) copy of transfer/deed or property identifier number (PIN) sheet providing evidence of ownership.
- c) proof that the applicant is at least 18 years of age (in the form of government identification), if the applicant is an individual.
- d) name and contact information of the Owner and Agent or Dedicated Responsible Person who can be readily contacted and respond to an emergency or contravention of any Township by-laws, including attendance on site of the Short-Term Rental Premises within sixty (60) minutes of being notified of the occurrence.
- e) certificate of insurance demonstrating compliance with the insurance requirements of set out in section 2.2.3 of this By-law, including but not limited to the fact that the premises is insured as a Short-Term Rental.
- f) proof that the applicant, if a corporation, is legally entitled to conduct business in Ontario, including but not limited to;
 - i) articles of incorporation or other incorporating documents, duly certified by the proper government official or department of the Province of Ontario or the Government of Canada; and
 - ii) a list containing the names of all the shareholders of the Corporation.
- g) in the case of an Applicant being a partnership, the names and addresses of each member of the partnership as well as the name under which the partnership intends to carry on business.
- h) in the case of an Applicant or Agent acting on behalf of the owner, an owner’s written authorization is required.

- i) for any Short-Term Rental on a septic system, the applicant will be required to provide proof, in the form of a “valid permit of record” of File Review, provided by the North Bay Mattawa Conservation Authority of an installed septic system and its capacity that will support the Short-Term Rental Premises.
- j) proof of potable drinking water; and
- k) payment of the applicable fees.

4.1.3 The Licensee shall inform the Township in writing of any changes to the approved information contained within the Licence Application or any deviation to the approved plans within seven (7) days of such change or deviation. Nothing herein authorizes a Licensee to have guest rooms other than those identified on the application for a license and approved by the Township in the Licence.

4.2 Licence Issuer-Responsibilities

- 4.2.1 Upon receipt of an Application for a Licence the Licence Issuer shall receive and review the Application and any accompanying documents for completion.
- 4.2.2 Upon receipt of a completed Application for a new Licence with all required documentation and the required fee, the Licence Issuer will contact the Applicant to schedule the necessary inspections to satisfy the Township if the Short-Term Rental self inspection form does not match Township records. The inspection shall include, but not be limited to, the items shown on Schedule “D”. A limit of three inspections will be included in the Licence fee. If on the third inspection the requirements in Schedule “D” are not met, the Licence will not be issued.
- 4.2.3 Upon receipt of a completed Application for a renewal of a Licence, along with all required documentation and required fee the Licence Issuer may contact the Applicant to schedule an inspection and may ensure the relevant Officers have carried out the inspections to satisfy the Township that the Premises comply with the provisions of this By-law.
- 4.2.4 During the inspection process for the purpose of determining the Licence eligibility, all relevant departments of the Township may provide comment on any known matters that would assist in determining the License eligibility.
- 4.2.5 The determination of whether a License Application is complete in accordance with the By-law shall be within the discretion of the Licence Issuer.
- 4.2.6 The Licensee shall be responsible to record and submit all administrative fees and taxes as required under the Municipal Accommodation Tax By-law.
- 4.2.7 Upon determination by the Licence Issuer that information requirements and all regulatory By- law requirements of the Township are met, a Licence shall be issued.
- 4.2.8 In addition to any terms and conditions of a Licence imposed by the By-law; the Licence Issuer may impose additional terms and conditions as necessary in their discretion.

4.3 Licence – Validity, Expiry, Suspension and Revocation

- 4.3.1 A Short-Term Rental Licence that has been issued pursuant to the By-law, unless it is revoked in accordance with the provisions of this By-law, shall expire;
 - a) the 1st day in February annually;
 - b) upon the sale of the Short-Term Rental Premises.
- 4.3.2. The Administrative Monetary Penalty System By-law applies to any contravention or provision of this By-law.

- 4.3.3 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 or duty under this By-law.
- 4.3.4 Each person who contravenes any provision of this by-law shall, upon issuance of a penalty notice in accordance with the Administrative Monetary Penalty System By-law, be liable to pay to the Municipality an administrative monetary penalty.
- 4.3.5 Upon registering a conviction for a contravention of any provision of the By-law, the Provincial Offenses 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 offence by the Person convicted.
- 4.3.6 Consideration of the issuing, suspension, refusal or revocation of a Short-Term Rental Licence shall be administered without prejudice to enforce this By-law, Provincial Act or regulation including, but not limited to, the *Provincial Offenses Act*, the *Building Code Act* and *Fire Protection and Prevention Act*.
- 4.3.7 The Licence Issuer may refuse to issue or renew a Licence or revoke or suspend a Licence as per Schedule “A” of this By-law, or where:
- a) A Premises or Applicant has had a Licence that has previously been revoked, suspended, or made subject to terms and conditions;
 - b) 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;
 - c) The Short-Term Rental Code of Conduct has been violated at this Premises;
 - d) The septic system requirements are not met;
 - 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 against an owner’s property;
 - f) The property does not conform with applicable federal and provincial law and 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.
- 4.3.8 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 Offense: monetarily penalize the Licensee and immediately suspend the Licence to a maximum of two (2) years.
 - d) Continuous Contravention: daily contravention fines and or penalties will be applied.

Part 5 – FEES AND COST RECOVERY

5.1 Fees

- 5.1.1 Fees shall be levied in accordance with Schedule “B” hereto.

- 5.1.2 Where an Officer conducts an inspection and determines that a Short-Term Rental is not in compliance with this By-law, the Officer may impose an inspection fee in accordance with Schedule “A”.
- 5.1.3 Every Owner shall pay the fees as set out in Schedule “A”, which becomes due and payable upon written notification by an Officer, or upon issuance of an invoice by the Township.
- 5.1.4 Payments received by the Township on the 31st day or later after the date of being requested, shall be subject to an “administrative fee” as set out in Schedule “A”.
- 5.1.5 Where an Owner is at default of payment of fees for more than thirty (30) calendar days after it is due, the Township may add the cost to the tax roll of the subject property and collect the amount in the same manner as property taxes.

Part 6- APPEALS

6.1 Appeals

- 6.1.1 Where the License Issuer has refused to issue or renew a Licence under Section 4.3 of this By-law the applicant may appeal such decision to the By-laws Appeal Committee through a letter of appeal to the Chief Building Official within ten (10) days of the decision.
- 6.1.2 Where the By-law Enforcement Officer, or Chief Building Official, or Fire Prevention Officer has revoked or suspended a Licence the same process in section 6.1.1 will be followed.
- 6.1.3 The appeal under sections 6.1.1 and 6.1.2 of this By-law shall contain the following information;
- a) reasons for the appeal; and
 - b) Order Appeal Fee as provided in Schedule “A”.
- 6.1.4 Where no request for an appeal is received, in accordance with sections 6.1.1 and 6.1.2 of this By-law, the decision of the Licence Issuer shall be final and binding.
- 6.1.5 Where a request for an appeal is received, in accordance with sections 6.1.1 and 6.1.2, the Chief building Official shall schedule a meeting of the Township of Bonfield’s Committee of Adjustment for the purpose of a public hearing of the appeal, and the Applicant or Licensee shall be provided written notice thereof.
- 6.1.6 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.
- 6.1.7 After such opportunity to be heard is afforded to the Person, the Committee shall decide. 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 decision the Committee may refuse to issue or renew a licence, revoke, suspend, or impose any condition to a License.
- 6.1.8 If the Owner/Agent fails to appear at the appointed time for their appeal hearing, the decision of the Licence Issuer shall be final and binding.
- 6.1.9 The Committee’s decision is final and binding and shall not be subject to a review.

Part 7 – INSPECTION AND ENFORCEMENT

7.1 Authority to Enforce

- 7.1.1 This By-law may be enforced by an appointed Officer for the Township of Bonfield

7.2 Inspections

- 7.2.1 The Officer will arrange an inspection of the property and dwelling with the owner/dedicated responsible person upon receipt of an application to ensure all required safety items are in compliance and in line with the submitted application.

7.2.2. In addition to scheduled inspections conducted during the Licence Application process, every Officer may enter on land at any reasonable time for the purpose of carrying an inspection to determine whether the following are being complied with:

- a) the provisions of this By-law;
- b) a direction or order of the Township made under this By-law;
- c) a condition of a Licence passed under this By-law; and
- d) a court order made pursuant to section 431 of the *Municipal Act*, 2001 and section 7.5.6 of this By-law.

7.2.3 A person exercising a power of entry on behalf of a municipality under this By-law shall not enter or remain in any room or place actually being used as a dwelling unless;

- a) the consent of the Occupier is obtained, the occupier first having been informed that the right of entry may be refused and, if refused may only be made under the authority of an order issued under section 438 of the *Municipal Act*, 2001, or warrant issued under section 439 of the *Municipal Act*, 2001;
- b) an order issued under section 438 of the *Municipal Act*, 2001, is obtained;
- c) a warrant issued under section 439 of the *Municipal Act*, 2001 is obtained; or
- d) the delay necessary to obtain the consent of the Occupier would result in immediate danger to the health and safety of any Person.

7.2.4 The Township's power of entry may be exercised by an Officer, or Agent for the Township and this Person may be accompanied by another Person under their direction, including law enforcement services.

7.2.5 During an inspection carried out under this By-law, an Officer may be accompanied by other Township of Bonfield employees, Agents or authorities as deemed necessary.

7.3 Obstruction

7.3.1 No Person shall hinder or obstruct, or attempt to hinder or obstruct, an Officer in the lawful exercise of a power or the performance of a duty under this By-law.

7.3.2 Any Person who is alleged to have contravened any provision of this By-law shall identify themselves to the Officer upon request. Any failure to do so shall be deemed to be an obstruction or hinderance to the officer in the execution of the Officer's duties.

7.4 Orders

7.4.1 An Officer who finds that a property does not conform with any provisions of this By-law may make an order;

- a) stating the municipal address or the legal description of the property;
- b) giving reasonable particulars of the activity to be discontinued;
- c) indicating the time for complying with the terms and conditions of the Order;
- d) indicating the final date for giving notice of Appeal.

7.4.2 An Order shall be served on the Owner of the property and such other persons affected by it as an Officer determines, and a copy of the Order may be posted on the property in a location visible to the public.

7.5 Offence and Penalty

7.5.1 In addition to any other penalty prescribed by this By-law, any Person who contravenes any provision of this By-law is guilty of an offence and is liable to a fine or administrative monetary penalty for each offence established pursuant to the *Provincial Offences Act* and is set out on Schedule "B" forming an integral part of this By-Law.

7.5.2 Every Person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine not exceeding \$25,000.00 for the first offence and \$50,000.00 for any subsequent offence.

7.5.3 Each day a contravention occurs constitutes for a new offence.

7.5.4 Pursuant to Section 441 of the *Municipal Act*, if any part of a fine for a 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 any extension of time for payment ordered under that Section, the Township may give the person against whom the fine was imposed, a written notice specifying the amount of the fine payable and the final date on which it is payable and the final date on which it is payable, which shall not be less than twenty-one (21) days after the date of 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.

Part 8 – Enactment

8.1 That By-law 2024-41 is hereby withdrawn and repealed.

8.2 This By-law shall come into force and effect on the day of its passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 13TH DAY OF MAY 2025.

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

SCHEDULE “A” TO BY-LAW NUMBER 2025-17

Short-Term Rental Accommodation Licensing Fees

LICENCE TYPE	FEE
Class A Annual Licence Fee	\$1,000.00
Class B Annual Licence Fee	\$1,000.00
Annual Renewal Fee	\$ 700.00
Order Appeal Fee	As per special meeting fee in By-law 2024-21 as amended
Inspection of property beyond, two inspections, for application or renewal approval purposes	\$200.00

*Fees shall not be prorated

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

SCHEDULE “B” TO BY-LAW NUMBER 2025-17

Set Fines

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 3 SET FINES
1	Operate short-term rental without valid licence	2.1.1	\$500.00
2	Advertise, operate or permit advertising without a licence	2.1.2	\$500.00
3	Publish or display representation of licence without a licence	2.1.3	\$500.00
4	Alter Licence	2.1.4	\$500.00
5	Operate commercial activity	2.1.5	\$500.00
6	Host special event	2.1.6	\$500.00
7	Provide false or incorrect information	2.1.7	\$500.00
8	Operate in contravention of a licence issued	2.1.8	\$500.00
9	Operate in contravention of approved site plan and floor plan	2.1.9	\$500.00
10	Rent a room not identified and approved with the application	2.1.10	\$500.00
11	Permit a camping trailer, travel trailer, tent, utility trailer or any mobile accommodation for purpose of a short-term rental.	2.1.11	\$500.00
12	Overcrowding	2.1.12	\$500.00
13	Violate the code of conduct	2.1.13	\$500.00
14	Remove information required pursuant to section 2.2.7 and 2.2.8	2.1.14	\$500.00
15	Operating more than 1 short-term rental per property	2.1.15	\$500.00
16	Fail to maintain insurance minimum (\$2,000,000.00)	2.2.3	\$500.00
17	Fail to provide parking	2.2.5	\$500.00
18	Fail to indicate parking	2.2.5	\$500.00
19	Permit parking on non hard surface	2.2.6	\$500.00
20	Fail to post required information	2.2.7	\$500.00
21	Fail to include licence number on rental listing	2.2.9	\$500.00
22	Fail to respond within 60 minutes to an emergency or contravention.	2.2.9	\$500.00
23	Failure to maintain guest registry	2.2.13	\$500.00
24	Rented past number of consecutive days permitted	2.2.11	\$500.00
25	Rented past number of days per year	2.2.12	\$500.00

NOTE:

The Penalty Provision for the offences indicated above is Section 7 of By-law 2025-17, a certified copy of which will be filed upon adoption.

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

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

SCHEDULE “C” TO BY-LAW NUMBER 2025-17

Short -Term Rental Code of Conduct

1. The premise of this Code is that the Short-Term rental premises are, for the most part, located in residential neighborhoods and that the residents of these neighbourhoods have the right to enjoy their own properties without being imposed upon by nuisance from others.
2. **Objectives of this Code:** The objective of this Code is to establish acceptable standards of behavior for Renters, and their Guests, to minimize any adverse social or environmental impacts on their neighbours and neighborhood.
3. The Renter acknowledges for themselves and on behalf of others that they will be Occupying a Short-Term Rental accommodation that is located in a residential area.
4. The guiding principles for Short-Term Renters are:
 - a) The Premise that you are Occupying is a home.
 - b) Respect your neighbours and their property.
 - c) Leave it as you found it.
5. Maximum number of Renters and Guests:
 - a) The maximum number of occupants within a dwelling that is being operated as a Short-Term Rental shall not exceed a total number based on two (2) persons per bedroom.
 - b) The number of non-occupying Guests permitted at a Short-Term Rental Premises must not be such that it may conflict with the residential neighbourhood or amenity.
6. No Person shall make noise to cause a disturbance or conduct themselves in a way that is likely to disturb area residents. Examples of noise that is likely to disturb residents include:
 - a) Loud music.
 - b) Outdoor or backyard gatherings involving excessive noise.
 - c) Late or early hour disturbances; and
 - d) Renters and their Guests are not allowed to disturb neighbours or interfere with their enjoyment of their properties, or the public realm, at any time of day or night. Failure to comply with the conditions of the Township's Noise By-law may result in legal action.
7. Functions and Parties
 - a) Short-Term Rental renters are not to host commercial functions;
 - b) So called “party houses” conflict with residential amenity and are not permitted; and
 - c) Any gathering as a Short-Term Rental Accommodation Premise must not conflict with residential amenity and must comply with all other requirements of this Code and any other Township of Bonfield By-laws.
8. Access and Parking: Please familiarize yourself and your guests with the approved parking plans for the Premises so as to ensure ease of access with minimum disturbance to other residents or neighbouring properties. Parking on roadways will not be permitted.
9. Recycling and Garbage: Please familiarize yourself and your guests with the guidelines and provisions that have been made for waste management in the Township of Bonfield. Proper recycling procedures shall still apply to Short Term Rentals as well as the use of household garbage being in a clear bag.
10. Pets: Any pets that are brought along to visit at the Short-Term Rental are expected to be always kept under care and control and on the property. Dog barking shall be minimized.

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

SCHEDULE “D” TO BY-LAW NUMBER 2025-17

Short Term-Rental Inspection Checklist

SHORT-TERM RENTAL INSPECTION CHECKLIST			
Municipal Address of the Premises:			
STR License Application Number (if known):			
Applicant Name:			
EXTERIOR			
STAIRS AND GUARDS	Compliant	Non-Compliant	N/A
a) Exterior guards(handrails)serving a house or an individual dwelling unit not less than 900mm (36”) high where the walking surface served by the guard is not more that 1800 mm (71”) above the finished ground level and not less than 1070mm (42”) where greater than (71”) above grade.			
b) Guards (handrails) within a dwelling unit not less than 900mm high (36”).			
Stairs, porches, landings, treads, risers, guards, and all supporting members intact and no evidence of cracked, rotted or deteriorated materials.			
EXTERIOR LIGHTING	Compliant	Non-Compliant	N/A
Exterior steps, walks, parking spaces, etc. are adequately lit.			
INTERIOR			
OCCUPANCY STANDARDS	Compliant	Non-Compliant	N/A
Non-habitable room is being used as a habitable room (for example utility room is set up as bedroom)			
Basement having habitable rooms; the ceiling height shall not be less that 2.1m (6’11” except under ducts or beams the clearance is permitted to be reduced to 1.95m (6’5”)			
Kitchen has a refrigerator, cooking stove, kitchen fixtures, fittings and they are in good repair.			
GENERAL MAINTENANCE	Compliant	Non-Compliant	N/A
Every supplied facility, piece of equipment or appliance is installed so that it will function safely and is maintained in good repair.			
UTILITIES	Compliant	Non-Compliant	N/A
All services or utilities providing light, heat, refrigeration, water or cooking facilities are connected.			
FIRE PROTECTION	Compliant	Non-Compliant	N/A
Fire Extinguisher in kitchen (ABC)			
Working smoke alarm on every level of the home and shall include outside of all bedroom areas. Note: Property owners are advised to document smoke alarm maintenance. Smoke alarms shall be tested annually and prior to each rental agreement. Smoke alarms (both battery operated and hardwired) shall be replaced within the time frame indicated in the instructions. Typically, every 10 years. Batteries should be replaced annually.			
A working carbon monoxide alarm is required outside of sleeping areas if the home contains a fuel burning appliance, wood stove or an attached garage. Note: Property owners are advised to document CO alarm maintenance. CO alarm shall be tested annually and prior to each rental agreement. CO alarms 9both battery and hardwired) shall be replaced within the timeframe indicated in the instructions (typically every 7 years). Batteries should be replaced annually.			
HEATING	Compliant	Non-Compliant	N/A

Township of Bonfield STR Checklist – page 2			
No sign of leaks, damage, or deterioration to heating systems and proper connection to a chimney.			
Woodstoves are W.E.T.T. certified and contain a non-combustible hearth pad extending 18" in front of appliance and 10" sides of the appliance.			
Woodstoves will be an approved appliance under 1 of 3 CSA, ULC, or WH. only agencies Clearances to combustibles as per manufacturer specs.			
PLUMBING	Compliant	Non-Compliant	N/A
Water test report from local health unit.			
Unit has been provided with a water closet, a wash basin, a kitchen sink and a bathtub or shower.			
Bathroom separated from other areas by walls and a door for privacy.			
Sink, wash basin, bathtub or shower in the building being provided with enough hot and cold water.			
ELECTRICAL	Compliant	Non-Compliant	N/A
Building and or dwelling unit connected to an electrical supply system.			
Electrical wiring, equipment, and appliances for use in the building installed and maintained in accordance with all applicable governmental regulations.			
NO open electrical wiring and/or frayed wiring present in building or extension cords.			
Adequate, artificial, or natural light being provided in all rooms, stairways halls and basement.			
Electrical fixtures, switches receptacles and connections in working order.			
WINDOWS	Compliant	Non-Compliant	N/A
Every habitable room in the building except a kitchen and bathroom has a window.			
Windows open and shut easily and are of openable portion comply with the requirements of the Building Code.			
Except where a door on the same floor level as the bedroom provides direct access to the exterior, every floor level containing a bedroom in a suite shall be provided with at least one outside window that; <ul style="list-style-type: none"> a) Is openable from the inside without the use of tools, b) Provides individual, unobstructed open portion having a minimum area of .35 m² (3.75 sq. ft.) with no dimension less than 380mm (15"); and c) Maintains the required opening described in clause; d) Without the need for additional support. 			
VENTILATION	Compliant	Non-Compliant	N/A
All bathrooms are ventilated by natural or mechanical means?			
Mechanical ventilation system in the bathroom and kitchen in good working order.			
EGRESS	Compliant	Non-Compliant	N/A
Passages from the interior of the building and or dwelling unit to exit at or near grade level are unobstructed and safe.			
FIREPITS/CAMPFIRES	Compliant	Non-Compliant	N/A
Firepit/campfires are positioned away from buildings and obstructions as per Fire Code.			
Inspection Performed By:			
Date of Inspection:			

THE CORPORATION OF THE TOWNSHIP OF BONFIELD
SCHEDULE “E” TO BY-LAW NUMBER 2025-17
Short Term-Rental Application Form

Application Type: ☐ New ☐ Renewal

SECTION A: PROPERTY, OWNERSHIP & APPLICANT INFORMATION

Rental Property Information		
Address:		Unit:
Town:	Property Roll Number:	
Type of Dwelling: <input type="checkbox"/> <input type="checkbox"/> Single Detached <input type="checkbox"/> Semi Detached <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex <input type="checkbox"/> <input type="checkbox"/> Triplex <input type="checkbox"/> Secondary Dwelling <input type="checkbox"/> Accessory (example: Sleep cabin)		
Number of existing bedrooms: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> Other: _____ <i>(maximum number of guests per STR shall not exceed two (2) guests per bedroom. Children under two (2) shall not count in occupancy.)</i>		
Residency of Property: <input type="checkbox"/> Hosted <input type="checkbox"/> Un-hosted <input type="checkbox"/> Corporation Owned <i>(means whether the owner lives full-time on-site or not, or corporate owner while it is being used as STR)</i>		
Where will you list your Short-Term Rental? (check all that apply) <input type="checkbox"/> <input type="checkbox"/> Airbnb <input type="checkbox"/> VRBO <input type="checkbox"/> Facebook <input type="checkbox"/> Kijiji <input type="checkbox"/> <input type="checkbox"/> Booking.com <input type="checkbox"/> Cottages in Canada <input type="checkbox"/> Other_		
Property Owner/Applicant Information <i>(if there is more than one owner, please provide a list of all owners)</i>		
Property Owner Name:		
Business Name (if applicable):		
Corporate Number (if applicable):		
Mailing Address:		
Town:	Province:	Postal Code:
Telephone:	Email:	
Agent/Applicant’s Information (if applicable)		
Authorized Agent Name:		Unit:
Town:	Province:	Postal Code:
Telephone:	Email:	
Dedicated Responsible Person Contact Information <i>Person who will be contacted by the Municipality, neighbourhood, or renters at any time and respond to any issue, emergency, or contravention of any Municipal By-laws within 60 minutes of initial contact and who can attend at the property/premises not later than 45 minutes after the initial contact.</i>		
<input type="checkbox"/> same as Property Owner <input type="checkbox"/> same as Applicant/Agent <i>(Dedicated Responsible Person Consent and Acknowledgement Form must be completed if the Applicant/Agent is not the Owner)</i>		
Responsible Person Name:		
Mailing Address:		
Town:	Province:	Postal Code:
Telephone:	Email:	

Township of Bonfield STR License application:

DECLARATION OF THE APPLICANT

By signing below, the applicant (or the applicant through the authorized agent) certifies that:

- 1. The information contained in this application and other attached documentation is true and accurate to the best of the applicant's knowledge. The applicant further agrees that any false information may result in refusal to issue, suspension, revocation or placement of conditions on any licence.
- 2. I understand it is my responsibility to ensure that this property is at all times in compliance with all applicable law, including but not limited to the Building Code Act, 1992, the Fire Protection and Prevention Act, 1997, the Electricity Act, 1998, and any regulations made under them.
- 3. If the Owner is a corporation or partnership, or the Application was submitted by an authorized agent, I have the authority to bind the Owner. (Owner Authorization Form provided)
- 4. The applicant acknowledges that the application may contain "personal information" as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the Township of Bonfield to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about the collection of personal information should be directed to the Municipal Clerk. This information is collectively considered business identity information and not personal information under the Municipal Freedom of information and Protection of Privacy Act, section 2(2.1) and (2.2).

Please Be aware that the Township of Bonfield intends to Publish some or all the information online on the Township of Bonfield's website.

- 5. The applicant is subject to the terms, conditions and regulations set out in By Law Number 2025-17- being a By-law to Licence, Regulate and Govern Short-Term Rental Accommodation in the Township of Bonfield.

Dated this _____ day of _____, 20____.

Name of Applicant: _____

Signature of Applicant:_____

SECTION B: APPLICATION CHECKLIST

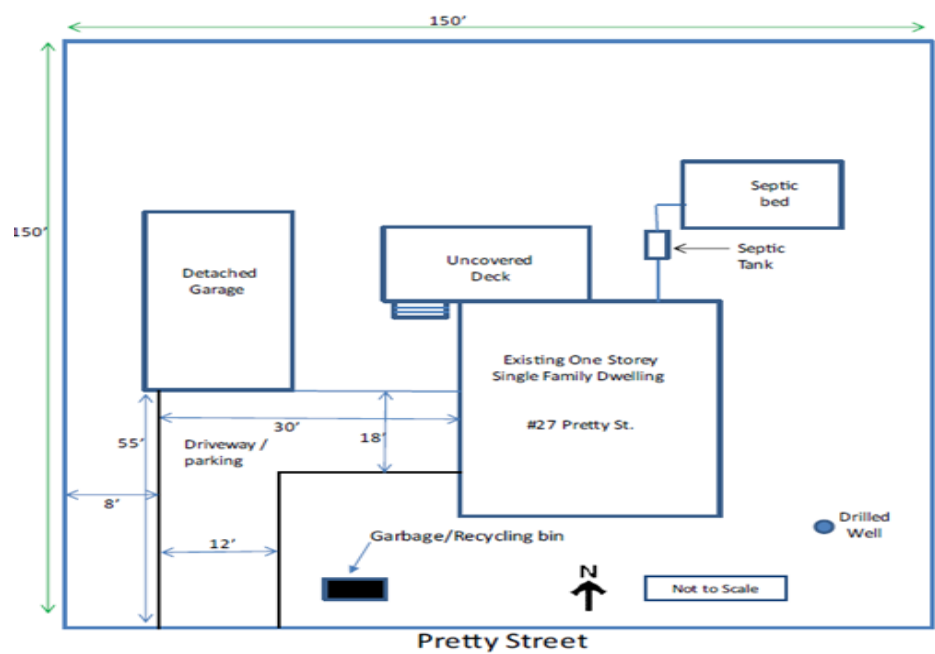
The following documentation must be submitted with your complete application:

- ☐ Proof of Ownership (examples: property tax bill, MPAC assessment, proof of title)
- ☐ Owner Authorization Form (if the applicant is not the owner)
 - Authorization for the applicant to apply on the owner's behalf.
- ☐ Valid Government Identification (examples: driver's license, passport, Ontario photo identification card)
 - Proof that the applicant is at least 18 years of age.
- ☐ Corporate Ownership (if the owner is a corporation), please provide one of the following:
 - Certificate of Status or Corporate Profile Report (Provincial Corporation).
 - Certificate of Compliance or Corporate Profile Report (Federal Corporation)
 - Copy of Articles of Incorporation
- ☐ List of all property owners (if more than one)
- ☐ Floor Plans - must include the following: (sample provided in application package)
 - interior floor plan of each floor, including basements, with measurements showing and naming all approved sleeping spaces, rooms, hallways, common spaces, entrances/exits, windows, smoke/CO alarms, fire extinguishers.
- ☐ Site Plan - must include the following: (sample provided in application package)
 - drawing with measurements showing and naming all buildings on the property, location of the septic system and well if applicable, driveways, address, location of garbage/recycling storage, location and size of parking spaces, shoreline frontage and location of docks and or boathouses if applicable
- ☐ Designated Responsible Person Consent & Acknowledgement Form (if applicable)
 - Proof that the DRP is at least 18 years of age (Valid Government Identification)
- ☐ Certificate of Insurance
- ☐ Licensee Code of Conduct & Acknowledgement (signed by Applicant)
- ☐ Proof of Septic System Approval
 - Demonstrating compliance
- ☐ Application Fee
 - Annual Licence Fee of \$1,000.00
(includes fees for application review process including staff time)
 - Annual Renewal Fee of \$ 700.00

A. Exterior Site Plan must include:

- address of property
- property boundaries
- indication of North
- location, size, and use of all buildings on the property, indicating the distance of the buildings from the front, rear and side lot lines
- location of the septic system and well (if applicable)
- driveways, location, and size of parking spaces
- shoreline frontage and location of docks (if applicable)
- location of garbage/recycling storage

Example of Exterior Site Plan



B. Interior Site Plan must include:

Floor Plans must include:

- accurate measurements and labeling of **ALL** approved sleeping spaces, rooms, hallways, common spaces
- location of entrances/exits, windows
- location of Smoke/CO detectors, fire extinguishers
- noting fire escape routes

Occupancy limits

The maximum number of guests at a premises at any one time shall not exceed 2 guests per bedroom shown on floor plans and based on septic capacity.

Example of Interior Site Plan





GEORGINA

Legislative Services Department/Clerk's Division

April 7, 2025

Via email; premier@ontario.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
TORONTO, Ontario M7A 1A1

The Honourable Premier Ford:

Re: Resolution regarding Salt Management

Please be advised that Town Council adopted the following motion concerning Salt Management;

RESOLUTION NO. C-2025-0077

Moved By Councillor Neeson

Seconded By Regional Councillor Davison

WHEREAS road salt is a known toxic substance designated under the Canadian Environmental Protection Act because of tangible threats of serious and irreversible environmental and public health concerns associated with road salt; and

WHEREAS salt levels in Ontario's groundwater aquifers, creeks, rivers, and lakes have increasingly worsened since the 1970s, seriously affecting municipal drinking water sources and aquatic life; and

WHEREAS Lake Simcoe is our closest freshwater lake and is the 4th largest inland lake within Ontario, host to a number of functions including a biodiverse habitat for over 56 species of fish, the source water for municipal drinking water for hundreds of thousands of residents within the watershed, including 41,000 here in the Town of Georgina, and the many other recreational and commercial functions it serves; and

WHEREAS Lake Simcoe's salinity concentrations have increased over 500% since monitoring began over the past 50 years, with the primary contributor being runoff from the use of salt for winter maintenance; and

WHEREAS the Ontario and Canadian governments have taken many actions over the past 25 years including setting water quality guidelines, developing voluntary codes of practice, signing the Canada-Ontario Great Lakes Agreement, and holding workshops, yet still the salt problem continues to grow; and

WHEREAS numerous situation analyses have recommended salt solutions involving liability protection, contractor certification, government-approved Best Management Practices (BMPs) and salt management plans; and

WHEREAS increased numbers of slip and fall claims, and other injury/collision claims related to snow and ice, are resulting in salt applicators overusing salt beyond levels considered best practices; and

WHEREAS unlimited contractor liability is making it difficult or expensive for snow and ice management contractors to obtain insurance coverage, resulting in contractors leaving the business, thereby making it difficult for municipalities and private owners to find contractors; and

WHEREAS the Snow and Ice Management Sector (SMS) of Landscape Ontario is working with the Ontario government to institute a limited liability regime for snow and ice management, including enforceable contractor training/certification and government-approved BMPs for salt application; and

WHEREAS many Ontario municipalities have Salt Management Plans, but these often require updating in light of improved science and better salt management practices now available; and

WHEREAS The Town of Georgina shares fifty-two (52) kilometers of beautiful Lake Simcoe shoreline and all 288 square kilometers of the Town of Georgina are encompassed by sub-watersheds that drain into Lake Simcoe; and

WHEREAS road authorities that use salt, such as the Town of Georgina, must abide by, and benefit from, established provincial regulations around snow clearing and maintenance, whereas private contractors only have voluntary programs for salt use for private and commercial property management; and

WHEREAS the Town of Georgina has demonstrated great initiative in salt mitigation efforts including committing to the use of rock salt alternatives, installation of electronic spreader controllers on all material spreading units, reduced application rates when appropriate, use of pre-wet and brine when appropriate, and an updated salt management plan that outlines salt best management practices specific to the Corporation of the Town of Georgina's winter maintenance operations

NOW THEREFORE BE IT RESOLVED THAT:

1. That the Town of Georgina urges the Province of Ontario to work urgently with key stakeholders to develop limited liability legislation, including enforceable contractor training and a single set of provincially endorsed standard Best Management Practices for snow and ice management; and

2. That the Town of Georgina urges the Province of Ontario to create and fund an expert stakeholder advisory committee to advise the province and municipalities on the best courses of action to protect freshwater ecosystems and drinking water from the impacts of salt pollution; and

3. That the Town of Georgina continues to commit to the reduction of the use of road salt as much as possible while meeting local service levels and maintaining safety on roads and sidewalks; and

4. That a copy of this resolution be sent to all municipalities in York Region, all Lake Simcoe Watershed municipalities; all municipalities in Ontario; The Chippewas of Georgina Island First Nation and The Lake Simcoe Region Conservation Authority requesting their endorsement; The Association of Municipalities of Ontario (AMO); all Lake Simcoe Watershed MPPs; Conservation Ontario; The Ontario Salt Pollution Coalition; The Rescue Lake Simcoe Coalition; Minister Todd McCarthy (MECP); Attorney General Doug Downey, and The Honourable Premier Doug Ford.

Accordingly, we respectfully request your consideration of this resolution.

Sincerely,
FOR THE TOWN OF GEORGINA,



Carolyn Lance
Council Services Coordinator

cc: Minister Todd McCarthy, Ministry of Environment, Conservation and Parks; todd.mccarthy@pc.ola.org
The Honourable Doug Downey, Attorney-General; doug.downey@pc.ola.org
York Region municipalities
Ontario municipalities
Lake Simcoe Watershed municipalities
Lake Simcoe Region Conservation Authority; r.baldwin@LSRCA.on.ca
The Chippewas of Georgina Island First Nation; sylvia.mccue@georginaisland.com
Association of Municipalities of Ontario; resolutions@amo.on.ca
Lake Simcoe Watershed MPP's
Conservation Ontario; info@conservationontario.ca
Ontario Salt Pollution Coalition; dani@waterwatchers.ca
The Rescue Lake Simcoe Coalition; rescuelakesimcoecoalition@gmail.com

Township of Champlain

Resolution
Regular Council Meeting

Agenda Number: 11.1.
Resolution Number 2025-120
Title: Councillor Gerry Miner - Surveillance and Monitoring of Heavy Vehicles in Ontario
Date: April 24, 2025

Moved By: Gérard Miner
Seconded By: Paul Burroughs

Whereas the Council of the Township of Champlain is of the opinion that additional surveillance and monitoring of heavy vehicles in Ontario is required to ensure the safety of other motorists, property owners, and pedestrians.

Be it resolved that the Township of Champlain calls upon the Government of Ontario to: increase surveillance and spot checks of all heavy vehicles travelling on Ontario roads; as well as monitoring the testing standards maintained by privately-owned heavy licensing facilities.

Be it further resolved that this resolution be forwarded to the Minister of Transportation of Ontario, the Minister of Municipal Affairs and Housing, the MPP Glengarry-Prescott-Russell, the Ontario Provincial Police, AMO and all municipalities in Ontario.

Carried

Certified True Copy of Resolution

Alison Collard, Clerk Date:

Canton de Champlain
Résolution
Réunion régulière du Conseil

No. du point à l'ordre du jour: 11.1.
No. du point 2025-120
Titre: Conseiller Gerry Miner - Surveillance et contrôle des véhicules lourds en Ontario
Date: le 24 avril 2025

Proposée par: Gérard Miner
Appuyée par: Paul Burroughs

Attendu que le Conseil du Canton de Champlain est de l'avis qu'une surveillance et un contrôle accrus des véhicules lourds en Ontario sont nécessaires pour assurer la sécurité des autres automobilistes, des propriétaires fonciers et des piétons.

Qu'il soit résolu que le Canton de Champlain demande au gouvernement de l'Ontario d'accroître la surveillance et les vérifications de tous les véhicules lourds circulant sur les routes de l'Ontario, et de contrôler les normes de vérification maintenues par les installations privées d'immatriculation des véhicules lourds; et

De plus, qu'il soit résolu que cette résolution soit transmise au ministre des Transports de l'Ontario, au ministre des Affaires municipales et du Logement, au député provincial de Glengarry-Prescott-Russell, à la Police provinciale de l'Ontario, à l'AMO et à toutes les municipalités de l'Ontario.

Adoptée

Copie certifiée conforme

Alison Collard, greffière Date :

15. Committee and Staff Reports

15.1 Minutes - Committee of the Whole Meeting CW#06-25 held April 16, 2025

15.1.13 Member Motion - Councillor Cilevitz - Provincial regulations needed to restrict keeping of non-native ("exotic") wild animals - (CW Item 12.1)

Moved by: Councillor Thompson

Seconded by: Councillor Cilevitz

Whereas Ontario has more private non-native ("exotic") wild animal keepers, roadside zoos, mobile zoos, wildlife exhibits and other captive wildlife operations than any other province; and,

Whereas the Province of Ontario has of yet not developed regulations to prohibit or restrict animal possession, breeding, or use of non-native ("exotic") wild animals in captivity; and,

Whereas non-native ("exotic") wild animals can pose very serious human health and safety risks, and attacks causing human injury and death have occurred in the province; and,

Whereas the keeping of non-native ("exotic") wild animals can cause poor animal welfare and suffering, and poses risks to local environments and wildlife; and,

Whereas owners of non-native ("exotic") wild animals can move from one community to another even after their operations have been shut down due to animal welfare or public health and safety concerns; and,

Whereas municipalities have struggled, often for months or years, to deal with non- native ("exotic") wild animal issues and have experienced substantive regulatory, administrative, enforcement and financial challenges; and,

(continued)



Extracts from Council Meeting
C#10-25 held April 23, 2025
Confirmatory By-law 60-25

Whereas the Association of Municipalities of Ontario (AMO), the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) and the Municipal Law Enforcement Officers' Association (MLEOA) have indicated their support for World Animal Protection's campaign for provincial regulations of non-native ("exotic") wild animals and roadside zoos in letters to the Ontario Solicitor General and Ontario Minister for Natural Resources and Forestry;

Now Therefore Be It Resolved:

1. That the City of Richmond Hill hereby petitions the provincial government to implement provincial regulations to restrict the possession, breeding, and use of non-native ("exotic") wild animals and license zoos in order to guarantee the fair and consistent application of policy throughout Ontario for the safety of Ontario's citizens and the non-native ("exotic") wild animal population;
2. That this resolution will be forwarded to all municipalities in Ontario for support and that each endorsement be then forwarded to the Premier of Ontario, Ontario Solicitor General, Ontario Minister for Natural Resources and Forestry, and Richmond Hill MPP's, AMO, AMCTO, and MLEOA.

Carried

For Your Information and Any Action Deemed Necessary

2025 BAFM



Barrie Automotive Flea Market
&
Bonfield



41ST Annual
Spring Barrie
June 5 — 8

(at Burl's Creek Event Grounds)



5TH Annual

Bonfield & Vinnie Cup

August 22 — 24

(at Bonfield Event Park)



54TH Annual
Fall Barrie

September 4 — 7

(at Burl's Creek Event Grounds)

705-487-3663
www.thebafm.com

FREE ADMISSION

With the purchase of one admission

**Valid June 8, Aug. 24
& September 7, 2025**

Follow us on:



2025 BAFM

Barrie Automotive Flea Market & Bonfield

SCHEDULE of EVENTS

Get the Bugs Out – Test & Tune and Bracket Race

May 16 – 18 @ Bonfield Event Park

Free Admission for all Military Personnel



Spring Barrie Automotive Flea Market

June 5 – 8 @ Burl's Creek



Spring Bracket Race

June 13 – 15 @ Bonfield Event Park

Midsummer Bracket Race

July 11 – 13 @ Bonfield Event Park

Vinnie Cup & Bonfield Automotive Flea Market

August 22 – 24 @ Bonfield Event Park



Fall Barrie Automotive Flea Market

September 4 – 7 @ Burl's Creek

Fall Classic

September 19 – 21 @ Bonfield Event Park



Canada's Finest Automotive Flea Market offers everything from collectibles & classic cars to those hard to find car parts. If you can't find it here, you can't find it anywhere. It's a Car Lover's Dream, Car Sales Corral, Show & Shine and hundreds of vendors.

You Won't Believe Your Eyes. Bring your friends & family and stay in our convenient camp ground.

FREE
ADMISSION

with the purchase of one admission. **VALID ONLY AT:**

BARRIE

Sunday, June 8, 2025 *or*
Sunday, September 7, 2025

BONFIELD

Sunday, August 24, 2025

Phone: 705-487-3663

Email: info@thebafm.com

www.thebafm.com

Bonfield Event Park
357 Development Road
Bonfield, ON POH 1E0

Burl's Creek Event Park
180 Line 8 South
Oro-Medonte, ON LOL 2E0



Nicky Kunkel

From: Christine Nickel - Thomas Davis Law <christine@thomasdavislaw.ca>
Sent: May 1, 2025 11:27 AM
To: Nicky Kunkel
Subject: RE: CSM Presentation TDL

Good morning Nicky:

I understand there is another council meeting this evening regarding the by-laws.

My clients had a few questions (in addition to those in my presentation) which I am hoping either you or Council can address:

1) If a property is not being used as a short-term rental where inspections are required for licences or for permits etc., will other periodic/random inspections be performed at the discretion of the Chief Building Official and if so, for what reason(s)? Clients have concerns about officials attending on their property unannounced without consent of the property owner. Is there a particular by-law or other legislation which permits these unprompted inspections/visits?

2) Would it be possible for Council to provide a more concise checklist in the By-law or otherwise for inspections of short term rental licence applications so clients know exactly what will be inspected and not have any surprises (want a universal standard applied equally to all property owners and inspection requirements the same) ?

Please also address those questions in my presentation letter which have not been previously addressed by Council.

CHRISTINE M. NICKEL B.A.(H), M.A., LL.B.

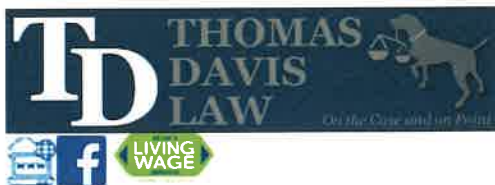
Barrister & Solicitor

690 McKeown Ave.

North Bay, ON P1B 7M2

☎ (705) 478-1293 | 📠 (705) 707-1387

www.thomasdavislaw.ca



From: Christine Nickel - Thomas Davis Law
Sent: April 22, 2025 12:37 PM
To: Nicky Kunkel <cao.clerk@bonfieldtownship.com>
Subject: RE: CSM Presentation TDL

May 4, 2025

Via email to cao.clerk@bonfieldtownship.com

Township of Bonfield
365 Hwy 531
Bonfield ON
P0H 1E0

Attention: Nicky Kunkel

RE: Corporate Services Meeting April 21/25

My husband and I watched the taped version of the meeting and wanted to offer some comments. Generally speaking, we agreed with the position presented by Thomas Davis Law, with some reservations.

Further to that position, we believe that any council consideration for granting concessions with a view to being fair and reasonable to existing waterfront trailers and hunt camps should still require the following: compliance with setbacks, easements, structural integrity and adherence to water and waste management regulations. We believe this adherence should be over a shorter period than the suggested 10 year period. Perhaps this is what council intends, if so it should be stated clearly, particularly as Mr. Corbett made a statement about it being irresponsible to allow concessions for existing waterfront homeowners without direction from the Mattawa Conservation authority.

Additionally, we would be remiss if we did not point out that to us as viewers of the meeting, some of the ideas as suggested by council came across as arbitrary. For example: 20 acres vs. 25 acres with respect to hunt camps, the time frame of a 10 year concession for waterfront trailers, the number and size of boat trailers, horse trailers, utility trailers referenced in the first half of the meeting.

We believe that regulations are necessary to protect citizens, property values and most importantly stewardship of the land. Whether an owner or a renter we all have an obligation to protect the land and waterways for future generations.

Respectfully,

Diana Dreika
Doug Davidson

Bonfield Township Bylaw Application

Legal non-compliant

We are Chris and Monique Sheppard we have been a part of Bonfield since 1986, we both come from abnormally large families and several of our children have continued the tradition. In 2013 we bought a 200-acre cottage on a quiet dead-end road with only one neighbour and abutting crown land. This property had several outbuildings and two cottages one of which was in disarray.

For a few years the cottage became a gathering place for family and their extended relatives. Get togethers would quickly balloon to over 50 people and we quickly found a need for more sleeping quarters. In 2015 we acquire two trailers and permanently located them on the property providing extra beds with no other amenities. We started the tradition of having a family reunion at the cottage where family from all over would gather and bring their RV's. Since the cottage offered large empty fields very secluded from everyone else it was an easy decision.

After a few seasons of cosmetic repairs and some upkeep of the property we decided to rent out the main cottage to help us pay the hefty property taxes. We quickly came up with terms and conditions for the renters including limiting the number of dogs allowed and acceptable use policies. We would provide canoes, paddleboats, toys and other amenities but no power vehicles were provided. Our customers consisted mainly of multigenerational family's vacationers with a 90% being repeat customers. While the main cottage is being rented we would stay

In 2013 we purchase our present property a 200-acre parcel of land in Rutherglen Ontario. This property had two houses and many outbuildings. The property had been vacant for over 22 years in 2015 we decided to rent small cottage as a vacation cottage to help pay the **exorbitant** taxes.

What

- short term rentals / clients
- family get togethers/ceremonies
- family reunions
- rvs and studio

Where

- Wunders dead end rd
- long driveway
- few neighbours
- abutting to crown land

When

- 2013 when we bought the cottage
- 2015 when we started renting
- 2021 norms trailer
- future plans

Why

- why this bylaw negatively affects you
- why we should be exempt

We are Monique and Christopher Sheppard we are seniors just starting to enjoy our retirement. We have eight children and eighteen grandchildren as we both come from large families of eight and nine siblings respectively. When we have a family gathering it is easy to have more than fifty people attend.

There was a steep learning curve in the beginning seeing that we were new to short term holiday rentals, one being we do not rent out motorized boats or ATVs due to high insurance cost. Secondly, we learned the maximum number of dogs we would permit at one time was two as three or more would show strong pack mentality. Soon into our rental experience we discovered our niche of being a family vacation rental usually families consisting of three generations, this is our preferred customer base and I would say that 90% of our clients are just that, and that we presently retain 80% repeat customers. For our short season of eight weeks of summer rentals.

On the odd occasion we have had two-to-three-month rentals from building contractors looking to find lodging for their workers while on a remote job as well as avid fishermen. We have been contacted on a few occasions for monthly rentals by locals while their house is under construction.

Presently we legally rent our cottage not limited to summer vacation rentals therefore we are legally not confined to less than 28 consecutive days nor 150 days of total rental days in a year. We are presently renovating our retirement home another cottage located on the same property. Once completed, our plan is to rent our existing cottage year-round to builders, contractors, fishermen, snowmobilers, and skiers. We don't use or advertise on short term rental apps as we are a vacation rental.

We often host large gathering at out property including family reunions and celebrations. With our large family and their extended family get togethers can quickly ballon to over 50 people. The newly proposed bylaws would discriminate against our large family and consequently end several long-standing traditions of family reunions and seasonal get togethers. We would appreciate the ability to continue to rent our cottage and gather as a family which requires the use of RV's

Over the years we have added trailers to our property to accommodate familly as they visit. We currently have two trailers belonging to us and one to our son who moved down from Toronto during covid. Our two trailers where permanently located in 2015 and serve simply as sleeping accommodations with no kitchen or bathroom facilities.

In the early 60's the previous owner built a "man den" with full accommodations which we utilise during the summer as our primary residence while the cottage is rented out. Being near by while the cottage is rented affords us the ability to supervise the property and exchange pleasantries with the customers while building a repertoire.

We encourage our customers to explore the community and local tourist attractions, we keep flyers on hand and give them feedback on other renter's experiences. Our property has a mile long driveway allows us to keep the seclusion and stops us from imposing on neighbours. We feel these bylaws which may be aimed at rectifying certain issues are an overreach and would adversely affect us and our simple rentals and family gatherings.

We have also inherited a transport tailer from a friend of ours in 2016. At first it was just a storage unit for his belongings until he bought a house in the Bonfield Township. In 2017 he purchased his house and relocated his stuff to his new place leaving us the trailer. As with all empty spaces they soon fill up, as you can imaging with eight children, they all see an empty storage unit as an opportunity to put stuff in that they are not yet willing to part with and now it is full, with stuff that moves in and out on a regular basis.

Now you must see that these bylaws and bylaw amendments will impact us in many ways, and they are not JUST or FAIR! We are a VARYLARGE family with many needs that these punitive bylaws **DESCRIMINATE** against large families. We also have a LARGE isolated property that provides us with the privacy we want. What we do on our property does not affect anyone else. We do not affect the environment nor the neighbours. Our storage unit is private and our RVs necessary. Our studio Dwelling has been in existence since the 1960s therefore should be grandfathered in. Our **vacation rental** is for multi generational clients it just so happens to fall under your definition of short-term rentals for those summer weeks however it is legally offered as a monthly rental for most of the year. **We are not a business, nor do we want to be in business.** Our cottage provides us with a passive rental income only.

We are looking to:

- 1- have for our cottage vacation rental to receive the status of “Legal non- Conforming”
- 2- have for our Studio Dwelling to receive the status of “Legal non-Conforming”
- 3- have for our storage trailer to receive the status of “Legal non-Conforming”
- 4- have for our Travel Trailers to receive the status of “Legal non- Conforming”

We are a very large family with a large property who just want to be left alone to look after our small world, as we bother no one!

RESPONCIBILITIES

Short-Term Rentals

I also have another concern. If this township passes this “short term rental” bylaws that includes our VACATION RENTAL then the municipality will be issuing a licence after conducting inspections the areas of building structure, electrical and fire safety, then issue a code of conduct for both the tenants and landlords, monitoring and controlling rentals on a through a series of random inspections, requiring annual water test, and septic approval, you will be limiting total rental days to 150 and no rentals longer than 28 consecutive days. You will be enforcing noncompliance fines in over 25 areas from advertisement to posting of licence and code of conduct imposing fines of \$500.00 and then the there is the excessive punitive noncompliance charge of \$25,000.00 for the first offence and \$50,000.00 for subsequence noncompliance.

There is a point system for licencing renewals. The ability of the township to refuse licences with an appeal committee that is only made up of municipal employees and councillors.

This bylaw provides the Township with total control of “short-term rental”. They must therefore be totally liable for anything that goes wrong. Yet I am the one required to carry the 2-million-dollar insurance policy. It is a matter of responsibilities, If the municipal government requires this much control of short-term rentals, then they will be responsible for whatever happens to people attending this property.

Be assured that my Lawyer will know how much control and responsibility this council is taking with these bylaws as well as my insurance company. I suggest that this administration inform the Townships Lawyer and Insurance company as well before they this council passes these bylaws that grants the Municipality the right to assume this much control and responsibility.

Trailer Licencing

Very much the same as short term rentals. You have septic, or septic pumping, you have specific zones and extremely limiting setbacks resulting in most lots being undersized and not allowing a trailer to be used on your property. Inspections and random inspections. You have restrictions and fines from \$300.00 to \$500.00 resulting in provincial offences and conversion to land tax rolls. A point system for renewals and the appeals committee being only township employees and councillors. The ability for the township to pull your licence at any time or not renew your licence at all. Limitations of 120 days of use with only one licence per lot no matter the size of the lot.

Who becomes responsible for the use of these trailers. The owner of the trailer or the township? Again, who is in control the owner of the trailers or the township? This council is overreaching in every aspect. You are DESCRIMINATING against large families. It is against our human rights!

This council need to reassess these bylaws as presented and if required bring them back as a non controlling. Providing a service to our community not a control of our community!

Mayor and Council Members,

I am writing to express my deep disappointment regarding the proposal to legalize the use of up to two RVs on vacant waterfront properties for up to 10 years, which was tabled at the most recent Corporate Services meeting. While I understand the need for flexibility in certain cases, I believe this proposal overlooks the thoughtful work, public input, and policy rationale that shaped the original recommendation.

It is difficult to reconcile this new proposal with the original rationale. Allowing special exemptions for non-compliant waterfront properties while continuing to prohibit RVs in hamlets seems inconsistent. What is the rationale for prohibiting RVs on vacant land in hamlets but allowing them on vacant land along shorelines? Both areas have denser settlement and greater potential for land use conflicts. Allowing multiple RVs on vacant waterfront properties undermines the original intent to protect both of these areas, especially when considering the environmental and community concerns that have been at the heart of this issue.

I recognize that there has likely been vocal pushback to the original proposal, but it is important to remember that the right decision is not always the most popular. Upholding the current rules that prohibit RVs on vacant land benefits the broader community. These rules are in place to protect the integrity of our lakes, shorelines, and neighborhoods, and to ensure long-term sustainability for future generations.

Additionally, it is especially inconsistent to consider exemptions for multiple RVs on waterfront properties while prohibiting additional dwelling units in these same areas, out of concern for lake health.

The proposed 10-year exemption feels more like a delay than a solution. Property owners have had ample time to comply with existing regulations. Extending the deadline simply defers enforcement and shifts the responsibility to a future council, potentially sending the message that non-compliance is tolerated.

Shifting from clear zoning regulations to temporary use bylaws or individual agreements introduces new administrative risks and creates inconsistencies in enforcement. While these tools can be useful in certain circumstances, they are not designed to address widespread zoning non-compliance. These proposed exceptions could undermine the Township's ability to uphold its planning rules, leading to more long-term confusion.

I strongly urge Council to reject the 10-year exemption, uphold the original approach, and resolve this matter with clarity and finality.

Thank you for your time and consideration,

Gord Young

To Mayor and Members of Council,

I've been following your ongoing discussions around the development of new bylaws to regulate certain land uses within the Township of Bonfield—particularly the use of RVs on vacant land. As a former resident, this issue is personal.

I'm encouraged to see that your proposal will uphold restrictions on the use of RVs on vacant land within hamlets. That's an important and necessary step, and I'm sure my former neighbours will appreciate efforts to preserve the peace and character of their community.

Not long ago, I lived in one of those hamlets and chose it for its quiet charm and sense of community. That began to change when a nearby vacant lot was purchased and began to be used for camping. I also saw RVs starting to appear on other vacant lots across Bonfield—including near the church and close to the municipal dock.

I, along with other residents, raised concerns with the municipality and even made a presentation to Council calling for enforcement. Despite our efforts, there was little meaningful response. A key factor in my decision to leave was the inconsistency of enforcement. It became clear that rules existed, but they were not being applied equally or effectively.

While I'm glad to see steps being taken for hamlets, I remain concerned about what appears to be proposed allowances for RV use on vacant waterfront properties. That seems unfair and inconsistent. Waterfront areas are just as vulnerable to land use conflicts, and carving out exceptions will only create further frustration and push more people away.

I urge Council to apply these regulations fairly and consistently, with a focus on long-term planning and the well-being of residents. Bonfield deserves policies that respect the integrity of its communities and provide clarity and protection for those who continue to call it home.

Sincerely,

Michael Greer.

Former Township Of Bonfield resident & homeowner.

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2025-23

Being a By-Law to Confirm the Proceedings of Council

WHEREAS it is the desire of Council to confirm all Proceedings and By-Laws:

NOW THEREFORE the Council of the Corporation of the Township of Bonfield **ENACTS AS FOLLOWS:**

- 1. **THAT** the Confirmatory Period of this By-Law shall be for all Regular Council and Special Meetings from April 22, 2025 to May 13, 2025 inclusive.
- 2. **THAT** all By-Laws passed by the Council of the Township of Bonfield during the period mentioned in Section 1 are hereby ratified and confirmed.
- 3. **THAT** all resolutions passed by the Council of the Township of Bonfield during the period mentioned in Section 1 are hereby ratified and confirmed.
- 4. **THAT** all other proceedings, decisions and directions of the Council of the Township of Bonfield during the period mentioned in Section 1 are hereby ratified and confirmed.

READ A FIRST, SECOND, AND THIRD TIME AND FINALLY PASSED THIS 13th DAY OF MAY 2025.

MAYOR

CLERK