



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
CORPORATE SERVICES COMMITTEE MEETING
May 2, 2024 @ 7:pm

MINUTES

ATTENDANCE: Chair Dan MacInnis Donna Clark
Steve Featherstone Jason Corbett

EXCUSED ABSENCE: Narry Paquette

STAFF PRESENT: Nicky Kunkel, CAO Clerk-Treasurer; Ann Carr, Planning Administrator

No. 1

Moved by: Jason Corbett Seconded by: Steve Featherstone

THAT the Corporate Services Committee Meeting be opened at 7:00 p.m.

Carried

No. 2

Moved by: Donna Clark Seconded by: Jason Corbett

THAT the agenda for the Corporate Services Committee Meeting for May 2, 2024 be approved as circulated.

Carried

No. 3

Moved by: Steve Featherstone Seconded by: Donna Clark

THAT the minutes of the Corporate Services Committee meeting held April 11, 2024 be adopted as circulated.

Carried

The Committee reviewed policies from other municipalities along with brainstorming their ideas and thoughts on regulations for short term rentals and trailers being permitted within the community. The notes and conclusions from this session are attached and will be the basis of creating a draft bylaw for each matter. The Bylaws will be drafted for first reading in June of 2024 with final approval for the end of June 2024. The draft bylaws will have first reading and then at the next Council meeting the public can submit to be a delegation at council to review the draft regulations.

No. 4

Moved by: Steve Featherstone Seconded by: Jason Corbett

THAT this meeting be adjourned at 9:58 p.m.

Carried

Chair

Secretary

Discussion Notes from Corporate Services Meeting
May 02, 2024

Trailers and Recreational Vehicles

Fees

Fees: \$600.00 per calendar year Jan.01 to Dec. 31

Special Occasions Permit \$10.00 per trailer per event up to 14 days per calendar year.

Responsible Ownership

Septic/Grey Water -permit Class 1 Sewage System at back of property

Property Standards

Administrative Monetary Penalty System

Cannot be a short-term rental

Owner Authorization if trailer is not the landowners

20 bag limits for landfill

Maintain Character of the Neighbourhood

Will only be permitted in the rural zone and not within a plan of subdivision.

No “grandfathering”

30-meter front yard setback (from road)

1 accessory building permitted 10’ x 16’ no hydro no plumbing as per the building code

A trailer located on a parcel with a dwelling will be permitted for 120 days without a permit

No licence for a trailer with on vacant land with a valid building permit 12 months

Able to store trailer on the property with the licence

Decks cannot be attached to the trailer and must meet the requirements of the building code. No deck shall be permitted longer than the trailer and not wider than 5’.

1 trailer per parcel

Not a permanent dwelling can only be occupied from May 01 to December 15.

Health and Safety

Declaration to be signed with the application

Cannot contravene building code

Fire and CO2 alarms

All permit requirements for electrical, building code, North Bay Mattawa Conservation Authority are still required when needed.

Enforcement Plan

First Offence-Educate-14 days to remedy

Second Offence- Administrative Monetary Penalty -7 days to remedy

Third Offence- Administrative Monetary Penalty-immediate suspension of Licence-2 yrs.

Education Process- By-law in full force by September 01st, 2024

Discussion Notes from Corporate Services Meeting
May 02, 2024

Short Term Rentals

Fees

2024- \$750.00

Annual Licence-\$1500.00 thereafter

Municipal Accommodation Tax 3%

Responsible Ownership

Responsible Person-45-minute response-phone number, email address posted on Township Website/CGIS, and declaration signed.

Owner will be responsible for their tenants

Registry of Visitors to be provided in 2025 and beyond and required for re-licencing.

Consecutive days per stay is limited to 28 days

Code of Conduct-Expectations of the Owner and the Visitor

Information Packages to be provided indicating By-laws, Landfill Information, Fire Rating etc.

Maintain Character of Neighbourhood

Must be an occupiable dwelling.

Limit total licences to 50 per year and create waiting list. Council to revisit this limitation when it is better understood how many licences are being requested.

Hosted STR can apply for licence first- 14-day window

Not hosted STR is able to apply for licence after the 14-day window has closed for the above.

A corporation will be permitted to apply thirdly after the 14-day window is closed for not hosted STR and a corporation shall only have 1 STR in the Township.

2 people per bedroom for occupancy up to 10 people. Children under 2 are not counted.

A pull-out couch will account for 2 people.

STR can only be occupied/rented for 150 days per calendar year

Property can only be used as a dwelling, cannot be for weddings, business transactions, etc.

Health and Safety

Occupiable Dwelling

Building Code Compliant

Fire Prevention including Escape Plan -Water Access Only STR must provide a boat.

Site Plans of the exterior and interior of the STR indicating bedrooms, fire/CO2 alarms, extinguishers etc.

5 million liability insurance

Documents to have ready upon inspection: any permits for building code, septic pump out receipts, water test 1 per year.

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