



**The Corporation of The Township of Bonfield**  
**AGENDA FOR COUNCIL MEETING TO BE HELD**  
**April 30th, 2024 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 9, 2024
5. **Presentations and Delegations: None for this session**
  - a. Public Meeting – User Fees Bylaws
    - i. Written Comments from Public
6. **Staff Reports**
  - a. Report from CEMC – Emergency Management Update
  - b. Report from Fire Chief – Fire Department Update
  - c. Report from Planning Administrator – Payment in Lieu of Parkland Fees
  - d. Report from Planning Administrator – Shore Road Purchase 525 Maple Road
7. **Adoption of Committee Minutes/ Motions**
  - a. **Corporate Services Committee:** April 11, 2024 (no recommendations)
  - b. **Emergency Services Committee:** April 15, 2024 (no recommendations)
  - c. **Planning Advisory Committee:** No Minutes for this session
  - d. **Recreation Committee:** April 8, 2024 (no recommendations)
  - e. **Police Services Board:** April 18, 2024 (no recommendations)
8. **Items for Council Discussion:**
  - a. Resolution to adopt By-law 2024-20 – Fees for Recreation and Programming
  - b. Resolution to adopt By-law 2024-29 – Animal Control
  - c. Resolution to adopt By-law 2024-21 – Fees for Administration Matters
  - d. Resolution to adopt By-law 2024-22 – Fees for Building Permits
  - e. Resolution to adopt By-law 2024-23 – Fees for Landfill Site
  - f. Resolution to adopt By-law 2024-24 – Fees for Public Works Operations
  - g. Resolution to adopt By-law 2024-26 – Fees for Planning Matters
  - h. Resolution to adopt By-law 2024-30 – By-Law to Repeal By-law 2020-14 (Grave Digger Services)
  - i. Resolution for First and Second Reading of By-law 2024-28 – To Establish Maintenance, Management, Regulation and Control of the Mount Pleasant Cemetery
  - j. Resolution to adopt By-law 2024-31 – To Adopt and Emergency Management Program
  - k. Resolution to adopt By-law 2024-32 – To Appoint Michael Pilon as Chief Building Official
  - l. Resolution to adopt By-Law 2024-34 – To Appoint a Property Standards Officer
  - m. Resolution to adopt By-Law 2024-35 – To appoint a By-law Enforcement Officer
  - n. Request from Debra Helm – Waiving of Fees for Rink Rental for Farmer’s Market

*Small Community, Big Heart*



9. **Resolutions to be Considered for Adoption**
  - a. Township of Clearview Endorsement of Bill C-63 in the House of Commons
  - b. Town of Shelburne -Eradicate Islamophobia and Antisemitism
  - c. City of Brantford - Home Heating Sustainability
  
10. **Correspondence**
  - a. Library Minutes – April 8, 2024
  - b. NBMCA Minutes – February 29, 2024
  - c. North Bay Parry Sound District Board of Health Minutes – March 6, 2024
  - d. North Bay Parry Sound District Board of Health Minutes – March 11, 2024
  - e. NBPSDHU – Planet Youth Nipissing Launch
  - f. Near North Crime Stoppers Annual Golf Tournament
  - g. FONOM – Declaration of Hope Air Day – June 7, 2024
  - h. Town of Goderich - Phase-Out of Free Well Water Testing
  - i. City of Peterborough – Ombudsman Letter
  - j. Municipality of West Perth - Conservation Authority Act
  - k. Municipality of Huron Shores – Urging the Government to Promptly Resume Assessment Cycle
  - l. City of St. Catharines - Provincial Regulations Needed to Restrict Keeping of Non-native (exotic) Wild Animals
  - m. North Bay Parry Sound District Board of Health Minutes – April 17, 2024
  - n. North Bay Parry Sound District Board of Health – Finance and Property Committee Minutes – March 6, 2024
  
11. **Closed Session** – None for this session
  
12. **Confirmatory By-Law**
  - a. Resolution to adopt By-law No. 2024-33
  
13. **Adjournment**



THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
REGULAR MEETING OF COUNCIL  
April 9<sup>th</sup>, 2024

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

PRESENT ON ZOOM: Donna Clark

STAFF PRESENT: Andrée Gagné, Deputy Clerk  
                         Ann Carr, Planning Administrator  
                         Alex Hackenbrook, Public Works Manager  
                         Nicky Kunkel, CAO/ Clerk Treasurer

**1. Call to Order**

**Motion 1**

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

Seconded by Councillor Featherstone

Carried Narry Paquette

**2. Adoption of Agenda**

**Motion 2**

Moved by Councillor MacInnis  
THAT the agenda presented to Council and dated the 9th day of April 2024, be adopted as prepared.

Seconded by Councillor Featherstone

Carried Narry Paquette

**3. Disclosure of Pecuniary Interest:** None for this session

**4. Adoption of Previous Minutes**

**Motion 3**

Moved by Councillor MacInnis  
THAT the Minutes of the Regular Council Meeting of March 26th be adopted as circulated.

Seconded by Councillor Featherstone

Carried Narry Paquette

**5. Presentation & Delegations** (none for this session)

**6. Staff Reports**

6.a Report from CAO – Bonfield Medical Center renovations

**Motion 4**

Moved by Councillor MacInnis  
That Council hereby agrees to move the Bonfield Medical Center Project forward under a time and material basis with Descon Construction.

Seconded by Councillor Featherstone

Carried Narry Paquette

6.b Report from CAO – Chief Building Official

**Motion 5**

Moved by Councillor MacInnis  
That Council hereby agrees to continue the agreement between the Township and RSM Consulting for Building Department Services as required, as per the proposal submitted.

Seconded by Councillor Featherstone

Carried Narry Paquette

6.c Report from CAO – User Fees and Building Permit Fees Review

**Motion 6**

Moved by Councillor MacInnis  
That Council hereby receives and approves first reading of the draft User Fee By-laws for municipal departments; AND THAT a public meeting be held at the next regular Council meeting on April 30, 2024 to obtain community input into the proposed fees; AND FURTHER that Option B of the Building Permit Fee Review be accepted.

Seconded by Councillor Featherstone

Carried Narry Paquette

## 6.d Report from Public Works Manager – 2024 Street Sweeping

**Motion 7**

Moved by Councillor MacInnis

Seconded by Councillor Featherstone

WHEREAS 2 quotes were obtained from local contractors for street sweeping services; THEREFORE THAT T.Z.R. be contracted for the purpose of street sweeping for a total cost of \$6,800.00.

Carried Narry Paquette

## 6.e Report from Planning Administrator – Short-Term Rentals

**Motion 8**

Moved by Councillor MacInnis

Seconded by Councillor Featherstone

WHEREAS a staff report was provided to Council regarding short-term rentals, and the survey results from the Community Survey and the Town Hall survey for information purposes has been presented; THEREFORE Council directs the Planning Administrator to prepare a draft by-law based on the responses from the survey results from the community in favour of permitting short-term rental with regulations; AND THAT this be referred to the Corporate Services Committee for discussion.

Carried Narry Paquette

## 6.f Report from Planning Administrator – Trailers and Recreational Vehicles on Vacant Land

**Motion 9**

Moved by Councillor MacInnis

Seconded by Councillor Featherstone

WHEREAS the survey results from the community indicate that there is a desire to allow trailers and recreational vehicles on vacant land through the use of licensing and regulation; THEREFORE Council directs the Planning Administrator to draft a by-law with licencing provisions to be reviewed by Council; AND THAT this be referred to the Corporate Services Committee for discussion.

Carried Narry Paquette

## 7. Adoption of Committee Minutes/ Motions – None for this session

## 8. Items for Council Discussion

## 8.a Resolution to adopt By-law 2024-17 being a by-law to appoint an Integrity Commissioner

**Motion 10**

Moved by Councillor MacInnis

Seconded by Councillor Featherstone

THAT the Council for the Township of Bonfield hereby adopts by-law 2024-17, being a by-law to appoint an Integrity Commissioner for the Township of Bonfield, as presented and is considered read three times and passed this 9th day of April 2024.

Carried Narry Paquette

## 8.b Resolution to adopt By-law 2024-18 being a by-law to adopt a Site Plan Control

**Motion 11**

Moved by Councillor MacInnis

Seconded by Councillor Featherstone

THAT the Council for the Township of Bonfield hereby adopts by-law 2024-18, being a by-law to adopt a site plan control for the Township of Bonfield, as presented and is considered read three times and passed this 9th day of April 2024.

Carried Narry Paquette

## 8.c Resolution for First and Second Reading of By-law 2024-19 - Fees for Cemetery

**Motion 12**

Moved by Councillor MacInnis

Seconded by Councillor Featherstone

THAT a by-law to adopt user fees for the Mount Pleasant Cemetery, BE READ a first and second time in Open Council this 9th day of April 2024.

Carried Narry Paquette

## 8.d Resolution for First and Second Reading of By-law 2024-20 - Fees for Recreation and Programming

**Motion 13**

Moved by Councillor MacInnis

Seconded by Councillor Featherstone

THAT a by-law to adopt user fees for the Recreation and Programming fees, BE READ a first and second time in Open Council this 9th day of April 2024.

Carried Narry Paquette





**11. Closed Session** (none for this meeting)

**12. Confirmatory By-Law**

**Motion 22**

Moved by Councillor MacInnis

Seconded by Councillor Featherstone

THAT the Council for the Township of Bonfield hereby adopts By-Law 2024-16 to confirm the proceedings of Council from March 26th, 2024 to April 9th, 2024, as presented and is considered read three times and passed this 9th day of April 2024.

Carried Narry Paquette

**13. Adjournment**

**Motion 23**

Moved by Councillor MacInnis

Seconded by Councillor Featherstone

THAT this meeting be adjourned at 8:30 p.m.

Carried Narry Paquette

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

## Municipal Freedom of Information Fees

Eric Foisy <foisyerich@outlook.com>

Tue 2024-04-23 11:40 AM

To:Casandra Klooster <officeclerk@bonfieldtownship.com>

Cc:Eric Foisy <foisyerich@outlook.com>

Good Day,

I would like to respond to the proposed fee for Municipal Freedom of Information.

Firstly, I do agree to the \$5.00 fee for the application form. However I strongly disagree with other fees to be added on. I view these extra fees as a deterrent to acquire information.

As a taxpayer in the Township of Bonfield, I believe I have the right to public or my private information without barriers, without financial barriers. I believe that my tax money does include the right of access without additional costs. I can see that if a business, a lawyer, etc., from Toronto wants information, it would be acceptable to charge those entities outside of the Township these fees for search times and record preparations.

As for the photocopying fees, I believe that at the very least, a resident of Bonfield Township would get a 20-2-sided page report free of charge ( $\$0.25 \times 20 = \$5.00$ ) since the application fee would cover the cost. Afterwards it would be fair to ask for an additional \$0.25 per copy (2-sided) after consulting with the person requesting the information for additional funding. Most FOI requests would most likely be less than 20 2-sided page report.

To recap, I strongly believe that a \$5.00 fee is enough money for a resident of the Township of Bonfield to pay for information which either belongs to him or her (private information) or public information which should be or should have been disclosed publicly in the first place for example on the Township Website in the spirit of transparency and accountability without creating a financial barrier. We, as taxpayers, are already paying for this service and should not be asked to pay additional fees.



## REPORT TO COUNCIL

**MEETING DATE:** April 30, 2024  
**TO:** Mayor and Council  
**FROM:** Allan Reid Community Emergency Management Coordinator  
**SUBJECT:** Emergency Management Program Review

### RECOMMENDATION:

That Council accept the report and recommendations of the Emergency Management Program Review by the Community Emergency Management Program Committee and approve By-Law 2024-31

### BACKGROUND INFORMATION:

The Emergency Management and Civil Protection Act requires each municipality to develop and implement an Emergency Management Program including assessment and reporting requirements. This report satisfies that requirement.

### ANALYSIS:

See attached.

Respectfully,  
Allan Reid

Ricky Kunkel, CAO

# Emergency Response Program Report to Council 2024

This report summarizes the activities and recommended changes to the Bonfield Township Emergency Management Program for the year 2023 and going forward to 2024.

## Bonfield Township Emergency Management Program

The Emergency Management and Civil Protection Act (EMCPA) requires each municipality to develop and implement an Emergency Management (EM) program that includes:

- Municipal hazard and identification risk assessment.
- Municipal critical infrastructure list.
- Municipal emergency plan.
- Program By-law.
- Annual Review.
- Annual training.
- Annual exercise.
- Public education program.
- An Emergency Operations Center.
- A Community Emergency Management Coordinator.
- An Emergency Management Program Committee.
- A Municipal Emergency Control Group (MECG) and,
- An Emergency Information Officer.

Bonfield Township has received confirmation from the Treasury Board Secretariat, Emergency Management Ontario that our municipality has satisfied all (13) program requirements.

Additionally, during the requisite annual review of the Emergency Management Program (EMP) by the Community Emergency Management Program Committee (CEMPC) has several opportunities for improvement and recommendations for Council's consideration and are as follows.

- An updated and streamlined Emergency Response Plan (ERP) that reduces the number of binders that are issued to stakeholders and participants in the Emergency Operation Center (EOC) and is posted on the Township's Web site, excluding confidential content.

# Emergency Response Program Report to Council 2024

- A revised membership of the Emergency Control Group (ECG) to include the Mayor, the CAO, the Public Works Manager, the Fire Chief and the CEMC. This change is recommended as part of the ERP update and revisions.
- A revised membership in CEMPC to match the membership of the ECG. This will improve efficiency with respect to training and execution of the Townships Emergency Management Program (EMP).
- A new By-Law for Council's pending approval to recognize the above noted changes. Legislation in the EMPCA requires the Emergency Management Program be entrenched in municipal by-laws including the membership of the CEMPC and the ERP (attached as schedule A).
- Recommendations based on opportunities for improvement found during the annual training and tabletop exercise toward the Emergency Operations Center both logistically and operationally. These are summarized in the attached documents for the Annual Training and Tabletop Exercise minutes and summaries.

The most notable items are:

- Review and update the HIRA and CI sections of the ERP
- Clarify and delineate the call chain for establishing an EOC
- Review of existing evacuation centers and supporting volunteers
- Identifying the CAO as the EIO in the ERP
- Analysis of the secondary EOC location
- Additional technology for the EOC
- Physical layout of EOC resources
- Analysis of communication resources via radio and cell technology

Attachments:

- i) Bonfield Emergency Management Tabletop Exercise 2023
- ii) Agenda and Minutes Annual Training
- iii) Letter from Treasury Board Secretariat EMO to Township of Bonfield

## Agenda of Meeting Bonfield ECG Annual Training 2023

October 19, 2023

1. Review of Mandatory Knowledge areas
2. Annual Review of Emergency Response Plan and EOC
3. Recommendations for improvement and presentation to Council
4. Resolution to Council to amend existing bylaw to formalize changes to ECG and CEMPC

## Minutes of Meeting Bonfield ECG Annual Training 2023

October 19, 2023

### In attendance

Mayor Narry Paquette

CAO Nicky Kunkel

Public Works Manager Ann Carr

CEMC Allan Reid

Absent

Fire Chief Gilles Lebel

1. Review of Mandatory Knowledge areas

Mandatory knowledge areas were reviewed.

Knowledge of municipal emergency plan including roles and responsibilities.

Knowledge of all the components of the municipal emergency management program.

Knowledge of the procedures used to activate and operate under the emergency management plan.

Knowledge of notification procedures used to notify members of the emergency management plan.

Knowledge of the location, communications, infrastructure, and technology in the EOC.

2. Annual Review of Emergency Response Plan and EOC

The EOC has been moved into the meeting room in the municipal offices from the main council chambers. This allowed for greater privacy during EOC activities and offered improved audio/video capabilities. Cork boards and white boards are to be installed.

Members of the ECG and the CEMPC has been changed pending revision of the empowering bylaw. EOC and CEMPC are the same members. All positions will allow for a delegate should the member not be in attendance.

- Mayor
- CAO
- PW Manager
- Fire Chief
- CEMC

The use and potential for expanded use of CGIS was discussed. CGIS allows for computer presentation as well as printed versions of local mapping.

HIRA and CI of the current plan were discussed. Both HIRA and CI require review in the next update of the ERP.

The appointment of an Emergency Information Officer was reviewed and noted that the CAO would be identified as the EIO for Bonfield Township.

5. Recommendations for improvement

- a. HIRA and CI need to be updated in the next issue of the Emergency Response Plan
- b. The notification procedure for the contained in the ERP needs to be expanded and clarified to clearly delineate a call chain or call sequence protocol.
- c. Use of technology in the EOC should be tested and verified on an annual basis including radios and telephones.
- d. A review of existing evacuation centers should be conducted in the next year updating and validating requirements, potential service providers and volunteers.
- e. A review of the Town App or equivalent public notification tools should be conducted and findings included in the next version of the ERP.
- f. The Township CAO will be identified as the EIO in the ERP.
- g. Consider the logistics of mapping the Critical Infrastructure of Bonfield Township on the CGIS platform.
- h. Review the secondary EOC for adequacy and recommendations for improvement.

6. Presentation to Council and Resolution to Council to amend existing bylaw to formalize changes to ECG and CEMPC to be prepared.



# Bonfield Emergency Management Tabletop Exercise

## Introduction and Objectives of today's exercise

- Evaluate the processes and protocols to establish the EOC.
- Evaluate the physical location and functionality of the EOC.
- Evaluate the effectiveness of the ERP toward establishing the EOC.

6:00 pm - 6:15 pm Welcome, Sign in.

6:15 pm - 7:15 pm Scenario.

It is a warm spring day in Bonfield. It is 1:00 pm in the afternoon and the train is expected to roll through Bonfield at the Trunk Road crossing by the Municipal building. Instead of the usually sounding of the horn and friendly wave of the engineer, this happens. [Train Wreck](#)

1. Ann is sitting at the crossing and has captured this on her phone. What does she do?

Calls 911 discussion:

2. Is this an emergency that would merit the establishment of Bonfield's EOC?

Yes/ No *hint: yes.*

Discussion:

3. After Ann calls 911 does she have the authority to call the members of the Emergency Control Group.

Yes/ No *hint: yes.* Bonfield ERP Part 4 Emergency Notification Procedures references page 9,

Discussion:

4. Who are members of the ECG? Where does Ann find the contact information. What does she say when she reaches each member? Hints: *ERP Part A page 7, ERP Part 5 page 11*

Discussion:

5. Where is the EOC? What happens when everyone arrives? What equipment and resources does the EOC have? What is required? Hint: Bonfield ERP Part B Logistics. How effective was this section of the ERP in determining what is required in the EOC?

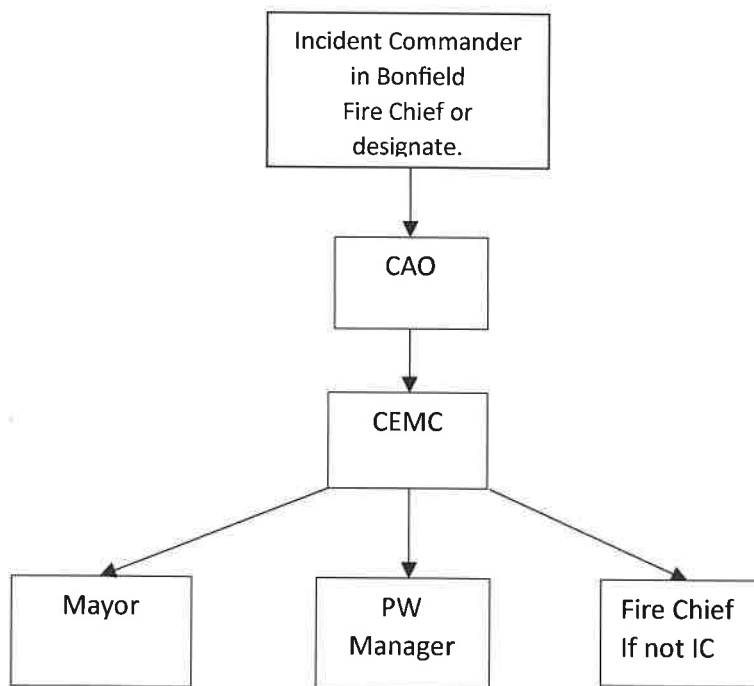
Discussion and Recommendations:

## Debrief Analysis and Recommendations

### Evaluate the processes and protocols to establish the EOC

The attendees demonstrated a proficient knowledge of the processes and protocols to establishing an active EOC. A discussion relating to the callout procedure and protocol resulted in the following call out order to be used as a starting point by the ECG.

In the event of a first responder call that has potential to escalate into a requirement to activate the EOC, the Fire Chief or designate (Incident Commander) will notify the CAO. The CAO also has access to the fire department response app and will be notified of any fire department responses. The CAO will notify the CEMC who will notify the remainder of the ECG. If the CAO cannot be reached the IC will call the CEMC and maintain the call chain continuity.



## Evaluate the physical location and functionality of the EOC.

The physical location and the functionality of the EOC as relocated to the Municipal Offices Board room was assessed. The following recommendations were made.

Review of EOC missing items and opportunities for improvement.

- Sign in sheet for those entering the EOC (small white board purpose specific)
- List of EOC members posted on white board or bulletin board.
- Copies of revised and updated Emergency Response Plans clearly identified
- Addition of Santana Chubb as the EOC scribe.
- Laminated large size CGIS Map.
- Large white board and cork board to be installed.
- Access to EOC ensure all EOC members have security access to EOC in municipal building. Currently the only member without access is the Fire Chief.
- IMS forms to be stocked in EOC make a list and assemble requisite forms. Location and contents identified.
- Explore improved radio system municipal radio access to fire frequencies.
- CAO has fire department notification app installed on her phone.
- Establish a EOC call list and protocol. (identified in this document)

## Evaluate the effectiveness of the ERP toward establishing the EOC

The effectiveness of the ERP in defining and supporting the establishment of the EOC was assessed in light of the scope of the tabletop exercise. It was found that there are a number of updates and improvements required for the ERP to bring up to a better standard.

The following recommendations for changes and improvements to the ERP.

- Update positions and titles that have changed in the Municipality since the last revision to the ERP.
  - Director of Buildings no longer exists.
  - EOC Assistant not required with the addition of EOC scribe.
  - Human Resources Manager does not exist in Municipality as an official title
  - Emergency Information Coordinate refined in the role of Emergency Information Officer and assigned to the CAO.
- Update Emergency Control Group Contact List Part A page 3 to reflect current information.
- Part A quick guide (ask Nicky about this)
- Part B Logistics providing location and contents of EOC supplies has changed from the vault to the new location within the EOC storage cabinets.
- Part B Logistics floor plan needs to be changed to reflect new location of the EOC.

- Part C Resource List needs to be updated. Enlist the aid of clerical support to call and verify contact information for those on the list. Review list to ensure resources are still currently available.
- Part C page 3 Government Listing. Add North Bay Health Unit, North Bay Hospital and North Bay bus station.
- Part F HIRA and CI sections need to be reviewed and re-assessed in coordination and to align with Fire Department Condition Risk Assessment.

**Treasury Board Secretariat**

Emergency Management Ontario  
25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1200

**Secrétariat du Conseil du Trésor**

de la gestion des situations d'urgence  
Ontario  
25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tél. : 647-329-1200



April 15, 2024

Township of Bonfield

Dear Allan Reid - CEMC:

Emergency Management Ontario (EMO) is proud to support your efforts to deliver on our common mission to ensure Ontarians are safe, practiced and prepared before, during and after emergencies.

The Emergency Management and Civil Protection Act (EMCPA) requires each municipality to develop and implement an Emergency Management (EM) program that includes:

- Municipal hazard and identification risk assessment;
- Municipal critical infrastructure list;
- Municipal emergency plan;
- Program By-law;
- Annual Review;
- Annual training;
- Annual exercise;
- Public education program;
- An Emergency Operations Center;
- A Community Emergency Management Coordinator;
- An Emergency Management Program Committee;
- A Municipal Emergency Control Group (MECG) and;
- An Emergency Information Officer.

Emergency Management Ontario (EMO) assists municipalities by making available our Field Officers and other resources to provide advice and guidance, deliver training, participate in exercises, and other advisory services including annually advising municipalities on achieving their EMCPA requirements.

Thank you for sharing your EM program related information and the effort undertaken to do so. Upon review of the documentation submitted, EMO is pleased to advise that our assessment indicates that your municipality has satisfied all thirteen (13) program elements required under the EMCPA.

Congratulations on your municipality's efforts in meeting your EMCPA requirements in

2023.

You may also be interested in learning of the following information for further context:

- 412 of 444 municipalities sought EMO's advice on their progress to meet their EMCPA requirements in 2023, of which 405 were advised they appeared to satisfy their EMCPA requirements.
- Of the 7 municipalities who were advised they did not appear to meet all 13 program elements required under the EMCPA, the most prevalent reasons were:
  - Not designating an Emergency Information Officer;
  - CEMC did not complete training;
  - Not completing the annual MCEG training; and/or
  - Not completing an annual review of their EM program.

There is nothing more important than the safety and wellbeing of our families and loved ones, and the importance of ensuring that your municipality is as prepared as possible for any potential emergency cannot be understated.

Once again, EMO is here to assist municipalities in achieving their EMCPA requirements. For further information or if you have any questions or concerns about this letter, please contact our Field Officer assigned to your Sector; their contact information is below.

Name: Diane Ploss

Email: [diane.ploss@ontario.ca](mailto:diane.ploss@ontario.ca)

Phone: 437-424-9433

Sincerely,

Heather Levecque

Assistant Deputy Minister and Chief, Emergency Management  
Treasury Board Secretariat

cc: Mayor Narry Paquette



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## REPORT TO COUNCIL

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**MEETING DATE:** April 30, 2024  
**TO:** Mayor and Council  
**FROM:** Kelly Serson, Fire Chief  
**SUBJECT:** Fire Department update Report 2024-01

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**RECOMMENDATION:** It is recommended that the Council of the Corporation of the Township of Bonfield receives report 2024-01 for information purposes.

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**BACKGROUND INFORMATION:** This Fire Department Report has been prepared to provide information on the activities of the department during the past 45 days. The report is also to serve as a communication medium and a process that promotes transparency and openness with the stakeholders of the Fire Department.

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**ANALYSIS:** On March 11, 2024 I attended my first meeting at Fire Department headquarters (Station #1). That evening a two-way general discussion with the members of the Fire Department, the CAO and I took place. In the discussion a high-level administrative plan was rolled out to the group. Included in the rollout was a 100-day plan. The 100-day plan is the backbone of the fire department directional strategy for the next 3-month period and beyond. The 100-day plan is composed of 4 stages. The stages include the development stage (first 30 days), the contribution phase, (second 30 days), the growth phase (third 30 days) and the evaluation phase (last 10 days). The 100-day plan was developed to provide an immediate impact and develop directional scope and long-term direction. The plan is currently in progress and on track.

### Fire Department Operational Assessment

The second phase of the 100-day plan is the contribution phase. For this phase a Fire Department Operational Assessment outline was developed. The purpose of the Bonfield Fire Department Operational Assessment is to identify the Fire Department strengths, weaknesses, and ability and recommend/take corrective actions based on this analysis. The operational assessment is also being executed to increase the confidence of the municipality by providing an in-depth status of Fire Department compared to industry best practices, legislation, standards and applicable health and safety requirements. The assessment will also support achieving target goals and what value information should be added to achieve the goal.

The assessment is underway and has resulted in a pause to address an emergent safety issue with PPE and SCBA. This item is ongoing and in progress.

### Training

Ongoing training in the Fire Department continues with a focus on working towards certification with the NFPA requirements in 2026. The certification topic will be addressed in a future review and analysis. One area of immediate focus for training given the anticipated dry spring and summer is wild land fire training. Over the weekend of April 12/13, 2024, a third-party trainer attended the Fire Department to conduct wild land firefighting techniques for the Fire Department.

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The training was to the SP103 (Ministry of Natural Resources) wild fire training standard. This training not only increases the effectiveness of the Fire Department operations, it fulfills the requirements of the MOU between the MNR and the municipality for mutual support.

#### Capital Budget

In tandem with the Fire Department assessment, an in-depth analysis is being conducted with the support of the CAO on the capital budget plan and forecast. Careful planning and attention must be given to ensuring levels of service match equipment requirements and that the equipment meets standards and safety requirements. Significant cost increases and current economic constraints will challenge the municipality with building capital reserve for fire protection services. We are working on innovative methods and out of the box thinking to build for success. I anticipate this being a high-level challenge for the municipality.

#### Operations

There has been little observation on Fire Department Operations to date. Like most volunteer fire service, daytime presents vulnerability for the Fire Department with response. The assessment is scheduled to address operations and will take place in the near future.

#### Fire Prevention

The first two lines of the “three lines of defense” rely and are heavily focused on Fire Prevention and Public Education. Some public education activities are currently taking place and request and complaint inspections are being conducted in the municipality. Public Education and Fire Prevention activities will need to be addressed in the near future along with training/retaining a certified Fire Prevention Officer, with training in fire prevention inspection, fire investigation, and public education.

#### Conclusion

My observation to date concludes that the members of the fire department are dedicated and interested in providing an optimal level of service for the municipality. Attendance at training, and meetings has been truly impressive. There is good cooperation and support from all parties. It is clear that there is a significant amount of work that needs to be done, but I am confident that all parties are interested in working together to produce an effective and efficient Fire Department that the community can be proud of.

Certification, the completion and implementation of the Community Risk Assessment, recruitment and retention issues will present future additional external threats to the Fire Department. Planning for these will need to be taken into consideration as we move forward.



## REPORT TO COUNCIL

**DATE:** April 30, 2024  
**FROM:** Ann Carr, Planning Administrator  
**SUBJECT:** Payment-In-Lieu of Parkland

**PURPOSE:**

The purpose of this report is to identify changes made to the “payment-in-lieu” of Parkland user fee amounts as per Schedule “A” of proposed By-Law 2024-26 used for the purpose of consents.

**INFORMATION:**

In the past a pay grid was used for the for payment-in-lieu of parkland adopted by a motion of Council, resolution Number 06, March 09, 1999. We are not aware of how the rates were determined in 1999, however the amount charged has not changed in 25 years. During the user fee review process, it was noted that new amendments to the Planning Act provide for a maximum of 10% in payment-in-lieu of parkland for lands under 5 hectares and 15% payment-in-lieu of parkland of lands over 5 hectares. Proceeds from this transaction are placed in reserves for capital and capital improvements for Parks. The proposed percentages are 5% for 5 hectares and under and 7.5% for properties 5 hectares and over in 2024 with a 1% increase in 2026. (5 hectares=12.35 acres)

The Planning Act further describes that the percentage is based on the value of the property on the day before any development or redevelopment is to occur. The proposed by-law, 2024-26, incorporates the procedure to apply for the “payment-in-lieu” of Parkland for the purpose of consents and will be based on the assessment values according to MPAC. The Planning Act provides that the percentage could be based on market values which would inflate the amounts more than described in the figure below.

Property Size to Be Conveyed	Current Average Assessment (MPAC)	1999 Current Rates	Maximum Percentage 10% >5 ha or 15% < 5 ha	Proposed Percentage 5%> 5 ha or 7.5% <5 ha	5% for all consents based on assessment	2.5% for all consents based on assessment
5 hectare or less	<b>\$27,000.00</b> Vacant Land Not on Water	<b>\$450.00</b> or less	<b>\$2,700.00</b>	<b>\$1350.00</b>	<b>\$1350.00</b>	<b>\$670.50</b>
5 hectare or less	<b>\$97,000.00</b> Vacant Land on Water	<b>\$450.00</b> or less	<b>\$9,700.00</b>	<b>\$4850.00</b>	<b>\$4850.00</b>	<b>\$2425.00</b>
5 hectare or more	<b>\$31,000.00</b> Vacant Land Not on Water	<b>\$500.00</b> up to <b>\$600.00</b> maximum	<b>\$4650.00</b>	<b>\$2325.00</b>	<b>\$1550.00</b>	<b>\$775.00</b>
5 hectare or more	<b>\$120,000.00</b> Vacant Land on Water*	<b>\$500.00</b> up to <b>\$600.00</b> maximum	<b>\$18,000.00</b>	<b>\$9000.00</b>	<b>\$6000.00</b>	<b>\$3000.00</b>

Note\* There are limited properties on water vacant or over 5 hectares.

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**OPTIONS FOR COUNCIL:**

**1. Original presented numbers to Council**

The original numbers were based on a \$100.00 increase to the previous charged amounts by the acre. When factoring the 25 years without a review the amounts are not representative of todays markets or assessment values.

**2. Full Percentage as per the Planning Act (10% and 15%) based on assessment (MPAC)**

The increase is substantial and may show disparity in the fluctuation and discourage consents and development.

**3. 5% and 7.5% (Half of the maximum) based on assessment (MPAC)**

Provides fairness while providing the increase at a rate of 50% of the maximum allowance per the Planning Act. Substantial increase.

**4. 5% for all property sizes based on assessment (MPAC)**

Base amount for all properties regardless of hectares. The figure amounts are considerable when compared to the current rates. 50% less than the maximum allowed on > 5 hectares and 25% less than maximum on properties < 5 hectares in size.

**5. 2.5% for all property sizes based on assessment (MPAC)**

The figure shows that the increase would still be substantial for higher assessments values. 25% less of what the maximum charge could be on properties > 5 hectares and 16.6% what the maximum charge could be on properties < 5 hectares.

**6. Flat rate**

\$1350.00 for payment-in-lieu of parkland based on 5% of <5 hectares for all consents regardless of size. (Most severances are in this range of size)

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**ANALYSIS:**

The Township of Bonfield does not utilize all costs that are permitted for the development or redevelopment of land. Development Charges and Community Benefit Charges are permitted in the Planning Act for the purposes of revenue to offset the cost of additional growth utilizing current infrastructure. Without a review of the fees associated with payment-in-lieu of parkland in twenty-five years has created a major factor in the substantial increase presented.

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**RECOMMENDATION:**

WHEREAS Sections 42, 51.1 and 53 of the Planning Act 1990, R.S.O. 1990, as amended, provides provisions for payment-in-lieu of conveyance of parkland at a maximum amount of 10% for properties less than 5 hectares and 15% for more than 5 hectares;  
THEREFORE, to provide a fair increase for the development of lands the Council agrees to "option 3" of this report and the option will be applied to By-law 2024-26, schedule "A".

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Respectfully,



Ann Carr  
Planning Administrator

I concur with this report,



Nicky Kunkel  
CAO



## PLANNING REPORT TO COUNCIL

**DATE:** Friday, April 26, 2024  
**TO:** Mayor and Council  
**FROM:** Ann Carr, Planning Administrator  
**SUBJECT:** Purchase of Shoreline Road Allowance, **525 Maple Road, Bonfield**  
Lindquist, Melanie

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**PURPOSE:** To approve "In Principle", with conditions, if applicable, the closure and disposition of the shoreline road allowance abutting the property legally described as CON 8, PT LOT 9 RP3R-8851; PT 3 REM. PCL. 22609, to the abutting property owner, Melanie Lindquist and to consider her ask to purchase the shoreline road allowance abutting the Township of Bonfield's property.

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**APPLICABLE BY-LAW:** By-Law 2013-13 hereinafter referred to as "The By-Law"; Being A By-Law to Adopt Polices and Procedures for The Closure and Sale of Shoreline Road Allowances.

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**INFORMATION:** Melanie Lindquist owns 525 Maple Road, Bonfield, legally described as CON 8, PT LOT 9 RP3R-8851, PT 3 REM. PCL. 22609, that is situated along the shores of the Kabuskong River.

Ms. Lindquist is requesting to purchase the shore road allowance in front of her property, that Council in principal permitted to move to the next steps on January 30, 2024. She is also asking to purchase the shoreline road allowance abutting the Township of Bonfield's property as well as the land between the shoreline road allowance and the road easement on the subject property to build a fence for her pets so that they may not access the lake. The request is depicted in the attached sketch.

In accordance with our **Official Plan (O.P)**, (subsection 2. a. through to e. are also incorporated as policy in the By-Law)

### **3.6 Watercourses and Lakeshore Development**

1. The original shoreline road allowances along lakes and rivers that fall within the jurisdiction of the Township of Bonfield *may be considered for sale to adjacent landholders in accordance with the provisions of the Township's By-law to Adopt Policies and Procedures for the Closure and Sale of Shoreline Road Allowances.* Shoreline road allowances may be closed by the municipality and sold to abutting owners only when it has been determined that other landowners will not be deprived of suitable alternative public access to the waterfront.

2. Council will not consider the sale of shoreline road allowances where:

- a. The allowance can be used for public waterfront recreational uses, public access, emergency access, public travel and portage, or other municipal purposes:

- b. The road allowance contains, abuts or provides access to significant fish habitat, wildlife habitat or other environmentally significant features;
- c. The road allowance contains or provides access to significant historical or cultural features;
- d. The road allowance is located in an area where future waterfront community development is likely to occur; or
- e. Council determines that reservation of a shoreline road allowance is in the public interest.

In accordance with our O.P and The By-Law for the purpose of shoreline road allowance closures the following must be considered:

The shoreline road allowance abutting Ms. Lindquist's property meets the provisions of sale within the OP and the By-Law. There are existing building on this section of land that belong to Ms. Lindquist. This purchase would convey these buildings onto her property.

However, the allowance abutting the Township of Bonfield's property could be used for public waterfront recreational uses as it abuts a parking area for the Kabuskong Park and provides public access to Lake Nosbonsing. This area is also utilized as a pumping station for the Township of Bonfield's volunteer fire department. There is also a MNRF operational dam adjacent to the shoreline road allowance as well. Pre-consultation regarding the dam has been completed and it is deemed that the shoreline road allowance is not owned by the MNRF it is owned by the Township of Bonfield. The subject property being adjacent to the parkland owned by the Township has the possibility for additional development and it would not be in the public interest to dispose of the lands.

Ms. Lindquist's driveway encroaches on the abutting Township property by approximately three (3) feet. In order to build a fence she would need to enter into an encroachment agreement with the Township. Otherwise the Township could agree to sell her this portion of the land allowing the transfer of the driveway and fence to be conveyed on her own property.

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**ANALYSIS:** A completed application and the applicable fee have been submitted. The neighbour on the southside of the subject shoreline have agreed to the proposed closure. The northerly abutting neighbour is the Township of Bonfield. The application submitted for the Township property does not meet the policy of the by-law for sale of a shoreline road allowance when evaluating the property with 3.6.2 of the Official Plan. The shoreline road allowance abutting 525 Maple Road does meet the OP and the By-law requirements.

Options: (Sketch attached to report)

1. Approve in principle to sell Ms. Lindquist the total of the shoreline road allowance. (Yellow and Pink Area)
2. Approve in principle to sell Ms. Lindquist only the portion required to have the driveway and structures that are within the shoreline road allowance conveyed to the property and does not disrupt the intent of the Official Plan and By-law. (Yellow Area Only)

3. Approve in principle to sell the shoreline road allowance and the adjacent land requested. (Yellow, Pink and Orange)
4. Disapprove of the proposed purchase in its entirety.

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**RECOMMENDATION:**

WHEREAS Melanie Lindquist has requested to purchase a portion of the Township's shoreline road allowance directly abutting their property located at 525 Maple Road, Bonfield Ontario as well as the shoreline road allowance abutting the Township of Bonfield's property and the road easement property.

BE IT HEREBY RESOLVED that Council approves of the purchase of the shoreline road allowance directly abutting 525 Maple Road; AND FURTHER that this excludes the shoreline road allowance abutting the Township of Bonfield's property; AND FURTHER that Ms. Lindquist enter into an encroachment agreement for her driveway and proposed fence, AND FURTHER in accordance with By-Law 2013-13, Melanie Lindquist shall be responsible for all disbursements incurred by the Township in proceeding and shall submit the required deposit prior to the commencement of legal work.

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Respectfully,



Ann Carr  
Planning Administrator

I concur with this report,



Nicky Kunkel  
CAO

Enclosures: Application, Ariel Capture, Parcel Fabric







THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
 BY-LAW NO. 2013-13  
 SCHEDULE "D"

APPLICATION FOR CLOSURE OF SHORELINE ROAD ALLOWANCE

DATE: 3/27/24 ROLL No.: \_\_\_\_\_

CIVIC ADDRESS (Of subject Property): 525 Maple Road  
Benfield, Ontario POH 1E0

NAME (Owner): Melanie Jendgeus E, APPLICANT: \_\_\_\_\_

HOME ADDRESS: 525 Maple Rd PHONE: ~~749-690-6338~~  
Benfield, Ontario  
POH 1E0 ~~749-690-6338~~

LOT \_\_\_\_\_ CON. \_\_\_\_\_ PLAN NO. \_\_\_\_\_ LOT or PART: \_\_\_\_\_

I/we hereby apply to the Township of Bonfield for the closure and conveyance of that portion of the Original Shoreline Road Allowance to the water's edge **abutting my property**; and having the ownership of same transferred to the above name(s) as they appear on the deed to my/our abutting land.

I/we agree to pay all Township, legal and administrative fees and obtain a survey and pay all fees involved in the above transaction, plus the rate per square meter, as established in Schedule "C" to By-Law 2013-13.

I/we hereby acknowledge that issues may arise in connection with this Application, i.e. Hydro easements, Bell Telephone easements, the resolution of which is the responsibility of the Applicant and which could increase the legal and administrative expenses.


Submitted herewith is the following:

- a) Application fee of \$500.00; and
- b) A sketch containing full particulars of the shoreline road allowance closure including the area of shoreline for which the application is being made including the location of the access to the property, and the location of all buildings on the property.  
 Indicate with reasonable accuracy the lot lines & dimensions.  
 If a Reference Plan is available, it should be used in lieu of a sketch ; and
- c) Approval of the adjacent landowner(s) concerning the location of the extension of the side lot line in the following manner:
  - (i) Signed and witnessed Lot Line Extension Authorization form; and
  - (ii) A sketch or survey "initialled" or "signed" by the adjacent property owner(s) which clearly shows the applicant's property and the adjacent property.

c) Approval of the adjacent landowner(s) concerning the location of the extension of the side lot line in the following manner:

- (i) Signed and witnessed Lot Line Extension Authorization form; and
- (ii) A sketch or survey "initialled" or "signed" by the adjacent property owner(s) which clearly shows the applicant's property and the adjacent property.

Yours truly,

  
Signature

Name of Solicitor:

Address:

  
Signature - Witness

Phone:





THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
BY-LAW NO. 2013-13  
SCHEDULE "D"

APPLICATION FOR CLOSURE OF SHORELINE ROAD ALLOWANCE

March 22/2024  
rec'd.

RECEIVED  
MAR 22 2024

DATE: 3/21/24 ROLL No.: \_\_\_\_\_

CIVIC ADDRESS (Of subject Property): 525 Maple Rd  
Bonfield, Ontario

NAME (Owner): Melanie Lindquist APPLICANT: Melanie Lindquist

HOME ADDRESS: 525 Maple Road PHONE: [REDACTED]  
Bonfield, Ontario  
POH 1E0

LOT \_\_\_\_\_ CON. \_\_\_\_\_ PLAN NO. \_\_\_\_\_ LOT or PART: \_\_\_\_\_

I/we hereby apply to the Township of Bonfield for the closure and conveyance of that portion of the Original Shoreline Road Allowance to the water's edge **abutting my property**; and having the ownership of same transferred to the above name(s) as they appear on the deed to my/our abutting land.

I/we agree to pay all Township, legal and administrative fees and obtain a survey and pay all fees involved in the above transaction, plus the rate per square meter, as established in Schedule "C" to By-Law 2013-13.

I/we hereby acknowledge that issues may arise in connection with this Application, i.e. Hydro easements, Bell Telephone easements, the resolution of which is the responsibility of the Applicant and which could increase the legal and administrative expenses.

Submitted herewith is the following:

- a) Application fee of \$500.00; and ✓
- b) A sketch containing full particulars of the shoreline road allowance closure including the area of shoreline for which the application is being made including the location of the access to the property, and the location of all buildings on the property. Indicate with reasonable accuracy the lot lines & dimensions. If a Reference Plan is available, it should be used in lieu of a sketch ; and
- c) Approval of the adjacent landowner(s) concerning the location of the extension of the side lot line in the following manner:
  - (i) Signed and witnessed Lot Line Extension Authorization form; and
  - (ii) A sketch or survey "initialled" or "signed" by the adjacent property owner(s) which clearly shows the applicant's property and the adjacent property.

Yours truly,  
M Lindquist  
Signature

Name of Solicitor: \_\_\_\_\_

Address: \_\_\_\_\_

Signature \_\_\_\_\_











Phone: \_\_\_\_\_

Let me know + I can get Paul Macgregor to calculate square meters. My guess would be \$1800. -mz.

Full Shoreline Allowance  
Plus small strip additional land to be able to  
drive = taking into Pet Rocks.

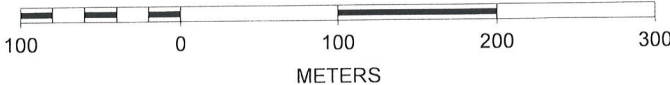


# Bonfield

-  measuringLayer
-  Bonfield Cemetery
-  Place Names
-  Text
-  Zoning Boundaries
-  Development Constraint Area
-  Zoning Boundaries - RU
-  Stream
-  Water Body
-  Lake



SCALE 1 : 4,789



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THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
Corporate Services Committee Meeting  
April 11<sup>th</sup>, 2024

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

STAFF PRESENT: Nicky Kunkel, CAO/ Clerk Treasurer  
                         Alex Hackenbrook, PW Manager

**No. 1 Call to Order**

**No.1**  
Moved by Narry Paquette    Seconded by Jason Corbett  
THAT this meeting be opened at 7:00 p.m.    Carried Dan MacInnis

**No. 2 Disclosure of Pecuniary Interest:** None for this session

**No. 3 Adoption of Agenda**

**No.2**  
Moved by Jason Corbett    Seconded by Narry Paquette  
THAT the agenda dated April 11, 2024 be adopted as presented.    Carried Dan MacInnis

**No. 4 Adoption of Previous Minutes**

**No.3**  
Moved by Narry Paquette    Seconded by Jason Corbett  
THAT the Minutes of the Corporate Services Committee of March 5, 2024 be adopted as circulated.    Carried Dan MacInnis

**No. 5 Presentation & Delegations** (none for this session)

**No. 6 Staff Reports**

- a. The CAO Clerk-Treasurer provided a first draft of the 2024 budget. Each department was reviewed with the highlights of each operating budget. The \$75,000 automatically removed from reserves was taken out as revenue in the budget. For General Government changes resulted from the collective agreement negotiations and earmarking for when the agreement becomes ratified. Insurance for this department increased by \$14,000. There were legal fees added for planned discussions and continued negotiations equaling \$22,000. There were increases for a new website, a new septic for the municipal office and consultant fees were decreased. The Fire Department needs SCBA equipment that will cost approximately \$140,000 in two years. \$50,000 was added to the budget so the saving could be started for this project. The Building Department will need a new computer and potentially some software to operate with RSM consulting. The Medical Center is being renovated to permit a second doctor and will require additional funds as there will be two practices operating. There is some additional revenue as well, but the expenses far outreach the income. The Committee learned that the boards and agencies levies include a net increase of 1.5% over last year. The Committee reviewed the current outstanding loans and debt servicing requirements. There is a mandate for bridge studies every two years and 2024 is the year. The Township partners will the area municipalities to bring in one engineering firm in an effort to find economies of scale.

There was a lot of discussion regarding roads and the gravel stockpile. An additional \$30,000 (~1%) was added to the budget to provide the refresh of the stockpile in the yard. However, this does not include gravel for the road as a planned capital improvement. The Roads Needs Study suggested for

maintenance 2” of gravel for every road would be required but the roads do not have sufficient gravel to start a gravel maintenance program. The Township needs to start a gravel rebuild on the roadways which will cost a minimum of \$250,000 a year. To date, no funds have been set aside to do this. The Committee continues to find alternatives to raising taxes significantly in finding a feasible solution.

Capital projects highlights continue to be Trunk Road Bridge, Railway to Mark to Church and Gagnon Street, and Development Road from Mount Pleasant to McNutt Line. The Committee has asked for quotes to pulverize and calcium the Development Road priority section in 2024 with resurfacing slated for 2025. The section is in poor condition and costs more in cold patching than it would if being graded more frequently.

The first draft included all wish list items for operations, except for a gravel program, which resulted in a 9.8% levy increase. The tax increase was unknown as the OPTA System was down. Staff will continue to review operating plans and find efficiencies for all departments. A second draft will be presented in May.

- b. The Equipment Report from the Public Works Manager highlighting the quotes and trade-in values for the potential of purchasing new equipment (backhoe/excavator) this spring was presented. The purchase of a brush head was also discussed. There was discussion on the operating costs that could be reduced with the recommended equipment purchase and how to further reduce the dependency on contracted services. The Committee was provided financial strategies for purchasing the equipment and chose the option of borrowing from reserves and paying ourselves back with interest. Staff were instructed to bring back the final report in May.

**No. 8 Committee Motions** (none for this session)

**No. 9 Correspondence** (none for this session)

**No. 10 Adjournment**

**No.4**

Moved by Narry Paquette

THAT this meeting be adjourned at 10:01 p.m.

Seconded by Jason Corbett

Carried Dan MacInnis

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CHAIR

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CLERK



THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
EMERGENCY SERVICES COMMITTEE MEETING  
April 15<sup>th</sup>, 2024

PRESENT: Steve Featherstone, Chair                      Donna Clark, Vice-Chair  
              Allan Reid, CEMC                                      Kelly Serson, Fire Chief

STAFF PRESENT: Santana Chubb, Clerk

EXCUSED ABSENCE: Dave Vieira, Deputy Fire Chief

**1. Call to Order**

**Motion 1**

Moved by Donna Clark  
THAT this meeting be opened at 6:00 p.m.

Seconded by Kelly Serson

Carried Steve Featherstone

**2. Adoption of Agenda**

**Motion 2**

Moved by Allan Reid  
THAT the agenda for the Emergency Services Committee Meeting for April 15, 2024, 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 Allan Reid  
THAT the minutes of the Emergency Services Committee Meeting held March 18, 2024, be adopted as circulated.

Seconded by Kelly Serson

Carried Steve Featherstone

**5. Presentation & Delegations:** None for this session

**6. Staff Reports**

6.a Report from Deputy Fire Chief regarding recent call reports.

The Fire Chief presented the report in the Deputy Fire Chief's absence.

- Attended 4 medical calls.
- Attended 1 vehicle fire.
- Attended 1 grass fire.
- A quick comparison to March 2023 emergency responses was presented. In March 2023, the volunteers attended 5 medical calls and one false alarm.

#### 6.b Report from Deputy Fire Chief regarding recent training.

The Fire Chief presented the report in the Deputy Fire Chief's absence.

- March and April's training was focused on SCBA training and search and rescue.
- April 12<sup>th</sup> and 13<sup>th</sup>, the volunteers completed their Wildland Firefighting training, equivalent to the SP103, the MNR's standard for wildland firefighting.
- 2 volunteers of the Fire Department attended the Northeastern Fire Education Conference, located in Huntsville.

#### 6.c Report from the CEMC regarding an update on the Emergency Response Plan.

- The CEMC attended an Emergency Management Tabletop Exercise.
- With the tabletop exercise, they were able to evaluate the processes and protocols to establish an EOC and identify opportunities for improvement.
- With the exercise, they managed to assemble an action list to make improvements over the next year.
- Recommendations will be brought to Council with changes to by-laws.

### 7. Items for Committee Discussion

#### 7.a Receive and review progress of the CRA.

- Currently awaiting feedback on the CRA from the Fire Chief and Deputy Fire Chief. A follow-up will be had with the feedback provided from the Deputy Fire Chief.
- The CRA is approximately 80% complete.
- The CRA is to be presented at the next Emergency Services Committee meeting, May 20<sup>th</sup>, presented to Council in June, and submitted to the province in July.

#### 7.b Receive and review progress of the 100-Day Action Plan and assessment of the Fire Department.

- Phase one of the action plan was Development. With discussions between the Fire Chief, the CAO, and the Fire Department, they've worked on defining the meaning and scope of this phase. With this, they've developed a schedule and action plan with defined priorities for the next phase.
- They have now begun phase two, Contribution. In this phase, they've started the Department Operational Assessment. Right away, they were able to start addressing safety risks and liabilities. One of the main concerns is the SCBA equipment and PPE. Concerns regarding the SCBA equipment are being prioritized and solutions are being brought forward.
- The Fire Chief and/or Deputy Fire Chief is requested to attend a Council meeting once a month to present reports from the Fire Department.

#### 7.c Review the first draft open-air burning by-law.

- The Fire Chief believes that allowing daytime burning could present some significant issues. The first issue being the cross-over point, where the combustion of the fuels in the forest run faster and cause bigger fires. The second issue being the availability and response time of the volunteers, as many of the volunteers reside outside of Bonfield and work full time jobs. In the events of a fire, this could result in the need to bring outside forces in, which can become very costly. For example, up to \$10,000 an hour for water bombers.

- The Fire Chief recommends exploring all options, and make sure Council understands all the liabilities that come with daytime burning. From there, they would be able to better limit the liability for the municipality.
- Many different options were discussed regarding burning times and permit issuing. The main points were:
  - o Maintaining the regular 7pm to 7am burn time and purchasing a permit to extend those hours earlier in the evening (5pm or 6pm), or for the weekend.
  - o The permit is to be issued to the property, not one individual.
  - o The permit will be a yearly fee that covers you from April 1<sup>st</sup> to October 31<sup>st</sup>. The fee will be the same whether it is purchased at the beginning of the burning season or halfway through.
  - o There'll be no refunds on burning permits if fire bans are in place for the burning season.
  - o Pictures of the burning site must be provided with the application to be inspected and approved for a permit.
  - o Fire Chief recommends using the "Who's Responding" application to track issued permits and handle permit fees.
  - o The Vice-Chair would like to investigate the possibility of adding patio heaters to the propane section of the by-law.
- The Fire chief will bring these matters to the CAO to discuss changes to the by-law.
- All changes made to the by-law will be brought directly to Council, not the Emergency Services Committee.

**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 4**

Moved by Allan Reid  
THAT this meeting be adjourned at 7:02 p.m.

Seconded by Donna Clark

Carried Steve Featherstone

**Next Scheduled Meeting:** May 20<sup>th</sup>, 2024

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CLERK



**MEETING DATE:** April 30, 2024  
**TO:** Mayor and Council  
**FROM:** Nicky Kunkel, CAO Clerk-Treasurer  
**SUBJECT:** Open Air Burning Bylaw

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**RECOMMENDATION:** It is recommended that the Council of the Corporation of the Township of Bonfield receives this report for consideration with the proposed Open Air Buring Bylaw Review.

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**BACKGROUND INFORMATION:** The Emergency Services Committee has been working on updating the subject bylaw. A draft was presented at the April Committee meeting and revisions were requested as noted in the minutes.

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**ANALYSIS:**

The Bylaw came under review with the idea of introducing policies for daytime burning. Along with that, permits and educating the residents were also requested to be included in the review of the bylaw. There was also a request from a commercial camping trailer park for campfire burning for his tenants so they could cook earlier than 7:00 pm.

Currently the bylaw permits burning between the hours of 7:00 pm and 6:00 am. A campfire maximum size is 1 meter in diameter x 1 meter in height. It must have non-combustible (sand/rock) material within a 1 metre radius of the pit and be at least 2 meters from any combustible material. Any other fire within the municipality shall be less than 4 meters in diameter and 2 meters in height. It must be 15 meters away from any building, structure, property line, tree, hedge, fence or roadway. No permits are necessary and no fires are permitted during a high or extreme fire rating.

The proposed bylaw would allow for daytime burning on weekends only, with a permit. Resources are more likely to be available but the weather conditions do not change from a weekday to a weekend. The proposed times are 6:00 pm Fridays to 8:00 am on Mondays. The bylaw also has provisions for burning grass, brush, and sizes of permitted fires. It describes “person” as the individual, association or agent while “owner” is described as the one who owns the property where the open air burning is occurring.

Given the comments of the Emergency Services Committee and continuous discussions from staff the following is recommended:

1. Have one permit for the year.
  - a. As indicated by the Fire Chief day burning brings significant issues. Staff cannot recommend permitting day burning as a right. Our response time is varied and a fire can get out of control very quickly. Council will need to decide if the start time is to be 5:00, 6:00, or 7:00 pm. The provincial Acts currently say 2 hours before sunset and 2 hours after sun rise as the permitted times.

- b. The issuing of permits is important to educate the residents on the requirements including the times, wind condition limits, fire rating parameters, materials required to be on hand. It also permits the applicant to send in pictures of the fire pits they use to ensure they meet the size requirements. By signing off on a permit application the owner is taking responsibility for the fire and acknowledging their duties in keeping the community safe as well. If there are no permit requirements there will be less understanding of the dangers and more consequences for those who do not follow the rules and have an out of control fire. Practically saying, you don't know what you don't know. While many property owners have been having fires for years without incident, and we don't expect a sudden increase in incidents, climates are changing. The forests in our area have not been well managed and there is a concern that once a fire does get out of control it will be expensive and hard to contain given the natural fuel around. Having the permit will ensure everyone understands the parameters they must follow to have a safe fire for everyone to enjoy. This will proactively encourage the property owner to follow the bylaw as they will not want to be responsible for the costs of any wildland fire.
- c. It is agreed that the permit should be the same price regardless of when it is purchased as it is based on the cost to process the permit, not the potential number of fires on a property.

## 2. Size of Fires and Locations

- a. A campfire is proposed to remain the same at 1 meter in diameter and height. A brush fire is proposed at 1.8 meters in diameter and 1.8 meters in height. This permit could be for a full year and a minimal fee. It is proposed that there cannot be any combustible material within 4 meters. Further there should be a radius of at least 1 meter around the fire pit itself of sand or rock to ensure embers cannot light.
- b. Any fires above the 1.8 meters in diameter and height requires a special permit. This is typical for when clearing lots or cleaning the bush. The permit should be for a set period of time, perhaps a week so that the Fire Department can ensure there are adequate resources available. The larger fires should not be permitted when the fire rating is above moderate.
- c. There are provisions for grass and/or windrow burns as well. These should be undertaken outside of the burning season (April-October) as they pose a significant threat due to their size and susceptibility to weather conditions. A permit would not be required but notifying the Fire Department in advance is highly recommended.
- d. BBQ's and propane heaters would be exempt from the permit requirements.
- e. Outdoor "kettle" or wood burning appliances (contained within a screen) or incinerators would fall under the permit requirements for a campfire.

- f. Properties zoned and actively operating as campgrounds could be issued annual permits for campfires on their property with special rules as the owner is the responsible to ensure every camp site/fire pit has the specifications required in the bylaw and there are always tenants on site to guard the fire. There was a request for fires earlier in the day and perhaps 5:00 pm would be a good start time. All other provisions of the bylaw would remain effective.
- g. If a property owner has tenants or allows others on site to have a fire when they are not present, it will regardless, remain the property owner's responsibility to ensure the bylaw is followed. Therefore, the permit should be issued to the property owner.

In summary we are requesting Council consider:

- 1. A fire permit to be issued for any fire to ensure that the applicant has a full understanding of the rules for having a fire and their responsibility to keep the community safe.
- 2. A minimal fee for the permits: campfire/brush fire or small outdoor wood burning appliance at \$25.00/year, a lot clearing/special fire permit at \$50.00 for the weekend (Friday-Monday), a campground permit at \$50.00/year.
- 3. That no day burning be permitted. However, staff have suggested a reduction from the 7:00 pm start time for fires to 6:00 pm.

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2024-27**

**BEING A BY-LAW TO PROVIDE FOR THE  
REGULATION OF OPEN AIR BURNING  
IN THE TOWNSHIP OF BONFIELD**

**WHEREAS** Council of the Corporation of the Township of Bonfield is empowered under section 7.1(1) (a) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended, to pass by-laws regulating fire prevention, including the prevention of the spreading of fires;

**AND WHEREAS** Council of the Corporation of the Township of Bonfield is empowered under section 7.1(1) (b) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended, to pass by-laws regulating the setting of open air fires, including establishing the times during which open air fires may be set;

**AND WHEREAS** O. Reg 213/07: Fire Code, under the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended, Division B Part 2 section 2.4.4.4. (1)(a) and (1)(b) defines regulations for Open Air Burning;

**AND WHEREAS** Council of the Corporation of the Township of Bonfield is empowered under section 128 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, to pass by-laws to prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

**AND WHEREAS** section 446 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes Council to recover the costs incurred in doing any such matter or thing as required by by-law, in default of it not being done by the person directed or required to do it;

**AND WHEREAS** section 391(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes Council to pass by-laws for the imposition and collection of fees or charges for services or activities provided by the municipality;

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

**1. Definitions** for the purpose of this By-Law:

**1.0 Adverse Effect** includes:

- a) impairment of the quality of the natural environment for any use that can be made of it caused by uncontrolled fire damage;
- b) injury or damage to property or to plant or animal life caused by carelessness;
- c) harm or material discomfort to any person caused by the burning of prohibited materials;
- d) an adverse effect on the health of any person;
- e) impairment of the safety of any person;
- f) rendering any property or plant or animal life unfit for human use;
- g) intentional causing of loss of enjoyment of normal use of property;
- h) interference with the normal conduct of business;
- i) nuisances including, but not limited to, excessive smoke, odour, dust, airborne sparks, and embers to such an extent or degree so as to cause discomfort to persons in the immediate areas; and
- j) reduced visibility on highways, roadways and railways.

**1.1 Barbeque** means a portable or fixed device designed and intended solely for the cooking of food in the open air, including a wood burning barbeque, or a smoker, but does not include burn barrels, fire pits, outdoor fireplaces or campfires;

**1.2 Brush Pile Fire** shall mean an Open Air Fire, having a maximum fuel size of 1.8 metres x 1.8 metres x 1.8 metres in height (6' feet x 6' feet x 6' feet), that is set and maintained for the sole purpose of burning piled wood, brush or leaves.

- 1.3 Burn Barrel or Solid Waste Barrel Burner** means a steel drum or barrel used for burning wood waste and paper product.
- 1.4 Campfire** shall mean an "Open Air Burn", where the size of burn area (containing all burning and burnt materials) does not exceed a maximum fuel volume of 1 metre x 1 metre x 1 metre height (3.3 feet x 3.3 feet x 3.3 feet), that is set and maintained solely for the purposes of cooking food, providing warmth or recreational enjoyment and where:
- a) The site of the fire is bare rock or sand or other non-combustible material;
  - b) The fire is at least 4 metres (13 feet) from any flammable material;
  - c) The space above the fire is at least 4 metres (13 feet) from vegetation;
  - d) The flame length does not exceed 1 metre (3.3 feet) in height and 1 metre (3.3 feet) in diameter and;
  - e) Supervised by a competent person at all times.
- 1.5 Chief Fire Official** means the local municipal Chief Fire Official as defined in the Ontario Fire Code (O. Reg. 213/07).
- 1.6 Clean Dry Wood** means firewood and wood waste that has been allowed to dry. *Note: "dry" refers to moisture content less than 20 per cent.*
- 1.7 Cooking Fire** shall mean any open air fire that is used for the purpose of cooking food.
- 1.8 Council** shall mean the elected Council of the Corporation of the Township of Bonfield
- 1.9 Dangerous Condition means:**
- a) A lack of precipitation which, in the opinion of the Fire Chief or their "Designate", increases the risk of the spread of fire;
  - b) Winds which in the opinion of the Fire Chief or their "Designate" increases the risk of spread of fire;
  - c) The issuance, by the Fire Chief, Fire Marshall, or other fire officials in the exercise of their statutory powers, of a fire ban or prohibition against any and all "Open Air Fires"; or,
  - d) Any other condition declared by the Fire Chief or their designate to be a dangerous condition from time to time, which increases the risk of the spread of fire.
- 1.10 Designate** means an individual acting in place of the "Fire Chief" in the event that he/she is unavailable.
- 1.11 Fire Chief** means the Fire Chief of Bonfield Fire & Emergency Services appointed as such by municipal by-law and includes his or her designate.
- 1.12 Fire Department** means Bonfield Fire & Emergency Services or any fire department under contract or agreement to provide service to The Township of Bonfield.
- 1.13 Fire Season** means the period from the 1st day of April through the 31st day of October as defined in the Forest Fires Prevention Act.
- 1.14 Household Waste** for the purposes of this by-law means combustible material such as plastics, polyethylene terephthalate (PET), paints, oils, solvents, rubber, insulation, batteries, acids, polystyrenes (Styrofoam), pressure treated or painted lumber, tires, upholstered furniture, synthetic fabrics, diapers, hazardous wastes and other materials as defined in the Environmental Protection Act and all other similar and like materials but **shall not include** untreated wood and wood fibre products such as unlaminated paper and cardboard and boxboard, brush and leaves.
- 1.15 Incinerator Fire** shall mean a fire set in a container designed for Incineration purposes and constructed completely of non-combustible material that is placed atop not less than 4 cm (2 inches) of sand or mineral soil extending not less than 60 cm (24 inches) beyond its perimeter, and having a maximum volume of 202 litres (55 gallon) and an outlet or exhaust opening covered by a screen having a mesh of not more than 7 mm (1/4 inch).

- 1.16 Municipality** shall mean the Corporation of the Township of Bonfield.
- 1.17 Municipal Authority** means the local municipality, Municipal By-Law Enforcement Officer, or a person designated by the local municipality to issue permits and authorizations for enforcement of Open Air Burning, Wood-Burning Appliances, or Outdoor Fireplace Units.
- 1.18 Off Season** means that period from the 1st day of November of one year to the 31st day of March the following year with no time restrictions for open air burning, unless designated by the Fire Chief or their Designate.
- 1.19 Ontario Fire Code** shall mean O.Reg. 213/07 made under the Fire Protection and Prevention Act, S.O. 1997, C.4, as amended.
- 1.20 Open Burning or Open-Air Burning** means any fire or burning practice that is conducted outside a building including but not limited to bonfires, fires in burn barrels, outdoor recreational fireplaces, construction site and demolition site fires, but does not include the following:
- a) an appliance which is fueled by natural gas, propane, charcoal, briquettes, including but not limited to a manufactured or non-manufactured barbeque, fireplace or fire pit
  - b) campfires for the purpose of essential cooking or warmth;
  - c) burning of materials for fire suppression training, testing of fire fighting equipment or law enforcement purposes.
- 1.21 Outdoor Fireplace Unit or Recreational Fireplace Unit** means a: manufactured wood-burning appliance, site-built masonry fireplace, fire pit, chimeneas, clay or metal fireplaces, portable wood-burning devices used for outdoor recreation or heating, or other enclosed containers that are used outdoors and that are not fueled by natural gas or propane and are designed to hold a small fire, not exceeding one (1) metre (3.3 feet) in any direction; but does not include pellet fuelled barbeques or 'wood-waste' combustors defined under O. Reg. 347/90.
- 1.22 Owner** means the person who owns the property on which an Outdoor Fireplace Unit is installed, or the person who owns the property on which Open Air Burning is conducted or the person responsible for conducting the Open Air Burning.
- 1.23 Permit** shall mean a permit issued by the Municipal office or Municipality selected agencies, the Fire Chief or their designates, signifying permission to set, maintain or allow to be set an "Open Air Burn" and establishing the conditions under which the permission is granted from the 1st day of April to the 31st day of October in the same year in the form attached as Schedule "A" hereto.
- 1.24 Person** shall mean any individual, association, firm, partnership, corporation, agent or trustee and their heirs, executors, or other legal representatives thereof.
- 1.25 Prescribed Burning** is the deliberate, planned and knowledgeable application of fire by authorized personnel and only in accordance with Ministry of Natural Resources legislation, policy and guidelines to a specific land area to accomplish pre-determined forest management or other land use objectives.
- 1.26 Prohibited Materials** includes "Household Waste", rubber or rubber products, plastic or plastic products, and waste petroleum products and any material or materials which are prohibited by the Environmental Protection Act, R.S.O. 1990, as amended.
- 1.27 Restricted Fire Zone or RFZ** is an Order made by the Ministry of Natural Resources under the Forest Fires Prevention Act that restricts the use of open air fires in a specific area of the province. It is used when the fire hazard is extreme and/or when firefighting resources are stretched to capacity.
- 1.28 Restricted Fire Zones** are regions defined by O. Reg. 207/96, where the Ontario Ministry of Natural Resources retains the right to restrict all fires.
- Sensitive Receptor** may include a childcare facility, healthcare facility, a senior citizens' residence, long-term care facility, educational facility, environmentally sensitive area, or other place where smoke may have a greater risk to health or the environment.

**1.29 Total Burn Ban** shall mean absolutely no open burning within the municipality put in place by the Fire Chief or designate which shall prohibit the setting or maintaining of any type of fire, including open air fires, burn barrels, wood burning barbeques, fire pits, outdoor fireplaces, and the discharging of fireworks.

**1.30 Waste** includes garbage or refuse materials from residential, commercial, agricultural, industrial or institutional establishment.

**1.31 Windrow** means “open air burning” where the size of the material to be burned does not exceed 15 metres (49 feet) in length, 5 metres (16 feet) in width and 1.5 metres (5 feet) in height and that is set and maintained solely for the purposes of burning wood, tree limbs and branches as part of normal farm practices or for clearing land.

**1.32 Wood waste** means, tree trunks, tree branches, brush, or wood products that do not contain:

- a) chromated copper arsenate, ammoniacal copper arsenate, pentachlorophenol, creosote, pesticides, or paint;
- b) easily removable hardware, fittings and attachments, unless they are predominantly wood or cellulose;
- c) plywood or composite wood products containing varnish or glue;
- d) an upholstered article; or
- e) an article to which a rigid surface treatment is affixed or adhered, unless the rigid surface treatment is predominantly wood or cellulose.

## **2. GENERAL PROVISIONS**

**2.0** No “Person” being the owner or tenant in possession of lands within the “Municipality” shall conduct “Open Air Burning” on such lands unless a “Permit” has been issued in respect of such “Open Air Burning”.

**2.1** Notwithstanding any provisions herein, no “Person” shall set or maintain a fire:

- a) In contravention of the “Ontario Fire Code”, the Environmental Protection Act, the Forest Fire Prevention Act, or any other statutory requirements of the Province of Ontario or the Government of Canada;
- b) Containing “Prohibited Materials”;
- c) In any park owned or operated by the “Municipality” without the written permission of the “Municipality”;
- d) At a distance less than 7.5 metres (25 feet) from any building, structure, hedge, fence, vehicular roadway of any kind or nature, or overhead wiring or any property line unless otherwise defined under this section;
- e) At a distance of less than 7.5 metres (25 feet) from any object or material which has the potential to ignite unless otherwise defined under this section;
- f) Unless the “Person” to whom the “Permit” has been issued or such other “Person” as may be designated in the “Permit”, is in attendance at the fire in a responsible and supervisory capacity at all times until such fire has been completely extinguished;
- g) In any outdoor fireplace or any other burning appliance or container unless same complies with the requirements contained within Schedule “A” attached hereto;
- h) Burn any allowed material without obtaining and having on their person a valid “Open Air Burning Permit” for those types of “Open Air Burning” requiring one;
- i) Which does not meet the description and distances as defined for a “Campfire” or “Cooking Fire” and without having obtained an “Open Air Burn Permit”; and,
- j) When a “Total Burn Ban” or “Restricted Fire Zone” has been declared and put in place by the “Fire Chief” or their “Designate” or the Province of Ontario.



- 2.2** No "Open Air Burning" shall be commenced or maintained when the wind is in such a direction or intensity to cause any or all of the following:
- a) The possible spread of the fire beyond the approved burn site;
  - b) A decrease in the visibility on any highway, roadway or railway;
  - c) Any odour to such an extent or degree so as to cause discomfort to the persons in the immediate areas;
  - d) Excessive smoke or any other "Adverse Effect"; or,
  - e) Any "Dangerous Condition" Amendment.
- 2.3** No "Open Air Burning" shall be commenced or maintained when weather conditions prevent the ready dispersion of smoke.
- 2.4** No "Open Air Burning" shall be commenced or maintained without the presence of sufficient suppression or extinguishing equipment.
- 2.5** No "Permit" shall be required for domestic barbeques used for the purpose of cooking food on a grill and extinguished immediately upon completion of its use to cook.
- 2.6** No "Person" shall set fire to, ignite, or otherwise burn any materials in a "Brush Pile Fire" with a combined size of greater than 1.8 metres x 1.8 metres x 1.8 metres (6 feet wide x 6 feet long x 6 feet high) without written approval of the "Fire Chief" or their "Designate".
- 2.7** No "Person" shall set fire or cause to be burned more than one "Open Air Burn" at any one time, without the written approval of the "Fire Chief" or their "Designate".
- 2.8** No "Person" shall burn any grass, hay, straw or standing material where such "Open Air Burning" or "Windrow" has a leading edge greater than 15 metres (49 feet) in length, 5 metres (16 feet) in width and 1.5 metres (5 feet) in height and where sufficient persons and other resources are not available to contain the said fire to a leading edge of 15 metres (49 feet).
- 2.9** No "Person" shall burn any "Windrow" during the off season, during any dangerous conditions, or if advised by the "Fire Chief" or their "Designate".

### **3. ISSUANCE OF PERMIT**

- 3.0** The issuance of a "Permit" may require the prior inspection of the proposed burn site by the "Fire Chief" or their "Designate".
- 3.1** In applying for a "Permit", no "Person" shall furnish false or misleading information.
- 3.2** "Permit(s)" may be obtained from the "Township" of Bonfield office or designated Municipality locations or the "Fire Chief".
- 3.3** No "Permit" shall be considered valid until the "Person" granted the "Permit" has validated the "Permit" by reading the terms and conditions of the permit.
- 3.4** No "Permit" is required for "Open Air Burning" consisting of a "Camp Fire" or "Cooking Fire" as defined and maintained by definition is in an organized campground and only if the campground owner/operator decides it is safe to do so. In these situations, strict campfire rules must be adhered to. The campground owner/operator will provide the tenant with the rules when campfires are allowed. Municipal or Provincial Fire Ban shall prevail.
- 3.5** It is the responsibility of the "Person" granted a "Permit" to check and monitor burning conditions; this can be done in part by contacting the Fire Department, or the Municipal Office.
- 3.6** It is the responsibility of the "Person" who is burning to have easily accessible to them the "Permit" which they were issued for inspection by the "Fire Chief" or their "Designate", "By-law Enforcement" or the Police.
- 3.7** In any prosecution under a provision of this by-law that requires a "Permit", the onus is on the "Person" charged to prove that the "Person" had a "Permit" at the time the offense is alleged to have been committed.

3.8 "Permit" holders shall indemnify and save harmless the Corporation of the Township of Bonfield and its employees from any and all claims, demands, causes of action, costs or damages that the Municipality may suffer, incur or be liable for resulting from the "Open Air Burning" as set out in this by-law, whether with or without negligence on the part of the "Permit Holder", the "Permit Holder's" employees, directors, contractors and agents.

#### 4. FIRE SEASON and OFF SEASON

4.0 During the "Fire Season", "Open Air Burning" shall only be permitted between the hours of:

**Monday to Thursday**

**6:00 p.m. in the evening and extinguished not later than 8:00 a.m. the following day or earlier;**

**Friday to Sunday**

**6:00 p.m. Friday evening and extinguished not later than 8:00 a.m. Monday morning or earlier;**

4.1 During the "Off Season" all burning shall be in compliance with this by-law with the exception of Section 4.0.

4.2 The "Fire Season" and "Off Season" are subject to change at the discretion of the Fire Chief or their "Designate" in the event of "Dangerous Conditions", in the event of "Adverse Effects" or otherwise stated by the Ministry of Natural Resources in the event of a "Total Burn Ban".

4.3 The time indicated for no burning does not apply to a "Cooking Fire" as defined.

#### 5. LEVELS OF FIRE BAN OR RESTRICTED FIRE ZONE

5.0 "Total Burn Ban" or "Restricted Fire Zone" shall mean absolutely no "Open Air Burning" including "Campfires" or "Cooking Fires" or charcoal barbecues, but does not include the use of cooking or heating equipment which is equipped with a shut off mechanism.

5.1 "Total Burn Ban" status, the need for a "Total Burn Ban", will be assessed on a daily basis by the Fire Chief or their designate.

5.2 When the "Fire Chief" or their "Designate" orders a "Total Burn Ban" be put in effect, they will notify the Clerk who will then notify Council and the media.

#### 6. ADMINISTRATION AND ENFORCEMENT

6.0 This by-law shall be administered and enforced by the "By-Law Enforcement Officer" and/or the "Fire Chief" or their "Designate" of the "Township" of Bonfield.

6.1 The "Fire Chief" or their "Designate" may, at any time, and in the exercise of his or her sole discretion, issue a "Total Burn Ban", effective for a specified period of time, prohibiting the setting of any and all "Open Air Burns" within any area of the entire "Municipality".

6.2 Notwithstanding section 2 of this by-law, the "Fire Chief" or their "Designate" may revoke any or all "Permits", or refuse to issue "Permits" where, in the opinion of the "Fire Chief" or their "Designate", that:

a) The ability to control the fire is hampered by the existence of a "Dangerous Condition", which exists on or in the proximity of the proposed "Open Air Burning" site; or,

b) A "Person" fails to comply with any part of this by-law.

6.3 Any "Person" who fails to comply with the provisions of this By-law, or who fails to properly supervise and maintain a fire, or who fails to extinguish a fire once notification to do so has been given to him by the Fire Chief" or their "Designate" may, in addition to any penalty provided for herein, be liable to the "Municipality" for all expenses incurred for the purposes of controlling and extinguishing of any fire so set or left to burn and such expenses may be recovered by court action or in a like manner as municipal taxes. The expenses for which the "Person" may be liable to cover the cost of sufficient personnel and equipment required to control a fire, as set out within Schedule "B" hereof.

6.4 Such expenses shall be equally chargeable in the event that a deliberately set fire burns out of control, such that the services of the Bonfield Fire & Emergency Services are necessary.

**6.5** Any costs chargeable to any “Person” pursuant to section 6.4 hereof shall be invoiced to the “Person” and paid to the “Municipality” within sixty (60) days of the date of such invoice, failing which the costs may be deemed to be municipal taxes and added by the Clerk of the “Municipality” to the collector’s roll and collected in the same manner and with the same priority as municipal taxes.

**7. OFFENCES**

**7.0** 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 penalty for each offence established pursuant to the *Provincial Offences Act* and is set out on Schedule “C” forming an integral part of this by-law.

**8. SCHEDULES AND SEVERABILITY**

**8.0** Schedule “A” Permit for “Open Air Burning” attached to this by-law shall form an integral part of this by-law.

**8.1** Schedule “B” Cost of Fire Department Services, attached to this by-law shall form an integral part of this by-law.

**8.2** If any provision, section or word is held to be invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words.

**8.3** Any “Person” billed for services as a result of violation of the provisions of this by-law may make submissions to “Council” with respect to having the costs invoice reduced or rescinded.

**8.4** This by-law may be referred to as the “Open Air Burning By-Law”.

**9. REPEALS**

**9.0** The Council of the Corporation of the Township of Bonfield hereby repeals By-law No. 2012-19.

**10. EFFECTIVE DATE**

**10.0** This by-law shall come into effect upon third reading

**11. BY-LAW REVIEW**

**11.0** This by-law shall be reviewed by the Council of the Township of Bonfield during each new term of Council or as requested by Council or staff.

**READ A FIRST AND SECOND TIME** this \_\_\_\_\_th day of \_\_\_\_\_, 2024.

**READ A THIRD TIME AND FINALLY PASSED** this \_\_\_\_\_th of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
BY-LAW NO. 2024-27  
BEING A BY-LAW TO PROVIDE FOR THE REGULATION OF  
OPEN AIR BURNING IN THE TOWNSHIP OF BONFIELD**

**Schedule "A" to By-Law No. 2024-27**

**CONDITIONAL PERMIT FOR "OPEN AIR BURNING"**

This Permit is valid until the 31<sup>st</sup> Day of October 20\_\_\_\_\_.

Date of Application \_\_\_\_\_

Applicant's Name:

First

Last

Applicant's Home Address:

Number

Street/Road

Postal Code

Applicant's Phone Numbers:

Home

Cell

Other

Property Owner Name:

(if different from applicant)

First

Last

Property Owner Address:

(if different from applicant)

Number

Street/Road

Postal Code

Address of Burn Site:

Civic No

Street/Road

Postal Code

This permit is issued subject to the following conditions:

1. The applicant acknowledges having read and understood By-Law 2024-27.
2. This Permit shall be in effect from the date of application to the last day of October of the same calendar year.
3. This Permit shall be kept at the site of the Open Air Burning and be produced upon request from the Fire Department or authorized authorities.
4. It is the responsibility of the person issued the permit to check and monitor burning conditions as well as to ensure a "Total Burn Ban" is not in place.
5. The person issued the permit shall have at the location of the open air burning at all times a competent person and enough water and equipment to completely control and extinguish the fire.
6. The person issued the permit shall extinguish the fire until dead out before leaving the open air burn unattended.
7. This Permit may be revoked at any time by the fire chief or his/her "Designate" for failure to comply with the regulations of the by-law or unsafe practices
8. This Permit is granted for the purpose of open air burning, the size of a "Campfire" is to be limited to one 1 meter X 1 meter X 1 meter (3.3 feet x 3.3 feet x 3.3 feet) on a non-combustible surface. The fire shall be solely for the purposes of cooking food, providing warmth or recreational enjoyment.
9. This Permit is granted for the purpose of open air burning, the size of a "Brush Pile" is to be limited to one 1.8 meters X 1.8 meters X 1.8 meters (6 feet x 6 feet x 6 feet) and solely for the purposes of burning piled wood and brush.

10. This Permit is granted for the purpose of open air burning, the size of an "Incinerator Fire" is to be limited to one container designed for purposes and constructed completely of non-combustible material placed on a non-combustible surface. A maximum of 202 liters (55 gallons) and an outlet or exhaust opening covered by a screen having a mesh of not more than 7 mm (1/4").

11. This Permit is granted for the purpose of open air burning, the size of grass, hay, straw or standing material shall not exceed 15 meters (49 feet) to the leading edge where sufficient persons and resources are available to contain the leading edge of the fire to within 15 meters (49 feet).

12. From April 1st until October 31<sup>st</sup>, burning is permitted between the hours of 6 p.m. to 8 a.m.

**Monday to Thursday**

**6:00 p.m. in the evening and extinguished not later than 8:00 a.m. the following day or earlier;**

**Friday to Sunday**

**6:00 p.m. Friday evening and extinguished not later than 8:00 a.m. Monday morning or earlier;**

By Checking this box, you agree to the Terms and Conditions of this permit.  
\_\_\_\_\_(Initials)

I understand that this permit is not valid unless I agree to the conditions of this permit.  
\_\_\_\_\_(Initials)

Signature of applicant: \_\_\_\_\_

**IN CASE OF EMERGENCY - CALL 911**

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
BY-LAW NO. 2024-27  
BEING A BY-LAW TO PROVIDE FOR THE REGULATION OF  
OPEN AIR BURNING IN THE TOWNSHIP OF BONFIELD**

**Schedule "B" to By-Law No. 2024-27**

**COST OF FIRE DEPARTMENT SERVICES**

The expenses for which the "Person" may be liable, cover the cost of sufficient personnel and equipment required to control a fire, as referred to on Schedule A to By-Law No. 2024-25 and such costs have been deemed as being:

1. Current MTO rates per vehicle for the first hour or part thereof.
2. Half the current MTO rates per vehicle for each subsequent half hour or part thereof.
3. Cost of personnel per MNRF rates.

Rates shall be calculated from the initial dispatch of the fire department or any fire department under contract or agreement, until such time as each vehicle is back in service (defined as when the vehicle is back at the fire station and has been replenished with the requirements for the unit to respond to the next activation).

These fees are in addition to any fines or penalties established elsewhere, in accordance with this by-law.

Costs will be invoiced by the Township of Bonfield and will be due sixty (60) days from the date of invoice

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2024-25**

**BEING A BY-LAW TO PROVIDE FOR FIRE DEPARTMENT FEES  
CHARGED BY THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

WHEREAS the Council of the Corporation of the Township of Bonfield may pass by-laws establishing and requiring the payment of fees for information, services, activities and use of the Municipality's property;

AND WHEREAS Section 391 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides for a municipality to pass by-laws imposing fees or charges on persons for services and activities provided or done by or on behalf of it, for cost payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control;

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

1. That this By-law be cited as the "Fire Department Fees and Charges By-Law"
2. That the fees set out in Schedule "A" attached to and forming part of this by-law shall be charged for licenses, permits, services and documents listed therein;
3. That if the provisions of this by-law conflict with any other by-law of the Corporation heretofore passed then the provision of this by-law shall prevail;
4. That any schedule of this By-law can be amended by resolution or by-law of Council and that the amended schedule shall form part of and be included in the Fees and Charges By-law.
5. That all fees and charges are due and payable at the time the service is provided. If the fees and charges or any portion thereof remain unpaid 30 days from the date of invoicing, interest at the rate of 1.25% shall be charged, and again on the first of each month thereafter until the account is paid in full.
6. That all fees and charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Bonfield owned by such person or persons and may be collected in the same manner as taxes.
7. That HST will be charged where applicable.
8. That this by-law shall come into force on the final passing of the Open-Air Burning Permit in May 2024.
9. That any previous By-law or User Fee outlined in a bylaw be hereby repealed.

**READ A FIRST ON APRIL 9, 2024 AND**

**CONSIDERED READ A SECOND AND THIRD TIME AND FINALLY PASSED THIS \_\_\_\_\_  
th DAY OF \_\_\_\_\_ 2024.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW 2024-25**

**SCHEDULE "A"**

Permit Fees

Fire Permit from April to October, 7:00 pm to 7:00 am \$10.00  
Fire Permit from April to October, 5:00 pm to 8:00 am \$30.00

Commercial Campground Annual Permit \$100.00

Special Burn Permit daytime for lot clearing \$75.00

Penalties for Infractions

Burn prohibited material(s) \$250.00

Burn material(s) in a municipal park \$250.00

Burn material(s) closer than 7.5 metres (25 feet)  
to any building, structure, hedge, fence, vehicular  
roadway, property line or overhead wiring. \$250.00

Burn material(s) closer than 7.5 metres (25 feet)  
from combustible material(s) \$250.00

Permit holder failed to supervise an open fire \$250.00

Burn material(s) without obtaining or  
possessing a valid permit \$250.00

Set out campfire or cooking fire without a permit \$250.00

Set or maintain an open-air fire or campfire when  
a total burn ban or restricted fire zone is in place \$500.00

Burn material when wind may cause fire to spread \$250.00

Burn material when wind may cause decreased  
visibility on a highway, roadway or railway. \$250.00

Burn material when wind may cause excessive  
odour to such an extent or degree so as to cause  
discomfort to the persons in the immediate areas. \$250.00

Burn material(s) which produces excessive  
smoke or adverse effects \$250.00

Burn material(s) with a size greater than  
1.8 metres x 1.8 metres x 1.8 metres  
(6 feet wide x 6 feet long x 6 feet high) \$250.00

Burn more than one open air burn at the  
same time without a permit. \$250.00

Burn material(s) with a size greater than  
15 metres (49 feet) in length, 5 metres  
(16 feet) in width and 1.5  
metres (5 feet) in height without sufficient  
resources to contain the fire. \$250.00

Burning outside permitted burning times  
as prescribed. \$250.00

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW 2024-25**

**SCHEDULE "A" Cont.**

**Cost of Fire Department Services**

The expenses for which the "Property Owner of the property where the infraction occurs" may be liable, to cover the cost of sufficient personnel and equipment required to control a fire, as referred to within Section 6 of By-Law No. 2024-27 and such costs have been deemed as being:

1. Current MTO rates per vehicle for the first hour or part thereof, as amended from time to time
2. Half the current MTO rates per vehicle for each subsequent half hour or part thereof
3. Cost of personnel per MNRF rates

Rates shall be calculated from the initial dispatch of the fire department or any fire department under contract or agreement, until such time as each vehicle is back in service (defined as when the vehicle is back at the fire station and has been replenished with the requirements for the unit to respond to the next activation).

These fees are in addition to any charges or penalties established elsewhere, in accordance with this by-law.



THE CORPORATION OF THE TOWNSHIP OF BONFIELD  
Minutes of the Recreation & Fitness Committee Meeting  
April 8th, 2024 at 5:00 pm

PRESENT: Dan MacInnis, Vice Chair                      Nathalie Bertin  
              Lise Houle    Sylvie Lamothe

PRESENT VIA ZOOM :

ABSENT: Steve Featherstone  
              Reneé Contant  
              Cassandra Pugh

STAFF: Casandra Klooster, Secretary

**1. Call to order**

**Moved by** Lise Houle

**Seconded by** Sylvie Lamothe

THAT the Recreation & Fitness Committee Meeting be opened at 5:14 p.m.

**Carried Vice Chair, Dan MacInnis**

**2. Adoption of the Agenda**

**Moved by** Sylvie Lamothe

**Seconded by** Lise Houle

THAT the draft agenda dated the 8<sup>th</sup> day of April, 2024 be adopted as prepared.

**Carried Vice Chair, Dan MacInnis**

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

None for this session

**4. Adoption of Previous Minutes**

**Moved by** Sylvie Lamothe

**Seconded by** Nathalie Bertin

THAT the Minutes of the Recreation & Fitness Committee of March 4th, 2024 be adopted as circulated.

**Carried Vice Chair, Dan MacInnis**

**5. Presentations and Delegations**

None for this session

## 6. Staff Reports

### a. Easter Egg Hunt

Staff gave a report on the Easter Egg Hunt. Positive feedback was received from the community about how the event was organized. Thanks was expressed to our Recreation Committee members who organized the event, and to our local businesses and residents for their support.

## 7. Items for Committee Discussion

### a. Trade Show

Committee discussed the upcoming Trade Show set for April 13<sup>th</sup>, 2024. The Bonfield & District Lions Club has offered to prepare and serve chili and hot dogs for a nominal charge.

### b. 2024 Events

Committee discussed the need to plan some adult-oriented events such as a Euchre night, or Trivia night.

## 8. Motions to be Considered for Adoption

None for this session

## 9. Correspondence

None for this session.

## 10. Adjournment

**Moved by** Sylvie Lamothe

**Seconded by** Nathalie Bertin

THAT the Recreation & Fitness Committee Meeting be adjourned at 5:19 p.m.

**Carried Vice Chair, Dan MacInnis**

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CHAIR

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SECRETARY

**MINUTES OF THE NORTH BAY 2 OPP DETACHMENT BOARD MEETING  
Township of Bonfield – Township of Chisholm – Municipality of East Ferris**

Thursday, April 18<sup>th</sup>, 2024, at 5:00 p.m.  
East Ferris Municipal Office, 25 Taillefer Road, Corbeil

**PRESENT:** Narry Paquette, Township of Bonfield Council Representative  
Marc Vaillancourt, Township of Bonfield Community Representative  
Gail Degagne, Township of Chisholm Council Representative  
Kathleen Jodouin, Township of Chisholm Community Representative  
Pauline Rochefort, Municipality of East Ferris Council Representative  
Kirk Kelusky, Municipality of East Ferris Community Representative  
Nicky Kunkle, Township of Bonfield CAO/Clerk  
Kari Hanselman, Municipality of East Ferris Clerk

**1. Call to Order**

Chair for the meeting, Narry Paquette, called the meeting to order at 5:00 p.m.

**2. Adoption of Agenda**

Motion No. 2024-01

Moved by Kirk Kelusky

Seconded by Gail Degagne

THAT the draft agenda presented to the Board and dated April 18<sup>th</sup>, 2024 be adopted as amended by adding the following item:

6.h) Board Name

CARRIED

**3. Acceptance of Minutes of the Previous Meeting – N/A**

**4. Business Arising from the Minutes – N/A**

**5. Delegations – None for this session**

**6. Correspondence and Information Items:**

**a) Introductions**

The Board conducted round table introductions.

**b) Terms of Reference**

Ms. Hanselman is currently reviewing this item and will bring to the Board at the next meeting.

**c) Code of Conduct**

Ms. Kunkle provided the Board with a draft Code of Conduct. The Board will review and provide comments to Ms. Hanselman.

**d) Travel and Per Diem Reimbursement Policy (ies)**

The Board discussed honorariums and per diems. A draft policy will be circulated prior to the next meeting.

**e) Community Safety and Well-Being Plans**

Board members were provided with each Municipality's Community Safety and Well-Being Plans for their review.

**f) Budget Allocation**

The Board discussed budget allocations and whether costs should be split equally three ways or on an per capita basis.

**g) 2024 OAPSB Conference**

The OAPSB Conference is happening June 2<sup>nd</sup> through June 5<sup>th</sup> in Blue Mountain. Members from Bonfield who have already registered will attend. Mr. Kelusky and Ms. Hanselman will also register and attend.

**h) Board Name**

The Board discussed unofficially changing the name of the Board. The Board wished to include the names of the municipalities that make up the Board so that the Board can have their own identity.

**7. In-Camera (if required) – None for this session**

**8. Other Business**

Ms. Hanselman advised that the Agency Profile for the Board is now available on the Public Appointment Secretariat website. Each municipality can share and promote the vacancy on their website and social media.

**9. Adjournment & Next Meeting**

Motion No. 2024-02

Moved by Kathleen Jodouin

Seconded by Marc Vaillancourt

THAT we do now adjourn at 5:55 p.m. and meeting again in July 2024.

CARRIED

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2024-20**

**BEING A BY-LAW TO PROVIDE FOR RECREATION AND PROGRAMMING FEES  
CHARGED BY THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

WHEREAS the Council of the Corporation of the Township of Bonfield may pass by-laws establishing and requiring the payment of fees for information, services, activities and use of the Municipality's property;

AND WHEREAS Section 391 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides for a municipality to pass by-laws imposing fees or charges on persons for services and activities provided or done by or on behalf of it, for cost payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control;

AND WHEREAS the Council of the Corporation of the Township of Bonfield is desirous of providing services and activities through a user pay and cost recovery model where possible;

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

1. That this By-law be cited as the "Recreation and Programming Fees By-Law"
2. That the fees set out in Schedule "A" attached to and forming part of this by-law shall be charged for licenses, permits, services and documents listed therein;
3. That if the provisions of this by-law conflict with any other by-law of the Corporation heretofore passed then the provision of this by-law shall prevail;
4. That any schedule of this By-law can be amended by resolution or by-law of Council and that the amended schedule shall form part of and be included in the Fees and Charges By-law.
5. That all fees and charges are due and payable at the time the service is provided. If the fees and charges or any portion thereof remain unpaid 30 days from the date of invoicing, interest at the rate of 1.25% shall be charged, and again on the first of each month thereafter until the account is paid in full.
6. That all fees and charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Bonfield owned by such person or persons and may be collected in the same manner as taxes.

7. That HST will be charged where applicable.
8. That this by-law shall come into force on the final passing hereof.
9. That any previous By-law or User Fee outlined in a bylaw be hereby repealed.

**READ A FIRST ON APRIL 9, 2024 AND**

**CONSIDERED READ A SECOND AND THIRD TIME AND FINALLY PASSED THIS 30th DAY OF APRIL 2024.**

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MAYOR

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CLERK



**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW 2024-20**

**SCHEDULE "A"**

**Fees for Private Use Rentals**

<b>Summer</b>	<b>Daily</b>	<b>Half Day</b>	<b>Hourly</b>
Outdoor Rink	\$325.00	\$160.00	\$100.00
Island	\$325.00	\$160.00	n/a
Rutherglen Park	\$325.00	\$160.00	n/a
Soccer Field	\$325.00	\$160.00	\$100.00
Rutherglen Ball Diamond	\$325.00	\$160.00	\$25.00

<b>Winter</b>	<b>Daily</b>	<b>Half Day</b>	<b>Hourly</b>
Outdoor Rink	\$325.00	\$160.00	\$100.00

**Programming**

Bonfield Resident

Summer Camp Single Session	\$125.00
Summer Camp Both Sessions	\$225.00

Non-Resident

Summer Camp Single Session	\$150.00
Summer Camp Both Sessions	\$250.00

**Discount For each additional Camper from the same family.** \$25.00

**Additional Fees**

Chairs (Deposit)	\$50.00
Move Skate Equipment	\$60.00

**Notes:**

All public and organized events require Liability Insurance.

Park Equipment is first come first serve.

These rates are subject to change without notice and are reviewed on an annual basis.

Half day = up to 4 hours

Full Day = anything over 4 hours

The Renter is responsible for ALL set up and clean up associated with the event/rental.

# THE CORPORATION OF THE TOWNSHIP OF BONFIELD

## BY-LAW 2024-29

### BEING A BY-LAW TO REGULATE RESPONSIBLE ANIMAL OWNERSHIP IN THE CORPORATION OF THE TOWNSHIP OF BONFIELD

**WHEREAS** sections 8, 9 and 10 of the Municipal Act, 2001, S.O. 2001, c.25 authorize a municipality to pass by-laws necessary or desirable for municipal purposes, and in particular, paragraphs 5, 8 and 9 of subsection 10(2) authorize by-laws respecting: the economic, social and environmental well-being of the municipality; the protection of persons and property and animals;

**AND WHEREAS** subsection 8(3) of the Municipal Act, 2001, S.O. 2001, c.25 provides that a by-law under section 10 of that Act respecting a matter may regulate or prohibit and, as part of the power to regulate or prohibit respecting the matter, may require a Person to do things respecting the matter or may provide for a system of Licenses respecting the matter;

**AND WHEREAS** Section 103(1) of the Municipal Act, 2001, S.O. 2001, c.25 provides that if a by-law is passed regulating or prohibiting with respect to the being At Large of Animals, the by-law may provide for the seizure and impounding of Animals being At Large and the sale of impounded animals;

**AND WHEREAS** section 425 of the Municipal Act, 2001, S.O. 2001, c.25 authorizes a municipality to pass by-laws providing that a Person who contravenes a by-law of the Municipality passed under that Act is guilty of an offence;

**AND WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25 further authorizes a municipality, amongst other things, to delegate its authority, to impose fees or charges, to provide for inspections, and to make orders to discontinue activity or to do work;

**AND WHEREAS** the Council of the Corporation of the Township of Bonfield deems it advisable to enact a by-law providing for the control and care of Animals in the Municipality for the health and safety of the public;

**NOW THEREFORE** the Corporation of the Township of Bonfield hereby enacts as follows:

#### 1 – DEFINITIONS

As used in this by-law, the following terms shall have the meaning hereinafter ascribed to them:

**“Animal Control Officer”** means a person employed by or an agency contracted by the Corporation for the purpose of carrying out animal control duties in the Corporation of the Township of Bonfield.

**“Animal Shelter”** means any premises designated by the Corporation for the purpose of impounding and caring for animals taken in by any Animal Control Officer or By-Law Enforcement Officer;

**“At large”** means animal which is found in any place other than the premises of its owner and not under the control of any person by way of a leash of a maximum length of two (2) meters held by a person, or when an animal is not on a leash which is securely affixed to a permanent structure from which the animal cannot escape;

**“By-Law Enforcement Officer”** means any by-law enforcement officer employed by or appointed on behalf of the Corporation to carry out by-law enforcement duties.

**“Cat”** means a feline over the age of six weeks of any breed of domesticated cat or crossbreed domesticated cat;

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

**“Dangerous Dog”** means a dog considered to be dangerous under this by-law if it has attacked or bitten a person or other domestic animal.

**“Dog”** means any member of the canine species family.

**“Dwelling Unit”** means one or more rooms connected together as a self-contained, separate unit in the same building comprising all or part of the building and constituting an independent housekeeping unit for residential occupancy;

**“Farm Dog” or “Farm Cat”** means a dog that is trained and kept for the purpose of controlling or protecting livestock and poultry or a cat that is kept for the purpose of rodent control within a privately owned barn or farm building

**“Kennel”** means any person, group of persons, partnership or corporation engaged in the commercial business or breeding, buying, selling or boarding dogs.

**“License”** means the receipt issued by the municipality or its authorized agents, upon payment of the appropriate license fee.

**“Municipality”** means the Corporation of the Township of Bonfield.

**“Officer”** means a By-law Enforcement Officer or an Animal Control Officer, employed by or appointed by the Municipality.

**“Owner”** means any person, group of persons, partnership, or corporation owning, keeping or harbouring a dog or cat. “Owns” or “Owned” shall have a corresponding meaning. Where the owner is a minor, the person responsible for the custody of the minor.

**“Police Work Dog”** means a dog trained to aid law enforcement officers and being used for police work purposes for the protection of the public including the investigation or crime and the apprehension of law violators.

**“Public property”** means any property owned by or under the control of the municipality including, but not limited to, arenas, community centers, parks, beaches, roads, sidewalks, etc...

**“Purebred”** means a dog which is registered or eligible for registration in the register of the Canadian Kennel Club Incorporated or of a class designated as purebred in the regulations.

**“Restraint”** means a dog is under restraint within the meaning of this by-law if it is on his owner’s property; out on a leash; or at “heel” beside person and obedient to that person’s commands.

**“Service Animal”** means a registered animal that has been trained or is being trained to provide service for a person who, because of a disability as defined in the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, as amended, requires that service animal.

**“Spayed female”** means a female animal which has been operated upon by a licensed veterinarian to prevent conception.

**“Veterinary Hospital”** means any establishment maintained and operated by a licensed veterinarian for the diagnosis and treatment or diseases and injuries of animals.

## **SECTION 2 - ENFORCEMENT**

2.1 The provisions of this by-law shall be enforced by a By-law Enforcement Officer or Animal Control Officer appointed or employed by the Municipality or an Officer employed by any agency contracted to carry out animal control duties within the municipality

## **SECTION 3 - LICENSING**

3.1 Every person in the Municipality who is the owner of a dog or cat, shall immediately following the date that a dog or cat comes into his or her possession, or where applicable, register the dog or cat with the Corporation or its authorized agents and thereafter annually on or before the first day of March in each and every year, pay to the Corporation or its authorized agents, a license fee calculated in accordance with By-Law 2024-21 Schedule “A” .

3.2 On payment of the license fee in accordance with this section, the Corporation or its authorized agents, shall issue to each dog or cat so registered, a numbered license tag and shall cause the name of the owner, his or her address, the name, breed, sex, color and age of the dog or cat and the number of his or her license to be entered into the records of the Corporation.

3.3 Every Owner shall affix to his or her dog or cat a license tag, consisting of a metallic plate having raised, cast or stamped thereon figures indicating the year of issuance, together with a number registered in the office of the Corporation; issued in accordance with subsection 3.2 of this section and shall keep such tag affixed to the dog or cat at all times until a tag for the next year is purchased and so affixed.

3.4 Every license under this section shall expire on the 31st day of December following the date of issue

3.5 The replacement fee for a lost license tag is set out in Schedule "A" of By-Law 2024-21.

3.6 The licensing requirements of this by-law shall not apply to any dog or cat belonging to a non-resident of the Municipality and kept within the municipality for no longer than thirty (30) days provided such dog or cat shall, at all times while in the municipality, be kept within a building or be under restraint by the owner.

3.7 Every license fee and license tag issued by another municipality for the license year, shall be recognized as a license fee and license tag as issued by the Corporation of the Township of Bonfield providing;

- a) The owner notifies the Animal Control Officer of the date of issue of said license and license tag number and;
- b) The owner was a bona fide resident of said other municipality at the date of issue.
- c) The owner is now a bona fide resident of the Corporation of the Township of Bonfield

#### **SECTION 4 - KENNELS**

4.1 Every person who owns, operates or conducts a kennel of purebred dogs which are registered with the Canadian Kennel Club Incorporated pursuant to the Statutes of Ontario enacted in that behalf, shall pay to the Corporation of the Township of Bonfield immediately following the 1st day of January in any year, the license fee in accordance with Schedule "A" of By-Law 2024-21.

4.2 Every person who owns, operates or conducts a boarding kennel shall pay to the Municipality immediately following the 1st day of January in any year, a license fee in accordance with Schedule "A" of By-Law 2024-21

4.3 If there is a change of ownership of a kennel during the license year the owner may have the current license transferred to his name upon payment of a transfer fee as stated in Schedule "A" of By-Law 2024-21.

4.4 Any new applicant for a kennel license not previously licensed must first obtain confirmation that the property location of such kennel complies with the requirements of the Municipality's zoning by-law. Notice of the application shall be given to all assessed owners of land lying within a 300-meter radius of the applicant's proposed kennel location. Property owners within this defined area shall be given the opportunity to approve or object to the granting of a kennel license. The granting of a license will be determined by Council.

4.5 Any new applicant for a kennel not previously licensed shall complete the application form, attached hereto as Schedule "C" and forming part of this By-law.

4.6 Upon receipt of an application for a new kennel, the proposed kennel shall be inspected by the Animal Control Officer or By-law Enforcement Officer for the Corporation of the Township of Bonfield and the results of the Officer's inspection shall be indicated on Schedule "D" attached hereto and forming part of this By-law

#### **SECTION 5 - RESTRICTIONS**

5.1 The maximum number of dogs over 16 weeks of age permitted in the Township to be kept in or about a dwelling unit in the Hamlets of Bonfield and Rutherglen shall not exceed two (2), except where both dogs and cats are kept the maximum number of both dogs and cats permitted shall be four, with the maximum number of two dogs and two cats or one dog and three cats permitted unless the premises are licensed by the Township as a kennel.

5.2 Notwithstanding subsection 5.1,, any person who owns more than the permitted number of dogs on the date this By-law comes into force shall be permitted to keep those dogs until they have died or are otherwise disposed of, provided that such dogs are registered and licensed with the Town in accordance with the provisions of this by-law within ninety (90) days of the date that the By-law comes into force.

5.2 This section does not apply to:

- i) a licensed kennel
- ii) a veterinary hospital
- iii) a pet shop
- iv) a pound
- v) a newborn litter of dogs or cats kept for a period of six to eight weeks from the date of birth
- vi) farm dogs or farm cats
- vii) a rescue shelter

## **SECTION 6 - RUNNING AT LARGE**

6.1 An owner shall keep his or her dog or cat under restraint at all times and shall not permit such dog or cat to be off the owner's property unless under restraint or on premises owned or occupied by a person who has given consent.

6.2 No person shall allow or permit any animal of which he is the owner, to run at large within the limits of the Municipality

6.3 An animal shall not be considered running at large if it is:

- i) a Registered Service Animal;
- ii) a Police work Dog
- iii) a farm dog or farm cat

6.4 Any animal running at large may be captured by a duly appointed By-Law Enforcement Officer or Animal Control Officer.

6.5 Any person may capture any animal running at large and trespassing on his or her property and deliver same to the By-Law Enforcement Officer or Animal Control Officer.

6.6 A By-Law Enforcement Officer or Animal Control Officer may enter on any public property, or private property with the consent of the owner or tenant, for the purpose of capturing any animal running at large.

6.7 While in a park, no person or owner in control of any dog or cat shall;

- a) allow it to run at large;
- b) permit any dog or cat to enter any municipal beach/waterfront area, swimming area, pond, garden, landscaped area or any other area posted to prohibit access, excluding a Service Animal.
- c) ensure that the animal is on a leash or chain not exceeding two (2) m in length;
- d) pick up and remove forthwith any excrement left by the dog or cat and dispose of it in a receptacle for litter or in some other suitable container, excluding excrement from guide dogs

6.8 No owner of a dog shall permit the dog to be outdoors on premises as described under subsections 6.1 except where the dog is:

- (a) contained in an enclosure or fenced area, including an area enclosed by electronic fencing known as invisible fencing;
- (b) restrained by a chain or other restraint no less than 3 metres in length; or
- (c) under the control of some person, sufficient to prevent the dog from leaving the premises.

6.9 Despite section 6.8, a dog may be outdoors on rural or agricultural premises or on premises 0.5 hectare (1.2 acre) or more in area if the dog is sufficiently trained so as to remain on the premises.

6.10 No owner of a dog shall permit the dog to:

- (a) behave in a manner that poses a menace to the safety of a person or domestic animal; or
- (b) to bite or attack a person or domestic animal.

6.11 No owner of a dog shall keep the dog from dusk to dawn on premises that are not used primarily for residential purposes unless clearly visible signs are posted sufficient to give notice of the dog to persons entering the premises.

- 6.12 Every owner of an animal shall ensure that the place where the animal is kept is such that:
- (a) the animal may extend its legs, wings or body to their full natural extent;
  - (b) the animal may stand, sit or perch, or the place is otherwise adequate for the needs of the animal;
  - (c) the animal may be readily observed, unless the natural habits of the animal require otherwise; and
  - (d) the place is in a clean and sanitary condition.

- 6.13 In addition to complying with section 6.12, every owner of an animal shall ensure that any structure located in a yard where the animal is kept is:
- (a) in the rear yard;
  - (b) located not less than 1 metre from the boundary line between the owner's premises and any abutting premises;
  - (c) soundly constructed of hard, durable materials;
  - (d) impervious to water;
  - (e) constructed of materials that may be readily sanitized;
  - (f) maintained in a good state of repair free from cracks, holes, rust and other damage;
  - (g) adequately ventilated for the health and comfort of the animal enclosed.

## **SECTION 7 - DANGEROUS AND NUISANCE DOGS**

### **7.1 DANGEROUS DOGS**

7.1.1. Where the Municipality becomes aware either on its own initiative or as a result of a complaint received by it that a dog has bitten or attacked a person or domestic animal without provocation, or chased or approached a person or domestic animal in a menacing fashion, the By-Law Enforcement or Animal Control Officer may serve a "Dangerous Dog Notice" to the dog owner requiring the owner to comply with any or all of the requirements set out in this section. Such notice shall take effect immediately upon service and the dog shall be deemed to be a Dangerous Dog.

7.1.2. Every Owner of a dangerous dog shall, at all times while the dangerous dog is not in the owner's dwelling unit, but is otherwise within the boundaries of the owner's premises, ensure that:

- a) the dog wears a muzzle;
- b) the dog is securely tethered;
- c) the dog is contained within an area securely enclosed by a locked fence of an appropriate height, or an area enclosed by other means such that the dog cannot come into contact with members of the public; and
- d) a sign, no smaller than 5" x 7", is displayed at all entrances to the property upon which the dog is kept, bearing words and a symbol that warns that there is a Dangerous Dog on the property

7.1.3. Every owner of a Dangerous Dog shall, at all times while the dog is not within the boundaries of the owner's premises, keep the dog:

- a) on a leash that does not exceed two (2) meters in length; and
- b) muzzled.

7.1.4. Every owner of a Dangerous Dog shall notify the Municipality immediately of the following:

- a) any change in ownership or residence of the dangerous dog and provide the name, current address and telephone number of the new owner;
- b) if the dog runs At Large, attacks or bites any person or animal; and
- c) if the dog dies.

7.1.5. The Owner of a Dangerous Dog shall ensure that:

- a) the dog is spayed or neutered at the owners expense; and
- b) that the dog is implanted with a microchip at the Owner's expense.

7.1.6. The By-Law Enforcement Officer or Animal Control Officer may cause the impound any Dangerous Dog of an owner not in compliance with this Section, at the owner's expense, and perform any procedure necessary in the circumstances, including euthanization.

## **7.2 DANGEROUS DOG NOTICE AND APPEAL HEARING**

7.2.1. The Dangerous Dog Notice referred to in this By-law shall be served by hand delivery or registered mail to an owner of the dog. If served by registered mail, it shall be deemed received on the fifth working day after the date of mailing. Such notices shall include:

- a) a statement that the Officer has reason to believe that the dog is a potentially dangerous dog or is a dangerous dog;
- b) the requirements that the owner must comply with in accordance with Section 7.1.4 and when such requirements take effect; and
- c) a statement that the owner may request, within three (3) working days of receipt of the By-Law Enforcement Officer or Animal Control Officer's Notice, and is entitled to a hearing by a Committee designated by Council and specify the procedure for same.

7.2.2. An owner's request for a hearing shall be made in writing to and served on the Municipal Clerk within three (3) working days of receiving the Notice and include a copy of the Notice. Council of the Municipality shall hold a hearing pursuant to the provisions of the Statutory Powers Procedure Act, R.S.O. 1990, c. S.22 within fifteen (15) working days of the Clerk's receipt of the request for a hearing and provide the Owner with notice of same.

7.2.3. Where a dog owner who has been given notice of a hearing does not attend at the prescribed time and place, the Committee of Council may proceed in the absence of the dog owner and the owner will not be entitled to any further notice in the proceedings.

7.2.4. At the conclusion of the hearing, Council may give its decision orally or reserve its decision, but in any case it shall provide its decision in writing within fourteen (14) days of the hearing to the dog owner and the By-Law Enforcement Officer or Animal Control Officer.

7.2.5. Council may affirm or rescind the By-Law Enforcement Officer or Animal Control Officer's designation of the dog as potentially dangerous or dangerous, may substitute its own designation, or may substitute its own requirements of the owner. The decision of the Council issued under this By-law is final.

7.2.6. The requirements of this paragraph which may be imposed on a dog owner by the By-Law Enforcement Officer or Animal Control Officer shall not be required until either the time for appeal has elapsed without the dog owner requesting a hearing or Council has ordered such requirement, whichever occurs earlier.

## **7.3 NUISANCE DOGS**

7.3.1. No owner of a dog shall cause or permit his or her dog to be a public nuisance by:

- a) Persistently barking or howling;
- b) Scattering garbage or interfering with waste collection services; or
- c) Chasing persons, vehicles, animals, livestock, poultry or other animals kept on an agricultural property.

7.3.2. For the purpose of this section, persistent barking or howling is defined as repeatedly barking or howling for twenty (20) minutes or longer.

7.3.3. Where any Officer has received and investigated three (3) complaints about the persistent barking of a dog, which complaints have resulted in a conviction of the owner of the dog under the Municipality's By-laws or any successors thereto, the By-Law Enforcement Officer or Animal Control Officer shall be entitled to retrieve the dog from the owner and keep the dog in the appointed Animal Shelter for a period of ten (10) days or until the By-Law Enforcement Officer or Animal Control Officer is satisfied that the owner of the dog has taken proper and effective steps to control the barking of the dog, whichever is the lesser.

## **SECTION 8 - IMPOUNDMENT**

8.1 Unlicensed dogs or cats found to be running at large contrary to the provisions of this by-law shall be taken up by the By-Law Enforcement Officer or Animal Control Officer of the Municipality and impounded in the animal shelter, and there confined in a humane manner for a period of not less than three (3) days, and may thereafter be disposed of in a humane manner if not claimed by their owners. Animals not claimed by their owners at the expiration of three (3) days, shall be placed or humanely disposed of except as hereinafter provided in the cases of certain animals.

8.2 Before a dog or cat may be placed with a new owner in the Municipality, the owner will secure the necessary licenses and comply with the registration requirements of this by-law.

8.3 Immediately upon the impoundment of a dog or cat, the By-Law Enforcement Officer or Animal Control Officer shall make every reasonable effort to notify the owners of such impounded animal; and inform such owners of the conditions whereby they can regain custody of such animal.

8.4 When dog or cat are impounded and are not claimed by their owners within the 3 days specified by this by-law, they shall become the property of the Municipality who may dispose of them to new owners who will agree to the conditions of this by-law.

#### **SECTION 9 - REDEMPTION OF IMPOUNDED DOGS OR CATS**

9.1 The owner shall be entitled to regain possession of any impounded animal except as hereinafter provided in the cases of certain animal, upon compliance with the license provisions of Section 3.0 of this by-law and the payment of impoundment fees and other charges set forth herein by the Municipality, all applicable fines and costs in accordance to Schedule "A".

9.2 Any animal impounded under the provisions of this by-law and not reclaimed by its owner within 3 days, may be humanely destroyed by the By-Law Enforcement Officer or Animal Control Officer, or placed in the custody of some person deemed to be a responsible and suitable owner, who will agree to comply with the provisions of this by-law.

#### **SECTION 10 - CONFINEMENT OF FEMALE ANIMALS IN HEAT**

10.1 The owner shall cause every female dog or cat in heat to be kept confined in a building or secure enclosure in such manner that such female dog or cat cannot come in contact with another dog or cat, except for breeding purposes.

#### **SECTION 11 - RABIES**

11.1 When deemed expedient, the Council of the Corporation of the Township of Bonfield may declare a Municipality wide quarantine and a period of up to six months may be imposed and all other restrictions, rules and regulations pertaining to rabies may be imposed and will apply under the authority of the revised Statutes of Ontario.

11.2 When a dog is known to have bitten a person, the Medical Officer of Health may order the By-Law Enforcement Officer or Animal Control Officer of the Corporation to confine the dog under supervised quarantine for a period not to exceed fourteen (14) days.

#### **SECTION 12 - EXEMPTIONS**

12.1 Hospitals, clinics and other premises operated by licensed veterinarians for the care and treatment of animals are exempt from the provisions of this by-law; except where such duties are expressly stated.

#### **SECTION 13 – INVESTIGATION**

13.1 For the purpose of discharging the duties imposed by this by-law and to enforce its provisions, any Officer appointed by the Corporation of the Township of Bonfield for that purpose, is empowered to enter upon any premises upon which a dog or cat is kept or harbored and to demand the exhibition by the owner of such dog or cat or the license of such dog or cat. It is further provided that any By-Law Enforcement Officer or Animal Control Officer may enter the premises where any animal is kept in a reportedly cruel or inhumane manner and demand to examine such animal and to take possession of such animal when, in his opinion, it requires humane treatment.

#### **SECTION 14 - INTERFERENCE**

14.1 No person shall interfere with, hinder or molest any Officer of the Municipality in the performance of any duty of such agent, or seek to release any animal in the custody of the Municipality aforesaid agents, except as herein provided.

#### **SECTION 15 - PENALTY**

15.1 Every person who contravenes any provision of this by-law is guilty of an offence and on conviction, is liable to a fine as provided for in the Provincial offences Act.



**SECTION 16 - STOOP AND SCOOP**

16.1 Every dog or cat owner shall forthwith remove and dispose of excrement left by their dog or cat on any private or public property in the Corporation of the Township of Bonfield.

**SECTION 17 - REPEALS**

17.1 By-law 2013-09, as amended, relating to the keeping, licensing and regulating of dogs and cats, in the Corporation of the Township of Bonfield are hereby repealed.

**SECTION 18 - GENERAL**

18.1 That the following enumerated schedules shall form part of this by-law:

- Schedule "A" Impoundment Fees
- Schedule "B" Administration charges
- Schedule "C" Application for Kennel License
- Schedule "D" Check-List for Inspection of Kennel

**READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED THIS 30TH DAY OF APRIL 2024.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**IMPOUNDMENT FEES**

1. Any Dog or Cat impounded may be reclaimed by the owner upon payment to the Corporation the sum of \$ 75.00 plus HST.

Corporation of the Township of Bonfield  
 Responsible Pet Ownership BY-LAW  
 ADMINISTRATION CHARGES - SCHEDULE "B" TO BY-LAW 2024-29

PART I – ADMINISTRATION CHARGES

ITEM	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	SET FEES
1	Fail to register Dog or Cat	Sec. 3.1	\$ 105.00
2	Fail to affix Dog or Cat tag	Sec. 3.2	\$ 105.00
3	Fail to transfer ownership of Dog or Cat	Sec. 3.6	\$ 135.00
4	Operate kennel without licence (purebred)	Sec. 4.1	\$ 105.00
5	Operate kennel without licence (boarding kennel)	Sec. 4.2	\$ 105.00
6	Fail to transfer kennel licence	Sec. 4.3	\$ 105.00
7	Operate new kennel without complying with Municipality's zoning by-law	Sec. 4.4	\$ 105.00
8	Keep more than permitted number of Dogs (Table 5.1)	Sec. 5.1	\$ 105.00
9	Keep more than permitted number of Cats (Table 5.1)	Sec. 5.1	\$105.00
10	Fail to restrain Dog or Cat	Sec. 6.1	\$ 105.00
11	Permit Dog or Cat to run at large on public property	Sec. 6.2	\$ 105.00
12	Allow Dog or Cat to run at large in park	Sec. 6.7 (a)	\$ 105.00
13	Allow Dog or Cat to enter beach/waterfront area, swimming area, etc.	Sec. 6.7 (b)	\$ 105.00
14	Fail to keep Dog or Cat on leash or chain while in park, beach/waterfront area, etc.	Sec. 6.7 (c)	\$ 105.00
15	Fail to pick up and dispose of excrement left by Dog or Cat while in park, beach / waterfront, etc.	Sec. 6.7(d)	\$ 150.00
16	Fail to muzzle Dangerous Dog	Sec. 7.1.2(a)	\$ 205.00
17	Fail to securely tether Dangerous Dog	Sec. 7.1.2(b)	\$ 205.00
18	Fail to keep Dangerous Dog contained on property	Sec. 7.1.2(c)	\$ 205.00
19	Fail to display Dangerous Dog on Property sign	Sec. 7.1.2(d)	\$ 205.00
20	Fail to keep Dangerous Dog on 2 meter leash and muzzled when off owner property	Sec. 7.1.3	\$ 205.00
21	Fail to notify of change of ownership of Dangerous Dog	Sec. 7.1.4(a)	\$ 205.00
22	Fail to notify if Dangerous Dog runs at large, attacks or bites person or animal	Sec. 7.1.4(b)	\$ 205.00
23	Fail to spay or neuter Dangerous Dog	Sec. 7.1.5(a)	\$ 205.00
24	Fail to microchip Dangerous Dog	Sec. 7.1.5(b)	\$ 205.00
25	Permit Dog to persistently bark/howl	Sec. 7.3.1(a)	\$ 105.00
26	Permit Dog to scatter garbage or interfere with waste collection	Sec. 7.3.1(b)	\$ 105.00
27	Permit Dog to chase persons, vehicles or any other animal	Sec. 7.3.1(c)	\$ 105.00
28	Fail to keep female animals in heat confined	Sec. 10.1	\$ 205.00
29	Interfere with, hinder or molest agent of Municipality in the performance of duties	Sec. 14.1	\$ 105.00
30	Fail to remove and dispose of excrement left by Dog or Cat	Sec. 16.1	\$ 150.00

Corporation of the Township of Bonfield  
 Responsible Pet Ownership BY-LAW  
 SCHEDULE "C" TO BY-LAW 2024-29

**APPLICATION FOR KENNEL LICENCE**

Name of applicant :		
Address:		
Telephone #:		
E-Mail:		
Name of Kennel (if applicable):		
Address of Kennel if different from above :		
Distance of kennel from residence:		
ZONING OF PROPERTY: / (Must be verified with the Bonfield Planning Department) <input type="checkbox"/> Compliant <input type="checkbox"/> Non-compliant		
<b>TYPE OF KENNEL :</b>		
Private Kennel: <input type="checkbox"/>	Pure Bred Kennel <input type="checkbox"/>	Boarding Kennel: <input type="checkbox"/>

By signing this application I hereby give permission to the Corporation of the Township of Bonfield By-Law Enforcement Officer or Animal Control Officer or other duly authorized person to enter at any time, this kennel and the lands upon which the kennel is situated for the purpose of inspection.

\_\_\_\_\_  
 Date:

\_\_\_\_\_  
 Applicant Signature

**CHECK-LIST FOR INSPECTION OF KENNEL / LISTE DE CONTRÔLE POUR L'INSPECTION DU CHENIL**

	ITEM CONDITION	ACCEP TABLE		RECOMMENDATION (see below if required)
		YES	NO	
	Overall condition of kennel			
	Ventilation & light			
	Temperature levels			
	Cleanliness of premises			
	Condition of cages, pens, etc.			
	Food and water : Schedule of feedings Type of food served			
	Indoor, outdoor or group housing			
	Outdoor exercise area			
	Whelping facilities			

**RECOMMENDATIONS :**

Date inspected :		Animal Control Officer carrying out inspection:
Date of second inspection (if required) :		Animal Control Officer carrying out inspection :

**APPROVAL**

Kennel Licence approved on , 20 .	Authorizing personnel: (print & signature)
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**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2024-21**

**BEING A BY-LAW TO PROVIDE FOR ADMINISTRATION FEES CHARGED BY THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

WHEREAS the Council of the Corporation of the Township of Bonfield may pass by-laws establishing and requiring the payment of fees for information, services, activities and use of the Municipality's property;

AND WHEREAS Section 391 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides for a municipality to pass by-laws imposing fees or charges on persons for services and activities provided or done by or on behalf of it, for cost payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control;

AND WHEREAS the Council of the Corporation of the Township of Bonfield is desirous of providing services and activities through a user pay and cost recovery model where possible;

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

1. That this by-law be cited as the "Administration Fees By-Law"
2. That the fees set out in Schedule "A" attached to and forming part of this by-law shall be charged for licenses, permits, services and documents listed therein;
3. That if the provisions of this by-law conflict with any other by-law of the Corporation heretofore passed then the provision of this by-law shall prevail;
4. That any schedule of this by-law can be amended by resolution or by-law of Council and that the amended schedule shall form part of and be included in the Fees and Charges By-law.
5. That all fees and charges are due and payable at the time the service is provided. If the fees and charges or any portion thereof remain unpaid 30 days from the date of invoicing, interest at the rate of 1.25% shall be charged, and again on the first of each month thereafter until the account is paid in full.
6. That all fees and charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Bonfield owned by such person or persons and may be collected in the same manner as taxes.
7. That HST will be charged where applicable.
8. That this by-law shall come into force on the final passing hereof.
9. That any previous By-law or User Fee outlined in a by-law be hereby repealed.

**READ A FIRST ON APRIL 9, 2024 AND**

**CONSIDERED READ A SECOND AND THIRD TIME AND FINALLY PASSED THIS 30th DAY OF APRIL 2024.**

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MAYOR

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CLERK

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW 2024-21**

**SCHEDULE "A"**

	May 2024	January 2026
<b>Payments</b>		
Returned Item Charge (NSF)	\$50.00	\$55.00
<b>Documents</b>		
Tax Certificate	\$50.00	\$55.00
Zoning Compliance Letter	\$50.00	\$55.00
Building and Work Order Letter	\$50.00	\$55.00
Fire Compliance Letter	\$50.00	\$55.00
Commissioning Documents	\$20.00	\$25.00
Tax Account Official Receipt (per account/year)	\$20.00	\$25.00
Legal Tax Certificate	\$50.00	\$55.00
Certified Copies	\$20.00	\$25.00
Official Plan or Zoning Bylaw copies	\$50.00	\$55.00
<b>Lottery</b>		
3% of Prize Value		
<b>Animal Control</b>		
Dog or Cat License before March	\$20.00	\$25.00
Dog or Cat License after March 1st	\$30.00	\$37.00
Replacement tag	\$4.00	\$5.00
Private Kennel Fee	\$50.00	\$55.00
Pure Bred Kennel Fee	\$50.00	\$55.00
Boarding Kennel	\$50.00	\$55.00
Transfer of Kennel License	\$10.00	\$10.00
<b>Administration</b>		
B&W Letter Photocopies or Computer Print Outs	\$0.25	\$0.25
Colour Letter Photocopies or Computer Print Outs	\$0.50	\$0.50
Fine or Fee applied tax account	\$20.00	\$25.00
Fax	\$2.00	\$2.00
Use of Municipal Boardroom per hour	\$25.00	\$25.00
Request special meeting of Council	\$250.00	\$300.00
<b>Municipal Freedom of Information</b>		
Request Form	\$5.00	\$5.00
Search Time (per 15 minutes)	\$7.50	\$7.50
Preparing of Records for Disclosure (per 15 minutes)	\$7.50	\$7.50
<b>Tax Registration - all fees min. plus actual costs</b>		
Tax Sale Registration 1st Notice	\$500.00	\$500.00
Tax Sale Registration Final Notice	\$750.00	\$750.00
Notice under the Farm Debt Mediations per address	\$50.00	\$55.00
Additional Notices	\$50.00	\$55.00
Execution Searches	\$50.00	\$50.00
All other notices and searches to execute tax sale	\$75.00	\$75.00

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2024-22**

**BEING A BY-LAW TO PROVIDE FOR BUILDING FEES CHARGED  
BY THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

WHEREAS the Council of the Corporation of the Township of Bonfield may pass by-laws establishing and requiring the payment of fees for information, services, activities and use of the Municipality's property;

AND WHEREAS Section 391 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides for a municipality to pass by-laws imposing fees or charges on persons for services and activities provided or done by or on behalf of it, for cost payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control;

AND WHEREAS Section 69 (1) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, provides that a municipality may establish a tariff of fees for the processing of applications;

AND WHEREAS Section 7 of the Building Code Act, 1992, S.O. 1992, c.23 as amended, authorizes a municipal Council to pass by-laws concerning the issuance of permits and related matters requiring the payment of fees on applications for and on the issuance of permits;

AND WHEREAS the Council of the Corporation of the Township of Bonfield is desirous of providing services and activities through a user pay and cost recovery model where possible;

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

1. That this By-law be cited as the "Building Fees and Charges By-Law"
2. That the fees set out in Schedule "A" attached to and forming part of this by-law shall be charged for licenses, permits, services and documents listed therein;
3. That if the provisions of this by-law conflict with any other by-law of the Corporation heretofore passed then the provision of this by-law shall prevail;
4. That any schedule of this By-law can be amended by resolution or by-law of Council and that the amended schedule shall form part of and be included in the Fees and Charges By-law.
5. That all fees and charges are due and payable at the time the service is provided. If the fees and charges or any portion thereof remain unpaid 30 days from the date of invoicing, interest at the rate of 1.25% shall be charged, and again on the first of each month thereafter until the account is paid in full.
6. That all fees and charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Bonfield owned by such person or persons and may be collected in the same manner as taxes.
7. That HST will be charged where applicable.
8. That this by-law shall come into force on the final passing hereof.
9. That any previous By-law or User Fee outlined in a bylaw be hereby repealed.

**READ A FIRST ON APRIL 9, 2024 AND**

**CONSIDERED READ A SECOND AND THIRD TIME AND FINALLY PASSED THIS 30th DAY  
OF APRIL 2024.**

---

MAYOR

---

CLERK



**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW 2024-22**

**SCHEDULE "A"**

	<b>Min. Fee</b>	<b>\$ Per m2</b>
<b>A. Construction: New Buildings; Additions to Buildings; Alterations; Unit Finish</b>		
<b>Group A: Assembly</b>		
New Recreation Facilities, Schools, Libraries, Places of Worship, Restaurants, Theatres, Arenas, Swimming Pools, Gymnasiums	\$7,273.39	\$12.12
Additions	\$4,042.09	\$6.74
Alteration, renovation, interior finish, unit finish/fit-up	\$1,500.00	\$5.38
<b>Group B: Institutional</b>		
New hospital, institutional buildings, detention, care and treatment	\$7,273.39	\$12.12
Additions	\$4,042.09	\$6.74
Alteration, renovation, interior finish, unit finish	\$1,500.00	\$5.38
<b>Group C: Residential</b>		
New single detached dwelling	\$5,062.69	\$21.80
New semi-detached, townhouses, row-houses, duplexes, per unit	\$4,662.69	\$20.08
New motels, hotels and all other multi-unit residential occupancies, per unit	\$3,962.69	\$17.06
Addition, alteration, renovation	\$1,200.00	\$12.92
Minor alteration, finished basement within dwelling unit	\$500.00	\$5.38
New dwelling unit – within existing house or building	\$3,422.99	\$36.84
Mobile home, garden suite, cottage, camp, cabin, housekeeping cabin	\$3,422.99	\$14.74
<b>Group D: Business and Personal Services (offices, beauty salons etc.)</b>		
New building – finished	\$7,273.39	\$12.12
Additions, shell only	\$4,042.09	\$6.74
Alteration, renovation, interior finish, unit finish	\$1,500.00	\$5.38
<b>Group E: Mercantile ( stores, shops etc.)</b>		
New building – finished	\$7,273.39	\$12.12
Additions, shell only	\$4,042.09	\$6.74
Alteration, renovation, interior finish, unit finish	\$1,500.00	\$5.38
<b>Group F: Industrial (Factories, warehouses, storage garages etc.)</b>		
New building – finished	\$7,773.39	\$12.96
Additions, shell only	\$6,885.59	\$11.48
Alterations, renovations, interior finish, unit finish	\$1,500.00	\$5.38
<b>B. Demolition</b>		
Residential	\$400.00	
Non- Residential	\$700.00	
<b>C. Designated Structures (OBC Div. C, Article 1.3.1.1.)</b>		
Crane runway	\$700.00	
Dish antenna greater than 5m2 (54 ft2) mounted on a building	\$700.00	
Exterior storage tank not regulated by the TSSA	\$700.00	
Outdoor public pool or public spa	\$700.00	
Pedestrian bridge appurtenant to a building	\$700.00	
Permanent solid nutrient storage facility with walls exceeding 1m (3'-4")	\$700.00	
Retaining walls – non-residential	\$700.00	
Retaining walls - residential	\$400.00	
Signs regulated by Section 3.15 of Division B of the Building Code	\$700.00	
Solar collector - Residential	\$400.00	
Solar collector- Non-Residential	\$700.00	
Wind turbine structure	\$700.00	

**D. Farm Buildings**

New construction	\$10,769.94	\$11.59
Additions	\$6,769.94	\$11.28
Alterations, renovations, interior finish, accessory buildings	\$1,500.00	\$5.38

**E. Standalone and Miscellaneous Work****Residential**

Accessory structure – shed, gazebo, detached garage, guest cabin	\$500.00	\$5.38
Below grade entrance	\$500.00	
Carport, deck, porch, porch enclosure	\$400.00	\$4.31
Fireplace – wood burning	\$400.00	
New or enlarged opening – door, window	\$400.00	
Permit for heating, ventilating and air conditioning (per suite)	\$400.00	
Plumbing	\$400.00	
Swimming Pool	\$400.00	\$4.31

**Non-Residential**

Electromagnetic locking devices	\$700.00	
Emergency lighting; exit signage; emergency power installation or replacement	\$700.00	
Fire alarm installation or replacement	\$700.00	
Permit for heating, ventilating and air conditioning (per suite)	\$700.00	
Plumbing fixtures	\$700.00	
School portable classrooms	\$700.00	
Shoring	\$700.00	
Sprinkler system; standpipe and/or hose system; fire suppression system installation or replacement	\$700.00	
Temporary buildings, tents	\$500.00	

**G. Administrative Fees**

AGCO Letter and Site Inspection	\$350.00	
Alternative solution – Part 3 & Part 9 other than residential	\$700.00	
Alternative solution – Part 9 residential buildings	\$400.00	
Builder model change fee	\$400.00	
Builder model plan review and certification prior to permit application	\$400.00	
Change of use – where no construction is required	\$500.00	
Compliance letter; building file review,	\$350.00	
Conditional building permit	50%	
Construction, demolition or change of use without a building permit	100%	
Deferral of revocation of permit – permit extension	\$400.00	
Development Comments on Planning Applications	\$350.00	
Footing and Foundation Permit	25%	
Re-inspection due to work not ready (per inspection)	\$150.00	
Revision to permit and/or plans or documents after permit issued	25%	
Transfer of permit, Relocation Permit, Occupancy Permit	\$350.00	

**Flat fee (unless noted otherwise)**

a) Residential projects	\$400.00	
b) All other buildings not described in (a)	\$700.00	

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2024-23**

**BEING A BY-LAW TO PROVIDE FOR ENVIRONMENTAL AND LANDFILL FEES CHARGED  
BY THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

WHEREAS the Council of the Corporation of the Township of Bonfield may pass by-laws establishing and requiring the payment of fees for information, services, activities and use of the Municipality's property;

AND WHEREAS Section 391 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides for a municipality to pass by-laws imposing fees or charges on persons for services and activities provided or done by or on behalf of it, for cost payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control;

AND WHEREAS the Council of the Corporation of the Township of Bonfield is desirous of providing services and activities through a user pay and cost recovery model where possible;

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

1. That this By-law be cited as the "Tipping Fees By-Law"
2. That the fees set out in Schedule "A" attached to and forming part of this by-law shall be charged for licenses, permits, services and documents listed therein;
3. That if the provisions of this by-law conflict with any other by-law of the Corporation heretofore passed then the provision of this by-law shall prevail;
4. That any schedule of this By-law can be amended by resolution or by-law of Council and that the amended schedule shall form part of and be included in the Fees and Charges By-law.
5. That all fees and charges are due and payable at the time the service is provided. If the fees and charges or any portion thereof remain unpaid 30 days from the date of invoicing, interest at the rate of 1.25% shall be charged, and again on the first of each month thereafter until the account is paid in full.
6. That all fees and charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Bonfield owned by such person or persons and may be collected in the same manner as taxes.

7. That HST will be charged where applicable.
8. That this by-law shall come into force on the final passing hereof.
9. That any previous By-law or User Fee outlined in a bylaw be hereby repealed.

**READ A FIRST ON APRIL 9, 2024 AND**

**CONSIDERED READ A SECOND AND THIRD TIME AND FINALLY PASSED THIS 30th DAY OF APRIL 2024.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW 2024-23**

**SCHEDULE "A"**

**TIPPING FEES FOR HOUSEHOLD WASTE**

1	Per clear bag over limit (104 per year)	\$2.00/bag
2	Replacement Landfill Card	\$25.00
3	Boulter / Orlig Township Users	\$100.00 / year

**TIPPING FEES FOR NON-HOUSEHOLD WASTE**

Mixed loads will not be accepted and must be sorted.

1	Car	\$15.00/load
2	½ ton truck or van	\$30.00/load
3	Personal Utility trailer – single axle	\$40.00/load
4	Personal Utility trailer – tandem axle	\$20.00/load
5	Commercial trailer – single axle	\$75.00/load
6	Commercial trailer – tandem axle	\$125.00/load
7	Single axle dump truck	\$75.00/load
8	Tandem truck	\$125.00/load
9	Tri-axle truck	\$150.00/load
10	Semi-dump truck	\$175.00/load
11	Waste containers	\$25.00/yard
12	Furniture & mattresses	\$20.00/each
13	Large appliances (tagged where necessary )	\$20.00/each
14	Clean Fill and Brush	Free
15	Shingles - 5 ton dump trailer and under	\$150.00
16	Unsorted loads additional charge	\$40.00/load
17	Watercraft	\$10/foot

**Other Fees**

-	To open gate Monday to Friday, 7 a.m. to 3 p.m., when site is not open, excluding Statutory Holidays.	\$75.00
-	To open gate after hours, excluding Sundays and Statutory Holidays	\$150.00
-	Any solid waste required to be covered, with respect to items 7, 8, 9, 10 and 13 above, may be subject to an additional hourly charge at a rate of	\$100.00
-	Minimum invoicing charge for business and contractors	\$30.00

**Contaminated Loads**

1	Asbestos	\$850.00
2	Tandem truck	\$400.00
3	Tri-axle truck	\$600.00
4	Semi-dump truck	\$800.00

\*plus 10% material handling fee or full cost of equipment rental if required

**Clean up Loads**

Households shall be permitted two additional ½ ton truck or van loads per year for seasonal cleanups.

**Annual Waste Limit**

- The fiscal period of the landfill pass shall be from January 1st to December 31<sup>st</sup> of each year.
- A landfill pass with a limit of 104 bags per annum shall be issued to all residential/farm properties for which a civic address has been assigned and an assessed building erected thereon. All users exceeding the limit of 104 bags shall be charged at the rate of \$2.00 per bag.
- A landfill pass shall be issued to the property owner for each apartment within a multi-unit building.
- A landfill pass issued after January 1st shall be reduced by two bags per week for every week passed.
- A landfill pass with a limit of 16 bags per annum shall be issued to vacant land property owners without permanent residency within the boundaries of the Township of Bonfield, at their request. All users exceeding the limit of 16 bags shall be charged at the rate of \$2.00 per bag. Clean-up days shall be available to these users.
- A landfill pass with a limit of 200 bags per annum shall be issued to all commercial and industrial properties for which a civic address has been assigned and an assessed building erected thereon. All users exceeding the limit of 200 bags shall be charged at the rate of \$2.00 per bag. Clean-up days shall not be available to these users.

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2024-24**

**BEING A BY-LAW TO PROVIDE FOR PUBLIC WORKS OPERATION FEES  
CHARGED BY THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

WHEREAS the Council of the Corporation of the Township of Bonfield may pass by-laws establishing and requiring the payment of fees for information, services, activities and use of the Municipality's property;

AND WHEREAS Section 391 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides for a municipality to pass by-laws imposing fees or charges on persons for services and activities provided or done by or on behalf of it, for cost payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control;

AND WHEREAS the Council of the Corporation of the Township of Bonfield is desirous of providing services and activities through a user pay and cost recovery model where possible;

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

1. That this By-law be cited as the "Public Works Operation Fees By-Law"
2. That the fees set out in Schedule "A" attached to and forming part of this by-law shall be charged for licenses, permits, services and documents listed therein;
3. That if the provisions of this by-law conflict with any other by-law of the Corporation heretofore passed then the provision of this by-law shall prevail;
4. That any schedule of this By-law can be amended by resolution or by-law of Council and that the amended schedule shall form part of and be included in the Fees and Charges By-law.
5. That all fees and charges are due and payable at the time the service is provided. If the fees and charges or any portion thereof remain unpaid 30 days from the date of invoicing, interest at the rate of 1.25% shall be charged, and again on the first of each month thereafter until the account is paid in full.
6. That all fees and charges payable under this by-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Bonfield owned by such person or persons and may be collected in the same manner as taxes.

7. That HST will be charged where applicable.
8. That this by-law shall come into force on the final passing hereof.
9. That any previous By-law or User Fee outlined in a bylaw be hereby repealed.

**READ A FIRST ON APRIL 9, 2024 AND**

**CONSIDERED READ A SECOND AND THIRD TIME AND FINALLY PASSED THIS 30th DAY OF APRIL 2024.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW 2024-24**

**SCHEDULE "A"**

**Public Works Permits and Services**

Overweight Load Permit	\$125.00	
Entrance Permit <sup>1</sup>		
Residential	\$150.00	+deposit
Commercial	\$750.00	+deposit
Municipal Civic Address Sign	\$90.00	
Road Occupancy Permit	\$300.00	
Easement Permits <sup>2</sup>	\$125.00	
Additional Road Sign	\$100.00	
Requested by owner (ie hidden driveway)		
Review and Commenting on Development Permits	\$95.00	
Engineering Services for review	at cost	
Department Assistance (ex; fire)	Machine rates per OPSS 127 Rental Rates for Construction Equipment	

1. **Entrance permits:** \$1,000 deposit returned after final inspection and no damage to road surface.
2. **Road easement permits:** Bell/Hydro (etc..), rate plus any actual costs incurred by Township

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2024-26**

**BEING A BY-LAW PRESCRIBING A TARRIF OF FEES FOR THE PROCESSING OF APPLICATIONS AND ASSOCIATED FEES MADE IN RESPECT OF PLANNING MATTERS INCLUDING PARKLAND DEDICATION FEES**

**WHEREAS** the Council of the Corporation of the Township of Bonfield may pass by-laws establishing and requiring the payment of fees for information, services, activities, and use of the Municipality's property;

**AND WHEREAS** Section 69(1) of the Planning Act, R.S.O. 1990 as amended, provides that the Council of a Municipality may by by-law establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost of the municipality or to a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the processing of each type of application provided for in the tariff;

**AND WHEREAS** Section 69(2.1) despite a tariff of fees established under subsection (1), the council of a municipality, a planning board a committee of adjustment or land division committee, in processing an application related to development or redevelopment that will include affordable housing units, shall not require the payment of a fee that is greater than the maximum fee prescribed for the type of application being made;

**AND WHEREAS** Section 42 (3.3) of the Planning Act, R.S.O. 1990 as amended states A by-law that provides for the alternative requirement authorized by subsection (3) shall not require a conveyance or payment in lieu that is greater than,(a) in the case of land proposed for development or redevelopment that is five hectares or less in area, 10 per cent of the land or the value of the land, as the case may be; and(b) in the case of land proposed for development or redevelopment that is greater than five hectares in area, 15 per cent of the land or the value of the land, as the case may be;

**AND WHEREAS** Section 51.1 (3.4) of the Planning Act, R.S.O. 1990 as amended states The amount of land a municipality may require to be conveyed under subsection (2) or the amount of a payment in lieu a municipality may require under subsection (3.1) shall not exceed,(a) if the land included in the plan of subdivision is five hectares or less in area, 10 per cent of the land or the value of the land, as the case may be; or(b) if the land included in the plan of subdivision is greater than five hectares in area, 15 per cent of the land or the value of the land, as the case may be;

**AND WHEREAS** 53(13) of the Planning Act, R.S.O. 1990 as amended states If, on the giving of a provisional consent, land is required to be conveyed to a municipality for park or other public recreational purposes and the council of the municipality requires a payment in lieu, for the purpose of determining the amount of the payment, the value of the land shall be determined as of the day before the day the provisional consent was given;

**AND WHEREAS** Section 391 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, provides for a municipality to pass by-laws imposing fees or charges on persons for services and activities provided or done by or on behalf of it, for cost payable by it for services and activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control;

**AND WHEREAS** the Council of the Corporation of the Township of Bonfield is desirous of providing services and activities through a user pay and recovery model where possible;

**AND WHEREAS** the Council of the Corporation of the Township of Bonfield deems it necessary to adopt a by-law respecting planning fees;

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

**1. Definitions:**

"By-Law" means this By-law prescribing fee for the processing of applications made in respect of planning matters.

"Council" means the council of the Corporation of the Township of Bonfield.

“Committee of Adjustment” means a committee of adjustment constituted under Section 44 of the Planning Act.

“Land division committee” means a land division committee constituted under Section 56 of the Planning Act. The Land Division Committee for the Township of Bonfield is represented as the Planning Advisory Committee that makes recommendations to Council for the purpose of consents.

“Payment-in-lieu” means a payment of money for park purposes that is collected in lieu of a conveyance of land which would otherwise be required to be conveyed pursuant to the parkland provisions of the Planning Act”

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

## 2. General Provisions

- a) That this By-law be cited as the “Planning Fees and Charges By-Law”.
- b) That the fees set out in Schedule “A” attached to and forming part of this By-law shall be charged for licences, permits, applications, services, and documents listed therein.
- c) That any schedule of the By-law can be amended by resolution or by By-law of Council and that the amended schedule shall form part of and shall be included in the Fees and Charges By-law.
- d) That all fees and charges are due and payable at the time the service is provided. If the fees and charges or any portion thereof remain unpaid for thirty (30) days from the date of invoicing, interest at the rate of 1.25% shall be charged, and again on the first of each month thereafter until the account is paid in full.
- e) That all fees and charges payable under this By-law including taxes, interest and collection costs constitute a debt of the person or persons charged and if unpaid, where permissible, shall be added to the tax roll for any property in the Township of Bonfield owned by such person or persons making application or requesting services and may be collected in the same manner as taxes.
- f) A fee shall be charged to the proponent of any application made in respect of Planning matters as prescribed in schedule “A” to this by-law, and the said fee shall be paid to the Corporation of the Township of Bonfield before a review of the application is undertaken by Council or the Committee so designated by Council.
- g) The fees established in Schedule “A” of this By-Law do not include any disbursements incurred by the Township of Bonfield, on behalf of the applicant and/or the Township of Bonfield, for the processing of the application. A deposit shall be required to the Township of Bonfield upon completion of processing the application. The approval in “principle” from the Council of the Township of Bonfield of an application, will be the mechanism to engage the deposit from the applicant.
- h) A delegate of the planning department, upon receipt of a complete application and payment thereof of this By-Law, shall present a copy to Council, the Committee of Adjustment or Planning Advisory Committee where applicable, for its recommendation of approval or *non-approval*.
- i) Upon a decision being made, the Clerk or delegate of the planning department shall notify the applicant and/or persons and public bodies as the *Planning Act* prescribes, of the decision.
- j) Pursuant to the Planning Act Payment-in-lieu of Parkland will be placed in the “Dedication to Parkland Reserve” to be utilized for the purpose of park improvements and capital projects, however pursuant to the Planning Act cannot supplement those improvements normally found in the operational budget for Parks and Recreation.
- k) Section 42 and Section 51.1 of the Planning Act provides a) a maximum of ten (10) percent of the value of the land five (5) hectares or less and fifteen (15) percent for lands ten (10) hectares or more for payment-in-lieu of parkland. Notwithstanding the Planning Act’s maximum percentage allowance; the Council of the Township of Bonfield shall use the Municipal Property Assessment Corporations (MPAC) assessment value on the day the application is deemed complete with the percentages described in Schedule “A” to this By-law.

3. That HST will be applied where applicable.
4. This By-law shall come into full force and effect upon the final passing thereof.
5. That By-Law 2016-19 is hereby repealed in its entirety and replaced with this By-law and that all applications, policies and Planning By-laws be amended to reflect the fees in Schedule "A" of this By-law.

**READ A FIRST ON APRIL 9, 2024 AND**

**CONSIDERED READ A SECOND AND THIRD TIME AND FINALLY PASSED THIS 30th DAY OF APRIL 2024.**

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MAYOR

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CLERK

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2024-26**

**SCHEDULE "A"**

	<b>2024</b>	<b>2026</b>
Official Plan Amendment	\$1,000.00	\$1,090.00
Zoning By-law Amendment	\$1,000.00	\$1,090.00
Amendment to the Official Plan accompanied by an amendment to the Zoning By-law	\$1,600.00	\$1,740.00
Subdivision Approval	\$2,500.00	\$2,720.00
additional fee per lot/block created	\$100.00	\$110.00
Condominium Approval	\$2,500.00	\$2,720.00
additional fee per unit created	\$100.00	\$110.00
Application for Consent/Severance		
First Lot or lot addition or easement	\$1,000.00	\$1,090.00
Each additional lot or easement on same application	\$600.00	\$650.00
Compensation for the transfer of forced roads per linear foot	\$1.00	\$1.00
Deeming/Part-Lot Control/Holding By-Law	\$750.00	\$815.00
Site Plan Controls-Registered on Title	\$1,000.00	\$1,090.00
Pre-Consultation for Planning Matters	\$500.00	\$545.00
Minor Variance Application	\$500.00	\$550.00
Shore Road Allowance Closure and Disposition Application	\$750.00	\$815.00
cost of land in square meters	\$7.50	\$8.20
Or whichever is greater	\$2,500.00	\$2,720.00
deposit for legal (simple matters)	\$3,000.00	\$3,300.00
Shore Road Licence Application	\$250.00	\$270.00
Encroachment Agreement	\$250.00	\$270.00
Temporary Use By-Law	\$1,000.00	\$1,090.00
Application for the Sale and Disposition of Land	\$1,000.00	\$1,090.00
deposit for legal (simple matters)	\$3,000.00	\$3,300.00
Payment in lieu of parkland		
Less than 5 hectares of assessed value (MPAC)	5%	6%
Greater than 5 hectares of assessed value (MPAC)	7.5%	8.5%
Comment From North Bay Mattawa Conservation Authority	25%	25%
25% of application cost		
Validation Certificate	\$750.00	\$815.00
Zoning Certificate	\$50.00	\$55.00

All fees outlined are the base fee and any additional costs or deposits required will be invoiced to the applicant for payment prior to finalization of planning matter.

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW 2024-30**

**BEING A BY-LAW TO REPEAL BY-LAW 2020-14**

WHEREAS Council passed By-Law 2020-14 a by-law entering into an agreement with Rejean A Amyotte for grave digging services;

AND WHEREAS Council for the Township of Bonfield wishes to cancel this service;

NOW THEREFORE, the Council of the Corporation of the Township of Bonfield ENACTS AS FOLLOW;

1. That By-Law 2020-14 is hereby repealed in its entirety.

**READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED THIS 30th DAY OF APRIL 2024.**

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MAYOR

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CLERK

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**By-Law No. 2024-28**

**A BY-LAW TO ESTABLISH MAINTENANCE,  
MANAGEMENT, REGULATION AND CONTROL OF  
THE MOUNT PLEASANT CEMETERY**

**WHEREAS** the Corporation of the Township of Bonfield has acquired the Mount Pleasant Cemetery upon those lands more particularly described as Concession 9, Part Lot 36, Parcel 12181, RP 36R6492 Part 1, Parcel 26430, NIP, 500 Mt. Pleasant Road, Rutherglen, Ontario, Township of Calvin, District of Nipissing, being land set aside to operate as a municipal cemetery;

**AND WHEREAS** it is desirable and expedient to make provisions for the care and control of the said cemetery;

**AND WHEREAS** Section 150 of *Ontario Regulation 30/11* made under the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c.33, as amended, provides that the owner of every cemetery may pass by-laws governing the operation of the cemetery;

**AND WHEREAS** no such by-law comes into force or takes effect until it is filed with, and approved by the Registrar under Section 151 of *Ontario Regulation 30/11* made under the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c.33, as amended;

**AND WHEREAS** Section 10 (1) of the *Municipal Act*, S.O. 2001, Chapter 25, as amended, authorizes single-tier municipalities to provide any service or thing that the municipality considers necessary or desirable for the public;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of Bonfield enacts as follows:

**1. DEFINITIONS**

In this by-law:

- 1.1 "Act" means the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c.33, as amended, and regulations made thereunder.
- 1.2 "Cemetery" means the Mount Pleasant Cemetery.
- 1.3 "Cemetery Administrative Clerk" means a member of the administration staff of the Corporation of the Township of Bonfield who has been delegated responsibility from the CAO Clerk-Treasurer for administration of the Mount Pleasant Cemetery or his/her designated alternate.
- 1.4 "Cemetery Operator" means the Council of the Corporation of the Township of Bonfield.
- 1.5 "Cemetery Service" means:
  - 1.5.1 Opening and closing of graves;
  - 1.5.2 Interring or disinterring human remains;
  - 1.5.3 Setting of corner posts and flat markers;
  - 1.5.4 Providing interment services including the provision, setting up and removal of artificial grass or ground cover, lowering devices, or other interment accessories at a grave site;
  - 1.5.5 Preparing flowerbeds, and planting flowers and shrubs; and
  - 1.5.6 Installing markers, monument foundations and monuments.
- 1.6 "Council" means the Council of the Corporation of the Township of Bonfield.
- 1.7 "Cornerstone" means any stone or other marker set flush with the surface of the ground and used to indicate the corners of a lot.
- 1.8 "Interment" means the burial of human remains and includes the placing of human remains in a lot.

- 1.9 "Interment Rights" includes the right to require or direct the interment of human remains in a lot.
- 1.10 "Interment Rights Holder" means the person who holds the interment rights with respect to a lot whether the person be the purchaser of the rights, the person named in the certificate of interment or such other person to whom the interment rights have been assigned.
- 1.11 "Lot" means each individual parcel for which an Interment Rights Certificate has been issued or an area of land in the cemetery containing or set aside to contain human remains.
  - 1.11.1 "Lot" means a lot having minimum dimensions of four (4) feet (1.2 m) by thirteen (13) feet (3.96 m) intended for the burial of human and/or cremated remains.
- 1.12 "Marker" means any tombstone, plaque, headstone, cornerstone or other structure or ornament on a lot which is installed or intended to be installed flush with the surface of the ground.
- 1.13 "Monument" means any permanent memorial on a lot which projects above the surface of the ground.
- 1.14 "Personal Representative" shall mean an executor, executrix, administrator or administrator which will be annexed, of the estate of a deceased individual or the attorney by power of attorney of a living individual.
- 1.15 "Plot" means two or more contiguous lots in which the interment rights have been sold as a unit. A plot would only apply to the old section of the Mount Pleasant Cemetery.
- 1.16 "User Fees" means the fees for all cemetery services provided by the Township and approved by by-law.
- 1.17 "Township" means The Corporation of the Township of Bonfield.

## **2. ADMINISTRATION**

- 2.1 The Cemetery Administrative Clerk, or his/her designated alternates, including contractors, shall:
  - 2.1.1 Observe and carry out all of the provisions of this by-law, the Act and its Regulations, as may from time to time be amended.
  - 2.1.2 Make, open and close all graves in the cemetery which may be required to be opened or closed and allow no other person to do so, except upon the express direction of Council.
  - 2.1.3 Attend all interments held in the cemetery and fill in all graves immediately after interments.
  - 2.1.4 Attend to the regular and proper maintenance of the cemetery.
  - 2.1.5 Perform such other duties as Council may from time to time require.
- 2.2 The Cemetery Administrative Clerk may delegate any cemetery responsibilities or duties to other municipal staff.
- 2.3 Survey
  - 2.3.1 Council has the right at any time to re-survey, enlarge, diminish, re-plot, change or remove plantings, grade, close pathways or roads, alter in shape or size, or otherwise change all or any part of the cemetery, subject to the approval of the appropriate authorities.
  - 2.3.2 Lots have been identified by numerical lot markers and shall not be removed under any circumstance.



- 2.4 The Cemetery Administrative Clerk shall maintain and make available for public inspection, during regular office hours and without charge, the following information:
  - 2.4.1 The plan of the cemetery.
  - 2.4.2 Any other information required by the Act and regulations made thereunder.
- 2.5 This by-law shall be known and may be cited as the "Cemetery By-Law" of the Corporation of the Township of Bonfield.

### **3. RULES AND REGULATIONS**

The following rules and regulations are hereby adopted for the care and control of the cemetery:

- 3.1 No person shall enter the cemetery, save through an established entrance.
- 3.2 No person, except municipal staff, peace officers or any person delegated by the Cemetery Administrative Clerk shall enter or be within the cemetery grounds before 7:00 a.m. or after 10:00 p.m. Public visitation times are during daylight hours seven (7) days per week, year-round. Winter maintenance is not performed within the cemetery, entry is at the visitors own risk.
- 3.3 No gratuities shall be given to any officer or employee of the cemetery, nor shall any reward be given for personal services or attention.
- 3.4 No motorized snow vehicles or off-road vehicles are permitted within the cemetery grounds. Bicycles and motorcycles are permitted only on designated roadways.
- 3.5 No person shall allow or permit any animal to enter or remain in the cemetery, excluding service animals.
- 3.6 No person shall bring any alcoholic beverage upon the cemetery grounds.
- 3.7 No person shall deposit rubbish or debris on the cemetery grounds, except in receptacles provided for that purpose.
- 3.8 No person shall engage in soliciting of any kind in the cemetery.
- 3.9 No person shall operate a vehicle in excess of ten (10) kilometers per hour within the cemetery.
- 3.10 No person shall operate any vehicle under any circumstances, except on the roadways designated for vehicular traffic. Cemetery staff and monument placement contractors are exempt from this section. See Section 13 for regulations for contractors.
- 3.11 No person shall engage in any activity which may damage the monuments or cemetery grounds (i.e. baseball, hockey, horseplay etc.).
- 3.12 No person shall destroy, mutilate, deface, damage, injure or remove any monument, marker, road, walk, fence, railing or other structure or works placed in a cemetery.
- 3.13 No person shall willfully disturb persons assembled for the purpose of an interment of a body in a cemetery.
- 3.14 No person shall willfully disturb the quiet and good order of a cemetery by noise or other improper conduct.
- 3.15 Any person who violates this by-law or any provision thereof may be expelled from the grounds of the cemetery.

#### 4. SALE OF INTERMENT RIGHTS

Interment rights shall be sold, subject to the following conditions and no lot shall be used for any purpose other than the burial of human remains:

- 4.1 A lot may be purchased by executing a contract in the form set forth in Schedule "A" to this by-law completed and signed by the purchaser or a personal representative of the deceased and by the Cemetery Administrative Clerk on behalf of the Township, together with the payment of the purchase price set out in the Cemetery Fees and Charges By-Law approved by Council.
- 4.2 At the time of sale, the Township shall provide each interment rights holder with:
  - 4.2.1 A copy of the contract referred to in Section 4.1;
  - 4.2.2 Two copies of the Interment Rights Certificate;
  - 4.2.3 A copy of the Cemetery By-law and any amendments thereto; and
  - 4.2.4 A copy of the Cemetery Fees and Charges By-Law approved by Council.
- 4.3 After the standard 30-day cooling-off period for purchases, the Township will retain the contribution made to the Care and Maintenance Fund as indicated on the contract.

#### 5. CONDITIONS OF SALE

- 5.1 The purchase price of an interment right shall be as set forth in the Cemetery Fees and Charges By-Law
  - 5.1.1 The purchase price for interment rights shall be divided as follows:

(a)	Care and Maintenance Fund	40%
	(or the minimum amount required by the Act, whichever is greater)	
(b)	General Fund	60%
	(or the balance of the purchase price after deducting the amount from 5.1.1 (a), whichever is lesser)	
- 5.2 All payments may be made to the Township of Bonfield, 365 Hwy 531, Bonfield, Ontario, P0H 1E0, and the applicant shall receive a receipt for each payment. Unpaid amounts are subject to interest and may be collected by the Treasurer in accordance with the Township's policy on accounts receivable. Payment is due upon receipt of contract or invoice.
- 5.3 Where amounts for cemetery services, cemetery supplies, or interment rights due to the Township from a funeral establishment are unpaid after 30 days, the Cemetery Administrative Clerk or his/her designate may, in addition to any other collection mechanisms provided herein, suspend provision of cemetery services or sale of interment rights to such funeral establishment until such amounts are paid.
- 5.4 Where the Treasurer determines that it is in the Township's interest to do so, the Treasurer may require that payment for interment charges, cemetery supplies or cemetery services must be made by cash, certified cheque or money order.
- 5.5 The applicant shall not be entitled to an Interment Rights Certificate, as set out in Schedule "B", and noted in Section 4.2.2 above, until the purchase price is paid in full.
- 5.6 Any notice required by this by-law to be given to the interment rights holder shall be sufficiently given by regular mail or delivery to the address shown in the register.

#### 6. TRANSFER OF INTERMENT RIGHTS

- 6.1 The resale of interment rights by the holder to a third party is prohibited by the Corporation of the Township of Bonfield.
- 6.2 An interment rights holder may request in writing that the Township repurchase the interment rights of lots at any time before they are used, and the Township shall repurchase such rights within thirty (30) days of the receipt of such request, subject to the following:

- 6.2.1 The repurchase price of interment rights shall be the price listed on the Cemetery User Fees By-Law at the date the request is received, less the amount paid into the Care and Maintenance Fund in respect of the interment rights.
- 6.2.2 The interment rights holder shall return the original interment rights certificates or provide an affidavit explaining why the certificates cannot be returned.
- 6.3 An Interment Rights Holder may gift, bequest or otherwise transfer interment rights, without consideration, to any other person by giving written notice of the transfer to the Township and by returning the original Interment Rights Certificate to the Township. Upon receipt of the notice, the required transfer fee as set out in the Cemetery User Fees By-Law and the original Interment Rights Certificate, the Township shall issue a new Interment Rights Certificate to the Transferee. If the Interment Rights Holder has misplaced the original Interment Rights Certificate a replacement may be issued upon payment of the applicable fee as per the Cemetery User Fees By-Law any subsequent transfer fee will also apply if the Interment Rights are being transferred.

## 7. INTERMENTS

- 7.1 A person wishing an interment shall give notice to the Cemetery Administrative Clerk at least forty-eight (48) hours in advance of the proposed time of interment. For the purpose of this section, Saturdays, Sundays and statutory holidays may not be considered in determining working hours.
- 7.2 No interment shall take place without a Burial Permit issued by the Division Registrar under the *Vital Statistics Act*, R.S.O. 1990, c. V.4 for full interments or an original *Certificate of Cremation* signed by the Superintendent or designate of the crematorium for cremation interments.
- 7.3 Pets or other animals, including cremated animal remains, are not allowed to be buried on cemetery grounds.
- 7.4 No interment shall take place until the person making the arrangements for the interment has complied with the by-laws, rules and regulations relative to burials. Persons making arrangements for interments shall be responsible for all charges incurred by way of entering an Interment/Services Contract as set out in Schedule "C". Such arrangements may be made by telephone but a faxed or scanned copy of the Interment/Service Contract Schedule "C" must be received by the Cemetery Administrative Clerk before the interment may take place. In the event the person making the arrangements for interment is not the interment rights holder a Letter of Permission to Bury, Schedule "D", must also be completed, signed and dated by all known interment rights holders and forwarded to the Cemetery Administrative Clerk. Evidence satisfactory to the Cemetery Administrative Clerk of the ownership of the Interment Rights may be necessary to assist in determining proper authority to request interments.
- 7.5 A grave shall not be mark on any lot unless directed to do so by way of either:
  - 7.5.1 A Grave Warrant as set out in Schedule "F"; or
  - 7.5.2 For assisted burials, under Section 164 of *Ontario Regulation 30/11* made under the *Funeral, Burial and Cremation Services Act*, 2002, S.O. 2002, c.33, as amended, a warrant indicating that the welfare administrator shall be responsible for all costs of such burial.
- 7.6 When the opening of a grave is required, not less than eight (8) working hours notice of such requirement shall be given to the Cemetery Administrative Clerk. For the purpose of this section, Saturdays, Sundays and statutory holidays may not be considered in determining working hours.
- 7.7 All funerals within the cemetery shall be under the direction of the Cemetery Administrative Clerk or his/her designate. Times of interment shall not be deemed to be set until confirmed by the Cemetery Administrative Clerk or his/her designate.

- 7.8 The Township shall not be held responsible for errors in the location of graves on lots arising from the improper instructions of interment rights holders or their representatives. For the purpose of this sub-section, an order from the Funeral Director shall be deemed to be an order from an owner.
- 7.9 As per Schedule "E" each "Lot" may have a total of:
- 7.9.1 five (5) interments, this being a combination of one (1) casket and four (4) cremation burials; or
- 7.9.2 six (6) cremation burials.
- 7.10 As per Schedule "E" each "Plot" may have a total of:
- 7.10.1 ten (10) interments, this being a combination of two (2) caskets and eight (8) cremation burials; or
- 7.10.2 twelve (12) cremation burials.
- 7.11 No interment equipment except that approved by the Township shall be used.
- 7.12 The opening and closing of graves may only be conducted by municipal staff or those designated to do work on behalf of the Township.
- 7.13 No elevated mounds shall be built over graves and no lot shall be filled above the grade established for the cemetery.
- 7.14 Grave side services and interments shall be permitted from Monday to Friday between 8:00 a.m. and 4:00 p.m., and may be permitted on Saturdays, and may be subject to an additional fee in accordance with the Cemetery User Fees By-Law. No graveside services and interments will be permitted on Sundays and Statutory Holidays.
- 7.15 Interments shall be permitted from April 16 to December 14, weather permitting, at the discretion of the Cemetery Administrative Clerk.

## 8. CREMATED REMAINS

All regulations stated in Section 7 of this by-law pertain to this section plus the following:

- 8.1 No ashes remaining from the cremation of bodies of deceased persons shall be disposed of in the cemetery except in accordance with the provisions of this by-law. The co-mingling (the mixing of the cremated remains of two (2) or more persons) of ashes is allowed only if a certificate of cremation is received for each deceased person and the applicable fee(s) paid.
- 8.2 If cremated remains have been interred first in any lot and said lot may be considered for a future casket burial then the cremated remains must be enclosed in a non-breakable, non-decomposing container. If the interred cremated remains are not enclosed in a non-breakable, non-decomposing container then right is forfeited for a future casket interment.
- 8.3 If the cremated remains must be removed in order for the burial of a casket to take place, a disinterment fee for each cremated remains moved shall apply. Written permission must be received from the Interment Rights Holder or his/her representative prior to disinterring any cremated remains.
- 8.4 Each container holding cremated remains shall not exceed 12" x 12" in size to accommodate burial, unless prior permission is received from the Cemetery Administrative Clerk or his/her designate to use a larger container.

**9. DISINTERMENTS**

- 9.1 The disinterment of a body (casket burial), once properly interred, shall not be made without an order signed by the Medical Officer of Health and the Interment Rights Holder. A certificate from the Medical Officer of Health is not required for the removal of cremated remains.
- 9.2 All disinterment shall occur in the presence of an Inspector of the Medical Officer of Health and the Cemetery Administrative Clerk or his/her designate and the requirements of the Act and regulations thereunder shall be observed.
- 9.3 Disinterment will be made by arrangement with the Cemetery Administrative Clerk.
- 9.4 If the burial was made in other than a permanent outer casing, a new outer case must be supplied upon the recommendation of the Medical Officer of Health.
- 9.5 Any markers or monuments designating the location of an interment shall be removed twenty-four hours prior to the time of disinterment by the owner or someone designated by him/her. If the marker/monument is not removed, the Township will not be held liable for any damage that may be caused to the marker/monument.
- 9.6 The charge for disinterment shall be as set forth in the Cemetery User Fees By-Law.

**10. LOT DECORATIONS**

- 10.1 The cemetery reserves the right to regulate the articles placed on lots or plots that pose a threat to: the safety of all interment rights holders, visitors to the cemetery, municipal employees, contractors and volunteers, prevents the cemetery from performing general cemetery operations, or are not in keeping with the respect and dignity of the cemetery. Prohibited articles will be removed and disposed of without notification.
- 10.2 The cemetery reserves the right to disallow or remove quantities of memorial wreaths or flowers considered to be excessive and that diminishes the otherwise tidy appearance of the cemetery.
- 10.3 Flowers placed on a grave for a funeral shall be removed by municipal staff after a reasonable time to protect the sod and maintain the tidy appearance of the cemetery.
- 10.4 Planting of flowers and shrubs are permitted but shall not exceed 18" from the front of the monument.
- 10.5 Solar lights are permitted but shall not exceed 18" from the front of the monument.
- 10.6 All memorial wreaths, flowers, and decorations shall be maintained and placed within 18" from the front of the monument.
- 10.7 Planting of trees is not permitted.
- 10.8 The Township shall not be responsible for any damages to lots and structures, or objects thereon, other than for damage caused by Township staff. The Township shall not be responsible for flowers or articles removed from any lot or grave.
- 10.9 The Township may remove flowers, shrubs, or any plant material that interferes with the opening and closing of a lot for an interment.

**11. MARKERS AND MONUMENTS**

- 11.1 Except under authority of this by-law, no person shall cause a monument or marker to be erected on, installed on, or removed from a lot unless the written consent of the interment rights holder or legal representative, and the permission of the Cemetery Administrative Clerk or his/her designate have first been given.

- 11.2 Only established monument/marker companies may supply and install monuments or markers; individual or homemade markers/monuments may be permitted at the discretion of the Cemetery Administrative Clerk.
- 11.3 The Cemetery Administrative Clerk shall not grant permission for the installation or erection of a monument or marker on a lot unless all amounts owing to the Township for interment rights, cemetery services and cemetery supplies with respect to that lot, and the amounts required to be paid to the Township under Section 166 of *Ontario Regulation 30/11* made under the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c.33, as amended, have been paid.
- 11.4 Every person installing a marker or monument shall pay to the Township the amounts as prescribed under Section 166 of *Ontario Regulation 30/11* made under the *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c.33, as amended, and such amounts shall be credited to the Care and Maintenance Fund established under Section 12 of this by-law.
- 11.5 No person shall cause a monument or marker to be erected or installed on a lot except in accordance with the following restrictions:
  - 11.5.1 Both monuments and flat markers are permitted on all lots and plots, subject to further restrictions in this by-law.
  - 11.5.2 No more than one monument may be erected or placed on any one lot.
  - 11.5.3 No more than one flat marker may be placed per interment on any one lot or plot.
  - 11.5.4 No monument shall occupy more than ten percent (10%) of the total area of the lot or plot upon which it is erected.
  - 11.5.5 A concrete base shall be designed to have sufficient structural capacity and structural integrity to safely and effectively support the monument placed on it.
  - 11.5.6 No inscription shall be made on any monument or marker which, in the opinion of Council, is not in keeping with the dignity and decorum of the cemetery.
  - 11.5.7 Any person engaged in placing or removing a monument/marker shall provide planking adequate to protect the cemetery turf and shall remove materials and equipment immediately upon completion of the work so that the site is left in a clean, orderly condition.
- 11.6 No person shall cause a monument to be erected or installed on a lot or plot except in accordance with the following restrictions:
  - 11.6.1 The base of each monument must be level and uniform in thickness so as to allow full bearing upon the foundation. Building up or under pinning with spalls or chips is not permitted.
  - 11.6.2 A base or monument shall not extend beyond the limits of the lot or plot on which it is erected.
  - 11.6.3 When two monument dies are set on a single base, both dies shall be of the same size, shape and colour.
  - 11.6.4 Every monument on a lot or plot shall be installed on a concrete foundation, the design of which has been approved by the Cemetery Administrative Clerk or his/her designate.
  - 11.6.5 Every monument shall be placed at the centre of the head end of a lot or plot except where the alignment of existing nearby monuments justifies another location as approved by the Cemetery Administrative Clerk or his/her designate.
- 11.7 No person shall cause a marker to be installed on a lot except in accordance with the following restrictions:

11.7.1 Granite markers shall be not less than 4 inches (10 cm) in thickness and must be of uniform thickness throughout.

11.7.2 Bronze markers must be attached to a concrete or granite base not less than 4 inches (10 cm) in thickness.

11.7.3 Every marker shall be flush with the ground and shall be positioned in a location approved by the Cemetery Administrative Clerk or his/her designate.

11.8 Repair of Markers:

11.8.1 If a cemetery monument/marker presents a risk to public safety because it is unstable, the cemetery operator shall do whatever is necessary to remove the risk, including repairing, resetting or laying down the marker.

11.8.2 A cemetery operator shall only use reversible processes to preserve and stabilize a marker.

**12. CARE AND MAINTENANCE FUND**

12.1 "Maintenance and Care Fund" means the trust fund established pursuant to the Act and Regulations thereto for the purpose of providing money for the care and maintenance of the cemetery.

12.2 "Monument Care and Maintenance Fund" means the trust fund established pursuant to the Act and the Regulations thereto for the purpose of providing funds to maintain, stabilize, secure and preserve markers and monuments.

**13. REGULATIONS FOR CONTRACTORS AND WORKERS**

13.1 All contractors performing work in a cemetery are required to produce on an annual basis evidence of public liability and property damage insurance in an amount not less than two million dollars (\$2,000,000.00).

13.2 All contractors performing work in a cemetery shall be required to produce on an annual basis evidence of good standing with WSIB.

13.3 All contractors and workers in any capacity within the cemetery including masons, carters, stonecutters, erectors or helpers are subject to the direction and control of the Cemetery Administrative Clerk or his/her designate and are further governed by the *Occupational Health and Safety Act* and Regulations with respect to proper safety wear.

13.4 Contractors shall lay planks on the in-ground lots and paths over which transport is required and at the request of the Cemetery Administrative Clerk or his/her designate shall utilize a cart or dolly to prevent damage. Damage determined to be caused by contractors shall be rectified by the Township at the expense of the contractor.

13.5 All persons performing work in the cemetery shall conduct themselves in a manner in keeping with the dignity of the cemetery and shall respect any restrictions or regulations which may be required by the Township in the performance of their work.

**14. COMPLAINTS**

14.1 Any person having occasion to make any complaint shall make it to the Cemetery Administrative Clerk or his/her designated alternate at the Township Office, and not to an employee on the cemetery grounds.

14.2 Any decision of the Cemetery Administrative Clerk or his/her designate made pursuant to this by-law may be appealed to the Council.

**15. USER FEES – (PRICE LIST)**

15.1 Subject to the *Funeral, Burial and Cremation Services Act, 2002*, as amended, and the regulations made thereunder, Council shall adopt, by by-law, user fees to regulate the fees and charges to be paid by persons purchasing interment rights in the said cemetery or requiring services to be performed therein. Such user fees may be amended by Council as it, from time to time, deems fit.

**16. CONTRACTS AND CERTIFICATES OF INTERMENT**

16.1 The Contract for the Purchase of Interment Rights is attached as Schedule “A” to this by-law.

16.2 The Interment Rights Certificate is attached as Schedule “B” to this by-law.

16.3 The Interment/Services Contract is attached as Schedule “C” to this by-law.

16.4 The Cemetery Administrative Clerk or his/her designated alternate is hereby authorized to execute on behalf of the Township, the Contracts referred to in Schedules “A” and “C”, and the Certificate referred to in Schedule “B”.

**17. PENALTIES**

17.1 Every person who contravenes any of the provisions of this by-law is guilty of an offence, and upon conviction is liable to a fine of not more than Five Thousand Dollars (\$5,000.00) as provided for in the *Provincial Offences Act*, R.S.O. 1990, c.P.33, as amended.

**18. VALIDITY**

18.1 If an Article of this by-law is, for any reason, held by a Court of law or other Administrative Tribunal to be invalid, the remaining Articles shall remain in effect until repealed.

18.2 Where a provision of this by-law conflicts with the provision of another by-law in force within the Municipality, the provisions that establish the higher standards to protect the health, safety and welfare of the general public shall prevail.

**19. LIABILITY**

19.1 The cemetery operator will not be held liable for any loss or damage, without limitation (including damage by the elements, Acts of God, or vandals) to any lot, plot, monument, marker, or other article that has been placed in relation to an interment save and except for direct loss or damaged caused by gross negligence of the cemetery.

**EFFECTIVE DATE**

19.1 This by-law shall come into force and take effect on \_\_\_\_\_, 2024 or the date approval is received from the Registrar.

**BY-LAW READ A FIRST AND SECOND TIME THIS 30<sup>TH</sup> DAY OF APRIL, 2024.**

**READ A THIRD TIME AND FINALLY PASSED THIS \_\_\_\_\_.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



**SCHEDULE "A" TO BY-LAW NO. 2024-28**

**CONTRACT FOR PURCHASE OF INTERMENT RIGHTS**

**MOUNT PLEASANT CEMETERY**

The Corporation of the Township of Bonfield  
365 Hwy 531  
Bonfield ON P0H 1E0  
705-776-2641

HST # 108131830

Cemetery Licence #3289805

Sold To: Name:	Date:
Address:	
Phone:	

<u>Item</u>	<u>Description</u>	<u>Price</u>	<u>Quantity</u>	<u>Sub-Total</u>
Interment Rights	Section XX Lot XXX Size of Lot 4' x 13' Care and Maintenance Fund			
<b>TOTAL:</b>				

Repurchase price after 30 days cooling off period: \_\_\_\_\_  
(**TOTAL** less Care and Maintenance)

It is agreed between the parties that this contract is subject to the Mount Pleasant Cemetery By-Law and the purchaser hereby acknowledges receipt of a copy of the Mount Pleasant Cemetery By-Law. The "Conditions of Contract" attached hereto and marked as Appendix "I" to the *Contract for Purchase of Interment Rights* have been read and understood.

**PURCHASER:**

\_\_\_\_\_  
(signature of Purchaser(s))

\_\_\_\_\_  
(signature of Purchaser(s))

**CEMETERY REPRESENTATIVE:**

\_\_\_\_\_  
(signature of Cemetery Administrative Clerk or his/her designate)



**SCHEDULE "B" TO BY-LAW NO. 2024-28**

**INTERMENT RIGHTS CERTIFICATE**

**MOUNT PLEASANT CEMETERY**

The Corporation of the Township of Bonfield  
365 Hwy 531  
Bonfield ON P0H 1E0

This indenture made in triplicate on {Date of certificate}

**BETWEEN:** The Corporation of the Township of Bonfield  
(hereinafter called the Grantor) of the first part,

**AND:** {Name of Certificate Holder}  
{Address of Certificate Holder}  
(hereinafter called the Grantee, to include the plural should more than one name appear above) of the second part.

**WITNESSES** that for the sum of \${Sale price} paid to the Grantor, of which the sum of \${Care and Maintenance Fund Allocation} is set aside in Trust for Care and Maintenance in accordance with provisions of the *Funeral, Burial and Cremation Services Act, 2002*, the Grantor hereby sells to the Grantee interment rights in the single grave designated as Section {Section #} Lot {Grave #} as shown on the plan approved by the Minister of Consumer and Commercial Relations and having the dimensions of four (4) feet by thirteen (13) feet, subject to the provisions of the *Funeral, Burial and Cremation Services Act, 2002*, and the Regulations in effect thereunder, and subject to the approved By-Laws of the Grantor which may be in effect from time to time.

The Grantee, by acceptance of this indenture indicates that the By-Laws governing the operation of the cemetery have been received and read and agrees to be guided by the said By-Laws as well as the provisions of the *Funeral, Burial and Cremation Services Act, 2002*, as if these were included as part of this indenture.

The Grantee agrees that in the event of transfer of the said Interment Rights, this certificate cannot be transferred but will be returned to the Cemetery Owner who will issue a new certificate to the Transferee as per the stipulations within the By-Law.

With respect to the erection or installation of markers the Grantee, agrees to abide by the By-Law of the Mount Pleasant Cemetery, wherein restrictions on the erection or installation of markers are given and by which By-Laws are attached hereto.

**IN WITNESS** whereof, the Grantor and Grantee have affixed their signatures this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

**PURCHASER/GRANTEE:** \_\_\_\_\_  
(signature of Purchaser(s)/Grantee)

\_\_\_\_\_  
(signature of Purchaser(s)/Grantee)

**CEMETERY REPRESENTATIVE:** \_\_\_\_\_  
(signature of Cemetery Administrative Clerk or his/her designate)



**SCHEDULE "D" TO BY-LAW NO. 2024-28**

**LETTER OF PERMISSION TO BURY**

**MOUNT PLEASANT CEMETERY**

The Corporation of the Township of Bonfield  
365 Hwy 531  
Bonfield ON P0H 1E0

This form is to be used jointly with Schedule "C" Interment/Services Contract when those financially responsible for interment/services costs are **not** the Interment Rights Holders. This Letter of Permission to Bury may be completed and held on file at the Township of Bonfield to be matched with an Interment/Services Contract at the time of an interment/service request so interment/services may take place in an expeditious manner when needed.

I/we, the undersigned \_\_\_\_\_

owner(s) of the Interment Rights of the lot/plot described as \_\_\_\_\_

in the Mount Pleasant Cemetery, 500 Mt. Pleasant Rd., Rutherglen, ON do grant permission for the burial of:

**(Print Full Name and the Type of Burial – Casket or Cremation)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

in the aforementioned cemetery lot.

Please Print Name(s) of Interment Rights Holders

Signature(s)

_____	_____
_____	_____
_____	_____
_____	_____

Date: \_\_\_\_\_

No interment will take place unless the Burial Permit or the Certificate of Cremation, the Interment/Services Contract and this permission form are received from the Interment Rights Holder(s) or their representative(s) by the Township of Bonfield along with the prescribed fee for the opening of the grave. Restrictions may apply, please consult the Cemetery By-Law.

**SCHEDULE "E" TO BY-LAW NO. 2024-28**

**BURIALS PERMITTED PER GRAVE TYPE**

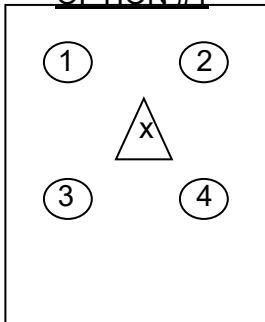
**MOUNT PLEASANT CEMETERY**

The Corporation of the Township of Bonfield  
 365 Hwy 531  
 Bonfield ON P0H 1E0

1. **Lots (4' X 13')** may have a total of:
  - 1.1 Five (5) interments, this being a combination of one (1) casket and four (4) cremation burials; or
  - 1.2 Six (6) cremation burials.

according to the following guidelines:

OPTION #1

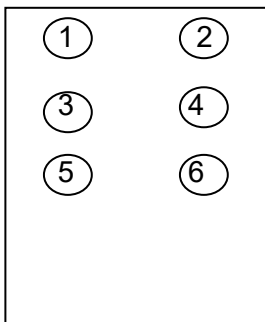


One casket

**Plus**

Four cremation burials

OPTION #2

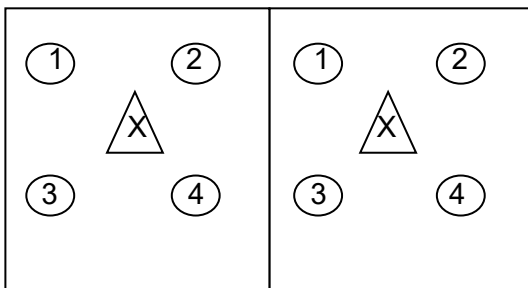


Six cremation burials

2. **Plots (8' X 13')** may have a total of:
  - 2.1 Ten (10) interments, this being a combination of two (2) casket and eight (8) cremation burials; or
  - 2.2 Twelve (12) cremation burials.

according to the following guidelines:

OPTION #1

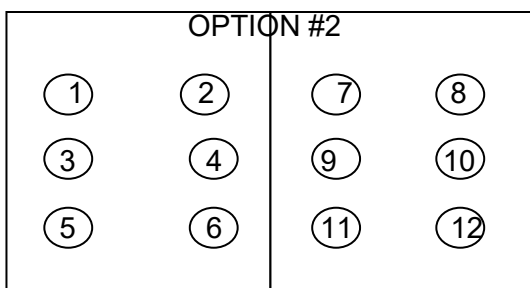


Two Caskets

**Plus**

Eight cremation burials

OPTION #2



Twelve Cremation Burial



**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2024-31**

**BEING A BY-LAW TO ADOPT AN EMERGENCY MANAGEMENT PROGRAM  
AND APPOINT THE EMERGENCY MANAGEMENT PROGRAM COMMITTEE**

WHEREAS Section 2.1 of the *Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9* (the Act) states that every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program.

AND WHEREAS Section 4(1) of the Act states that the head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.

AND WHEREAS the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not been declared to exist.

AND WHEREAS the Act requires the emergency management program to conform to standards promulgated by Emergency Management Ontario in accordance with international best practice, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response, and recovery; and makes provision for the municipality and council to develop and implement an emergency management program to protect public safety, public health, the environment, the critical infrastructure, and property, and to promote economic stability and a disaster resilient community.

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

- 1.0** THAT an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices.
- 2.0** THAT the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency, and implement the Emergency Response Plan (ERP).
- 3.0** THAT the members of the Emergency Control Group (ECG) or their designated alternates, as provided in the approved ERP are empowered to cause an emergency notification to be issued to members of the ECG, and to respond to an emergency in accordance with the ERP where an emergency exists but has not yet been declared to exist.
- 4.0** THAT for purposes of the Bonfield Emergency Management Program, the Emergency Control Group and Community Emergency Management Program Committee (CEMPC) will consist of the Mayor, the Chief Administrative Officer (CAO), the Fire Chief, the Public Works Manager, and the Community Emergency Management Coordinator (CEMC).
- 5.0** THAT the CEMPC will cause the Emergency Management Program to be reviewed annually and recommend changes to the program as considered appropriate and present recommendations to Council for approval.



**6.0** THAT the ERP attached hereto as Schedule "A" of this By-Law is hereby adopted and that the adopted ERP shall be updated on a regular basis by the CEMPC and shall be affected without requiring amendment to this By-Law.

**7.0** THAT By-Laws No. 2007-55 and 2018-25 are hereby repealed in their entirety following the third reading and final passing of this By-Law.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED ON THIS 30<sup>th</sup> DAY OF APRIL 2024.**

---

MAYOR

---

CLERK

THE CORPORATION OF THE  
TOWNSHIP OF BONFIELD

**By-Law No. 2024-31**  
Schedule "A"

**EMERGENCY RESPONSE PLAN**  
**ID # 04-10-504**  
**Community Emergency Management**



**IMPLEMENTED IN DECEMBER 2007**

**Copy: \_\_\_\_\_ Issued: February 2024**

# TOWNSHIP OF BONFIELD EMERGENCY RESPONSE PLAN

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## Supporting By-Laws



Supporting By-Law  
2018-55.pdf



Supporting By-Law  
2007-55.pdf

## **SUPPORTING DOCUMENTATION**

### **NOTES**

The Supporting Documentation to the Township of Bonfield Emergency Response Plan is confidential and exempt from disclosure.

- PART A**                    **EMERGENCY NOTIFICATION SYSTEM**
- a) ECG Contact list.
  - b) Support & Advisory Staff Contact List
  - c) Notice Message Format
  - d) Emergency Checklist
  - e) Quick Guide
  - f) Declaration of an Emergency
  - g) Termination of an Emergency
- PART B**                    **LOGISTICS**
- a) Location of the Emergency Operations Centers
  - b) Equipment and Supplies
  - c) Operations Centre Layout
  - d) Equipment.
- PART C**                    **RESOURCE LIST**
- a) Government Listing
  - b) Vital Services/Supplies Directory.
- PART D**                    **ROAD MAPS/NUMBERING SYSTEM**
- a) Numbering System – Rural
  - b) Numbering System – Hamlet of Bonfield
  - c) Road Name & Number Range Inventory
  - d) Municipal Maps & Schedules.
- PART E**                    **EMERGENCY INFORMATION PLAN**
- PART F**                    **OTHER**
- a) Hazard Identification & Risk Assessment
  - b) Critical Infrastructure.

## PART 1: INTRODUCTION

Emergencies are defined as situations or impending situations caused by forces of nature, accidents or an intentional act that constitutes a danger of major proportions to life and property. They influence public safety, meaning the health, welfare, and property, as well as the environment and economic health of the Township of Bonfield.

The Service area covered by this Plan shall include only the Corporate Limits of the Township of Bonfield.

The population of the Township of Bonfield is 2,119 residents. There are also a substantial number of seasonal residents during the summer months.

To protect residents, businesses and visitors, the Township of Bonfield requires a coordinated emergency response by several agencies under the direction of the Emergency Control Group. These are distinct arrangements and procedures from the normal, day-to-day operations carried out by emergency services.

The Township of Bonfield Community Emergency Management Program Committee developed this emergency response plan. The CEMPC have been assigned as per Bylaw xx-xxx and consists of:

- Mayor or designate.
- CAO or designate.
- CEMC or designate.
- Fire Chief or designate.
- Director of Public Works or designate.

Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies, and departments of the Township of Bonfield important emergency response information related to:

- Arrangements, services, and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions. Copies of the Township of Bonfield Emergency Response Plan may be viewed at the Municipal Office. For more information, please contact:

Community Emergency Management Coordinator  
Municipal Office  
Township of Bonfield  
(705) 776-2641

## PART 2: AIM

The aim of this plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses, and visitors of the Township of Bonfield when faced with an emergency.

It enables a centralized controlled and coordinated response to emergencies in the Township of Bonfield and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

Emergencies can occur within the Township of Bonfield, and the most likely are:

1. Pandemic
2. Power Failure – Winter Months
3. Railway HazMat Accident
4. Winter Storms
5. Forest Fires
6. Power Failure – Summer Months
7. Transportation Accident – HazMat
8. Windstorm
9. Boisvert Street Flooding
10. TransCanada Pipeline

For further details, please contact the Emergency Management Coordinator.

## PART 3: AUTHORITY

The *Emergency Management and Civil Protection Act* is the legal authority for this emergency response plan.

The *Act* states that:

2.1 every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program.

4(1) the head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.

As enabled by the *Emergency Management and Civil Protection Act*, this emergency response plan and its' elements have been:

- Issued under the authority of *Township of Bonfield By-law # 2006-37*; and
- The amended By-law 2018-25
- Filed with the Chief, Emergency Management Ontario.

### a) Definition of an Emergency

The *Emergency Management and Civil Protection Act* defines an emergency as:

“An emergency means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

### b) Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, Municipal Officials may take such action(s) under this emergency response plan as may be required to protect property and the health, safety, and welfare of the Township of Bonfield.



## **PART 4: EMERGENCY NOTIFICATION PROCEDURES**

Only a member of the ECG may initiate the notification procedure.

When a member of the ECG receives a warning of a real or potential emergency, that member will immediately contact the CAO and direct them to initiate the notification of the ECG. The member initiating the call must provide pertinent details (i.e. – a time and place for the ECG to meet) as part of the notification procedure. The CAO will notify the CEMC who will notify the rest of the ECG. Should the CAO or CEMC not be readily available to continue the call chain, the calling ECG member will continue calling the remainder of the ECG until all members of the ECG are notified.

Where a threat of an impending emergency exists, any member of the ECG may initiate the notification procedure and place ECG members on standby as per the above priority notification chain.

If deemed appropriate, the individual ECG members may initiate their own internal notification procedures for their staff and volunteer organizations.

### **Annex A includes:**

- The contact phone numbers and addresses of the ECG members, and their alternates.
- The notification message format
- You must record the date and time ECG members were contacted.

#### **a) Requests for Assistance**

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

The Emergency notification contact list, including contact numbers for requesting assistance, is included in **Annex A**.

#### **b) A Declared Community Emergency**

The Mayor or Deputy Mayor of the Township of Bonfield, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the ECG.

Upon declaring an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services
- Township Council
- The Public
- Neighbouring community officials, as required.
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- Mayor or Deputy Mayor; or
- Township Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services
- Township Council
- The Public
- Neighbouring community officials, as required.
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP).

## **PART 5: EMERGENCY COMMUNITY CONTROL GROUP**

### **a) Emergency Operations Centre (EOC)**

The location of the Township of Bonfield primary and alternate Emergency Operations Centers is detailed in **Annex B**.

### **b) Emergency Control Group (ECG)**

The emergency response will be directed and controlled by the Emergency Control Group (ECG) – a group of officials who are responsible for coordinating the provisions of the essential services necessary to minimize the effects of an emergency on the municipality. The ECG in the Township of Bonfield shall consist of the following officials:

1. Mayor who is also the Chair of the Committee or designate.
2. CAO who is also the Emergency Information Officer or designate.
3. CEMC who is also the EOC Director or designate.
4. Fire Chief who is also Operations Chief as required or designate.
5. Director of Public Works who is also Operations Chief as required or designate.

The following are optional members of the ECG and called to attend the EOC on a requirement basis depending on the nature of the emergency.

1. Ontario Provincial Police, or alternate.
2. Medical Officer of Health, or alternate.
3. District of Nipissing Social Services Administration Board CAO, or alternate.
4. Emergency Medical Services (EMS) Director, or alternate.
5. Emergency Information Officer.
6. Additional personnel called or added to the CCG may include:
7. Emergency Management Ontario Representative.
8. Hydro One Utility Representative.
9. Ottawa Valley Railway Representative.
10. North Bay-Mattawa Conservation Authority Representative.
11. Canadian Red Cross.
12. Liaison staff from various Provincial Ministries.
13. Municipal Solicitors.
14. Municipal Engineers.
15. Any other officials, experts, or representatives from the public or private sector as deemed necessary by the ECG.

The Control Group may function with only a limited number of people depending upon the emergency. While the ECG may not require the presence of all the people listed as members of the control group, all appropriate members of the ECG must be notified.

**c) Operating Cycle**

Members of the ECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Operations Officer will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the Operations Officer's Assistant.

**d) Emergency Control Group Responsibilities (ECG)**

The members of the ECG are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency services, agencies, and equipment.
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law.
- Determining if the location and composition of the ECG are appropriate.
- Advising the Mayor as to whether the declaration of an emergency is recommended.
- Advising the Mayor on the need to designate all or part of the Township as an emergency area.
- Ensuring that an Incident Commander (IC) is appointed.
- Ensuring support to the Incident Management System (IMS) by offering equipment, staff, and resources, as required.
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger.
- Discontinuing utilities or services provided by public or private concerns, i.e., hydro, water, gas, closing a shopping plaza/mall.
- Arranging for services and equipment from local agencies not under municipal control i.e., private contractors, volunteer agencies, service clubs.

- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under municipal control, as considered necessary.
- Determining if additional volunteers are required and if appeals for volunteers are warranted.
- Determining if additional transport is required for evacuation or transport of persons and/or supplies.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
- Determining the need to establish advisory group(s) and/or sub-committees/working groups for any aspect of the emergency including recovery.
- Authorizing expenditure of money required to deal with the emergency.
- Notifying the service, agency, or group under their direction, of the termination of the emergency.
- Maintaining a log outlining decision made and actions taken and submitting a summary of the log to the Administrator within one week of the termination of the emergency, as required.
- Participating in the debriefing following the emergency.
- Considering application for ODRAP and act as required.

## **PART 6: EMERGENCY RESPONSE SYSTEM**

### **a) The individual responsibilities of the Emergency Control Group:**

#### **1. Mayor or Deputy Mayor**

The Mayor, or Deputy Mayor, or, in both of their absences, a Councilor preferably in the order in which they were voted to office, is responsible for:

- a) Providing overall leadership in responding to an emergency.
- b) Declaring an emergency to exist within the designated area.
- c) Declaring that the emergency has terminated (Note: Council may also terminate the emergency).
- d) Notifying Emergency Management Ontario, the Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency.
- e) Chair of the ECG meetings.
- f) Ensuring the Members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency.
- g) Preparing and approving, in conjunction with the Operations Officer, major announcements and media releases, in consultation with the ECG.
- h) Maintain a personal log of all actions taken.

## **2. Emergency Management Coordinator/EOC Director**

The CEMC becomes the EOC Director for the ECG and is responsible for:

- a) Activating or ensuring the activation of the emergency notification system.
- b) Ensuring liaison with the Director of Buildings, Security & Telecommunications and/or the OPP regarding security arrangements for the EOC.
- c) As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling of regular meetings.
- d) Providing advice and clarification about the implementation details of the Emergency Response Plan.
- e) Ensuring that the operating cycle is met by the ECG and related documentation is maintained and kept for future reference.
- f) Addressing any action items that may result from the activation of the Emergency Response Plan and keep ECG informed of implementation needs.
- g) Advising the Mayor on policies and procedures, as appropriate.
- h) Providing information and advice on financial matters as they relate to the emergency.
- i) Providing and securing equipment and supplies not owned by the Township.
- j) Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighbouring communities.
- k) Preparing and approving, in conjunction with the Mayor, major announcements and media releases, in consultation with the ECG.
- l) Ensuring that a communication link is established between the ECG and the Incident Commander (IC).
- m) Calling out additional Township staff to provide assistance, as required.
- n) Maintain a personal log of all actions taken.

**3.**

**CAO**

The CAO is responsible for:

- a) Assisting the Operations Officer, as required.
- b) Activating and arranging the Emergency Operations Centre.
- c) Notifying the required support and advisory staff of the emergency, and the location of the EOC.
- d) Ensuring all important decisions made and actions taken by the ECG are recorded.
- e) Ensuring the maps and status boards are kept up to date.
- f) Ensuring liaison with community support agencies (i.e., St. John Ambulance, Canadian Red Cross).
- g) Maintaining the records and logs for the purpose of the debriefs and post-emergency reporting that will be prepared.
- h) Providing and securing equipment and supplies not owned by the Township.
- i) Ensuring liaison with purchasing agents of the neighbouring communities, if necessary.
- j) Coordinating the acquisition, distribution, and scheduling of various modes of transport (i.e., school buses, trucks) for the purpose of transporting persons and/or supplies, as required, by members of the ECG and the support and advisory staff.
- k) Ensuring that a record is maintained of drivers and operators involved.
- l) Ensuring that records of expenses are maintained for future claim purposes.
- m) Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- n) Upon direction by the mayor, ensuring that all Council are advised of the declaration and termination of declaration of the emergency.
- o) Upon direction by the mayor, arranging special meetings of Council, as required, and advising members of Council of the time, date, and location of the meetings.
- p) Procuring staff to assist, as required.
- q) Maintain a personal log of all actions taken.



#### **4. Secretarial Staff**

The Secretarial Staff is responsible for:

- a) Assisting the Operations Officer, as required.
- b) Provide a process for registering ECG members and maintaining an ECG member list.
- c) Providing identification cards to ECG members and support staff.
- d) Ensuring that all members of the ECG have necessary plans, resources, supplies, maps, and equipment.
- e) Initiate the opening, operation, and staffing of incoming calls within the EOC, as the situation dictates, and ensure the accuracy of the ECG members' telephone numbers in EOC.
- f) Coordinating the maintenance and operation of feeding, sleeping, and meeting areas at the EOC, as required.
- g) Arranging for printing of material, as required.
- h) Maintaining and updating a list of all vendors (including 24-hour contact numbers) who may be required to provide supplies and equipment.
- i) Providing and securing equipment and supplies not owned by the Township.
- j) Secretarial Staff is also the Citizen Inquiry Supervisor within the Emergency Information Plan located in Annex E.
- k) Maintain a personal log of all actions taken.

## 5. **Fire Chief**

The Fire Chief is responsible for:

- a) Activating the emergency notification system through the Operations Officer and dispatching all personnel.
- b) Providing the ECG with information and advice on firefighting and rescue matters.
- c) Depending on the nature of the emergency, assign the Incident Commander and inform the ECG.
- d) Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- e) Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed.
- f) Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing, foam banks, etc.
- g) Providing assistance to other municipal departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations, if necessary, e.g., rescue, first aid, casualty collection, evacuation, etc.
- h) Assist with the establishment of an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel, under the supervision of the Incident Commander.
- i) Liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- j) Ensuring records of human resources and administrative detail, that may involve financial liability, are completed.
- k) Providing an Incident Commander, if required.
- l) Maintain a personal log of all actions taken.

## 6. Director of Public Works

The Director of Public Works is responsible for:

- a) Activating the emergency notification system through the Operations Officer and dispatching all personnel.
- b) Prepare the Public Works Garage facility, if required.
- c) Connect alternate power supply for communication system, if required.
- d) Providing the ECG with information and advice on engineering and public works matters.
- e) Depending on the nature of the emergency, assign the Incident Commander and inform the ECG.
- f) Establishing an ongoing communications link with the senior public works official at the scene of the emergency.
- g) Liaison with the public works representative from the neighbouring municipality(s) to ensure a coordinated response.
- h) Ensuring provision of engineering assistance, see Engineering Firms in Vital Services Directory in Annex C.
- i) Ensure construction, maintenance, and repair of Township roads.
- j) Ensuring the maintenance of storm sewers and drainage.
- k) Providing equipment for emergency pumping operations.
- l) Liaison with the fire chief concerning emergency water supplies for firefighting purposes.
- m) Providing emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health.
- n) Providing and securing equipment and supplies not owned by the Township.
- o) Discontinuing any public works service to any resident, as required, and restoring these services when appropriate.
- p) Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions.
- q) Providing public works vehicles and equipment as required by any other emergency services.
- r) Providing an outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel, under the supervision of the Incident Commander, if required.
- s) Ensuring liaison with Conservation Authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.
- t) Maintain a personal log of all actions taken.

## 7. Deputy Clerk-Treasurer

The **Deputy Clerk-Treasurer** is responsible for:

### **Buildings & Security**

- a) Opening and maintaining the Emergency Operations Centre.
- b) Ensuring that security is in place for the EOC and other municipal buildings, if required, see Security Section in Vital Services Directory in Annex C.
- c) Ensure that other Municipal buildings are properly shut down (i.e., winter power failures).
- d) Procuring staff to assist, as required.
- e) Maintain a personal log of all actions taken.

### **Telecommunications**

- a) Initiating the necessary action to ensure that the telephone system and the computer system at the EOC functions as effectively as possible, as the situation dictates.
- b) Ensuring that the EOC is properly equipped.
- c) Ensuring that a communication link is established between the ECG and the Incident Commander (IC).
- d) Maintaining the Municipal website with current conditions at the request of the ECG, as the situation dictates.
- e) Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems.
- f) Making arrangements to acquire additional communications resources during an emergency.
- g) Activating the emergency notification system of the local amateur radio operators' group, if required.
- h) Providing and securing equipment and supplies not owned by the Township.
- i) Procuring staff to assist, as required.
- j) Maintain a personal log of all actions taken.

## **8. CAO**

The CAO will provide assistance to ECG only when they are not acting in the capacity of Emergency Site Manager. The CAO is responsible for:

- a) Providing assistance to the Director of Buildings, Security & Telecommunications.
- b) Providing assistance to any other member of the ECG.
- c) Maintain a personal log of all actions taken.

## **9. CAO**

The CAO is responsible for:

- a) Coordinating and processing requests for human resources.
- b) Coordinating offers of, and appeals for, volunteers with the support of the ECG.
- c) Selecting the most appropriate site(s) for the registration of human resources.
- d) Ensuring records of human resources and administrative detail, that may involve financial liability, are completed.
- e) Ensuring that a Volunteer Registration Form is completed, when volunteers are involved, and a copy of the form is retained for Township records.
- f) Ensuring identification cards are issued to volunteers and temporary employees, where practical.
- g) Arranging for transportation of human resources to and from site(s).
- h) Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies, and volunteer groups.
- i) Maintain a personal log of all actions taken.

## **10. The Ontario Provincial Police**

The Staff Sergeant of the Ontario Provincial Police is responsible for:

- a) Activating the emergency notification system by contacting the Mayor or the Operations Officer.
- b) Notifying necessary emergency and community services, as required.
- c) Establishment of a site command post with communications to the EOC, and an alternate EOC standby.
- d) Depending on the nature of the emergency, assign the Incident Commander and inform the ECG.
- e) Establishing an ongoing communications link with the senior police official at the scene of the emergency.
- f) Establishment of an inner perimeter within the emergency area.
- g) Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel.
- h) Provide traffic control to facilitate the movement of emergency vehicles.
- i) Alerting persons endangered by the emergency and coordinating evacuation procedures.
- j) Ensuring the protection of life and property and the provision of law and order.
- k) Provide police service in the EOC, evacuee centers, morgues, and other facilities, as required.
- l) Notifying the coroner of fatalities.
- m) Ensuring liaison with other municipal, provincial, and federal police agencies, as required.
- n) Advising any other external enforcement agencies as law requires, MNR, MOE, etc.
- o) Providing an Incident Commander, if required.
- p) Maintain a personal log of all actions taken.

## **11. Medical Officer of Health**

The Medical Officer of Health is responsible for:

- a) Coordinates public health services with various Emergency Control Group members and related agencies in the Emergency Operations Centre.
- b) Provides advice to the public and local health care professionals on matters which may adversely affect public health within North Bay and District (e.g., toxic spills, water quality).
- c) Liaises with Ontario Ministry of Health Public Health Branch and area Medical Officers of Health as required to augment and coordinate a public health response as required.
- d) Coordinates the surveillance and response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health directives.
- e) Ensures the coordination of vaccine/antiviral storage, handling and distribution across North Bay and District.
- f) Initiates and implements mass vaccination clinics during outbreaks of disease within affected municipalities in North Bay and District.
- g) Liaises with Director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance, and sanitary facilities.
- h) Provides inspection of evacuation centers, makes recommendations, and initiates remedial action in areas of accommodation standards related to:
  - 1. overcrowding, sewage, and waste disposal.
  - 2. monitoring of water supply, air quality, sanitation.
  - 3. food handling, storage, preparation, distribution, and service.
- i) Liaises with local social service agencies on areas of mutual concern regarding evacuation centers related to public health information.
- j) Advises on or orders any necessary evacuation, isolation, or quarantine measures.
- k) Provides instruction and health information through public service announcements and information networks.
- l) Issues orders, if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act.
- m) In the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease.
- n) Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary.

**12. District of Nipissing Social Services Administration Board**

The Senior Social Services Representative is responsible for:

- a) Assist in the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services.
- b) Assisting with the opening and operation of temporary and/or long-term evacuee centers, and ensuring they are adequately staffed.
- c) Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centers.
- d) Assisting with the arrangements for meals for the staff/volunteers at the evacuation centers.
- e) Assisting with financial assistance as determined on the basis on a needs test.
- f) Maintain a personal log of all actions taken.



### **13. Emergency Medical Services (EMS) Representative**

The Emergency Medical Services Representative is responsible for:

- a) Ensuring emergency medical services at the emergency site.
- b) Depending on the nature of the emergency, assigning the Site Manager, and informing the ECG.
- c) Establishing an ongoing communications link with the senior EMS official at the scene of the emergency.
- d) Obtaining EMS from other municipalities for support, if required.
- e) Ensuring triage at the site.
- f) Advising the ECG if other means of transportation is required for a large-scale response.
- g) Liaising with the Ministry of Health and Long-Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is always available throughout the community.
- h) Ensuring liaison with the receiving hospitals.
- i) Ensuring liaison with the Medical Officer of Health, as required,
- j) Maintaining a personal log of all actions taken.

### **14. Emergency Information Officer**

- a) The CAO will act as the Emergency Information Officer during an emergency.
- b) The Emergency Information Officer is responsible for the dissemination of news and information to the media for the public.
- c) A detailed Emergency Information Plan is included in Annex E.
- d) Maintain a personal log of all actions taken.

#### **b) Additional personnel called or added to the ECG may include:**

Representatives of the following groups and organizations may be found in Annex C.

1. Emergency Management Ontario Representative.
2. Hydro One utility Representative.
3. Ottawa Valley Railway Representative.
4. Natural Gas Representatives (Trans Canada Pipeline, Union Gas).
5. North Bay-Mattawa Conservation Authority Representative.
6. Canadian Red Cross.
7. Liaison staff from various Provincial Ministries.
8. Municipal Solicitor.
9. Municipal Engineers.
10. Any other officials, experts, or representatives from the public or private sector as deemed necessary by the ECG.

**c) ECG and Incident Commander (IC):**

Depending on the nature of the emergency, and once the Incident Commander has been assigned, the ECG relationship with the Incident Commander is to offer support with equipment, staff, and other resources, as required.

**d) IMS, and command and control structures of emergency responders**

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Incident Commander, so as to offer a coordinate and effective response. Regular briefings will be held at the site and chaired by the Incident Commander, so as to establish the manner and process to the emergency.

## **PART 7: EMERGENCY TELECOMMUNICATIONS PLAN**

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the EOC. Communications may also be required at various locations including evacuation centers, medical Center, hospitals, and other key agencies.

The Emergency Telecommunications Coordinator is the Deputy Clerk-Treasurer. The Emergency Telecommunications Coordinator will be notified by the EOC Director or delegate that the EOC is established. The Emergency Telecommunication Coordinator will in turn call upon contacts for further communications support, as required.

The Emergency Telecommunications Office is equipped with a two-way radio with the necessary channels to communicate with the fire department and the public works department who both have additional two-way radios with different frequencies, which can be used to communicate directly with various locations such as the evacuation Center or the medical Center. The Public Works Department also has 4 walkie-talkies that have a range of up to 3 km.

The hospitals are 40 km away. Radio communication is not possible therefore it is important to ensure that the landlines and cell phones are working. If it is not possible to communicate with the hospitals by landline or cell phone the next alternative is the use of OPP communication support.

The Telecommunications Coordinator is responsible to ensure communications with the evacuation centers in the City of North Bay should the situation requires to exercise the agreement with the City of North Bay to use their evacuation centers. **Needs to be confirmed.**

The Township of Bonfield has its own communication system complete with tower and repeater. The Emergency Telecommunications Coordinator is responsible for ensuring that the back-up generators are running in the event of power failure.

Additional communication could be arranged through school bus radios from East Ferris Bus Lines.

In the event of loss of landlines, radios, etc. communication between the EOC and the other responding agencies will be with the support of a runner. All messages are to be written on the prescribed message forms and logged.





**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW 2024-32**

**BEING A BY-LAW TO APPOINT  
A CHIEF BUILDING OFFICIAL,  
DEPUTY CHIEF BUILDING OFFICIALS  
AND BUILDING INSPECTORS**

WHEREAS Subsection 3(2) of the Building Code Act, R.S.O., 1992 Chapter 23, requires that the Council of each Municipality appoint a Chief Building Official and such Inspectors as are necessary for the enforcement of the Building Code Act, and the Regulations and bylaws there under;

AND WHEREAS Section 77 (b) of the Legislation Act, 2006, 5.0. 2006, c. 21, Schedule F, provides for the appointment of a deputy with the same powers as the holder of the office;

AND WHEREAS Section 77 (c) of the Legislation Act, 2006, 5.0. 2006, c. 21, Schedule F, provides for the temporary appointment to an office if it is vacant or if the holder of the office is absent or unable to act;

AND WHEREAS the Council of the Corporation of the Township of Bonfield deems it necessary and expedient to appoint Chief Building Officials and Building Inspectors to enforce the Building Code Act, and the Regulations and by-laws there under;

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

1. THAT Michael Pilon is hereby appointed as Chief Building Official for The Corporation of the Township of Bonfield.
2. THAT Devon Staley and Gerald Moore are hereby appointed as Deputy Chief Building Officials for the Corporation of the Township of Bonfield.
3. THAT Mike McKean, Grant Schwartzenruber and Barbara Mocny be appointed as Building Inspectors.
4. THAT By-law 2023-46 be repealed in its entirety.
4. THAT this By-law shall come into force and take effect on the date of its final passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 30<sup>TH</sup> DAY OF APRIL 2024.**

---

MAYOR

---

CLERK

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2024-34**

**BEING A BY-LAW TO APPOINT A  
PROPERTY STANDARDS OFFICER FOR THE  
CORPORATION OF THE TOWNSHIP OF BONFIELD**

**WHEREAS** Section 10 of the *Municipal Act 2001, SO 2001, c. 25* confers broad authority on a municipality to pass by-laws it considers necessary or desirable for the public; AND

**WHEREAS** Section 227 of the *Municipal Act 2001, SO 2001, c. 25* authorizes Council to appoint such officers and employees as may be necessary for the implementation of Council's decisions including the enforcement of municipal by-laws; AND

**WHEREAS** pursuant to Section 15.1(3) of the *Ontario Building Code Act, SO 1992, C. 23*, the Council of the Township of Bonfield has adopted a Property Standards By-Law No. 2004-30, which By-Law and all subsequent amendments thereto, is referred to herein as the "**Property Standards By-Law**"; AND

**WHEREAS** Section 1 of the *Ontario Building Code, SO 1992, c.23* contemplates the appointment of property standards officers who are assigned the responsibility of administering and enforcing property standards by-laws passed under Section 15.1 of the *Ontario Building Code Act, SO 1992, c.23*; AND

**WHEREAS** the Council of the Corporation of the Township of Bonfield wishes to appoint officers and employees for the purposes of enforcing its Property Standards By-Law;

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

1. THAT Michael Pilon be and is hereby appointed Property Standards Officer for the enforcement of the Property Standards By-Law of the Corporation of the Township of Bonfield.
2. THAT By-law 2017-38 be repealed in its entirety.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 30<sup>th</sup> DAY OF APRIL 2024.**

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MAYOR

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CLERK

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2024-35**

**BEING A BY-LAW TO APPOINT A  
BY-LAW ENFORCEMENT OFFICER, WHO SHALL BE A  
PEACE OFFICER, FOR THE  
CORPORATION OF THE TOWNSHIP OF BONFIELD**

**WHEREAS** Subsection 15(1) of the Police Services Act, R.S.O. 1990, c.P.15, as amended, provides that a municipal council may appoint persons to enforce the by-laws of the municipality;

**AND WHEREAS** Subsection 15(2) of the Police Services Act, R.S.O. 1990, c.P.15, as amended, provides that municipal law enforcement officers are peace officers for the purpose of enforcing municipal by-laws;

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

1. THAT Mike Pilon be, and is hereby appointed By-Law Enforcement Officer who shall be Peace Officer for the purpose of enforcing the by-laws of the Corporation of the Township of Bonfield;
2. THAT the said Mike Pilon shall hold office from the final passing of this By-Law and shall with respect to the Corporation of the Township of Bonfield and the enforcement of its by-laws, exercise all the authority, powers and rights and shall perform all the duties and obligations which by Statute or By-Law are, or may be conferred or imposed upon the By-Law Enforcement Officer and Peace Officer.
3. THAT Michael Pilon be assigned #150 as his Officer Identification Number for the completion of violations issued in the performance of his duties.
4. THAT By-law 2017-39 be repealed in its entirety.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 30<sup>th</sup> DAY OF APRIL 2024.**

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MAYOR

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CLERK



## Council

Debra Helm <debhelm1234@gmail.com>

Fri 2024-04-26 8:45 AM

To: Casandra Klooster <officeclerk@bonfieldtownship.com>

Good Morning! I would like to have the Farmers Market vendors to be part of the community day on June 1st. I will be waiving the fees for the table rentals for the vendors as we usually are at the lions club and would kindly ask that you waive the fee for the rental of the rink as it will be open to the public. I would appreciate it very much.

--

Best regards;

Debra Helm  
Helm Realty Brokerage Inc.  
Broker of Record  
[www.helmrealty.ca](http://www.helmrealty.ca)  
705-828-1234



CLEARVIEW  
TOWNSHIP

**Clerk's Department**  
Township of Clearview  
Box 200, 217 Gideon Street  
Stayner, Ontario L0M 1S0  
[clerks@clearview.ca](mailto:clerks@clearview.ca) | [www.clearview.ca](http://www.clearview.ca)  
Phone: 705-428-6230

March 27, 2024

Honourable Arif Virani  
Minister of Justice & Attorney General  
House of Commons  
Ottawa, Ontario K1A 0A6

Sent by Email

**RE: Township of Clearview Endorsement of Bill C-63 in the House of Commons**

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Please be advised that Council of the Township of Clearview at its meeting held on March 25, 2024, passed the following resolution in support of the endorsement of Bill C-63 in the House of Commons:

Moved by Councillor Dineen, Seconded by Councillor Broderick, Whereas The Canadian Federal Government has drafted Bill C-63, The Online Harms Act, currently in front of Parliament and has had its first reading; and,

Whereas Bill C-63 requires that online tech companies and social media platforms remove child pornography and other dangerous content within 24 hours once the operator identifies the content, while also mandating the following duties:

- Duty to protect children;
- Duty to act responsibly;
- Duty to remove egregious content; and,

Whereas The Canadian Federal Government proposes to establish a "Digital Safety Commission" and nominate an "independent" Ombudsperson to proactively circumvent potential harms on behalf of Canadians; and,

Whereas online tech companies and social media platforms need to adhere to existing Criminal Laws; and,

Whereas online tech companies and social media platforms need to be held accountable to keep platforms safe from predators targeting children and other vulnerable Canadians and to protect them from bullying, hate, extremism, violence, discrimination, self harm, exploitation and sexual extortion that can lead to the most dire of consequences; and,

Whereas Clearview Township, as all Canadians, endeavours to foster safe homes, communities, schools and public spaces;

Be It Resolved That the Mayor and Council of Clearview Township endorse the passing of Bill C-63 in the House of Commons and the establishment of a "digital safety commission" and nomination of an "independent" Ombudsperson; and,

That a copy of this resolution be circulated to all municipalities in Ontario; the Association of Municipalities of Ontario; Terry Dowdall, MP; The Right Honourable Justin Trudeau, Prime Minister of Canada and The Honourable Arif Virani, Minister of Justice & Attorney General of Canada. Motion Carried.

Sincerely,



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Sasha Helmkey-Playter, B.A., Dipl. M.A., AOMC

Clerk/Director of Legislative Services

cc: Right Honourable Prime Minister Justin Trudeau  
Simcoe Grey MP Terry Dowdall  
Association of Municipalities of Ontario  
Ontario Municipalities



TOWN OF SHELburne

COUNCIL RESOLUTION

No. 08

**Date:** 3/25/24

**Moved:** Councillor Benotto

**Seconded by:** Councillor Wegener

BE IT RESOLVED THAT Council of the Town of Shelburne encourages all levels of government to eradicate all forms of racism especially Islamophobia and antisemitism, and that this motion be sent to our MP and MPP and all municipalities.

**CARRIED, W. Mills**

**Requested Vote to be Recorded**       Yes       No

	Yea	Nay
<b>Mayor Mills</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Deputy Mayor Hall</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Councillor Benotto</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Councillor Fegan</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Councillor Guchardi</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Councillor Sample</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Councillor Wegener</b>	<input type="checkbox"/>	<input type="checkbox"/>



March 28, 2024

Larry Brock, MP Brant  
108 St. George Street, Suite #3  
Brantford, ON N3R 1V6

Sent via email: [larry.brock@parl.gc.ca](mailto:larry.brock@parl.gc.ca)

Will Bouma, MPP  
96 Nelson Street  
Suite 101  
Brantford, ON N3T 2X1

Sent via email: [will.bouma@pc.ola.org](mailto:will.bouma@pc.ola.org)

To whom it may concern:

Please be advised that Brantford City Council at its meeting held March 26, 2024 adopted the following:

### **12.6.13 Home Heating Sustainability**

WHEREAS home heating energy costs is a major and onerous burden for Seniors and those with limited or fixed incomes; and

WHEREAS the cost of natural gas to heat homes continues to climb due to many factors such as inaccurate meter readings, inflation, delivery and customer charges, carbon tax, among others, causing financial strain for many citizens; and

WHEREAS 3.8 million households in Ontario currently use natural gas for home heating, representing about 70 per cent of Ontario households; and

WHEREAS the carbon tax charged on heating bills is highly dependent on the amount of natural gas used and accounts for 20-25% of the utility bill; and

WHEREAS Canadians have no choice but to heat their homes throughout the winter; and

WHEREAS no citizen should have to choose between putting food on the table or heating their homes; and

WHEREAS the carbon tax is increasing as of April 1, 2024 to \$0.15 per cubic meter for natural gas, and the carbon tax rebate for homeowners is also increasing; and

WHEREAS Ontario homeowners can now expect to receive \$1,120 annually for the rebate on average and the rebate will be renamed to the Canada Carbon Rebate; and

WHEREAS starting on January 1, 2024, both SaskEnergy and SaskPower removed the federal carbon tax from home heating, resulting in savings for approximately 98 per cent of Saskatchewan families by exempting them from carbon tax on home heating oil; and

WHEREAS the Canadian government has implemented new measures to help Atlantic Canadians lower their energy bills by making the average heat pump free to help low- to median-income Canadians switch to cleaner fuel and incentivizing the switch to heat pumps with \$250 upfront payments; and

WHEREAS the Canadian and Ontario governments have discontinued grant and rebate programs for Ontarians to retrofit their homes to be energy efficient such as Ontario's green home-retrofit rebate program, the ecoENERGY home retrofit program, and the Canada Greener Homes Grant, making it difficult for homeowners to reduce their reliance on natural gas.

NOW THEREFORE BE IT RESOLVED:

- A. THAT the Federal Government exclude home heating from the federal carbon tax to reduce the burden on citizens, as has been done in Saskatchewan; and
- B. THAT the Federal and Provincial Governments reinstate home energy retrofit rebate and grant programs to help Brantford residents retrofit their homes to be more energy efficient and provide barrier-free options for switching to less carbon-intensive fuel sources to lower their utility bills and avoid the carbon tax; and
- C. THAT the Clerk BE DIRECTED to forward a copy of this resolution to The Federal Minister of the Environment and Climate Change, The Honourable Steven Guilbeault, The Provincial Minister of Environment, Conservation and Parks, The Honourable Andrea Khanjin, The City of Brantford Member of Parliament, The Honourable Larry Brock, The City of Brantford Member of Provincial Parliament, The Honourable Will Bouma, and to each municipality in Ontario; and
- D. THAT the Mayor of the City of Brantford request that this resolution be added as an agenda item for consideration by the Ontario Big City's Mayor Caucus.

I trust this information is of assistance.

Yours truly,



Chris Gauthier  
City Clerk, [cgauthier@brantford.ca](mailto:cgauthier@brantford.ca)

cc Federal Minister of the Environment and Climate Change, Honourable Steven Guilbeault  
Provincial Minister of Environment, Conservation and Parks, Honourable Andrea Khanjin  
All Ontario Municipalities





24-31 Moved by: Donna Clark  
The Bonfield Public Library Board approves the revisions and amendments of the Bonfield  
Public Library Strategic Plan 2024-2028 as presented.

Seconded by: Storme Van Rassel

Carried: Britney Morin

24-32 Moved by: Gail Johnston  
THAT the Library Board meeting be adjourned at 7:27pm

Seconded by: Storme Van Rassel

Carried: Britney Morin

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Secretary

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Chairperson

A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, March 6, 2024, via teleconference. The meeting was open to the public and live streaming of the proceedings was provided for the media and public through a link on the Health Unit's website.

**PRESENT:**

**Nipissing District:**

Central Appointee

Karen Cook

Central Appointee

Dave Wolfe

Eastern Appointee

Rick Champagne (*Chairperson*)

Western Appointee

Jamie Restoule

**Parry Sound District:**

Northeastern Appointee

Blair Flowers

Southeastern Appointee

Marianne Stickland

Western Appointee

Jamie McGarvey (*Vice-Chairperson*)

**Public Appointees:**

Tim Sheppard

Catherine Still

**REGRETS:**

Central Appointee

Maurice Switzer

Central Appointee

Sara Inch

Central Appointee

Jamie Lowery

**ALSO IN ATTENDANCE:**

Medical Officer of Health/Executive Officer

Dr. Carol Zimbalatti

Executive Director, Finance

Isabel Churcher

Executive Assistant, Director's Office

Christine Neily

**REGRETS:**

**Recorder**

Executive Assistant, Office of the MOH/EO

Nelly Bothelo

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**1.0 CALL TO ORDER**

The Board of Health members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference.

Rick Champagne, Board of Health Chairperson called the meeting to order at 5.33 p.m.

**2.0 APPROVAL OF THE AGENDA**

The agenda for the March 6, 2024 Board of Health meeting was reviewed, and the following motion was read:

**Board of Health Resolution #BOH/2024/03/01 \*McGarvey/Sheppard**

***Be It Resolved***, that the Board of Health Agenda, dated March 6, 2024, be approved.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		

*“Carried”*

**3.0 CONFLICT OF INTEREST DECLARATION**

There were no conflicts of interest declared.

**4.0 APPROVAL OF PREVIOUS MINUTES**

**4.1 Board of Health Minutes – January 24, 2024**

The minutes from the Board of Health meeting held on January 24, 2024, were reviewed and the following motion was read:

**Board of Health Resolution #BOH/2024/03/02 \*Stickland/Cook**

***Be It Resolved***, that the minutes from the Board of Health meeting held on January 24, 2024, be approved as presented.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		

*“Carried”*

**4.2. Board of Health In Camera Minutes – January 24, 2024**

The minutes from the Board of Health meeting held on January 24, 2024, were reviewed and the following motion was read:

**Board of Health Resolution ##BOH/2024/03/03 \*Still/Wolfe**

**Be It Resolved**, that the in-camera minutes from the Board of Health meeting on January 24, 2024, be approved as presented.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		

*“Carried”*

**5.0 DATE OF NEXT MEETING**

**Date:** April 24, 2024  
**Time:** to be determined  
**Place:** to be determined

**6.0 BUSINESS ARISING**

**6.1 Report back from the alPHa Winter Symposium 2024**

Dr. Zimbalatti attended the alPHa virtual Winter Symposium in February 2024 and reported the proceedings for information purposes.

**February 14: Building Climate Resilient Health Systems**

There were multiple sessions throughout the full day. Themes included taking a “climate in all” approach to planning and policy development, and considering health equity in climate change planning.

**February 15: Thriving in Change**

This 2-hour workshop focused on embracing change while preserving stability.

**February 16: alPHa symposium**

The two presentations were highlights: The CAO, Frontenac County provided an informative presentation on lessons they learned from his merger experience in the public sector. Also, a

political analyst placed the current Ministry of Health interest in voluntary mergers within the provincial political context.

Dr. Moore, CMOH, provided an update. He highlighted the toxic drug supply, immunization, and early childhood experiences as his current priorities.

Public Health Ontario (PHO) presented their new Strategic Plan. Though not directly related to the presentation, delegates raised concerns about prospective PHO lab closures and the discontinuation of well water testing and encouraged PHO to engage further on this topic.

## **7.0 REPORT OF THE MEDICAL OFFICER OF HEALTH**

The Report of the Medical Officer of Health for the March 6, 2024, meeting was presented to the Board of Health for information purposes.

Dr. Zimbalatti provided a verbal update on the report.

She described the increasing number of cases of measles being reported in Ontario and across the country, and provided some details on why this is concerning. Dr. Zimbalatti highlighted the effectiveness of the measles vaccine, and the activities the Health Unit has been undertaking to encourage increased uptake of this vaccine. The Health Unit is also conducting preparedness activities internally to ensure readiness to respond to a local measles case or outbreak.

A question was received from a BOH member regarding high-risk food premises, and whether the proportion of food premises being rated as high-risk was a concern. Dr. Zimbalatti explained while high-risk food premises do generate more work for public health inspectors, the risk rating of a food premise takes into account many factors including the vulnerability of the clients and the type of food served, not just the inspection history of the location. There isn't an easy way to compare the proportion of high-risk food premises in different jurisdictions because this number is constantly in flux, for example with seasonal changes in operations.

Comments and questions were taken and answered.

## **8.0 BOARD COMMITTEE REPORT**

There were no Committee Reports to bring forward.

## **9.0 CORRESPONDENCE**

Board of Health correspondence listed for the March 6, 2024 meeting is made available for review by Board members in the Board of Health online portal.

## **10.0 NEW BUSINESS**

### **10.1 Corporate Sponsorships and Donations 2023 – Report to the Board**

A report on corporate sponsorships and/or donations in 2023, if any, was provided for information purposes.

## 10.2 Requests for Proposal 2023 – Report to the Board

A report on requests for proposals disseminated in 2023, if any, was provided for information purposes.

## 10.3 Memo – Governance Documentation changes

A memo was sent to Board of Health members highlighting the Proposed Changes to Bylaws, Updated Governance Manual, and New Code of Conduct Document.

The final documents will be presented at the Board of Health meeting in April.

## 10.4 Meeting Schedule 2024 – Revised

### Board of Health Resolution ##BOH/2024/03/04 \*Wolfe/Restoule

*Whereas, that in accordance with Board of Health Bylaw Section II, #18, the Board of Health approved the regular meeting schedule for the year 2024, at the January 24, 2024, Board meeting, and subsequently revised at the same Board of Health meeting; and*

*Whereas, revisions to the previously approved Board of Health meeting scheduled were required as follows:*

<b>DATE</b>	<b>MEETING</b>	<b>TIME</b>
January 24 <i>*This date is carried over from the 2023 approved schedule: for information only</i>	<i>Board of Health Meeting</i>	<i>5 – 7 p.m.</i>
<del>February 28</del>	<del>Finance and Property Committee Board of Health</del>	<del>5 – 7 p.m.</del>
March 6	Finance and Property Committee Board of Health	5 – 7 p.m.
April 24	Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health	5 – 7 p.m.
June 26	Finance and Property Committee Board of Health	5 – 7 p.m.
September 25	Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health	5 – 7 p.m.
November 27	Board of Health	5 – 7 p.m.
December 4	Finance and Property Committee	5 – 7 p.m.

DATE	MEETING	TIME
	Board of Health	
January 22, 2025	Finance and Property Committee Board of Health	5 – 7 p.m.

**Now Therefore Be It Resolved**, that in accordance with Section 18 of the Board of Health Bylaws that the Board of Health for the North Bay Parry Sound District Health Unit approve revisions to the 2024 Board of Health meeting schedule, as presented.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		

“Carried”

**11.0 IN CAMERA**

**11.1 A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.**

**Board of Health Resolution #BOH/2024/01/05 \*Still/McGarvey**

**Be It Resolved**, that the Board of Health move in camera at 5.55 p.m. to discuss item #15.1. A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		

“Carried”

At the close of the in camera session, the following motion was read:

**Board of Health Resolution #BOH/2024/03/06 \*Stickland/McGarvey**

***Be It Resolved***, that the Board of Health rise and report at 7.17 p.m.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		

*“Carried”*

**12.0 ADJOURNMENT**

Having no further business, the Board of Health Chairperson adjourned the Board of Health meeting at 7.18 p.m.

*Original signed by Rick Champagne*

*2024/04/17*

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

*Original signed by Nelly Bothelo*

*2024/04/17*

Nelly Bothelo, Recorder

Date (yyyy/mm/dd)



A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Monday, March 11, 2024, via teleconference. The meeting was open to the public and live streaming of the proceedings was provided for the media and public through a link on the Health Unit's website.

**PRESENT:**

**Nipissing District:**

Central Appointee	Karen Cook
Central Appointee	Dave Wolfe
Central Appointee	Sara Inch
Central Appointee	Jamie Lowery ( <i>Vice-Chairperson</i> )
Central Appointee	Maurice Switzer
Eastern Appointee	Rick Champagne ( <i>Chairperson</i> )
Western Appointee	Jamie Restoule

**Parry Sound District:**

Northeastern Appointee	Blair Flowers
Southeastern Appointee	Marianne Stickland
<b>Public Appointees:</b>	Tim Sheppard
	Catherine Still

**REGRETS:**

Central Appointee	Jamie McGarvey
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**ALSO IN ATTENDANCE:**

Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Executive Director, Finance	Isabel Churcher
Executive Assistant, Director's Office	Christine Neily

**Recorder**

Executive Assistant, Office of the MOH/EO	Nelly Bothelo
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**1.0 CALL TO ORDER**

The Board of Health members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference.

Rick Champagne called the meeting to order 5.00 p.m.

**2.0 APPROVAL OF THE AGENDA**

The agenda for the March 11, 2024 Board of Health meeting was reviewed, and the following motion was read:

**Board of Health Resolution #BOH/2024/03/01 \*Wolfe/Inch**

**Be It Resolved**, that the Board of Health Agenda, dated March 11, 2024, be approved.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

*“Carried”*

**3.0 CONFLICT OF INTEREST DECLARATION**

There were no conflicts of interest declared.

**4.0 APPROVAL OF PREVIOUS MINUTES**

There were no minutes for approval.

**5.0 DATE OF NEXT MEETING**

**Date:** April 24, 2024

**Time:** to be determined

**Place:** to be determined

**6.0 REPORT OF MEDICAL OFFICER OF HEALTH**

No report of the Medical Officer of Health was prepared for this meeting.

**7.0 BOARD COMMITTEE REPORT**

There were no Committee Reports to bring forward.

**8.0 CORRESPONDENCE**

There was no Board of Health correspondence listed at this meeting.

**9.0 NEW BUSINESS**

## 9.1 Meeting Schedule 2024 – Revised

The following motion was read:

### **Board of Health Resolution #BOH/2024/03/02 \*Wolfe/Sheppard**

**Whereas**, that in accordance with Board of Health Bylaw Section II, #18, the Board of Health approved the regular meeting schedule for the year 2024, at the January 24, 2024, Board meeting, and subsequently revised at the March 6, 2024, Board of Health meeting; and

**Whereas**, revisions to the previously approved Board of Health meeting scheduled were required as follows:

<b>DATE</b>	<b>MEETING</b>	<b>TIME</b>
January 24 <i>*This date is carried over from the 2023 approved schedule: for information only</i>	<i>Board of Health Meeting</i>	5 – 7 p.m.
March 6	Finance and Property Committee Board of Health	5 – 7 p.m.
March 11	<b>Board of Health</b>	<b>5 – 7 p.m.</b>
April 24	Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health	5 – 7 p.m.
June 26	Finance and Property Committee Board of Health	5 – 7 p.m.
September 25	Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health	5 – 7 p.m.
November 27	Board of Health	5 – 7 p.m.
December 4	Finance and Property Committee Board of Health	5 – 7 p.m.
January 22, 2025	Finance and Property Committee	5 – 7 p.m.

<b>DATE</b>	<b>MEETING</b>	<b>TIME</b>
	Board of Health	

**Now Therefore Be It Resolved**, that in accordance with Section 18 of the Board of Health Bylaws that the Board of Health for the North Bay Parry Sound District Health Unit approve revisions to the 2024 Board of Health meeting schedule, as presented.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

**10.0 IN CAMERA**

**10.1 A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.**

**Board of Health Resolution #BOH/2024/03/03 \*Stickland/Still**

**Be It Resolved**, that the Board of Health move in camera at 5.05 p.m. to discuss item #10.1. A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

At the close of the in camera session, the following motion was read:

**Board of Health Resolution #BOH/2024/03/04 \*Lowery/Stickland**

**Be It Resolved**, that the Board of Health rise and report at 5.44 p.m.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

**11.0 BUSINESS ARISING**

**11.1 Intent to Merge – North Bay Parry Sound District Health Unit and Renfrew County and District Health Unit.**

The following motion was read:

**Board of Health Resolution #BOH/2024/03/05 \*Lowery/Stickland**

**Whereas**, the Ministry of Health in August 2023 announced its **Strengthening Public Health** initiative which includes funding voluntary Health Unit mergers (as outlined in the Outcomes and Objectives to Support Voluntary Mergers October 2023 document), revising the Ontario Public Health Standards and a new Public Health funding formula;

**Whereas**, the Boards of Health for the North Bay Parry Sound District Health Unit (NBPSDHU) and the Renfrew County and District Health Unit (RCDHU) each passed resolutions in November 2023 to direct their respective Medical Officers of Health (MOH) and Board Chairpersons to seek provincial funding to study the feasibility of a voluntary merger of NBPSDHU and RCDHU and report back to their respective Boards for discussion and direction;

**Whereas**, senior management and Board Chairpersons for NBPSDHU and RCDHU have since undertaken joint engagement to pursue this study, resulting in the Merger Feasibility Report by Sense & Nous Consultancy dated February 2024, delivered to the NBPSDHU and RCDHU Boards of Health;

**Therefore Be it Resolved**, that the Board of Health for North Bay Parry Sound District Health Unit:

- *Agrees in principle to merge with RCDHU, subject to the following conditions:*
  1. *The Government of Ontario approves the intended merger and this Board in its sole discretion is satisfied that this approval will enable NBPSDHU and RCDHU to successfully complete the intended merger;*
  2. *This Board in its sole discretion is satisfied that the funding commitment from the Government of Ontario is sufficient to enable NBPSDHU and RCDHU to successfully complete the intended merger, including one-time and ongoing transition costs during the transition period, (e.g. service and wage harmonization) and business continuity/stabilization funding in amounts sufficient to ensure program and service delivery stability while change is underway;*
  3. *The legal merger of NBPSDHU and RCDHU (if any) will only be effected in accordance with the terms and conditions of a merger agreement to be negotiated through an additional process that will address important issues including composition of the membership for the new board of health, and resolution of the current discrepancy in municipal funding levels between NBPSDHU and RCDHU;*
  4. *The negotiation, due diligence, consultations and implementation plan activities do not identify any material issue that this Board in its sole discretion determines will undermine its assessment of the feasibility of the intended merger with RCDHU such that the Board no longer supports the intent to merge; and,*
  5. *The RCDHU Board of Health expresses its intent to merge with NBPSDHU by resolution that this Board in its sole discretion is satisfied is substantially in accordance with the terms and conditions of this NBPSDHU resolution.*
- *The NBPSDHU MOH/EO; Executive Director, Finance; and Board Chairperson; along with two (2) other NBPSDHU Board of Health members appointed to the Joint Merger Working Group be directed to further negotiate within the Joint Merger Working Group to complete a Voluntary Merger Business Case for submission to the Ministry no later than April 2, 2024, fully signed by the Board Chairperson and MOH/EO for the NBPSDHU and the Board Chairperson and MOH and/or CEO for the RCDHU.*
- *The NBPSDHU MOH/EO communicates this resolution to key stakeholders including the Ministry and the RCDHU Board Chair.*
- *The North Bay Parry Sound Health Unit MOH/EO and Board of Health Chairperson ensure timely reporting back to the Board on this matter at future meetings to enable subsequent Board engagement and direction.*
- *Once (and if) the Ministry of Health has provided information on the terms of approval of this merger, this Board will meet for deliberation and decision-making regarding whether to proceed with the intended merger.*

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

**11.2 Appointment of Board of Health members to the Joint Merger Working Group**

The following motion was read:

**Board of Health Resolution #BOH/2024/03/06 \*Still /Wolfe**

*Whereas, the Board of Health for the North Bay Parry Sound District Health Unit (NBPSDHU) has supported a motion to indicate their intention to proceed with an application to the Ministry of Health to merge with the Board of Health for the Renfrew County and District Health Unit (RCDHU); and*

*Whereas, a Joint Merger Working Group is needed to assist with the development of the voluntary merger business case to be submitted April 2, 2024 as well as continue to assist with transition activities after submission of the business case; and*

*Whereas, the Joint Merger Working Group will be dissolved on December 31, 2024; to be replaced by a new group, appointed by the Board of Health for the new Public Health Unit entity; and*

*Whereas, the membership of the Joint Merger Working Group will be two (2) members of the senior management team each from RCDHU and NBPSDHU and three (3) Board of Health members each from RCDHU and NBPSDHU, with the respective Board of Health Chairpersons, and two (2) Members At Large from each health unit; and*

*Whereas, the terms of reference for the Joint Merger Working Group will be approved by the Working Group and will be shared with the Boards of Health for both Health Units within five (5) business days of the Terms of Reference being approved;*

***Therefore Be It Resolved, that this Board appoint, in addition to the Board of Health Chairperson, Marianne Stickland and Jamie Lowery, to the membership of the Joint Merger Working Group; and***

**Furthermore Be it Resolved**, that should a Member at Large from the North Bay Parry Sound District Board of Health at any time resign from the Joint Merger Working Group, that this Board appoint a new Member at Large within ten (10) business days of the receipt of the notice of resignation.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

*“Carried”*

**12.0 ADJOURNMENT**

Having no further business, the Board of Health Chairperson adjourned the Board of Health meeting at 5.58 p.m.

*Original signed by Rick Champagne* *2024/04/17*  
\_\_\_\_\_  
Chairperson/Vice-Chairperson Date (yyyy/mm/dd)


*Original signed by Nelly Bothelo* *2024/04/17*  
\_\_\_\_\_  
Nelly Bothelo, Recorder Date (yyyy/mm/dd)



## News Release: Planet Youth Nipissing Launches in West Nipissing and North Bay

Communications <communications@healthunit.ca>

Tue 4/16/2024 10:30 AM

 2 attachments (412 KB)

News Release - Planet Youth Nipissing Launches in West Nipissing and North Bay.pdf; Communiqué - Planète Jeunesse Nipissing débute à Nipissing Ouest et à North Bay.pdf;

NORTH BAY, ON – Planet Youth Nipissing has officially launched in West Nipissing and North Bay, with the release of voluntary anonymous surveys to grade 10 students. Planet Youth Nipissing is a five-year pilot project targeted to reduce teen substance use in our communities. The project is based on the [Icelandic Prevention Model](#), an evidence-based, community-led approach that successfully reduced teen substance use in Iceland over a 20-year period.

In 2023, the North Bay Parry Sound District Health Unit brought together 68 community organizations to hear from Planet Youth representatives. Based on widespread interest, a coalition of members serving the communities of West Nipissing and North Bay was formed.

Member organizations include the Canadian Mental Health Association North Bay and District, Children's Aid Society Nipissing & Parry Sound, City of North Bay, Conseil scolaire catholique Franco-Nord, Conseil scolaire public du Nord-Est de l'Ontario, District of Nipissing Social Services Administration Board, Hands TheFamilyHelpNetwork.ca, Municipality of West Nipissing, Near North District School Board, Nick's Place For Us, Nipissing-Parry Sound Catholic District School Board, Nipissing University, North Bay Parry Sound District Health Unit, North Bay Police Service, North Bay Regional Health Centre, OUTloud North Bay, West Nipissing Community Health Centre, and YMCA of Northeastern Ontario.

The grade 10 anonymous surveys will provide data that will be used to help communities better understand the lives of young people and what is impacting their health and well-being. From there, communities will be better positioned to respond and adjust community initiatives that support the well-being of youth and reduce high-risk behaviours such as substance use. The goal is for the project to engage schools, parents, youth, local organizations, and the community to create an environment that promotes well-being among adolescents.

"I want to thank all the community partners who have come together to spearhead this project," said Mayor of North Bay, Peter Chirico. "Our young people are our future, and providing support early on through this kind of initiative will help to empower them to overcome challenges and realize their full potential."

The key element to Planet Youth's success is its proactive and preventative strategy. By identifying risk factors and positive influences that impact the development of risky behaviors, it becomes possible to intervene early and make changes to the environment, where needed, for youth to thrive.

"Our children are our future. We are so excited to work in partnership with the coalition members in building a community that engages and encourages the growth and development of youth in West Nipissing," said Mayor of West Nipissing, Kathleen Thorne Rochon.

Coalition members are eagerly advancing the project, motivated by everyone's commitment to create opportunities for youth to reach their full potential. The visible support of community leaders invested in the health and well-being of youth further fuels members' determination and optimism for the journey ahead.

For more information on Planet Youth Nipissing visit [www.planetyouthnipissing.ca](http://www.planetyouthnipissing.ca).

-30-

## Media Inquiries:

Alex McDermid, Public Relations Specialist

P: 705-474-1400, ext. 5221 or 1-800-563-2808 ext. 5221

E: [communications@healthunit.ca](mailto:communications@healthunit.ca)

NORTH BAY, ON – Planète Jeunesse Nipissing a été officiellement lancé à Nipissing Ouest et à North Bay avec la diffusion de sondages anonymes et volontaires auprès des élèves de la 10e année. Planète Jeunesse Nipissing est un projet pilote de cinq ans visant à réduire la consommation d'alcool et de drogues chez les adolescents de nos communautés. Le projet est basé sur le [modèle de prévention islandais](#), une approche communautaire fondée sur des données probantes qui a permis de réduire la consommation d'alcool et de drogues chez les adolescents en Islande sur une période de 20 ans.

En 2023, le Bureau de santé du district de North Bay-Parry Sound a réuni 68 organisations communautaires pour entendre des représentants de Planète Jeunesse. Suite à l'intérêt général, une coalition de membres qui servent les communautés de Nipissing Ouest et de North Bay a été formée.

Les membres de la coalition comprennent : l'Association canadienne pour la santé mentale North Bay et District, le Bureau de santé du district de North Bay-Parry Sound, le Centre de santé communautaire de Nipissing Ouest, le Centre régional de santé de North Bay, le Conseil d'administration des services sociaux du district de Nipissing, le Conseil scolaire catholique Franco-Nord, le Conseil scolaire public du Nord-Est, Mains LeReseudaideauxfamilles.ca, la Municipalité de Nipissing Ouest, Near North District School Board, Nick's Place For Us, Nipissing-Parry Sound Catholic District School Board, Nipissing University, OUTLoud North Bay, le Service de police de North Bay, la Société d'aide à l'enfance de Nipissing et Parry Sound, la Ville de North Bay, et YMCA du Nord-Est de l'Ontario.

Les sondages anonymes administrés en 10e année fourniront des données qui aideront les communautés à mieux comprendre la vie des jeunes et les éléments qui ont un impact sur leur santé et leur bien-être. Par la suite, les communautés seront mieux équipées pour répondre et adapter les initiatives communautaires qui soutiennent le bien-être des jeunes et réduisent les comportements à risque tels que la consommation d'alcool et de drogues.

"Je tiens à remercier tous les partenaires communautaires qui se sont unis pour bien mener ce projet", a déclaré le maire de North Bay, Peter Chirico. "Nos jeunes sont notre avenir, et le fait de leur apporter un soutien précoce par le biais de ce type d'initiative les aidera à surmonter les difficultés et à réaliser leur plein potentiel."

L'élément essentiel de la réussite de Planète Jeunesse est sa stratégie proactive et de prévention. En identifiant les facteurs de risque et les influences positives qui ont un impact sur le développement des comportements à risque, il devient possible d'intervenir tôt et d'apporter des changements à l'environnement, si nécessaire, pour que les jeunes s'épanouissent.

"Nos enfants sont notre avenir. Nous sommes ravis de travailler en partenariat avec les membres de la coalition pour bâtir une communauté qui s'engage et encourage la croissance et le développement des jeunes de Nipissing Ouest ", a déclaré la mairesse de Nipissing Ouest, Kathleen Thorne Rochon.

Les membres de la coalition font avancer le projet avec enthousiasme, motivés par l'engagement de chacun à créer des opportunités pour les jeunes afin qu'ils atteignent leur plein potentiel. Le soutien

visible des leaders communautaires qui s'investissent dans la santé et le bien-être des jeunes stimule la détermination et l'optimisme des membres pour le chemin à parcourir.

Pour plus d'informations sur Planète Jeunesse Nipissing, visitez le site [www.planetyouthnipissing.ca](http://www.planetyouthnipissing.ca).

-30-

## **Demandes de renseignements des médias :**

Alex McDermid, Public Relations Specialist

P: 705-474-1400, ext. 5221 ou 1-800-563-2808

E: [communications@healthunit.ca](mailto:communications@healthunit.ca)

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RECEIVED

APR 1 1 2024

NEAR NORTH  
**CRIME**   
**STOPPERS**

P.O. Box 382  
North Bay, ON P1B 8H5  
Tel: 705-497-5555 #507  
Fax: 705-476-1784

April 01, 2024

*Dear Crime Stoppers Supporter,*

*Near North Crime Stoppers will be hosting its 26<sup>th</sup> annual Golf Tournament at Highview Golf Course on Friday June 21, 2024.*

*Crime Stoppers is a non-profit organization which provides rewards and a guarantee of anonymity to citizens who help solve crimes in their communities. Funds raised go directly to the rewards program.*

*Many organizations, recognizing the importance of this program, have sponsored a hole each year. The cost is \$150. In recognition of your commitment to Crime Stoppers, a poster, with the name of your business, will be posted at the golf course along with recognition during our awards presentation and on our website.*

*If you would like to help keep Crime Stoppers active within our region, please make your cheque payable to Near North Crime Stoppers and forward to: Box 382, North Bay, ON P1B 8H5 or e-transfer to [kim@nearnorthcrimestoppers.com](mailto:kim@nearnorthcrimestoppers.com)*

*If you have any questions, please feel free to call 705-303-4426.*

*Thank you in advance.*

Kim Jones,



*Executive Director  
Near North Crime Stoppers*



**EVERY 14 MINUTES, SOMEWHERE IN THE WORLD, A CRIME IS SOLVED AS THE RESULT OF A CRIME STOPPERS TIP**



NEAR NORTH  
**CRIME**   
**STOPPERS**

26<sup>th</sup>



# SAVE THE DATE

First 20 Teams Accepted\*

- Where:** Highview Golf Course
- When:** Friday, June 21st
- Fee:** \$120 per Golfer  
(Includes: 18 holes, cart & dinner)
- RSVP:** [kim@nearnorthcrimestoppers.com](mailto:kim@nearnorthcrimestoppers.com)  
or  
705-303-4426

Crime Stoppers is a non-profit, charitable organization that relies on fundraising for its operating budget. As such, it relies on events such as this golf tournament to carry on this essential community-based, crime-prevention program

**CRIME**   
**STOPPERS**

1-800-222-TIPS

**ÉCHEC**   
**AU CRIME**



# 26<sup>th</sup> ANNUAL NEAR NORTH CRIME STOPPERS GOLF TOURNAMENT

**DATE:** Friday, June 21st, 2024  
**LOCATION:** Highview Golf Course  
**FORMAT:** 4 Person Scramble

**FEES:** \$120 per player  
**REGISTRATION:** 12:00pm  
**SHOT GUN START:** 1:00pm

**PLEASE INDICATE YOUR LEVEL OF PARTICIPATION:**

- Team of 4 + Hole Sponsor (\$630)
- Team of 4 (\$480)
- Individual Golfer (\$120)
- Hole Sponsor (\$150)
- Cash Donation (\$\_\_\_)
- In-kind Donation \_\_\_\_\_

**NAME/ BUSINESS:** \_\_\_\_\_

**TEAM NAME:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

Team Members' Names	Email Addresses
1.	
2.	
3.	
4.	

Your entry fee includes: 18 holes of golf, golf cart, dinner, Longest Drive (ladies & men's), Closest to the Pin (ladies & men's) & \$10,000 Hole in One.

**Please make cheque payable to: Near North Crime Stoppers or by e-transfer to:**  
[kim@nearnorthcrimestoppers.com](mailto:kim@nearnorthcrimestoppers.com)

**For further information, please call – 705 303-4426**



*For course information contact:*

Dean Harrington  
 Highview Golf Course  
[highview18@yahoo.com](mailto:highview18@yahoo.com)



*Thank you for your Generosity & Support!*







Toronto Office  
720 Bathurst Street, Toronto, ON M5S 2R4  
Tel: 416.222.6930 | 1.877.346.HOPE(4673)  
Fax: 416.222.6930

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April 8, 2024

Dear The Board of Directors for the Federation of Northern Ontario Municipalities,

As you know, Hope Air has been tirelessly dedicated to providing access to healthcare by facilitating free travel arrangements for patients living in your community. We ensure that individuals can reach life-saving medical treatment far from home, regardless of distance or financial means.

We want to thank you for your support last year in our advocacy to the Ontario government, for funding to Hope to enable our charity to meet the ongoing and growing demand for our programs. In 2023, Hope Air supported over 3,300 travel arrangements for patients across Northern Ontario. We remain in discussions with the Ministry of Health on a potential funding partnership

On **June 7th**, Hope Air is working with municipalities across Northern Ontario to declare this day, "**Hope Air Day**" in Ontario. We are choosing this day to shine the spotlight on the unique medical travel needs of thousands of residents each year. In turn, we must continue to bring awareness to the issue of equitable access to health care for all.

I am writing to request your consideration that your Municipality adopt the attached proclamation declaring June 7th, Hope Air Day. We would be grateful for this support, in joining cities and towns across the North to recognize the impact of Hope Air.

I have attached a draft of the proclamation for your review.

Please let know if you have any questions with regard to this proclamation,

Warm Regards,

*Mark Rubinstein*

Mark Rubinstein  
CEO  
Hope Air

cc. Kristina De Marzio  
Manager, Community Engagement

## Municipal Proclamation

### **Hope Air Day**

June 7, 2024

Whereas, access to healthcare is a fundamental right for all citizens, regardless of their geographic location;

Whereas, Hope Air, a charitable organization, has been tirelessly dedicated to providing access to healthcare by facilitating free flights and other services for patients living in rural and under-served communities in Ontario, ensuring they can receive vital medical treatment regardless of distance or financial means;

Whereas, Hope Air has been instrumental in bridging the gap between smaller communities and hospitals far from home, reducing the barriers that often prevent individuals from reaching medical care;

Whereas, the impact of Hope Air extends beyond the individual patients served, positively affecting families, communities, and the healthcare system as a whole by promoting wellness and reducing the burden of untreated medical conditions;

Whereas, the compassion, dedication, and commitment demonstrated by Hope Air and its volunteers embody the spirit of community and the belief in the inherent value of every individual's well-being;

Now, therefore, be it proclaimed by the [Name of Municipality] that June 7th, 2024, shall be known as "Hope Air Day" in recognition of the invaluable contributions made by Hope Air to the health and well-being of individuals in Ontario's remote and rural communities.

We urge all citizens to join us in celebrating Hope Air Day and to reflect on the significance of ensuring equitable access to healthcare for all members of our society. Let us reaffirm our commitment to supporting initiatives that promote health equity and extend our gratitude to Hope Air for their unwavering dedication to serving those in need.

Signed,

[Mayor's Signature]

[Mayor's Name]

Mayor of [Name of Municipality]

[Seal of the Municipality]

The Town of Goderich  
57 West Street  
Goderich, Ontario  
N7A 2K5  
519-524-8344  
townhall@goderich.ca  
www.goderich.ca



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Wednesday, April 10, 2024

Matthew Pearson  
Chair  
Ausable Bayfield Maitland Valley Source Protection Committee  
71108 Morrison Line  
RR3, Exeter Ontario  
N0M 1S5

SENT VIA EMAIL: [mpearson@bmross.net](mailto:mpearson@bmross.net)

---

RE: Recommended Phase-Out of Free Well Water Testing in the 2023 Auditor General's Report

Dear M. Pearson,

Please be advised of the following motion passed at the Monday, March 18, 2024, Goderich Town Council Meeting:

Moved By: Councillor Segeren  
Seconded By: Deputy Mayor Noel

That the Town of Goderich direct a letter to Minister Lisa Thompson requesting that the province not proceed with the recommended phase-out of free private well testing in Ontario;

And Further That area municipalities, the Minister of Environment Conservation and Parks, the Minister of Health and Long-Term Care, other Source Protection Committees, and local health units be forwarded the letter and asked for their support.

**CARRIED**

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or [afisher@goderich.ca](mailto:afisher@goderich.ca).

Yours truly,

A handwritten signature in cursive script that reads "Andrea Fisher".

Andrea Fisher  
Director of Legislative Services/Clerk  
/ar

cc. Premier Doug Ford [premier@ontario.ca](mailto:premier@ontario.ca)  
Hon. Paul Calandra [Paul.Calandra@pc.ola.org](mailto:Paul.Calandra@pc.ola.org)

The Town of Goderich  
57 West Street  
Goderich, Ontario  
N7A 2K5  
519-524-8344  
townhall@goderich.ca  
www.goderich.ca



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MPP Lisa Thompson, Huron–Bruce [lisa.thompsonco@pc.ola.org](mailto:lisa.thompsonco@pc.ola.org)  
MPP Andrea Khanjin, Minister of Environment Conservation and Parks  
[andrea.khanjin@pc.ola.org](mailto:andrea.khanjin@pc.ola.org)  
MPP Stan Cho, Minister of Long-Term Care [Stan.Cho@pc.ola.org](mailto:Stan.Cho@pc.ola.org)  
Ontario Municipalities



April 11, 2024

Hon. Paul Calandra  
Minister of Municipal Affairs and Housing  
via Email:  
minister.mah@ontario.ca

**Re: Jurisdiction of Ontario's Ombudsman**

The following resolution, adopted by City Council at their meeting on April 8, 2024, is forwarded for your information and necessary action.

That Council approve the recommendations outlined in [Report LSOCS24-005](#), dated April 2, 2024 of the Commissioner, Legislative Services, as follows:

- a) That the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, be requested to introduce a Bill to amend the Ombudsman Act to require the Ontario Ombudsman to provide to each municipality, if requested by the municipality, sufficient particulars of each investigation, matter or case respecting the municipality that is referred to in each of the Ombudsman's Annual Reports to permit the municipality to fully understand and address the subject matter of each such investigation, matter or case including:
  - i) a copy of each complaint, as applicable, redacted only to the extent of individuals' personal information contained therein;
  - ii) the identities of the municipality's employees, officers and members of Council with whom the Ombudsman was consulting in respect of the investigation, matter or case; and
  - iii) particulars of the outcome of the investigation, matter or case including the Ombudsman's findings, conclusions and recommendations, if any.
- b) That the City Clerk forward Council's resolutions resulting from Council's approval of these recommendations to Minister Calandra, MPP David Smith, the Association of Municipalities of Ontario and to the municipal Clerks of Ontario's municipalities.

Sincerely,

*J. Kennedy*

John Kennedy, City Clerk

cc: David Smith, MPP  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



April 16, 2024

Conservation Authorities and  
Natural Hazards Section  
Ministry of Natural Resources and  
Forestry – RPDPB  
By E-mail: [ca.office@ontario.ca](mailto:ca.office@ontario.ca)

Matthew Rae  
MPP for Perth-Wellington  
By E-mail: [matthew.rae@pc.ola.org](mailto:matthew.rae@pc.ola.org)

**RE: Conservation Authorities Act**

Please note that in response to the attached Ministry of Natural Resources and Forestry's proposal "Regulation detailing new Minister's Permit and Review powers under the Conservation Authorities Act" on April 5, 2024, Council of the Municipality of West Perth at its Regular Council Meeting held on April 15, 2024, passed the following resolution:

RESOLUTION: 122/24

Moved By: Councillor Trentowsky

Seconded by: Councillor Duck

CARRIED

"That the Council for the Municipality of West Perth recommends to the province that any proposed changes contemplated by the province be put on hold until such time that the planning statement is finalized by the province and communicated to the municipalities and that this motion be circulated to the Association of Municipalities of Ontario (AMO) All Ontario Municipalities for support."

If you require further information, please do not hesitate to contact the Clerk's Department.



Daniel Hobson  
Manager of Legislative Services/Clerk  
Municipality of West Perth

cc: Matthew Rae, MPP for Perth-Wellington  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities

# Regulation detailing new Minister's Permit and Review powers under the Conservation Authorities Act.

ERO (Environmental Registry of Ontario) number	019-8320
Notice type	Regulation
Act	Conservation Authorities Act, R.S.O. 1990
Posted by	Ministry of Natural Resources and Forestry
Notice stage	Proposal
Proposal posted	April 5, 2024
Comment period	April 5, 2024 - May 6, 2024 (31 days) Open
Last updated	April 5, 2024

This consultation closes at 11:59 p.m.

on:

**May 6, 2024**

## Proposal summary

We are proposing a regulation specifying the circumstances under which the Minister may issue an order to prevent a conservation authority from making a permitting decision and make the permitting decision in the place of a conservation authority or may undertake a review of a conservation authority permitting decision.

## Proposal details

Conservation authorities regulate development and other activities through a permitting process under the *Conservation Authorities Act* for the purposes of natural hazard management and to protect people and property from natural hazards, such as flooding and erosion. Each conservation authority implements the permitting framework based on provincial legislation, regulatory

requirements, and technical standards, as well as conservation authority board-approved policies that outline how the conservation authority administers regulations locally.

Recently proclaimed provisions in the *Conservation Authorities Act* and associated regulations came into effect on April 1, 2024, including new powers for the Minister to 1) issue an order to prevent a conservation authority from issuing a permit and to take over the permitting process in the place of a conservation authority, and 2) review a conservation authority permit decision at the request of the applicant.

The Ministry is proposing a regulation which would set out the circumstances under which these powers could be used. If the regulation is approved, public guidance would be made available on the criteria and processes outlined in the regulation.

## 1. Permits issued by the Minister

Existing requirements under the *Conservation Authorities Act* regarding permits issued by the Minister under section 28.1.1 include:

- The Minister may issue an order directing a conservation authority not to issue a permit to a specific individual to engage in a specified activity, or to persons who may wish to engage in a certain type or class of activity, that would be prohibited under section 28 without a permit.
- The Minister's decision to issue an order is discretionary, and it may be issued either before or after an application for a permit has been submitted to the relevant conservation authority.
- Notice of any order must be provided to affected conservation authorities, any person who applied for the permit in question prior to the order and be posted on the Environmental Registry of Ontario (ERO (Environmental Registry of Ontario)) within 30-days.
- If an order made, the Minister has the power to issue a permit in place of the conservation authority. When making a permitting decision, the Minister is required to satisfy the same criteria concerning natural hazards and public safety that are considered by conservation authorities. This includes whether the activity is likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or

bedrock. It also must consider whether the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

- The Minister may refuse the permit or issue a permit subject to such conditions as the Minister determines are appropriate.

### **Proposed additional requirements that would be set out in regulation include:**

- The Minister may make an order to prevent a conservation authority from making a permitting decision and take over the permitting process only if the development activity or type or class of permits pertains to or supports a specified provincial interest, including:
  - Housing (community, affordable and market-based)
  - Community services (health, long-term care, education, recreation socio-cultural, security and safety, environment)
  - Transportation infrastructure
  - Buildings that facilitate economic development or employment
  - Mixed use developments
- If a proponent wishes to petition the Minister to issue an order, the proponent must submit a request to the Minister that would include information on:
  - Overview of proposed development.
  - Why the Minister's involvement is requested (e.g., development of provincial interest, timing/urgency; permitting process to date if applicable; other barriers) and preferable to the standard process in the *Conservation Authorities Act*.
  - Indication of whether the local municipality has endorsed the project and the request for Minister's involvement (e.g., by municipal letter or resolution).
  - Status of other required project approvals including the extent of any engagement with the conservation authority in the permitting process that the applicant has had to date.

## 2. Permits reviewed by the Minister

Existing requirements under the *Conservation Authorities Act* relating to requests for review under section 28.1.2 regarding permits where there is an order made by the Minister of Municipal Affairs and Housing under section 34.1 or 47 of the *Planning Act* and section 28.1 regarding all other conservation authority permits include:

- An applicant who has been refused a permit or had conditions attached to a permit by a conservation authority to which the applicant objects can, within 15-days of receiving reasons for the authority's decision, submit a request to the Minister for the Minister to review the authority's decision. Alternatively, an applicant also has the option to appeal the authority's decision to the Ontario Land Tribunal.
- After receiving a request, the Minister has 30-days in which to decide whether or not they intend to conduct a review. If the Minister decides to conduct the review, a notice shall be posted on the ERO (Environmental Registry of Ontario) within 30-days of a reply indicating the Minister intends to review the decision by the authority. If the Minister does not reply within 30-days of the request, this is deemed to indicate that the Minister does not intend to conduct a review.
- After conducting a review, the Minister may confirm or vary the authority's decision or make any decision that the Minister considers appropriate, including issuing the permit subject to conditions.
- The Minister is required to base the decision on same criteria concerning natural hazards and public safety that are considered by conservation authorities. This includes whether the activity is likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock. It also must consider whether the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

### **Proposed additional requirements that would be set out in regulation include:**

- The Minister may conduct a review of a conservation authority permit decision only if the development activity pertains to or supports a development of specified provincial interest, including:
  - Housing (community, affordable and market-based)

- Community services (health, long-term care, education, recreation socio-cultural, security and safety, environment)
- Transportation infrastructure
- Buildings that facilitate economic development or employment
- Mixed use developments

Note: This criteria would not apply to permit reviews under section 28.1.2 regarding permits where there is an order made by the Minister of Municipal Affairs and Housing under section 34.1 or 47 of the *Planning Act*.

- The request submitted to the Minister for a review would include information on:
  - Overview of proposed development.
  - If the request relates to conditions imposed by the conservation authority to which the applicant objects, identification of the specific conditions that are subject to the request for review, the changes requested to the conditions and the rationale in support of the requested changes.
  - If the request relates to an authority's decision to refuse a permit, the rationale in support of requesting that the Minister varies the decision and issues the permit.
  - Why the Minister's involvement is requested (e.g., development of provincial interest, timing/urgency; permitting process to date; other barriers) and preferable to alternative mechanisms in the *Conservation Authorities Act*.
  - Indication of whether the local municipality has endorsed the project and/or the request for Minister's involvement (e.g., by municipal letter or resolution).
  - Status of other required project approvals.

## Regulatory impact analysis

By clearly communicating the circumstances under which the Minister would consider whether to issue an order to prevent a conservation authority from making a permitting decision and to make permitting decisions in place of a conservation authority or to review a conservation authority permitting decision, this proposal would ensure that development proponents pursue the appropriate permitting channel. Efficiently navigating the permitting process is

expected to help save proponents time and resources. We expect that there will be some minor administrative costs for development proponents based on the time needed to learn about and understand the proposed changes.

## Supporting materials

### Related links

Conservation Authorities Act

(<https://www.ontario.ca/laws/statute/90c27#BK43>)

O. Reg. 41/24: Prohibited Activities, Exemptions and Permits

(<https://www.ontario.ca/laws/regulation/240041>)

### View materials in person

Some supporting materials may not be available online. If this is the case, you can request to view the materials in person.

Get in touch with the office listed below to find out if materials are available.

MNRF - RPDPB - Resources Development Section

300 Water Street

2nd Floor South

Peterborough, ON

K9J 3C7

Canada

## Comment

Let us know what you think of our proposal.

Have questions? Get in touch with the contact person below. Please include the ERO (Environmental Registry of Ontario) number for this notice in your email or letter to the contact.

[Read our commenting and privacy policies. \(/page/commenting-privacy\)](/page/commenting-privacy)



## Submit by mail

Conservation Authorities and  
Natural Hazards Section

Ministry of Natural Resources and  
Forestry - RPDPB

300 Water Street

2nd Floor South Tower

Peterborough, ON

K9J 3C7

Canada

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Connect with  
US

## Contact

Conservation Authorities and  
Natural Hazards Section

 [ca.office@ontario.ca](mailto:ca.office@ontario.ca)



**Municipality of Huron Shores**  
7 Bridge Street, PO Box 460  
Iron Bridge, ON P0R 1H0  
Tel: (705) 843-2033 Fax: (705) 843-2035

April 12, 2024

### **Resolution #24-12-02 – Urging the Government to Promptly Resume Assessment Cycle**

The Council of the Corporation of the Municipality of Huron Shores passed Resolution #24-12-02 at the Regular Meeting held Wednesday, April 10<sup>th</sup>, 2024, as follows:

“WHEREAS the assessment cycle is an essential process for maintaining the fairness and predictability of property taxes in our province;

AND WHEREAS the pause in the reassessment cycle has created uncertainty and instability in property taxation, impacting both residential and commercial property owners;

AND WHEREAS the government has delayed an assessment update again in 2024, resulting in Ontario’s municipalities continuing to calculate property taxes using 2016 property values;

AND WHEREAS both current and outdated assessments are inaccurate, increase volatility, and are not transparent;

AND WHEREAS frequent and accurate reassessments are necessary to stabilize property taxes and provide predictability for property owners, residents, and businesses alike;

AND WHEREAS the staff at the Municipal Property Assessment Corporation would benefit from further skills enhancement and training in assessments, recognizing the importance of ensuring accurate evaluations for 100% of our municipality;

AND WHEREAS the Government has announced a review of the property assessment and taxation system with a focus on fairness, equity, and economic competitiveness, and therefore further deferring new property assessment;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Huron Shores hereby calls upon the Premier to promptly resume the assessment cycle to ensure the stability and predictability of property taxes while the Government conducts its review of the property assessment and taxation system, or respond with an alternative method for every municipality in Ontario to achieve fair taxation;

AND THAT all Municipalities in Ontario and their constituents are encouraged to apply pressure to the Premier, daily, weekly, and monthly, to resolve the situation before it causes undo stress to everyone in the Municipality;

AND THAT a copy of this resolution be forwarded to the Premier, the relevant provincial authorities, the Municipal Property Assessment Corporation, and all municipalities in Ontario for their consideration, to make proper changes as quickly and efficiently as possible.”

Should you require anything further in order to address the above-noted resolution, please contact the undersigned

Yours truly,

A handwritten signature in black ink that reads "Natasha Roberts". The signature is written in a cursive, flowing style.

Natasha Roberts

CAO/Clerk  
NR/KN

Cc: Premier of Ontario, the relevant provincial authorities, the Municipal Property Assessment Corporation, and all municipalities in Ontario

April 23, 2024

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

Sent via email: [premier@ontario.ca](mailto:premier@ontario.ca)

**Re: Provincial Regulations Needed to Restrict Keeping of Non-native ("exotic") Wild Animals  
Our File 35.11.2**

Dear Premier Ford,

At its meeting held on April 8, 2024, St. Catharines City Council approved the following motion:

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

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;

THEREFORE BE IT RESOLVED that the City of St. Catharines 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; and

BE IT FURTHER RESOLVED that this resolution will be forwarded to all municipalities in Ontario for support, the Premier of Ontario, Ontario Solicitor General, Ontario Minister for Natural Resources and Forestry, MPP Jennie Stevens, MPP Sam Oosterhoff, MPP Jeff Burch, AMO, AMCTO, and MLEAO.

If you have any questions, please contact the Office of the City Clerk at extension 1524.



Kristen Sullivan, City Clerk  
Legal and Clerks Services, Office of the City Clerk  
:av

cc: The Honourable Michael S. Kerzner, Solicitor General  
The Honourable Graydon Smith, Minister of Natural Resources and Forestry  
Local MPPs  
Association of Municipalities of Ontario (AMO)  
Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO)  
Municipal Law Enforcement Officers' Association of Ontario (MLEAO)  
All Municipalities of Ontario

A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, April 17, 2024, via teleconference. The meeting was open to the public and live streaming of the proceedings was provided for the media and public through a link on the Health Unit's website.

**PRESENT:**

**Nipissing District:**

Central Appointee	Karen Cook
Central Appointee	Dave Wolfe
Central Appointee	Sara Inch
Central Appointee	Jamie Lowery ( <i>Vice-Chairperson</i> )
Central Appointee	Maurice Switzer
Eastern Appointee	Rick Champagne ( <i>Chairperson</i> )
Western Appointee	Jamie Restoule

**Parry Sound District:**

Northeastern Appointee	Blair Flowers
Southeastern Appointee	Marianne Stickland

**REGRETS:**

Central Appointee	Jamie McGarvey
<b>Public Appointees:</b>	Tim Sheppard
	Catherine Still

**ALSO IN ATTENDANCE:**

Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Executive Director, Finance	Isabel Churcher
Executive Director, Corporate Services/Privacy Officer	Paul Massicotte
Executive Assistant, Executive Director's Office	Christine Neily

**Recorder**

Executive Assistant, Office of the MOH/EO	Nelly Bothelo
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**1.0 CALL TO ORDER**

The Board of Health members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference.

Rick Champagne called the meeting to order 5.02 p.m.

**2.0 APROVAL OF THE AGENDA**

The agenda for the April 17, 2024 Board of Health meeting was reviewed, and the following motion was read:

**Board of Health Resolution #BOH/2024/04/01 \*Wolfe/Switzer**

***Be It Resolved***, that the Board of Health Agenda, dated April 17, 2024, be approved.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	R			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	R		

*“Carried”*

**3.0 CONFLICT OF INTEREST DECLARATION**

There were no conflicts of interest declared.

**4.0 APPROVAL OF PREVIOUS MINUTES**

**4.1 Board of Health Minutes – March 6, 2024**

The minutes from the Board of Health meeting held on March 6, 2024, were reviewed and the following motion was read:

**Board of Health Resolution #BOH/2024/04/02 \*Cook/Lowery**

***Be It Resolved***, that the minutes from the Board of Health meeting held on March 6, 2024, be approved as presented.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	R			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	R		

*“Carried”*

#### 4.2. Board of Health In Camera Minutes – March 6, 2024

The minutes from the Board of Health meeting held on March 6, 2024, were reviewed and the following motion was read:

**Board of Health Resolution ##BOH/2024/04/03 \*Cook/Lowery**

***Be It Resolved***, that the in-camera minutes from the Board of Health meeting on March 6, 2024, be approved as presented.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	R			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	R		

“Carried”

#### 4.3 Board of Health Minutes – March 11, 2024

The minutes from the Board of Health meeting held on March 11, 2024, were reviewed and the following motion was read:

**Board of Health Resolution #BOH/2024/04/04 \*Stickland/Flowers**

***Be It Resolved***, that the minutes from the Board of Health meeting held on March 11, 2024, be approved as presented.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	R			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	R		

“Carried”

#### 4.4. Board of Health In Camera Minutes – March 11, 2024



The minutes from the Board of Health meeting held on March 11, 2024, were reviewed and the following motion was read:

**Board of Health Resolution ##BOH/2024/04/05 \*Restoule/Wolfe**

**Be It Resolved**, that the in-camera minutes from the Board of Health meeting on March 11, 2024, be approved as presented.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	R			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	R		

*“Carried”*

**5.0 DATE OF NEXT MEETING**

**Date:** April 24, 2024

**Time:** to be determined

**Place:** 345 Oak Street West, North Bay, Ontario

**6.0 BUSINESS ARISING**

There was nothing under Business Arising.

**7.0 REPORT OF MEDICAL OFFICER OF HEALTH**

No report of the Medical Officer of Health was prepared for this meeting.

**8.0 BOARD COMMITTEE REPORT**

There were no Committee Reports to bring forward.

**9.0 CORRESPONDENCE**

There was no Board of Health correspondence listed at this meeting.

**10.0 NEW BUSINESS**

## 10.1 Meeting Schedule 2024 – Revised

The following motion was read:

### **Board of Health Resolution #BOH/2024/04/06 \* Wolfe/Switzer**

**Whereas**, that in accordance with Board of Health Bylaw Section II, #18, the Board of Health approved the regular meeting schedule for the year 2024, at the January 24, 2024, Board meeting, and subsequently revised at the April 17, 2024 Board of Health meeting; and

**Whereas**, revisions to the previously approved Board of Health meeting scheduled were required as follows:

<b>DATE</b>	<b>MEETING</b>	<b>TIME</b>
January 24 *This date is carried over from the 2023 approved schedule: for information only	Board of Health Meeting	5 – 7 p.m.
March 6	Finance and Property Committee Board of Health	5 – 7 p.m.
March 11	Board of Health	5 – 7 p.m.
April 17	Board of Health	5 – 7 p.m.
April 24	Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health	5 – 7 p.m.
June 26	Finance and Property Committee Board of Health	5 – 7 p.m.
September 25	Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health	5 – 7 p.m.
November 27	Board of Health	5 – 7 p.m.
December 4	Finance and Property Committee Board of Health	5 – 7 p.m.

<b>DATE</b>	<b>MEETING</b>	<b>TIME</b>
January 22, 2025	Finance and Property Committee Board of Health	5 – 7 p.m.

**Now Therefore Be It Resolved**, that in accordance with Section 18 of the Board of Health Bylaws that the Board of Health for the North Bay Parry Sound District Health Unit approve revisions to the 2024 Board of Health meeting schedule, as presented.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	R			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	R		

“Carried”

**11.0 IN CAMERA**

**11.1 A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.**

**Board of Health Resolution #BOH/2024/04/07 \*Cook/Lowery**

**Be It Resolved**, that the Board of Health move in camera at 5.09 p.m. to discuss item #11.1. A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	R			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	R		

“Carried”

Sara Inch joined the session at 5.15 pm

At the close of the in camera session, the following motion was read:

**Board of Health Resolution #BOH/2024/04/08 \*Inch/Cook**

***Be It Resolved***, that the Board of Health rise and report at 5.33 p.m.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	X			Jamie McGarvey	R		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	R			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	R		

*“Carried”*

**12.0 ADJOURNMENT**

Having no further business, the Board of Health Chairperson adjourned the Board of Health meeting at 5.34 p.m.

*Original signed by Rick Champagne* *2024/04/24*  
\_\_\_\_\_  
Chairperson/Vice-Chairperson Date (yyyy/mm/dd)

*Original signed by Nelly Bothelo* *2024/04/24*  
\_\_\_\_\_  
Nelly Bothelo, Recorder Date (yyyy/mm/dd)

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT  
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH  
MINUTES – FINANCE AND PROPERTY COMMITTEE, March 6, 2024  
345 Oak Street West, Nipissing Room, North Bay, Ontario**

**PRESENT:**

**Nipissing District:**

Central Appointee	Karen Cook
Central Appointee	Dave Wolfe
Eastern Appointee	Rick Champagne
Western Appointee	Jamie Restoule
Western Appointee	Jamie McGarvey

**Parry Sound District:**

Northeastern Appointee	Blair Flowers
Southeastern Appointee	Marianne Stickland

**Public Appointees:**

Tim Sheppard  
Catherine Still

**ALSO IN ATTENDANCE:**

Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Executive Director, Finance	Isabel Churcher
Executive Assistant, Director's Office	Christine Neily

**REGRETS:**

Central Appointee	Jamie Lowery
Central Appointee	Sara Inch
Central Appointee	Maurice Switzer

**RECORDER:**

Executive Assistant, Office of the MOH/EO	Nelly Bothelo
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**1.0 CALL TO ORDER**

The Finance and Property Committee members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference. The meeting was open to the public and live streaming of the meeting was available to the media and public through a link provided on the Health Unit's website. Dr. Zimbalatti called the March 6, 2024 meeting to order at 5.01 p.m. and Land acknowledgment was provided.

## 2.0 ELECTIONS

Nominations for the Chairperson and Vice-Chairperson positions were requested electronically prior to the start of the Finance and Property Committee meeting. And no nominations were received.

### 2.1 Election of Chairperson

Nomination was received during the meeting from the floor and a final call for nominations was requested. The following motion was read:

**Finance and Property Recommendation #FP/2024/03/01 \*Champagne/Wolfe**

***Be It Resolved***, that Marianne Stickland be elected Chairperson of the Finance and Property Committee for the North Bay Parry Sound District Health Unit for the year 2024.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	X			Jamie Restoule	X		
Karen Cook	X			Marianne Stickland	X		
Blair Flowers	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		
Jamie McGarvey	X			Catherine Still	X		

“Carried”

### 2.2 Election of Vice-Chairperson

Marianne Stickland assumed the role of Chairperson. Nomination was received during the meeting from the floor and a final call for nominations was requested. The following motion was read:

**Finance and Property Recommendation #FP/2024/03/02 \*Champagne/Restoule**

***Be It Resolved***, that Jamie McGarvey be elected Vice-Chairperson of the Finance and Property Committee for the North Bay Parry Sound District Health Unit for the year 2024.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
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Rick Champagne	X	Jamie Restoule	X
Karen Cook	X	Marianne Stickland	X
Blair Flowers	X	Maurice Switzer	R
Sara Inch	R	Dave Wolfe	X
Jamie Lowery	R	Tim Sheppard	X
Jamie McGarvey	X	Catherine Still	X

“Carried”

### 3.0 APPROVAL OF THE AGENDA

The following motion regarding the March 6, 2024 Finance and Property Committee agenda was read:

**Finance and Property Recommendation #FP/2024/03/03 \*Wolfe/Still**

***Be It Resolved***, that the Finance and Property Committee agenda, dated March 6, 2024, be approved.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	X		
Karen Cook	X			Marianne Stickland	X		
Blair Flowers	X			Maurice Switzer		R	
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		
Jamie McGarvey	X			Catherine Still	X		

“Carried”

### 4.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

### 5.0 PRESENTATION: AUDIT PLANNING REPORT

Mr. Derek D’Angelo from KPMG LLP joined the meeting to provide a presentation to Finance and Property Committee members related to the upcoming audit for the year 2024.

Areas covered in the audit planning presentation included audit quality, scope of the audit. Other areas highlighted were the audit strategy, risk assessment, key milestones and deliverables, independence and audit strategy.

There were no questions asked or concerns noted following the presentation.

Derek D’Angelo was thanked for the presentation and signed out of the meeting at 5:27 p.m.

## 6.0 APPROVAL OF PREVIOUS MINUTES

### 6.1 Finance and Property Committee Minutes – November 29, 2023

The minutes from the November 29, 2023, Finance and Property Committee meeting were presented.

The following motion was read:

#### **Finance and Property Recommendation #FP/2024/03/04 \*McGarvey/Champagne**

*Be It Resolved, that the minutes from the Finance and Property Committee meeting held on November 29, 2023, be approved as presented.*

The recorded vote was as follows:

#### **RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	X			Jamie Restoule	X		
Karen Cook	X			Marianne Stickland	X		
Blair Flowers	X			Maurice Switzer	R		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		
Jamie McGarvey	X			Catherine Still	X		

*“Carried”*

## 7.0 DATE OF NEXT MEETING

Date: April 24, 2024

Time: To be determined

Location: To be determined

## 8.0 BUSINESS ARISING

There was nothing brought forward under Business Arising.

## 9.0 NEW BUSINESS

### 9.1 Fourth Quarter Income Statements - December 31, 2023

The 2023 fourth quarter income statements report was provided for information purposes.



There were no questions or concerns noted.

## 9.2 Fourth Quarter Medical Officer of Health Expenses - September 1 to December 31, 2023

There were no questions or concerns noted.

## 10.0 IN CAMERA

There was nothing brought forward requiring a closed session.

## 11.0 ADJOURNMENT

Having no further business, the Chairperson adjourned the Finance and Property Committee meeting at 5.32 p.m.

*Original signed by Marianne Stickland*

2024/04/24

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Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

*Original signed by Nelly Bothelo*

2024/04/24

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Nelly Bothelo, Recorder

Date (yyyy/mm/dd)

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD**

**BY-LAW NO. 2024-33**

**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 9, 2024 to April 30, 2024 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 30th DAY OF APRIL 2024.**

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MAYOR

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CLERK