



The Corporation of The Township of Bonfield

AGENDA FOR CORPORATE SERVICES COMMITTEE TO BE HELD September 19, 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. Corporate Services Committee Meeting: July 30, 2024
- 5. Presentations and Delegations – none**
- 6. Items for Discussion / Staff Reports**
 - a. Report from Public Works Manager
 - i. Recycling Transition
 - ii. Grader Operations
 - iii. Department Updates
 - b. Reports from the CAO Clerk-Treasurer
 - i. Memberships and subscriptions for 2025
 - ii. Draft Tax Policy
 - iii. Department Updates
- 7. Resolutions to be Considered for Adoptions**
- 8. Correspondence- None**
- 9. Adjournment**





THE CORPORATION OF THE TOWNSHIP OF BONFIELD
CORPORATE SERVICES COMMITTEE MEETING
July 30, 2024 @ 7:00 pm

ATTENDANCE: Chair Dan MacInnis Narry Paquette
Steve Featherstone Jason Corbett

EXCUSED ABSENCE: Donna Clark

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

No. 1
Moved by Steve Featherstone Seconded by Jason Corbett
THAT the Corporate Services Committee Meeting be opened at 7:00 p.m.
Carried

No. 2
Moved by Steve Featherstone Seconded by Narry Paquette
THAT the agenda for the Corporate Services Committee Meeting for July 30, 2024 be
approved.
Carried

No. 3
Moved by Steve Featherstone Seconded by Jason Corbett
THAT the minutes of the Corporate Services Committee meeting held July 2, 2024 be
adopted as presented.
Carried

No. 4
Moved by Steve Featherstone Seconded by Jason Corbett
That the Corporate Services Committee move into closed session at 7:01 pm to review advice
related to litigation or potential litigation and subject to solicitor-client privilege under Municipal Act
2001, 239(2)e&f. (regarding the short-term rental draft bylaw).
Carried

No. 5
Moved by Steve Featherstone Seconded by Jason Corbett
That the Corporate Services Committee reconvene to open session at 8:18 pm having
received solicitor advice on draft bylaws.
Carried

The Committee then reviewed the draft short-term rental bylaw.

- Short-term rentals are considered the same use as residential. The owners use the properties at least part of the year for residential purposes therefore the use does not change. The traffic on streets does not increase but rather it is strange traffic. This use is permitted as a right.
- The exception to the use is when properties are purchased solely for short-term accommodation and are not used by the owner for their own residential purposes. The concept that this use is deemed commercial has only just started to come out of court and tribunal decisions. Our zoning does not allow commercial use in the residential use but does allow home occupation which is defined in the zoning bylaw. New commercial STRs would need to rezone.
- Private roads, the Township does not have jurisdiction to control who travels on a private road. Given the use is permitted, the Township could not solely refuse a license due to being on a private road.
- The Committee did note that there may be limited services on private roads so any STR on such a road should post this so guests are aware, as due diligence. The Township will post on its website for the STR as well. The Township will also do a community-wide education on this.
- All STRs are required to be licensed. Beginning the day following the passing of the bylaw, to obtain such a license, the applicant must meet all conditions of the bylaw.
- It is expected that the bylaw will be adopted in 2024 and take effect immediately but with a prorated fee. Starting 2025, the fee will be applied without prorating it based on date obtained.
- The Committee reviewed the fee structure. While there may be multiple inspections the fee should cover the costs of up to three (3) inspections. If an owner does not pass upon the third inspection, they will not be granted a license but can apply in the following year.
- Inspections by the Building Official / Fire Prevention Officer are required. The inspection is not intended to ensure residential homes are brought up to new building standards but rather to ensure safety. The CBO will review the Schedule D inspection checklist to provide matters related to health and safety. The inspection will confirm the residence did have a permit with occupancy (of the day) granted. That stairs, railings and guards are installed properly. There was debate about water testing as the residence would have potable water to have occupancy. However, there is concern that not all homes have potable water so there shall be signage and a formal statement from the owner identifying the state of the water.
- Septic systems are also a concern. The applicant would be required to obtain a letter from the issuing authority to confirm there are no concerns with the system and it is sufficient to handle the maximum number of guests in the STR.
- The committee confirmed that STRs shall not host special events. A residence does not have an assembly occupancy nor is any septic sufficient. STR owners cannot necessarily restrict the owners from hosting events if they are not aware, so the policy will protect all parties.
- The Committee confirmed that while STRs promote tourism and bring in local economy there must be a balance with commercial STRs to ensure housing stock is not affected and the character of a neighbourhood remains residential.

- The committee recommends combining Class A and B applications.
- The Committee recommends reducing the fee from \$1,500 a year to \$1,200 to reflect the inspections and processing changes being proposed. .
The Committee recommends reducing the insurance requirements to \$2 Million per occurrence for residential property STRs. When consulting with insurance companies, they confirmed \$5 Million is typical of a commercial enterprise and \$2 Million more for residential.

No. 6
Moved by Steve Featherstone
THAT this meeting be adjourned at 9:17 pm.

Seconded by Jason Corbett

Carried

Chair

Secretary





**REPORT TO CORPORATE
SERVICES COMMITTEE**

MEETING DATE: September 19th, 2024
FROM: Alex Hackenbrook, Public Works Manager
SUBJECT: Landfill Update - Recycling

INFORMATION UPDATE:

The Public Works Department has been working to mitigate the amount of waste that is deposited into the landfill. One of the ways staff are doing this is to enforce the strict recycling rules put in place. With more recyclable waste being deposited within the correct bins at the landfill alongside the introduction of the clear bag policy, this has allowed for a decrease in overall garbage being dumped & an increase in the amount of recyclable material being deposited. The available bins at the landfill site consist of cardboard, plastic/cans, paper, glass & OES electronics. Residents with the help of staff are dumping these recyclable materials within the designated bins & are then picked up by Miller Waste for disposal.

BACKGROUND:

Staff have been working to inform the residents of Bonfield with such things as online posts, verbal education & handouts from landfill attendees. With new Township by-laws in place (2023), it has helped to correct the dumping that has been happening & allow for proper processes to be followed. With such things as the clear bag policy it allows staff the ability to inspect loads while informing residents on the proper location of where their load of materials should be deposited (garbage & recycling).

As we start to follow the new provincial guidelines set out by Circular Materials for future recycling practices, it is projected to see an increased amount of recyclable material being deposited properly within the Bonfield landfill. With new guidelines on what can be deposited being enforced by Public Works staff it allows for only garbage materials to be dumped at the face with minimal contamination.

Staff have also been informing residents on the appropriate locations within the landfill to dump materials accordingly. This pertains to such things as brush, ashes, shingles, scrap metal, building materials, tires, appliances (tagged & untagged) & empties. Staff have been handing out maps to



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the residents with the appropriate location labelled on the map. Staff have also installed signs in these designated areas to ensure materials are dumped in accordance.

While working the recycling centre within the landfill, staff have been relaying the importance to residence on what material goes where & addressing issues such as “why can’t plastic bags be dumped in the paper & cardboard bins?”. With this continued education being relayed to residents & enforced we have seen a significant increase in the number of recyclable materials being deposited within the correct bin. Laminated signs have also been put up at the start of every shift on the bins to help solve the problem of wrongful dumping.

ANALYSIS:

Following the enforcement of these updated recycling procedures, there has been a great increase with the amount of material being recycled at the landfill. In comparing 2022 to 2023 there was a significant increase in the amount of recycling being deposited. * Please refer to the below chart for the yearly % increase of each material*

<u>YEAR</u>	<u>CARDBOARD</u> <u>(KG)</u>	<u>PLASTIC/CANS</u> <u>(KG)</u>	<u>PAPER</u> <u>(KG)</u>	<u>GLASS</u> <u>(KG)</u>	<u>OES</u> <u>(TONS)</u>
2022 – 2023 Full Year	39%	56%	63%	36%	99%
2023 – 2024 Jan – Sept	38%	51%	-30%	83%	85%

From 2023 to 2024 (comparisons were done from January to September), the trend continues to climb with even more recycling being disposed of. The only bin that currently has a -30% rate is paper. This decrease is believed to be from the increase in businesses/merchants going paperless. A more accurate analysis can be conducted once the bin is full, disposed of & the weights



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compared. The paper bin was last dumped in June of 2024 with a weight of 3150kg & dumped in June of 2023 with a weight of 4520kg.

The below chart is an overall comparison for recycling material picked up by Miller Waste. All values that were inputted were gathered from invoices received by the contractor.

2021

2022

Month	Cardboard (kg)	Plastics/ Cans (kg)	Paper (kg)	Glass (kg)	OES (ton)
January	3330	860	0	0	0
February	3360	3430	0	0	0
March	1740	2750	0	750	0
April	2500	1570	2970	0	0
May	2950	1650	0	0	0
June	2420	2090	0	0	0
July	1710	2220	0	0	0
August	2030	1030	0	0	0
September	2110	960	0	0	1.48
October	660	930	0	0	0
November	1490	770	0	0	0
December	3560	1760	0	0	0
Total	27,860	20,020	2,970	750	1.48

Month	Cardboard (kg)	Plastics/ Cans (kg)	Paper (kg)	Glass (kg)	OES (ton)
January	960	2280	0	2770	0
February	2790	1720	2640	0	0.75
March	3920	2160	0	0	0
April	3630	3190	0	0	0
May	1730	700	0	0	0
June	3520	3050	0	880	1.1
July	2510	800	0	0	0
August	4780	2470	0	0	0
September	3280	1600	4440	0	0
October	2451	1730	0	0	0
November	3760	1940	0	0	0
December	3630	920	0	0	0
Total	36,961	22,560	7,080	3,650	1.85



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2023

2024

Month	Cardboard (kg)	Plastics/Cans (kg)	Paper (kg)	Glass (kg)	OES (ton)
January	4060	2170	0	0	0
February	2573	2326	0	0	0
March	4080	2350	3320	2720	0
April	5387	3192	0	0	1.185
May	2800	1880	0	0	0
June	4071	2458	4520	0	1.415
July	3235	2312	0	0	0
August	3870	4082	0	0	0
September	5046	3182	0	2250	1.165
October	3770	3317	3760	0	0
November	5680	3624	0	0	0
December	7074	4368	0	0	0
Total	51,646	35,261	11,600	4,970	3.765

Month	Cardboard (kg)	Plastics/Cans (kg)	Paper (kg)	Glass (kg)	OES (ton)
January	5517	4044	2329	1177	0
February	5940	4821	0	0	1.44
March	4221	3920	0	2174	0
April	4962	4057	0	0	1.63
May	5498	3070	0	0	0
June	3563	2330	3150	2340	0
July	4929	4675	0	0	1.74
August	7169	6436	0	3420	0
September	980	910	0	0	0
October	0	0	0	0	0
November	0	0	0	0	0
December	0	0	0	0	0
Total	42,779	34,263	5,479	9,111	4.81

With the above information as well as the tracked disposal weights in relation to recycled material, it is believed that the Bonfield recycling project is moving in a positive direction with significant increases of recycled material being deposited within the landfill. As staff & residents work together to continue these practices it is expected to see even higher recycling rates in the future for The Township of Bonfield.

Respectfully,

Alex Hackenbrook

Public Works Manager



**REPORT TO CORPORATE
SERVICES COMMITTEE**

MEETING DATE: September 19th, 2024
FROM: Alex Hackenbrook, Public Works Manager
SUBJECT: Grader Update

INFORMATION UPDATE:

The Public Works Manager has been in constant talks with CAT equipment to repair the CAT 150 motor grader, which is currently covered under a powertrain warranty. CAT Tech's were on site at the shop for weeks on end attempting to diagnose the ongoing issues. Unfortunately, the CAT Tech's that were present at the Public Works shop were unable to fix the issue as the engine oil level was still rising & the transmission fluid level was still dropping during equipment operation. Following a list of findings that overall did not resolve the problem, CAT asked for the grader to be floated to their Sudbury location so work was able to be performed in a clean environment with readily available parts. On July 22nd 2024 the grader was picked up & delivered to Sudbury. On July 24th 2024 the rental grader was available for pickup & dropped at the Public Works shop.

CAT reached out on August 1st 2024 with "no findings" on our current machine. Our grader was returned to the Public Works shop & the rental grader was returned to Sudbury. It was mentioned on multiple occasions to CAT about taking an SOS (fluid collection) sample of the engine oil to determine what contaminants are within it. On August 1st 2024 it was also mentioned again to CAT that a SOS sample would be a good starting point to find which type of fluid is in fact within the engine oil but was told that oil samples would not help in this instance. This grader stayed at the CAT shop for a total of 9 days. The Public Works Manager was also told on this date that CAT was unable to replicate any of the issue that we were having with fluid levels swapping & that CAT believed there was "too many hands in the pot" when it came to this repair/diagnosis.

Approximately 2 days after the return of the grader, the problem started to reoccur. Engine oil levels climbing & transmission fluid levels were diminishing. Staff were instructed to drain the motor oil level down, refill with fresh oil as well as top up the transmission fluid to ensure safe operating levels. If these practices were not done the engine oil level would be so high that it would eventually blow out the seals/hydro lock & the transmission would seize due to the lack of fluid. Staff have been doing this since the return of the grader on August 6th 2024. CAT Techs



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have attended the shop since to collect SOS samples (fluid collection) to send for testing at their facility

A second opinion was sought from a local mechanic who stated after diagnosis that he believed it was the main seal. Sadly, this second opinion has been used on the grader multiple times as the Public Works Manager did not agree with the initial CAT diagnosis. This mechanic was used again to fix & diagnose the air conditioning issue with the grader that happened upon its return from Sudbury. CAT believed it to be a \$2,000 compressor that needed replaced when in fact it was a thermostat that was stuck open located under the seat within the cab.

A recent bill was received in relation to the travel time/parts required throughout this diagnosis process. The received bill was in the amount of \$5,179.92. The bill was for 94.5 hours of diagnostic work/travel & performed work between the dates of June 17th, 2024, to July 29th, 2024. After much back & forth with CAT, a solution has been agreed upon. CAT has agreed to pickup the grader from the Public Works shop (following the completion of in-house projects) to transport it to Sudbury & perform the warranty work. CAT has also agreed to make changes to the travel bill received. CAT now believes that it is the crank seal (main seal) that we thought to be the initial problem is now in fact the reasoning behind the fluid issue. The Public Works Manager is still in communication with CAT to schedule the required warranty repair.

Respectfully,

Alex Hackenbrook

Public Works Manager



REPORT TO CORPORATE SERVICES COMMITTEE

MEETING DATE: September 19th, 2024
FROM: Alex Hackenbrook, Public Works Manager
SUBJECT: Manager's Report – Public Works Departmental Update

Summer Work:

The Public Works department has been working diligently through the summer months to get all municipally owned & operated parks/assets cut. The list includes 2 cemeteries (Mt. Pleasant & Development), 3 parks (Kaibuskong, Centennial & Rutherglen), the municipal boat launch, the medical centre, the community garden, 2 firehalls (Railway & Rutherglen) & the Public Works Shop. This area totals approximately 40 acres of land. The PW Department also had the honour of having two summer students working through the summer months to give them a hand with all daily operational needs. The presence of the summer students played an instrumental part in the upkeep of all the Township parks/assets.

Public Works crews have also completed two separate portions of ditching on Maple Rd. The first was in front of 100 Maple to mitigate the flooding that occurs by the crossroad culvert & the second section was from the municipal parking lot by the damn to 451 Maple Rd. This ditching along Maple Rd will allow storage for the heavy snow load from plowing & the snow accumulation from the grooming of the OFSC trail adjacent to Maple Rd. Following the completion of the ditching crews then used the newly purchased UML/HY Sonic 100 brush head mounted on the new excavator to clear back sight lines & hazardous tree canopy/brush that is encroaching upon the roadway. The clearing of this roadside growth allows for residential vehicles to have a clear sightline of blind spots, roadside wildlife & vehicles leaving residential laneways. Roadside brushing of the tree canopy was also completed to allow for the sun to dry out the road following inclement weather. The overhang of brush above the roadway was also cut back to mitigate the hitting of branches with heavy trucks & equipment that tend to cause damages. Staff have also hand brushed around signs & sightlines throughout the Township.

Crews have also replaced a total of 7 Culverts throughout the Township over the summer months. 2 relief culverts on South Shore above the 36" existing culvert where the road was washed out, 2 laneway culverts on Maple Rd, a crossroad culvert on Shayer St, 1 culvert on Greenwood with roadside ditching to Sunnyside from Lakeview & 1 culvert on Fichault Rd with minor ditching on either side.

Public Works staff also worked diligently to complete the grading & compaction of Development Rd from Trout Pond to Mt. Pleasant, following its pulverization. Development Rd was also sprayed with dust suppression material following the final grade. The calcium application was applied to Development Rd at rate of 3 from edge to edge. Development Rd has been graded since to bring the loose shoulder gravel back to the centre of the roadway. Staff are also monitoring the road ready to apply water with a small calcium content in house to the road to combat the ongoing dust issue.

Ongoing / Upcoming Projects

Currently, Public Works staff are completing the roadside brushing on the entirety of Line 3 S. Once the brushing is completed staff will be moving into roadside ditching along Line 3 S using the excavator. With the upcoming gravel application on Line 3 S, both brushing & ditching will help to maintain not only the integrity of the road surface but allow the excess water to flow off the roadway into the ditches.

Commencing Monday September 16th 2024, the awarded tender work to DeGagne Aggregates for the application of maintenance gravel (RFQ 2024-07 – Quarry A Roads) will begin. DeGagne will be belly dumping "Granular A Quarry" gravel on Line 3 S from Development Rd to HWY 17. 3,200 Tonnes of material will be applied to the roadway & graded to a 3% slope. Following the completion of Line 3, DeGagne will be moving over to Maple Rd to spot dump material in sections of the roadway that are becoming an issue for the grader operator due to bedrock, washouts & lack of gravel. Maple Rd was chosen due to its low Pavement Condition Index (PCI) rating of 38 through the 2023 Road Needs Study.

Also beginning Monday September 16th 2024, Miller will be hauling aggregate on behalf of Miron for the "Granular A Stockpile" stockpile tender (RFQ2024-08). The contractor will be dumping 5,000 tonnes of aggregate at the Public Works shop. Staff will be utilizing the available equipment to push & stack the pile for future use.



Public works operators are also out in full force grading all Township roads weekly with a focus on problem areas that are affected from the recent heavy rainfall. These sections of the roadway have been noted & added to a departmental list. Locates will be submitted for these problem areas for future ditching projects following the completion of the Line 3 & Maple Rd gravel application project.

Staff have also started to inventory snow removal equipment in preparation for the winter months. All plow gear, sanders, snowblowers & components are being reviewed to spot deficiencies. The departmental goal is to have all the necessary equipment repairs completed. This includes all equipment painted & fully operational before the snow flies. Truck sanders & hydraulic systems are also being reviewed to test functionality in preparation.

Following discussions with Duncor, Development Road will receive the warranty work required to fix the surface treatment which was applied in 2023. Duncor has agreed to scrub the road surface to mitigate wheel rutting & apply a edge to edge emulsion spray followed by a single lift of chip. This work will occur on Development Rd from the west hilltop to the Bluesea intersection. Duncor has also agreed to apply a emulsion spray patch to the road surface where pitting & potholes have occurred. This work is scheduled to be performed in early October & will fix all currently present potholes & deficiencies found within the roadway.

Moving Forward

The Public Works department has the implemented equipment maintenance program fully functional with detailed recordings on all equipment repairs, parts & maintenance requirements recorded. Staff have also been utilizing the new shop tools to perform needed repairs in house. With the winter months approaching, the utilization of the tablets for work orders, plow routes & tracking completed daily tasks will play a crucial role in departmental progression. Winter problem areas throughout The Township will also be marked & dealt with accordingly (high drift areas, turn arounds, marking stakes). Lastly, the landfill contaminated material will be "flipped" before winter as well as some minor adjustments to the overall layout making snow clearing operations more streamline with less obstacles for the operators.

Respectfully,

Alex Hackenbrook
Public Works Manager



PUBLIC WORKS DEPARTMENT

Email: pwmanager@bonfieldtownship.com



MEETING DATE: September 19, 2024
FROM: Nicky Kunkel, CAO Clerk-Treasurer
SUBJECT: Annual Memberships and Subscriptions

RECOMMENDATION: That the Corporate Service Committee receive the report on annual membership and subscriptions for the Township; and Further that the Committee deliberate any changes for the 2025 budget cycle.

BACKGROUND

Throughout the budget process Council asked staff to review accounts and find efficiencies in the operations' spending. This will be ongoing as new staff are learning and working on continuous improvements with the existing systems in place and creating or amending the systems and processes.

Two areas that were reviewed over July and August are the annual memberships and the technology subscriptions and systems.

1. A review of the annual membership is below:

Association	Annual Fee	Association	Annual Fee
AMO	\$1,661.75	Employer Pension Contra	\$42.74
Good Roads	\$757.30	FCM (federal)	\$701.25
FONOM	\$231.52	Total Municipal	\$ 3,351.82
Position Associations			
MFOA	\$305.28	Fire; OMFPOA	\$150.
AMCTO (x3)	508.00 ea.	Fire Marshall	\$100.
PW Nipissing Roads	\$75.00	PW CRS	\$170.00
Bldg. Quartz	128.00	Chapter	160.00
		Total Positions:	\$2,543.28

The total for all memberships is \$5,895.10. Belonging to these associations ensures the Township receives timely updates on industry standards and legislative changes. The Associations provide practical implications to changes and policy development. There are networking opportunities and they provide membership discounts for educational courses and workshops. It is less than 1% of the entire operation budget.

With that said changes for 2025 would be to remove one membership from the AMCTO. This would be the planning role and the position should be a member of Ontario Professional Planners Institute at a cost of \$595.00. Also, the Bylaw Enforcement Officer should become a

member of the Municipal Law Enforcement Officer Association and the Property Standards Officers Association. Both have corporate memberships MLEO is \$266 for the year and PSOA is \$92.00 annually. Both also offer certification courses that our Bylaw Officer will take and the discount on the courses more than makes up the annual fee for membership. There would be a net increase in 2025 of \$261.00 to complete these memberships.

2. A review of the annual technology subscriptions and computer licencing agreements is below.

Baker	Municipal Tax and Finance System	\$6,672.40
Townsuite	new tax and finance system being implemented (Baker will stop in 2026)	\$13,553.92
Microsoft 365	Office Suite and emails – Council and Staff	\$7,253.16
Agenda Notes	Council Agenda package program Escribe planned to start in 2025	\$4,063.28
Citywide	Asset and Work Order System	\$4,892.16
Access Copyright	to be cancelled	\$ 213.70
Grammarly	Integrated for grammar – cancelled PRO	\$ 144.00
Adobe	PRO – 2 log ins	\$756.85
CANVA	for professional social media and marketing	\$133.58
Survey Monkey	for community surveys and easy tallies	\$415.00
Citizen Alert	Alert program residents sign up for	\$1,648.51
CGIS	GIS system, bldg. permits, property tracking	\$13,390
Zoom	Stream mtgs and YouTube “space”	<u>\$1,138.82</u>
	Total	<u>\$54,275.30</u>

In 2024 staff consulted with Powassan Computer Systems to come in and review the current computer systems and find efficiencies and recommend improvements. This combined with the 2023 Report from EdiCord on the security of the systems has led staff to issue a request for proposals for our computer and software process and hardware. Staff have also started a records management review and want to move to a secure cloud-based system as the current server is aging. The RFP will include implementing this new format.

Software programs such as Grammarly and Access Copyright will be cancelled at renewal in 2024. With the transition from Agenda Notes to Escribe for agenda packages there may be additional saving realized through Zoom and YouTube. Survey Monkey has the option of being purchased every 2 years as we do not issue full community surveys that often but with the Official Plan, Zoning Bylaw and a few other ideas we will need it for 2024 and 2025. The office does need additional Adobe accounts but we are making 2 log ins work for the time being. Staff send a document that needs to be edited to another staff member to convert it. Citizen Alert is a good service to provide to the community. It is for emergency management so we can push out alerts. It also provides the community using the application to send messages directly to the Township when there is an emergency, tree down, service required etc.... Staff pushed the software out on Facebook and under 20 people said they receive our messages. In the last 100 days 5 people have used it to report a concern. The website and answering service receive the bulk of the communications from residents to the Township. This is another area that can be reviewed.

3. Phone System

Staff have reviewed the expenses for cell phones and tablets as well. While these devices are critical to the operations there was no corporate plan and no consistent monthly plan/billing.

We have renegotiated with Rogers and the cell phones are now on a corporate plan. This change results in a savings of \$2,113 a year. The tablets, which the devices will be paid off in October, will be converted to the new plan on November 1, 2024 as well. This will see additional savings that will be reported during budget deliberations and once paperwork is signed with Rogers.

Staff will continue to be aware of processes and systems with a mind to efficiencies and reducing annual operating costs where possible. While these are small amounts when considered alone, combining them will show significant savings over time.

Respectfully submitted.

Nicky Kunkel, CAO Clerk-Treasurer



Corporate Policy & Procedure

Effective Date: January 1, 2025

Township of Bonfield Property Tax Billing & Collection Policy

**CORPORATION OF THE TOWNSHIP OF BONFIELD
PROPERTY TAX BILLING & COLLECTION POLICY
SCHEDULE 'A' TO BY-LAW XX-2024**

1. Purpose

The Township of Bonfield (the “Township”) collects taxes on behalf of the Township and the local school boards and is responsible for ensuring all overdue Property Taxes are collected in a timely and systematic manner.

The purpose of this policy is to establish the responsibilities, internal controls, authorizations, and procedures ensuring the timely, accurate and efficient preparation and collection of property taxes.

2. Scope

This policy covers all aspects of billing and collection of overdue Property Taxes, up to and including the initiation of Municipal Tax Sale proceedings. All procedures related to Municipal Tax Sale are carried out in accordance with the authority from Section 286 of the Municipal Act, 2001, which states that the Treasurer is responsible for invoicing, collection, and reconciliation of all amounts payable to the Township.

3. Legislative Authority

This policy is written in compliance with the Municipal Act, 2001, (the Act), related Ontario Regulations made under the Act and applicable Municipal by-laws, as amended from time to time. Where this policy contradicts legislation of the Province of Ontario or the Government of Canada, the legislation shall be followed.

4. Definitions

For the purposes of this policy:

Cancellation Price: an amount owing equal to all Tax Arrears, together with all current taxes owing, Penalties and Interest and cost incurred by the Township after the registration of a Tax Arrears Certificate under Section 373 of the Act.

Collection Costs: means all costs incurred by the Township to obtain information for collection purposes and/or collect Tax Arrears including, but not limited to, title search fees, corporate search fees, registered or certified mail, administrative charges, legal costs and tax sale costs.

Extension Agreement: a contract between the Township and the owner, spouse of the owner, a mortgagee, or a tenant in occupation to extend the period of time in which the Cancellation Price is to be paid. The contract is entered into after the registration of a Tax Arrears Certificate and before the expiry of the one-year period following the registration date.

MPAC: Municipal Property Assessment Corporation

**CORPORATION OF THE TOWNSHIP OF BONFIELD
PROPERTY TAX BILLING & COLLECTION POLICY
SCHEDULE 'A' TO BY-LAW XX-2024**

Municipal Tax Sale: the sale of land for Tax Arrears according to proceedings prescribed by the Act and Ontario Regulation 181/03.

Penalties and Interest: amounts applied by the Municipality to unpaid Property Tax accounts, in accordance with Section 345 of the Act and applicable Township by-laws.

Property Taxes: the total amount of taxes for municipal and school purposes levied on a property and includes other amounts added to the tax roll as may be permitted by applicable Provincial legislation, including but not limited to outstanding fines under the Provincial Offenses Act; outstanding penalties under the Administrative Monetary Penalty system; charges pursuant to the Property Standards By-law with authority provided by the Building Code Act; and fees and charges related and authorized by Township Bylaws.

Tax Arrears: any portion of Property Taxes that remain unpaid after the date on which they are due.

Tax Arrears Certificate: a document that is registered on title, indicating the described property will be sold by public sale if all Property Taxes are not paid to the municipality within one year of the registration of the certificate.

5. Accountability

The Treasurer, and Finance Department are responsible to ensure that outstanding Property Tax collection processes are performed in accordance with this policy and all applicable legislation.

In addition, the Treasurer, or delegate, is responsible to:

- Ensure this policy remains consistent with current legislation.
- Ensure applicable staff are aware of and trained on this policy.
- Communicate any policy revisions to applicable staff; and
- Assess overdue Property Tax accounts to ensure tax collection processes are performed in accordance with this policy.

6. Policy

Billing, Payments and Delivery of Tax Bills

Property tax bills will contain all required information as stated in the Municipal Act, and any other information deemed necessary. Where allowed by legislation, and where available, provision of tax bills, arrears notices, and other related correspondence may be provided electronically.

The Township will strive to provide taxpayers with more than the minimum notice requirements of 21 calendar days as set out in the Municipal Act.

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It is the taxpayer's responsibility to notify the Township in writing of any mailing address changes. Section 343(6) of the Municipal Act, 2001, identifies that property tax bills shall be sent to the taxpayer's last known residence or place of business or to the premises where the taxes are payable, unless the taxpayer directs otherwise. This direction continues until it is revoked in writing.

Any tax bill, arrears notices, or other related correspondence sent by ordinary mail, is considered delivered to and received by the addressee within five (5) business days unless the notice is returned by the Post Office.

Failure to receive a tax bill does not exempt a taxpayer from paying the taxes and penalty and interest added as a result of late payment.

Billing – Interim

As provided in the Municipal Act, each property owner, identified on the returned assessment roll, shall be mailed an interim tax bill. The interim bill shall represent up to fifty percent (50%) of the previous year's taxes billed. This interim bill shall be mailed by the end of February. The due date will be the last business day of March.

Participants in the monthly preauthorized payment program will have received a notice in the preceding December advising of what their monthly payment withdrawal from their bank account will be. Interim tax bills will still be mailed to these participants.

Billing – Final

After completion of the annual budgetary process, and the setting of tax ratios and rates, a final bill shall be mailed to each property owner identified on the returned assessment roll at the address indicated on file. The final tax bill shall be levied taxes for the year less the interim bill. This final bill will be mailed by the end of July. The due date will be the last business day of August.

All participants in any preauthorized payment program will receive a tax bill with a note on the bill that they are a participant in a preauthorized payment plan and that the bill is for information purposes only. A letter indicating the revised amount for their monthly payment withdrawal from their account will be included.

Supplementary

After receiving notification from the Municipal Property Assessment Corporation (MPAC), tax bills shall be calculated, printed, and mailed to each property owner identified on the supplementary/omitted assessment notification listing from MPAC.

Participants in the monthly preauthorized payment program will receive a note advising that they must pay the supplementary bill over and above their current monthly payment plan or contact the Township in writing to amend their pre-authorized amount to include this billing

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prior to the end of the calendar year. Note that the supplementary bill may be processed closer to the end of the year and there may not be sufficient time to accommodate a monthly payment plan.

Mortgage Company

A mortgage listing of roll numbers, taxes due and owing and the due dates, in standard format will be provided to each mortgage company who has provided the Township with notification that they hold an interest in a particular property.

Property Tax bills and notices are mailed to the address of the property as shown on the tax roll unless the taxpayer advises the Township, in writing, of an alternate mailing address. Use of the alternate mailing address continues until it is revoked in writing or ownership of the property changes.

Payments

Payment of taxes must be received in the Township's administrative office on or before the due date. The following are the modes of payment that are available:

- a) Telephone or Internet Banking – using the nineteen-digit roll number as the account number.
- b) Municipal Preauthorized Payment Plan.
- c) Cash, cheque
- d) Post Dated Cheque(s)
- e) Credit card (1.5% surcharge applied)
- f) Website with a credit card (2.9% surcharge applied)
- g) In person, at the counter or drop box at the Township office at 365 Hwy 531, Bonfield.
- h) Payment by a mortgage holder.
- i) Other alternatives as approved by the Treasurer.

Note that payments made by telephone or internet banking may not be received by the Township for at least three (3) business days. Payment made using these methods should incorporate sufficient time in advance of the due date.

Receipts will be provided for all cash payments and upon request by the registered owner for all methods of payment. To registered owners whose payments are made on their behalf by a mortgage company, the receipted tax billing will be sent to the registered owner only upon request.

The reissuing of receipts will have a fee as per the Corporate Administration User Fee Bylaw. Credit card payments will have a surcharge applied of 1.5% of the total amount being paid.

In accordance with the Section 347 of the Municipal Act, 2001, payments shall be applied as follows:

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- 1) First to the oldest and all penalty and interest,
- 2) Then to the taxes starting with the oldest taxes up to the current,
- 3) Then to other charges added to the roll.

Pre-Authorized Payment Plan

To assist property owners who prefer to equalize their annual tax payments the following preauthorized payment plans are offered:

- a) Monthly – provides for a withdrawal from the property owner's bank account to the Township's bank account on either of two dates being, on the 15th day of each month or the last business day of each month an amount sufficient enough to ensure that all taxes billed are paid within the current year. Property owners are eligible if their account is paid up to their chosen date of enrolment. If balances remain on the applicable tax account penalty and interest does not apply. If a property owner's payment fails to clear the bank two (2) consecutive times, the Township reserves the right to terminate the plan and penalty and interest will apply from that point forward.

The dollar amount to be withdrawn from the participants account shall be recalculated twice a year:

- 1) Once in January, calculating a monthly amount based on the previous current year's taxes averaged over eleven (11) payments, to take effect on January 31st of the year. For example, in January 2025, the total taxes for 2024 will be divided by 11. This would be the monthly withdrawal amount commencing on January 31st, 2025; and
 - 2) After the calculation of the final tax bill. In both cases the property owner shall receive a notification as to the dollar amount change. This calculation would be the current year's taxes, less what has been paid, divided by the remaining months (or withdrawals) in the year.
- b) Instalment – provides for a withdrawal from the property owner's bank account to the Township's bank account, on the due date an amount sufficient enough to ensure that all taxes due and payable on the said date are paid in full. Property owners are eligible if their account is paid up to their chosen enrolment date. If a property owner's payment fails to clear the bank, two (2) consecutive times, the applicant relinquishes their right to participate in the program. Penalty and interest will be applied to all amounts past due.

To participate in any of the Preauthorized Payment Plans applicants must submit an application in writing on the Township's prescribed form and submit it twenty (20) calendar days prior to the payment withdrawal date.

Participants in the program wishing to make changes to their application (for example – banking information), or cancel their participation in the program, must do so in writing within twenty (20) calendar days prior to the payment withdrawal date.

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Note that pre-authorized payment plans are an alternative payment plan of the tax bills that are issued with posted due dates, offered as a courtesy. Failure to keep the arrangement in good standing will result in the cancellation of this courtesy.

Late Payments and Charges/Penalties and Interest

Payments not clearing the payer's bank will result in the payment being removed from the applicable tax account and an administration fee, as indicated in the Township's User Fee By-law, being added to the applicable account.

The payer shall be advised of the returned payment, administrative fee, and the current balance due and owing on their account.

All Tax Arrears are also subject to Penalties and Interest. In accordance with Section 345 of the Municipal Act, 2001, and the Township's by-laws, penalty and interest shall be charged at a rate of 1.25% per month on any tax arrears that remain outstanding on the first calendar day of each month. The penalty run is generated in the first three (3) business days of the month, so as to allow for processing of all payments received.

Penalty and interest charges cannot be waived.

Tax Arrears Collection

Realty taxes are a secured special lien on land in priority to any other claim, except a claim by the Crown. Taxes may be recovered, with costs, as a debt due to the Township from the original owner and/or any subsequent owner of the property.

The Township will primarily use the following methods to collect Tax Arrears:

- Verbal communication.
- Email communication (where email address is provided).
- Issue Year End Statements of Taxes, Overdue Notices and Final Notices,
- Send the taxpayer a form or personalized letter(s).
- Arrange terms of payment.
- Issue notice to interested parties.
- Legal action; and
- Tax sale.

Collection Steps

To remind property owners that their tax account is not in good standing, reminder notices shall be sent to each property owner whose account is over ten dollars (\$10.00) in arrears. Overdue notices shall be forwarded to the property owner by the fifteenth day of the following months: April, September, and January. Reminder notices may be sent out more frequently at the discretion of the Treasurer. Overdue Notices will not be sent to taxpayers with overdue amounts less than ten dollars (\$10.00).

Payment Arrangements

Payment arrangements may be entered into with a property owner who is in tax arrears prior to the registration of a Tax Arrears Certificate. Payment arrangements must include all Tax Arrears, current taxes, accruing estimates of future taxes and Penalties and Interest and be sufficient to ensure payment in full is realized within a specific period of time. Penalties and Interest will continue to accrue during all such payment arrangements until full payment on the account has been made. Pre-authorized payments are the preferred method of payment.

Notwithstanding any such arrangements, no third-party payments will be refused for payment on account (e.g. payment from a mortgagee), as long as the third party has sufficient information regarding the property. Confidential account information will not be released to unauthorized parties.

If acceptable payment arrangements are negotiated, the account is monitored for compliance. Once a payment arrangement has been established, if there are two (2) consecutive returned payments or two (2) payments are returned within six months, the payment arrangement is deemed void and the taxpayer is advised that payment in full is required or the next collection step will be taken.

Any payment arrangements made must specify the time schedule, method of payment and the amount of each payment.

Collection Steps for Account with 2+ Arrears

If acceptable payment arrangements are not agreed upon, then all properties with arrears which are outstanding over two (2) years shall be subject to the Municipal Tax Sale Process.

The Property Tax account shall be monitored for property owners whose taxes are at or approaching two (2) years in arrears. The Township will engage a qualified third party to carry out the procedures and legislated requirements of the Tax Sale Process.

Extension Agreements

An Extension Agreement may be requested by the property owner, their spouse, the mortgage holder, or their legal agent, after the registration of a Tax Arrears Certificate and before the one-year period following the registration date.

If no agreement is reached as to the terms, the agreement is denied by the Treasurer, or there is a breach of the agreement, the tax sale process recommences by returning to the point where the stop in the tax sale process was at immediately prior to the extension agreement being requested.

For the purposes of administering the Municipal Tax Sale procedures, Council authorizes the Treasurer to enter into extension agreements in accordance with the Municipal Act, 2001,

and Ontario Regulation 181/03 Municipal Tax Sale Rules, as amended by Ontario Regulation 571/17.

Public Tender – Sale of Land Process

The Municipal Act provides that the property may be sold by sealed tender, or public auction. The Township's preference is by sealed tender.

Public tenders will be conducted according to Section 379 of the Municipal Act.

Section 357/358 Tax Reduction Applications

The Treasurer, or designate, will forward to MPAC for processing, application for write-offs received via Section 378 and 358.

Write-Offs and Rebates

The Township will receive notifications of change in assessment or tax class. Upon receipt of the notification the Township will process the calculation within two (2) months of receipt of the notification, depending on whether or not the final billing for the affected year has been calculated and mailed. This will facilitate the Township maintaining a balanced Collector's Roll as it related to the amended Assessment Roll.

Penalty and Interest Reversal

Late payment charges (penalty and interest) are adjusted when the following situations arise:

- a) Taxes are adjusted under Sections 354, 357 or 358 of the Municipal Act.
- b) Taxes are adjusted following an Assessment Review Board decision.
- c) Taxes are adjusted in accordance with a decision of the Court(s).
- d) Deemed by the Treasurer as a gross or manifest clerical error.
- e) Per the Municipal Act Section 345 (6) & 345 (7), penalty and interest that has accrued on a property tax account as the result of nonpayment, and a write off of taxes has occurred as the result of one of the legislation tax reduction methods; the penalty and interest shall be reversed as though the taxes had originally been billed correctly. The amount of penalties and interest cancelled is limited to the amount related to the tax reduction associated with a tax adjustment, change in assessment or Township error or omission.

Treasurer's Write-Offs

In accordance with Section 354 of the Municipal Act, uncollectible taxes may be approved for write off by Council on the recommendation of the Treasurer.

Refunds of Credit Balances on Accounts

From time to time property tax accounts may experience credit balances for various reasons, such as:

- Duplicate payment of a tax instalment(s),
- Mortgage company and property owner both pay an instalment,
- A reduction in assessed value,
- A change in a tax class to lesser tax rate class, and/or
- Preauthorized Payments made in advance of an instalment being due.

The property owner must request, in writing, to have any credit balance refunded.

Discretion

In order to ensure that all taxpayers are treated fairly and equitably, the Treasurer, or designate, has the authority to exercise discretion in the application of this policy where unusual or extraordinary circumstances are apparent, provided such discretion is in accordance with all applicable legislation, ensuring fairness to all taxpayers, and that the overall best interest of the Township are met.

Reporting

The Treasurer will maintain monthly reporting of all outstanding taxes and proceedings and will provide Council with annual updates.

MEETING DATE: September 19, 2024
FROM: Nicky Kunkel, CAO Clerk-Treasurer
SUBJECT: Corporate Services Updates

RECOMMENDATION: That the Corporate Service Committee receive the report on corporate project updates.

The last Corporate Service Committee meeting was held in July 2024. The summer months have proven to be quite busy as we implement the budget and streamline services. Here are some updates.

1. Recreation Grant

The province has released the Community Sport and Recreation Grant. The program is to extend the lifespan of existing community sport and recreation facilities/spaces and improve local programming. Project funding is between \$150,000 and \$1 million at 50% funding. Communities can apply for special circumstances to request 70% funding. There is no stacking of other provincial funds.

Based on Council's comments and vision during the strategic planning meetings staff are seeking quotes to prolong the life of the skateboard equipment by moving it to the fenced asphalt area. We are getting quotes for a concrete foundation and removing the fence from the area. This will open the outdoor rink area up for additional programming. The Township and the community have been expanding the use of the rink area for movie nights, farmer's market and community events. The rink area is now available for rent as well for private rental and special events. To facilitate this the rink needs additional power outlets and the overflow of water needs to be corrected. We are also seeking quotes to extend the roof another 4 to 6 feet as well as the cost to eavestrough and drainage outlets that will prevent rainwater from pooling on the rink surface.

The grant deadline is October 29, 2024.

2. Roads Grant

The province has released details regarding the Municipal Housing Infrastructure Program – Housing Enabling Core Servicing Stream (MHIP-HECS) funding. The program will invest in the development, repair, rehabilitation and expansion of municipal roads and bridges to promote growth and enable housing for growing and developing communities. The focus is on how the core infrastructure project will increase housing opportunities. As Bonfield is a growing community and our core roads are rated low in our Roads Needs Study, staff are looking to apply to the fund for the rehabilitation of Trunk (at the top of the hill), Railway Street to Mark Street up Church and then Gagnon to Development Road. This will be one project area, but the fund will only look at one street at a time.

The fund is 50% funding up to \$20 Million. Railway Street has been on the capital budget list with project amounts ranging from \$550,000 to \$1 million dollars. The CAO and PW Manager met with a consulting engineer in March to narrow and define the scope of work and project cost estimates for Railway Street. A report has not been submitted back to the municipality. The PW Manager is now reviewing the past project plans and will plot out a scope and estimate that will

be peer reviewed by another consulting engineer firm, Tulloch. Tulloch will also assist with the municipal assessment and scope of work necessary for replacing the Trunk Road Bridge in 2025.

The MHIP-HECS must be started by September 30, 2025. The project must enable housing new development that would not be enabled without the project. This will be the focus of the application review process. This will be factored into the scope of the project to maximum point allocations. Bonfield is growing and has many new builds, using the past we will endeavor to illustrate how the rehabilitation of Railway Street will open more opportunities for growth.

The application deadline is October 18, 2024.

3. Tenders

- a. Website and Social Media – Staff are working on a written communication plan using the Community Satisfaction Survey. Communications certainly include social media and ensuring the Township is informing the community of operations, timelines, new activity and general municipal information. Fact sheets will be produced for new policies on bylaws that will make it easier for the community. The newsletter will continue to be mailed out to all properties quarterly.

The Office Clerk is working on the Request for Proposal to redesign the municipal webpage to make it more user friendly. Each staff member is reviewing their section of the website to include additional content, determine better formats and better general design to improve the ease in finding relevant information.

While the project will not be completed in 2024, we expect the RFP to be awarded by the end of October and work well underway behind the scenes.

- b. Audit Services – The 2024 to 2029 audit services will be tendered in the coming weeks as well. Generally, municipalities appoint an auditor for 5-year increments. The Municipal Act dictates that Council has to appoint/reappoint the auditor at least once every 5 years. It is projected this will be completed by November.
- c. IT – as mentioned in a previous report staff have had reviews conducted on the technology at the municipal office that has led to an RFP being issued to streamline computer and municipal software practices. The outcomes are expected to give more control to the Township for minor revisions and more secure services along with efficiencies in potentially having one provider. The tender will be issued and submissions back in October and there may be interviews prior to awarding the final contracts. It is expected if there is a new provider they will assume duties late 2024 or early 2025.

4. Eric Street Extension

Staff have met with Descon to determine final plans for the Eric Street Extension. Descon will continue to hold the road and will do final ditch work and additional granular A in the spring of 2025. They will provide final as built drawings as well as confirming suitability and sustainability of the roadway materials. The PW Department received permission to use the second driveway to turn around when performing snow removal for the portion of Eric Street the municipality owns.

5. Official Plan and Zoning

The Official Plan is with the Ministry of Municipal Affairs and Housing for review. Staff have reached out to the consultants to establish a date for the Statutory Public meeting for the community. Since the Official Plan review commenced there have been several changes to the Planning Act, a new Provincial Policy Statement and additional Act for cutting red tape and encouraging housing. These new provincial policies will need to be incorporated into the Official Plan. I do suggest adding funds in the 2025 budget for assistance with this. An estimate will be obtained to determine the proper amount.

The Comprehensive Zoning Bylaw is still being drafted by the consultants JL Richards. We have not received a copy to date for review.

6. Trailer and Short-Term Rental Bylaws

Both the draft trailer and short-term rental bylaw remain with the legal team for review. I have reached out for an update with no response to date.

7. Training

- a. Lottery – Admin staff are attending lottery training on September 19, for the AGCO for updates and refreshers on the rules and procedures for issuing licenses to Bonfield organizations. The Deputy Clerk and Administrative Assistants are designated as Lottery Officers.
- b. The Administrative Assistants at the Municipal office have started Unit 2 of the Municipal Administration Program through AMCTO. They will also be attending general municipal procedure training in North Bay on October 2, 2024.
- c. Bylaw AMP – The CAO and Bylaw Officer are working to find training for the Bylaw Officer on Administrative Monetary Penalties. It is hoped this program will be implemented for 2025. A number of new bylaws and policies that included set fines are sent to the Attorney General for approval. Then a bylaw will be brought forward for Council's approval.

8. Collective Agreement

- a. Labour Management Group – The CUPE membership identified their representatives for this Committee last week. We will meet to begin discussions on the branding of any clothing purchased through the agreed upon allowance.
- b. Performance Reviews – The LMG will also discuss the forms for the performance review process that will begin this fall to set goals and expectations for all staff for 2025.

9. Strategic Plan

Staff are working on a draft Strategic Plan for Council's consideration from the two sessions held in 2024 with council. Feedback from the Community Satisfaction Survey and the Town Hall meeting is being considered during this process. One additional strategic meeting will be necessary to formalize the concepts for planning and development. Once the full draft is received by Council another Town Hall for community engagement should occur. Late 2024 for early January 2025 is being considered for a target timeline for the engagement.

Respectfully submitted.

Nicky Kunkel, CAO Clerk-Treasurer

