



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

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Chair

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Secretary