



The Corporation of The Township of Bonfield

AGENDA FOR COUNCIL MEETING TO BE HELD JUNE 11th, 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: May 28, 2024
5. **Presentations and Delegations:**
 - a. Lori Langlois – Processes & Procedures, STR
 - b. Public Meeting – Zoning Amendment - Humphries
 - c. 2024 Capital & Operating Budget – Presentation and Public Meeting
6. **Staff Reports**
 - a. Report from Fire Chief & CEMC – Community Risk Assessment Report
 - b. Report from CAO – Open Air Burning & Revision of Fees By-Law (verbal)
 - c. Report from Deputy Clerk – Fees for Payment Options
 - d. Report from Planning Administrator – Short Term Rental By-Law (verbal)
 - e. Report from Planning Administrator – Trailers & Recreational Vehicles By-law (verbal)
7. **Adoption of Committee Minutes/ Motions**
 - a. **Corporate Services Committee:** No Minutes for this session
 - b. **Emergency Services Committee:** May 27, 2024 (no recommendations)
 - c. **Planning Advisory Committee:** No Minutes for this session
 - d. **Recreation Committee:** June 3, 2024 (no recommendations)
 - e. **Police Services Board:** No Minutes for this session
8. **Items for Council Discussion:**
9. **Resolutions to be Considered for Adoption**
 - a. Resolution to adopt By-Law 2024-39 – 2024 Budget
 - b. First & Second Reading of By-Law 2024-27 – Open Air Burning By-law
 - c. First & Second Reading of By-Law 2024-41 – Short Term Rental By-law
 - d. First & Second Reading of By-Law 2024-42 – Trailers & Recreational Vehicles By-law
 - e. Resolution to adopt By-Law 2024-43 – Zoning Amendment – Humphries
 - f. FONOM – Keeping Energy Costs Down
 - g. Nipissing Township – Donation of SCBAS
10. **Correspondence**
 - a. Bonfield Cornhole Tournament July 20, 2024

Small Community, Big Heart



11. **Closed Session** – None for this session

12. **Confirmatory By-Law**
 - a. Resolution to adopt By-law No. 2024-40

13. **Adjournment**



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
REGULAR MEETING OF COUNCIL
May 28th, 2024

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

ABSENT: Dan MacInnis

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

1. Call to Order

Motion 1

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

Seconded by Councillor Clark

Carried Narry Paquette

2. Adoption of Agenda

Motion 2

Moved by Councillor Featherstone
THAT the agenda presented to Council and dated the 28th day of May 2024, be adopted as prepared.

Seconded by Councillor Corbett

Carried Narry Paquette

3. Disclosure of Pecuniary Interest None for this session

4. Adoption of Previous Minutes

Motion 3

Moved by Councillor Featherstone
THAT the Minutes of the Regular Council Meeting of May 14th be adopted as circulated.

Seconded by Councillor Clark

Carried Narry Paquette

5. Presentation & Delegations

a. Presentation from Dave Hodges – Proposed Changes to the 2023-48 Procedural By-Law

Mr. Hodges made a request to Council in amending the Procedural By-Law to add a "Question and Answer" section. He also suggested that a sign-up sheet should be considered where residents could sign up as first come first serve. Other suggestion included: a time limit assigned and limit topics to items on the agenda.

Mayor Paquette thanked him for his presentation and asked Staff to prepare a report for Council.

b. BDO LLP – 2023 Financial Report

Dean Dicaire of BDO LLP, presented Council with the 2023 Financial Report which will be available to the Public at a later date.

Motion 4

Moved by Councillor Featherstone
BE IT RESOLVED THAT THE Council of the Township of Bonfield hereby acknowledges receipt and approves the 2023 Consolidated Financial Statements for the Township of Bonfield as prepared by the firm BDO Canada LLP; and that Council directs the CAO to provide public notice that a copy of the 2023 Consolidated Financial Statements is available at the Municipal Office and on the Township's website in accordance with the Section 295 of the Municipal Act, 2001.

Seconded by Councillor Corbett

Carried Narry Paquette

FW: Time slot to speak at the next Town Council Meeting May 28th

Nicky Kunkel <cao.clerk@bonfieldtownship.com>

Thu 6/6/2024 12:21 PM

To: Andrée Gagné <deputyclerk@bonfieldtownship.com>

From: Lori Langlois <lori_langlois@hotmail.com>

Sent: Thursday, June 6, 2024 11:50 AM

To: Nicky Kunkel <cao.clerk@bonfieldtownship.com>

Subject: Re: Time slot to speak at the next Town Council Meeting May 28th

Thank you for the reminder Nicky.

Here it is:

I feel compelled to put myself in the uncomfortable position of speaking publicly to council out of a real concern that all short term rental hosts have been villainized as negligent owners by the “Good Neighbours of Bonfield” group. As a member of the community, it was also very disheartening to see the existing bias against short term rentals with council members and staff which has been apparent in council meetings, committee meetings, town hall meetings, short term rental survey. My husband and I are not a corporation, we live in the township and though we are not members of this “Good Neighbours” group against short term rentals, we are good neighbours.

Our Experience:

- Hearsay vs Reality

Areas of discussion to include:

- Data used by the township. What is a cohort? Accuracy of data sets.
- Factors that impact short term rental hosts
- Validate petitions in the future
- Fair, equitable, unbiased decisions
- Stakeholder consideration
- Consider delay of decision/less restrictive bylaw

It is our hope today that you will take this information into consideration so that all decisions on this matter moving forward are unbiased, transparent, and free from undue influence. We respectfully ask that your decision be supported by facts, and represent all members of the township regardless of socioeconomic status or political connections.

Sent from my iPhone

On Jun 6, 2024, at 8:48 AM, Nicky Kunkel <cao.clerk@bonfieldtownship.com> wrote:

Just sending the last email as a reference.

Nicky

Nicky Kunkel

CAO Clerk Treasurer
Township of Bonfield

DECLARATION OF PUBLIC HEARING

Take notice that the Council of the Corporation of the Township of Bonfield is holding a public **meeting tonight, June 11th, 2024**, to consider a proposed zoning by-law amendment under Section 34 of the Planning Act.

The proposed zoning by-law amendment would change the Zone category on **CONCESSION 10, PART LOT 35, PCL 11772.**, Talon Lake Road, from a Rural Zone to Special Zone-56 **to allow for an accessory structure without a permanent dwelling.**

If a person or public body that files an appeal of a decision of the Township of Bonfield in respect of the proposed zoning by-law does not make oral submission at this public meeting or has made a written submission to the Township of Bonfield before the proposed zoning by-law is adopted, the Ontario Land Tribunal may dismiss all or part of the appeal.

Has a person or public body made a written submission to the Township of Bonfield?

(Planning Administrator answers the Mayor)

Any person that is attending the public meeting shall be afforded an opportunity to make an oral representation in respect of the zoning by-law proposal.

Is any person attending wish to make an oral presentation for zoning by-law amendment, file ZC1/2024, Humphries?

(IF YES, THEN READ)

1. Speakers shall be entitled to a five-minute address focusing on the topic of discussion.
2. All speakers must identify themselves to the recording secretary by name, address and contact telephone number.
3. There shall be no other comments or outcry made during an individual's address.
4. Should you not conduct yourself in an orderly fashion, you may be asked to leave.
5. The Committee may or may not be able to answer your questions or concerns at this time, but we will do our best to ensure that any unanswered questions will be followed up.

WRAP UP

This will conclude the public session of the meeting.

If anyone wants to be notified of the decision of the approval authority, you must fill out the requested form. If you do not fill out the form you will not be notified.



PLANNING & DEVELOPMENT DEPARTMENT

Email: planning@bonfieldtownship.com

PLANNING REPORT

MEETING DATE: June 11th, 2024
TO: Council
FROM: Ann Carr, Planning Administrator
SUBJECT: ZC1/2024 Zoning Change to allow accessory structure before a primary dwelling.

RECOMMENDATIONS:

WHEREAS the owners of CONCESSION 10, PART LOT 35, PCL 11772., Talon Lake Road, Dave and Nancy Humphries, have requested an amendment to Zoning By-law 2012-49, from a Rural Zone to Special Zone-56 to allow for a large accessory structure without a primary dwelling; THEREFORE the Planning Administrator recommends to Council that By-law 2024-43 a By-Law to amend the Zoning By-law be given three readings with the conditions listed in the amendment.

SUBJECT LAND AND LAND USE: The subject property is vacant land located on Talon Lake Road, designated as Rural Area and zoned Rural. The property is surrounded by recreational properties and the Humphries own the adjacent property, which is zoned C3, Commercial Resort Zone where they operate a seasonal camping establishment as well as a marina.

APPLICANTS PROPOSAL: The Humphries would like to erect a large garage ahead of the residence to home a car collection of Mr. Humphries fathers. They have full intention of building a home when they retire and sell the commercial resort and marina. The Zoning By-law does not permit an accessory structure before a primary dwelling is built; therefore, the Rural Zoned property will require a Special Zone (SZ56) with conditions to permit the large garage ahead of the primary residence.

PROVINCIAL POLICY STATEMENT (PPS):

1 Building Strong Healthy Communities

- **1.1.1, Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns:** This zoning change with the conditions in By-law 2024-43 will allow for only the garage and a primary residence which will still support the PPS.
- **1.1.4 Rural Areas in Municipalities:** The subject property is located within our rural area which in accordance with the PPS, will accommodate an appropriate range and mix of housing.
- **1.1.5 Rural Lands in Municipalities:** On Rural lands in municipalities, permitted uses are: residential development, which is the future purpose of the subject property.

2.0 Wise Use and Management Resources

- **2.1 Natural Heritage:** The subject property is not designated as a prime agricultural area nor has any significant wetlands. The property is located approximately 140 meters from Lake Talon. .

3.0 Protecting Public Health and Safety

- **3.1 Natural Hazard**
- **3.1.1 b) hazardous lands adjacent to a river, stream and small inland systems which are impacted by flooding hazards and/or erosion hazards:** The subject property is located 11 meters from the hazard lands and the proposed building shall be subject to NBMCA approval prior to issuance of a building permit.

OFFICIAL PLAN (O.P) & ZONING BY-LAW:

Bonfield's Official Plan:

2 Vision, Principles and Objective

- **2.2.1, Sustainable Development:** The Township shall promote sustainable development to enhance the quality of life for present and future generations. Both developments of large garage and a future dwelling are compatible with the surrounding land uses.

3 General Development Policies

- **3.2. Land Use Compatibility:** Both developments will enhance an already established area and will coexist with existing development without causing any adverse impact on surrounding properties.
- **3.15 Adequate and Affordable Housing:** It is expected that single-detached housing will continue to be the dominant form of housing, therefore the conditions within the Zoning By-law amendment shall permit the large garage with the expectation of a primary dwelling.

4 Land Use Designation

- **4.2 Rural Area:**
- **4.2.1** This application meets low residential development, is in accordance with the land division and MDS policies of this plan.

5 Natural Heritage Features and Cultural Heritage

- **5.1 Natural Heritage:** According to Schedule B of the official Plan, this property is not located in a Candidate area of Natural and Scientific interest nor within 120 meters (subsection 5.1.1)
- **5.2 Development Constraint Area**
- **5.2.2 Development Shall be controlled 45 meters from all lakes and rivers.** The subject property is 140 meters from Talon Lake.

7 Implementation and Interpretation:

- **7.9 Environment Impact Statements:** EIS are called for when needed. However, if we refer to the table in 7.9.3, the subject property is not adjacent to any of the areas listed on the table.
- **7.11 Land Division:** The subject property is 2.4 hectares in size and is currently vacant.

Bonfield's Zoning By-Law:

The subject property is zoned Rural (RU) which permits residential uses such as the proposed long-term vision of the property.

Schedule C- Provisions for Non-Residential Uses- RURAL (RU):

- **Minimum Lot Frontage:** Meets the minimum lot frontage.
- **Minimum Lot Area (ha):** Meets the minimum lot area.

3.11 Accessory Buildings Uses or Structures

3.11.1 An accessory building shall not be erected prior to the erection of a permitted dwelling on the same lot except where it is necessary for the storage of tools and material for the use in connection with the construction of such dwelling and no accessory building shall be used prior to the erection of such dwelling for any purpose other than such storage.

The subject building does not meet the requirements of the Zoning By-law.

COMMENTS/REPORTS/STUDIES:

As required under the *Planning Act* circulation to the appropriate agencies/bodies and neighbouring landowners for comment was completed on May 15th, 2024.

North Bay Mattawa Conservation Authority (NBMCA): no comment

Hydro One: no comment

Ministry of Transportation (MTO): The subject property is not within the MTO's control area, therefore, the MTO does not have any comments.

Public: no comment

Township Departments:

Public Works: No comments

Fire Departments: No comments

ANALYSIS: This application for a zoning amendment is inline with the intent of the Provincial Policy Statement and the Township of Bonfield's Official Plan through the conditions for the next structure to be the primary residence within the conditions listed in the zoning amendment.

The proposed zoning change to allow the accessory building ahead of the primary dwelling would not jeopardize the character of the neighbouring properties as the subject property is on the boundary of a commercial resort zone, with a tourist campground as well as an operating marina.

RECOMMEND ACTION: The Planning Administrator recommends to Council that Zoning Amendment Application ZC1/2024, Humphries, to permit an accessory building before a primary dwelling be approved with the following condition:

-
1. No other structure other than a primary dwelling shall be erected before any other structure will be permitted.
 2. The large garage will shall not be for commercial use, or habitation.
-

Respectfully,

I concur with this report,



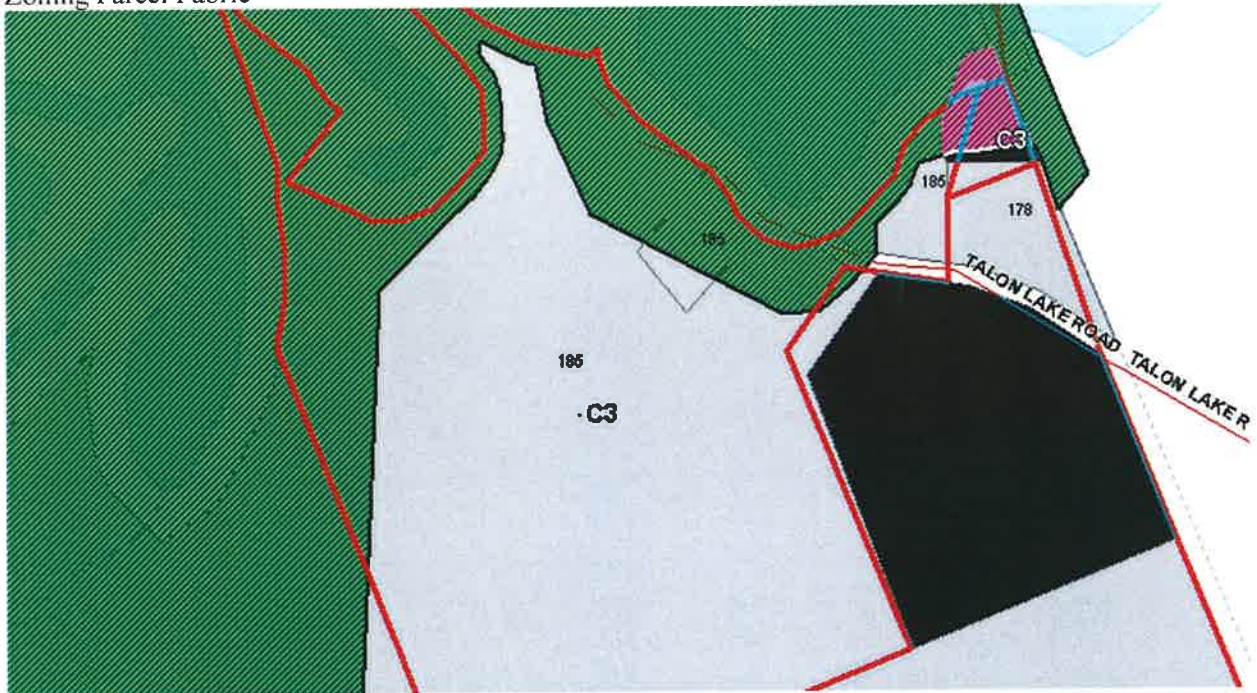
Ann Carr
Planning Administrator



Nicky Kunkel
CAO, Clerk

Attached: Aerial Imagery, Zoning Parcel Fabric

Zoning Parcel Fabric



Aerial Imagery



THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2024-43

A ZONING BY-LAW

A BY-LAW FOR THE PURPOSE OF AMENDING BY-LAW 2012-49 BEING A BY-LAW TO REGULATE THE USE OF LAND AND THE CHARACTER, LOCATION AND USE OF BUILDINGS AND STRUCTURES IN THE TOWNSHIP OF BONFIELD UNDER THE AUTHORITY OF SECTION 34 OF THE PLANNING ACT, R.S.O. 1990 CHAPTER P. 13.

WHEREAS, upon the request of the property owner of CONCESSION 10, PART LOT 35, PCL 11772 (ZC1/2024), the Council of the Corporation of the Township of Bonfield deems it advisable to amend By-Law No. 2012-49; and

WHEREAS a public meeting was held June 11th, 2024, to process the zoning amendment application and obtain feedback;

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

1. That By-law 2012-49 Schedule "A" be amended from a Rural Zone regarding property known CONCESSION 10, PART LOT 35, PCL 11772., Talon Lake Road, from a Rural Zone to Special Zone-56 to allow for an accessory structure without a permanent dwelling.
2. That the Schedule to Special Zone 56 is made part of this By-law;
3. Section 5- Special Zones of By-Law 2021-49 is amended by adding the following after section 5.55:
 - 5.56 SPECIAL ZONE NO.56
That special provisions for Special Zone 56 are as follows:
 - 5.56.1 The zone boundaries for Special Zone 56 are described on the attached Schedule to Special Zone No.56, which zone boundaries and map are hereby declared to form part of this By-law.
 - 5.56.2 SPECIAL USES
No person within Special Zone No. 56 may use any lot or erect, alter, or use any building or structure for any purpose except one or more of the following uses:
 - a. A large garage for the purpose of storage.
 - b. No commercial use or habitation shall be permitted in the garage.
 - c. No other accessory structure shall be permitted other than a residential dwelling.
 - d. All uses permitted in the Rural Zone shall apply after the erection of a residential dwelling.
 - 5.56.3 No person shall within the Special Zone. No. 56 shall use any lot, or erect, alter or use any building or structure except in accordance with Schedule "C"-Zone Requirements Table as applicable to a Rural (RU) Zone and the applicable provisions in Section 3-General Provisions.

READ A FIRST, SECOND AND THIRD TIME & FINALLY PASSED THIS 11TH DAY OF June 2024.

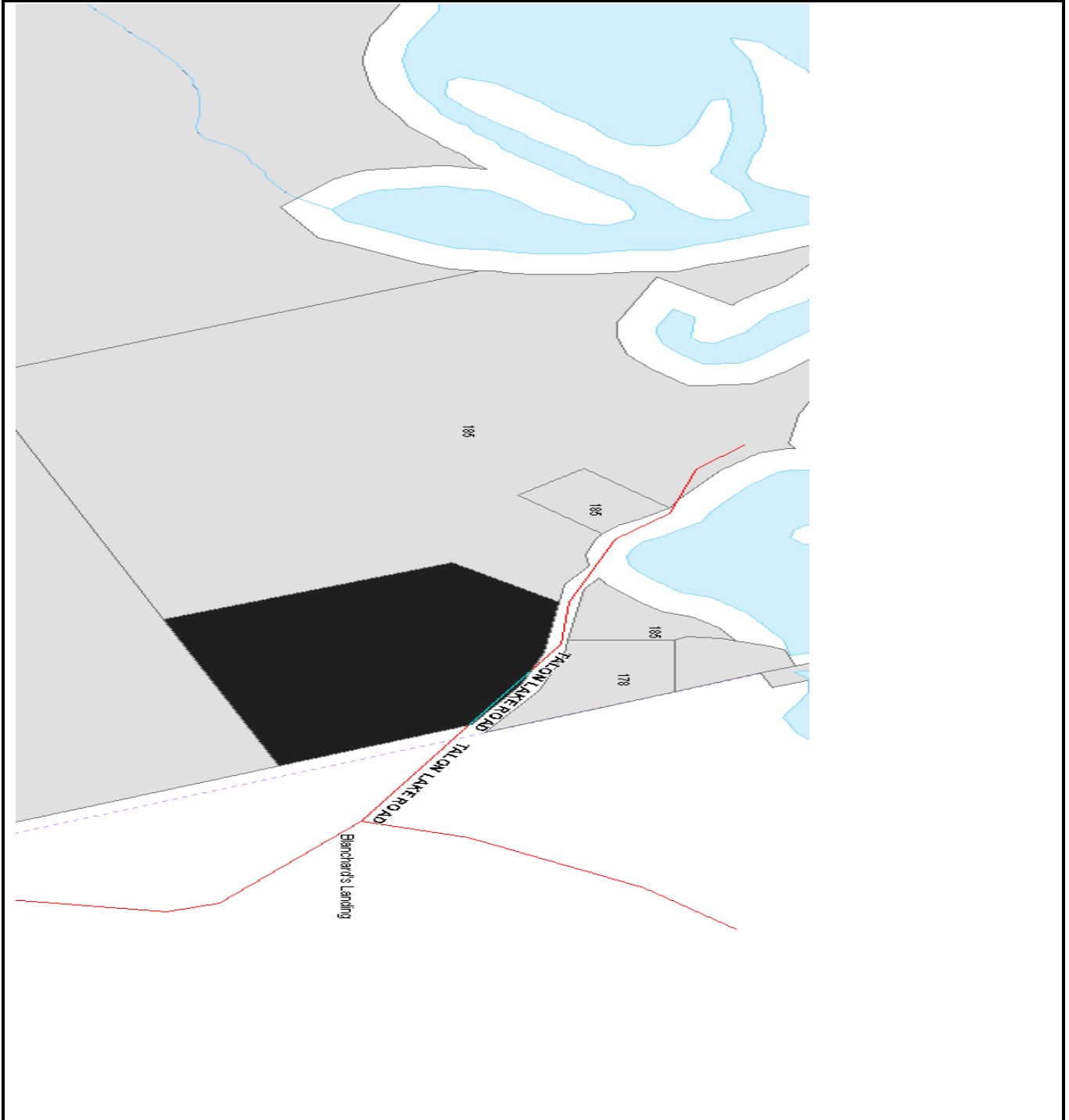
MAYOR

CLERK

**Bylaw 2024-43
Schedule "A"**

Special Zone 56

CONCESSION 10, PART LOT 35, PCL 11772., Talon Lake Road



SCHEDULE TO SPECIAL ZONE NO. 56 (SZ.56)	 SPECIAL ZONE NO. 56 (SZ.56)
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SCHEDULE TO BY-LAW NO. 2024-43	
PASSED THE _____ DAY OF _____, 2024	
_____ MAYOR	_____ CLERK

**The Corporation of the Township of Bonfield
2024 Operating Budget**

	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Budget	2024 Budget	\$ Increase (Decrease)	% Increase (Decrease)
Revenues									
1 Supplementary, Ontario/Municipal P.I.L.									
1 CPRail	\$21,112	\$10,609	\$26,871	\$48,856	\$25,000	\$35,000	\$40,500	\$5,500	13.6%
2 Financial Revenues	\$73,859	\$67,934	\$38,337	\$89,018	\$63,000	\$103,840	\$73,100	-\$30,740	-42.1%
3 Grants and Revenues	\$759,016	\$773,834	\$742,307	\$668,301	\$712,200	\$691,300	\$691,300	\$0	0.0%
4 Transfers from Reserves	\$75,000		\$0	\$79,968	\$79,968	\$75,000	\$65,000	-\$10,000	-15.4%
5 General Government	\$928,987	\$852,377	\$807,515	\$886,143	\$880,168	\$905,140	\$869,900	-\$35,240	-4.1%
6 Fire Department	31728	\$29,923	\$25,649	\$16,100	\$14,775	\$11,100	\$13,600	\$2,500	18.4%
7 Emergency Management	0	\$95	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
8 Building Department	12,122	\$23,501	\$33,530	\$62,828	\$30,000	\$51,200	\$58,000	\$6,800	11.7%
9 Animal Control	9	\$0	\$40	\$0	\$0	\$0	\$500	\$500	100.0%
10 Policing	6,683	\$7,395	\$6,380	\$7,836	\$4,000	\$8,200	\$7,500	-\$700	-9.3%
11 Public Works	20,856	\$18,228	\$13,482	\$69,334	\$63,900	\$73,350	\$49,500	-\$23,850	-48.2%
12 Transfer From Reserves- Gas Increases							\$0	\$0	0.0%
13 Cemetery	1,565	2910	\$3,625	\$1,080	\$3,950	\$1,900	\$2,200	\$300	13.6%
14 Environmental Services	13,866	\$33,815	\$66,373	\$62,436	\$42,000	\$52,000	\$156,000	\$104,000	66.7%
15 Parks and Recreation	4,981	\$10,189	\$6,569	\$10,694	\$2,000	\$12,600	\$27,700	\$15,100	54.5%
16 Library	6,003	\$6,316	\$527	\$6,991	\$6,491	\$6,311	\$12,356	\$6,045	48.9%
17 Planning and Development	4,968	\$8,900	\$20,335	\$8,330	\$11,500	\$11,500	\$13,400	\$1,900	14.2%
18 Economic Development	0	\$7,115	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
19 Medical Centre Revenue						\$117,399	\$196,338	\$78,939	40.2%
Total Revenues	\$1,031,768	\$1,000,764	\$984,025	\$1,131,772	\$1,058,784	\$1,250,700	\$1,406,994	\$156,294	11.1%
Expenses, Levies & Requisitions									
Departmental Expenses									
20 General Government	1,106,232	\$799,394	\$1,023,351	\$874,259	\$1,000,888	\$1,058,275	\$1,167,501	\$109,226	9.4%
21 Fire Department	167,916	\$162,551	\$203,178	\$191,943	\$192,050	\$235,570	\$251,936	\$16,366	6.5%
22 Emergency Management	14,967	\$17,330	\$13,679	\$21,745	\$18,500	\$44,080	\$44,720	\$640	1.4%
23 Building Department	50,336	\$35,975	\$35,016	\$62,828	\$62,220	\$128,350	\$121,695	-\$6,655	-5.5%
24 Animal Control	13,496	\$13,143	\$12,370	\$14,203	\$14,375	\$14,500	\$14,575	\$75	0.5%
25 Policing	345,987	\$344,002	\$351,397	\$326,289	\$333,384	\$15,090	\$16,530	\$1,440	8.7%
26 Public Works	977,248	\$1,342,865	\$1,311,114	\$1,285,381	\$1,469,550	\$1,603,142	\$1,711,236	\$108,094	6.3%
27 Cemetery	2,519	\$589	\$800	\$1,830	\$4,750	\$4,500	\$2,700	-\$1,800	-66.7%
28 Environmental Services	65,059	\$34,777	\$52,066	\$83,597	\$59,048	\$91,696	\$104,795	\$13,099	12.5%
29 Parks and Recreation	53,305	\$56,639	\$56,597	\$66,722	\$81,930	\$87,030	\$92,750	\$5,720	6.2%
30 Library	88,059	\$87,156	\$89,225	\$90,477	\$97,056	\$94,383	\$104,295	\$9,912	9.5%
31 Planning and Development	11,940	\$13,263	\$13,191	\$21,690	\$24,700	\$30,400	\$39,190	\$8,790	22.4%
32 Economic Development	1,000	\$814	\$407	\$407	\$1,000	\$500	\$0	-\$500	0.0%
33 Medical Centre						\$150,250	\$237,651		
Total Departmental Expenses	\$2,898,064	\$2,908,496	\$3,162,391	\$3,041,371	\$3,359,451	\$3,557,766	\$3,909,574	\$351,808	9.0%
Levies and Requisitions									
36 MPAC	43184	\$43,520	\$43,040	\$42,908	\$42,908	\$43,000	\$43,372	\$372	0.9%
37 NBMCA	28182	\$29,352	\$30,476	\$31,015	\$31,015	\$33,740	\$33,740	\$0	0.0%
38 Health Unit	68159	\$65,804	\$65,805	\$67,966	\$67,966	\$68,053	\$70,096	\$2,043	2.9%
39 DNSSAB	492922	\$523,295	\$535,164	\$557,782	\$557,782	\$577,956	\$598,932	\$20,976	3.5%
40 Casselholme	97055	\$102,777	\$108,636	\$110,770	\$110,770	\$107,633	\$108,500	\$867	0.8%
41 Casselholme Capital Levy Reserve			\$0	\$30,000	\$30,000	\$60,000	\$90,000	\$30,000	33.3%
Ontario Provincial Police						\$320,000	\$332,842		
Mattawa Hospital Physician Recruitment							\$1,200	\$1,200	
42 Medical Centre (Net of Revenues)	3939	\$1	\$26,829	\$13,088	\$21,145				0.0%
Total Levies and Requisitions	\$733,441	\$764,749	\$809,950	\$853,529	\$861,586	\$1,210,382	\$1,278,682	\$68,300	5.3%
Total Expenses, Levies & Requisitions	\$3,631,505	\$3,673,245	\$3,972,341	\$3,894,900	\$4,221,037	\$4,768,148	\$5,188,256	\$420,108	8.1%
To be raised from Tax Levy	\$2,724,621	\$2,748,111	\$2,962,905	\$3,162,253	\$3,162,253	\$3,517,448	\$3,781,262	\$199,196	5%
						OPTA Growth	3,582,066		
Surplus(Deficit)									

NOTES

- Each 1% increase in tax levy generates \$31,623 in tax revenue **Total Annual Expenses increased of 8.1%**
Net tax rate increase is 4.7% with OPTA increases for 2023 growth
 - Levies and requisitions increases total \$68,300 or 2.2% of tax increase.
 - The tax levy increase is 4.9% on the residential rate. An overall increase with all tax rates is 4.7% (due to ratios). The first draft budget presented in April 2024 resulted in a year over year increase of 9.8%. Since then the Committee, CAO and staff agreed to review the budget with an eye to reductions.
 - Does not recognize any real assessment growth. The OPTA database reports that Omits and Supplements increased the tax base from \$3,517,448 in 2023 to \$3,582,066 for 2024 generating \$64,418 in additional taxes, or approximately 2%. The education tax rates are set by the Province and remain the same as 2023. The total property tax rate (municipal plus education) will be up by 4.7%. Most properties will have no change to their assessment in 2024 and will therefore see a 4.9% or a \$43.00 increase in their total tax bill (711 of the total 1,553 properties). 630 properties will have an average increase between \$100 and \$200 for the year with the average being \$142.00. Only two properties will have an increase of over \$500.00. When considering all properties the average total increase will be \$115.00 for the year.
 - Due to cash on hand and investments as well as the increase in capital assets in 2023 there is a large surplus of \$610,000. \$50,000 of this is included in the operating budget to reduce the overall increase. \$479,000 will be used for capital purchases in the 2024 Capital Budget, the remainder will remain in accumulated surplus. There is also a one time revenue for the landfill site of approximately \$100,000 that is included operations for 2024.
 - Many of the expenditure budgets are being impacted by inflationary costs.
2024 is a CUPE Collective Agreement Bargain Year, with all employees, Public Works, Administration, Medical Center, Fire Department and Building Department employment costs increased by \$166,000. This includes all mandatory employment costs such as new CPP and Dental regulated changes.
- Projects in the operating budget: new septic for municipal office, pulverize and calcium Development Road (Mount Pleasant to McNutt), gravel for stockpile and roads, and Trunk Road Bridge environmental study for replacement in following year.
- As recommended in 2021 a \$30,000 transfer to a reserve was included in the budget since 2022 to recognize the upcoming impact of the Casselholme capital project. When the project is completed in about 4 years and debentures are issued by Casselholme they will start to levy municipalities. The estimated Bonfield share is about \$1,777,255. This is 1% of the tax levy.

Township of Bonfield

CAPITAL BUDGET 2024

11-Jun-24

	Cost Estimate	Funding Source
EXPENDITURES		
<u>General Administration</u>		
Town Suites Accounting Software	\$ 45,000.00	MODERNIZATION FUND
<u>Public Works</u>		
Development Road - Pulverize, Calcium	\$ 50,000.00	Capital Levy portion
Gravel Line 3	\$ 90,000.00	Capital Levy portion
Purchase Backhoe	\$ 169,939.00	Accumulated Surplus 2023
Purchase Excavator	\$ 275,770.00	Accumulated Surplus 2023
Purchase Brushing Head	\$ 47,000.00	WSIB Return (42,000) and Capital Levy (5,000)
<u>Fire</u>		
Into Fire Reserve for SCBA	\$ 50,000.00	Accumlated Surplus 2023 (YE)
TOTAL	<u>\$ 727,709.00</u>	

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2024-39

**A BY-LAW TO ADOPT THE 2024 OPERATING BUDGET
INCLUDING ESTIMATES OF ALL
SUMS REQUIRED FOR THE PURPOSES OF THE
MUNICIPALITY DURING THE YEAR 2024
AND TO ESTABLISH THE TAX RATES TO BE LEVIED**

WHEREAS pursuant to Section 290 of the Municipal Act, 2001, as amended, (hereinafter referred to as "The Act"), a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

AND WHEREAS Section 312(2) of The Act, provides that, for purposes of raising the general local municipality levy, a local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property class in the local municipality rateable for local municipality purposes;

AND WHEREAS Section 312(6) of The Act requires that the tax rates to be levied on the different classes of property must be in the same proportion to each other as the tax ratios established under Section 308 of The Act;

AND WHEREAS the property assessment roll on which the **2024** taxes are to be levied has been returned and revised pursuant to the provisions of the Assessment Act, R.S.O. 1990, c. A.31, as amended (hereinafter referred to as the "Assessment Act") subject to appeals at present before the Assessment Review Board, the Ontario Municipal Board and the District Court;

AND WHEREAS the "Residential/Farm Assessment", "Commercial Assessment", "Industrial Assessment", "Pipeline Assessment", "Farmlands Assessment" and "Managed Forests Assessment", and the applicable subclasses pursuant to Section 7 of the Assessment Act, have been determined on the basis of the aforementioned property assessment roll;

AND WHEREAS the tax ratios and the tax ratio reductions for prescribed property subclasses on the properties for the **2024** taxation year have been set out in By-Law **2024-38**;

AND WHEREAS the tax rates on the assessment classes and the applicable subclasses have been calculated pursuant to the provision of the Municipal Act in the manner set out herein;

AND WHEREAS the education rates for all assessment classes shall be levied in accordance with Ontario Regulation Ontario Regulation 400/98 of the Education Act, as amended;

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

1. THAT the Corporation adopts an Operating Budget with expenditures totaling **\$5,188,256.00** and a net municipal tax levy of **Three Million, Seven Hundred and Eighty-One Thousand, Two Hundred and Sixty-Two Dollars (\$3,781,262.00)** as detailed in Section 1 of Schedule "A" attached hereto and which forms part hereof as the gross estimate of the funds required during the year **2024** for general municipal purposes;
2. THAT the tax rates for **2024** municipal purposes, as calculated in Section 2 of Schedule "A" attached hereto, be hereby set;

3. THAT the taxes levied pursuant to the provision of this By-Law shall become due and payable in one installment being **“August 30, 2024”**;
4. THAT the Treasurer of the Corporation of the Township of Bonfield shall mail or cause to be mailed to the address of the residence or place of business of each property or person a notice specifying the amount of taxes payable by such persons pursuant to the provisions of this By-Law;
5. THAT the taxes payable, pursuant to this By-Law, shall be paid into the office of the Treasurer of the Corporation of the Township of Bonfield on or before the respective due date herein before setting forth;
6. THAT the Treasurer is hereby authorized to accept part payment from time to time on account of any taxes which have become due pursuant to this By-Law;
7. THAT, in accordance with Section 345(3) of The Act, interest charges of 1.25 per cent each month of the amount of taxes due and unpaid, will be imposed for the non-payment of taxes on the first day of each calendar month thereafter in which default continues.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 11TH
DAY OF JUNE 2024.**

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2024-39

SCHEDULE "A"

2024

SECTION 1: Municipal Estimates required from

Taxation	
Expenditures	5,188,256.00
Revenues	1,406,994.00
Levy	3,781,262.00

SECTION 2: Calculation of Taxes Rates based on Municipal Estimate

Calculations are based on the tax ratios set out in By-Law No. 2024-38 resulting in the following Tax Rates.

	2024	2024	2024
TAXABLE	Education Tax Rate	Municipal Tax Rate	Total Tax Rate
RESIDENTIAL	0.00153000	0.01299457	0.01452457
COM. OCC.	0.00880000	0.01308163	0.02188163
COM. VAC/EXC UNITS	0.00880000	0.00915714	0.01795714
IND. OCC.	0.00880000	0.01638615	0.02518615
IND. VAC. UNITS	0.00880000	0.01065100	0.01945100
PIPELINES	0.00668371	0.01016516	0.01684887
FARMLANDS	0.00038250	0.00324864	0.00363114
MNGD FORESTS	0.00038250	0.00324864	0.00363114

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**

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 meters x 1.8 meters x 1.8 meters 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 6 meters (20 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 Campground** shall mean an approved area of land, owned and operated by a person and/or landowner that contains campsites for the purpose of overnight accommodations for tents and trailer and motorhomes in exchange for monetary payment.
- 1.6 Chief Fire Official** means the local municipal Chief Fire Official as defined in the Ontario Fire Code (O. Reg. 213/07).
- 1.7 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.*
- 1.8 Cooking Fire** shall mean any open air fire that is used for the purpose of cooking food and shall follow the regulations of a campfire.
- 1.9 Council** shall mean the elected Council of the Corporation of the Township of Bonfield
- 1.10 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.
- 1.11 Designate** means an individual acting in place of the “Fire Chief” in the event that he/she is unavailable.
- 1.12 Fire Chief** means the Fire Chief of Bonfield Fire & Emergency Services appointed as such by municipal by-law and includes his or her designate.
- 1.13 Fire Department** means Bonfield Fire & Emergency Services or any fire department under contract or agreement to provide service to the Township of Bonfield.
- 1.14 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.
- 1.15 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 unlamated paper and cardboard and boxboard, brush and leaves.
- 1.16 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).

- 1.17 Municipality** shall mean the Corporation of the Township of Bonfield.
- 1.18 Municipal Authority** means the local municipality, Municipal By-Law Enforcement Officer, and/or Fire Prevention 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.
- 1.19 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.
- 1.20 Ontario Fire Code** shall mean O.Reg. 213/07 made under the Fire Protection and Prevention Act, S.O. 1997, C.4, as amended.
- 1.21 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.
- 1.22 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 fueled barbeques or 'wood-waste' combustors defined under O. Reg. 347/90.
- 1.23 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.
- 1.24 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.
- 1.25 Person** shall mean any individual, association, firm, partnership, corporation, agent or trustee and their heirs, executors, or other legal representatives thereof.
- 1.26 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.
- 1.27 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.
- 1.28 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.
- 1.29 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.
- 1.30 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.
- 1.31 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 barbecues, fire pits, outdoor fireplaces, and the discharging of fireworks.

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

1.33 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 vegetable matter or vegetation of farm lands as part of normal farm practices or for clearing land.

1.34 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 REGULATIONS

2.0 No “Owner” or “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 “Owner” or “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 6 meters (20 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 6 meters (20 feet) from any object or material which has the potential to ignite unless otherwise defined under this section;
- f) Unless the “Owner” 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 above 20 km/h or in such a direction or intensity or 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 near the fire.
- 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 "Owner" or "Person" shall set fire to, ignite, or otherwise burn any materials in a "Campfire or Cooking Fire" with a combined size of greater than 1 meters x 1 meters x 1 meters (3 feet wide x 3 feet long x 3 feet high).
- 2.7 No "Owner" or "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".
- 2.8 No "Owner" or "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".
- 2.9 No "Owner" or "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).
- 2.10 No "Owner" or "Person" shall burn any "Windrow" during the fire season, during any dangerous conditions, or if advised by the "Fire Chief" or their "Designate".

3. ISSUANCE OF PERMIT

- 3.0 A "Open Air Burn Permit" shall be valid for:
 - a) "Campfire" or "Cooking Fire" for the entire duration of Fire Season.
 - b) "Brush Pile Fire" for a period of four days.
 - c) "Windrow" Fire for a period of four days.
- 3.1 The issuance of a "Permit" may require the prior inspection of the proposed burn site by the "Fire Chief" or their "Designate".
- 3.2 "Permit" fees shall be as stated in the relevant Fire User Fee By-law or any successor of said By-law. The Fee remains the same regardless of the date of purchase within the year.
- 3.3 In applying for a "Permit", no "Owner" shall furnish false or misleading information.
- 3.4 The "Owner" shall be responsible to ensure that the regulations within this By-law are adhered to. In delegating any "Person" the right for an "Open Air Burn" on the property does not relinquish any responsibility.
- 3.5 "Permit(s)" may be obtained from the "Township" of Bonfield office or the "Fire Chief" or other municipally designated location or method.
- 3.6 No "Permit" shall be considered valid until the "Owner" granted the "Permit" has validated the "Permit" by reading and signing the terms and conditions of the permit.
- 3.7 No "Permit" is required for "Open Air Burning" consisting of a "Camp Fire" or "Cooking Fire" as defined and maintained by definition, 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. The Owner of the campground shall pay the annual fire permit fee for the property.
- 3.8 It is the responsibility of the "Owner" granted a "Permit" to check and monitor burning conditions; this can be done in part by contacting the Fire Department, or the Municipal Office or Municipal website at www.bonfieldtownship.com.
- 3.9 It is the responsibility of the "Owner" 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.

- 3.10** In any prosecution under a provision of this by-law that requires a “Permit”, the onus is on the “Owner” charged to prove that the “Owner” had a “Permit” at the time the offense is alleged to have been committed.
- 3.11** “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. GENERAL PROVISIONS

- 4.0** During the “Fire Season”, “Open Air Burning” shall only be permitted:
- a) Buring between the hours of 5:00 pm in the evening and be extinguished no later than 7:00 am the following day or earlier, shall only be permitted when the fire rating is Moderate or Low. Under any other fire rating (High or Extreme) burning shall commence at 7:00 pm in the evening and be extinguished no later than 7:00 am the following day 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.
- 4.4** All “Owners” setting an open-air fire shall ensure a “Permit” has been issued prior to the setting any fire.
- 4.5** “Brush Pile Fires” and “Windrow” fires shall require a “Permit” and prior approval of the “Fire Chief” or “Designate” for specific dates of burn. No “Brush Pile Fire” or “Windrow” Fire shall be set during a High or Extreme Fire Rating.

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 or 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** This By-law shall apply to all lands within the geographical limits of the Township of Bonfield.
- 6.2** The “Fire Chief” or their “Designate” may, at any time, 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”.
- 6.3** 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 "Owner" fails to comply with any part of this by-law.

6.4 Any "Owner" or "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", shall be liable and accountable for all costs for the fire, including fire fighters time, fire trucks and any other fire equipment may enter upon the land where the fire is burning to extinguish the fire or until it is extinguished.

6.5 In addition to any penalty provided for herein, upon the Fire Department attending to extinguish the fire, whether it has since been extinguished or not, the owner will be responsible to pay any and all fees. The fee shall be determined the Fire Chief based on the actual costs incurred. Rates shall be as set in Schedule "B".

6.6 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.

6.7 Any costs chargeable to any "Owner" pursuant to section 6.4 hereof shall be invoiced to the "Owner" 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 AND PENALTY

7.0 In addition to any other penalty prescribed by this by-law, any "Owner" and/or "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*.

7.1 The set fines for an offence under the By-law are 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 "Owner" 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 and passing thereof.

**READ A FIRST AND SECOND TIME THIS 11TH DAY OF JUNE, 2024;
AND A THIRD TIME AND FINALLY PASSED** June xx of 2024.

Mayor

Clerk

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
BY-LAW NO. 2024-27
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 31st Day of October 20____. Date of Application____/____/20__

Property Information

Applicant's Name:	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant <small>(written permission enclosed)</small>
Property Full Address:	<input type="checkbox"/> Burn Site	
Applicant's Phone number:	Email:	
Registered Property Owners Name:		
Registered Property Owners mailing address (if different):		
Other authorized supervisors for property:		

Fire Information

Application is for a	<input type="checkbox"/> Campfire, cooking fire, or an Incinerator Fire <small>See section 4 of By-law 2024-27 for times and conditions</small>		
	<input type="checkbox"/> Brush	Specific Dates (4 days):	
	<input type="checkbox"/> Windrow	Specific Dates (4 days):	
	Fire Chief or Designate initials:		

The Applicant acknowledges that this permit is issued subject to By-law 2024-27 and the following highlighted conditions:

1. The applicant acknowledges having fully 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, unless otherwise specified.
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. Visit www.bonfieldtownship.com.
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. Required: *Shovel and rake and *water or garden hose
6. The fire shall be fully extinguished prior to leaving any fire unattended.
7. During the "Fire Season", "Open Air Burning" shall only be permitted:
 - A. When Fire Rating is set to Low or Moderate – between the hours of 5:00 p.m. in the evening and extinguished not later than 7:00 a.m. the following day or earlier.
 - B. When Fire Rating is set to High and Extreme– between the hours of 7:00 p.m. in the evening and extinguished not later than 7:00 a.m. the following day or earlier.

- By Checking this box, you acknowledge and agree to the Terms and Conditions of this permit and By-law 2024-27 to conduct an open-air burn.
- I am the registered property owner and hereby authorize the applicant who is _____ to conduct an open-air burn in adherence to the Terms and Conditions and By-law on my property.
- I understand and agree to indemnify the Township of any responsibility and liability in my conducting of an open-air burn.

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 "Owner" 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. 2024-27
 BEING A BY-LAW TO PROVIDE FOR THE REGULATION OF
 OPEN AIR BURNING IN THE TOWNSHIP OF BONFIELD**

**Schedule “C” to By-Law No. 2024-27
 PART 1 PROVINCIAL OFFENCES ACT**

ITEM	Column 1	Column 2	Column 3
	Short Form Wording	Provision creating or defining offence	Set Fine
1.	Burn without a valid Permit	2.0	300.00
2.	Failure to supervise / control fire	2.1(f)	500.00
3.	Burn prohibited materials	2.1(b)	500.00
4.	Burn on Municipal Property	2.1(c)	500.00
5.	Burn within six (6) meters of a structure	2.1(d)	300.00
6.	Burn within six (6) meters of ignitable material	2.1(e)	300.00
7.	Burn Brush Fire in excess of 1.8 meters	2.6	300.00
8.	Burn Windrow Fire in excess of 15 meter	2.9	300.00
9.	Burn Campfire or Cooking Fire in excess of 1 meter	2.6	300.00
10.	Burn more than one pile/fire at a time	2.7	500.00
11.	Burn during a Fire Ban		750.00
12.	Burn outside permitted times in low or moderate rating	4.0.1	300.00
13.	Burn outside permitted times in high or extreme rating	4.0.1	500.00
14.	Failure to have adequate extinguishing equipment	2.4	300.00

NOTE:

The Penalty Provision for the offences indicated above is Section 7 of By-law 2024-27, a certified copy of which will be filed upon adoption.

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

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

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 June 2024.
9. That any previous By-law or User Fee outlined in a by-law be hereby repealed.

READ A FIRST AND SECOND TIME ON APRIL 9, 2024 AND

**CONSIDERED READ A 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"

1. Open Air Burn Permit Fees

A. Campfire, Incinerator Fire Annual Permit	\$10.00
B. Commercial Campground Annual Permit	\$50.00
C. Special Burn Permit (Brush Pile or Windrow)	\$50.00
D. Penalty for Burning Without a permit	\$300.00

2. Cost of Fire Department Services

A. Call out to fires not in compliance with Open Air Burn By-law	Fire Call Rates
B. Inspection Fees	
I. Commercial and Industrial Inspections	\$150.00
II. Home Occupation	\$100.00
III. Propane Storage and Handling (includes report)	\$150.00
IV. Woodstoves – existing	\$ 50.00
C. Administrative Fees	
I. Letters of Compliance, Fire Reports	\$50.00
II. Plans Review/Examination	\$50.00
III. Plans Re-Examination, per occurrence	\$30.00
D. Non-Emergency Services	
I. Fire Apparatus Standby	Fire Call Rates
Non-profit community organizations exempt from fees.	
II. Fire Watch Fees	MNRF Rates
III. Use of heavy machinery with operator for clean up	\$140.00/hour
IV. All other non-urgent Fire Services	At cost
E. Emergency Response / Fire Call Rate	

The expenses for which the person/agency responsible or the property owner of a property where an emergency response was required may be liable, to cover the cost of sufficient personnel and equipment required to execute response, including but limited to Emergency Response on roadways, waterways, railways, such costs have been deemed as being:

- I. Current MTO rates per vehicle for the first hour or part thereof, as amended from time to time
- II. Half the current MTO rates per vehicle for each subsequent half hour or part thereof
- III. 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 other municipal by-laws.

As revised and presented to Council at the regular meeting of June 11, 2024

REPORT TO COUNCIL

MEETING DATE: June 11th, 2024
FROM: Andrée Gagné, Deputy Clerk-Treasurer
SUBJECT: Fees for Payment Options

RECOMMENDATION:

THAT Council accepts the report on payment options to residents and the associated costs; AND FURTHER THAT Council conducts a trial period from July to November to determine if there are cost savings on debit services in the Township Office.

BACKGROUND:

The information contained in this report will provide Council with a better understanding of how Staff collects payment of property taxes and other sources of revenue such as building fees, planning fees, tipping fees and revenue from other sources.

In the past, the Township only accepted cash and cheques as payment options. Over the years, as technology evolved the Township introduced several methods of accepting payments. This report will explain in detail all of the options available, the fee structure if any, and revenue collected for 2023.

Note: not all payments are from Ratepayers, therefore the term customers will be used for all transactions.

1. **Bank Deposits:** Cash and cheques are still accepted. Customers have the option of visiting our office with cash or cheques, cheques can be mailed as well.

Staff balances the accounts on a daily basis, prepares the deposit which is then brought to the bank on a daily basis. The staff member who brings the deposit to the bank also brings the mail to Canada Post.

In 2023, there was a total of 256 bank deposits for a total revenue of \$1,958,663.86. This is by far the most preferred method for our customers. **There is no fee associated with this service.**

2. **Debit/Credit Cards:** With the introduction of debit cards, customers wanted the option of being able to use their debit or credit cards. A terminal was put in place in early 2010, providing another option of accepting payment. Just before COVID, the terminal was replaced with a newer model that would accept manual entry of information which meant that customers could now call the office. This method proved to be invaluable during COVID when the doors were closed to the public for almost 2 years.

Staff balance these transactions along with the bank deposits. The payment is deposited directly into our bank account.

REPORT TO COUNCIL

In 2023, a total of 520 transaction were done by customers either coming into the office or over the phone. Total revenue was \$573,516.68. **Annual fees for the terminal \$568.98. Credit card fees for the service varies from 0% to 1.3% and the 2023 total was \$10,057.49**

- 3. Online Banking:** When banks introduced online banking, the Township reached out to all banks to register for this service. At the time, all banks provided this service free of charge except for Toronto Dominion and Royal Bank. The Township opted not to sign on with these two banks as to not incur unnecessary fees.

When customers use this service, a report is sent by fax, or through a portal from the various banks. Reports may contain information for multiple customers. Staff input the payment in the system. Payment is automatically deposited into our bank account.

In 2023, a total of 529 reports were received for a total revenue of \$1,037,043.25. This option is our 2nd most used method of payment with the Caisse being the leader with 261 reports. **There is no fee associated with this service.**

- 4. E-transfers:** When the Caisse, who is our banking institution, introduced e-transfers, the Township enrolled in the program to give our customers yet another option for payment. Staff receive an email with payment information. Deposit is automatic.

In 2023, a total of 111 e-transfers were sent to the Township for a total revenue of \$88,648.95 **There is no fee associated with this service.**

- 5. Other Deposits:** These deposits are directly deposited into our bank account for senior government grants, funding, rental income, tax mortgage companies, and tipping fees.

In 2023, a total of 68 deposits were made for a total of \$1,691,965.55. **There is no fee associated with this service.**

- 6. Website:** In 2023, a total of 416 customers used the website to pay for their property taxes, tipping fees or other invoices through Stripe for credit card payments. Total collected was \$451,646.58. **Fees for this service totalled \$13,137.96 (2.9% plus .30 per transaction)**

- 7. Moneris:** System used for the management of Landfill passes and collecting tipping fees at the Landfill Site.

In 2023 a total of \$3,412.75 was collected in tipping fees by landfill users. The fees for the terminal and landfill pass system were \$2,329.84

REPORT TO COUNCIL

8. **Pre-Authorized Payment Plan:** This plan was introduced in 2018 after many of our taxpayers requested some form of monthly payment plan to help them budget appropriately while receiving a fixed monthly income.

How the plan works:

Two options are available.

1. Due date: The full amount of tax bills are automatically withdrawn on the due dates.

2. Monthly:

In December of each year, a notice is sent to indicate the amount that will be withdrawn each month starting the last day of January and each month thereafter until such time as the levy has been set. Another notice is then sent confirming the amount to be paid for the remaining months. There is no payment in December due to Christmas holidays.

This provides guaranteed cash flow each month totalling over \$65,000 and this amount increases with new enrollments. To date, out of 1,631 properties, we have 299 registered in the plan. In 2023, a total of \$738,579.82 was collected. This number continues to increase as staff promotes the plan.

FINANCIAL:

The financial implications to provide all these methods of collecting payments for various services was \$26,094.27 which includes the Landfill Pass program. This results in \$2,200 per month for fees.

Method of Payment	2023 Volume	Funds Collected	Fees Paid
Cash - Cheques	256	\$1,958,663	\$0.00
Direct Deposit - Online Banking	529	\$1,037,043	\$0.00
E transfer	111	\$88,648	\$0.00
Other deposits	68	\$1,691,965	\$0.00
Debit/ Credit Cards	520	\$573,516	\$10,057
Website	416	\$451,646	\$13,137
Moneris		\$3,412.75	\$2,329 *includes Landfill Pass System
Pre Authorized Payment Plan	299	\$738,579	0.00

During COVID the Township of Bonfield was admired for not having a cash flow problem. Having many alternatives of payment made this possible.

REPORT TO COUNCIL

SUMMARY and RECOMMENDATION:

The Township provides multiple choices of payments, some have fees attached, others do not.

In theory, it takes more time for Staff to process payments over the counter such as cash, cheques or debit/credit cards. There is the interaction with the customer and picking up of mail delivery staff must count all moneys received, reconcile the report, prepare a deposit slip and bring the deposit to the bank. This process can take up to an hour.

Our Website payments which has a fee associated to it, actually takes on average five minutes to process the payment, compared to non fee services as listed above.

Since introducing these various payment methods, the Township has been able to reduce their operating hours by eliminating the Thursday evening hours. This was originally put in place for those who worked during the day and could not make it on time to pay with cash or cheques.

To implement fees for those wishing to use our website or debit/credit terminal to make payments would be unjust as it takes staff less time to process payments.

In researching the cost of the Moneris System (Landfill Site) versus the Global Merchant System (Township office), the following was noted: both charge user fees at comparable rates but Global Merchant also has "other charges" which in 2023 were approximately \$4000.

It is recommended that without cancelling Global Merchant, the Township Office use the Moneris system for the remainder of the year to get a clearer picture of what the monthly fees would amount to and if there are any cost savings.

Other payment processing methods for our website were researched when Stripe was implemented. Stripe is comparable in services, and fees are the same as other options available. Companies researched are Square, Helcim, Shop Pay and Paypal.

Staff should continue to promote the monthly payment plan.

Respectfully,

I concur with this report,



Andrée Gagné
Deputy Clerk-Treasurer



Nicky Kunkel
CAO

Frequently Asked Questions Short-Term Rentals

What problem are we trying to solve with the Short-Term Rental By-law?

More effectively deal with the issues and complaints related to short-term rentals while allowing residents to rent out their properties for extra income.

To ensure the safety and health of visitors to the Township of Bonfield who stay at a short-term rental.

To ensure responsible ownership.

To maintain the character of the neighbourhood.

Why do we need a new by-law when we already have by-laws for noise, animals, parking, etc?

To hold the owner accountable for their property.

To have a mechanism to deal with repeat offenders.

To dissuade corporate short-term rental owners from purchasing properties for this purpose and to sustain the housing market.

A new by-law was required to align with the short-term rental program.

Why is there not an exemption for people who only rent their properties out for a few weeks a year?

Difficult to factually identify these properties.

Many other municipalities looked at this and decided the complexity (discrimination, loopholes, proper identification, etc.) outweighed the benefits. No municipality has this exemption.

The by-law still allows anyone to rent out their property in accordance with the by-law.

How did we arrive at the fee amounts?

Benchmarked with other municipalities.

Fees plan to be cost recovery and pay for the short-term program and administering the program.

Why must there be an onsite inspection?

To ensure that the premises does not contain health and safety risks to the occupants of the buildings.

To ensure that the environment and local lakes are protected through ensuring the septic system is sized appropriately for usage.

A short-term rental checklist is provided in the by-law to assist property owners in determining whether their properties will comply.

Why are there restrictions on the number of occupants?

To ensure the capacity of the septic is not exceeded as it is based on bedrooms and fixtures.

To minimize the disturbance of the neighbourhood.

Why must there be a contact person who can attend the site within 45 minutes or answer to a complaint by phone within 30 minutes?

Unlike a motel or hotel, a manager is responsible for complaints or issues on the property. Noise complaints are not dealt with by a by-law enforcement officer or OPP.

Complaints costs all taxpayers using by-law enforcement or OPP.

In the event of a complaint that must be dealt with quickly.

In the event the occupants require assistance with a problem on the property.

Why are there restrictions on the number of days a short-term rental can be rented?

To protect the owner from long term tenancies which fall under other provincial legislation.

To help maintain the character of the neighbourhood by limiting the number of times the dwelling unit can be rented.

Quick Facts from the by-law.

28 days consecutive rental period

Limited 150 days a year

Class A licence for rental if owner resides in the short-term rental

Class B licence for rental if the owner does not reside in the short-term rental

Class C licence for corporation owned short-term rental

1 licence per property

50 licences for the entire Township of Bonfield

Short-term rental must be an occupiable dwelling

45-minute response time for complaints

Occupancy based on bedrooms up to a maximum of 10 people

5 million in liability insurance must be provided

Owner or dedicated responsible person information will be on the Township website (great advertising)

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NUMBER 2024-41

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

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

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

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

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

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

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

AND WHEREAS Section 434.1 of *The Municipal Act*, a municipality has the authority to impose a system of administrative penalties and fees as an additional means of encouraging compliance with this By-law;

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

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

AND WHEREAS pursuant to Section 436(1)(3) of *The Municipal Act* permits a municipality to pass By-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine compliance with a By-law direction, order or to licence;

AND WHEREAS Section 444 of *The Municipal Act* provides that if a municipality is satisfied that a contravention of a By-law of the municipality passed under the Act has occurred, the municipality may make an order requiring the person who contravened the By-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the activity;

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

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

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

PART 1-INTERPRETATION AND APPLICATION

1.1 Short Title

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

1.2 Application

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

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

1.3 Reference Aids

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

1.4 Severability

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

1.5 Compliance with Legislation

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

1.6 Conflict

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

1.7 Schedules

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

1.8 Delegation

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

1.9 Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“Guest” means a consumer of short-term rental services.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PART 2-REGULATIONS

2.1 Prohibitions

- 2.1.1 No Person shall use or operate, permit the advertisement or operation of a Short-Term Rental premises unless they hold a current and valid Licence issued by the Township of Bonfield.
- 2.1.2 No Person shall advertise or operate or permit the advertisement or operation of a Short-Term Rental without a Licence.
- 2.1.3 No Person shall publish or display, or cause to be published or displayed, any representation that premises are Licenced under this By-law, or hold Premises out as being Licenced under this By-law if the premises are not so Licenced.
- 2.1.4 No Person shall alter a Licence issued under this By-law in any fashion.
- 2.1.5 No Person shall use or operate any Short-Term Rental Premises for any commercial activity other than the operation as a Short-Term Rental.
- 2.1.6 No Short-Term Rental shall be used for the purpose of hosting any type of special event which may include, but not limited to, a wedding, pre-wedding party, fundraising event, etc.
- 2.1.7 No Person shall provide false or incorrect information in an application for a Short-Term Rental Licence.
- 2.1.8 No Person shall permit Premises under their ownership or care and control to be operated in contravention of a Licence issued under this By-law.
- 2.1.9 Without limiting the generality of section 2.1.7 above, no Person shall allow Premises under their ownership or care and control to be operated in contravention of the site plan and floor plan that has been approved by the Licence Issuer pursuant to a Licence issued under the By-law.
- 2.1.10 Without limiting the generality of section 2.1.7 above, no Person shall rent any Guest Room in a Short-Term Rental Dwelling Unit other than a Guest Room that was identified and approved with the Application for the Short-Term Rental Licence.
- 2.1.11 No Person shall permit a camping trailer, travel trailer, tent, utility trailer or any other mobile accommodation for the purpose of a Short-Term Rental.
- 2.1.12 Without limiting the generality of section 2.1.7 above, no Person shall cause, permit, or contribute to Overcrowding in a Short-Term Rental.
- 2.1.13 No Person shall violate the provisions of the Short-Term Rental Code of Conduct.
- 2.1.14 No Guest shall remove the list of information required to be posted pursuant to section 2.2.6 or the information package required to be provided pursuant to section 2.2.7. The Owner, Agent or Dedicated Responsible Person shall replace before next rental if missing.
- 2.1.15 No Person will be permitted to operate more than one (1) Short-Term Rental Premises on one property or at one time.

2.2 General Provisions

- 2.2.1 Any Person who operates a Short-Term Rental shall comply with the provisions of this By-law as well as with all applicable municipal By-laws and provincial and federal legislations.

- 2.2.2 The Owner and Operator of a Short-Term Rental shall restrict the occupancy of the Premises to a maximum of 2 (two) persons per Guest Room and a maximum of 10 (ten) guest will be permitted to occupy the Short-Term Rental at once. Children under 2 (two) will not be counted as occupancy.
- 2.2.3 The Owner and Operator of a Short-Term Rental shall maintain a minimum of five million dollars (\$5,000,000.00) of commercial general liability insurance per occurrence on the Premises, which shall be specific to the operation of the Short-term Rental.
- 2.2.4 Any lapse in maintaining the insurance coverage required by section 2.2.3 above, invalidates a Licence issued under this By-law. An Owner or Operator whose insurance coverage lapses must reapply for Licence to operate the Short-Term Rental.
- 2.2.5 The Owner and Operator of a Short-Term Rental shall provide parking on the site in accordance with the parking requirements of the Township's Zoning By-law. The applicant will be required to clearly indicate where the parking spaces are to be located on an approved site plan.
- 2.2.6 The Owner and Operator of a Short-Term Rental shall ensure that parking is only permitted in a parking area consisting of a hard surfaced material, (concrete, interlock brick, permeable pavers, asphalt, crushed stone or other hard surfaces or dustless materials.
- 2.2.7 The Owner and Operator of a Short-Term Rental shall ensure that the following information is posted on the interior of each Short-Term Rental Premises, within 1 (one) meter from the main entrance, and is clearly visible to Guests and is made available for inspection:
- a) Copy of current Licence;
 - b) Address of the Short-Term Rental Premises
 - c) Name of Short-Term Rental Premises Owner or Operator address, phone number and email address if they are the "Dedicated Responsible Person."
 - d) Name, address, phone number and email address of the Dedicated Responsible Person if the Owner or Operator will not be responding.
 - e) Emergency Services Statement, only applicable if the type of access to the Short-Term Rental Premises is not a year-round maintained public road. If this is applicable, the following statement must be posted within a maximum distance of 1 meter from the main entrance:
"Due to this Short-Term Rental Premises not being on an accessible year-round public road, emergency response times may be delayed to this location in the event of an emergency."
 - f) Emergency Services Statement, only applicable to water access only Short-Term Rental Premises:
"Due to this Short-Term Rental Premises having water access only, emergency response may not occur or times may be delayed to this location in the event of an emergency."
- 2.2.8 The Owner and Operator of a Short-Term Rental shall ensure that an information package is available for Guests containing the following:
- a) Copy of approved site plan and floor plan.
 - b) Short-Term Rental Code of Conduct as prepared and amended by the Township, shown as Schedule" E."
 - c) Quick reference guide for applicable By-laws as prepared by the Township.

- d) Address of the Landfill located at 185 Blusea Road with recycling information and clear bag system information.
- e) Fire Rating and Fire Permit (Fire Rating can be found on the Township of Bonfield's website at www.bonfieldtownship.com)

2.2.9 A Person who posts a Short-Term Rental listing on a Short-Term Rental platform shall include the Licence number as set out in the Licence issued under this By-law. An Owner, Agent or Dedicated Responsible Person shall respond to phone calls and or emails and attend the Short-Term Rental Premises within 45 minutes to an emergency or contravention of any Township of Bonfield by-law.

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

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

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

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

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

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

2.2.14 The provisions of this By-law shall not apply when the Short-Term Rental is not being rented and is not being offered for rent.

PART 3 -LICENCE CLASS

3.1 Licence Class

3.1.1. Class "A" – Principal Dwelling Unit Short-Term Rental

- a) A Class "A" Principal Dwelling Unit Short-Term Rental shall be permitted for residential dwellings as a permitted use.
- b) Class "A" Short-Term Rental designation is limited to a building where the owner resides in the Dwelling being rented and occupies one (1) bedroom and may rent up to four (4) other bedrooms to individual tenants provided kitchen facilities are shared amongst all Occupants including the Owner.
- c) The Class" A" Licence shall be the Owner's principal Dwelling Unit.
- d) Class "A" Licence applications will be considered first for a Licence.

3.1.2. Class "B" – Non-Principal Dwelling Unit Short-Term Rental

- a) A Class "B" Non-Principal Dwelling Unit Short-Term Rental shall be permitted for residential dwellings as a permitted use.
- b) A Class "B" Non-Principal Dwelling Unit Short-Term Rental Licence shall be for Short-Term Rentals that are not the Owners Principal Dwelling.

- c) Class “B” Short-Term Rental designations are limited to the rental of a building as a single suite only where the Owner does not Occupy the building at the time of rental and at no time shall the building be compartmentalized or sublet into individual rooms or rented to separate Tenants.
- d) A Class “B” Licence requires the Owner and or Agent and or Dedicated Responsible Person to be identified as the Person who responds to emergencies or contravention of Township by-laws.
- e) Class “B” Licences shall be considered after a fourteen (14) day period of offering Class “A” Licences.

3.1.3 Class “C” - Corporation Owned Short-Term Rental

- a) A Class “C” Corporation Owned Short-Term Rental shall be permitted for residential dwellings as a permitted use.
- b) A Class “C” Corporation Owned Short-Term Licence shall be for Short-Term Rentals that are owned by a Corporation.
- c) Class “C” Short-Term Rental designations are limited to the rental of a building as a single suite only where the Owner does not Occupy the building at the time of rental and at no time shall the building be compartmentalized or sublet into individual rooms or rented to separate Tenants.
- d) A Class “C” Corporation Owned Short-Term Rental Licence shall identify all Owners, Shareholders, Agents associated with the Corporation and shall identify the Dedicated Responsible Person as the Person who responds to emergencies or contravention of Township by-laws.
- e) A Class “C” Corporation Owned Short-Term Rental shall only be permitted one (1) licence per Corporation in the geographic boundaries of the Township of Bonfield.
- f) Class “C” Corporation Owned Short-Term Rental Licences shall be considered after twenty-eight (28) day period of offering Class “A” Licences.

3.1.4 Renewing Licences

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

PART 4 – LICENSING REQUIREMENTS

4.1 Licence Application Requirements

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

- a) a completed application in the form required by the Township of Bonfield and the following documents;
 - i) site plan of the premises;
 - ii) interior floor plan of the dwelling unit which shall be labelled to include interior rooms, including guest rooms;
 - iii) location of fire extinguishers, smoke alarms and CO2 detectors;
 - iv) a completed Dedicated Responsible Person consent and acknowledgement form on a form as prepared by the Township;
 - v) a completed Short-Term Rental self inspection form as provided by the Township shown on Schedule “D” of this By-law;

- b) copy of transfer/deed or property identifier number (PIN) sheet providing evidence of ownership;
- c) proof that the applicant is at least 18 years of age (in the form of government identification), if the applicant is an individual;
- d) name and contact information of the Owner and Agent or Dedicated Responsible Person who can be readily contacted and respond to an emergency or contravention of any Township by-laws, including attendance on site of the Short-Term Rental Premises within forty-five (45) minutes of being notified of the occurrence;
- e) certificate of insurance demonstrating compliance with the insurance requirements of set out in section 2.2.3 of this By-law, including but not limited to the fact that the premises is insured as a Short-Term Rental;
- f) proof that the applicant, if a corporation, is legally entitled to conduct business in Ontario, including but not limited to;
 - i) articles of incorporation or other incorporating documents, duly certified by the proper government official or department of the Province of Ontario or the Government of Canada; and
 - ii) a list containing the names of all the shareholders of the Corporation;
- g) in the case of an Applicant being a partnership, the names and addresses of each member of the partnership as well as the name under which the partnership intends to carry on business;
- h) in the case of an Applicant or Agent acting on behalf of the owner, an owner's written authorization is required;
- i) for any Short-Term Rental on a septic system, the applicant will be required to provide proof, in the form of a "valid permit of record" of File Review, provided by the North Bay Mattawa Conservation Authority of an installed septic system and its capacity that will support the Short-Term Rental Premises;
- j) proof of potable drinking water; and
- k) payment of the applicable fees.

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

4.2 Licence Issuer-Responsibilities

4.2.1 Upon receipt of an Application for a Licence the Licence Issuer shall receive and review the Application and any accompanying documents for completion.

4.2.2 Upon receipt of a completed Application for a new Licence with all required documentation and the required fee, the Licence Issuer will contact the Applicant to schedule the necessary inspections to satisfy the Township if the Short-Term Rental self inspection form does not match Township records. The inspection shall include, but not be limited to, the items shown on Schedule "D".

4.2.3 Upon receipt of a completed Application for a renewal of a Licence, along with all required documentation and required fee the Licence Issuer may contact the Applicant to schedule an inspection and may ensure the relevant Officers have carried out the inspections to satisfy the Township that the Premises comply with the provisions of this By-law.

- 4.2.4 During the inspection process for the purpose of determining the Licence eligibility, all relevant departments of the Township may provide comment on any known matters that would assist in determining the License eligibility.
- 4.2.5 The determination of whether a License Application is complete in accordance with the By-law shall be within the discretion of the Licence Issuer.
- 4.2.6 The Licensee shall be responsible to record and submit all administrative fees and taxes as required under the Municipal Accommodation Tax By-law.
- 4.2.7 Upon determination by the Licence Issuer that information requirements and all regulatory By-law requirements of the Township are met, a Licence shall be issued.
- 4.2.8 In addition to any terms and conditions of a Licence imposed by the By-law; the Licence Issuer may impose additional terms and conditions as necessary in their discretion.

4.3 Licence – Validity, Expiry, Suspension and Revocation

- 4.3.1 A Short-Term Rental Licence that has been issued pursuant to the By-law, unless it is revoked in accordance with the provisions of this By-law, shall expire;
 - a) the 1st day in February annually;
 - b) upon the sale of the Short-Term Rental Premises.
- 4.3.2 The Administrative Monetary Penalty System By-law applies to any contravention or provision of this By-law.
- 4.3.3 No person shall hinder or otherwise obstruct, either directly or indirectly, an Officer, an employee and or agent of the Township of Bonfield in the lawful, exercise of a power or duty under this By-law.
- 4.3.4 Each person who contravenes any provision of this by-law shall, upon issuance of a penalty notice in accordance with the Administrative Monetary Penalty System By-law, be liable to pay to the Municipality an administrative monetary penalty.
- 4.3.5 Upon registering a conviction for a contravention of any provision of the By-law, the Provincial Offenses Court may, in addition to any other remedy and to any penalty imposed by this By-law, make an order prohibiting the continuation or repetition of the offence by the Person convicted.
- 4.3.6 Consideration of the issuing, suspension, refusal or revocation of a Short-Term Rental Licence shall be administered without prejudice to enforce this By-law, Provincial Act or regulation including, but not limited to, the *Provincial Offenses Act*, the *Building Code Act* and *Fire Protection and Prevention Act*.
- 4.3.7 The Licence Issuer may refuse to issue or renew a Licence or revoke or suspend a Licence as per Schedule “A” of this By-law, or where:
 - a) there are reasonable grounds for belief that the operation of a Short-Term Rental at a specific Premises may be averse to the public interest;
 - b) a Premises or Applicant has had a Licence that has previously been revoked, suspended, or made subject to terms and conditions;
 - c) a Premises or Applicant applying for a Licence has presented a history of contravention of this By-law, or other Township of Bonfield by-laws;
 - d) the Short-Term Rental Code of Conduct has been violated at this Premises;
 - e) the septic system requirements are not met;
 - f) the owner is indebted to the Township of Bonfield with respect to fines, penalties, judgements, or any other amounts owing, including awarding legal costs, disbursements, outstanding property taxes and late payment charges against an owner’s property;
 - g) the property does not conform with applicable federal and provincial law and regulations, or Township by-laws, but not limited to, the Zoning By-

law, Property Standards By-law, the Building Code Act, 1992, or the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4; or

- h) it has been found that the Application was misrepresented, and the information contained was not presented in a truthful manner.

4.3.8 The Licence Issuer, upon confirmation a Licensee has received, an order issued of this By-law will;

- a) First Offence: Educate the Licensee and provide fourteen (14) days to remedy the offence;
- b) Second Offence: monetarily penalize the Licensee and provide seven (7) days to remedy the offence;
- c) Third Offense: monetarily penalize the Licensee and immediately suspend the Licence to a maximum of two (2) years;
- d) Continuous Contravention: daily contravention fines and or penalties will be applied.

Part 5 – FEES AND COST RECOVERY

5.1 Fees

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

5.1.2 Where an Officer conducts an inspection and determines that a Short-Term Rental is not in compliance with this By-law, the Officer may impose an inspection fee in accordance with Schedule “A”.

5.1.3 Every Owner shall pay the fees as set out in Schedule “A”, which becomes due and payable upon written notification by an Officer, or upon issuance of an invoice by the Township.

5.1.4 Payments received by the Township on the 31st day or later after the date of being requested, shall be subject to an “administrative fee” as set out in Schedule “A”.

5.1.5 Where an Owner is at default of payment of fees for more that thirty (30) calendar days after it is due, the Township may add the cost to the tax roll of the subject property and collect the amount in the same manner as property taxes.

Part 6- APPEALS

6.1 Appeals

6.1.1 Where the License Issuer has refused to issue or renew a Licence under Section 4.3 of this By-law the applicant may appeal such decision to the Committee of Adjustment through a letter of appeal to the Chief Building Official within ten (10) days of the decision.

6.1.2 Where the By-law Enforcement Officer, or Chief Building Official, or Fire Prevention Officer has revoked or suspended a Licence the same process in section 6.1.1 will be followed.

6.1.3 The appeal under sections 6.1.1 and 6.1.2 of this By-law shall contain the following information;

- a) reasons for the appeal; and
- b) Order Appeal Fee as provided in Schedule “A”.

6.1.4 Where no request for an appeal is received, in accordance with sections 6.1.1 and 6.1.2 of this By-law, the decision of the Licence Issuer shall be final and binding.

6.1.5 Where a request for an appeal is received, in accordance with sections 6.1.1 and 6.1.2, the Chief building Official shall schedule a meeting of the Township of Bonfield’s Committee of Adjustment for the purpose of a public hearing of the appeal, and the Applicant or Licensee shall be provided written notice thereof.

6.1.6 The provisions of the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22 shall apply to hearings and conducted by the hearing committee.

6.1.7 After such opportunity to be heard is afforded to the Person, the Committee shall decide. When making its decision, the Committee may consider any matter pertaining to this By-law, or other matters that relate to the general welfare, health, or safety of the public. When making

its decision the Committee may refuse to issue or renew a licence, revoke, suspend, or impose any condition to a License.

6.1.8 If the Owner/Agent fails to appear at the appointed time for their appeal hearing, the decision of the Licence Issuer shall be final and binding.

6.1.9 The Committee's decision is final and binding and shall not be subject to a review.

Part 7 – INSPECTION AND ENFORCEMENT

7.1 Authority to Enforce

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

7.2 Inspection-At Any Reasonable Time

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

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

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

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

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

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

7.3 Obstruction

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

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

7.4 Orders

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

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

d) indicating the final date for giving notice of Appeal.

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

7.5 Offence and Penalty

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

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

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

7.5.4 Pursuant to Section 441 of the *Municipal Act*, if any part of a fine for a contravention of this By-law remains unpaid after the fine becomes due and payable under Section 66 of the *Provincial Offences Act*, R.S.O. 1990, c P.33 (“*Provincial Offences Act*”) including any extension of time for payment ordered under that Section, the Township may give the person against whom the fine was imposed, a written notice specifying the amount of the fine payable and the final date on which it is payable and the final date on which it is payable, which shall not be less than twenty-one (21) days after the date of notice. If the fine remains unpaid after the final dates specified in the notice, the fine is deemed to be unpaid taxes pursuant to Section 351 of the *Municipal Act* and may be added to the Owner’s tax roll and collected in the same manner as Property taxes.

Part 8 - AUTHORITY

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

READ A FIRST AND SECOND TIME THIS 11 DAY OF JUNE, 2024

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

SCHEDULE "A" TO BY-LAW NUMBER 2024-41

Short-Term Rental Accommodation Licensing Fees

LICENCE TYPE	FEE
Class A- 2024 fee	\$750.00
Class B- 2024 fee	\$750.00
Class C-2024 fee	\$750.00
Class A Annual Licence Fee	\$1500.00
Class B Annual Licence Fee	\$1500.00
Class C Annual Licence Fee	\$1500.00
Order Appeal Fee	As per special meeting fee in By-law 2024-21 as amended

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

SCHEDULE “B” TO BY-LAW NUMBER 2024-41

Set Fines

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 3 SET FINES
1	Operate short-term rental without valid licence	2.1.1	\$500.00
2	Advertise, operate or permit advertising without a licence	2.1.2	\$500.00
3	Publish or display representation of licence without a licence	2.1.3	\$500.00
4	Alter Licence	2.1.4	\$500.00
5	Operate commercial activity	2.1.5	\$500.00
6	Host special event	2.1.6	\$500.00
7	Provide false or incorrect information	2.1.7	\$500.00
8	Operate in contravention of a licence issued	2.1.8	\$500.00
9	Operate in contravention of approved site plan and floor plan	2.1.9	\$500.00
10	Rent a room not identified and approved with the application	2.1.10	\$500.00
11	Permit a camping trailer, travel trailer, tent, utility trailer or any mobile accommodation for purpose of a short-term rental.	2.1.11	\$500.00
12	Overcrowding	2.1.12	\$500.00
13	Violate the code of conduct	2.1.13	\$500.00
14	Remove information required pursuant to section 2.2.7 and 2.2.8	2.1.14	\$500.00
15	Operating more than 1 short-term rental per property	2.1.15	\$500.00
16	Fail to maintain insurance minimum (\$5,000,000.00)	2.2.3	\$500.00
17	Fail to provide parking	2.2.5	\$500.00
18	Fail to indicate parking	2.2.5	\$500.00
19	Permit parking on non hard surface	2.2.6	\$500.00
20	Fail to post required information	2.2.7	\$500.00
21	Fail to include licence number on rental listing	2.2.9	\$500.00
22	Fail to respond within 45 minutes to an emergency or contravention.	2.2.9	\$500.00
23	Failure to maintain guest registry	2.2.13	\$500.00
24	Rented past number of consecutive days permitted	2.2.11	\$500.00
25	Rented past number of days per year	2.2.12	\$500.00

NOTE:

The Penalty Provision for the offences indicated above is Section 7.5 of By-law 2024-41, a certified copy of which will be filed upon adoption.

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

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

SCHEDULE "C" TO BY-LAW NUMBER 2024-41

Short -Term Rental Code of Conduct

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

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

SCHEDULE "D" TO BY-LAW NUMBER 2024-41

Short Term-Rental Inspection Checklist

SHORT-TERM RENTAL INSPECTION CHECKLIST			
Municipal Address of the Premises:			
STR License Application Number(if known):			
Applicant Name:			
EXTERIOR			
STAIRS AND GUARDS	Compliant	Non-Compliant	N/A
a) Exterior guards(handrails) serving a house or an individual dwelling unit not less than 900mm (39") high where the walking surface served by the guard is not more than 1800 mm (71") above the finished ground level and not less than 1070mm (42") where greater than (71") above grade. b) Guards (handrails) within a dwelling unit not less than 900mm high (39").			
Stairs, porches, landings, treads, risers, guards, and all supporting members intact and no evidence of cracked, rotted or deteriorated materials.			
EXTERIOR LIGHTING	Compliant	Non-Compliant	N/A
Exterior steps, walks, parking spaces, etc. are adequately lit.			
YARDS	Compliant	Non-Compliant	N/A
Yard free of debris, unusable vehicles, long grass and weeds, dilapidated structures, termites, rodents, dead or damaged trees, unsightly or damaged hedges and bushes.			
INTERIOR			
OCCUPANCY STANDARDS	Compliant	Non-Compliant	N/A
Non-habitable room is being used as a habitable room(for example utility room is set up as bedroom)			
Basement having habitable rooms; the ceiling height shall not be less than 2.1m (6'11" except under ducts or beams the clearance is permitted to be reduced to 1.95m (6'5")			
Kitchen has a refrigerator, cooking stove, kitchen fixtures, fittings and they are in good repair.			
GENERAL MAINTENANCE	Compliant	Non-Compliant	N/A
Every supplied facility, piece of equipment or appliance is installed so that it will function safely and is maintained in good repair.			
UTILITIES	Compliant	Non-Compliant	N/A
All services or utilities providing light, heat, refrigeration, water or cooking facilities are connected.			
FIRE PROTECTION	Compliant	Non-Compliant	N/A
Fire Extinguisher in kitchen (ABC)			
Working smoke alarm on every level of the home and shall include outside of all bedroom areas. Note: Property owners are advised to document smoke alarm maintenance. Smoke alarms shall be tested annually and prior to each rental agreement. Smoke alarms (both battery operated and hardwired) shall be replaced within the time frame indicated in the instructions. Typically, every 10 years. Batteries should be replaced annually.			
A working carbon monoxide alarm is required outside of sleeping areas if the home contains a fuel burning appliance, wood stove or an attached garage. Note: Property owners are advised to document CO alarm maintenance. CO alarm shall be tested annually and prior to each rental agreement. CO alarms (both battery and hardwired) shall be replaced within the timeframe indicated in the instructions (typically every 7 years). Batteries should be replaced annually.			
HEATING	Compliant	Non-Compliant	N/A

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

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

SCHEDULE "E" TO BY-LAW NUMBER 2024-41

Short Term-Rental Application Form

Application Type: New Renewal

SECTION A: PROPERTY, OWNERSHIP & APPLICANT INFORMATION

Rental Property Information		
Address:		Unit:
Town:	Property Roll Number:	
Type of Dwelling: <input type="checkbox"/> <input type="checkbox"/> Single Detached <input type="checkbox"/> Semi Detached <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex <input type="checkbox"/> <input type="checkbox"/> Triplex <input type="checkbox"/> Secondary Dwelling <input type="checkbox"/> Accessory (example: Sleep cabin)		
Number of existing bedrooms: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> Other: _____ <i>(maximum number of guests per STR shall not exceed two (2) guests per bedroom. Children under two (2) shall not count in occupancy.)</i>		
Residency of Property: <input checked="" type="checkbox"/> Hosted <input type="checkbox"/> Un-hosted <input type="checkbox"/> Corporation Owned <i>(means whether the owner lives full-time on-site or not, or corporate owner while it is being used as STR)</i>		
Where will you list your Short-Term Rental? (check all that apply) <input type="checkbox"/> <input type="checkbox"/> Airbnb <input type="checkbox"/> VRBO <input type="checkbox"/> Facebook <input type="checkbox"/> Kijiji <input type="checkbox"/> <input type="checkbox"/> Booking.com <input type="checkbox"/> Cottages in Canada <input type="checkbox"/> Other _____		
Property Owner/Applicant Information <i>(if there is more than one owner, please provide a list of all owners)</i>		
Property Owner Name:		
Business Name (if applicable):		
Corporate Number (if applicable):		
Mailing Address:		
Town:	Province:	Postal Code:
Telephone:		Email:
Agent/Applicant's Information (if applicable)		
Authorized Agent Name:		Unit:
Town:	Province:	Postal Code:
Telephone:		Email:
Dedicated Responsible Person Contact Information <i>Person who will be contacted by the Municipality or renters at any time and respond to any issue, emergency, or contravention of any Municipal By-laws within 30 minutes of initial contact and who can attend at the property/premises not later than 45 minutes after the initial contact.</i>		
<input type="checkbox"/> same as Property Owner		<input type="checkbox"/> same as Applicant/Agent
<i>(Dedicated Responsible Person Consent and Acknowledgement Form must be completed if the Applicant/Agent is not the Owner)</i>		
Responsible Person Name:		
Mailing Address:		
Town:	Province:	Postal Code:
Telephone:		Email:

DECLARATION OF THE APPLICANT

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

1. The information contained in this application and other attached documentation is true and accurate to the best of the applicant’s knowledge. The applicant further agrees that any false information may result in refusal to issue, suspension, revocation or placement of conditions on any licence.
2. I understand it is my responsibility to ensure that this property is at all times in compliance with all applicable law, including but not limited to the Building Code Act, 1992, the Fire Protection and Prevention Act, 1997, the Electricity Act, 1998, and any regulations made under them.
3. If the Owner is a corporation or partnership, or the Application was submitted by an authorized agent, I have the authority to bind the Owner. (Owner Authorization Form provided)
4. The applicant acknowledges that the application may contain “personal information” as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the Municipality of Killarney to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about the collection of personal information should be directed to the Municipal Clerk.
5. The applicant is subject to the terms, conditions and regulations set out in By Law Number 2024-41 - being a By-law to Licence, Regulate and Govern Short-Term Rental Accommodation in the Township of Bonfield.

Dated this _____ day of _____, 20_____.

Name of Applicant: _____

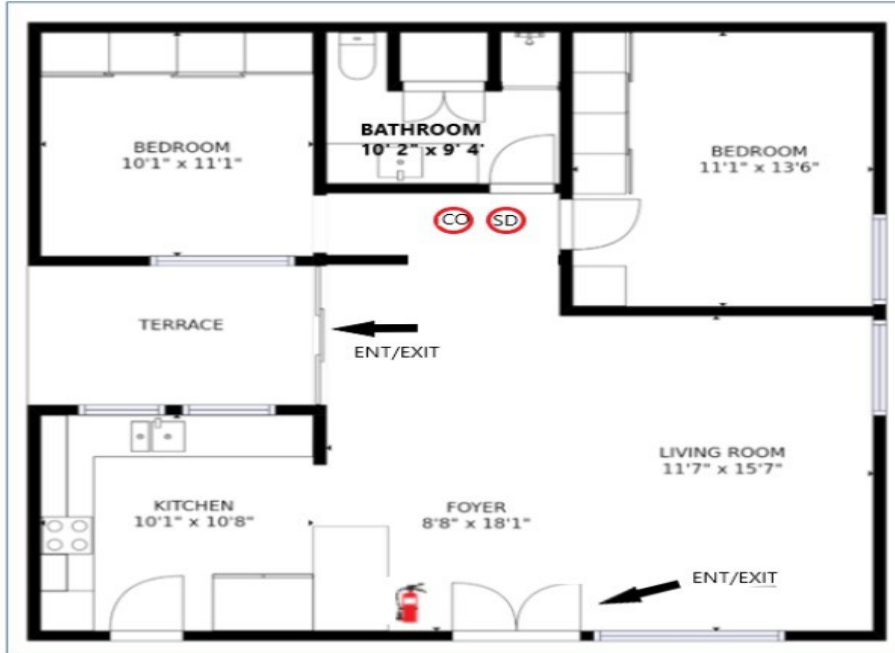
Signature of Applicant: _____

SECTION B: APPLICATION CHECKLIST

The following documentation must be submitted with your complete application:

- Proof of Ownership (examples: property tax bill, MPAC assessment, proof of title)
- Owner Authorization Form (if the applicant is not the owner)
 - Authorization for the applicant to apply on the owner's behalf.
- Valid Government Identification (examples: driver's license, passport, Ontario photo identification card)
 - Proof that the applicant is at least 18 years of age.
- Corporate Ownership (if the owner is a corporation), please provide one of the following:
 - Certificate of Status or Corporate Profile Report (Provincial Corporation).
 - Certificate of Compliance or Corporate Profile Report (Federal Corporation)
 - Copy of Articles of Incorporation
- List of all property owners (if more than one)
- Floor Plans - must include the following: (sample provided in application package)
 - interior floor plan of each floor, including basements, with measurements showing and naming all approved sleeping spaces, rooms, hallways, common spaces, entrances/exits, windows, smoke/CO alarms, fire extinguishers.
- Site Plan - must include the following: (sample provided in application package)
 - drawing with measurements showing and naming all buildings on the property, location of the septic system and well if applicable, driveways, address, location of garbage/recycling storage, location and size of parking spaces, shoreline frontage and location of docks and or boathouses if applicable
- Designated Responsible Person Consent & Acknowledgement Form (if applicable)
 - Proof that the DRP is at least 18 years of age (Valid Government Identification)
- Certificate of Insurance
- Licensee Code of Conduct & Acknowledgement (signed by Applicant)
- Proof of Septic System Approval
 - Demonstrating compliance
- Application Fee
 - Annual Licence Fee of \$1,500.00
(includes fees for application review process including staff time)

Example of Interior Site Plan



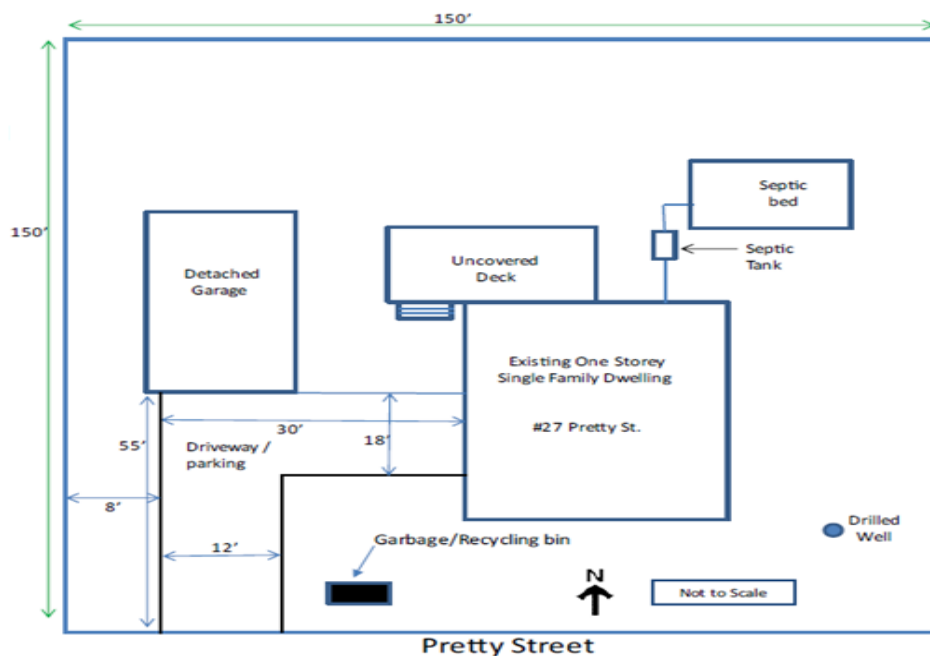
Floor Plans must include:

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

Occupancy limits

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

Example of Exterior Site Plan



Site Plan must include:

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

Frequently Asked Questions Trailers and Recreational Vehicles

What problem are we trying to solve with the Trailer By-law?

More effectively deal with the issues and complaints related to trailers while allowing residents to use them on vacant land in the Rural Zone.

To ensure the health and safety of the user.

To ensure responsible ownership.

To maintain the character of the neighbourhood.

To ensure environmental protection of land and waterways with a provision of proof of septic.

To prevent permanent residency in trailers.

To strike a balance between those who oppose and those who wish to use travel trailers on their vacant land.

Why do we need a new by-law when the zoning by-law was amended not to have any trailers on vacant land in 2018?

To provide flexibility with the use of trailers in the Township of Bonfield.

To allow a trailer in the rural zone.

To hold the owner accountable for their property.

To have a mechanism to deal with repeat offenders.

To maintain the character of residential areas within the Township of Bonfield.

A by-law was required to provide provisions to have a trailer on rural vacant land.

To regulate property standards with lands that have trailers.

Why are trailers only allowed on Vacant Land in the Rural zone?

To protect the lakes from grey water and septic.

To provide a recreational use for the Rural area.

To maintain the character of the waterfront.

To prevent overcrowding in subdivisions and to comply with the subdivision agreements.

How did we arrive at the fee amounts?

Benchmarked with other municipalities.

Township of Strong-\$1000.00

Township of Armour-\$545.00

Township of McMurrich/Montieth-\$600.00

Nipissing Township-\$600.00

Fees plan to be cost recovery and pay for services that cannot be collected in taxes as a trailer is not an assessed structured.

Why are there restrictions on the number of trailers allowed on one property?

To ensure that camping establishments remain as the first source for parking a trailer or recreational vehicle as the property is set up with site plan controls and provisions to ensure the health and safety of the user and the protection to the environment.

To support local camping establishments.

To minimize the disturbance of the neighbourhood.

Will I still be able to have a trailer on my property with a primary dwelling?

Yes. A trailer has always been permitted as the permanent residence provides for septic and grey water management.

120 days without a licence between May 1st and December 15th annually.

Quick Facts from the by-law.

RVs/Trailers permitted with a Licence in the Rural Zone

Cannot occupy a trailer between December 15th and May 1st anywhere in the Municipality.

Annual Licence provides the provision to store on the same licenced vacant land.

A Licenced trailer will be permitted one mobile storage shed.

1 licence per eligible property

May have a visitor on the property with a trailer with a special occasion licence for up to 14 days.

Provides for a trailer on vacant land while building a home without a licence.

Requires a waste management plan for septic and grey water.

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
BY-LAW NUMBER 2024-42
BEING A BY-LAW TO LICENCE, REGULATE AND GOVERN
TRAVEL TRAILERS AND RECREATIONAL VEHICLES IN THE TOWNSHIP OF BONFIELD**

WHEREAS the *Municipal Act*, S.O. 2001, (“*The Municipal Act*”) Section 164 authorizes a municipality to pass by-laws to licence trailers;

AND WHEREAS pursuant to Section 436(1)(3) of The *Municipal Act* permits a municipality to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine compliance with a by-law direction, order or to licence;

AND WHEREAS Section 444 of The *Municipal Act* provides that if a municipality is satisfied that a contravention of a by-law of the municipality passed under the Act has occurred, the municipality may make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the activity;

AND WHEREAS Section 434.1 of *The Municipal Act*, a municipality has the authority to impose a system of administrative penalties and fees as an additional means of encouraging compliance with this by-law;

AND WHEREAS the Corporation of the Township of Bonfield deems it desirable to licence, regulate and govern the use of trailers and recreational vehicles as defined by this by-law for the purpose of protecting the health and safety of the persons using a trailer or recreational vehicle to protect the neighbourhood amenity, the environment and to promote responsible ownership;

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

INTERPRETATION AND APPLICATION – SECTION 1

- 1.1 This By-law shall be cited as the “Trailer Licence By-law”.
- 1.2 This By-law does not apply to:
 - a) Assessed Trailers as defined in Section 2.1.
 - b) Trailers located in Camping Establishments as defined in Section 2.2.
 - c) A Stored Trailer as defined in Section 2.10.
- 1.3 This By-law applies to any trailer within the geographic boundaries of the Township, even if the trailer was placed on the property prior to date of the enactment of this By-law.

DEFINITIONS – SECTION 2

- 2.1 **ASSESSED TRAILER** – means any trailer legally located on a property and that is assessed under the *Assessment Act as amended*.
- 2.2 **CAMPING ESTABLISHMENT** – as per the Township of Bonfield’s Zoning by-law and successor thereto; means a parcel of land used or maintained as an overnight tent and trailer park where people are accommodated temporarily in tents or tourist trailers, or other similar facilities, whether a fee or charge is paid for the rental thereof but does not include a mobile home park.
- 2.3 **CHIEF BUILDING OFFICIAL**- means the chief building official appointed by the Council under section 3 of the Building Code Act 1992, or their designate.
- 2.4 **COUNCIL**-means the elected Council of the Township of Bonfield.
- 2.5 **DWELLING** – means a building, occupied or capable of being occupied as a home, residence or sleeping place by one or more persons, but shall not include hotels, boarding and rooming houses, motels, institutions, short-term rentals.
- 2.6 **LICENCE**- means a licence issued under this by-law by the Township of Bonfield.

- 2.7 **LICENCE ISSUER-** means any person or persons provided the authority by the Corporation of the Township of Bonfield.
- 2.8 **LICENSEE-** means a person who holds a licence or is required to hold a licence under this By-law.
- 2.9 **PERMANENT BASIS** – means either year-round occupancy or occupancy by persons who do not maintain elsewhere a usual or normal place of residence.
- 2.10 **PERSON** -means an individual, a corporation, a tenant, an association, a chartered organization, a firm, a partnership, an agent or trustee and the heirs, executors or other legal representatives of a person to whom the context can apply according to law.
- 2.11 **RECREATIONAL VEHICLE (RV)-** as per the Township of Bonfield’s Zoning by-law or any other successor by-law thereto; means any vehicle so constructed that it is used for temporary eating and sleeping accommodation for travel, vacation and/or recreational use. Such vehicle shall include tourist trailers, or towed trailers, tent trailers, and campers mounted on motorized vehicles, but does not require a special highway movement permit.
- 2.12 **RURAL ZONE-** as per mapping in the Township of Bonfield’s Zoning by-law or any other successor by-law thereto.
- 2.13 **STORED TRAILER** – means any trailer located on a property only for the purpose of storing such trailer for use at any location other than the property upon which it is stored, unless the trailer meets the requirements of this by-law and the Zoning By-Law 2012-49 Section 3.22 as amended or any successor by-law thereto.
- 2.14 **TOWNSHIP** – means the Corporation of the Township of Bonfield and shall be defined as the lands and premises within the corporate limits.
- 2.15 **TRAILER, TRAVEL OR TENT** – means any trailer which is designed to be temporarily utilized for living, shelter and sleeping accommodation, with or without cooking facilities and which has running gear and towing equipment that is permanently attached and is not permanently affixed to the ground. For the purpose of this by-law “trailer” will refer to a trailer travel or tent and recreational vehicle.
- 2.16 **VACANT LAND-** means a parcel or combination of parcels of real property without industrial, commercial or residential buildings.
- 2.17 **YARD-** as per the Township of Bonfield’s Zoning by-law or any other successor by-law thereto; means an area of a lot abutting a building and includes a:
- a) **Yard, Exterior Side** means the side yard of a corner lot, which side yards extends from the front yard to the rear yard between the side lot line abutting a street and the nearest main wall of any main building or structure.
 - b) **Yard, Front** means a yard extending across the full width of the lot between the front lot line and the nearest main wall of the main building or structure on the lot.
 - c) **Yard, Interior Side** means a side yard that other than an exterior side yard.
 - d) **Yard, Rear** means a yard extending across the full width of the lot between the rear lot line and the nearest main wall of the main building on such lot.

LICENCE AND REGULATIONS – SECTION 3

- 3.1 No person shall be permitted to use or maintain a Trailer on Vacant Land without a Licence. This By-law provides the requirement to obtain a Licence and shall apply to Trailers which were located on property prior to the date of passage of this By-law.
- 3.2 A Licence shall be issued to Trailers on Vacant Land in the Rural land designations as per Zoning By-law 2012-49 and any successor thereto. Vacant Land in any mixed zone or other zone will not be permitted to be Licenced.
- 3.3 As per Plan of Subdivision agreements, no Trailer shall be permitted to be used or maintained in a Plan of Subdivision regardless of zone, other than for the purpose of

storage and meets the requirements in the Zoning By-law as amended and successor thereto.

- 3.4 The issuance of a Licence does not grant the Licensee the authority to occupy the Trailer on a permanent basis. In furtherance of the foregoing, no person shall occupy or permit to be occupied a trailer during the period commencing December 15th of a calendar year and ending May 1st of the following calendar year. Furthermore, no Trailer will be occupied after December 15th until May, 1st for any purpose including exemptions listed in Section 4 of this By-law.
- 3.5 The issuance of a Licence is not intended and shall not be construed as permission or consent by the Township for the holder of the Licence to contravene or to fail to observe or comply with any law of Canada, Ontario, or any By-law of the Township of Bonfield.
- 3.6 A Licenced Trailer will be permitted to be stored on the Vacant Land associated with the Licence. Unlicensed trailers in the Township of Bonfield shall be stored as per the provisions of the Zoning By-Law 2012-49 as amended and any successor by-law thereto.
- 3.7 No Person shall erect or maintain an uncovered deck which exceeds the length of the Trailer and a maximum width of 3.048 meters (10 feet) and shall not be attached to the Trailer. Access stairs to the Trailer are permitted. Decks exceeding 60 cm. (2 feet) above grade shall apply for a building permit as per the Building Code Act, 1990 as amended.
- 3.8 No Person shall construct or erect or allow the construction or erection of an enclosure, roof-over, permanent canopy, extension, sunroom addition, skirting or other structure that is in association with the Trailer as to render it permanent.
- 3.9 No Person shall store, use or maintain more than one Trailer on a parcel of land other than with the use of a Special Occasion Licence.
- 3.10 No Person shall place a Trailer on property belonging to another person without first obtaining the consent of the property owner. The owner shall sign the application prescribed in Schedule "A" forming part of this By-law.
- 3.11 No person shall store or place Trailers on Township property.
- 3.12 An accessory building shall be permitted for a Licenced Trailer used on a lot. Such accessory building shall not be more than 32 square meters (160 square feet) and shall not contain plumbing or heating and shall be for the purpose of storage only. If a Trailer is no longer on the property, has no valid Licence, or suspension of a Licence, the accessory building shall be removed from the property within thirty (30) days of such occurrence.
- 3.13 Trailers shall demonstrate an appropriate method of sewage and grey water management. A Trailer shall be connected to an approved septic system or an appropriate outhouse and approved grey water pit, with the appropriate certification from the North Bay Mattawa Conservation Authority for use to be considered for a Licence. Furthermore, outhouses shall be in the rear yard of the property.
- 3.14 No Trailer shall be used as a short-term rental unless otherwise permitted in a Camping Establishment.
- 3.15 No Licence shall be issued unless the Trailer for which such Licence is issued is in compliance with the setback requirements for a Trailer as prescribed and included in the required site plan in the application.

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

- 3.16 No Licensee shall keep or leave their property in any condition that will attract wildlife, be deemed unkept or leave derelict vehicles on site. Waste must be disposed of at the municipal landfill site.

LICENCE EXEMPTIONS – SECTION 4

- 4.1 Where the Owner of land has obtained a building permit for the construction of a dwelling, and that owner wishes to use a Trailer for temporary accommodation while constructing such dwelling, the Owner may apply for permission to do so and be exempt from the requirement to obtain a Licence under this By-law. The Township may grant such exemption on the condition that the Owner enter into an agreement with the Township which, among other things, provides for the removal of the Trailer after twelve (12) months of issuing the building permit.
- 4.2 Where the Owner of land has a permanent dwelling or cottage, a Trailer may be used or maintained on the property for 120 days in a calendar year without a Licence. In furtherance of the foregoing, no person shall occupy or permit to be occupied a trailer during the period commencing December 15th of a calendar year and ending May 1st of the following calendar year.

LICENCE APPLICATION AND FEES – SECTION 5

- 5.1 All applications for such licence shall be made to the Township upon the prescribed form attached to this By-law as Schedule “A” and shall include the submissions referenced therein, including payment of the Licence Fee required in Schedule “B”.
- 5.2 The Township may issue the following class of licences:
- a. **Annual licence** – this licence authorizes the placement of the trailer upon a property for a complete calendar year or any portion thereof, and its occupancy between May 1st and December 15th in the calendar year.
 - b. **Special Occasion Licence** – this Licence authorizes the placement of additional Trailers upon the property for to a maximum of 14 (fourteen) days, between May 1st and December 15th in the calendar year. The fee is based per trailer per occasion.
- 5.3 Licences shall be displayed in or upon the trailer in a place that can be easily seen from outside of the trailer. The prescribed Licence attached to and forming part of this By-law in Appendix “A”.
- 5.4 All Annual Licences expire on December 15th and all Special Occasion Licences expire on the date specified on the Licence.
- 5.5 A site plan shall accompany the application and shall provide the following;
- a. The parcel boundaries with measurements;
 - b. Placement of the Trailer in relationship to the parcel boundaries, with measurements;
 - c. Placement of septic, well, grey water pit or tank, outhouse, with measurements;
 - d. Placement of storage shed with measurements if required;
 - e. Watercourses and or waterbodies.
- 5.6 A refund may be obtained by surrendering the issued Licence and submitting a request in writing to the Township, indicating a Trailer is not located on a property and specifying the date on which it was removed including the accessory storage shed if one was built. The refund will be calculated from the first day of the month following relocation. The onus is on the applicant for a refund to provide supporting documentation of the date of such removal. No refund shall be made after the expiry date on December 15th of the calendar year.

ADMINISTRATION AND ENFORCEMENT – SECTION 6

- 6.1 The administration and enforcement of this By-law is delegated to the Chief Administration Officer, Chief Building Official, Fire Chief and Municipal By-Law

Enforcement Officer for the Township of Bonfield. They shall have the authority to issue Licences under this By-law; and may delegate the authority to issue Licences under this By-law as required.

- 6.2 The administrative penalty system will apply to any contravention of this By-law.
- 6.3 No person shall hinder or otherwise obstruct, either directly or indirectly, an Officer, an employee and or agent of the Township of Bonfield in the lawful. Exercise of a power of duty under this By-law.
- 6.4 Upon registering a conviction for a contravention of any provision of the By-law, the *Provincial Offences Court* may, in addition to any other remedy and to any penalty imposed by this By-law, make an order prohibiting the continuation or repetition of the Person convicted.
- 6.5 Consideration of the issuing, suspension, refusal or revocation of a Trailer Licence shall be administered without prejudice to enforce this By-Law, *Provincial Act* or regulation including, but not limited to, the *Provincial Offences Act*, the *Building Code Act*, and *Fire Protection and Prevention Act and any other regulation or Bylaw of the Township of Bonfield*.
- 6.6 The Licence Issuer may refuse to issue or renew a Licence or revoke or suspend a Licence as per Schedule "C" of this By-law where:
 - a. there are reasonable grounds for belief that the use of a Trailer at a specific premises may be averse to the public;
 - b. a premises or applicant has had a Licence that has been previously revoked, suspended, or made subject to terms and conditions;
 - c. a premises or applicant applying for a Licence has presented a history of contravention of this By-law, or other Township of Bonfield by-laws;
 - d. the septic system requirements have not been met or maintained;
 - e. the Owner is indebted to the Township of Bonfield with respect to fines, penalties, judgements, or any other amounts owing, including awarding legal costs, disbursements, outstanding property taxes and late payment charges against a property Owner;
 - f. The property does not conform with applicable federal and provincial regulations, or Township by-laws, but not limited to, the Zoning by-law, Property Standards by-law, the *Building Code Act*, 1992, or the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c.4; or
 - g. it has been found that the Application was misrepresented, and the information contained was not presented in a truthful manner.
- 6.7 The Licence Issuer, upon confirmation a Licensee has received an order issued of this By-law will;
 - a. First Offence: Educate the Licensee and provide fourteen (14) days to remedy the offence;
 - b. Second Offence: monetarily penalize the Licensee and provide seven (7) days to remedy the offence;
 - c. Third Offence: monetarily penalize the Licensee and immediately suspend the Licence to a maximum of two (2) years with an order to remove the Trailer and storage shed if one is located on the property.
- 6.8 Any Person who contravenes any provision(s) of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the *Provincial Offences Act*.
- 6.9 Each day that a contravention of this By-law continues shall constitute a separate offence.
- 6.10 Every person who provides false information in any application for a licence under this By-law or in an application for a renewal of licence is guilty of an offence.

- 6.11 Where a conviction is entered under this section, in addition to any other remedy or any penalty provided by law, the court in which the conviction was entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 6.12 If the Township is satisfied that a contravention of this by-law has occurred, the Township may make an order requiring the person who contravened this by-law or who caused or permitted the contravention or the owner or occupier of the Trailer to discontinue the contravening activity. The order shall contain;
- a. The municipal address or the legal description of the property;
 - b. The particulars of the activities to be discontinued;
 - c. Indicate the time for complying with the terms and conditions of the order;
 - d. Indicate the final date for giving the notice of appeal.
- 6.13 Any person who contravenes an order made under subsection 6.12 is guilty of an offence.
- 6.14 Chief Administration Officer, Chief Building Official, Fire Chief or Municipal By-Law Enforcement Officer for the Township of Bonfield, accompanied by any person under their direction, may enter onto any land that is used or believed to be used in contravention of this By-law for the purposes set out in subsection 436(1) of the *Municipal Act*, 2001 and shall have all powers of inspection set out in subsection 436(2) of the Act. No person shall hinder or obstruct or attempt to hinder or obstruct any person designated to enforce the provisions of the bylaw.
- 6.15 Any Trailers used, maintained or located in contravention of this By-law shall be removed from the lot, at the expense of the Owner of the lot. Failure to remove any Trailers from a lot within the time prescribed by the Municipal Law Enforcement Officer may result in the removal of said Trailer by the Township, at the expense of the Owner of the lot. If a storage shed was built it will be dealt with in the same manner as the Trailer. Unpaid expenses incurred by the Township shall be added to the Owner's tax roll and collected in the same manner as property taxes.
- 6.16 Pursuant to Section 441 of the *Municipal Act*, if any part of a fine for contravention of this By-law remains unpaid after the fine becomes due and payable under Section 66 of the *Provincial Offences Act*, R.S.O 1990, c.P.33 ("Provincial Offences Act") including extension of time for payment ordered under that Section, the Township may give the person against whom the fine was imposed, written notice specifying the amount of the fine payable on the final date on which it is payable, which shall not be less than twenty one (21) days after the notice. If the fine remains unpaid after the final dates specified in the notice, the fine is deemed to be unpaid taxes pursuant to Section 351 of the *Municipal Act* and may be added to the Owner's tax roll and collected in the same manner as Property taxes. .

APPEAL PROCESS- SECTION 7

- 7.0 Where the Licence Issuer has refused to issue or renew a Licence under Section 6.6 of this By-law the applicant may appeal such decision to the Committee of Adjustment through a letter of appeal to the Chief Building Official or designate within ten (10) days of the decision.
- 7.1 Where the By-law Enforcement Officer, or Chief building Official, or Fire Prevention Officer has revoked or suspended a licence the same process in 7.0 of this By-law will be followed.
- 7.2 The appeal under sections 7.0 and 7.1. of this By-law shall contain the following information:
- a. Reasons for the appeal; and
 - b. Order Appeal Fee as provided in Schedule "B"
- 7.3 Where a request for an appeal is received, in accordance with sections 7 and 7.1 of this By-law. The Chief Building Official shall schedule a meeting of the Township of Bonfield' Committee of Adjustment within 20 days for the purpose of a public hearing of the appeal and the Applicant, Owner, Licensee shall be provided written notice thereof.

- 7.4 The provisions of the Statutory Powers Procedure Act, R.S.O. 1990, c. S.22 shall apply to hearings and conducted by the hearing committee.
- 7.5 After such opportunity to be heard is afforded to the Person, the Committee shall make a decision. When making its decision, the Committee may consider any matter pertaining to this By-law, or other matters that relate to the general welfare, health, or safety of the public. When making its decisions the Committee may refuse to issue or renew a licence, revoke, suspend or impose any condition to the Licence.
- 7.6 If the Owner, Applicant or Licensee fails to appear at the appointed time for their appeal hearing, the decision of the order or Licence Issuer shall be final and binding.
- 7.7 The Committee’s decision is final and binding and shall not be subject to further review.

VALIDITY AND EFFECTIVE DATE – SECTION 8

- 8.1 If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof other than that section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all remaining sections, clauses or provisions of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.
- 8.2 This By-law shall come into effect on the date of the third reading, and it being passed.

BY-LAW READ A FIRST, SECOND TIME ON THIS ____ day of _____ 2024

THE CORPORATION OF THE TOWNSHIP OF
BONFIELD

Mayor

Clerk

SCHEDULE "A" TO BY-LAW 2024-42

APPLICATION TO LICENCE A TRAVEL TRAILER OR RECREATIONAL VEHICLE

Complete and attach all information prior to submitting

1. Applicant Information

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Note: If the applicant is not the registered owner of the property, the applicant must have the owner's written consent to apply for such licence.

2. Property Information:

Owner: _____

Civic Address: _____

Phone Number: _____

Email Address: _____

Roll Number: _____

Proof of Ownership: Attach Copy of parcel register or deed or current tax bill.

Note: If no civic address has not been applied to the property, one must be applied for. If there is not and entrance to the property an entrance permit must be applied for.

3. Trailer Information:

Make and Model: _____

Licence Plate # _____

Serial Number or V.I.N _____

Please attach four (4) pictures of the trailer (One of each side, front and back)

4. Licence Type:

Please check the licence type you are applying for.

Annual Licence: _____ Special Occasion Licence: _____

If applying for a special occasion Licence, please indicate the dates the trailer will be located on the property:

Start Date: _____

End Date: _____

(14 day maximum)

5. Services Information:

What type of septic management system will the trailer be connected to?

Class 4 Septic System (septic tank and field bed) _____

Class 1 (outhouse) and Class 2 (grey water pit) _____

Is a copy of the approved system permit from the North Bay Mattawa Conservation Authority attached to this application?

Yes _____ No _____

If no, when will a copy be supplied? _____

Note: If the trailer is not connected to an approved sewage disposal system or is not serviced by an approved grey water pit and outhouse, a Trailer Licence will not be issued until the Township is satisfied that the septic or grey water management strategy is approved by the North Bay Mattawa Conservation Authority.

Will the trailer be directly connected to electrical services?

Yes _____ No _____

If yes, please provide the Electrical Safety Authority approval for connection. This requirement only applies if the trailer will have a direct connection to the electricity distribution system. (i.e. does not apply to an extension cord plugged into a generator). If directly connected, the panel must be located at the rear or side of the trailer, not the front yard.

Are there working smoke alarms, a working CO (Carbon Monoxide) detector installed, maintained and tested?

Yes _____ No _____

Does the trailer have a working ABC fire extinguisher?

Yes _____ No _____

6. Required Submissions:

Has a site plan been submitted? Yes _____ No _____

The site plan will show the location or proposed location of the trailer in relation to the boundaries of the property and include all existing buildings, sewage systems, wells, watercourses and proposed storage shed if applicable.

All property lines and distances above will be shown in meters.

I, the undersigned, have provided truthful information in the application. I have read and understand the terms and conditions of the By-law being a by-law to licence, regulate and govern travel trailers and recreational vehicles in the Township of Bonfield as amended from time to time.

Applicant Signature

Date

Property Owner Signature

Date

If the property owner and applicant are the same, please sign both locations.

Township of Bonfield Administrative Use Only:

Date Application was received: _____

Complete Application? Yes _____ No _____

If no, what action has been taken?

Approved By: _____

Date: _____

Licence Number Assigned: _____

Effective Dates: _____

Fee Paid: _____

SCHEDULE "B" TO BY-LAW 2024-42

Licence Fees:

Annual Fee: \$600.00 per year
Special Occasion Fee: \$10.00 for 14 days once a year
Order Appeal Fee: As per special meeting in by-law 2024-21 as amended

Part 1 Provincial Offences Act – Set Fines

Schedule “C”

THE CORPORATION OF THE TOWNSHIP OF

BONFIELD

By-Law No. 2024-42, Trailer By-Law

Item	Column 1 Short Word Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1	Occupying a Trailer without a Licence	3.1	\$500.00
2	Occupying a Trailer in the wrong zone	3.2	\$500.00
3	Occupying Trailer in a Plan of Subdivision	3.3	\$500.00
4	Occupying Trailer between December 15 th and May 1st	3.4	\$500.00
5	Improper storage of a Trailer	3.6	\$300.00
6	Deck exceeds size or is attached to Trailer	3.7	\$300.00
7	Constructed structures to render trailer permanent	3.8	\$300.00
8	More than one trailer per conveyable parcel	3.9	\$300.00
9	Owner did not provide permission	3.10	\$300.00
10	Trailer on Township Property	3.11	\$300.00
11	Accessory building left on property	3.12	\$300.00
12	Improper or no septic/greywater systems	3.13	\$500.00
13	Trailer used as Short-term rental	3.14	\$500.00
14	Trailer does not meet setbacks	3.15	\$300.00
15	Property standards	3.16	\$300.00
16	Obstruction of an Officer of the Township	6.3	\$500.00
17	Provided false information on an application	6.10	\$500.00

NOTE:

The Penalty Provision for the offences indicated above is Section 6 of Bylaw 2024-42, a certified copy of which will be filed upon adoption.

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

APPENDIX "A" TO BY-LAW 2024-42

Approved Licence Notice

TRAILER LICENCE



Approved Trailer Licence issued to:

Property Address:

Licence Number:

This licence is issued under the authority of Township of Bonfield
By-Law Number 2024-42.

Licence Issued by:

*Notice to be printed and laminated upon issuance. Original document to be posted at the site of the trailer. Copies will not be accepted.



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
EMERGENCY SERVICES COMMITTEE MEETING
May 27th, 2024

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

STAFF PRESENT: Santana Chubb, Clerk

1. Call to Order

Motion 1

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

Seconded by Allan Reid

Carried Steve Featherstone

2. Adoption of Agenda

Motion 2

Moved by Allan Reid
THAT the agenda for the Emergency Services Committee Meeting for May 27, 2024,
be approved as circulated.

Seconded by Dave Vieira

Carried Steve Featherstone

3. Disclosure of Pecuniary Interest: None for this session

4. Adoption of Previous Minutes

Motion 3

Moved by Dave Vieira
THAT the minutes of the Emergency Services Committee Meeting held April 15, 2024,
be adopted as circulated.

Seconded by Donna Clark

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 Deputy Fire Chief gave a brief report on recent operations and calls.

Personnel:

- Current total volunteer members: 23, 19 in operations, 4 on leave.

Calls:

From April 15 to current: total of 7 calls.

- Attended 4 medical calls.

Emergency Services Committee Meeting, May 27th, 2024

- Attended 1 carbon monoxide call.
- 2 false alarms.

Total calls to date for 2024: 29 calls.

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

The Deputy Fire Chief reported on recent training, fire prevention and education, public relations, and upcoming events.

Training:

- Ground ladder training during training nights.
- SP103 Wildland Fire training wrap up.
- 1 member passed NFPA 1001 Level 1 written.

Fire Prevention/Public Education activities:

- The Fire Department did a tour at the elementary school, Ecole Lorrain, in Bonfield on May 6th. Fire prevention goodie bags were handed out to the students, the fire trucks were put on display, and the students were educated on evacuation plans and operations.
- The Fire Department attended a child's birthday celebration with a fire truck and some equipment. The volunteers promoted kitchen fire education and household evacuation plans.

Public Relations:

- Attended the Lion's Club annual ATV Poker Rally May 11th and provided on-site medical support.

Upcoming Fire Prevention/Public Education:

- The Fire Department will be participating in the Bonfield Community Day events, June 1st, with a fundraising car wash and BBQ. The event will include a fire extinguisher training for the public with practical evolution.

7. Items for Committee Discussion

7.a Receive and review updated CRA.

- The CRA is almost completed. The CEMC went over some of his findings from the CRA and gave a brief update.
- The CEMC went over what information is required of the Fire Department to finish the CRA.
- The finished CRA will be sent to Council June 7th to be reviewed before the next Council meeting, June 11th. Once sent to Council, the CRA will not be brought back to the Emergency Services Committee.

7.b Receive and review progress of the 100-Day Plan and the SWOT analysis of the Fire Department.

- The Fire Chief and Fire Department are on track to have the 100-Day Plan completed according to their timeline. The analysis will be completed and submitted by June 11th.

Emergency Services Committee Meeting, May 27th, 2024

- A 10-day review will be made following the submission of the analysis.
- The SWOT analysis of the Fire Department and volunteers went well. The Committee briefly looked through their findings.
- During the analysis of the Fire Department, some safety concerns regarding the current breathing apparatuses were brought to their attention. The Fire Chief and Deputy Fire Chief are working with another municipality to obtain some equipment until the Fire Department can purchase newer models in 2025.

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 Donna Clark

THAT this meeting be adjourned at 6:24 p.m.

Seconded by Dave Vieira

Carried Steve Featherstone

CHAIR

CLERK



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
Minutes of the Recreation & Fitness Committee Meeting
June 3rd, 2024 at 5:00 pm

PRESENT: Dan MacInnis, Vice Chair Cassandra Pugh
 Sylvie Lamothe

PRESENT VIA ZOOM : Steve Featherstone, Chair

ABSENT: Reneé Contant
 Lise Houle

STAFF: Casandra Klooster, Secretary

1. Call to order

Moved by Sylvie Lamothe

Seconded by Cassandra Pugh

THAT the Recreation & Fitness Committee Meeting be opened at 5:03 p.m.

Carried Vice Chair, Dan MacInnis

2. Adoption of the Agenda

Moved by Sylvie Lamothe

Seconded by Cassandra Pugh

THAT the draft agenda dated the 3rd day of June 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 Cassandra Pugh

THAT the Minutes of the Recreation & Fitness Committee of May 6th, 2024 be adopted as circulated.

Carried Vice Chair, Dan MacInnis

5. Presentations and Delegations

None for this session

6. Staff Reports

None for this session

7. Items for Committee Discussion

a. Community Garden

With support from volunteers the garden has been planted. There is a plan to have a stand installed so that produce that is ready to be harvested can be done by a dedicated person. There is one bed left which will be planted by Ecole Lorraine.

b. Canada Day

Committee discussed the timeline for Canada Day events and assigned roles to members. The Bonfield Farmers Market requested to participate in the event, and space can be set aside in the parking lot for them.

c. 2024 Events

Committee discussed the upcoming End of Summer Event, which will be held Saturday August 31st, 2024. Preparations are underway to have a fireworks display as part of the event.

8. Motions to be Considered for Adoption

None for this session

9. Correspondence

None for this session

10. Adjournment

Moved by Cassandra Pugh

Seconded by Sylvie Lamothe

THAT the Recreation & Fitness Committee Meeting be adjourned at 5:41 p.m.

Carried Vice Chair, Dan MacInnis

CHAIR

SECRETARY

Keeping Energy Costs Down Act

FONOM Office/ Bureau de FONOM <fonom.info@gmail.com>

Wed 5/22/2024 9:49 AM

 1 attachments (133 KB)

Phase Two Letter of Comment - EB-2024-0111 .pdf;

Good Morning

Please share with Council and Senior Management

Attached is the draft letter of comment, a document of significant importance that the FONOM Executive urges the Council to consider adopting.

The letter includes themes of access to affordable energy, the importance of affordable energy for growth, and a measured energy transition – similar to the themes that Enbridge brought forward for Phase One and in deputations from various municipal perspectives for the **Keeping Energy Costs Down Act**. Our suggestion to municipalities is to provide a comment letter so the critical issues are included on the record and in your impactful voice.

Allow me to guide you through the process of submitting a Letter of Comment to the OEB. The attached PDF of the Procedural Order provides detailed instructions.

PO 1_EGI_Rebasing_Phase 2_20240426.PDF

Here are a few critical points for submitting a letter:

- Please quote file number, EB-2024-0111 for all materials filed and submit them in searchable/unrestricted PDF format with a digital signature through the OEB's online filing portal.
- Filings should clearly state the sender's name, postal address, telephone number and e-mail address.

If you have any follow-up questions, please contact Kristen at [807-252-8417](tel:807-252-8417) or Kristen.Oliver@enbridge.com, and she will respond as soon as possible.

Thank you again for your time and for bringing this to your Council.

Please let me know if you wish me to send you a WORD version of the Letter.

Talk soon, Mac.



**Annual FONOM Northeastern Ontario
Municipal Conference**
Hosted by the City of Greater Sudbury
May 6, 7, & 8th, 2024



Mac Bain
Executive Director
The Federation of Northern Ontario Municipalities
615 Hardy Street North Bay, ON, P1B 8S2
Ph. 705-498-9510



Enbridge Gas Inc.

**Application to change its natural gas rates and other
charges beginning January 1, 2024**

**PROCEDURAL ORDER NO. 1
April 26, 2024**

Enbridge Gas Inc. (Enbridge Gas) filed an application with the Ontario Energy Board (OEB) under section 36 of the *Ontario Energy Board Act, 1998*, S.O. 1998, c. 15 (Schedule B), seeking approval for changes to the rates that Enbridge Gas charges for natural gas distribution, transportation and storage, beginning January 1, 2024. The OEB is reviewing the application in three phases.

On August 17, 2023, the OEB approved a settlement proposal between Enbridge Gas and the intervenors on some Phase 1 issues (Phase 1 Settlement Proposal).¹ After a hearing, the OEB issued its Decision and Order on the remaining Phase 1 issues on December 21, 2023 (Phase 1 Decision).² An Interim Rate Order for 2024 rates was issued on April 11, 2024.³

This Procedural Order addresses a number of initial procedural matters for Phase 2 of the proceeding.

Administrative Matters

A new file number, **EB-2024-0111**, has been assigned to Phase 2 of the proceeding.

For greater certainty, all intervenors in Phase 1 are considered to be intervenors in Phase 2; and any of them that were eligible for cost awards in Phase 1 are also eligible in Phase 2.

In Phase 2, parties may refer to any evidence filed in Phase 1.

¹ EB-2022-0200, Decision on Settlement Proposal, August 17, 2023.

² EB-2022-0200, Decision and Order, December 21, 2023.

³ EB-2022-0200, Interim Rate Order, April 11, 2024.

Phase 2 Issues List

A draft Phase 2 issues list is attached as Schedule A to this procedural order. The starting point for this draft was the issues list approved early in Phase 1⁴. It has been updated to reflect (a) the changes that were agreed to in the Phase 1 Settlement Proposal, and (b) the findings and directions in the Phase 1 Decision. For simplicity, the draft Phase 2 issues list has been re-numbered.

At this time, the OEB is making provision for written submissions on the draft Phase 2 issues list. To be clear, the Phase 2 issues previously approved in the January 27, 2023 Issues List Decision, as revised by the August 17, 2023 Decision approving the Phase 1 Settlement Proposal, are final. Submissions on the draft Phase 2 issues list should be limited to the characterization of the Phase 2 issues stemming from the Phase 1 Decision, as identified in the footnotes to the draft Issues List in Schedule A.

In the Phase 1 Decision, the OEB found that the revenue horizon for small-volume customers (excluding projects under the current phase of the Natural Gas Expansion Program) should be reduced to zero years starting in 2025, and deferred implementation matters to Phase 2. Enbridge Gas filed a motion to review that finding, as well as certain others. On February 12, 2024, at Enbridge Gas's request, the OEB stayed the Phase 1 Decision insofar as it pertains to the customer revenue horizon issue until April 30, 2024 (since extended to June 28, 2024).⁵ The Government of Ontario has tabled legislation that would, if passed, authorize regulations to override the Phase 1 findings on the customer revenue horizon. Accordingly, the draft issues list for Phase 2 does not include any issues relating to the customer revenue horizon.

HRAI Intervention Request

On January 10, 2024, the Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI) filed a letter with the OEB requesting intervenor status in Phases 2 and 3 of the proceeding, as well as cost eligibility.

HRAI stated that it intends to deal with the effect of a new Enbridge Gas unregulated activity being carried out within the regulated utility, called Enbridge Sustain.

HRAI explained that Enbridge Sustain is a business involving the sale, installation, servicing and financing of solar, electric vehicle, heat pumps, geothermal, and other

⁴ EB-2022-0200, Decision on Issues List and Expert Evidence and Procedural Order No. 2, dated January 27, 2023

⁵ EB-2024-0078, Order for a Partial Stay, February 12, 2024.

energy-related equipment for residential and commercial buildings in Ontario, which is being carried out as an unregulated ancillary business by Enbridge Gas.

HRAI stated that Enbridge Gas did not disclose the Enbridge Sustain initiative on the record of Phase 1 of the proceeding and the materials on the energy transition do not reference Enbridge Sustain, despite it being a key part of Enbridge Gas's strategy to deal with declining market demand for natural gas space and water heating.

HRAI noted that its interests are related to 2025 and beyond and the issues already approved for Phases 2 and 3. Specifically, HRAI noted that the Phases 2 and 3 issues that it has substantial interest in are:

- Incentive Rate Mechanism
- Utility/Non-utility Cost Allocation
- Revenue Horizon on New Connections
- Energy Transition Technology Fund
- Earnings Sharing Mechanism

HRAI added that, "The OEB may conclude that establishing a specific Enbridge Sustain issue, dealing with all aspects of this, a new initiative by a regulated entity that the OEB has not yet had a chance to consider, is the best approach for Phase 2 in terms of regulatory efficiency."

On January 17, 2024, Enbridge Gas filed a letter objecting to HRAI's intervention request. In its letter, Enbridge Gas disputed that the business activities of Enbridge Sustain are relevant to the above issues and that those issues are ratepayer issues for which HRAI is not itself a ratepayer. Enbridge Gas stated that HRAI is not directly impacted by the Incentive Rate Mechanism, Earnings Sharing Mechanism or the Energy Transition Technology Fund. Enbridge Gas further stated that if questions related to Enbridge Sustain are relevant in Phases 2 and 3, they may be pursued by the active intervenors in this proceeding representing ratepayer interests and that HRAI's participation is not necessary.

Enbridge Gas submitted that the cost allocation issue between Enbridge Gas regulated utility and Enbridge Sustain raised by HRAI is not relevant to Phase 2 as the operations and maintenance (O&M) budget was resolved in the Phase 1 Settlement Proposal (aside from the cost allocation issue in Phase 2 relating to gas storage costs). Enbridge Gas stated that it is unclear if HRAI's perspective on how new customers will be served in a zero revenue horizon context is relevant to Phase 2 without an updated Phase 2 issues list and if HRAI's true interest is to provide evidence on the paths towards energy transition, its intervention request should focus on that.

On January 24, 2024, HRAI filed a letter in response to Enbridge Gas. In that letter, HRAI reiterated its position that its interests relate to the Phase 2 and 3 issues. HRAI stated that Phases 2 and 3 are intended to set rates for 2025-2028 and if Enbridge Gas is using utility advantages including cross-subsidies in a rapidly growing competitive business, that will affect what rates will be just and reasonable for customers in 2025-2028. HRAI further stated that it has unique knowledge of the industry within which Enbridge Sustain operates which other intervenors in the proceeding cannot provide as all gas and non-gas heating equipment in new construction is supplied by HRAI members.

Enbridge Gas submitted that if HRAI is granted intervenor status, it should not be granted cost eligibility as it is an organization representing commercial interests of HVAC contractors who would not individually qualify for cost awards for issues related to their business concerns.

In its reply letter, HRAI noted that if HRAI and its members ensure that their intervention is about just and reasonable rates, and only that, then ratepayers will benefit. HRAI submitted that the OEB should grant it cost eligibility with the caveat that an award of costs is dependent on responsible intervention that benefits customers.

At this time, the OEB is making provision for HRAI, Enbridge Gas and intervenors to provide, as part of their written submissions on the draft Phase 2 issues list, submissions on whether the scope of Phase 2 of this proceeding should include questions related to Enbridge Sustain (HRAI and Enbridge Gas may wish to rely solely on the correspondence they have already filed, or they may choose to supplement it). The OEB will make a determination on HRAI's intervention request, including cost eligibility, once the Phase 2 issues list has been finalized.

Environmental Defence Motion

On February 2, 2024, Environmental Defence filed a Notice of Motion seeking an interlocutory order prohibiting Enbridge Gas from using ratepayer funds to promote the expansion of gas service, policies geared toward the expansion of gas service or lessened regulatory oversight.

In the cover letter to its Notice of Motion, Environmental Defence submitted that if the OEB believes the issues raised in the Notice of Motion should not be dealt with by way of an interlocutory motion, then the issues be added to the Phase 2 issues list.

On February 7, 2024, Enbridge Gas filed a letter objecting to Environmental Defence's motion on a number of grounds, including that the motion amounts to a collateral attack on the approved Phase 1 Settlement Proposal – the parties agreed to an overall O&M

budget amount without stipulation as to how Enbridge Gas could spend the budget amount.

Enbridge Gas submitted that if the OEB determines that it will consider Environmental Defence's request, there is no reason to do so on an expedited basis separate from the ongoing proceeding. Enbridge Gas submitted that if the OEB intends to add the issues raised by Environmental Defence in its motion, that Enbridge Gas be granted an opportunity to make submissions on the scope of any additional issues for Phase 2.

At this time, the OEB is making provision for Environmental Defence, Enbridge Gas and intervenors to provide, as part of their written submissions on the draft Phase 2 issues list, submissions on the expansion of the scope of Phase 2 of this proceeding to include the issues raised by Environmental Defence in its Notice of Motion (Environmental Defence and Enbridge Gas may wish to rely solely on the correspondence they have already filed, or they may choose to supplement it).

GEC Change of Counsel

On December 15, 2023, counsel to Green Energy Coalition (GEC) filed a letter advising that a new lawyer, Amanda Montgomery, will be representing GEC.

In its January 17, 2024 letter, Enbridge Gas indicated that the new lawyer is already listed as a representative for Environmental Defence in this proceeding. Enbridge Gas requested that the OEB direct that the interventions of GEC and Environmental Defence be combined with single cost eligibility. Enbridge Gas submitted that throughout Phase 1 of the proceeding, the positions of GEC and Environmental Defence have been virtually indistinguishable.

On January 24, 2024, counsel to GEC and Environmental Defence filed a letter noting Enbridge Gas's position that GEC and Environmental Defence have been virtually indistinguishable is without merit and provided several reasons for that conclusion. The letter also noted that it anticipates that the two intervenors will coordinate closely in Phases 2 and 3 of the proceeding and that, where appropriate, they may file joint submissions. The letter further stated that the clients of each intervenor have distinct interests and there would be little to gain by combining the interventions of GEC and Environmental Defence.

The OEB is satisfied that GEC and Environmental Defence have distinct interests and therefore does not see a need to require the interventions of GEC and Environmental Defence to be combined. However, the OEB expects the two intervenors to continue to coordinate their efforts, and will consider each of their contributions when it is time to assess cost claims. Section 5.01(b) of the *Practice Direction on Cost Awards* states

that, in determining the amount of cost award to a party, the OEB may consider, amongst other things, whether the party “made reasonable efforts to combine its intervention with that of one or more similarly interested parties”.

It is necessary to make provision for the following matters related to this proceeding. Further procedural orders may be issued by the OEB.

THE ONTARIO ENERGY BOARD ORDERS THAT:

1. Enbridge Gas shall file (and send a copy to every other party) its written submission on the draft Phase 2 issues list (including whether the issues list should reflect the issues raised in HRAI’s intervention request and Environmental Defence’s motion) no later than **May 6, 2024**.
2. Parties wishing to file a written submission on the draft Phase 2 issues list (including whether the issues list should reflect the issues raised in HRAI’s intervention request and Environmental Defence’s motion) shall do so (and send a copy to every other party) by **May 13, 2024**.
3. Enbridge Gas may file (and send a copy to every other party) a written reply submission no later than **May 21, 2024**.

Parties are responsible for ensuring that any documents they file with the OEB, such as applicant and intervenor evidence, interrogatories and responses to interrogatories or any other type of document, **do not include personal information** (as that phrase is defined in the *Freedom of Information and Protection of Privacy Act*), unless filed in accordance with rule 9A of the OEB’s [Rules of Practice and Procedure](#).

Please quote file number, **EB-2024-0111** for all materials filed and submit them in searchable/unrestricted PDF format with a digital signature through the [OEB’s online filing portal](#).

- Filings should clearly state the sender’s name, postal address, telephone number and e-mail address.
- Please use the document naming conventions and document submission standards outlined in the [Regulatory Electronic Submission System \(RESS\) Document Guidelines](#) found at the [File documents online page](#) on the OEB’s website.
- Parties are encouraged to use RESS. Those who have not yet [set up an account](#), or require assistance using the online filing portal can contact registrar@oeb.ca for assistance.

- Cost claims are filed through the OEB's online filing portal. Please visit the [File documents online page](#) of the OEB's website for more information. All participants shall download a copy of their submitted cost claim and serve it on all required parties as per the [Practice Direction on Cost Awards](#).

All communications should be directed to the attention of the Registrar at the address below and be received by end of business, 4:45 p.m., on the required date.

With respect to distribution lists for all electronic correspondence and materials related to this proceeding, parties must include the Case Manager, Khalil Viraney at Khalil.Viraney@oeb.ca and OEB Counsel, Ian Richler at Ian.Richler@oeb.ca.

Email: registrar@oeb.ca

Tel: 1-877-632-2727 (Toll free)

DATED at Toronto, **April 26, 2024**

ONTARIO ENERGY BOARD

Nancy Marconi
Registrar

Schedule A
Enbridge Gas Inc.
EB-2024-0111
Draft Phase 2 Issues List

**Enbridge Gas Inc.
Rebasing Application – Phase 2
Draft Issues List**

Phase 2

A. Incentive Rate Setting Mechanism

- 1) Are the proposed Price Cap Incentive Rate-Setting Mechanism, Annual Rate Adjustment Formula, and term appropriate?
- 2) Are the proposed elements of Enbridge Gas's Price Cap Incentive Rate-Setting Mechanism appropriate?
- 3) Is the proposed approach to incremental capital funding appropriate, including the proposed inclusion of overhead costs in ICM amounts?¹
- 4) Is the proposed earnings sharing mechanism appropriate?
- 5) Is Enbridge Gas's proposal for annual proceedings for clearance of deferral and variance accounts and presentation of utility results (and any ESM amounts) and scorecard results appropriate?
- 6) Is the proposed mechanism to reduce the capitalized indirect overhead balance by \$50 million in each year of the IRM term and expense it as O&M appropriate?²
- 7) How should Enbridge Gas be incentivized to implement economic alternatives to gas infrastructure and how should the recovery of its costs be treated?³
- 8) Are the proposed scorecard Performance Metrics and Measurement targets for the amalgamated utility appropriate?

B. Storage

- 9) Should the cap on cost-based storage service for in-franchise customers established in the NGEIR decision remain at 199.4 PJ?
- 10) Is the purchase of storage service at market-based rates by Enbridge Gas from Enbridge Gas for in-franchise customers appropriate?
- 11) Is the proposal to add 10 PJ of market-based storage at a cost not currently included in the 2024 Test Year gas cost forecast appropriate?
- 12) Is the allocation of capital assets and costs between utility and non-utility (unregulated) storage operations appropriate, including Enbridge Gas's proposal to recover Dawn to Corunna project costs in 2024 rate base?

¹ EB-2022-0200, Decision and Order, dated December 21, 2023, p. 95; EB-2022-0200, Decision on Settlement Proposal, dated August 17, 2023, Schedule A, p. 25

² EB-2022-0200, Decision and Order, dated December 21, 2023, pp. 98, 99 and 140

³ EB-2022-0200, Decision and Order, dated December 21, 2023, p. 52 and p. 108

Enbridge Gas Inc.
Rebasing Application – Phase 2
Draft Issues List

- 13) How should the determinations made for the Phase 2 Storage issues be addressed and implemented, including any required changes to 2024 costs and revenues, the Gas Supply Plan and gas supply deferral and variance accounts?
- 14) Is the proposed harmonized methodology for determining the amount of storage space and deliverability required to serve in franchise customers appropriate, and is the proposed allocation of storage space and deliverability among customers appropriate?⁴

C. Energy Transition Capital Spending, Technology Fund & Voluntary RNG Program

- 15) Are the specific proposed parameters for an Energy Transition Technology Fund and associated rate rider appropriate?
- 16) Is the proposal to establish a new Energy Transition Technology Fund Variance Account appropriate?⁵
- 17) Are the specific proposals to amend the Voluntary RNG Program and to procure low-carbon energy as part of the gas supply commodity portfolio, appropriate?
- 18) Are the energy transition safe bet proposals with capital spending in the IRM term appropriate?⁶

D. Operating Expenses

- 19) In relation to the 2024 Test Year gas cost forecast,
 - a) Are the 2024 load balancing costs including storage appropriate?⁷
 - b) Is the proposed harmonized approach to determining operational contingency space appropriate?⁸
- 20) Is the annual amount for site restoration costs calculated appropriately, and is the long-term forecast of the total funds required for site restoration costs appropriate?⁹

E. Other

- 21) Has Enbridge Gas appropriately reviewed the energy comparison information in its informational and marketing materials, and taken appropriate actions based on its review?¹⁰
- 22) Has Enbridge Gas appropriately responded to relevant OEB directions and commitments from previous proceedings, in relation to Phase 2 issues?

⁴ EB-2022-0200, Decision on Settlement Proposal, dated August 17, 2023, Schedule A, p. 61

⁵ EB-2022-0200, Decision on Settlement Proposal, dated August 17, 2023, Schedule A, pp. 55-57

⁶ EB-2022-0200, Decision and Order, dated December 21, 2023, p.16

⁷ EB-2022-0200, Decision on Settlement Proposal, dated August 17, 2023, Schedule A, p. 35

⁸ EB-2022-0200, Decision on Settlement Proposal, dated August 17, 2023, Schedule A, p. 36

⁹ EB-2022-0200, Decision and Order, dated December 21, 2023, pp. 94 and 140

¹⁰ EB-2022-0200, Decision and Order, dated December 21, 2023, pp. 47 and 140

[Add your letterhead]

Ontario Energy Board
2300 Yonge Street, 27th floor
P.O. Box 2319
Toronto, ON M4P 1E4
Sent via email to: Registrar@oeb.ca

OEB registrar

Re: **Securing access to natural gas for Ontario's future**

On behalf of *[insert association name]*, I am submitting a letter of comment on Enbridge Gas Inc.'s Rate Rebasing Application **Phase 2 (EB-2024-0111)**.

[Insert association name] applauds the work the Government of Ontario has done to continue to advance access to affordable energy and propel economic growth, including the Natural Gas Expansion Program and the Keeping Energy Costs Down Act.

[Insert association name] supports a measured approach to Ontario's energy transition; one that leverages existing natural gas infrastructure and invests in lower-carbon alternatives such as renewable natural gas and hydrogen – in addition to building incremental electricity supply.

An integrated approach to Ontario's energy transition, where pipes and wires work together, will ensure Ontario maintains an energy system that is resilient and cost-effective while supporting the province's decarbonization efforts.

[Insert association name] recognizes that growing communities and new developments have growing energy needs, to support housing developments, new businesses, community centres, hospitals, schools, greenhouses, grain dryers and industrial parks – and all Ontarians benefit from this growth.

Municipalities are planning for immense future growth and need assurance that affordable, resilient natural gas will be available to support economic and community development – this energy certainty is crucial, as is preserving customer choice.

Natural gas meets 40 percent of Ontario's energy needs, plays a critical role in Ontario's energy evolution, and supports the reliability of Ontario's electricity system. We would like to ensure that hearings like this represent municipal voices and priorities like our own on the need for natural gas and natural gas infrastructure to support the province's diversified energy mix.

Best regards,

Name

CC: Hon. Doug Ford, Premier of Ontario
Hon. Todd Smith, the Minister of Energy
President of AMO, Colin Best
municipalaffairs@enbridge.com.

RESOLUTION

DATE: June 4, 2024

NUMBER: R2024- 132

Moved by Foote

Seconded by Yemm

That Council receives the Staff Report received from the Fire Chief-MLEO-CEMC regarding decommissioning and disposal of surplus SCBA units;

AND that we authorize option #1 donating the surplus SCBA units, excess cylinders and excess mask and parts to the Township of Bonfield Fire Department on an "as is-where is" basis.

For Against

PIPER
FOOTE
KIRKEY
SCOTT
YEMM

Carried ✓



Mayor: Tom Piper

Bonfield Cornhole Tournament Notification

reptilestorecamp@yahoo.ca <reptilestorecamp@yahoo.ca>

Wed 6/5/2024 3:54 PM

Hello!

I am sending you this letter to inform you that we are running a charity corn-hole tournament in Bonfield on July 20th, 2024 from 11am to 6pm. The address is 365 ON 531 in Bonfield behind the township offices at Kaibuskong Park. This letter has been sent to The Township of Bonfield, the Building Department in Bonfield, the AGCO, the North Bay Parry Sound District Health Centre, the local OPP, and our local Fire Department in Bonfield.

The tournament will be played under the covered rink, and we will have a beer garden in the rink area. We have obtained a liquor license from the AGCO and are following the Municipal Alcohol Policy through the Township of Bonfield. We have staff on site that have smart serve certifications, and a staff member with a valid security license.

At the event we are serving hot dogs, hamburgers and salads at lunch. All meat will be purchased as pre cooked. We have a staff member with a food handlers certificate as well.

All the funds raised for this tournament will be going to Reptile Camp, a local non profit organization to provide inclusive recreational programs in our community. These fundraisers help ensure that the programs remain affordable and accessible to everyone.

If you have any questions or concerns, please do not hesitate to contact me directly at 905-531-5367.

Respectfully,

Steve Featherstone

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2024-40

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 May 28, 2024 to June 11, 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 11th DAY OF JUNE 2024.

MAYOR

CLERK