



The Corporation of The Township of Bonfield

AGENDA FOR COUNCIL MEETING TO BE HELD March 25th, 2025 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: March 11th, 2025
 - b. Special Meeting of Council: March 18th, 2025
5. **Presentations and Delegations**
6. **Question Period**
7. **Staff Reports**
8. **Adoption of Committee Minutes/ Motions**
 - a. **Emergency Services Committee** – March , 2025
 - b. **Corporate Services Committee** – March 24, 2025
9. **Items for Council Discussion**
10. **Resolutions to be Considered for Adoption**
 - a. Motion to Adopt the Strategic Plan
 - b. By-law 2025-09 to Amend Comprehensive By-law for Trailers
 - c. By-law 2025-10 to Amend By-law 2018-06 for Trailers
 - d. By-law 2025-11 to Amend Comprehensive By-law
 - e. By-law 2025-16 to Licence the Use of Trailers
 - f. By-law 2025-17 to Licence Short Term Rentals
11. **Correspondence**
 - a. 2025-2026 Annual Work Schedule for Nipissing Forest
 - b. Municipality of East Ferris - Standing for Canada
 - c. Town of Bradford West Gwillimbury - Motion to Request Landlord Tenant Reforms
 - d. Township of Amaranth - Buy Local and Canadian
 - e. Township of Selwyn - U.S. Tariffs on Canada Purchasing Policies
12. **Closed Session** – None for this session
13. **Confirmatory By-Law**
 - a. Resolution to adopt By-law No. 2025-19
14. **Adjournment**

Small Community, Big Heart





THE CORPORATION OF THE TOWNSHIP OF BONFIELD
CORPORATE SERVICES COMMITTEE MEETING

March 24, 2025 @ 7:00 pm

Minutes

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

STAFF PRESENT: Nicky Kunkel, CAO Clerk-Treasurer; Alex Hackenbrook, Public Works Manager

No. 1

Moved by: Donna Clark

Seconded by: Jason Corbett

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

Carried

No. 2

Moved by: Narry Paquette

Seconded by: Donna Clark

THAT the agenda for the Corporate Services Committee Meeting for March 24, 2025 be approved as amended. Corbett requested to add a discussion regarding the Town Hall at the beginning of Items for Discussion.

Carried

No. 3

Moved by: Jason Corbett

Seconded by: Steve Featherstone

THAT the minutes of the Corporate Services Committee meeting held February 3, 2025 be adopted as presented.

Carried

Delegations and Presentations:

Mrs. Kim Turnbull attended the meeting to speak to the Public Code of Conduct Policy. She presented articles from provincial wide municipal organizations, AMCTO and AMO on incivility in the sector and supported the Policy.

No. 4

Moved by: Donna Clark

Seconded by: Steve Featherstone

That the Corporate Services Committee recommends to Council to pause the bylaw review for bylaw 2025-09, 2025-10, 2025-11, 2025-16, 2025-17; and FURTHER that staff prepare a plain language communication to be mailed to all residents and create social media posts; and FURTHER that the bylaws be on the April 21, 2025 Corporate Services Committee agenda to review concerns.

Carried

Corporate Services Meeting March 24, 2025

No. 5

Moved by: Steve Featherstone

Seconded by: Narry Paquette

That the Corporate Services Committee receives the report on the Public Conduct Policy and further recommends to Council to adopt the Policy as amended. (Adding the word suspect in the incident report form)

Carried

No. 6

Moved by: Donna Clark

Seconded by: Jason Corbett

That the Committee accept Report from the Planning Administrator for a Developers Forum; and Further that Council approves the recommendation to have the event prior to May 16, 2025.

Carried

NOTE: Date dependent on the passing of current proposed bylaw amendments.

No. 7

Moved by: Steve Featherstone

Seconded by: Donna Clark

The Corporate Services Committee receives the Deputy Clerk's Report on Video Surveillance and further recommends Council adopt the Video Surveillance Policy.

Carried

No. 8

Moved by: Donna Clark

Seconded by: Jason Corbett

The Corporate Services Committee receives the Public Works Manager's Report on 2024 Achievements and further recommend Council receives the Report for public reporting purposes.

Carried

No. 9

Moved by: Jason Corbett

Seconded by: Steve Featherstone

THAT this meeting be adjourned at 9:07 pm.

Carried



Policy Name: PUBLIC CONDUCT POLICY

1.0 PURPOSE

The Corporation of the Township of Bonfield endeavours to provide exemplary service to all members of the public. The Municipality aims to address service requests and complaints equitably, comprehensively, and in a timely manner.

Frivolous, vexatious, and/or unreasonably persistent requests may compromise the Municipality's ability to deliver customer service in an equitable, efficient, and effective manner.

These situations may require the Municipality to put limits on the contact which customers have with the Corporation. These actions will ensure that Municipal resources are used effectively and efficiently, while still maintaining a high level of customer service and responsiveness.

The purpose of the policy is to provide a positive, safe, and supportive approach to promoting acceptable and appropriate interactions with the public.

The decision to classify someone's behavior as unreasonable, or to classify a request as vexatious or frivolous, could have serious consequences for the individual(s), including restricting their access to members of Council and Municipal staff, services, or property.

As such, this policy provides clear examples of behaviours and actions, as well as steps for staff to follow. Any restrictions made under this policy are dependent on the particular circumstances of each case.

For immediate threats to persons or property, call 911.

2.0 SCOPE

This policy is not intended to deal with generally difficult customers. It serves to provide notice of what constitutes unacceptable behavior and sets expectations for both the public and municipal staff (which for the purposes of this policy includes both employees and volunteers) when interacting with members of the public.

This policy applies to all forms of communication by any Member of the Public (as defined below), including, but not limited to, written, printed, electronic, online, verbal, telephone, or in-person communications, including participation in public meetings.

The location of such interactions includes, but is not limited to, any and all Municipal properties, including parks, libraries, municipal offices, and recreation facilities, online

environments managed by the Municipality, and all such places where the Municipality's business is conducted.

This policy is meant to complement, not replace, the policies, codes of conduct, or other documents noted in the reference section of this policy.

3.0 DEFINITIONS

Member of the Public or Customer - Includes, but is not limited to, residents, individuals, businesses, not-for-profit organizations, stakeholders, and community or corporate organizations that interact with the Municipality and its employees.

Frivolous - A complaint that is reasonably perceived by the Municipality to be: (a) without reasonable or probable cause; (b) without merit or substance; or (c) trivial.

Vexatious - A complaint that is frivolous and which is pursued in a manner that is reasonably perceived by the Municipality to be: (a) malicious; (b) intended to embarrass or harass the recipient; or (c) intended to be a nuisance.

4.0 PROCEDURE

For the purposes of this procedure, unacceptable conduct is any action by a member of the public, which because of its nature or frequency, has a disproportionate and unreasonable impact on the Municipality, or its staff, other customers, services, time, or resources.

4.1 Examples of Unreasonable Behaviour

Examples of what might be considered unreasonable behaviour while accessing a Municipal program, service, event, or facility are listed below. While a single incident may, depending on its nature and severity, constitute unreasonable behaviour, the focus of this policy is on a pattern of unacceptable conduct. This list is not exhaustive:

- Engaging in discriminatory conduct, harassment, or bullying, whether verbal, written or physical;
- Abusive or disrespectful written or verbal communication, including threats, profanity, rude or inappropriate language, name calling, attempts to incite anger in others, harassment, discrimination, yelling or shouting;
- Inappropriate physical behaviour, including approaching an individual in an aggressive or intimidating fashion, throwing objects in a deliberate or aggressive manner, spitting, unwelcome touching, striking, or assaulting anyone;
- Posting slanderous statements or private information about staff in a public or private forum, or posting abusive or disrespectful comments about staff on Municipally moderated platforms;
- Unreasonably fixating on a staff member and filing complaints about staff that are frivolous or vexatious in nature;
- Making unjustified complaints or derogatory comments about staff who are trying to manage an issue and seeking to have them replaced;
- Making excessive demands on the time and resources of staff, so as to create a high volume or frequency of correspondence, or mingling requests with accusations

and complaints;

- Engaging in illegal activity, theft, possession of weapons, and vandalism;
- Any intentional or repeated act that violates Municipal permits, policies, or by-laws;
- Any act that gives rise to concern for public safety, including loitering, causing a disturbance, or acting under the influence of drugs and alcohol while attending Municipal premises;
- Knowingly making or using falsified documents; or
- Recording meetings and conversations, without informing staff involved.

4.2 Examples of Vexations or Frivolous Requests

Examples of what might be vexatious or frivolous are provided below. While a single incident may, depending on its nature and severity constitute a vexatious or frivolous request, the focus of this policy is on a pattern of unacceptable conduct. This list is not exhaustive:

- Submission of requests with very high volume and frequency of correspondence;
- Persistently or repeatedly contacting the Municipality about the same or similar matter when it has been considered and dealt with, or attempting to reopen issues that have already been considered and dealt with;
- Requests that would impose a significant burden on the Municipality in terms of expense, and negatively impact the ability to provide service to others;
- Requests intended to cause maximum inconvenience, disruption, or annoyance;
- Requests that lack any serious purpose or value, particularly when combined with one or more of the listed factors in this policy;
- Insisting on outcomes that are not possible or appropriate in the circumstances;
- Demanding services that are of a nature or scale that cannot be provided by the Municipality or refusing to accept that the Municipality cannot provide a particular service or action on a particular issue;
- Contacting different Municipal staff to receive a different outcome or response to a matter that has been considered and dealt with;
- Withholding relevant information in respect of a request, providing false information or misquoting others;
- Initiating a complaint, but refusing to cooperate with the complaint investigation process or to specify the grounds of the complaint, or changing the basis of the complaint as the matter proceeds;
- Denying or materially changing previously provided statements; or
- Making excessive demands on the time and resources of staff with lengthy or excessive phone calls, emails, voicemails, visits, or letters, or expecting immediate responses.

5. ENFORCEMENT

If a staff member experiences or witnesses any incident or behaviour that gives them cause to feel uncomfortable or unsafe, or if the behaviour falls under any of the examples noted above Appendix B for the Guidelines of Enforcement will be reviewed and applied as appropriate with the following procedures:

5.1 General Guidelines

Municipal Staff are expected to only use non-physical, verbal, intervention methods to enforce this policy. Appropriate actions may include the following:

- Requesting that the identified party, without jeopardizing one's safety, cease the inappropriate behaviour or violence immediately;
- Asking them to leave the premises;
- Informing the individual(s) of the existence of the public conduct policy and that they may be subject to consequences;
- Advising the identified party that failure to cease the inappropriate behaviour, violence or vandalism will result in police being called and advise that they will be considered to be trespassing;
- Removing themselves from the situation entirely or seeking the presence of additional personnel for support;
- Advising the appropriate supervisor or manager about the incident during or following an interaction, and compiling all documentation, information and evidence related to the incident; and
- If the individual refuses to cease the inappropriate activity, Municipal Staff shall avoid engaging in a verbal or physical confrontation and shall call the police (911) to report the situation immediately.

5.2 Documentation of incidents by staff may include:

- Nature of the incident, including date and (approximate) time, as per Appendix A Form;
- Amount of time that has been consumed;
- Length of time that staff have been in contact with the individual(s) and the history of interactions;
- Amount of correspondence that has been exchanged with the individual(s);
- Number of requests that the individual has brought and the status of each; and
- Detailed records of staff interactions with individuals, including emails, voicemails, written notes, or other documentation, to justify any actions taken to restrict the individual's access to staff or services

5.3 Notice Provisions and Actions

The Department Head, individually or in consultation with the CAO will determine what restrictions will be put in place. Before deciding to apply any restrictions, the Municipality will:

- Review the incident(s) and any available documentation and information;
- Ensure the complaint or request for information or delivery of service has been dealt with properly and in accordance with the relevant procedures and statutory guidelines; and
- Verify that staff have made every effort to satisfy the request or resolve the complaint.

When these have been applied and where appropriate because of a repeated pattern of unacceptable conduct or a single significant incident, the Municipality may take the following actions:

- Inform the person(s) through written or verbal notice that their conduct is inappropriate and contrary to the Public Conduct Policy;
- Inform the person(s) through written or verbal notice that their request for service or information has been considered and dealt with in accordance with relevant Municipal, provincial, and federal procedures and statutory guidelines and that only new requests for service or information will be responded to;
- Limit communication to one method of contact (e.g., telephone or email), time, duration, or with one named member of staff;
- Require any face-to-face interactions between the individual and staff to take place in the presence of another staff member and in a suitable location, as determined by the Municipality;
- Require the person(s) to make contact only through a third-party representative (e.g., solicitor, councillor, or friend acting on their behalf);
- Limit or regulate the use of Municipal services or facilities which may include refusing or limiting access to Municipal facilities (e.g., by appointment or specific permission); or
- Issue a no trespass letter which may include notification to local police services.

5.4 Written Notice

Upon review and determination of what actions will be taken, including but not limited to measures as described above, the CAO will proceed by providing written notice of the action(s) to be taken. Written notice shall be delivered within fifteen (15) business days of the determination in question by email or letter mail, and will outline the following:

- A brief description of the observed unacceptable behaviour;
- The date of issuance;
- Any restrictions that apply, and the duration of the restrictions;
- The Town staff or representative that the individual may contact during the restriction period (if any), and the form of communication to be used; and
- Instructions, if applicable, for submitting a request for review.

6. DISPUTING OR REQUESTING REVIEW OF RESTRICTIONS

Individuals who have had restrictions applied may request a review at any time during the restriction period. The request must be made in writing and submitted via e-mail or letter mail to the CAO, including at minimum:

- identification of the incident in question.
- an explanation of why the individual is requesting the review; and
- the resolution sought from the Municipality.

A request for review shall be limited to one time within a 365-day period.

Individuals may request an in-person meeting to review the restrictions applied. However, Municipal staff may refuse to meet in person if, in the opinion of Municipal staff, it is unsafe to do so.

Following a review of the restrictions applied, which will include consultation with the Municipal Council, the CAO may uphold, amend, or rescind the Municipality’s previous decision, and shall notify the individual of the Municipality’s decision through e- mail or letter mail.

Individuals who believe that the provisions of the policy have been applied unfairly or are unsatisfied with the outcome of the review process may file a complaint with the Ontario Ombudsman. Municipal staff shall supply contact information for the Ontario Ombudsman upon request.

7.0 EXCEPTIONS

Nothing within this policy restricts or otherwise limits:

- The Municipality’s authority to engage in litigation or seek legal redress for actions taken by individuals, regardless of whether those actions may fall within the scope of this policy;
- The Municipality’s ability or obligation to comply with any requirements established by provincial or federal legislation; or
- Municipal Staff’s right to refuse unsafe work under the Occupational Health and Safety Act.

8.0 CONNECTIONS TO OTHER POLICIS AND BY-LAWS

Township of Bonfield Code of Conduct
 Township of Bonfield Workplace Anti-Violence and Harassment Policy
 Social Media Policy
 Complaints Policy
Municipal Freedom of Information and Protection of Privacy Act

9.0 REVIEW

This Public Conduct Policy will be reviewed as requested by the CAO or Council.

Approval Date:	February 25, 2025	Approved by:	Motion -
1.Amendment Date:		Approved by:	
2.Amendment Date:		Approved by:	
3.Amendment Date:		Approved by:	



Individual Reporting Details	
Name of Person Reporting:	
Position:	Phone Number:
Email:	Date Incident was reported:
Incident Information	
Date:	Time:
Location:	
Occurrence Number if Police were Contacted:	
Participants Involved and Witnesses	
Name:	
(Check One) <input type="radio"/> Complainant <input type="radio"/> Respondent <input type="radio"/> Witness <input type="radio"/> Other:	
Address:	
Phone Number:	Email:
Name:	
(Check One) <input type="radio"/> Complainant <input type="radio"/> Respondent <input type="radio"/> Witness <input type="radio"/> Other:	
Address:	
Phone Number:	Email:
Name:	
(Check One) <input type="radio"/> Complainant <input type="radio"/> Respondent <input type="radio"/> Witness <input type="radio"/> Other:	
Address:	
Phone Number:	Email:
If there are more participants or witnesses involved, please attach extra pages.	
Category of Incident (check all that apply)	
<input type="radio"/> Verbal Assault <input type="radio"/> Threats <input type="radio"/> Vandalism <input type="radio"/> Physical Assault or Harm <input type="radio"/> Possession of Weapons	<input type="radio"/> Suspect Use of drugs or alcohol <input type="radio"/> Harassment <input type="radio"/> Other Please specify in detail:

Details of Incident

Describe in detail what happened (add additional pages if needed):

Other Relevant Information:

Reporting

Person Incident was Reported to:

Date of Report: | Time of Report:

Method: In Person Telephone Email / Text

If another individual was made aware of the incident, provide their details below:

Person Incident was Reported to:

Date of Report: | Time of Report:

Method: In Person Telephone Email / Text

Signature

Signature of Person Completing this Report:

Date:

For Office Use Only

Action Taken:

- Verbal Warning Issued
- Letter of Warning Issued
- Letter of Trespass Issued
- Other
Please specify in detail:

Date Action Taken:

By Whom:

Outcome (include appeal number if applicable):

File Closed: Yes No

Date Closed:

Name:

Position:

Signature:



Public Conduct Policy

Appendix B: Enforcement Guidelines

These are guidelines only. In cases of imminent danger or serious incident, contact the police (9-1-1) immediately. Depending on the situation, the OPP may undertake enforcement.

Behaviour	Description	Consequence of 1 st Occurrence	Consequence of 2 nd Occurrence	Consequence of 3 rd Occurrence
Inappropriate behaviour non-violent nature:	<ul style="list-style-type: none"> • Refusal to abide by specific program or facility rules or the terms of rental contract • Inappropriate written language, verbal language, and non-verbal signs • Illegal acts such as use of tobacco products or related products, e-cigarettes, alcohol, and drugs • Inappropriate use of technology • Contravention of Township by-laws, policies, or procedures 	<p>Verbal warning (documented in writing). Then depending on severity of occurrence, immediate removal from the area, followed by written warning at discretion of the appropriate Manager/Director</p>	<p>Depending on severity of occurrence- Immediate removal from the area and a 6-month suspension from Township Facility, Building, Program/Services or Property. Letter of Trespass issued.</p>	<p>Depending on severity of occurrence- Immediate removal from the area and suspended indefinitely from Township Facility, Building, Program/Services or Property. Letter of Trespass issued.</p>
Inappropriate behaviour with the potential to incite violence:	<ul style="list-style-type: none"> • Threats and attempts to intimidate • Verbal assaults • Throwing of articles • Physical intimidation • Attempts to provoke or incite anger in others 	<p>Immediate removal from area and 6 months suspension from Township Facility, Building, Program/Services or Property. Letter of Trespass issued.</p>	<p>Immediate removal from area and indefinite suspension from Township Facility, Building, Program/Services or Property. Letter of Trespass issued.</p>	

Inappropriate behaviour with physical violence:	<ul style="list-style-type: none"> • Physical contact • Fighting (excluding on-ice, arena, and sport field activities) • Physical striking of another individual • Possession of weapons 	Immediate removal from area, police contacted and 1 year suspension. Letter of Trespass issued.	Immediate removal from area and indefinite suspension from Township Facility, Building, Program/Services or Property. Letter of Trespass issued.	
Vandalism	<ul style="list-style-type: none"> • Glass breakage • Graffiti • Theft • Arson • Property damage • Malicious, willful, and deliberate destruction, damage or defacing of property 	Immediate removal from area, police contacted and 1 year suspension shall be actioned. Letter of Trespass issued.	Immediate removal from area and indefinite suspension from Township Facility, Building, Program/Services or Property. Letter of Trespass issued.	NOTE: Those identified as perpetrating vandalism will be required to pay 100% of the cost of repairs (including but limited to materials, equipment, labour, and administrative costs). In the event that the individual(s) cannot be identified, the contract holder will be held responsible and invoiced accordingly.



Appendix C: Public Conduct Poster

The Township of Bonfield is committed to providing a respectful environment for employees and members of the public.

Inappropriate behaviour including bullying, harassment and violence will not be tolerated and will have consequences.

Thank you for being respectful!

For further information on our Public Conduct Policy or to report an incident please contact the municipal office at 705-776-2641.

PLANNING REPORT

MEETING DATE: March 24, 2025
TO: Corporate Services Committee, Township of Bonfield
FROM: Simon Blakeley, Planning Administrator
SUBJECT: **Proposed ‘Developers’ Forum’ within the Township of Bonfield.**

RECOMMENDATIONS:

That Council authorizes staff to proceed in hosting a Developers’ Forum, as an information-sharing and networking session, at which, Staff and/or Council will summarize the proposed Strategic Plan / direction of the Township; and explain the proposed changes to the Comprehensive Zoning by-law; And Further

That the event should comprise a half-day / morning session, including a catered breakfast, to be hosted within the Township of Bonfield.

SUBJECT MATTER:

Over the past two years, Council and staff have worked hard to produce a new Strategic Plan, plus amendments to the existing Comprehensive Zoning By-law, and other planning/development, and building-oriented policies and procedures - so the Township may progress with a new and updated vision, mission, and direction for its future growth and development.

In addition, the Provincial Government is seeking to accelerate the delivery of new affordable and attainable housing options, plus senior living accommodation(s), in ways that increase the total housing supply, and meets the growing demand for new homes. This policy-based decision is backed by a recent report published by the District of Nipissing Social Services Administration Board (DNSAAB) which states Bonfield could be expected to provide in the range of **127** new homes by 2035. In addition, the Township, through proposed zoning by-law amendment 2025-11, is now seeking to introduce new provisions, to permit Additional Dwelling Units (ADUs), as a new form of ‘permitted’ use within various zones throughout the Township.

With the Town Hall / Public Meeting having taken place on March 18, 2025; and assuming Council is now in a position to determine the various Final Draft documents presented, taking into consideration constructive feedback received during the recent consultation; staff are now seeking additional direction from Council to advance plans related to the communication of the final approved plans and by-laws.

The proposed next step in this process, prior to a full public launch, is to engage the Development Community and explain the proposed changes; while seeking their feedback on any related issues, opportunities, and constraints.

PROPOSAL:

Staff representing the Township of Bonfield are proposing to host a ‘Developers’ Forum’ which would include a catered breakfast one morning ahead of the 2025 construction season. Due to existing commitments, it is suggested the meeting could take place between Friday April 25, 2025, and Friday May 16, 2025, at the Township's Municipal Offices - or another named location, depending on the availability of Council, and other proposed invitees.

Invited to the meeting would be local area developers, landowners, realtors, the Mayor, Members of Council, and other applicable staff including: the CAO, the Planning Administrator, the Chief Building Official, the Manager of Public Works, and the Fire Chief. As well, it would be beneficial if representatives of the Housing Department of the Nipissing DSSAB be invited to present. It is envisaged that a total of **20 to 25** Individuals may attend (including Council and Staff). A quote has been received for between \$15-20 per person, requiring a total budget of **\$400**, plus Tax.

The meeting presents an opportunity to gain insights, build connections, and foster increased trust and understanding among the development community at large. It provides an opportunity for the Township to present a united vision and mission and explain how the Township is ‘*Open for Business*’. The feedback gained, will also help representatives better understand some of the land use planning and development issues that underpin the proposed changes; and provide an opportunity to gain insights and information to inform upcoming ‘planning’ documents, including:

- The ‘Implementation Plan’ - building upon the new / proposed Strategic Plan
- The new proposed Official Plan (currently under review); and
- The new / replacement Comprehensive Zoning By-law (once the new OP is adopted).

It also presents an opportunity to gain knowledge from the development community on the key issues, and development-related challenges; and explore other innovative ways to advance new modern building methods and construction techniques throughout the Township.

ANALYSIS:

The proposed Developers’ Forum presents an exciting opportunity for Council and Staff to positively outline how the proposed changes will contribute towards a new and improved vision for the Township of Bonfield, in ways that are consistent with the Vision, Mission, Guiding Principles, and Pillars outlined in the Townships’ new proposed Strategic Plan.

It will help improve local area understanding and lead to improved communication channels and decision-making processes which demonstrate a more collaborative approach to development.



**PLANNING & DEVELOPMENT
DEPARTMENT**

Email: planning@bonfieldtownship.com

RECOMMEND ACTION:

That Council hereby approves this report as presented.

Submitted respectfully,

I concur with this report,

Simon Blakeley

**Simon Blakeley
Planning Administrator**

Mike Pilon

**Mike Pilon
Chief Building Official**

Nicky Kunkel

**Nicky Kunkel
CAO**

MEETING DATE: March 24, 2025
FROM: Andrée Gagné, Deputy Clerk-Treasurer
SUBJECT: Surveillance Cameras

RECOMMENDATION: That the Corporate Services Committee receives the policy draft and recommends the adoption of the Security Camera report and adopts the Video Surveillance Policy to Council.

BACKGROUND

The Township of Bonfield recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of municipal employees, residents, visitors and property. While video surveillance cameras are installed for safety and security reasons, the Township's video surveillance systems must also be designed to minimize privacy intrusion. Proper video surveillance, where deemed necessary, is one of the most effective means of helping to keep Municipal facilities and properties operating in a way that protects security, safety and privacy.

Personal information collected by video surveillance includes video images and audio and will be retained under the guidelines of the Municipal Freedom of Information and Protection of Privacy Act.

As required proper signage has been placed at the public access points to and within areas under surveillance.

Security Cameras have been installed at the following locations: Public Works yard, Landfill Site, Medical Centre, Fire Hall #1 and Municipal Building.

The Township shall not install equipment inside these locations where the public and employees have higher expectations of privacy (i.e. change rooms and washrooms).

Video surveillance records are not intended to and may not be used as the sole means of investigating employee work habits, incidents and/or behaviour.

When an incident occurs at one of the Township facilities the surveillance will be provided to the investigating police officer as potential evidence related to the incident.

SUMMARY

The Video Surveillance Policy will be available for anyone who requests a copy.

Respectfully,



Andrée Gagné
Deputy Clerk-Treasurer

I concur with this report,



Nicky Kunkel
CAO Clerk-Treasurer

POLICY: Council – 2025

Draft

Subject: Video Surveillance Policy

1. Intent

The Township of Bonfield is committed to public safety, crime prevention, and stewardship of publicly owned assets.

Where warranted, the Township may use video surveillance cameras on Township-owned properties and open spaces to deter and detect crime and anti-social behaviour such as theft, vandalism, and unauthorized entry.

The Township shall maintain control of and responsibility for its video surveillance system at all times.

2. Authority

The Township of Bonfield shall use video surveillance cameras in accordance with the Municipal Freedom of Information and Protection of Privacy Act (the Act).

3. Compliance

The Township's collection and storage of, and access to, information recorded from video surveillance shall conform to published guidelines and specific direction as may be provided by the Information and Privacy Commissioner of Ontario (IPC) from time to time.

4. Staff Roles & Responsibilities

4.1 Township Clerk

The Township Clerk shall be responsible for implementation, administration, and evaluation of the Township's Video Surveillance Policy and procedures.

The Clerk shall also be responsible for ensuring that information obtained through video surveillance is used exclusively for lawful purposes.

The Clerk shall ensure that the site complies with this policy, as well as any site-specific policies

The Clerk shall ensure that any staff with authorized access to the monitoring equipment and recorded information shall be trained in its use in accordance with this policy. Authorized staff shall sign a written confidentiality agreement regarding their duties under the Policy and the Acts. Breaches of the policy may result in disciplinary action.

5. Location and Use of Video Surveillance Equipment

5.1 Video Surveillance Cameras

The Township shall install video surveillance cameras in identified public areas only where video surveillance is a necessary and viable detection or deterrence activity.

The Township may install visible and/or hidden surveillance cameras, but the Township shall not install equipment inside Municipal owned buildings and in areas where the public and employees have a higher expectation of privacy (e.g. change rooms and washrooms).

Where cameras are not visible, the Township shall ensure that appropriate signs are installed in accordance with this policy.

5.2 Video Surveillance Policy

The Township shall ensure that video recordings are accessed only by authorized Township staff and are not located in a position that enables public viewing. The Township shall encourage sites to turn monitors off when not needed to ensure system is operating or to view recordings.

5.3 Reception Equipment

The Township shall ensure that video reception equipment is located away from the public, in restricted access areas.

5.4 Hours of Operation

The majority of the video surveillance systems shall operate 24 hours per day, and personal information shall be accessed only in response to an incident.

6. Recordings

6.1 Normal Retention Period

Since short retention periods minimize risk of improper use and disclosure, the Township shall ensure that there is a standard retention period at all sites and no unnecessary record shall be retained for more than a two year period.

6.2 Recordings Set Aside for Law Enforcement Viewing

The Township shall ensure that recordings requiring viewing by law enforcement be removed from the rotational cycle and set aside in a clearly marked manner until retrieved by the law enforcement agency.

6.3 Recordings Used as Evidence

The Township shall ensure that if personal information in a recording is used for law enforcement or public safety purposes under the Act, the recorded information shall be retained for one year after its required use.

Following investigation and any corresponding legal action, the law enforcement agency shall be encouraged to destroy the recording

7. Access to Recorded Information

7.1 Viewing Recording

The Township shall ensure that authorized staff shall review surveillance recordings only if they have reasonable cause to believe that a crime or an act of anti-social behaviour has been or is in the process of being committed.

Authorized staff shall monitor the systems at least once a month to ensure they are functioning properly.

7.2 Access for Evidentiary Purpose

If staff have reason to believe that the recording contains personal information for law enforcement or public safety purposes, they shall notify the police and immediately remove the recording from the rotational cycle.

7.3 Police Requested Access

The Township shall ensure that if the police request access to and use of the recorded surveillance information that staff will allow the recording(s) to be viewed, accessed or removed, in accordance with applicable law.

7.4 Access Log

The Township shall maintain Access Logbooks for each site. The Access Log shall be maintained in the locked cabinet in the Clerk's office, with access restricted to authorized personnel only.

The Access Log shall be used to record: the date, time, purpose, and name of authorized staff person reviewing video recordings.

When a recording is viewed or removed for law enforcement purposes, the log entry shall include: the date, time, name and contact information of the law enforcement officer.

The Access Log shall also be used to track requests for personal information including: the date, time, name and contact information.

7.5 Inadvertent Disclosures

The Township shall ensure that inadvertent disclosures are addressed in a timely and effective way. Staff shall immediately report the incident to the Clerk; attempt to retrieve the personal information that has been inappropriately disclosed; commence an investigation; and notify the Information and Privacy Commission.



BONFIELD TOWNSHIP

365 HIGHWAY 531 Telephone: 705-776-2641

BONFIELD ON P0H 1E0 Fax: 705-776-1154

Website: <http://www.bonfieldtownship.com>

8 Public Notification & Access to Information

8.1 Signage

The Township shall ensure that the public is notified about the presence of video surveillance equipment by prominently posting signs at the perimeter of surveillance areas (minimum of two signs).

Signs shall be of consistent size and format and convey the following information: indicate video surveillance in use; identify legal authority for collection of personal information (section 28 (2) of the Act); and provide title, address and telephone number of contact person who can answer questions about the system.

8.2 Other Promotion

The Township shall also ensure that information regarding this policy and the Township's Video Surveillance Systems is readily available at all sites with video surveillance systems.

8.3 Personal Access to Information

The Township recognizes that an individual whose personal information has been collected by a video surveillance system has a right to access his or her personal information under the Act. Such requests will be directed in a timely manner to the Township Clerk.

9. Annual Audit & Evaluation

The Township Clerk shall conduct an annual review of the Township's Video Surveillance Policy/System to ensure that:

- i) Video surveillance continues to be justified and, if so, whether its use can be restricted;
- ii) Reported incidents and police contact are properly recorded in the logbooks;
- iii) Any formal or informal information requests from public have been tracked.

10. Policy Review

The Township shall periodically review the Video Surveillance Policy pending the outcome of the annual audit and evaluation or at any time the Township is considering changing or adding new video surveillance systems.

Small Community, Big Heart



Appendix

Recommended Video Surveillance Sign

These premises are under Video Surveillance

The personal information obtained from the Video Surveillance Cameras at this site is collected under the legal authority of MFIPPA S28(2). The information you provide may be used for the purpose of promoting public safety and reduction of crime at this site.

Any questions about this collection can be directed to the cao.clerk@bonfieldtownship.com or 365 Highway 531, Bonfield ON P0H 1E0 or 705-776-2641 ext 122. More information is available at www.bonfieldtownship.com



Small Community, Big Heart





PUBLIC WORKS DEPARTMENT

Email: pwmanager@bonfieldtownship.com

REPORT TO CORPORATE SERVICES COMMITTEE

MEETING DATE: March 24th, 2025
FROM: Alex Hackenbrook, Public Works Manager
SUBJECT: Departmental Information Update – Work Performed 2024

INFORMATION UPDATE:

The update from The Public Works Department will include items for discussion with Council regarding completed work within the department throughout the 2024 season.

DITCHING:

The ditching program that started in 2024 after the purchase of the new equipment, will continue throughout 2025 starting with the remainder of Line 3 S then moving to Development Rd. With the proposed purchase of a float we will be able to transport the equipment in house from site to site without incurring additional float charges. Listed below are the sites & distances from the 2024 ditching program.

- Line 3 S, 4.6km both ways (9.2km total distance)
- Maple Rd, #546 to #451 - 1km total distance
- Maple Rd, Ditched in front of #100 to X-road culvert
- Grand Desert Rd, Ditched in front of #344 to X-Road culvert
- Greenwood Dr, from Lakeview Crt to Sunnyside Rd
- Greenwood Dr, from #306 to #314
- Fichault Rd, #446, both sides of laneway

BRUSHING:

Similar to the ditching program, the brushing program was also introduced in 2024 with the purchase of the new equipment as well as the brush head. Staff have completed all of Line 3 South in 2024 & have focused on completing Development Rd for the 2025 season. Currently, staff have

Completed one way from Line 3 South to Rutherglen Line (with the exception of a few spots on the bends). Listed below are the sites & distances from the 2024 brushing program.

- Line 3 S, 4.6km both ways (9.2km total distance)
- Maple Rd, 1.1km both ways (2.2km total distance)
- Sightlines throughout the hamlet

-
- Sightlines at intersections
 - Coverage over Township signs (Highway, Office & Roadside)
 - Roadside mowing of whole Township

Since the purchase of the excavator on May 31st 2024, until January 31st 2025 (8 months) the Township has covered 26.74% of the initial purchase cost based upon operation hours. This analysis can be seen broken down below.

\$150/hr (basic contractor operator rate) X 546 (operating hours on excavator)
= \$81,900 (cost of contractor operation, based off 546 hours on excavator)
\$81,900 (cost of contractor operation) / \$306,270 (excavator purchase price)
= 0.2674 X 100
= 26.74% of total purchase price

CULVERT REPLACEMENT:

As staff completed ditching on Line 3 South there are many outstanding culverts that need to be replaced/installed following the ditching program. These culverts are currently in stock at the Public Works shop in preparation for 2025 installation. Below is a list of locations where staff have replaced culverts.

- South Shore Rd, 2 outlet culverts stacked on top of cross-road culvert
- Grand Desert #132, Laneway culvert
- Maple Rd (Next to community mailbox) Entrance Culvert
- Greenwood Dr #201, Laneway culvert
- Lakeview Crt #102, Laneway culvert
- Sunnyside Rd #379, Laneway culvert
- Schayer St, X-road culvert next to #107
- Fichault Rd, #446, Laneway culvert

MAINTENANCE GRAVEL:

While working within the 2024 budget it allowed for Public Works to apply maintenance gravel to Line 3 South as well as Maple Rd. Approximately 3” of gravel were applied to both roads totaling 6,402.10 tonnes of Granular A quarry stone. Line 3 received a total of 2,872.43 tonnes & Maple Road received a total of 3,529.64 tonnes.

MISCELLANEOUS:

Staff have also been completing miscellaneous tasks in house on a daily/weekly basis throughout the Township. These tasks listed below are essential in maintaining the Township owned properties as well as keeping the community clean & presentable.

- Cut 40 acres of grass weekly/bi-weekly at main office, Kaibuskong Park, Soccer Field, Centennial Park, Boat Launch, Medical Center, Community Garden, Firehall #1, Firehall #2, Rutherglen Park, Rutherglen Ball Field, Mt. Pleasant Cemetery, Development Rd Cemetery
- String trimming around signs, guard rails & posts throughout the Township
- Total of 5 burials at cemetery
- Maintenance & repairs to vehicles & equipment in house as well as Fire Department vehicles
- Splash Pad upkeep & water testing
- Install & remove skateboard equipment at outdoor rink
- Continuous operations at Landfill site (material sorting, garbage compaction, earth moving, general maintenance)
- Grading of all roads throughout the Township
- Ice making operations
- Snow clearing of all roadways & Township owned/operated buildings (Main Office, Firehall #1/2, Medical Centre, Post Office, Landfill)
- Ice Blading gravel roads
- Snow removal within the hamlet as well as plow turnarounds to combat sightline/safety issues
- High-winging roadside banks/drifts
- Empty garbage containers at all parks
- Clean changerooms/washrooms
- Till beach & playground
- Install & remove municipal dock
- Culvert flushing
- Cold patching

LANDFILL OPERATIONS:

Staff have been working diligently to inform the residents of Bonfield about the rules & regulations for garbage/recycling disposal at the Municipal landfill site. This ongoing education has been done through staff communicating with residents with conversation & pamphlet handouts. These actions have been productive in allowing the Municipality to advance with its recycling goals.



PUBLIC WORKS DEPARTMENT

Email: pwmanager@bonfieldtownship.com

This attached chart shows the increase/decrease in material percentages for the corresponding compared years.

	2021-2024	2022-2024	2023-2024
Cardboard	+ 108%	+ 56%	+ 12%
Plastic	+ 148 %	+ 120%	+ 41%
Paper	+ 166%	+ 12%	- 32%
Glass	+ 1448 %	+ 218%	+134%
OES	+ 423%	+ 310%	+ 106%

Garbage disposal at the landfill site was also compared year to year with the percentage increase of bags disposed listed below.

	2021 – 2024	2022 – 2024	2023 - 2024
# of Bags	+ 350%	- 30%	- 6 %

When looking at the above charts, except for paper shown from 2023-2024, it is apparent that residents are recycling more than they have in the past. When looking at the bag count comparison for garbage disposal, there is a decrease in garbage being brought to the landfill over the past 2 years. Based upon the data in the tables above, the Township residents are in fact recycling more & putting less garbage waste into the landfill. As we are still waiting for the results of the Capacity Assessment from Pinchin, we cannot determine that amount of space that has been saved/reclaimed since the purchase of the landfill compactor in 2024.

CONCLUSION:

Based on the task list provided above I believe it is apparent that the Public Works Department has been busy over the last year conducting in-house tasks & daily operations. As for the newly purchased equipment being used for ditching & brushing (John Deere 135P Excavator), staff currently have put on 546 hours of operating time. With a base cost of \$150 per hour for the operation of equipment, we would have paid \$81,900 for the contracted operating time.



PUBLIC WORKS DEPARTMENT

Email: pwmanager@bonfieldtownship.com

Respectfully,

I concur with this report,

Alex Hackenbrook
Public Works Manager

Nicky Kunkel
CAO Clerk-Treasurer