



The Corporation of The Township of Bonfield

AGENDA FOR COUNCIL MEETING TO BE HELD FEBRUARY 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: February 11th, 2025
5. **Presentations and Delegations** – None for this session
6. **Question Period**
7. **Staff Reports**
 - a. Report from Planning Administrator – Steel Rail Committee
8. **Adoption of Committee Minutes/ Motions**
 - a. **Corporate Services Committee:** None for this session
 - b. **Emergency Services Committee:** None for this session
 - c. **Planning Advisory Committee:** None for this session
 - d. **Recreation Committee:** None for this session
 - e. **Police Services Board:** None for this session
9. **Items for Council Discussion**
 - a. 21st Annual Bonfield & District Lions Club ATV Run
 - b. Public Conduct Policy
 - c. Bonfield Medical Centre – MOU and Terms of Reference
10. **Resolutions to be Considered for Adoption** – None for this session
11. **Correspondence**
 - a. Ombudsman Ontario - Township of Bonfield - Notice of Investigation
12. **Closed Session** – None for this session
13. **Confirmatory By-Law**
 - a. Resolution to adopt By-law No. 2025-15
14. **Adjournment**

Small Community, Big Heart





**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
REGULAR MEETING OF COUNCIL
February 11th, 2025**

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

STAFF PRESENT: Andrée Gagné, Deputy Clerk-Treasurer
Alex Hackenbrook, Public Works Manager
Nicky Kunkel, CAO Clerk-Treasurer

1. Call to Order

Motion 1

Moved by Councillor MacInnis

THAT this meeting be opened at 7:00 p.m.

Seconded by Councillor Featherstone

Carried

2. Adoption of Agenda

Motion 2

Moved by Councillor Corbett

THAT the agenda presented to Council and dated the 11th day of February 2025, be adopted as prepared.

Seconded by Councillor Featherstone

Carried

3. Disclosure of Pecuniary Interest – None for this session

4. Adoption of Previous Minutes

Motion 3

Moved by Councillor Clark

THAT the Minutes of the Regular Council Meeting of January 28th, 2025 be adopted as circulated.

Seconded by Councillor MacInnis

Carried

5. Presentation & Delegations – None for this session

6. Question Period – None for this session



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
February 11, 2025

Motion 8

Moved by Councillor Clark
WHEREAS the Corporate Services Committee received the quotes for the backhoe sweeper attachment; AND WHEREAS the Committee recommends that the submission from RJ Mac in the total amount of \$18,040 plus HST be accepted; BE IT HEREBY RESOLVED THAT Council approves of this recommendation.
Carried

Motion 9

Moved by Councillor Corbett
WHEREAS the Corporate Services Committee recommends to Council to authorize staff to begin consultations with architects to review the layout of the municipal office with a focus on safety and efficiency; BE IT HEREBY RESOLVED THAT Council approves of this recommendation.
Carried

Planning

Motion 10

Moved by Councillor Corbett
WHEREAS the Planning Advisory Committee recommends to Council that Consent Application B2/2025, Koscielny, for 2 new lots, be approved; BE IT HEREBY RESOLVED THAT Council approves this recommendation along with the conditions and notes as set out on the attached Decision of Approval Authority Form.
Carried

9. Items for Council Discussion – None for this session

10. Resolutions to be Considered for Adoption

10.a By-law 2025-13 By-law – To Appoint a Fire Chief

Motion 11

Moved by Councillor Featherstone
THAT Council for the Township of Bonfield hereby adopts By-Law 2025-13, being a by-law to appoint a Fire Chief for the Township of Bonfield, as presented and is considered read three times and passed this 11th day of February, 2025.
Carried

10.b 2025-14 By-law - Community Emergency Preparedness Grant Agreement

Motion 12

Moved by Councillor Clark
THAT Council for the Township of Bonfield hereby adopts By-Law 2025-14, being a by-law to enter into an agreement with the Province of Ontario for Emergency Communications Improvements, as presented and is considered read three times and passed this 11th day of February, 2025.
Carried



11. Correspondence

Motion 13

Moved by Councillor MacInnis
THAT Council receives the Correspondence circulated with the Agenda of February 11, 2025.

Seconded by Councillor Featherstone

Carried

Motion 14

Moved by Councillor Clark
THAT the following: Donna Clark and Steve Featherstone be approved to attend the Northeastern Fire Education Conference in Huntsville on March 27-30, 2025; AND THAT all expenses be paid accordingly.

Seconded by Councillor Corbett

Carried

Motion 15

Moved by Councillor Corbett
THAT the following: Donna Clark and the CAO be approved to attend the AMO Annual Conference in Ottawa on August 17-20, 2025; AND THAT all expenses be paid accordingly.

Seconded by Councillor Clark

Carried

12. Closed Session – None for this session

13. Confirmatory By-Law

Motion 16

Moved by Councillor Corbett
THAT the Council for the Township of Bonfield hereby adopts By-Law 2025-12 to confirm the proceedings of Council from January 28th, 2025 to February 11th, 2025, as presented and is considered read three times and passed this 11th day of February, 2025.

Seconded by Councillor Featherstone

Carried

14. Adjournment

Motion 17

Moved by Councillor Corbett
THAT this meeting be adjourned at 7:42 p.m.

Seconded by Councillor Clark

Carried

MAYOR

CLERK

MEETING DATE: February 11, 2025
FROM: Simon Blakeley, Planning Administrator
SUBJECT: Rutherglen Property Analysis re: Steel Rails Non-Profit Organization Request

RECOMMENDATION:

That Council accepts this report as a property analysis regarding the Steel Rails Organizations' request to purchase municipal land for the construction of a museum; And

Further that Council agrees in principle that Option One, regarding the proposed land at Rutherglen Park is the preferred option to allow the Steel Rails organization to construct a museum; And

Further that prior to any final report for the transfer or the lease of said property be accompanied by a detailed and comprehensive Business Plan along with confirmed funding indicating a positive feasibility for the project without municipal funds.

BACKGROUND

Steel Rails is a newly incorporated non-profit organization which seeks to advance economic and social development projects within the Township of Bonfield with a focus on historical activities including the impacts of the railway on the Hamlet of Rutherglen. Individual members of *Steel Rails* have been undertaking research for the past two decades, and have established a wealth of knowledge, information, and artifacts which describe the unique heritage and development of the Township of Bonfield, and its surrounding areas. Over the years, Steel Rails has initiated several projects which remain under review and consideration, including:

1 - The design and construction of a memorial and/or monument, plus additional heritage-based interpretative displays which showcase the unique railway heritage of Bonfield, in particular the Hamlet of Rutherglen, formerly known as "Callander Station". This could include an oversized replica of the "first spike" driven into the railbed of the Canadian Pacific National Rail Network in this general location.

2 - The proposed design and construction of a new multi-purpose interactive museum within which various artefacts and materials describing the history of the Township of Bonfield, and the people who contributed to its growth and development - past, present, and future, can be shared; and

3 - A proposal to work in partnership with other stakeholders, including regional rail enthusiasts, train operators, municipalities, ministries, and government agencies, to introduce a new Heritage/ Steam Railway attraction connecting communities along the railway line.

In addition, recently, the Steel Rails organization has made several presentations to Council acting on behalf of the Township of Bonfield. To date, Council has allocated non-financial resources, mainly in the form of professional advice provided by the Planning Administrator to assist the non-profit organization in an advisory capacity.

PURPOSE OF REPORT

This report has been produced at the request of Council. It serves as a response to the Steels Rails organization regarding their interest in land and property within the Hamlet of Rutherglen in order to move forward with some or all of their projects.

The report summarizes the key issues, challenges and opportunities associated with the development of land and property in two general locations being considered, as follows:

1. **Rutherglen Park - To the west of the Hamlet of Rutherglen;** and
2. **Rutherglen Line - Including lands to the south of the Railway.**

The following sections provide more detailed descriptions and analysis of the properties in each location, including a review of Official Plan policies, Zoning by-law provisions, and other land use planning matters that require further consideration.

BUILDING SPECIFICATIONS

The Steel Rails Committee previously expressed their interest in constructing a new purpose-built facility that is reminiscent of a traditional CPR station design, several examples of which can be found in towns and communities throughout Northern Ontario. By example, the following blueprint shows the elevations proposed in association with a CPR station in the community of Arnprior.

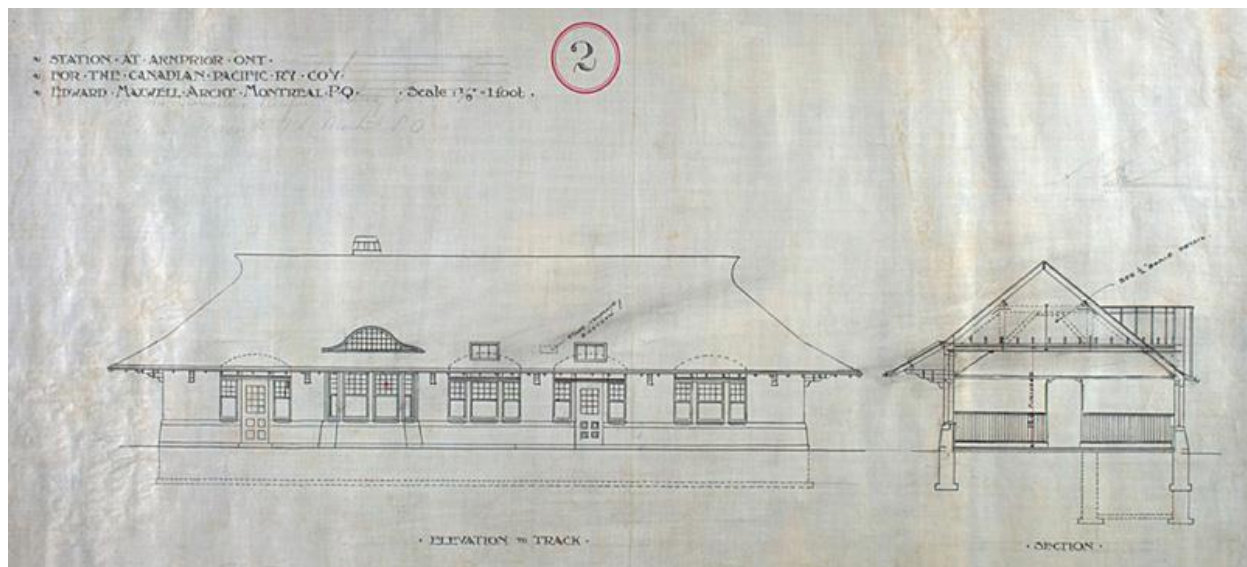


Figure One: Original CPR Station Design, Arnprior Ontario

Notwithstanding the benefits of a design-led approach that is consistent with other former CPR stations, perhaps the design may be practical where proposed in close proximity to the railway tracks; in effect, doubling-up as a shelter above the railway platform. It is assumed the building will be a compact and energy efficient design, that is suited to the proposed use as a museum, archive and community event space.

In the absence of detailed blueprints, for the purpose of this evaluation, we have envisaged a maximum Gross Floor Area (GFA) of up to **4000 Sq. Ft.** (372 Sq meters) and a maximum occupancy of up to 279 people.

In reality, a new building might only be up to **2000 Sq. Ft.** (186 Sq meters) with a capacity of 139 people; however, an evaluation of a larger GFA area of 4000 Sq. Ft. does take into account future growth potential - should the development be implemented in phases over time.

In any case, such estimates are necessary to determine the number of potential plumbing fixtures and parking spaces required to service the development. Our analysis also assumes that space could be provided for at least 2 coach stops, plus 1 loading bay, and associated turning areas within the property.

From a parking perspective, we have applied the following standards:

- A minimum of 1 parking space for each 4 people (Section 3.14.3), measured as 3 meters x 6 meters per Car / Truck (Section 3.16) within Comprehensive Zoning By-law 2012-49; and
- 2 Coach Parking Spaces, plus 1 Loading Bay - of at least 3.6 meters x 12 meters, with a minimum vertical clearance of 4.3 meters.

To clarify, the figures presented are only considered estimates at this stage and can be adjusted once the Steel Rails organization has a more definitive proposal.

GENERAL LOCATIONS

The following provides an overview of the two general locations under consideration:

Option One: Rutherglen Park

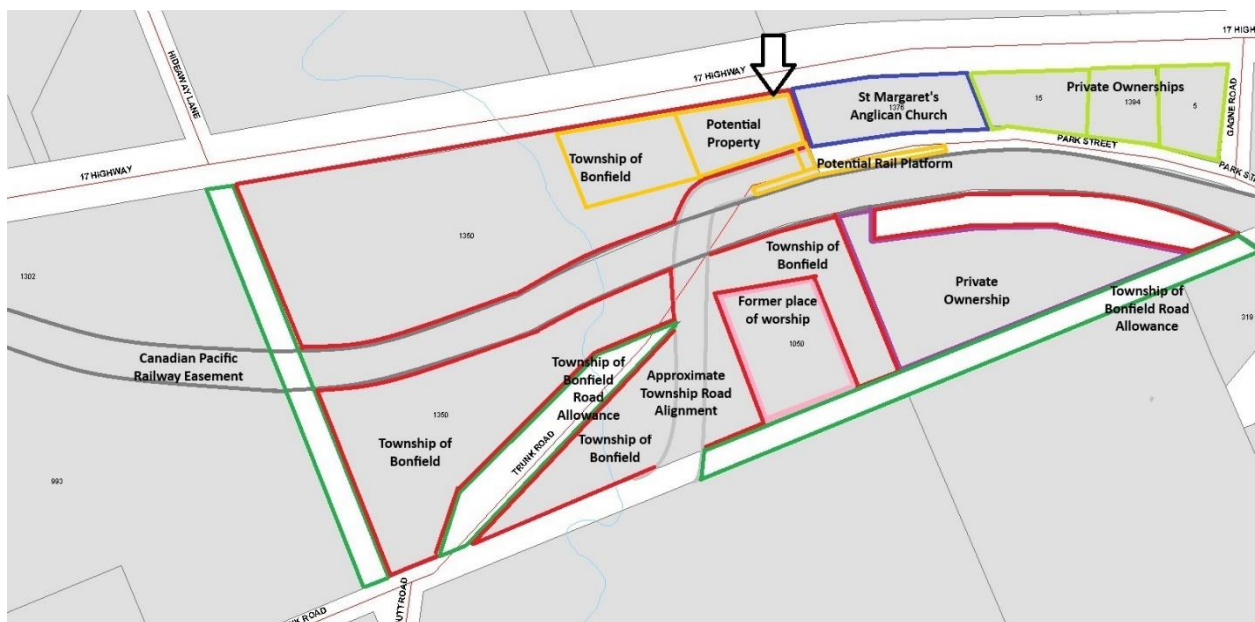


Figure Two: Potential property at Rutherglen Park

Option One: Potential Property

A '*potential property*' is shown highlighted as orange in figures two, four and five. This comprises an existing section of Rutherglen Park, that is owned and managed by the Township of Bonfield. St Margaret's Anglican Church, a local place of worship, borders the property to the east; and other privately-owned '*vacant residential lands*', municipal road allowances and easements can be found within the local area off Park Street and Trunk Road.

Option One envisages a long-term lease on approximately 10,603 Square Meters / 2.62 Acres, or 1.06 Hectares for museum purposes. On this basis, a standalone building of 2000 Sq Ft; Or, a collection of buildings and structures of up to 4000 Sq Ft. could be accommodated as follows:

Lot Frontage (m)	>175m (To be determined)
Lot Depth (m)	~50-75m
Lot Size Area (Acres / Hectares / Sq. M / Sq. Ft)	2.62 Acres / 1.06 Hectares / 114,128 Sq Ft. / 10,603 Sq. Meters.
Building Size (Sq. Ft / Sq. m.)	4000 Sq Ft. / 372 Sq. Meters.
Maximum Occupancy	~279 people
Lot Coverage (%) GFA-only	3.5%
Parking Spaces (Cars / Trucks)	Minimum 70 = 1260 Sq. Meters
Coach Space / Large Truck Loading Area	Minimum 3 = 129. Sq. Meters
Est land req. for vehicles to access the property / make turns, etc.	1000 Sq. Meters
Est. Total Land Coverage (Excluding the On-Site Sewage System / Well) Pedestrian Walkways, Cycle Parking, Decks/Patios, Interpretative Displays, etc.)	Approx. <u>16.6%</u>
Est # of Individual Washrooms - containing a Toilet & Fawcet - per 100 people.	1 Male W.C / 2 Female W.C 1 Universal Washroom, constructed according to barrier-free design requirements under the Ontario Building Code.

Figure Three: A Table showing estimated land requirements and lot coverage for Option One

Limitations

The land area highlighted orange includes a section of potentially '*developable*' land adjoining the Church, plus an additional area of land comprising '*Open Space*' and a '*Development Constraint Area*' which could be used for passive recreation. A more detailed evaluation of the property will need to consider ground conditions, plus the preferred location & design of an on-site sewage system and well. A site visit will need to take place outside the winter months, including the NBMCA and/or land surveyors to determine its suitability.

Any development in this location would likely be served via Park Street and Trunk Road. Subject to MTO approval there is also potential for direct access off Highway 17 to the north. In addition, given the existing alignment of Park Street and Trunk Road, a museum in this general location would need to be separated from, but accessible to, any track-side platforms and shelters forming part of a future railway station and regional tourism attraction. The platforms would be accessible via a designated pedestrian crossing and associated signage on Park Street.

Option One: Official Plan Policies

According to the Township of Bonfield's Official Plan, the Rutherglen Park property on which development could take place is influenced by several land use designations.

Although the property is known locally as '*Rutherglen Park*', a specific parkland designation is not in place to that effect. Instead, the land highlighted orange is designated '*Rural*'.

Section 4.2 of the Official Plan lists a series of uses that can be permitted within the *Rural* area designation, including but not limited to:

- d. Private recreational uses characterized by large areas of open space and environmental areas.
- e. Institutional uses such as schools, places of worship, cemeteries, and community centers; and
- g. Commercial uses which primarily serve the surrounding rural area by an amendment to the Zoning By-Law and in accordance with the Rural Area policies for commercial uses (policy 4).

A '*Museum*' is not specifically defined in the Comprehensive Zoning By-law; so, a Zoning By-law Amendment to both recognize and permit the use in accordance with Section 4.2, part g, would be required.

The property is also partly affected by a '*Development Constraint Area*', shown as a green hatch, to the West. This appears to relate to a small creek comprising a waterbody which runs North-South beneath Highway 17. Part of the creek is identified as a '*Significant Groundwater Recharge Area*', shown hatched in purple.

In addition, the Rutherglen Park property, which mainly slopes along a gradient from north to south, is considered a '*highly vulnerable area*' according to the North Bay Mattawa Conservation Authority (NBMCA). Highly vulnerable areas are defined within the Clean Water Act 2006 as meaning:

- (a) a significant groundwater recharge area.
- (b) a highly vulnerable aquifer.
- (c) a surface water intake protection zone; or
- (d) a wellhead protection area.

The intent behind this designation is to ensure communities are able to protect their drinking water supplies now and in the future from overuse and contamination. Vulnerable Areas are determined based upon a risk-based process, on a watershed basis, which identifies vulnerable areas and associated drinking water threats and issues.

As such, further consultation with the NBMCA including, possibly, an evaluation of the *potential property* and its ability to accommodate new development from a groundwater and servicing perspective is recommended as a next step.

The *potential property* is also bound on its western edge by the Church, which falls within the rural settlement area boundaries of the Hamlet of Rutherglen and the '*Residential Focus Area*' shown in yellow. As the neighbouring Church/ Place of Worship is already an assembly-based use, a new museum in this location could be considered complimentary to, and not conflict with, that established land use.

The CP Rail easement is shown to the south of the property adjoining Park Street, which is a municipally maintained road. In the event that a new regional Steam Railway attraction is implemented in the years to come, appropriate arrangements would need to be put in place with representatives of the Ottawa Valley Railway (OVR) / CP Rail.

To the north of the property, the Ministry of Transportation (MTO) has authority over the number, location, and design of access points off Highway 17. The working assumption is the museum would be served via existing intersections at Gagne Road and Park Street; however, consultation with the MTO could be initiated to determine whether a new or secondary access off Highway 17 would be feasible, and/or acceptable in planning terms. Although a new entrance may present some additional costs and challenges, a designated entrance off Highway 17 could contribute to the increased visibility and/or footfall of the museum, allowing it to serve a broader purpose as a "rest stop". Notwithstanding this point, the MTO will still need to be engaged on matters related to traffic flows and signage in this general location.

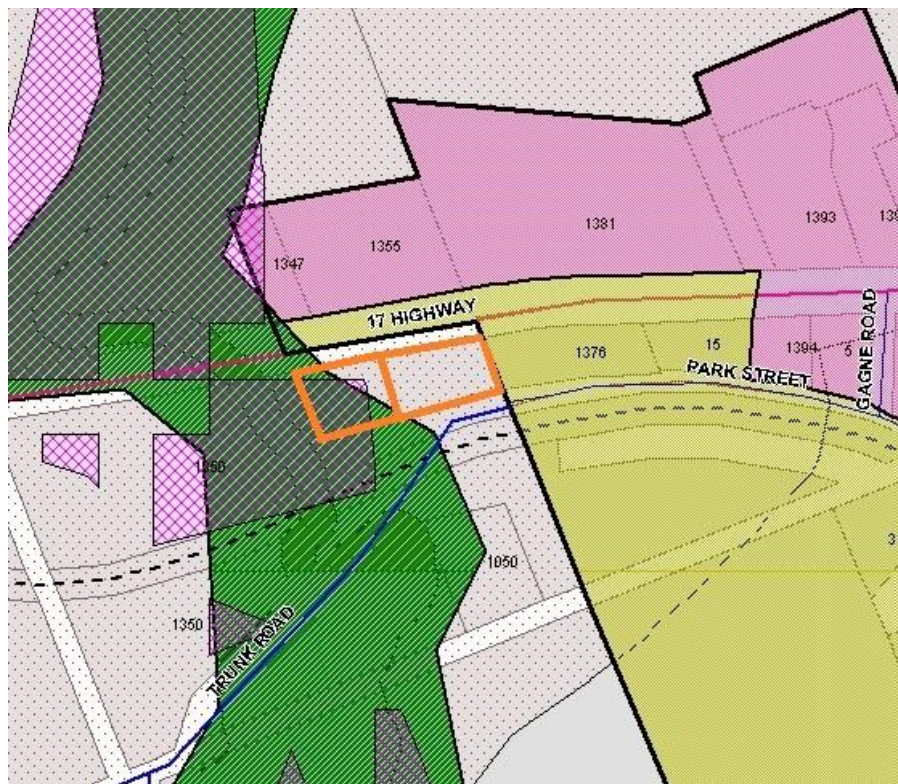


Figure Four: Potential Property and Official Plan Designations

Option One: Comprehensive Zoning By-Law Provisions

According to the Comprehensive Zoning By-law, Rutherglen Park is zoned Open Space.

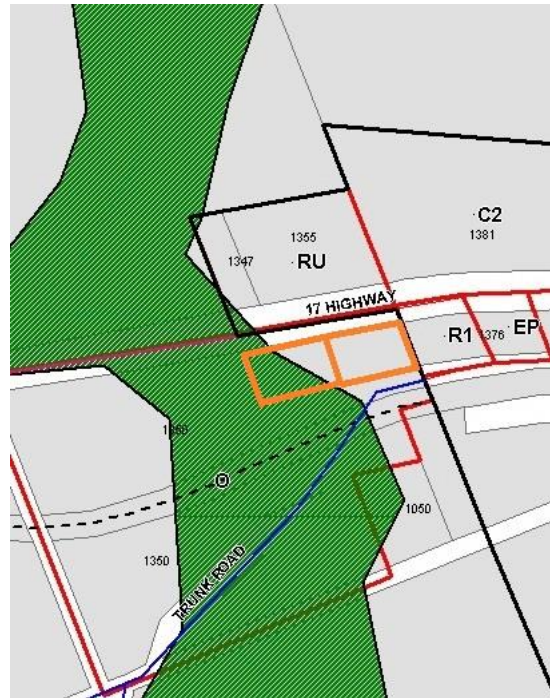


Figure Five: Potential Property and Zoning Provisions

Section 4.13 applies to the Open Space Zone, which permits the following uses:

- Existing dwelling units
- A community facility
- A community garden
- A conservation use
- A golf course
- A marina
- A park, public
- A park, private; and
- A place of recreation

As previously noted, a Zoning By-Law Amendment will be required so a 'Museum' can be included within the permitted uses for the Open Space Zone, and the property. Schedule C summarizes the existing provisions for Open Space uses as follows:

Minimum Lot Frontage (m)	Minimum Lot Area (Hectares)	Maximum Lot Coverage	Minimum Front Yard (m)	Minimum Exterior & Interior Side Yards (m)	Minimum Rear Yard (m)	Minimum Floor Area (Sq. m)	Maximum Height (m)
-	-	-	10	8	10	-	11

Option Two: Land off Rutherglen Line

The second general location comprises a series of land parcels located south of the railway tracks. This includes Township-owned property in the form of ‘vacant land’ that runs alongside the railway tracks, and ‘vacant residential land’ which adjoins the Talon Crescent subdivision to the south.



Figure Six: Land and property south of the Railway line off Rutherglen Line

Option Two: Land off Rutherglen Line

The ‘potential lands’ would require, as a minimum, township-owned lands highlighted orange and red - to the south of the Park Street Original Road Allowance. Other private and municipally owned lands could be considered as part of a wider project, subject to agreement with adjoining landowners. As this is a preliminary report there have been no conversations with the property owners. This is included solely as a best use of land exercise.

Given this constraint, an evaluation of this location requires consideration of two options, which we refer to as **Option 2A** and **Option 2B**. In all cases, a more detailed evaluation of the property would need to consider the precise location and design of on-site sewage systems and wells to service development in this general location.

Option 2A

Option 2A applies if the blue parcel of private land were included alongside the Township-owned properties highlighted orange and red - to the south of the park Street Original Road Allowance. This would result in the creation of a new lot that is approximately 23,908 Sq. Meters or **5.91 Acres / 2.39 Hectares** in size.

The inclusion of the blue land could facilitate access to other Township owned lands including the original road allowance for Park Street, and the easement that runs along the south side of the Railway Line - also shown in red. Having access to an extended easement south of the railway would reduce the potential for conflicts between passing train(s), the proposed Regional Steam Railway tourism attraction, and the existing grade crossing on Rutherglen Line.

Lot Frontage (m)	Approx. 122m (Rutherglen Line)
Lot Depth (m)	Ranges approx. 200-330m <i>(including privately owned lands at 319 Rutherglen Line; but not including the Original Road Allowance for Park Street)</i>
Lot Size Area (Acres / Hectares / Sq. M / Sq. Ft)	5.91 Acres / 2.39 Hectares 23,908 Sq Meters / 257,352 Sq. Ft.
Building Size (Sq. Ft / Sq. m.)	4000 Sq Ft. / 372 Sq. Meters.
Maximum Occupancy	~279 people
Lot Coverage (%) <u>Building Only</u>	1.55%
Parking Spaces (Cars / Trucks)	Minimum 70 = 1260 Sq. Meters
Coach Space / Large Truck Loading Area	Minimum 3 = 129. Sq. Meters
Est land req. for vehicles to access the property / make turns, etc.	1000 Sq. Meters
Est. Total Land Coverage (Excluding the On-Site Sewage System / Well) Pedestrian Walkways, Cycle Parking, Decks/Patios, Interpretative Displays, etc.)	Approx. <u>11.54%</u>
Est # of Individual Washrooms - containing a Toilet & Fawcet, based upon 100 people.	1 Male W.C / 2 Female W.C 1 Universal Washroom, constructed according to barrier-free design requirements under the Ontario Building Code.

Figure Seven: A Table showing estimated land requirements and lot coverage for Option 2A

Option 2B

Option 2B applies if the blue parcel of private land is omitted from Township-owned properties highlighted orange and red - to the south of the Original Road Allowance. This would result in the creation of a single Township-owned lot that is approximately 17,928 Sq. Meters or **4.43 Acres / 1.79 Hectares** in size.

The omission of the blue land would prevent access to the Township's Original Road Allowance and the easement that runs along the south side of the Railway Line - also shown in red. This could increase the potential for conflicts between passing train(s), the proposed Regional Steam Railway Tourism Attraction, and the existing grade crossing on Rutherglen Line.

Lot Frontage (m)	Approx. 122m (Rutherglen Line)
Lot Depth (m)	Ranges approx. 150-250m (excluding privately owned lands at 319 Rutherglen Line; and not including the Original Road Allowance for Park Street)
Lot Size Area (Acres / Hectares / Sq. M / Sq. Ft)	4.42 Acres / 1.79 Hectares / 17,880 Sq. Meters / 192,459 Sq Ft.
Building Size (Sq. Ft / Sq. m.)	4000 Sq Ft. / 372 Sq. Meters.
Maximum Occupancy	~279 people
Lot Coverage (%) <u>Building Only</u>	2.08%
Parking Spaces (Cars / Trucks)	Minimum 70 = 1260 Sq. Meters
Coach Space / Large Truck Loading Area	Minimum 3 = 129. Sq. Meters
Est land req. for vehicles to access the property / make turns, etc.	1000 Sq. Meters
Est. Total Land Coverage (Excluding the On-Site Sewage System / Well) Pedestrian Walkways, Cycle Parking, Decks/Patios, Interpretative Displays, etc.)	Approx. <u>15.44%</u>
Est # of Individual Washrooms - containing a Toilet & Fawcet, based upon 100 people.	1 Male W.C / 2 Female W.C 1 Universal Washroom, constructed according to barrier-free design requirements under the Ontario Building Code.

Figure Eight: A Table showing estimated land requirements and lot coverage for Option 2B

The following review of Official Plan policies and Zoning by-law provisions applies to Options 2A & 2B:

Option Two: Official Plan Policies

According to the Township of Bonfield’s Official Plan, the Rutherglen Line property is located within the ‘Hamlet of Rutherglen’ and has a ‘Residential Focus Area’ designation.

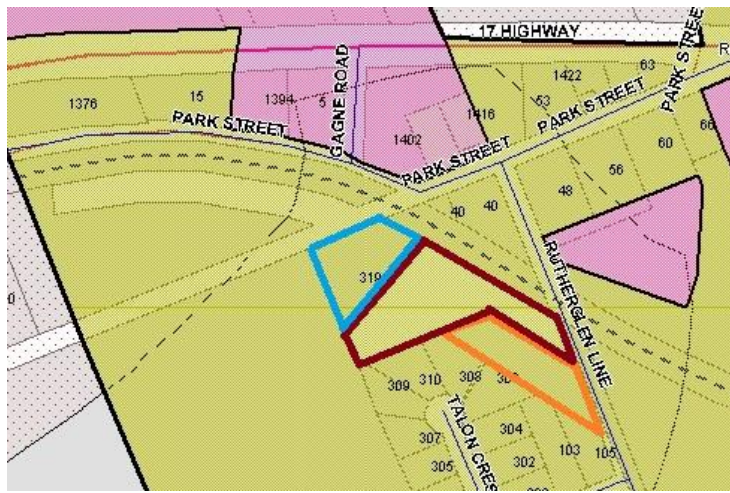


Figure Nine: Official Plan Designations - South of the Railway, off Rutherglen Line

Policy 4.1.1 of the OP states, the primary uses permitted within the Rutherglen *Residential Focus Area* are:

1. *Residential uses, including all forms of housing; and*
2. *Supporting uses, including local-serving commercial uses, and conservation and public recreation uses.*

In this regard, an Official Plan Amendment would be required to support the delivery of a museum in the *Residential Focus Area* designation; or an alternate land use designation proposed for the location as described. Specifically, we note, the land highlighted orange in figure nine is assessed by MPAC as being '*vacant residential land*'. As such, Council would also need to ensure any proposed loss of residential land is *consistent* with broader policy objectives outlined in the Provincial Planning Statement (PPS) 2024. The PPS requires municipalities to maintain a robust inventory of housing land supply, while addressing all other land use supply and compatibility issues.

Several OP policies cover matters of transportation and access to developments. For the purpose of this report, it is assumed traffic arriving from Highway 17 would be directed to the museum via existing intersections at Gagne Road, Park Street, and Rutherglen Line, and that consultation with the MTO would be required to determine traffic flows, and signage requirements. The precise point of access, and the number of parking spaces to be provided on the property does require further evaluation; however, it appears there is sufficient space to accommodate the proposed use, based upon either Option 2A or 2B.

Perhaps a bigger challenge is the position of the property in relation to the existing CP Rail easement and grade crossing on Rutherglen Line, including turning requirements for larger vehicles. In addition, it is possible visitors to the museum / steam railway attraction may seek access to other tourism and recreation-based uses north of the tracks; potentially requiring a designated pedestrian crossing to be put in place, as a safe means of connection.

Policy 3.21 of the OP applies to '*buffering*' and states:

'1. Appropriate buffering will be required between all uses of land where there may be a conflict and where one use may detract from the enjoyment and functioning of adjoining uses. Such buffering is to be in sufficient amounts to avoid mutual adverse effects and is to be appropriate to the particular conditions encountered.

2. Special restrictions may be required where residential uses adjoin an obnoxious use, such as an industrial or commercial activity, or a community facility, and other uses of land characterized by traffic generation, the use of trucks, goods handling, noise, and fumes, congregation of people or other factors affecting residential amenity so that this amenity is maintained and enhanced'.

Policy 4.3.6 further specifies in regard to '*Commercial Development*' that '*a landscaped buffer between commercial and residential uses shall be provided*'.

Option Two: Comprehensive Zoning By-Law Provisions

According to the Comprehensive Zoning By-law the vacant land shown highlighted red is zoned 'Residential First Density' and the 'vacant residential land' shown highlighted orange falls within **Special Zone 3 (SZ-3)**.

Section 4.1 permits the following uses in the 'Residential First Density' zone:

a) Residential Uses

- Bed and breakfast
- Dwelling, single-detached
- Garden suite
- Group home
- Home occupation
- Secondary dwelling unit

(b) Non-Residential Uses

- Community garden
- Hospital
- Office
- Park, public
- Place of worship
- School



Figure Ten: Potential Lands and Zoning Provisions

Schedule C summarizes existing provisions for the 'Residential First Density Zone' as follows:

Minimum Lot Frontage (m)	Minimum Lot Area (Hectares)	Maximum Lot Coverage	Minimum Front Yard (m)	Minimum Exterior & Interior Side Yards (m)	Minimum Rear Yard (m)	Minimum Floor Area (Sq. m)	Maximum Height (m)
60	1.0	20	6	6 & 4	6	75	11

In addition, **Section 5.3.2.1** relates to **Special Zone 3 (SZ-3)**.

The schedule attached to Special Zone 3 refers to the land highlighted orange as “Block C” and ‘*Open Space Special Zone No.3 OSSZ (3)*’. The zoning provisions state the following are permitted uses in the OSSZ (3) zone:

- *Public park*
- *Playground*
- *Soil, forest or wildlife conservation area together with accessory buildings but not including trailer parks or tourist camping facilities*

A chart provided under Section 5.3.4 Regulations summarizes the lot coverage, setbacks, and height of any buildings or structures permitted within Block C / The OSSZ(3) Zone:

	Open Space Special Zone - OSSSZ (3)
Min Floor Area (Sq m)	-
Max Lot Coverage (Sq m)	93 Sq m.
Min Front Yard (m)	15
Min Interior Side Yard (m)	15
Min Exterior Side Yard (m)	15
Min Rear yard (m)	15
Max. Height (m)	15
Min Lot Area	-
Min. Lot Frontage	-

In effect, the 15-meter setback would apply to **approximately a quarter** of the interior side yard, or southeastern boundary of the OSSSZ (3) Zone. Given the potential for land use compatibility issues in this location, a 15-meter setback would likely comprise a *‘landscape buffer*, including a berm and/or fence to reduce the potential for land use conflicts with residential uses to the south.



Figure Eleven: Potential Lands showing potential Landscaped Buffer in Green

Given the existing zoning restrictions in place for both the '*Residential First Density*' and the '*Special Zone 3 (SZ-3) / Open Space Special Zone No.3 OSSZ (3)*', a Zoning Bylaw amendment, and potentially, an amendment to the original subdivision agreement that applies to the Talon Crescent subdivision would be required to permit a non-residential or open space-oriented use on the *potential lands* as described.

DISPOSAL OF LAND BY-LAW

The Steel Rails Organization is keen to secure an agreement with the Township of Bonfield regarding the use of land in two general locations as described. Given our preliminary analysis of these locations, we have identified a need to minimize the potential for land use conflicts; hence, **Option One is considered the preferred option in planning terms.**

Any proposal to either '*sell*' or '*dispose*' of approximately **2.62 Acres / 1.06 Hectares** of land in the vicinity of Option One will require Council to consider By-law 2007-49 being '*a by-law to adopt and maintain policies for the sale and disposition of land*'. In this regard, the '*disposal*' of land applies where '*the sale of real property, or the lease of real property for a period of 21 years or longer*'. The steps to follow are:

1. Declare the land surplus
2. Obtain at least one fair market value appraisal of the property; and
3. Host a public meeting

Notwithstanding the above, Council may decide not to sell or dispose of the land at this stage; but instead, offer a long-term lease of up to 20 years, with the option to renew the lease each consecutive 20-year period - subject to agreement.

A further clause might be added stating that the land, including any future buildings and structures to be placed on the property, would always be retained for community and/or tourism-generating uses that are compatible with the location - on the edge of Rutherglen Park.

A more detailed evaluation of the park property described as Option One may identify other legal matters that require consideration as part of a future agreement. Such matters would need to be considered and agreed by legal counsel representing the Township of Bonfield, in consultation with members of the Steel Rails Organization.

ANALYSIS AND CONCLUSION

This Planning Report has been produced to analyze land use planning and development options associated with a new proposed museum, outdoor interpretative displays and, longer-term, a regional Steam Railway / tourism attraction. This report has considered two general locations adjacent to the existing CP Rail / Ottawa Valley Railway line in the Hamlet of Rutherglen.

Given the potential constraints associated with Options 2A & 2B, **Option One is considered the preferred option for the proposed use - subject to further evaluation.**

Option Two applies to land located south of the railway tracks, off Rutherglen Line. These *potential lands* are formed by different land use ownerships, and zoning requirements. Although the proposed uses could, potentially, be situated on this property; this general location does present some potential challenges that require further analysis, including local area traffic flows, proximity to the existing grade crossing on Rutherglen Line, the potential loss of land contributing to the Township's housing land supply, and design considerations related to a *landscaped buffer* separating the proposed use from established residential uses to the southeast.

The following section provides a summary of the steps required in the future once the Steel Rails organization has further refined its project-based plans. Such steps are necessary to establish whether the land referred to as Option One can satisfactorily accommodate the uses as proposed:

OPTION ONE: NEXT STEPS

1. Engage the Steel Rails Organization to refine the proposed uses, plus the built form/ design, layout, and GFA of any proposed buildings or structures on the property; and their views on signing a long-term lease agreement related to the use of approximately **2.62 Acres / 1.06 Hectares** of land to the east of Rutherglen Park.
2. If a tentative agreement can be reached and approved by Council, staff will engage the North Bay Mattawa Conservation Authority to determine the extent of any development constraints affecting the property; and the preferred design and location of on-site sewage systems and wells required to support a development of between 2000 Sq. Ft. and 4000 Sq. Ft.
3. If all required permits can be obtained from the NBMCA, the Steel Rails Committee would be required to further develop the concept and produce sketches for further review and consideration by staff and council. The concept should be supported by a detailed and robust Business Plan which, among other matters, evaluates comparable facilities in Northern Ontario, plus other applicable locations; and describes in full detail the spatial components, the programming, and revenue streams which would contribute to the financial sustainability of the museum and organization. The Business Plan should consider the viability of the proposed use with or without the addition of a regional steam railway tourism attraction.
4. Additional pre-applications must take place with representatives of the CPR / Ottawa Valley Railway, the MTO, and other stakeholders, to determine what if any conditions and/or costs towards local area infrastructure upgrades are required to secure their approval in principle.
5. If all land use planning matters can be addressed; staff, following the direction of Council, can initiate further discussions regarding the development; and the longer-term expectations, responsibilities, and timeframes related to the use of the property as described.

While these steps are necessary in order for the Steel Rails Organization to seek funding, plus commitments from other organizations, Council can pass a motion indicating their willingness to provide land to the Steel Rails organization in principle.

OPTION ONE - PHOTOGRAPHS



Photo One: Intersection of Gagne Road and Park Street facing South



Photo Two: St Margaret's Anglican Church Adjoining Rutherglen Park facing West along Park Street



Photo Three: Facing East along Trunk Road South of St Margaret's Anglican Church



Photo Four: Entrance to St Margaret's Anglican Church facing North off Park Street



Photo Five: Facing West along the Train Tracks South of Rutherglen Park



Photo Six: Trunk Road Railway Crossing West South of Rutherglen Park

OPTION TWO – PHOTOGRAPHS



Photo Seven: Bonfield Township Vacant Residential Land off Rutherglen Line



Photo Eight: Bonfield Township Vacant Land off Rutherglen Line South of Railway



Photo Nine: Existing Signalized Crossing at Rutherglen Line facing South

Respectfully submitted.

Nicky Kunkel

Nicky Kunkel
CAO Clerk-Treasurer

S Blakeley

Simon Blakeley
Planning Administrator

Enc. Zoning By-law 2007-49

RECEIVED

FEB 07 2025

BONFIELD & DISTRICT LIONS CLUB
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350 LINE 3 SOUTH
BONFIELD, ON P0H 1E0
bonfieldlions@gmail.co
<http://e-clubhouse.org/sites/bonfield>
www.facebook.com/bonfieldLions

February 05, 2025

Township of Bonfield
365 Highway 531
Bonfield, ON P0H 1E0

Subject: 21st Annual Bonfield & District Lions Blue Sea ATV Fundraiser & Poker Run

Dear Council of the Corporation of the Township of Bonfield,

The Bonfield & District Lions Club is holding its 21st ATV Fundraiser on May 10, 2025 starting at 8:30 a.m. from the Lions Den located at 350 Line 3 South in Bonfield. We would like to inform you that funds raised from this event will be used for Bonfield & District Lions Club, special Projects in Bonfield, and various local charities.

We have requested the assistance of the Bonfield Fire Department's First Response Team during this event to ensure that it is a safe and enjoyable day for all participants.

After the ATV Run we will be having a Pasta Dinner and an Awards Presentation and alcohol will be served with a Special Occasions Permit.

As we expect quite a few riders from out of the area, we would also like to request the use of the Township Garage site for overflow parking of participant vehicles during the day. There will be Lions directing the parking in this area as well as at the Lions Club.

We would like to ask the Council of the Corporation of the Township of Bonfield for permission to use any available picnic tables, Garbage Bins for our event.

A reply acknowledging receipt of this letter for our Special Occasion Permit Application would be appreciated.

Please feel free to contact me at 705-471-8291 or bonfieldlionsatv@gmail.com with any questions or concerns. Thank you.

Yours in Lionism,

Donald Lemieux

Lion Don Lemieux
Chair, Blue Sea ATV Fundraiser & Poker Run 2025



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:	



Public Conduct Policy

Appendix A: Incident Report

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"/> 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.

Terms of Reference
Bonfield Medical Centre Board

1. Purpose

The Bonfield Medical Centre Board has a primary responsibility to build and foster the short- and long-term operations of the Bonfield Medical Centre.

The Board is a fully functioning governing body as outlined in the Memorandum of Understanding between the Township of Bonfield and the Bonfield Medical Centre, recognizing that committed, cohesive and effective governance will contribute to strong performance and excellent service to the patients of the Centre.

The Board has the obligation to manage the conduct of the Centre's business and to supervise management and staff to ensure operations meet the requirements of the primary responsibility.

2. History

The Corporation of the Township of Bonfield is the owner of 105 Landon Street. The building encompasses the Bonfield Medical Centre, and the lower level is rented to an external business, currently the Bonfield Pharmacy. It is the intent that the lower level of the building will be the home of a social or health related business/service.

The Province of Ontario, through a Rural and Northern Physician Group Agreement funds a portion of the Bonfield Medical Centre. The province considers the Bonfield Medical Centre the entity of the signed Agreement. The Corporation of the Township of Bonfield has signed on behalf of the Bonfield Medical Centre on all agreements, operations and manages the finances and provides an approved budget. There is currently no memorandum of understanding between the Bonfield Medical Centre and the Township to set out any legal requirements.

In 2024 the province allocated an additional physician to the Physician Group, bringing the total to two. In further growing the health services provided to the residents of Bonfield the Township also entered into an agreement with the Powassan and Area Family Health Team to bring further medical professionals to the Centre.

The growth has meant that there are more stakeholders and services indicating clearer lines of duties and operations were required. The intent of the Board is to take over management of the Bonfield Medical Centre through an organized, inclusive, and clear governance structure from the Township of Bonfield. A Memorandum of Understanding will be created to delegate tasks and responsibilities to the Board.

3. Objectives

- i. Provide quality care which is safe and effective with positive patient experience
- ii. Ensure Compliance with the Ministry of Health and College of Physicians and Surgeons of Ontario standard rules, guidelines and practices
- iii. Manage incidents and Reporting as required
- iv. Manage staff

4. Board Composition

4.1 Membership

The voting membership of the Board shall consist of the following:

- i. Mayor of the Township of Bonfield
- ii. Deputy Mayor of the Township of Bonfield
- iii. Physicians under agreement with the Bonfield Medical Centre (maximum 2)
- iv. Community Member from Township of Bonfield (1)

4.2 Executive Director

The CAO of the Township of Bonfield shall act as the Executive Director/Secretary Treasurer of the Bonfield Medical Centre Board and shall not hold a voting position.

4.3 Allied Health Agencies

Regional and local health agencies that provide services to the Bonfield Medical Centre may attend Board meetings to provide advice and support for the Board to make informed decisions regarding operations and services. The agencies shall not hold a voting position.

4.4 Duties and Responsibilities of Members

- i. Chair / Vice Chair
The Chair and Vice Chair of the Committee shall be members of Council. The Chair is responsible for the calling of the meetings and ensuring the business of the meeting is conducted in order of the presented Agenda in a professional and respectful format. The Chair shall have the authority to temporarily remove a member or attendee for poor conduct during any meeting. The Chair is the lead media contact. The Chair and Vice Chair are set for the term of Council.
- ii. Vice Chair
The Vice Chair shall be responsible for all duties of the Chair in their absence. The Chair is set for the term of Council.
- iii. Physicians
The physicians shall ensure relevant matters are brought to the attention of the Board. They shall participate and engage in the decisions of the Board to set and implement operational goals. The physicians shall provide information and guidance on additional services required within the Centre to best meet the



BONFIELD TOWNSHIP

365 HIGHWAY 531 Telephone: 705-776-2641

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

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

health requirements of the patients. If there are more than two (2) physicians signed with the Centre, they shall elect the two members for the Board amongst themselves.

iv. Community member

The Community member shall participate and engage in the decisions of the Board to set and implement operational goals. The member shall bring forward thoughts on improvement and have the mindset of bettering the community services.

The Community member shall be appointed on a two-year term and may be reappointed for a maximum of three terms.

v. Secretary Treasurer

The Secretary Treasurer shall prepare the Board agenda and minutes for each meeting. The minutes shall record the decisions of the Board and as the Executive Director shall ensure that decisions and recommendations are implemented.

vi. All Board Members

All board members shall have the responsibility to attend Board meetings as set and participate in discussions. The conduct of all members at all times shall be respectful and with the highest professional standards. Members are responsible to ensure the scope and intent of the Memorandum of Understanding are adhered to and the budget remains in compliance to the approved annual amount. Members shall provide notice and documentation when necessary for inclusion with the agenda items.

4.5 Quorum

Business will only be conducted if the meeting has quorum. Quorum shall mean a minimum of three (3) voting members and the Executive Director or designate being present.

5. Meeting Organization

- i. Meetings shall occur monthly, on the fourth Wednesday. There shall be a minimum of four (4) meetings per year after the initial year of the Committee with the MOU signed (2025).
- ii. Meetings shall start at the set time. Should quorum not be present within 15 minutes of said start time the meeting shall not be called to order and therefore be rescheduled.
- iii. The agenda for meetings shall be released by the Monday prior to the meeting. Agenda topics must be submitted to the Secretary the Friday prior to the meeting date.

Small Community, Big Heart





BONFIELD TOWNSHIP

365 HIGHWAY 531 Telephone: 705-776-2641

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

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

6. Finance and Budget

- i. The Board shall draft the annual budget using the overhead contributions from the Ministry of Health under the Rural and Northern Physician Group Agreement.

- ii. The Board shall present the annual budget to the Council of the Township of Bonfield for approval of any additional funds required to achieve their annual operations and objectives.

- iii. The Board shall be accountable to manage the annual budget and spending so as to not exceed the final approved amounts.

Terms of Reference adopted on _____, 2025

Small Community, Big Heart



MEMORANDUM OF UNDERSTANDING BETWEEN

The Corporation of the Township of Bonfield Ontario
(hereinafter referred to as "the Township")

AND

The Bonfield Medical Center Committee
(hereinafter referred to as "the Medical Center")

1. PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to establish a framework for collaboration between the Township and the Medical Center to improve healthcare services within Township of Bonfield and ensure the availability of quality medical care to its residents.

The Township and the Medical Center have created a joint Committee to oversee this MOU and ensure both parties adhere to outlined responsibilities and services and will draft a Terms of Reference for said Committee to further align the two parties.

2. OBJECTIVES

The Township and the Medical Center agree to work together to:

- Enhance access to primary and specialized healthcare services.
- Support physician recruitment and retention efforts.
- Promote community health initiatives.
- Facilitate the development and expansion of medical facilities.
- Ensure sustainable funding and resource allocation for healthcare services.

3. RESPONSIBILITIES OF THE TOWNSHIP

The Township agrees to:

- Provide financial or in-kind support, as appropriate, for healthcare infrastructure improvements.
- Collaborate with the Medical Center on recruitment and retention initiatives, including incentives for healthcare professionals.
- Promote public awareness campaigns on health and wellness initiatives.
- Support applications for provincial and federal healthcare funding programs.

4. RESPONSIBILITIES OF THE MEDICAL CENTER

The Medical Center agrees to:

- Provide high-quality medical services to residents of Bonfield.

- Work with the Township to attract and retain medical professionals.
- Maintain compliance with provincial healthcare regulations and standards.
- Engage with the community to promote preventive healthcare initiatives.
- Collaborate with local agencies and organizations to enhance service delivery.
- Create applications for provincial and federal healthcare funding programs as deemed appropriate

5. TERM AND TERMINATION

This MOU shall be effective from the date of signing and shall remain in effect for the life of the Bonfield Medical Centre or until such time as it dissolves or forms another entity. There shall be five (5) year reviews regarding the General Provisions to ensure this MOU is current, reflective of new trends and changes in scope of responsibilities.

6. AMENDMENTS

Any amendments to this MOU must be made in writing and signed by authorized representatives of both parties.

7. GENERAL PROVISIONS

- Services offered by the Township to the Medical Center
 - Financial and bookkeeping services including payroll services. The Township shall receive the funding allocations to the Medical Center from the Province of Ontario to ensure the funds are available for the transactions and shall maintain a reserve should there be surplus funds within the Medical Center accounts.
 - Monitor Service Agreements related to billings and receivables under the financial services. These do not include agreements for direct medical services related to patient care.
 - Maintain the property with parking lot and designated walkway snow removal, grass cutting, and minor building maintenance
 - Participate as Committee members and in meetings to further the healthcare operations and services to the community. The CAO will act as Executive Assistant as well as Secretary of the Committee.
- Services of the Physicians and the Medical Center Committee
 - The physicians shall hire staff once approval is received from the Medical Center
 - Two physicians contracted with the Medical Center through the Province of Ontario shall be members of the Committee
 - Healthcare software shall be maintained and licensed to assist with patient records i.e. Telus Health. The Medical Center shall be the owner of all patient records.

- The Medical Center will arrange pick up for services offered and/or testing as required
- The Medical Center shall have authority to set user fees for services provided as deemed necessary
- Any disputes arising from this MOU shall be resolved through good-faith negotiations.

8. SIGNATURES

This MOU is signed in duplicate by authorized representatives of both parties on this [Date] day of [Month], [Year].

For the Township:

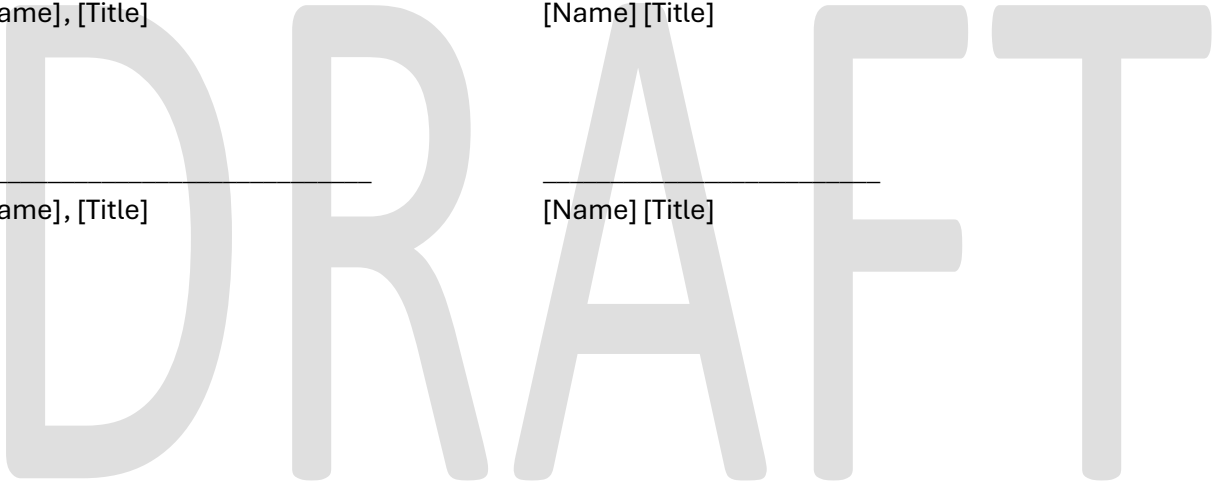
For the Medical Center:

[Name], [Title]

[Name] [Title]

[Name], [Title]

[Name] [Title]





February 19, 2025

Via email: npaquette@bonfieldtownship.com

Narry Paquette, Mayor
Council for the Township of Bonfield
365 Hwy 531
Bonfield ON, P0H 2E0

Dear Mayor Paquette,

Re: Ombudsman Open Meetings Investigation

This is to notify you that the Ombudsman's Office has received a complaint alleging that council for the Township of Bonfield, as well as its Corporate Services and Planning Advisory Committees, held meetings that did not comply with the *Municipal Act, 2001* and the Township's Procedural By-Law.

Specifically, the complaint alleges that notice was not given for the August 6, 2024 regular council meeting and the October 16 and November 12, 2024 Planning Advisory Committee meetings, that council held an improperly closed meeting in July 2024, and that the Corporate Services Committee discussed a matter in closed session on July 30, 2024 that did not fit within the exceptions under the *Municipal Act, 2001*.

The Ombudsman's Open Meetings Team will be investigating this complaint. Please do not hesitate to contact Iris Graham at 416-646-2101 or by email at igraham@ombudsman.on.ca, should you have any questions or concerns about this investigation.

Thank you for your cooperation with our Office during this investigation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joanna Bull', written in a cursive style.

Joanna Bull
General Counsel

cc: Nicky Kunkel, CAO/Clerk-Treasurer (cao.clerk@bonfieldtownship.com)

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2025-15

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 February 11, 2025 to February 25, 2025 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 25th DAY OF FEBRUARY 2025.

MAYOR

CLERK