



The Corporation of The Township of Bonfield

AGENDA FOR COUNCIL MEETING TO BE HELD March 11th, 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. Special Meeting of Council: February 25th, 2025
 - b. Regular Meeting of Council: February 25th, 2025
5. **Presentations and Delegations**
 - a. DNSSAB (District of Nipissing Social Services Administration Board) Presentation – Housing Targets
6. **Question Period**
7. **Staff Reports**
 - a. Report from Planning Administrator – Interdisciplinary Capstone Future Cities Project in Partnership with the University of Waterloo
8. **Adoption of Committee Minutes/ Motions – None for this session**
9. **Items for Council Discussion**
 - a. Town Hall Meeting Materials
 - i. Draft Bylaw 2025-09 to Amend Comprehensive Bylaw for Trailers
 - ii. Draft Bylaw 2025-10 to Amend Bylaw 2018-06 for Trailers
 - iii. Draft Bylaw 2025-11 to Amend Comprehensive Bylaw
 1. Accessory Structures
 2. Hunt Camps
 3. Additional Dwelling Units
 - iv. Draft Bylaw 2025-16 to licence the use of Trailers
 - v. Draft Bylaw 2025-17 to licence Short Term Rentals
 - vi. Draft Strategic Plan and Background Report
10. **Resolutions to be Considered for Adoption**
 - a. Ste Bernadette Parish – Donation Request
 - b. Bonfield Agricultural Society – Donation Request
11. **Correspondence**
 - a. Library Board Minutes – March 3, 2025
 - b. Northumberland County - Canadian and Ontario Governments Negotiations with the United States Government on Trade Tariffs
 - c. Township of Archipelago - Response to Tariff Threats - Support Canadian Business and Consumers

Small Community, Big Heart



- d. City of Toronto - "Buy Local, Buy Canadian" Campaign
- e. Township of Champlain - Canada Metal Processing Group US Tariff Threats Steel Sector
- f. Town of Lasalle - Tariffs on Canadian Production
- g. Coleman Township - Improvements to Highways 11 and 17

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

13. **Confirmatory By-Law**

- a. Resolution to adopt By-law No. 2025-18

14. **Adjournment**



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
SPECIAL MEETING OF COUNCIL
February 25th, 2025

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

STAFF PRESENT: Nicky Kunkel, CAO Clerk-Treasurer

1. Call to Order

Motion 1

Moved by Councillor MacInnis Seconded by Councillor Corbett
THAT this meeting be opened at 5:06 p.m.

Carried

2. Adoption of Agenda

Motion 2

Moved by Councillor Corbett Seconded by Councillor MacInnis
THAT the agenda presented to Council and dated the 25th day of February 2025, be adopted as prepared.

Carried

3. Disclosure of Pecuniary Interest – None for this session

4. Closed Session

Motion 3

Moved by Councillor Featherstone Seconded by Councillor MacInnis
THAT the Meeting of Council hereby proceeds to closed session in accordance with Section 239 of the Municipal Act, 2001, as amended, at 5:09 p.m. for the purpose of educating or training of the members.

Carried

Motion 4

Moved by Councillor MacInnis Seconded by Councillor Clark
THAT the Meeting of Council resumes open session at 6:45 pm.

Carried

5. Adjournment

Motion 5

Moved by Councillor Clark Seconded by Councillor Featherstone
THAT this meeting be adjourned at 6:46 p.m.

Carried

MAYOR

CLERK



**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
REGULAR MEETING OF COUNCIL
February 25th, 2025**

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

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

1. Call to Order

Motion 1

Moved by Councillor Clark
THAT this meeting be opened at 7:00 p.m.
Seconded by Councillor MacInnis
Carried

2. Adoption of Agenda

Motion 2

Moved by Councillor Featherstone
THAT the agenda presented to Council and dated the 25th day of February 2025, be adopted as prepared.
Seconded by Councillor Corbett
Carried

3. Disclosure of Pecuniary Interest – None for this session

4. Adoption of Previous Minutes

Motion 3

Moved by Councillor MacInnis
THAT the Minutes of the Regular Council Meeting of February 11th, 2025 be adopted as circulated.
Seconded by Councillor Featherstone
Carried

5. Presentation & Delegations – None for this session

6. Question Period – None for this session



7. Staff Reports

7.a Report from the Planning Administrator - Rutherglen Property Analysis re: Steel Rails Non-Profit Organization Request

Motion 4

Moved by Councillor Clark

Seconded by Councillor Corbett

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, which will be reviewed for project progress within 24 months.

Carried

8. Adoption of Committee Minutes/ Motions – None for this session

9. Items for Council Discussion

9.a Bonfield & District Lions Club ATV Run

Motion 5

Moved by Councillor Featherstone

Seconded by Councillor MacInnis

WHEREAS the Bonfield & District Lions Club is requesting the use of the Township Public Works Garage site for overflow parking and any available picnic tables for their 21st Annual ATV Fundraiser & Poker Run, May 10th, 2025; BE IT HEREBY RESOLVED THAT Council approves of these requests and refers them to the Public Works Department.

Carried

9.b Public Conduct Policy 2025

Motion 6

Moved by Councillor Corbett

Seconded by Councillor Featherstone

THAT Council for the Township of Bonfield hereby adopts the Public Conduct Policy as presented; AND THAT the policy be implemented immediately.

Deferred

9.c Report from the CAO – Medical Centre MOU

Motion 7

Moved by Councillor Clark

Seconded by Councillor MacInnis

THAT Council for the Township of Bonfield receives the Bonfield Medical Center Memorandum of Understanding and Terms and Conditions for review and that the documents be shared with the Bonfield Medical Center Committee for further review.

Carried



10. Resolutions to be Considered for Adoption – None for this session

11. Correspondence

Motion 8

Moved by Councillor Featherstone

Seconded by Councillor Clark

THAT Council receives the Correspondence circulated with the Agenda of February 25, 2025.

Carried

12. Closed Session – None for this session

13. Confirmatory By-Law

Motion 9

Moved by Councillor Corbett

Seconded by Councillor MacInnis

THAT the Council for the Township of Bonfield hereby adopts By-Law 2025-15 to confirm the proceedings of Council from February 11th, 2025 to February 25th, 2025, as presented and is considered read three times and passed this 25th day of February, 2025.

Carried

14. Adjournment

Motion 10

Moved by Councillor MacInnis

Seconded by Councillor Featherstone

THAT this meeting be adjourned at 7:37 p.m.

Carried

MAYOR

CLERK

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

Bonfield Township HOUSING TARGETS

March 11th, 2025

Housing Targets Report Developed By:
SHS Consulting





Goal of the Study

To create housing targets for individual municipalities and unincorporated areas within the Nipissing District. These targets were developed by utilizing population and household projections for the municipalities while considering the existing housing in each community. This study follows the Housing Needs and Supply Study, which was approved in April 2024.



Assist with Advocacy Efforts



Support Funding Applications



Align Future Housing Developments Based on Needs

Methodology



Population Projections

Cohort Survival Projection Method



Household Projections

Historical trends in household sizes in each geography.



Dwelling Projections

Dwelling size rates incorporating household projections.



Housing Targets

Dwelling projections by income and decile.

Key Considerations



The projections and targets developed for this study represent the total demand for an ideal housing stock



Current household trends skew the demand towards larger units throughout Nipissing



Affordability may vary by municipality

Data Limitations

Census data limitations:

- Robust statistics are only gathered every five years.
- Small municipalities may be impacted by data suppression and random rounding.
- Last census (2021) was impacted by the COVID19 public health measures - including CERB as a temporary household income.



Population & Household Projections

Municipality	Projected Population 2035	Projected Households 2035
North Bay	53,466	25,766
West Nipissing	15,121	7,084
East Ferris	6,028	2,461
Bonfield	2,678	1,207
Mattawa	1,876	943
Nipissing North	1,526	800
Chisholm	1,498	607
South Algonquin	1,268	727
Temagami	1033	577
Papineau -Cameron	988	452
Calvin	714	320
Mattawan	116	61
Nipissing South	68	32
Nipissing District	86,379	41,037

Municipal Housing Targets 2035

Municipality	RGI	Affordable Rental	Affordable Ownership	Total
North Bay	1,105	2,168	1,297	4,570
West Nipissing	247	546	276	1,069
East Ferris	13	4	22	39
Bonfield	20	22	24	66
Mattawa	50	104	41	195
Nipissing North	14	15	11	40
Chisholm	5	5	1	11
South Algonquin	18	17	8	43
Temagami	16	38	10	64
Papineau -Cameron	11	11	3	25
Calvin	13	13	4	30
Mattawan	6	7	0	13
Nipissing South	0	1	0	1
Nipissing District	1,517	2,949	1,697	6,166

Bonfield Township



RGI Units

New RGI units make up 1.7% of the total projected dwellings

required in 2035. Increases are predominately one and two-bedroom dwellings

Total = 20 Net new Units



Affordable Rental and Ownership

New affordable dwellings account for 3.8% of total projected dwellings required in 2035 (1.8% rental, 2.0% ownership).

Total = Rental 22

Total = Ownership 24



Market Housing

Market housing dwellings, including both rental and ownership tenure, account for 94.2% of the projected housing supply in 2035.

Total = 1,137

Bonfield Township



Population Projections

Population Growth of 1.8% up from 2021 Projections. Adding an additional 533 Individuals by 2035.



Household Projections

Household Projections Expected to Rise by 2.6%. The Proportion of Owner Households to Increase by 2035.



Dwelling Projections

increased in one and two-person households seeking in one or two-bedroom dwellings. Households of three or more people also grew during this period.



Housing Targets

94.2% in income deciles above the 60th percentile and 5.8% in 60th percentile or lower.

Study Applications



Informed Developments

The study will help to inform future housing developments.

The targets will help to determine required unit sizes and geographical areas.



Advocacy Efforts

The data and targets contained in the study will greatly assist in advocacy efforts by quantitatively showing a need for development.



Funding Applications

Several funding opportunities are now requiring Housing Targets. This study will help the DNSSAB and Municipalities with meeting the requirements of funding programs.

Municipal Funding Opportunities

Canadian Housing Infrastructure Fund (CHIF) - **May 31, 2025**
<https://housing-infrastructure.canada.ca/housing-logement/chif-fcil/index-eng.html>

Canada Community Building Fund (CCBF) – **Continuous Intake**
<https://housing-infrastructure.canada.ca/ccbf-fdcc/index-eng.html>

Green Municipal Fund (GMF) – **Continuous Intake**
<https://greenmunicipalfund.ca/>

Canadian Community Development Fund (CCDF) – **Continuous Intake**
<https://housing-infrastructure.canada.ca/ccbf-fdcc/index-eng.html>

Building Faster Fund (BFF) - **Continuous Intake**
<https://www.ontario.ca/page/building-more-homes>

Housing Enabling Water Systems Fund - **Continuous Intake**
<https://www.ontario.ca/page/housing-enabling-water-systems-fund>

CMHC Suite of Programs - **Continuous Intake**

- Apartment Construction Loan
- Affordable Housing Fund
- Rapid Housing Initiative
- Seed Funding
- Housing Accelerator Fund

<https://www.cmhc-schl.gc.ca/professionals/project-funding-and-mortgage-financing/funding-programs>

*****As the Manager of Project Development, I am here to assist with these applications, project viability and other funding details. However, it is the municipalities that must apply for funding*****



THANK YOU!

<https://www.dnssab.ca/media/kz3hrjv1/dnssab-housing-targets-dec-2024.pdf?v=638715176428470000>

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MEETING DATE: February 18, 2025
FROM: Simon Blakeley, Planning Administrator
SUBJECT: Interdisciplinary Capstone Future Cities Project in Partnership with the University of Waterloo.

RECOMMENDATION:

That Council accepts this report as an introduction to the University of Waterloo's '*Capstone Future Cities Project*'; And

That Council authorizes staff to submit an application to participate in the initiative, seeking research-based support for a multi-disciplinary project entitled: *Stormwater and Resilient Green Infrastructure Study*, within the subject area - broadly defined as the Hamlet of Bonfield; And, If an application to participate in the program is successful:

That Council will receive a presentation, plus a final report, which summarizes the key issues, constraints, and opportunities within approximately 8 months following the start of the project, which is expected to commence in May 2025.

BACKGROUND

The University of Waterloo offers an *Interdisciplinary Capstone: Future Cities* Initiative which is designed as an opportunity for fourth year undergraduate students, representing diverse disciplines, to work in collaboration with municipal staff - to tackle complex challenges, with a focus on community-based projects.

In line with best practice planning principles, the Hamlet of Bonfield has been identified as a potential growth area, within which additional forms of infill development, and/or a limited expansion of the existing settlement boundary area, might be considered in the years to come.

At the same time, not least given the topography of the Hamlet, it is recognized Bonfield does have some ongoing infrastructure challenges that require additional study and analysis to determine the extent, flow rates, and retention levels of surface water runoff, and the potential effects of stormwater in relation to existing infrastructure, water quality, and lake health. It would further be helpful to understand what the predicted effects of extreme flooding might be within the Hamlet of Bonfield, subject to a climate change-driven event.

In this context, members of Council will recall the Hamlet of Bonfield was previously impacted by a major flash flooding event in 2008 which required the Township to seek provincial disaster relief funding in order to restore local roads and infrastructure, including Church Street. In recent months, staff have also become aware of potential land use conflicts regarding property drainage.

Recognizing the risks, municipalities are increasingly exploring resilient green infrastructure as a way to replicate earth's natural systems, including the implementation of Low Impact Development solutions which increase surface water infiltration / storage, and/or prevent pollution.

The Public Works Manager and Planning Administrator met with the Managing Director of the Future Cities program in February to discuss the Township's potential participation in the initiative, with a view to creating a project which leans upon the University students' areas of expertise.

PROPOSED PROJECT

The **main objectives** of the project are identified as follows:

To evaluate existing surface water draining arrangements within the Hamlet of Bonfield, and propose new resilient Green Infrastructure measures, including Low Impact Development solutions, through which the Township and its residents can:

- Reduce the risk of damage to public and private property.
- Retain and reduce surface water run-off, minimizing the effects of flash flooding.
- Prevent surface water pollution; and
- Contribute to enhanced lake health and water quality within the local watershed.

The **scope of work** is summarized as follows:

- Research and evaluate existing drainage patterns
- Produce calculations based upon different scenarios (i.e. flash flooding events)
- Prepare GIS files (existing drainage)
- Create other visual and plan-based information
- Propose potential solutions i.e. Green Infrastructure / Low Impact Development solutions.
- Create Science Communication-friendly materials
- Research and summarize potential funding opportunities
- Prepare a Final Report which summarizes the project, key issues, and opportunities; and
- A final / wrap-up presentation to Council.

The project would be delivered over a period of approximately 8 months in line with the students' own programs of study. Specific deliverables are proposed throughout this period of time - subject to review at a 'kick off' meeting to take place in May 2025.

The program is offered to the Township at no cost other than a time commitment on behalf of staff to assist students by providing direction and sharing necessary information and resources. It is further proposed that staff meet with all participating students online at least once per month to review progress being made on specific aspects of the project.

For the purposes of this report, the Subject Area is defined as the Hamlet of Bonfield, and immediate adjoining lands. An extract from the existing Official Plan which shows the existing Rural Settlement Area boundaries is provided as **Appendix A** to this report for reference.

SUMMARY AND CONCLUSION

Staff are seeking approval from Council to proceed with a collaborative project working with students at the University of Waterloo, forming part of its Interdisciplinary Capstone: Future Cities Project, to undertake research and propose forward thinking solutions to address some of the known surface water drainage and retention issues and challenges facing the Hamlet of Bonfield.

Respectfully submitted.

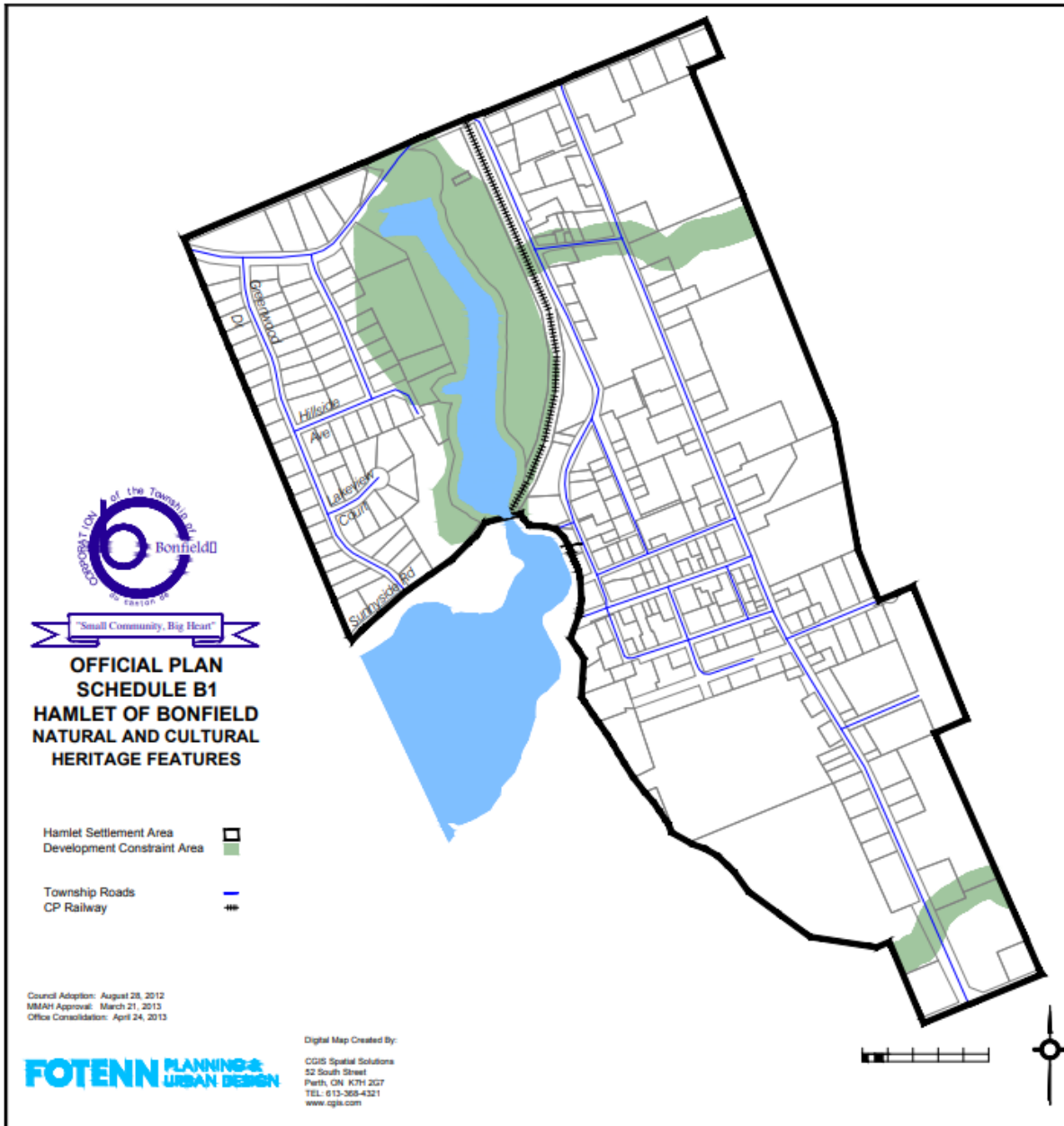
Nicky Kunkel

Nicky Kunkel
CAO Clerk-Treasurer

S Blakeley

Simon Blakeley
Planning Administrator

Appendix A
Schedule B1 - Township of Bonfield Official Plan



THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2025-09

BEING A BY-LAW TO AMEND COMPREHENSIVE ZONING BYLAW 2012-49 TO PERMIT CERTAIN PROVISIONS FOR TRAVEL TRAILERS AND RECREATION VEHICLES

WHEREAS Section 34 of the Planning Act states zoning bylaws may be passed by the Councils of local municipalities for prohibiting the erecting, locating or using of buildings or structures for or except for such purposes as may be set out in the bylaw within the municipality or within any defined area or areas; and

WHEREAS the current Comprehensive Zoning Bylaw 2012-49 currently prohibits the use of travel trailers and recreation vehicles in all areas; and

WHEREAS the Council for the Corporation of the Township of Bonfield has considered public input since November 2022 and now desires to amend the provisions and has created a Trailer Licence Bylaw; and

Whereas statutory public meetings were held on ... February, 2025 for the public to provide comments on the amendments to the Comprehensive Zoning Bylaw, amendments to the RV Bylaw and to review the Travel Trailer and Recreation Vehicle Bylaw.

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

1. That section 3.11.4 is hereby amended by removing the words, "including a Recreational Vehicle of any kind" after the first reference in the section to the words "the use of any accessory building or structure".
2. That Section 3.22 under the "Recreational Vehicle" subsection, last paragraph of Section 3.22 is hereby amended as "no Recreational Vehicle or Travel Trailer shall be used in any Residential or Rural Zone with an existing dwelling for more than a total of 120 days in any calendar year."
3. That section 3.23 be hereby amended to add subsection iii) unless the Recreational Vehicle or Travel Trailer has a valid License through the Township of Bonfield in accordance with Bylaw Number 2024-42
4. That Section 4.11 – Rural Zone be amended with the addition under the Rural Uses of the use of a "licensed Travel Trailer" under Bylaw 2024-42
5. That Schedule C – Provisions for non-residential uses add the following for use of a Travel Trailer and Recreation Vehicles

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

6. **THAT** this By-law shall come into force and effect on the date of passing thereof.

READ A FIRST AND SECOND AND THIRD TIME AND CONSIDERED ADOPTED THIS 25TH DAY OF March 2025.

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2025-10

BEING A BY-LAW TO AMEND BYLAW 2018-06 (ZONING AMENDMENT BYLAW) TO PERMIT CERTAIN PROVISIONS FOR TRAVEL TRAILERS AND RECREATION VEHICLES

WHEREAS Section 34 of the Planning Act states zoning bylaws may be passed by the Councils of local municipalities for prohibiting the erecting, locating or using of buildings or structures for or except for such purposes as may be set out in the bylaw within the municipality or within any defined area or areas; and

WHEREAS the current Comprehensive Zoning Bylaw 2018-06 currently restricts the use of travel trailers and recreation vehicles in all areas; and

WHEREAS the Council for the Corporation of the Township of Bonfield has considered public input since November 2022 and now desires to amend the provisions and has created a Trailer Licence Bylaw; and

Whereas statutory public meetings were held on February, 2025 for the public to provide comments on the amendments to the Comprehensive Zoning Bylaw, amendments to the RV Bylaw and to review the Travel Trailer and Recreation Vehicle Bylaw.

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

1. That Section 5 regarding section 3.11.4 of the Comprehensive Zoning Bylaw is hereby repealed.
2. That Section 6 regarding Section 3.22 of the Comprehensive Zoning Bylaw is hereby repealed

READ A FIRST AND SECOND TIME THIS 28TH DAY OF January 2025.

MAYOR

CLERK

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
BY-LAW NO. 2025-11**

**BEING A BY-LAW TO AMEND COMPREHENSIVE ZONING BY-LAW 2012-49
FOR THE TOWNSHIP OF BONFIELD FOR ADDITIONAL DWELLING UNITS,
HUNT CAMPS AND ACCESSORY STRUCTURES**

WHEREAS By-law No. 2012-49 as amended is the Zoning By-law of the Corporation of the Township of Bonfield;

AND WHEREAS the Council of the Corporation of the Township of Bonfield deems it necessary to enact a by-law to reflect current practices, procedures, and statutory requirements;

AND WHEREAS certain housekeeping changes are required, and Council deems it appropriate to make these changes related to the provision of Accessory Structures, Hunt Camps, and Additional Dwelling Units (ADUs);

AND WHEREAS authority is granted pursuant to Section 34 of the Planning Act, R.S.O 1990 to enact such amendments;

AND WHEREAS the Province of Ontario has enacted new legislation such as the Build More Homes Faster Act, and a new Provincial Planning Statement to encourage more housing opportunities;

NOW THEREFORE BE IT ENACTED by the Council of the Corporation of the Township of Bonfield the following amendments:

1. Definitions

1.1 The meaning of words included within this Zoning Amendment By-law shall be consistent with the definitions contained with the adopted Comprehensive Zoning By-law 2012-49, with the exception of new terms hereby described in this By-law Amendment:

1.2 Section 2 - Definitions are hereby amended as follows:

1.2.1 Amend for consistency as follows:

Accessory (Building, Structure or Use)

Means a building, structure, or use, that is incidental, subordinate and exclusively devoted to the principal building, structure, or use and located on the same lot.

1.2.2 Add the following:

Additional Dwelling Unit(s) (ADUs)

Means a self-contained residential unit created by either:

- i) An interior renovation within an existing dwelling - to a maximum of 2 dwelling units within the primary structure; Or
- ii) As an exterior addition, provided that one entire face of the addition is attached to the principal dwelling; Or
- iii) As a standalone unit within the same lot boundaries of the primary structure, and subject to other zoning provisions including minimum setbacks, and appropriate site servicing arrangements.
- iv) And whereas all dwellings listed above collectively constitute a single real estate entity.

1.2.3 Add the following:

Additional Dwelling Unit (Attached)

Means a self-contained dwelling unit with separate kitchen and bathroom facilities within a single detached or semi-detached dwelling of the same lot, as constructed, renovated or

altered to be considered as attached.

1.2.4 Add the following:

Additional Dwelling Unit (Detached)

Means a self-contained dwelling unit with separate kitchen and bathroom facilities within an accessory building positioned within the rear yard or side yard of the same lot that accommodates the primary single detached dwelling unit but does not include a boathouse;

1.2.4.1 Add the following:

Additional Dwelling Unit Conversion (ADUC) (Detached)

Means a proposed detached additional single family dwelling containing cooking, eating, living, sleeping, sanitary, and laundry facilities on a property that has an existing single family dwelling and that the new additional dwelling is up to 60% greater in gross floor area (GFA) than the existing single family dwelling, but not greater than 2000 Sq Ft., forming a single real estate entity and whereas the existing SFD shall then be reclassified as the Additional Dwelling Unit (ADU) and the new ADUC SFD is then converted to the primary dwelling prior to the occupancy of the new dwelling.

1.2.5 Add the following:

Building, Primary

Means the Principal Dwelling Unit on a lot.

1.2.6 Delete as follows:

Dwelling, Secondary

Means a self-contained dwelling unit created by either an interior renovation within an existing dwelling, or as an exterior addition, provided that one entire face of the addition is attached to the principal dwelling; however, a secondary dwelling unit shall not be considered a second dwelling on the lot for the purposes of this By-law.

1.2.7 Add the following:

Hunt Camp(s)

Means a single storey building or structure with a maximum total floor area of 800 Sq Ft. Or 74.3 Sq m. consisting of one or more rooms and may include facilities for the preparation of food and overnight accommodation on a private, temporary basis for use only during the hunting or fishing seasons but shall not be used as a *dwelling* of any sort, nor commercial accommodation premises; nor any commercial uses, as defined in the Comprehensive Zoning By-Law [As amended].

1.2.8 Delete the following:

Garden Suite

Shall mean a temporary, detached, portable housing unit intended for the use of an elderly member of the immediate family which is located on the same lot with an existing single-detached dwelling where the family is residing and which shares the private water supply and sewage disposal facilities with the single-detached dwelling, but shall not include a mobile home.

1.2.8 Add the following:

Shipping Container

Means a prefabricated structure originally designed for or capable of being mounted or moved by rail, truck, or ship by means of being mounted on a chassis or similar transport device, and now utilized for accessory storage. This definition includes the terms ‘sea

can', 'disused railcar' and 'storage container' having a similar appearance and characteristics to a shipping container.

1.2.9 Add the following:

Tiny Homes

Means a structure consisting of 1 dwelling unit between 188 Sq Ft. / 17.5 Sq. Meters. and not more than 400 Sq Ft. / 37 Sq Meters, as regulated under the Ontario Building Code, Division C, Section 1.11.

1.2.10 Add the following:

Semi-Detached Dwellings

Means two residential homes sharing a common centre wall with separate ownership.

2. Rules and Regulations to be Observed

The following rules and regulations are to be amended in respect of any proposed new buildings and structures as described:

2.1. Accessory (Building, Structure, or Use)

2.1.1 Amend **Section 3.11.1** as follows:

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

The applicant shall obtain a building permit for the principal dwelling and the accessory building, and the applicant shall enter into an agreement with the municipality that whereas the accessory building is constructed prior to the principal dwelling and that the principal dwelling is not substantially commenced within 1 year of the issuance of the building permit and/or not having obtained Occupancy approval from the Chief Building Official for the principal dwelling within 3 years of the issuance of the building permit or to the satisfaction of the Chief Building Official that the accessory building shall be removed from the property at the owner's expense.

Except as may be provided herein any accessory building shall comply with the 3-metre yard requirement applicable to all zones and such accessory uses shall not occupy more than 15% of the lot area.

2.1.2 Amend **Section 3.11.7** as follows:

Except as 3.45.9.4, when a lot is proposed to be used for more than one purpose, the lot shall be zoned for its primary purpose and accessory uses shall be permitted where the accessory uses are an integral part of the main use, are intended solely for the convenience of the people using the facility and are in keeping with the character of the main use. Such accessory uses shall conform to all applicable sections of the Comprehensive Zoning By-law, and this Housekeeping By-law and in no case shall occupy more than 20 percent of the total area of any lot.

2.1.3 Add a new **Section 3.11.8** as follows:

Shipping Containers

For the purposes of this by-law, Shipping Containers shall be considered accessory storage structures for planning purposes. The following provisions apply:

- i) Shipping Containers greater than 161.5 Sq Ft. / 15 Sq Meters or of any size containing plumbing, or shipping containers attached to any other structures, or used for purposes other than personal storage sheds ancillary to a principal building, shall not be placed or constructed on a property except under the authority of a Building Permit and shall comply with the Ontario Building Code and all Applicable Laws.

- ii) No Shipping Container shall exceed 5 metres in height in any Residential Zone, nor be placed within 2 metres of the main building in all zones, and except under the authority of a building permit containers shall not be stacked upon other containers.
- iii) Shipping Containers shall not be permitted within the Shore Road Allowance bordering any water body and shall be positioned beyond the 30-meter setback over which the North Bay Mattawa Conservation Authority has jurisdiction and, for which, a Section 28 permit would be required.

- iv) In the Rural Areas, where lot size and dimensions permit, a minimum landscape buffer of 30 metres shall be applied around the perimeter of the property to ensure satisfactory screening of the Shipping Container. Exceptions to this rule can be met where alternative arrangements such as tree lines, fences, siding, or other architectural improvements have been proposed, and approved by the Township that would be considered visually appealing.

- v) A shipping container shall be rust protected by applying a uniform colour to blend into its surroundings using neutral and/or natural coloured paint to ensure their satisfactory design quality and visual appearance. All markings shall be removed or masked from the container. The container shall be maintained in such a state.

- vi) Shipping Containers, in all zones, shall not be used for advertising or marketing purposes.

2.2 Delete the following section and text:

Section 3.38 - Secondary Dwelling Units

- i) A maximum of one (1) secondary dwelling unit shall be permitted in a single-detached dwelling provided that: it does not alter the streetscape character along the street where it is located; it is not stand alone and cannot be severed, and; a building permit is required prior to the establishment of the secondary dwelling unit;
- ii) The entrance to the secondary dwelling unit is located on the ground level, except where building and fire codes dictate otherwise;
- iii) Parking for the secondary dwelling units shall be provided in accordance with the provisions of the parking requirements of this by-law, and;
- iv) The secondary dwelling unit shall not exceed fifty-six (56) square metres in gross floor area.

2.3 Delete the following:

Section 3.39 - Garden Suites: Delete this section in its entirety

2.4 Add the following:

Section 3.44 - Hunt Camps

- 3.44.1 Hunt Camps shall be seasonal structures which shall not exceed a maximum Gross Floor Area of 800 Sq Ft, or 74.3 Sq m. They are not designed for year-round occupancy and shall not be permitted to be used as such.
- 3.44.2 Hunt camps shall be permitted in the Rural Zone *where lands exceed 10 hectares*.
- 3.44.3 Hunt Camps must comply with the Ontario Building Code and all Applicable Laws.
- 3.44.4 A Building Permit must be obtained from the Chief Building Official prior to the construction of a Hunt Camp, Wood Stove, Decks and/or Plumbing.

2.5 Add the following:

Section 3.45 - Additional Dwelling Unit(s)

- 3.45.1 For the purposes of this by-law, Additional Dwelling Units (ADUs) are further

categorized as follows:

- i) Additional Dwelling Unit (Attached)**
- ii) Additional Dwelling Unit (Detached)**

3.45.2 Additional Dwelling Units, including a combination of attached and/or detached units, will be permitted within the Township of Bonfield to a **maximum of three (3)** Dwelling Units **per eligible Lot** within the prescribed zones as listed in Section 4 of the Comprehensive Zoning By-law 2012-49 [As amended].

3.45.3 A **maximum of two (2) Dwelling Units** will be permitted within the **Primary Structure, to be counted towards the maximum of 3 units per lot**. Any proposal to introduce more than two (2) Dwelling Units within the Primary Structure would require the property to be rezoned as a **'Residential, Multiple-Attached (RM) Zone'** to ensure compliance with the Ontario Building Code.

3.45.4 A maximum of two (2) ADUs shall be permitted in the following zones:

- i) Residential 1st Density Zone**
- ii) Residential 2nd Density Zone**
- iii) The Rural Zone**

3.45.5 All lots within in all zones are subject to approval by the NBMCA. As such, ADUs shall not be permitted within:

- i) Any property that is deemed unsuitable by the NBMCA;**
- ii) Within any zone which does not permit a permanent dwelling unit;**
- iii) Within mobile homes, recreational vehicles, hunt camps, guest cabins, shipping containers, or any other accessory structure that is not designed and permitted for human occupation; Or**
- iv) Other zones considered incompatible with the proposed residential use.**

3.45.6 The minimum size of any habitable ADU is 188 Sq Ft or 17.5 Sq Meters.

3.45.7 The Gross Floor Area (GFA) of the ADU shall not exceed 60% of the total GFA of the primary residence.

3.45.7.1 The Gross Floor Area (GFA) of a Detached ADU shall not exceed 60% of the GFA of a Primary Dwelling except under an ADU Conversion (ADUC) described in the definitions under ADUC [1.2.4.1].

2.5.1 Add the following:

The Residential 1st and 2nd Density Zones

3.45.8 In the Residential 1st and 2nd Density Zones, ADUs shall be located in the rear or side yard of the primary dwelling.

2.5.2 Add the following:

The Rural Zone

3.45.9 In the Rural Zone, the following shall apply:

3.45.9.1 A maximum of one Detached ADU is permitted on a lot where there is one existing primary dwelling. Where two ADUs are proposed, one of the ADUs shall be located within or attached to the primary dwelling.

3.45.9.2 Detached ADUs shall comply with Minimum Distance Separation (MDS) Formulae

3.45.9.3 On lots which contain agricultural uses, ADUs shall be located within the farm building cluster.

3.45.9.4 Detached ADUs shall be considered accessory structures for the purposes of calculating lot coverage. Notwithstanding the policies of this By-law, lot coverage

for all accessory structures including Attached and Detached ADUs, shall not exceed 15% in the rural area.

2.5.3 Add the following:

All Applicable Zones

Access and Parking Requirements

3.45.9.5 Access shall be provided via the existing point of access to the primary dwelling:
Or

3.45.9.6 A new secondary access may be permitted to serve the ADU, so long as:

- i) The property is served by a municipally maintained road;
- ii) The access would not have an adverse impact on local traffic flows, or the character and amenity of neighbouring land uses; and
- iii) The access would be subject to MTO approval off a regulated Highway, and/or;
- iv) Is approved by the Public Works Manager.

3.45.9.7 The following parking standards are established with respect to ADUs:

- i) Each additional dwelling unit shall have one (1) parking space that is provided and maintained for the sole use of the occupant of the additional dwelling unit
- ii) A parking space that is provided and maintained for the sole use of the occupant of an additional residential unit may be a tandem parking space.

2.5.4 Add the following:

Building Requirements

3.45.9.8 Proposed ADUs shall comply with the Ontario Building Code and all applicable laws.

3.45.9.9 Where an **Attached ADU** is proposed, the ADU shall be self-contained within the primary building envelope and must be physically separated from the primary dwelling unit through the incorporation of building design standards that are consistent with the Ontario Building Code and approved by the Chief Building Official for the Township of Bonfield.

3.45.9.10 A maximum of One (1) Attached ADU shall be permitted in a single-detached dwelling subject to the following:

- i) It does not alter the streetscape character along the street where it is located.
- ii) It is not a standalone unit and cannot be severed.
- iii) A building permit has been obtained.
- iv) The entrance to the ADU shall be located on the ground level (except where building and fire codes dictate otherwise);
- v) Parking for the secondary dwelling units shall be provided in accordance with the provisions of the parking requirements of this by-law, and;
- vi) The Additional Dwelling Unit shall not exceed 60% of the gross area of the primary dwelling unit.

3.45.9.11 Where a **Detached ADU** is proposed on the same lot as the primary structure, it must have the same ownership. Septic and water services cannot be shared either between, or across, separate lots.

3.45.9.12 In all circumstances, applicants shall;

- i) Obtain an On-Site Sewage System Permit from the North Bay Mattawa

Conservation Area (NBMCA) for the alteration of an existing, or construction of a new or secondary septic On-Site Sewage System to accommodate the ADU; Or

- ii) Provide a File Review Certificate from the NBMCA where the proposed ADU will be tying into an existing on-site sewage system, to ensure it has the capacity to accommodate the additional loads that may be imposed by the ADU; and
- iii) Provide either document listed above which shall reference that the proposed ADU and on-site sewage system meet the minimum clearance distances to all other existing buildings on the property as regulated under Section 8.2 of the Ontario Building Code.

3.45.9.13 In certain locations and circumstances, where lots have less than 0.6 hectares and less than 60 meters of frontage, a Hydrogeological Assessment may be required to demonstrate there is sufficient capacity to accommodate a new and/or upgraded well to service the ADU;

3.45.9.14 Laundry facilities shall be provided for all ADUs.

3.45.9.15 Where an ADU is proposed as part of the primary building; a common or shared laundry facility may be permitted, provided that the fire separations and other requirements comply with the Ontario Building Code.

3.45.9.16 ADUs shall not adversely impact the amenity, character, or functional and permitted use of adjoining properties. In all circumstances, other zoning provisions shall apply including but not limited to minimum lot sizes and setbacks between structures, and the properties' boundaries.

2.5.5 Add the following:

ADU Occupancy

3.45.9.17 An ADU may be occupied by any person regardless of whether:

- i) The person who occupies the ADU is related to the person who occupies the primary residential unit is related to the person who occupies the primary residential unit; and
- ii) The person who occupies either the primary or additional dwelling unit is the owner of the Lot.

3.45.9.18 Where the use of ADUs is authorized, an ADU is permitted regardless of the date of construction of the primary dwelling.

2.5.6 Add the following:

Primary / ADU Exchange

3.45.9.19 Property owners can convert an Additional Dwelling Unit to a Primary Dwelling Unit through written agreement with the Township provided all other provisions can be adhered to.

3. Zones

3.1 Amend the zones described in **Section 4 - Zones**, as follows:

Section 4.1.1 - Residential, First Density (R1) Zone

a) Residential Uses - Permitted

- Add Up to Two (2) Additional Dwelling Units (ADUs)
- Remove Garden Suite
- Remove Secondary Dwelling Unit

Section 4.2.1 - Residential, Second Density (R2) Zone

a) Residential Uses - Permitted

- Add Up to Two (2) Additional Dwelling Units (ADUs)
- Remove Garden Suite
- Remove Secondary Dwelling Unit

Section 4.3 - Residential, Limited Services

- Remove Garden Suite
- ~~Remove Secondary Dwelling Unit~~

Section 4.11 - Rural (RU) Zone

a) Residential Uses - Permitted

- Add Up to Two (2) Additional Dwelling Units (ADUs)
- Remove Secondary Dwelling Unit

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
BY-LAW NUMBER 2025-16
BEING A BY-LAW TO LICENCE, REGULATE AND GOVERN
TRAVEL TRAILERS AND RECREATIONAL VEHICLES IN THE TOWNSHIP OF BONFIELD**

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

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

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

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

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

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

INTERPRETATION AND APPLICATION – SECTION 1

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

DEFINITIONS – SECTION 2

- 2.1 **ASSESSED TRAILER** – means any trailer legally located on a property and that is assessed under the *Assessment Act as amended*.
- 2.2 **CAMPING ESTABLISHMENT** – shall have the same meaning as ascribed to it in the Township of Bonfield’s Zoning by-law which means a parcel of land used or maintained as an overnight tent and trailer park where people are accommodated temporarily in tents or tourist trailers, or other similar facilities, whether a fee or charge is paid for the rental thereof but does not include a mobile home park.
- 2.3 **CHIEF BUILDING OFFICIAL**- means the chief building official of the Township of Bonfield.
- 2.4 **COUNCIL**-means the Council of the Township of Bonfield.
- 2.5 **DWELLING** – shall have the same meaning as ascribed to it in the Township of Bonfield Zoning By-law which means a building, occupied or capable of being occupied as a home, residence or accommodation by one or more persons, but shall not include hotels, boarding and rooming houses, motels, mobile homes and institutions.
- 2.6 **LICENCE**- means a licence issued under this By-law.

- 2.7 **LICENCE ISSUER-** means the Corporation of the Township of Bonfield.
- 2.8 **LICENSEE-** means a person who holds a licence under this By-law.
- 2.9 **PERSON** -means an individual, a corporation, a tenant, an association, a chartered organization, a firm, a partnership, an agent or trustee and the heirs, executors or other legal representatives of a person to whom the context can apply according to law.
- 2.10 **RECREATIONAL VEHICLE (RV)-** shall have the same meaning as ascribed to it in the Township of Bonfield's Zoning by-law, which means any vehicle so constructed that it is used for temporary eating and sleeping accommodation for travel, vacation and/or recreational use. Such vehicle shall include tourist trailers, or towed trailers, tent trailers, and campers mounted on motorized vehicles, but does not require a special highway movement permit.
- 2.11 **RURAL ZONE-** as identified in the Township of Bonfield's Zoning by-law or any other successor by-law thereto.
- 2.12 **STORED TRAILER** – means any Trailer located on a property only for the purpose of storing such trailer for use at any location other than the property upon which it is stored, unless the trailer meets the requirements of this by-law and the Zoning By-Law 2012-49 Section 3.22 as amended or any successor by-law thereto.
- 2.13 **TOWNSHIP** – means the Corporation of the Township of Bonfield and shall be defined as the lands and premises within the corporate limits.
- 2.14 **TRAILER** – includes:
- a) A Travel or Tent Trailer;
 - b) A Recreational Vehicle.
- 2.15 **TRAILER, TRAVEL, TOURIST, CAMPER OR TENT** – means any manufactured and plated trailer which is designed and licensed to be temporarily utilized for living, shelter and sleeping accommodation, with or without cooking facilities and which has running gear and towing equipment that is permanently attached and is not permanently affixed to the ground.
- 2.16 **VACANT LAND-** means a separately conveyable parcel of land without industrial, commercial or residential buildings.

LICENCE AND REGULATIONS – SECTION 3

- 3.1 No person shall be permitted to use or maintain a Trailer on any lands within the Township except:
- a. upon Vacant Lands located within a Rural Zone and for which a License has been obtained; or
 - b. such lands and Trailer are exempted under section 4.
- 3.2 No person shall be permitted to use or maintain a Trailer on any Vacant Lands within the Township in any mixed zone or other zone.
- 3.3 This By-law shall apply to Trailers which were located on property prior to the date of passage of this By-law.
- 3.4 As per Plan of Subdivision agreements, no Trailer shall be permitted to be used or maintained in a Plan of Subdivision regardless of zone, other than for the purpose of storage and meets the requirements in the Zoning By-law as amended.
- 3.5 No person shall occupy or permit to be occupied a Trailer during the period commencing December 15th of a calendar year and ending May 1st of the following calendar year. A Licensed Trailer shall be deemed a temporary use.

- 3.6 The issuance of a Licence is not intended and shall not be construed as permission or consent by the Township for the holder of the Licence to contravene or to fail to observe or comply with any law of Canada, Ontario, or any By-law of the Township of Bonfield.
- 3.7 A Licenced Trailer may be permitted to be stored on the Vacant Land identified in the Licence.
- 3.8 No Person shall erect or maintain an uncovered deck which exceeds two feet in height, the length of the Trailer and a maximum width of 3.048 meters (10 feet) and shall not be attached to the Trailer. The accessory structure shall be less than 10 square meters (108 square feet). The structure is deemed an accessory use to the Licenced Trailer. If a Trailer is no longer on the property, has no valid Licence, or suspension of a Licence, the accessory structure shall be removed from the property.
- 3.9 No Person shall construct or erect or allow the construction or erection of an enclosure, roof-over, permanent canopy, extension, sunroom addition, skirting or other structure that is in association with the Trailer.
- 3.10 No Person shall store, use or maintain more than one Trailer on a parcel of land unless specifically authorized under a Special Occasion Licence.
- 3.11 No Person shall place a Trailer on property belonging to another person without first obtaining the consent of the property owner. The owner shall sign the application prescribed in Schedule "A" forming part of this By-law.
- 3.12 No person shall store or place Trailers on Township property.
- 3.13 An accessory structure shall be permitted for a Licenced Trailer used on a lot. Such accessory structure shall not be more than 10 square meters (108 square feet) and shall not contain plumbing or heating and shall be for the purpose of storage only. If a Trailer is no longer on the property, has no valid Licence, or suspension of a Licence, the and any other accessory structure shall be removed from the property within thirty (30) days of such occurrence.
- 3.14 No License may be issued unless an applicant can demonstrate an appropriate method of sewage and grey water management for the Trailer to be licensed. Acceptable methods include:
- a) an approved connection to a Class IV sewage system;
 - b) existence of written agreement for the disposal of sanitary sewage from the sewage system shall be entered into with a haul sewage system operator.
 - a. Upon application for renewal of Licence, proof of sanitary disposal shall be required prior to issuance.
 - c) existence of an outhouse and connection to a grey water system both constructed in accordance with Part 8 of the Building Code Act.
- 3.15 No Trailer shall be used as a short-term rental unless otherwise permitted in a Camping Establishment.
- 3.16 No Licensee shall keep or leave their property in any condition that will attract wildlife, be deemed unkept or leave derelict vehicles on site. Waste must be disposed of at the municipal landfill site.

LICENCE EXEMPTIONS – SECTION 4

- 4.1.1 Where the Owner of land has obtained a building permit for the construction of a dwelling, and that owner wishes to use a Trailer for temporary accommodation while constructing such dwelling, the Owner may apply for permission to do so and be exempt from the requirement to obtain a Licence under this By-law. The Township may grant such exemption on the condition that the Owner enter into an agreement with the Township which, among other things, provides for the removal of the Trailer after twelve (12) months of issuing the building permit at the discretion of the Chief Building Official.
- 4.2 Where the land is occupied by has a dwelling, a Trailer may be used or maintained on the property for 120 days in a calendar year without a Licence. For clarity, notwithstanding the exemption from the obligation to be Licensed, such use and occupation remains subject to the remainder of this By-law and including the restriction set out in section 3.4.

LICENCE APPLICATION AND FEES – SECTION 5

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

ADMINISTRATION AND ENFORCEMENT – SECTION 6

- 6.1 The administration and enforcement of this By-law is delegated to the Chief Administration Officer, Chief Building Official, Fire Chief and Municipal By-Law Enforcement Officer for the Township of Bonfield. They shall have the authority to issue Licences under this By-law; and may delegate the authority to issue Licences under this By-law as required.
- 6.2 The administrative monetary penalty system (the AMPs By-law) will apply to any contravention of this By-law.
- 6.3 No person shall hinder or otherwise obstruct, either directly or indirectly, an Officer, an employee and or agent of the Township of Bonfield in the lawful exercise of a power of duty under this By-law.
- 6.4 Where enforcement of a violation proceeds under the Provincial Offences Act (and not under the AMPs By-law) upon registering a conviction for a contravention of any provision of the By-law, the *Provincial Offences Court* may, in addition to any other remedy and to any penalty imposed by this By-law, make an order prohibiting the continuation or repetition of the Person convicted.
- 6.5 Consideration of the issuing, suspension, refusal or revocation of a Trailer Licence shall

be administered without prejudice to enforce this By-Law, *Provincial Act* or regulation including, but not limited to, the *Provincial Offences Act*, the *Building Code Act*, and *Fire Protection and Prevention Act* and any other regulation or Bylaw of the Township of Bonfield.

- 6.6 The Licence Issuer may refuse to issue or renew a Licence or revoke or suspend a Licence as per Schedule "C" of this By-law where:
- a. there are reasonable grounds for belief that the use of a Trailer at a specific premises may be averse to the public interest;
 - b. a premises or applicant has had a Licence that has been previously revoked, suspended, or made subject to terms and conditions;
 - c. a premises or applicant applying for a Licence has presented a history of contravention of this By-law, or other Township of Bonfield by-laws;
 - d. the septic system requirements have not been met or maintained;
 - e. the Owner is indebted to the Township of Bonfield with respect to fines, penalties, judgements, or any other amounts owing, including awarding legal costs, disbursements, outstanding property taxes and late payment charges against a property Owner;
 - f. The property does not conform with applicable federal and provincial regulations, or Township by-laws, but not limited to, the Zoning by-law, Property Standards by-law, the *Building Code Act*, 1992, or the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c.4; or
 - g. it has been found that the Application was misrepresented, and the information contained was not presented in a truthful manner.
- 6.7 The Licence Issuer, upon confirmation a Licensee has received an order issued of this By-law will;
- a. First Offence: Educate the Licensee and provide fourteen (14) days to remedy the offence;
 - b. Second Offence: monetarily penalize the Licensee and provide seven (7) days to remedy the offence;
 - c. Third Offence: monetarily penalize the Licensee and immediately suspend the Licence to a maximum of two (2) years with an order to remove the Trailer and storage shed if one is located on the property.
- 6.8 Any Person who contravenes any provision(s) of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the *Provincial Offences Act*.
- 6.9 Each day that a contravention of this By-law continues shall constitute a separate offence.
- 6.10 Every person who provides false information in any application for a licence under this By-law or in an application for a renewal of licence is guilty of an offence.
- 6.11 Where a conviction is entered under this section, in addition to any other remedy or any penalty provided by law, the court in which the conviction was entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 6.12 If the Township is satisfied that a contravention of this by-law has occurred, the Township may make an order requiring the person who contravened this by-law or who caused or permitted the contravention or the owner or occupier of the Trailer to discontinue the contravening activity. The order shall contain;
- a. The municipal address or the legal description of the property;
 - b. The particulars of the activities to be discontinued;
 - c. Indicate the time for complying with the terms and conditions of the order;
 - d. Indicate the final date for giving the notice of appeal.

- 6.13 Any person who contravenes an order made under subsection 6.12 is guilty of an offence.
- 6.14 Chief Administration Officer, Chief Building Official, Fire Chief or Municipal By-Law Enforcement Officer for the Township of Bonfield accompanied by any person under their direction, may enter onto any land that is used or believed to be used in contravention of this By-law for the purposes set out in subsection 436(1) of the *Municipal Act*, 2001 and shall have all powers of inspection set out in subsection 436(2) of the Act. No person shall hinder or obstruct or attempt to hinder or obstruct any person designated to enforce the provisions of the bylaw.
- 6.15 Any Trailers used, maintained or located in contravention of this By-law shall be removed from the lot, at the expense of the Owner of the lot. Failure to remove any Trailers from a lot within the time prescribed by the Municipal Law Enforcement Officer may result in the removal of said Trailer by the Township, at the expense of the Owner of the lot. If a storage shed was built it will be dealt with in the same manner as the Trailer. Unpaid expenses incurred by the Township shall be added to the Owner's tax roll and collected in the same manner as property taxes.
- 6.16 Pursuant to Section 441 of the *Municipal Act*, if any part of a fine for contravention of this By-law remains unpaid after the fine becomes due and payable under Section 66 of the *Provincial Offences Act*, R.S.O 1990, c.P.33 ("Provincial Offences Act") including extension of time for payment ordered under that Section, the Township may give the person against whom the fine was imposed, written notice specifying the amount of the fine payable on the final date on which it is payable, which shall not be less than twenty one (21) days after the notice. If the fine remains unpaid after the final dates specified in the notice, the fine is deemed to be unpaid taxes pursuant to Section 351 of the *Municipal Act* and may be added to the Owner's tax roll and collected in the same manner as Property taxes.

APPEAL PROCESS- SECTION 7

- 7.0 Where the Licence Issuer has refused to issue or renew a Licence under Section 6.6 of this By-law the applicant may appeal such decision to the By-law Appeals Committee through a letter of appeal to the Chief Building Official or designate within ten (10) days of the decision.
- 7.1 The Bylaw Appeals Committee shall consist of two members of Council and the Chief Administrative Officer.
- 7.2 Where the By-law Enforcement Officer, or Chief building Official, or Fire Prevention Officer has revoked or suspended a licence the same process in 7.0 of this By-law will be followed.
- 7.3 The appeal under sections 7.0 and 7.1. of this By-law shall contain the following information:
- a. Reasons for the appeal; and
 - b. Order Appeal Fee as provided in Schedule "B"
- 7.4 Where a request for an appeal is received, in accordance with sections 7 and 7.1 of this By-law. The Chief Building Official shall schedule a meeting of the Township of Bonfield's Bylaw Appeals Committee within 20 days for the purpose of a public hearing of the appeal and the Applicant, Owner, Licensee shall be provided written notice thereof.
- 7.5 The provisions of the Statutory Powers Procedure Act, R.S.O. 1990, c. S.22 shall apply to hearings and conducted by the hearing committee.
- 7.6 After such opportunity to be heard is afforded to the Person, the Committee shall make a decision. When making its decision, the Committee may consider any matter pertaining to this By-law, or other matters that relate to the general welfare, health, or safety of the public. When making its decisions the Committee may refuse to issue or renew a licence, revoke, suspend or impose any condition to the Licence.
- 7.7 If the Owner, Applicant or Licensee fails to appear at the appointed time for their appeal hearing, the decision of the order or Licence Issuer shall be final and binding.
- 7.8 The Committee's decision is final and binding and shall not be subject to further review.

VALIDITY AND EFFECTIVE DATE – SECTION 8

- 8.1 If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof other than that section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all remaining sections, clauses or provisions of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.
- 8.2 By-law 2024-42 and is hereby withdrawn and repealed
- 8.3 This By-law shall come into effect on the date of the third reading, and it being passed.

BY-LAW READ A FIRST, SECOND TIME ON THIS ____ DAY OF MARCH 2025

THE CORPORATION OF THE TOWNSHIP OF
BONFIELD

Mayor

Clerk

APPLICATION TO LICENCE A TRAVEL TRAILER OR RECREATIONAL VEHICLE

Complete and attach all information prior to submitting

1. Applicant Information

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

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

2. Property Information:

Owner: _____

Civic Address: _____

Phone Number: _____

Email Address: _____

Roll Number: _____

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

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

3. Trailer Information:

Make and Model: _____

Licence Plate # _____

Serial Number or V.I.N _____

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

4. Licence Type:

Please check the licence type you are applying for.

Annual Licence: _____ Special Occasion Licence: _____

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

Start Date: _____

End Date: _____

(14 day maximum)

5. Servicing Information:

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

- a. Class 4 Septic System (septic tank and field bed) _____
- b. In-trailer as manufacture holding tank with pump out agreement of a sewage hauler _____
(haul/dump records must be provided annually)
- c. Class 1 (outhouse) and Class 2 (grey water pit) _____

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

Yes _____ No _____ If no, when will a copy be supplied? _____

Note: If the trailer is not connected to an approved sewage disposal system or is not serviced by an approved grey water pit and outhouse, a Trailer Licence will not be issued

until the Township is satisfied that the septic or grey water management strategy is approved by the North Bay Mattawa Conservation Authority.

5.2 Will the trailer be directly connected to electrical services?

Yes _____ No _____

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

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

Yes _____ No _____

Does the trailer have a working ABC fire extinguisher?

Yes _____ No _____

6. Required Submissions:

A site plan been submitted?

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

Proof of Ownership

Pictures – all sides

Permits/Approvals

Licence Fee

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

Applicant Signature

Date

Property Owner Signature

Date

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

Township of Bonfield Administrative Use Only:

Date Application was received: _____

Complete Application? Yes _____ No _____

If no, what action has been taken?

Approved By: _____

Date: _____

Licence Number Assigned: _____

Effective Dates: _____

Fee Paid: _____

SCHEDULE "B" TO BY-LAW 2025-16

Licence Fees:

Annual Fee: \$600.00 per year

Special Occasion Fee: \$10.00 for 14 days once a year

Order Appeal Fee: As per special meeting in By-law 2024-21 as amended

Part 1 Provincial Offences Act – Set Fines

Schedule “C”

THE CORPORATION OF THE TOWNSHIP OF

BONFIELD

By-Law No. 2025-16, Trailer By-Law

Item	Column 1 Short Word Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1	Placing or occupying a Trailer without a Licence	3.1	\$500.00
2	Placing or occupying a Trailer in an unauthorized zone	3.2	\$500.00
3	Placing or occupying Trailer in a Plan of Subdivision	3.4	\$500.00
4	Occupying Trailer between December 15 th and May 1st	3.5	\$500.00
5	Improper storage of a Trailer	3.7	\$300.00
6	Improper installation of accessory structure deck and/or exceeds size and/or is attached to Trailer	3.8	\$300.00
7	Having or constructed structures to render trailer permanent	3.9	\$300.00
8	Placing more than one Trailer per conveyable parcel of land	3.10	\$300.00
9	Placing or occupying Trailer on land where owner did not provide permission	3.11	\$300.00
10	Placing or occupying a Trailer on Township Property	3.12	\$300.00
11	Improper installation or placement of an accessory structure,	3.13	\$300.00
12	Improper or no septic/greywater systems in place to serve Trailer	3.14	\$500.00
13	Improper use of a Trailer as a Short-term rental	3.15	\$500.00
14	Improper condition and/or cleanliness of property used for a Licenced Trailer	3.16	\$300.00
15	Obstructing of an Officer of the Township	6.3	\$300.00
16	Providing false information on a License application	6.10	\$500.00

NOTE:

The Penalty Provision for the offences indicated above is Section 6 of Bylaw 2025-16, a certified copy of which will be filed upon adoption.

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

APPENDIX "A" TO BY-LAW 2025-16

Approved Licence Notice

(YEAR)
TRAILER LICENCE



Approved Trailer Licence issued to:

Property Address:

Licence Number:

This licence is issued under the authority of Township of Bonfield
By-Law Number 2025-16.

Licence Issued by:

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

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NUMBER 2025-17

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

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

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

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

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

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

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

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

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

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

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

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

the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the activity;

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

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

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

PART 1-INTERPRETATION AND APPLICATION

1.1 Short Title

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

1.2 Application

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

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

1.3 Reference Aids

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

1.4 Severability

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

1.5 Compliance with Legislation

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

1.6 Conflict

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

1.7 Schedules

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

1.8 Delegation

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

1.9 Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“Renter” shall mean a consumer of short-term rental services

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

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

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

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

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

PART 2-REGULATIONS

2.1 Prohibitions

- 2.1.1 No Person shall use or operate, permit the advertisement or operation of a Short-Term Rental premises unless they hold a current and valid Licence issued by the Township of Bonfield.
- 2.1.2 No Person shall advertise or operate or permit the advertisement or operation of a Short-Term Rental without a Licence.
- 2.1.3 No Person shall publish or display, or cause to be published or displayed, any representation that premises are Licenced under this By-law, or hold Premises out as being Licenced under this By-law if the premises are not so Licenced.
- 2.1.4 No Person shall alter a Licence issued under this By-law in any fashion.
- 2.1.5 No Person shall use or operate any Short-Term Rental Premises for any commercial activity other than the operation as a Short-Term Rental.
- 2.1.6 No Short-Term Rental shall be used for the purpose of hosting any type of special event which may include, but not limited to, a wedding, pre-wedding party, fundraising event, etc. Assembly occupancy is not a residential use.
- 2.1.7 No Person shall provide false or incorrect information in an application for a Short-Term Rental Licence.
- 2.1.8 No Person shall permit Premises under their ownership or care and control to be operated in contravention of a Licence issued under this By-law.
- 2.1.9 Without limiting the generality of section 2.1.7 above, no Person shall allow Premises under their ownership or care and control to be operated in contravention of the site plan and floor plan that has been approved by the Licence Issuer pursuant to a Licence issued under the By-law.
- 2.1.10 Without limiting the generality of section 2.1.7 above, no Person shall rent any Guest Room in a Short-Term Rental Dwelling Unit other than a Guest Room that was identified and approved with the Application for the Short-Term Rental Licence.
- 2.1.11 No Person shall permit a camping trailer, travel trailer, tent, utility trailer or any other mobile accommodation for the purpose of a Short-Term Rental.

- 2.1.12 Without limiting the generality of section 2.1.7 above, no Person shall cause, permit, or contribute to Overcrowding in a Short-Term Rental.
- 2.1.13 No Person shall violate the provisions of the Short-Term Rental Code of Conduct.
- 2.1.14 No Guest shall remove the list of information required to be posted pursuant to section 2.2.6 or the information package required to be provided pursuant to section 2.2.7. The Owner, Agent or Dedicated Responsible Person shall replace before next rental if missing.
- 2.1.15 No Person will be permitted to operate more than one (1) Short-Term Rental Premises on one property or at one time.

2.2 General Provisions

- 2.2.1 Any Person who operates a Short-Term Rental shall comply with the provisions of this By-law as well as with all applicable municipal By-laws and provincial and federal legislations.
- 2.2.2 The Owner and Operator of a Short-Term Rental shall restrict the occupancy of the Premises to a maximum of 2 (two) persons per Guest Room and a maximum of 10 (ten) guest will be permitted to occupy the Short-Term Rental at once. Children under 2 (two) years of age will not be counted as occupancy.
- 2.2.3 The Owner and Operator of a Short-Term Rental shall maintain a minimum of five million dollars (\$2,000,000.00) of commercial general liability insurance per occurrence on the Premises, which shall be specific to the operation of the Short-term Rental.
- 2.2.4 Any lapse of the insurance coverage required by section 2.2.3 above, invalidates a Licence issued under this By-law. An Owner or Operator whose insurance coverage lapses must reapply for Licence to operate the Short-Term Rental.
- 2.2.5 The Owner and Operator of a Short-Term Rental shall provide parking on the site in accordance with the parking requirements of the Township's Zoning By-law. The applicant will be required to clearly indicate where the parking spaces are to be located on an approved site plan
- 2.2.6 The Owner and Operator of a Short-Term Rental shall ensure that parking is only permitted in a parking area consisting of a hard surfaced material, (concrete, interlock brick, permeable pavers, asphalt, crushed stone or other hard surfaces or dustless materials.
- 2.2.7 The Owner and Operator of a Short-Term Rental shall ensure that the following information is posted on the interior of each Short-Term Rental Premises, within 1 (one) meter from the main entrance, and is clearly visible to Guests and is made available for inspection:
- a) Copy of current Licence.
 - b) Address of the Short-Term Rental Premises for the purpose of an emergency.
 - c) Name of Short-Term Rental Premises Owner or Operator address, phone number and email address if they are the "Dedicated Responsible Person."
 - d) Name, address, phone number and email address of the Dedicated Responsible Person if the Owner or Operator will not be responding.

- e) Emergency Services Statement, only applicable if the type of access to the Short-Term Rental Premises is not a year-round maintained public road. If this is applicable, the following statement must be posted within a maximum distance of 1 meter from the main entrance:

“Due to this Short-Term Rental Premises not being on an accessible year-round public road, emergency response times may be delayed to this location in the event of an emergency.”

- f) Emergency Services Statement, only applicable to water access only Short-Term Rental Premises:

“Due to this Short-Term Rental Premises having water access only, emergency response may not occur or times may be delayed to this location in the event of an emergency.”

2.2.8 The Owner and Operator of a Short-Term Rental shall ensure that an information package is available for Guests containing the following:

- a) Copy of approved site plan and floor plan.
- b) Short-Term Rental Code of Conduct as prepared and amended by the Township, shown as Schedule” E.”
- c) Quick reference guide for applicable By-laws as prepared by the Township.
- d) Address of the Landfill located at 185 Blueseas Road with recycling information and clear bag system information.
- e) Fire Rating and Fire Permit (Fire Rating can be found on the Township of Bonfield’s website at www.bonfieldtownship.com)

2.2.9 A Person who posts a Short-Term Rental listing on a Short-Term Rental platform shall include the Licence number as set out in the Licence issued under this By-law. An Owner, Agent or Dedicated Responsible Person shall respond to phone calls and or emails and attend the Short-Term Rental Premises within 60 minutes to an emergency or contravention of any Township of Bonfield by-law.

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

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

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

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

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

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

PART 3 -LICENCE CLASS

3.1 Licence Class

3.1.1. Class “A” – Principal and Non-Principal Dwellings Unit Short-Term Rental

- a) A Class “A” Principal Dwelling Unit Short-Term Rental shall be permitted for residential dwellings as a permitted use.
- b) Class “A” Short-Term Rental designation is limited to a building where the owner resides in the Dwelling being rented and occupies one (1) bedroom and may rent up to four (4) other bedrooms to individual tenants provided kitchen facilities are shared amongst all Occupants including the Owner or;
- c) Class “A” Short-Term Rental designations are limited to the rental of a building as a single suite only where the Owner does not Occupy the building at the time of rental and at no time shall the building be compartmentalized or sublet into individual rooms or rented to separate Renters. Licence requires the Owner and or Agent and or Dedicated Responsible Person to be identified as the Person who responds to emergencies or contravention of Township by-laws.
- d) The Class” A” Licence shall be the Owner’s principal Dwelling Unit.
- e) Class “A” Licence applications will be considered first for a Licence.

3.1.2 Class “B”- Corporation Owned Short-Term Rental

- a) A Class “B” Corporation Owned Short-Term Rental shall be permitted for residential dwellings as a permitted use.
- b) A Class “B” Corporation Owned Short-Term Licence shall be for Short-Term Rentals that are owned by a Corporation.
- c) Class “B” Short-Term Rental designations are limited to the rental of a building as a single suite only and at no time shall the building be compartmentalized or sublet into individual rooms or rented to separate guests.
- d) A Class “B” Corporation Owned Short-Term Rental Licence shall identify all Owners, Shareholders, Agents associated with the Corporation and shall identify the Dedicated Responsible Person as the Person who responds to emergencies or contravention of Township by-laws.
- e) A Class “B” Corporation Owned Short-Term Rental shall only be permitted one (1) licence per Corporation in the geographic boundaries of the Township of Bonfield.
- f) Class “B” Corporation Owned Short-Term Rental Licences shall be considered after twenty-eight (28) day period of offering Class “A” Licences.

3.1.3 Renewing Licences

- a) Licences that have been issued and have not had any contraventions to this By-law in the previous year will be given priority to renew Licence the following year regardless of Licence Class.
- b) Legal Non-Conforming uses shall provide proof that the use has been active prior to the passing of this by-law and will conform to the provisions of this by-law to receive a Licence.

PART 4 – LICENSING REQUIREMENTS

4.1 Licence Requirements

4.1.1 A Licence shall be required annually and shall be effective from February 1st of each year until January 31st of the following year.

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

- a) a completed application in the form required by the Township of Bonfield and the following documents;
 - i) site plan of the premises;
 - ii) interior floor plan of the dwelling unit which shall be labelled to include interior rooms, including guest rooms;
 - iii) location of fire extinguishers, smoke alarms and CO2 detectors;
 - iv) a completed Dedicated Responsible Person consent and acknowledgement form on a form as prepared by the Township;
 - v) a completed Short-Term Rental inspection form as provided by the Township shown on Schedule “D” of this By-law.
- b) copy of transfer/deed or property identifier number (PIN) sheet providing evidence of ownership.
- c) proof that the applicant is at least 18 years of age (in the form of government identification), if the applicant is an individual.
- d) name and contact information of the Owner and Agent or Dedicated Responsible Person who can be readily contacted and respond to an emergency or contravention of any Township by-laws, including attendance on site of the Short-Term Rental Premises within sixty (60) minutes of being notified of the occurrence.
- e) certificate of insurance demonstrating compliance with the insurance requirements of set out in section 2.2.3 of this By-law, including but not limited to the fact that the premises is insured as a Short-Term Rental.
- f) proof that the applicant, if a corporation, is legally entitled to conduct business in Ontario, including but not limited to;
 - i) articles of incorporation or other incorporating documents, duly certified by the proper government official or department of the Province of Ontario or the Government of Canada; and
 - ii) a list containing the names of all the shareholders of the Corporation.
- g) in the case of an Applicant being a partnership, the names and addresses of each member of the partnership as well as the name under which the partnership intends to carry on business.

- h) in the case of an Applicant or Agent acting on behalf of the owner, an owner's written authorization is required.
- i) for any Short-Term Rental on a septic system, the applicant will be required to provide proof, in the form of a "valid permit of record" of File Review, provided by the North Bay Mattawa Conservation Authority of an installed septic system and its capacity that will support the Short-Term Rental Premises.
- j) proof of potable drinking water; and
- k) payment of the applicable fees.

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

4.2 Licence Issuer-Responsibilities

- 4.2.1 Upon receipt of an Application for a Licence the Licence Issuer shall receive and review the Application and any accompanying documents for completion.
- 4.2.2 Upon receipt of a completed Application for a new Licence with all required documentation and the required fee, the Licence Issuer will contact the Applicant to schedule the necessary inspections to satisfy the Township if the Short-Term Rental self inspection form does not match Township records. The inspection shall include, but not be limited to, the items shown on Schedule "D". A limit of three inspections will be included in the Licence fee. If on the third inspection the requirements in Schedule "D" are not met, the Licence will not be issued.
- 4.2.3 Upon receipt of a completed Application for a renewal of a Licence, along with all required documentation and required fee the Licence Issuer may contact the Applicant to schedule an inspection and may ensure the relevant Officers have carried out the inspections to satisfy the Township that the Premises comply with the provisions of this By-law.
- 4.2.4 During the inspection process for the purpose of determining the Licence eligibility, all relevant departments of the Township may provide comment on any known matters that would assist in determining the License eligibility.
- 4.2.5 The determination of whether a License Application is complete in accordance with the By-law shall be within the discretion of the Licence Issuer.
- 4.2.6 The Licensee shall be responsible to record and submit all administrative fees and taxes as required under the Municipal Accommodation Tax By-law.
- 4.2.7 Upon determination by the Licence Issuer that information requirements and all regulatory By- law requirements of the Township are met, a Licence shall be issued.
- 4.2.8 In addition to any terms and conditions of a Licence imposed by the By-law; the Licence Issuer may impose additional terms and conditions as necessary in their discretion.

4.3 Licence – Validity, Expiry, Suspension and Revocation

- 4.3.1 A Short-Term Rental Licence that has been issued pursuant to the By-law, unless it is revoked in accordance with the provisions of this By-law, shall expire;
 - a) the 1st day in February annually;
 - b) upon the sale of the Short-Term Rental Premises.
- 4.3.2. The Administrative Monetary Penalty System By-law applies to any contravention or provision of this By-law.

- 4.3.3 No person shall hinder or otherwise obstruct, either directly or indirectly, an Officer, an employee and or agent of the Township of Bonfield in the lawful, exercise of a power or duty under this By-law.
- 4.3.4 Each person who contravenes any provision of this by-law shall, upon issuance of a penalty notice in accordance with the Administrative Monetary Penalty System By-law, be liable to pay to the Municipality an administrative monetary penalty.
- 4.3.5 Upon registering a conviction for a contravention of any provision of the By-law, the Provincial Offenses Court may, in addition to any other remedy and to any penalty imposed by this By-law, make an order prohibiting the continuation or repetition of the offence by the Person convicted.
- 4.3.6 Consideration of the issuing, suspension, refusal or revocation of a Short-Term Rental Licence shall be administered without prejudice to enforce this By-law, Provincial Act or regulation including, but not limited to, the *Provincial Offenses Act*, the *Building Code Act* and *Fire Protection and Prevention Act*.
- 4.3.7 The Licence Issuer may refuse to issue or renew a Licence or revoke or suspend a Licence as per Schedule "A" of this By-law, or where:
- a) A Premises or Applicant has had a Licence that has previously been revoked, suspended, or made subject to terms and conditions;
 - b) A Premises or Applicant applying for a Licence has presented a history of contravention of this By-law, or other Township of Bonfield by-laws;
 - c) The Short-Term Rental Code of Conduct has been violated at this Premises;
 - d) The septic system requirements are not met;
 - e) The owner is indebted to the Township of Bonfield with respect to fines, penalties, judgements, or any other amounts owing, including awarding legal costs, disbursements, outstanding property taxes against an owner's property;
 - f) The property does not conform with applicable federal and provincial law and regulations, or Township by-laws, but not limited to, the Zoning By-law, Property Standards By-law, the Building Code Act, 1992, or the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4; or
 - g) It has been found that the Application was misrepresented, and the information contained was not presented in a truthful manner.

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

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

Part 5 – FEES AND COST RECOVERY

5.1 Fees

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

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

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

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

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

Part 6- APPEALS

6.1 Appeals

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

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

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

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

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

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

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

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

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

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

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

Part 7 – INSPECTION AND ENFORCEMENT

7.1 Authority to Enforce

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

7.2 Inspection-At Any Reasonable Time

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

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

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

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

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

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

7.3 Obstruction

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

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

7.4 Orders

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

- a) stating the municipal address or the legal description of the property;
- b) giving reasonable particulars of the activity to be discontinued;

- c) indicating the time for complying with the terms and conditions of the Order;
- d) indicating the final date for giving notice of Appeal.

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

7.5 Offence and Penalty

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

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

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

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

Part 8 – Enactment

8.1 That Bylaw 2024-41 is hereby withdrawn and repealed.

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

READ A FIRST AND SECOND TIME THIS DAY OF MARCH 2025

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

SCHEDULE "A" TO BY-LAW NUMBER 2025-17

Short-Term Rental Accommodation Licensing Fees

LICENCE TYPE	FEE
Class A Annual Licence Fee	\$1,200.00
Class B Annual Licence Fee	\$1,200.00
Order Appeal Fee	As per special meeting fee in By-law 2024-21 as amended

*Fees shall not be prorated

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

SCHEDULE “B” TO BY-LAW NUMBER 2025-17

Set Fines

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

NOTE:

The Penalty Provision for the offences indicated above is Section 7 of Bylaw 2025-17, a certified copy of which will be filed upon adoption.

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

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

SCHEDULE “C” TO BY-LAW NUMBER 2025-17

Short -Term Rental Code of Conduct

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

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

SCHEDULE “D” TO BY-LAW NUMBER 2025-17

Short Term-Rental Inspection Checklist

SHORT-TERM RENTAL INSPECTION CHECKLIST			
Municipal Address of the Premises:			
STR License Application Number (if known):			
Applicant Name:			
EXTERIOR			
STAIRS AND GUARDS	Compliant	Non-Compliant	N/A
a) Exterior guards(handrails)serving a house or an individual dwelling unit not less than 900mm (36”) high where the walking surface served by the guard is not more that 1800 mm (71”) above the finished ground level and not less than 1070mm (42”) where greater than (71”) above grade.			
b) Guards (handrails) within a dwelling unit not less than 900mm high (36”).			
Stairs, porches, landings, treads, risers, guards, and all supporting members intact and no evidence of cracked, rotted or deteriorated materials.			
EXTERIOR LIGHTING	Compliant	Non-Compliant	N/A
Exterior steps, walks, parking spaces, etc. are adequately lit.			
INTERIOR			
OCCUPANCY STANDARDS	Compliant	Non-Compliant	N/A
Non-habitable room is being used as a habitable room (for example utility room is set up as bedroom)			
Basement having habitable rooms; the ceiling height shall not be less that 2.1m (6’11” except under ducts or beams the clearance is permitted to be reduced to 1.95m (6’5”)			
Kitchen has a refrigerator, cooking stove, kitchen fixtures, fittings and they are in good repair.			
GENERAL MAINTENANCE	Compliant	Non-Compliant	N/A
Every supplied facility, piece of equipment or appliance is installed so that it will function safely and is maintained in good repair.			
UTILITIES	Compliant	Non-Compliant	N/A
All services or utilities providing light, heat, refrigeration, water or cooking facilities are connected.			
FIRE PROTECTION	Compliant	Non-Compliant	N/A
Fire Extinguisher in kitchen (ABC)			
Working smoke alarm on every level of the home and shall include outside of all bedroom areas. Note: Property owners are advised to document smoke alarm maintenance. Smoke alarms shall be tested annually and prior to each rental agreement. Smoke alarms (both battery operated and hardwired) shall be replaced within the time frame indicated in the instructions. Typically, every 10 years. Batteries should be replaced annually.			
A working carbon monoxide alarm is required outside of sleeping areas if the home contains a fuel burning appliance, wood stove or an attached garage. Note: Property owners are advised to document CO alarm maintenance. CO alarm shall be tested annually and prior to each rental agreement. CO alarms 9both battery and hardwired) shall be replaced within the timeframe indicated in the instructions (typically every 7 years). Batteries should be replaced annually.			
HEATING	Compliant	Non-Compliant	N/A

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

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
SCHEDULE "E" TO BY-LAW NUMBER 2025-17
Short Term-Rental Application Form**

Application Type: New Renewal

SECTION A: PROPERTY, OWNERSHIP & APPLICANT INFORMATION

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

Township of Bonfield STR License application:

DECLARATION OF THE APPLICANT

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

1. The information contained in this application and other attached documentation is true and accurate to the best of the applicant's knowledge. The applicant further agrees that any false information may result in refusal to issue, suspension, revocation or placement of conditions on any licence.
2. I understand it is my responsibility to ensure that this property is at all times in compliance with all applicable law, including but not limited to the Building Code Act, 1992, the Fire Protection and Prevention Act, 1997, the Electricity Act, 1998, and any regulations made under them.
3. If the Owner is a corporation or partnership, or the Application was submitted by an authorized agent, I have the authority to bind the Owner. (Owner Authorization Form provided)
4. The applicant acknowledges that the application may contain "personal information" as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the Township of Bonfield to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about the collection of personal information should be directed to the Municipal Clerk. This information is collectively considered business identity information and not personal information under the Municipal Freedom of information and Protection of Privacy Act, section 2(2.1) and (2.2).

Please Be aware that the Township of Bonfield intends to Publish some or all the information online on the Township of Bonfield's website.

5. The applicant is subject to the terms, conditions and regulations set out in By Law Number 2025-17- being a By-law to Licence, Regulate and Govern Short-Term Rental Accommodation in the Township of Bonfield.

Dated this _____ day of _____, 20____.

Name of Applicant: _____

Signature of Applicant: _____

SECTION B: APPLICATION CHECKLIST

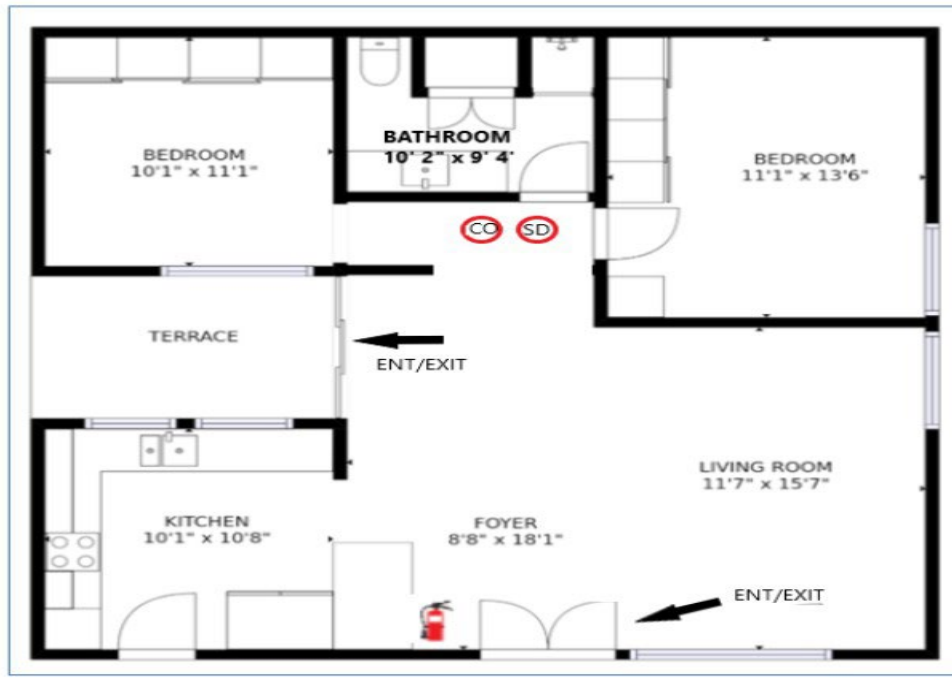
The following documentation must be submitted with your complete application:

- Proof of Ownership (examples: property tax bill, MPAC assessment, proof of title)
- Owner Authorization Form (if the applicant is not the owner)
 - Authorization for the applicant to apply on the owner's behalf.
- Valid Government Identification (examples: driver's license, passport, Ontario photo identification card)
 - Proof that the applicant is at least 18 years of age.
- Corporate Ownership (if the owner is a corporation), please provide one of the following:
 - Certificate of Status or Corporate Profile Report (Provincial Corporation).
 - Certificate of Compliance or Corporate Profile Report (Federal Corporation)
 - Copy of Articles of Incorporation
- List of all property owners (if more than one)
- Floor Plans - must include the following: (sample provided in application package)
 - interior floor plan of each floor, including basements, with measurements showing and naming all approved sleeping spaces, rooms, hallways, common spaces, entrances/exits, windows, smoke/CO alarms, fire extinguishers.
- Site Plan - must include the following: (sample provided in application package)
 - drawing with measurements showing and naming all buildings on the property, location of the septic system and well if applicable, driveways, address, location of garbage/recycling storage, location and size of parking spaces, shoreline frontage and location of docks and or boathouses if applicable
- Designated Responsible Person Consent & Acknowledgement Form (if applicable)
 - Proof that the DRP is at least 18 years of age (Valid Government Identification)
- Certificate of Insurance
- Licensee Code of Conduct & Acknowledgement (signed by Applicant)
- Proof of Septic System Approval
 - Demonstrating compliance
- Application Fee
 - Annual Licence Fee of \$1,200.00
(includes fees for application review process including staff time)

Site Plan must include:

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

Example of Interior Site Plan



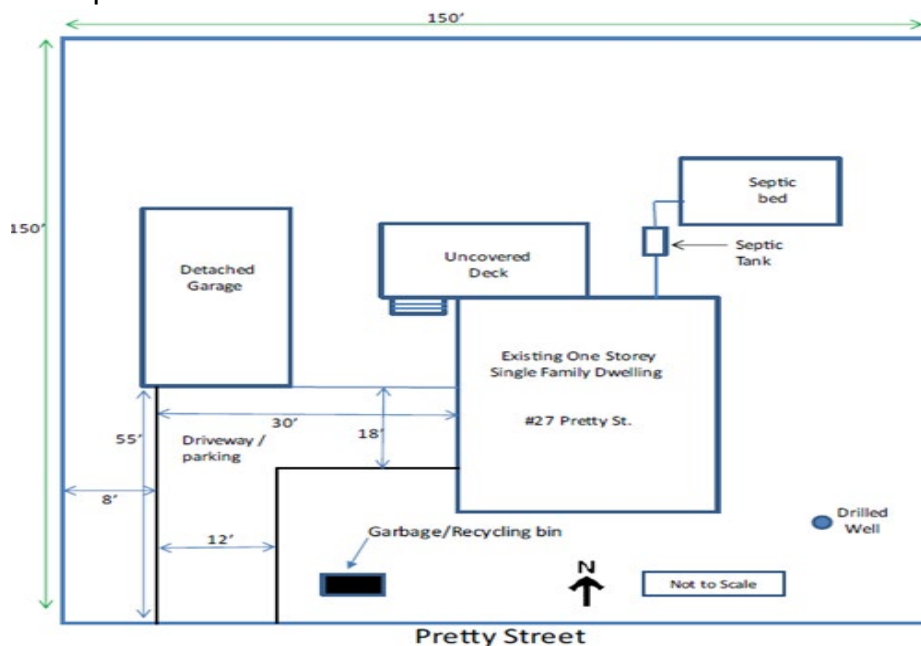
Floor Plans must include:

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

Occupancy limits

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

Example of Exterior Site Plan





Strategic Plan 2025-2030

Message from the Mayor and Council

Towards a more Sustainable and Prosperous Bonfield

In developing this Strategic Plan, Council and Staff have attentively listened to the needs and priorities of the community. We have engaged in two separate strategic planning sessions and conducted additional research & analysis to both refine and update the strategic pillars, goals, and priority action items itemized within.

Working together, Council and Staff have reaffirmed our vision, mission, and guiding principles; and identified a series of key priorities, initiatives, and action items to guide Council in its decision-making for the next 5 years, and beyond. Our aim has been to take a future-oriented approach, while recognizing the unique heritage, socio-economic circumstances, and natural assets which characterize the Township of Bonfield.

On behalf of Council,
Narry Paquette
Mayor Narry Paquette



Message from the CAO

The Township of Bonfield pleased to present its Final Strategic Plan, 2025-2030.

Strategic planning is an organizational management activity used to set priorities, focus energy and resources, and strengthen operations, while ensuring employees and other stakeholders are working towards the same common goals. A Strategic Plan aims to establish agreement around intended outcomes and results. As a living document, it allows an organization to assess and adjust the organization's direction in response to a changing environment.

In effect, a Strategic Plan is used to inform decision-making and actions that shape and guide what an organization is, who it serves, what it does, and why it does it - with a focus on the future. Effective strategic planning articulates not only where an organization is going, and the actions needed to make progress, but also how it will know if it is successful.

This document is critical to defining Council's direction and as staff this provides the foundation in our decisions and actions to make Bonfield more sustainable and prosperous for all stakeholders.

Nicky Kunkel

**Nicky Kunkel,
Chief Administrative Officer**



Stakeholder and Community Engagement

In accordance with provincial legislation, combined with an understanding of best practice approaches, Council has committed to stakeholder and community engagement activities in ways that have informed the new vision, goals, and objectives for the Township of Bonfield.

A detailed report which summarizes the stakeholder and community engagement activities that have taken place, and how these have informed the development of this Final Strategic Plan is provided in the separate [Background Report](#) which accompanies this plan for reference.

The following provides a brief summary of the timeframes and activities involved:



AT A GLANCE

Vision

The Township of Bonfield is a reliable, effective, and trusted provider of services to the community.

Mission

A modern municipal government which fosters safety, and a sense of community through fiscal responsibility and sustainable growth

Guiding Values and Principles

The Township is a service provider and facilitator making decision based upon the following values:

1. Service Excellence with Courtesy and Respect
2. Financial Prudence and Accountability
3. Sustainable Growth and Investment Readiness
4. Environmental Consciousness
5. Collaboration and Transparency

Strategic Pillars

Responsible Government	Economic and Social Development	Fiscal Prudence	Environmental Stewardship
Goal #1 Create a Communications Plan	Goal #4 Foster an environment to promote positive Social, Health and Economic Development outcomes	Goal #6 Ensure spending is based on Asset Management Priorities	Goal #9 Lead and support the move to a more sustainable future
Goal #2 Create an environment that facilitates Community Participation	Goal #5 Maintain Municipal Infrastructure	Goal #7 Modernize and simplify administrative processes	
Goal #3 Comply with Legislation and Regulations		Goal #8 Understand opportunities for Shared Resources	



Strategic Pillar One: Responsible Government

A responsible government builds and maintains trust and increases community pride. It engages and encourages participation with residents on projects and initiatives. It promotes healthy and active living, and equal opportunity amongst all residents. It



also produces robust policies and procedures in accordance with prescribed legislation. Working in collaboration and partnership, the Township will create modern, accessible, and inclusive spaces for all, while demonstrating openness, transparency, and our capability to address strategic challenges.

Priority Action Items

Goal #1 - Create and Maintain a Communication and Brand Strategy

1. Update and modernize the website to be more accessible and user-friendly
2. Create and maintain a community events calendar
3. Produce informative newsletters, and regular social media updates
 - Quarterly
 - Monthly
 - Bi-weekly; and
 - As required

Goal #2 - Create and Foster an Environment that Facilitates Community Participation in Events

1. Host events which unite and engage the community (including Family Day, Canada Day, Remembrance Day, etc.)
2. Facilitate and support service club activities and events
3. Explore opportunities for new and inspiring events within the Township

Goal #3 - Comply with Federal, Provincial, Regional and Municipal Legislation and Regulations

1. Stay informed about changes and updates in prescribed legislation and regulations.
2. Attend conference and training sessions
3. Review existing township-owned policies and procedures
4. Produce action plans to ensure compliance with all regulatory requirements.



Strategic Pillar Two: Economic & Social Development

Economic and social development includes working with residents, agencies, and neighbouring communities to address important issues and opportunities. The Township will implement the strategic direction



of Council, ensuring municipal infrastructure is maintained, while carrying out regular inspections to manage the lifespan of assets over time. We will advance opportunities to increase productivity and accelerate the delivery of new and innovative housing solutions that meet the needs of Bonfield's residents. Together, we will build a solid foundation for future economic growth and social development, while avoiding undue hardship to taxpayers through smart investment decisions.

Priority Action Items

Goal # 4 - Foster and Support an Environment which promotes positive Social, Health & Economic Development outcomes.

1. Housing: Promote a mix of safe, affordable, accessible, and desirable housing
2. Employment: Promote a diverse economic base, considering trends and gaps analysis, through business retention and expansion programming.
3. Health & Wellbeing: Create opportunities to advance regional partnerships that promote trails, recreation, exercise, and inclusive activities across demographics.
4. Strategic Growth Initiatives: Identify and allocate sufficient land supply for housing, employment, agriculture, forestry, and light industrial uses.

Goal # 5 - Ensure municipal infrastructure is being maintained based upon a robust analysis of its condition.

1. Conduct regular and regulatory inspections
2. Prepare Studies and Plans related to municipal assets including roads, bridges, and buildings
3. Conduct Lifecycle Analysis in support of municipal asset management plans



Strategic Pillar Three: Fiscal Prudence

Fiscal prudence requires spending decisions to be informed by asset management priorities and best practices, alongside defined policies, roles, and responsibilities.

The Township will implement modern and simplified administrative processes and explore other opportunities to increase efficiencies that reduce total costs across the township's operations. Through long term planning for service delivery, we will demonstrate and deliver departmental efficiencies through budgeting.



Priority Action Items

Goal # 6 - Ensure new spending decisions are informed by an up to date understanding of asset management priorities

1. Create and maintain a long-term asset management plan which includes roads, bridges, machinery, and equipment.
2. Ensure financial due diligence through Key Performance Indicators (KPIs), monitoring and reporting.

Goal # 7 - Modernize and simplify administrative processes

1. Prepare multi year budgets which includes reporting, forecasting, and analysis.
2. Advance new file management and record keeping systems
3. Produce and maintain new and updated checklists and forms, providing clear and consistent information.

Goal #8 - Understand the opportunities for shared resources

1. Research and evaluate partnership development among regional communities
2. Facilitate partnerships with NGOs, and other service clubs, to provide collaborative opportunities to save money, time, and resources.



Strategic Pillar Four: Environmental Stewardship

Environmental sustainability will guide the Township of Bonfield as it makes the transition to a more green, resilient, and prosperous community.

We will apply mitigation and adaptation-led solutions which reduce the communities' footprint

and prepares it for a less predictable climate. Through current and future planning documents, we will adopt stringent and realistic targets, and work with partners to advance stewardship which fosters enhanced sustainability and environmental stewardship.



Priority Action Items

Goal #9 - Lead and support the Township of Bonfield as it makes the transition to a more sustainable future

1. Execute municipal plans and studies, including the Official Plan, Comprehensive Zoning By-law, and the Municipal Energy Plan.
2. Promote Energy Efficiency Standards in Buildings and Infrastructure.
3. Increase awareness of sustainable products, technology, and other solutions in procurement activities.
4. Focus on compliance with regulations related to healthy watershed management.
5. Continue to maintain a robust waste management plan.
6. Support efforts to advance public education.



For inquiries related to this Strategic Plan please contact us at:

Bonfield Township

365 Highway 531

Bonfield, ON, P0H 1E0

705-776-2641



March 2025



Bonfield Township Strategic Plan 2025 Background Report

Final Version

March 3, 2025



Introduction

The purpose of this background report is to summarize the stakeholder and community engagement activities that have taken place in recent years, throughout the process of developing the new Strategic Plan for the Township of Bonfield.

The following sections provide a timeline of activities in chronological order, including but not limited to:

- 1- **Preliminary research** regarding **best practice methods** when **producing a Strategic Plan**
- 2- **Councils' participation in a retreat**, and their **responses to Survey Questions**
- 3- An **evaluation of survey responses** received from members of the **General Public**
- 4- An **Internal review of background studies and reports** previously adopted by Council
- 5- The **preparation of a Draft Strategic Plan** for review by Council at a **second retreat**
- 6- The **consolidation of feedback** and completion of **final edits** by Staff; and
- 7- **Adoption of the Strategic Plan** at a **Regular Meeting of Council**.

In effect, this background report pulls together quantitative data, plus other qualitative information, received by Staff and Council over the past 18 months; and summarizes how the responses received have influenced the final version of the Strategic Plan as presented.



Timeline of Activities - September 2023 to March 2025



September 2023- Preparation

Staff completed preliminary background research into best practice approaches regarding stakeholder and community engagement methods involved in producing Strategic Plans.



Council Survey Questions and Results

October 2023 - Survey of Council Members

The first step in the process of developing the new Strategic Plan was the preparation of a survey, which was circulated to members of Council requesting their feedback on seven questions ahead of a scheduled retreat on November 19, 2023. The seven questions were:



Survey Questions

Question One: What is your personal mandate for Council? Do you feel you have a mandate, has your campaign for Council changed from the year you have been on council? How and/or why?

Question Two: What do you always hear being discussed but not resolved?

Question Three: What is not being discussed that needs to be discussed?

Question Four: What do you feel senior staff are not telling you that you feel you need to know? Do you feel you hear the challenges facing the Township?

Question Five: What is the Culture of Council? What is the Culture of Staff? How do you see and/or want the two to interact? Culture is defined as attitudes and behaviours of management and employees and sets the tone for how the goals and objectives of an organization are executed.

Question Six: What does Bonfield need? What problems or obstacles have you identified? List as many as you can think of. At the meeting we will discuss prioritizing and short to long term solutions.

Question Seven: What would your mission statement be for Bonfield? A mission statement is a precise statement that defines what a company does and what purpose it serves. It's generally a short 2-3 sentence statement that provides guidance to management for defining goals and tells stakeholders what you do and what is important to the Township. (Hints: what do we do, why, for who, what happens if you don't do it, and why does it matter?)

November 2023 - Council & Staff Retreat #1

Council held its first retreat to review and discuss each Council members' responses to the seven questions raised in the survey, with a view to identifying individual priorities, goals, and potential synergies; and also, to provide staff with further direction on the next steps required to engage the general public through the development of the Strategic Plan. The following synergies were identified:



Question One (Mandates)

Council agreed their shared mandate is:

'To govern, to create policy, and to work towards improving Bonfield.'

Question Two (Matters to be Resolved)

Council agreed the following matters should be resolved over time:

- Facilitating change management
- Fostering positive Council / Staff relations
- Understanding the financial position of the Township
- Developing new policies and by-laws
- Enforcing Property Standards, including the unauthorized use of Trailers
- Addressing neighbourhood disputes including Short Term Rentals
- Supporting new Economic Development; and
- Attracting new Investment in Healthcare.





Question Three (Matters to be discussed)

Council agreed the following matters require further consideration over time:

- Making “*hard decisions*” to achieve progress
- Methods to improve positive Council & Staff relations
- Clearly tracking, and acting upon complaints received
- Procedures for managing Short Term Rentals
- Ways to celebrate municipal success stories
- Strategies that support Economic Development

Question Four (What Council needs to know)

Council stated they generally feel informed or are comfortable asking questions; however, that they would like to know more about the following:

- Budget planning and preparation
- Performance management standards
- An honest account of the Townships’ workload, and the timeframes involved; and
- The number and type of complaints, and how they are handled

Question Five (Culture of Council and Staff)

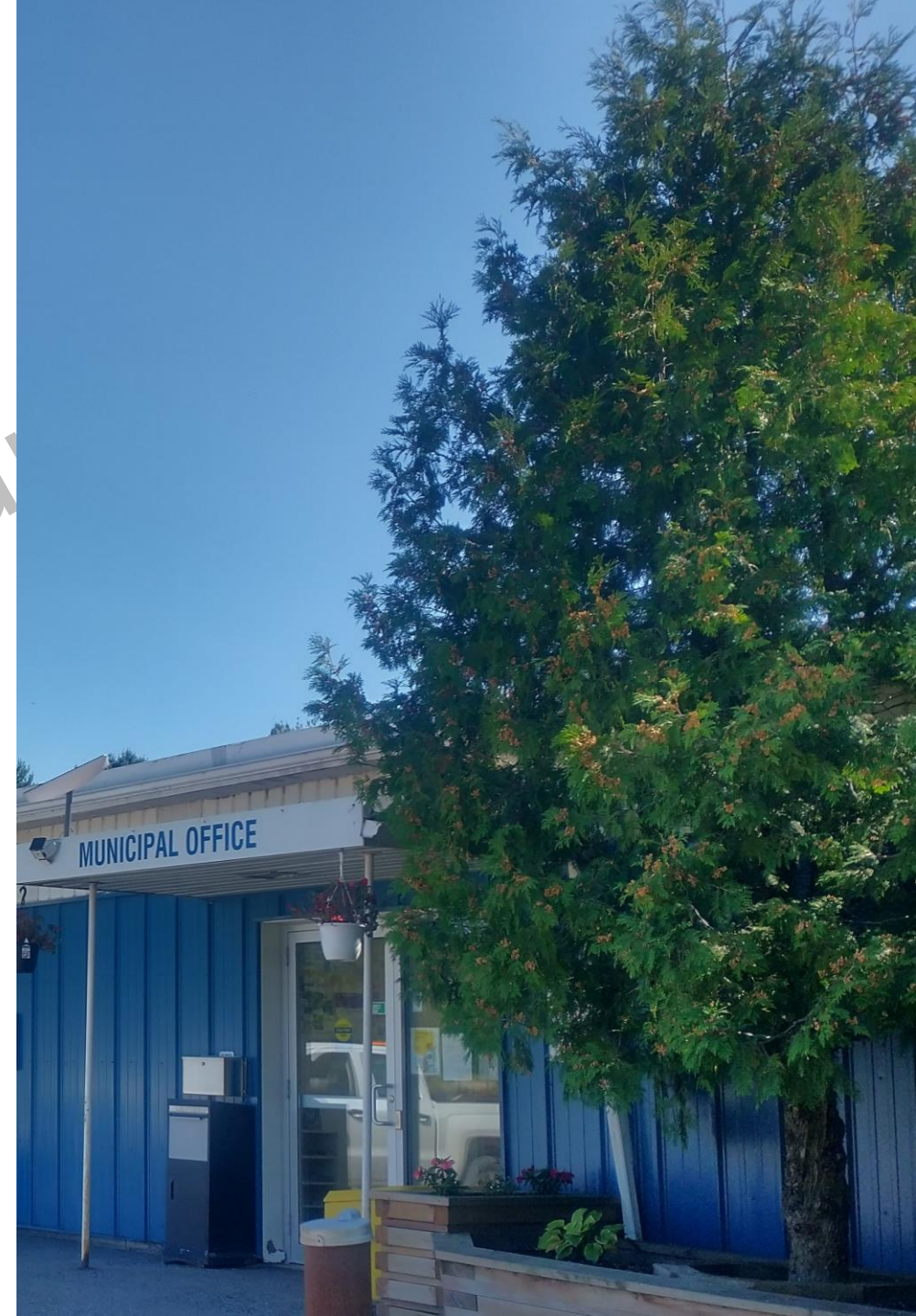
Council stated a belief that the current Council:

- Is living through a legacy of the past.
- That they aim to be collaborative and considerate, taking a partnership approach; and
- Are “*always comparing*” and potentially overlooking the inherent value and raw potential of the Township.

Council also stated their understanding that Staff have on occasions:

- Felt disenchanting, or unheard.
- Been defensive in their approach; and
- Have not always responded to public concerns

As such, Council agreed to “*build a culture of respect, take responsibility for their actions, own their mistakes, and support each other as a team, as the Township work towards one common goal*”. To achieve this, Council promised to create a “*safe environment for all to express their thoughts and ideas.*”





Question Six

(Identified Needs / Short to Long-term Solutions)

Council identified the following as priorities to be addressed:

- Restoring and enhancing the reputation of Council
- Ensuring an open, transparent, and trustworthy Township that functions as one team.
- Fostering increased community pride and participation
- Providing excellent healthcare services
- Working to build a clean and safe community
- Demonstrating a consistent approach to by-law enforcement
- Delivering road improvements
- Improving waste management services
- Protecting the natural environment
- Supporting new investment in commercial developments; and
- Promoting Bonfield as a tourism destination

Having evaluated the primary issues, challenges and priorities, Council identified potential short, medium, and long-term solutions as follows:



Question Six

(Identified Needs / Short to Long-term Solutions)

Short-term

- Produce a Strategic Plan
- Deliver improvements to the local road network.
- Explore options to create a new or improved Town Hall, with enhanced public service areas.
- Work with local community organizations and service clubs.
- Build trust by demonstrating a municipality that is well-run.

Medium-term

- Produce clearer budget reports, while demonstrating fiscal responsibility
- Identify alternate revenue streams
- Update the Township's Asset Management Plan
- Develop a Corporate Communications Strategy & Plan
- Evaluate staffing requirements
- Update policies and by-laws
- Establish Key Performance Indicators (KPIs) to measure performance



Question Six **(Identified Needs / Short to Long-term Solutions)**

Longer-term

Advance opportunities to:

- Provide a new Health Care Facility
- Introduce a new Grocery Store
- Support the continued development of property, including diverse housing options.
- Foster an increased sense of community pride; and

Make targeted investments (i.e. towards new signage, and/or public parks).

Question Seven

The final Vision, Core Purpose, Mission, Values, and Guiding Principles are all provided in this Strategic Plan for reference.



Community Survey Questions and Results

November 2023 - Community Survey

A Community Survey was also launched in late November 2023, which included **32 questions**. This ran through to January 2024 and resulted in a total of **114** responses.

Responses to specific questions are further analyzed as follows:



Question One: Respondent Age Groups

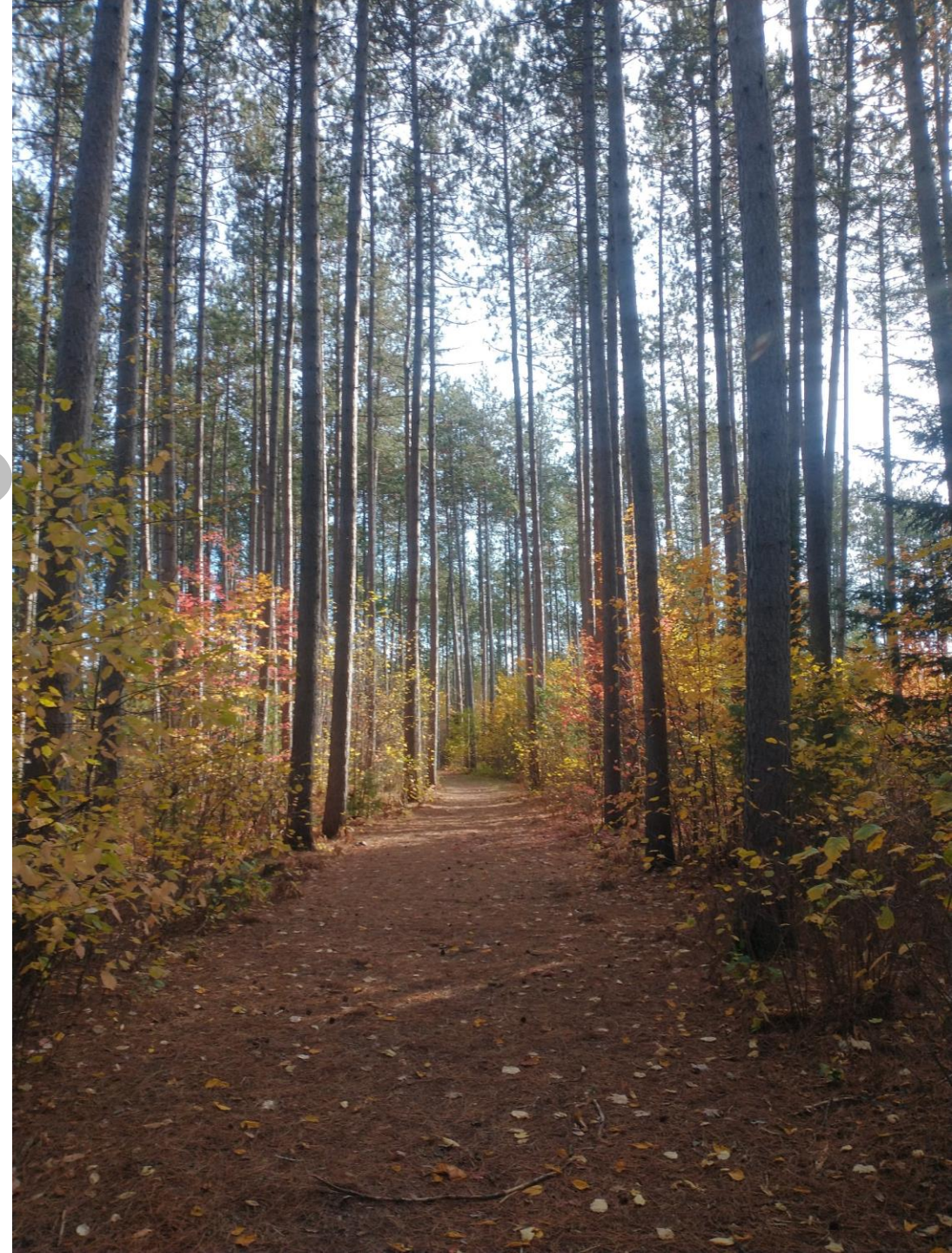
1. 18-34 (14%)
2. 35-49 (30%)
3. 50-64 (30%)
4. 65+ (26%)

Question Two: Gender

- Male (44%)
- Female (52%)
- Prefer not to answer (4%)

Question Three: Property Status (all that apply)

- Home-Owner (90%)
- Tenant (5%)
- Seasonal Resident (3.5%)
- Business Owner (3%)
- Permanent Resident (20%)





Question Four: Top Three Issues

1. **Infrastructure, including Roads, Sidewalks, and Landfill (68%)**
2. **Taxes (58%)**
3. **Healthcare (47%)**
4. Property Standards (31%)
5. Economic Development (18%)
6. Fiscal Responsibility (17%)
7. Recreation Programming (15%)
8. Tourism Attraction (12%)
9. Land Use Planning (11%)
10. Parks & Facilities (10%)
11. Housing (8%)
12. Crime and Safety (8%)
13. Climate Change & The Environment (6%)
14. Increased Awareness / Support for Agriculture (4%)
15. Transportation (3%)

Question Five:

Have you contacted the Municipality in the last 12 months?

- Yes (55%)
- No (45%)

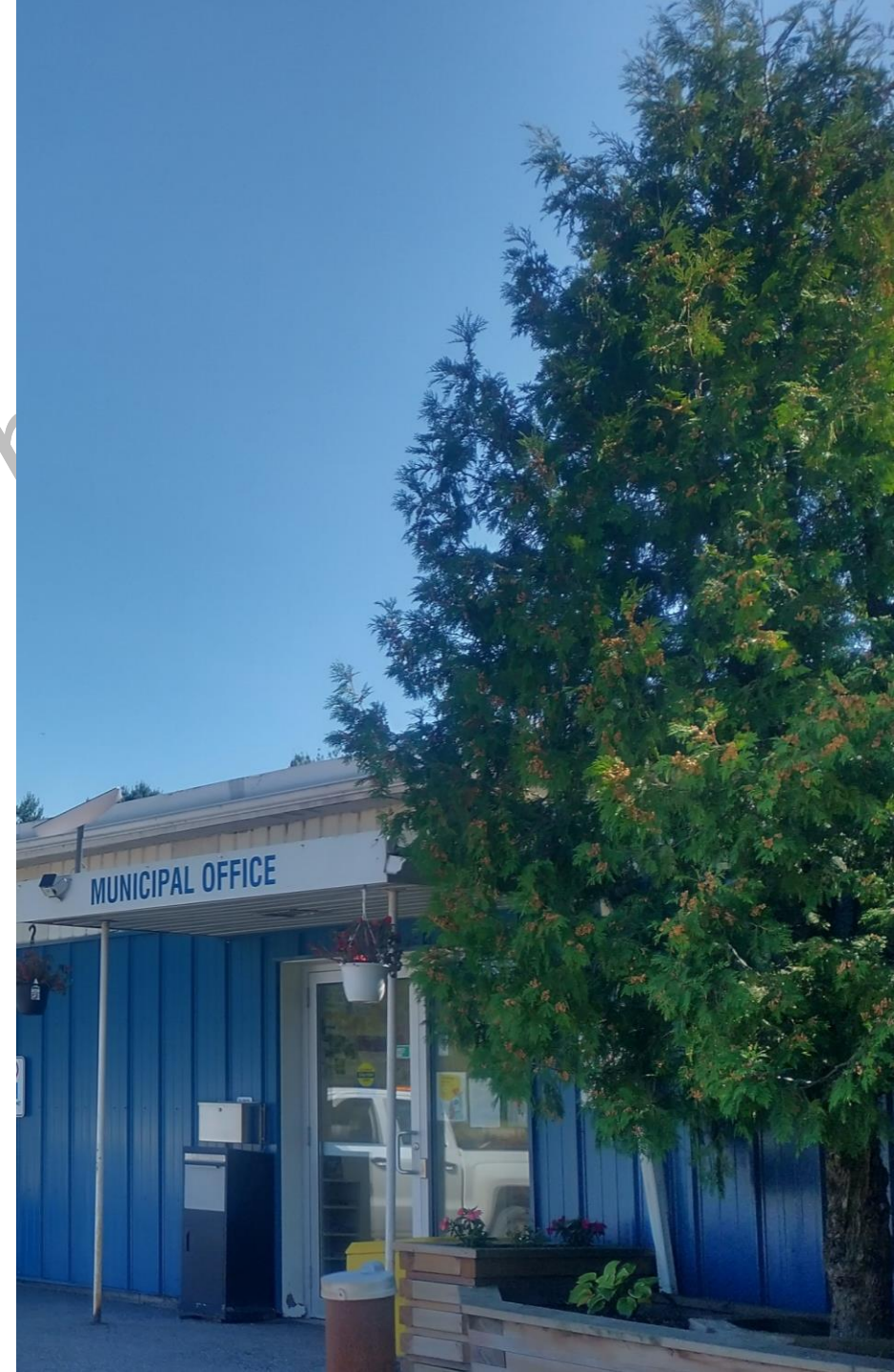
Question Six: Top 5 Most and Least frequency Used Services:

Often

1. Landfill (35%)
2. Recycling Depot (28%)
3. Community Events (8%)
4. Municipal Facebook Page (8%)
5. Library (7%)

Never

1. Splash Pad (66%)
2. **Bonfield Medical Centre (64%) ***
3. Outdoor Rink (44%)
4. Playgrounds (41%)
5. Walking Paths (39%)

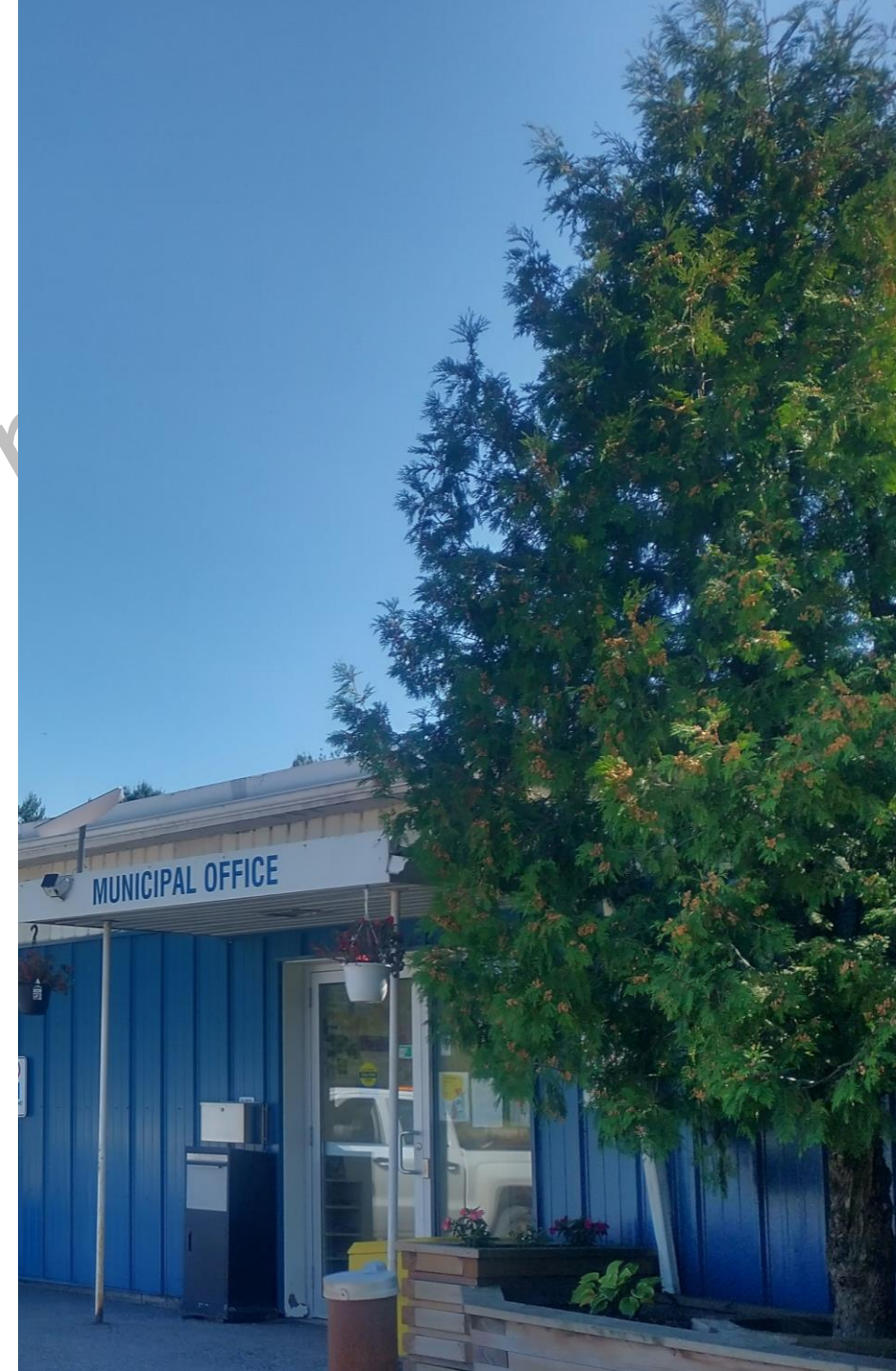


Analysis of Question Six

*The stated lack of use of Bonfield's Medical Centre could reflect known provincial limits on the availability of trained medical personnel; and how this is impacting the number of 'spaces' available, including at the local Medical Centre.

In this regard, we note Question 25 asks: **What factors would contribute to a better quality of life rating?** In response, individuals stated the following would '*definitely*' contribute:

- Access to / affordability of Medical Services **(55%)**
- Access to / affordability of Mental Health Services **(31%)**
- Access to / affordability of Addiction Services **(15%)**





Question Seven: Top 5 Most and Least Satisfied with Township Services

Very Satisfied

- 1. Municipal Office Customer Service (66%)**
2. Fire Department (16%)
3. Library (16%)
4. Landfill Services (15%)
5. Recycling Services (15%)

The recognition that staff at the Municipal Office are providing ‘satisfactory’ customer service is welcomed. At the same time, the Township of Bonfield acknowledges the responses made to Question Fifteen which indicates communication on Council priorities and activities could be improved.

Very Dissatisfied

- 1. Summer Road Maintenance (33%)**
2. Ditching and Brushing (28%)
3. Municipal By-law Enforcement (21%)
4. Winter Road Maintenance (18%)
5. Building Permit Process (12.5%)



Analysis of Question Seven

Although 33% of respondents state they are very dissatisfied with the summer road maintenance, Individual respondents did state elsewhere in the survey that they appreciate recent improvements made to local roads, including Development Road and Pine Lake Road.

On its part, the Township acknowledges there have been several terms of Council where local road maintenance was not prioritized, meaning it will take some time, money, and resources for the Township to ‘catch up’ and deliver the improvements residents are looking for.

Question Eight: Top Three priorities

1. Improve Roads (75%)
2. Maintain or Increase Health Care Services (36%)
3. Increased transparency on Tax Spending (29%)

Question Nine: How likely to recommend Bonfield as a place to live?

Average = **66%** out of 100%



Question Ten: How long have you lived in the Township?

Average = **15.6 Years**

This figure is further broken down into groups, and is displayed as a percentage as follows:

- **0-5 Years** = 27.4%
- **6-9 Years** = 15%
- **10-14 Years** = 9.7%
- **15-19 Years** = 6.2%
- **20-39 Years** = 22%
- **40+ Years** = 9.7%
- **Unclear responses** = 10%

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Analysis of Question Ten

Analysis of these responses confirms other property-specific information available to the Township, which indicates there has been a heavy influx of newcomers to the Township in recent years. The increased demand for property in Bonfield reflects broader trends seen in the post-Covid economy, with individuals and households, often seeking more space away from the heavily populated urban areas.

Another large group of people are those that have lived in Bonfield for 20 years or more. They have undoubtedly witnessed some of the many changes the community has seen over time.

In the middle, is an equivalent percentage share of individuals who have been residents for between 6 and 20 years. This group quite possibly includes '*working families*' with mixed priorities depending on the structure of their household.

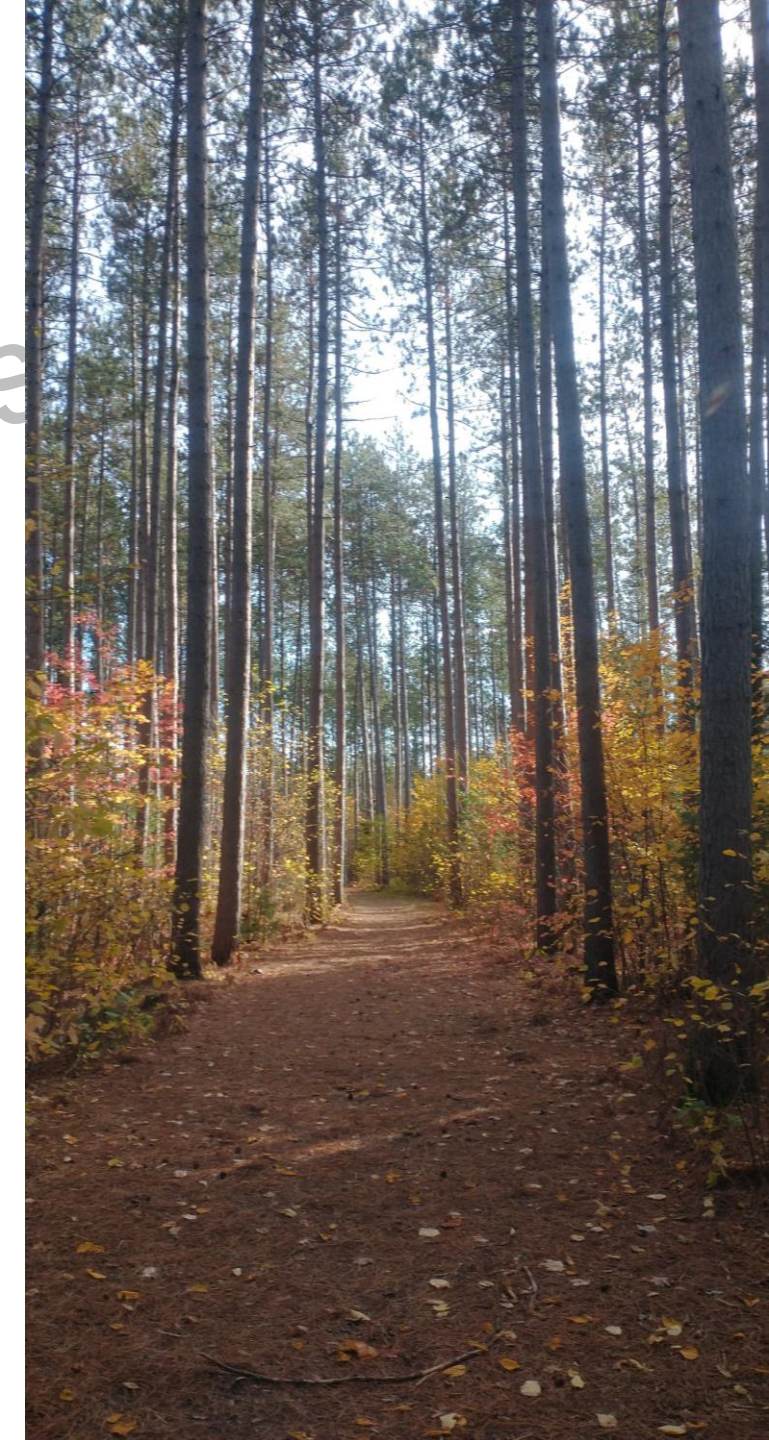


Question Eleven: Why did you decide to live in Bonfield?

- **Small Town Feel** = 37%
- **Housing Affordability** = 30%
- **Close to family / friends** = 29%
- **Recreation (Fishing / Hunting)** = 29%
- **Born and Raised** = 18.6%
- **Close Commute for Work** = 5.3%
- **Job / Employment Opportunity** = 4.4%
- **Other (please specify)** = 23%

'Other' responses are further summarized as follows:

- As an investment
- To manage the Family Farm / Homestead
- To enjoy the natural beauty of the area
- To have peace and quiet
- To use the seasonal cottage
- To be on the Lake(s)
- Part of retirement plan
- Access to outdoor recreation
- A house-specific decision
- To have horses
- Geographic location





Question Twelve: What keeps you living in Bonfield?

- **Small Town Feel** = 40%
- **Close to family / friends** = 38%
- **Recreation (Fishing / Hunting)** = 32%
- **A nice place to live** = 30%
- **Other (please specify)** = 25%
- **Affordability** = 23%
- **Employment** = 6.25%
- **Close to Amenities and Services** = 6.25%

‘Other’ responses are further summarized as follows:

- As an investment
- To enjoy the natural beauty of the area
- To manage the Family Farm / Homestead
- Privacy, peace and quiet
- To use the seasonal cottage
- To be on the Lake(s)
- Access to Services, including the Library
- Access to outdoor recreation
- Too “lazy” to move
- Looking to leave
- “Affordability”
- “Cannot afford to buy anything else”



Analysis of Questions Eleven and Twelve

A quick analysis of responses made to **Question Eleven** (Why did you decide to live in Bonfield?) and **Question Twelve** (What keeps you living in Bonfield?) revealed the following:

Most respondents still appear to appreciate the “*small town feel*” and the ability to be “*close to family and friends*” while enjoying the nature, beauty, and recreational opportunities available within the Township.

At the same time, it is noted that ‘*affordability*’ has declined as being a factor why residents continue to live in Bonfield.

Question Thirteen: How Safe do you Feel?

0% = Not Safe at All / 100% = Very Safe

Average = **77.5%**

This figure is further broken down into groups, and is displayed as a percentage as follows:

- Individuals that have spent ~10-20 Years In Bonfield = **70%**
- Individuals that have spent between ~20+ Years In Bonfield = **78%**

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For Discussion Purp





Question Fourteen: Which of the following statements are closest to your own opinion?

The Township should:

1. Balance supports for existing business and the creation of new jobs - **60%**
2. Place greater emphasis on supporting the creation of new jobs and businesses - **27%**
3. Place greater emphasis on supporting existing businesses - **13%**

Analysis of Question Fourteen

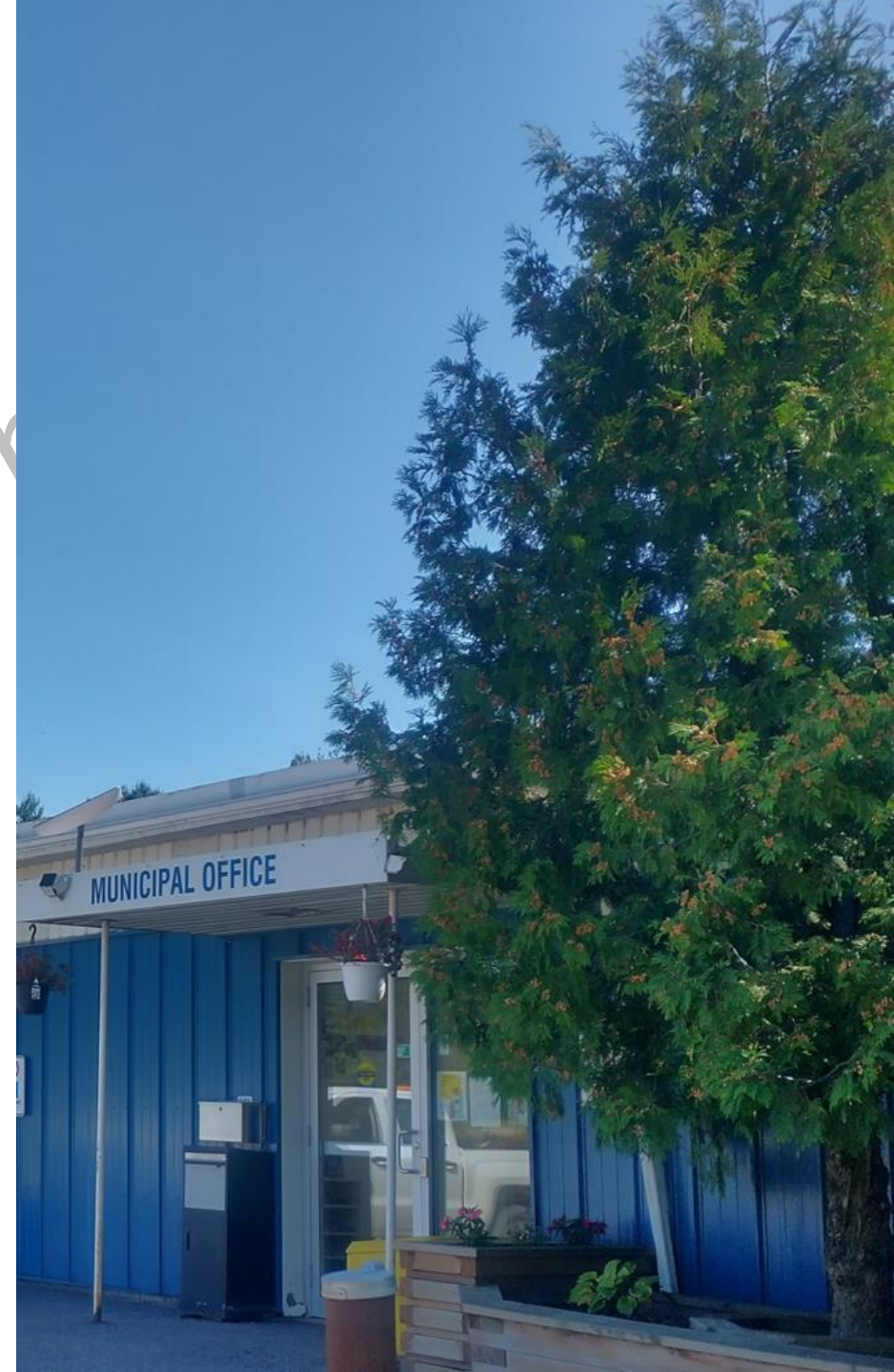
The vast majority of respondents states they would like to see more support for existing businesses, combined with ‘*new jobs*’ suggesting a new program of economic development focussed on attraction and retention initiatives, which builds upon the existing economic assets and strengths of Bonfield as a community is the preferred way to go.

Question Fifteen: How well does the Township communicate how Tax dollars are spent?

1. Fair - **46%**
2. Poor - **29%**
3. Good - **20%**
4. Very Good - **5%**

Question Sixteen: Which of the following would you most like the Township to pursue?

1. None of the following - **27%**
2. Cut Services: To maintain current Tax level - **20%**
3. I don't know - **17%**
4. Increase Taxes: To enhance or expand services - **14%**
5. Cut Services: To reduce Taxes - **12%**
6. Increase Taxes: To maintain services at current levels - **9%**
7. I don't care - **1%**

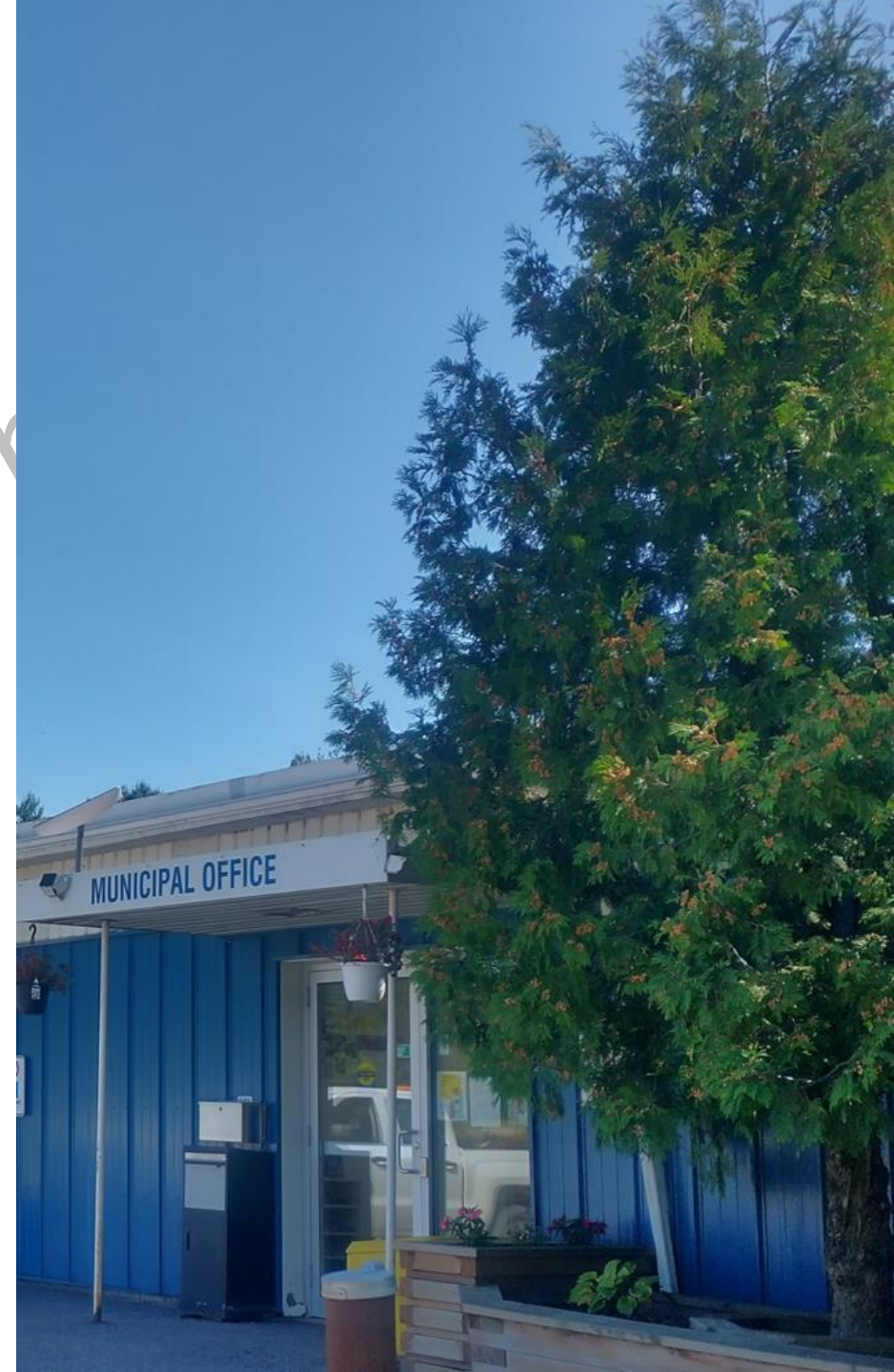


Analysis of Question Sixteen

The majority of people asked this question were either unwilling or unable to provide a response on how Council might continue to provide public services while addressing budget constraints (45%).

The second largest group indicated they would like to ‘cut services’ to either ‘*maintain the current tax level*’ or ‘*reduce taxes*’ (32%). The final group indicated they would like to ‘*increase taxes*’ either to ‘*enhance or expand services*’ or ‘*maintain services at current levels*’ (23%).

These responses indicate there is no consensus on this matter and, therefore, that Council and Staff could potentially do more to both educate and inform the public on how their tax dollars are being spent, with a view to fostering increased understanding.



Question Seventeen: Commute to Work

Responses are summarized as follows:

- N/A - **30%**
- North Bay & Area / ~30 Minutes - **29%**
- Less than 30 Minutes - **21%**
- Work from Home - **16%**
- Outside of Region - **6%**
- <45 Minutes - **3.5%**
- >15 Minutes - **3%**
- Mattawa & Area / 15-30 Minutes - **3%**
- Works in Bonfield - **2%**

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For Review Purposes



Analysis of Question Seventeen

Responses to this question suggest the vast majority of people commute outside of Bonfield for work purposes, indicating there is more to be done to both attract and retain businesses in Bonfield so an increased range of employment opportunities may become available to local residents. Approximately 30% of respondents stated the question does not apply to them, indicating they may either be retired, otherwise not in the workforce.

In addition, it is noted 16% of respondents '*work from home*'. Moving forward, it would be helpful to understand how many of these individuals work for home-based businesses, and in which sectors they are employed; and how many individuals work remotely for an external organization not based in the Township of Bonfield. By re-engaging local business owners, the Township may be able to help local businesses as they '*scale-up*' their operations.





Question Eighteen: How motivated are you to participate in Township priority-setting and long-term planning?

- Somewhat motivated - **36%**
- Not at all motivated - **28%**
- Moderately motivated - **15%**
- I don't know - **11%**
- Very motivated - **7%**
- I don't care - **3%**

Question Nineteen: How much do you think feedback provided within the last 12 months influenced Council decision-making?

- A lot - **2%**
- Moderately - **8%**
- Very Little - **17%**
- Not at all - **29%**
- N/A, Or I don't know - **45%**



Analysis of Question Nineteen

Of the responses made, only **10%** felt their feedback had influenced decision-making either ‘*moderately*’ (8%) or ‘*a lot*’ (2%). Almost half (**46%**) stated their belief that the feedback provided had either ‘*very little*’ (17%) or no impact (29%) on Council decision-making.

A further **45%** either did not provide feedback (within the 12-month period); or didn’t know what the consequences of their feedback may have been in terms of Council-decision making. There could be many reasons for this, including but not limited to:

- 1. A sense of frustration, or disbelief, in the role of **Government**.** This is a perception that often extends beyond the Township of Bonfield, to society at large.
- 2. The feeling of being disconnected from **Council and Staff**.** i.e. An individual is unable, or unsure, how they can meaningfully participate in local decision-making.



Analysis of Question Nineteen (Continued)

3. A lack of understanding as to how local government works. i.e., the primary role of local government being to maintain or improve service standards, and ensure good governance through the creation of by-laws, policies & procedures, while balancing the rights of all stakeholders, in accordance with all ‘*applicable laws*’; and/or

4. A sense of anger or helplessness - that decisions are being made either against or without democratic consent (i.e. a sense there is a lack of inclusion in decision-making processes).

The Township of Bonfield is not able to fix all of these challenges in a short period of time. But it does have a responsibility to improve its communication methods in ways that foster increased understanding and supports engagement in decision-making processes.

At the same time, Council and Staff have a duty to respond where the actions of individuals are not considered beneficial to the interests of the Township as a whole; or may be considered ‘*frivolous*’ or ‘*vexatious*’ in nature.

Question Twenty:

How satisfied are you with the Township of Bonfield's notification processes?

- Somewhat satisfied - **48%**
- Somewhat dissatisfied - **18%**
- Very dissatisfied - **14%**
- I don't know - **12%**
- Very satisfied - **7%**

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Analysis of Question Twenty

The responses were somewhat consistent when evaluated against the time an individual has lived within the Township of Bonfield, with life-long residents expressing a more favourable, but also, a more polarized view of how the Township chooses to notify its residents:

Of the responses made by life-long inhabitants:

- **67%** - Were *'somewhat satisfied'*; and
- **33%** - Were *'somewhat dissatisfied'*.

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Analysis of Question Twenty (Continued)

There could be several reasons for this, including but not limited to, the **increased use of digital technologies** to communicate Township-based activities, requiring access to the Township's website and / or social media pages; and potentially, a more general sense of feeling **disconnected** from a Community that they have long known.

In this context, it is recognized some residents may not have access to reliable internet; or are potentially lacking computer literacy skills, meaning they are unaware of the regular community-based information being shared.

On its part, The Township ensures essential correspondence i.e. information related to Taxes, or Individual property matters, are communicated via mail so the Township can be assured that residents have received all necessary information. A Quarterly newsletter is also mailed to all households for general information purposes.



Question Twenty-One: How do you Connect with the Municipality?

- Phone - **58%**
- In person - **50%**
- E-mail - **40%**
- Website - **30%**
- Social Media - **23%**
- Town App - **14%**
- Letter - **11%**

The preferred means through which individuals **choose to connect** with the Township is further broken down into groups, based upon the duration of time spent in the Township of Bonfield, as follows:



Question Twenty-One: How do you Connect with the Municipality?

~10-20 Years In Bonfield

- Phone - **100%**
- Website - **100%**
- In person - **67%**
- E-mail - **67%**

~20+ Years In Bonfield

- In person - **50%**
- Phone - **37.5%**
- E-mail - **37.5%**
- Town App - **25%**
- Letter - **12.5%**
- Social Media - **12.5%**
- Website - **12.5%**
- Letter - **11%**

Lifelong residents

- In person - **100%**
- Phone - **67%**
- Social Media - **33%**



Analysis of Question Twenty-One

A review of the preferences given for making connection with the Township, compared to the amount of time spent living in the Township of Bonfield, has revealed some potential **Generational Differences**.

With some exceptions, Individuals who have spent 10-20 years, 20+ years, and also. 'life long' residents generally expressed a preference for '**in person**' and '**phone**' based communication over and above other means.

These statistics contrast with individuals aged **18-34 years old** who generally stated a preference for connecting via '**social media**' (**36%**) closely followed by '**phone**' (**32%**) '**in-person**' (**32%**) **e-mail** (**32%**) and **website**-based communication methods (**27%**).

These responses indicate the Township may need to provide service-level information through a range of different means for some time to come to satisfy different demographics.



Question Twenty-Two:

Where do you look for Municipal Information?

Where individuals are seeking to obtain Municipal Information, and not necessarily ‘connect’ with the Township; Individuals overwhelmingly stated a preference for electronic means of communication, as follows:

- Website - **51%**
- Social Media - **37%**
- Newsletter - **24%**
- In person / Call - **5.5%**
- Town App - **12%**

Analysis of Question Twenty-Two

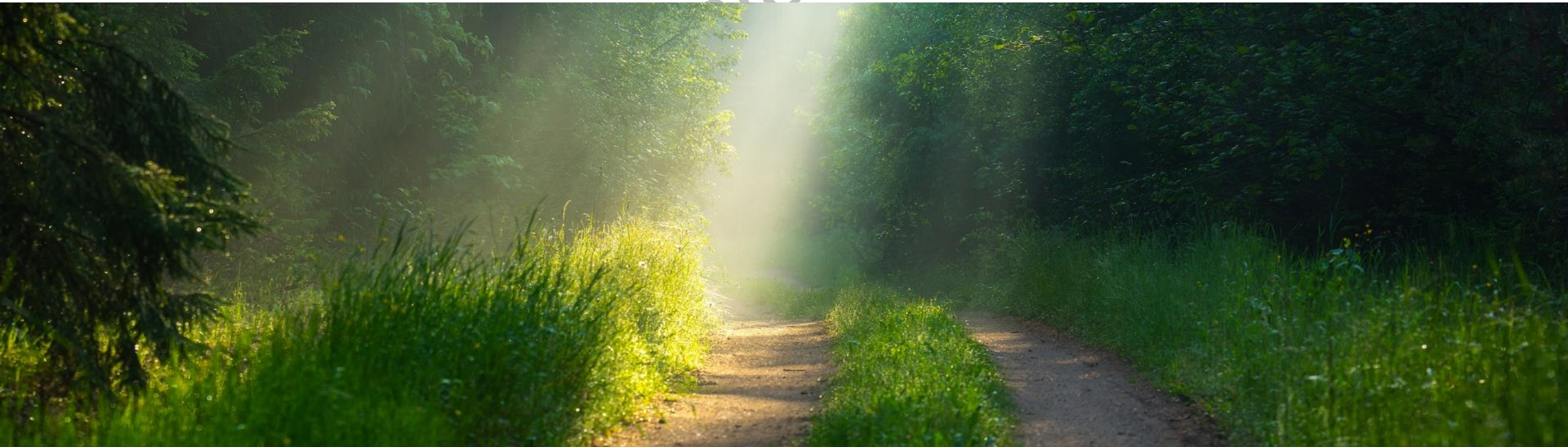
This breakdown is consistent across the different groups listed for time spent living in Bonfield Township; however, the youngest generation, comprising individuals aged **18-34 years of age** did express a preferred interest to use **Social Media (66%)**, closely followed by the **Website (55%)**.



Question Twenty-Three: How do you want to be informed?

- Social Media - **40%**
- Email - **38%**
- Letter - **38%**
- Website - **38%**
- TownApp - **17%**
- Phone - **10%**
- In-person - **5%**

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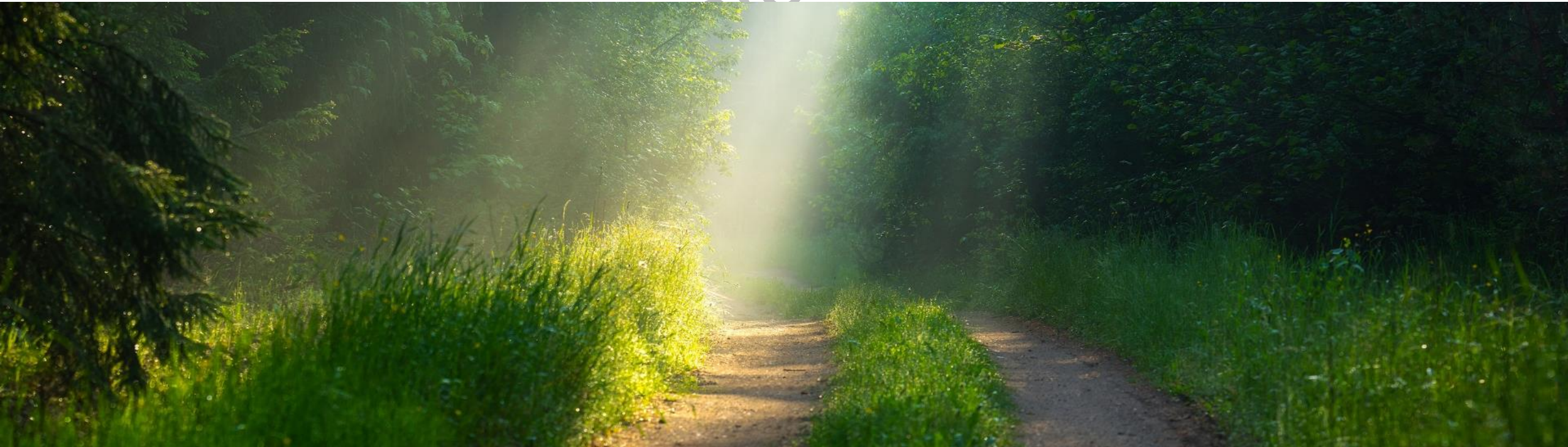


Analysis of Question Twenty-Three

There appears to be a discrepancy between how individuals **choose to connect** with the Township versus how they would **seek to obtain municipal information** and how they would like to **stay informed**.

The most basic interpretation suggests that individuals want to be able to call the Township and get the answers they need (a percentage which varies from **58%** to **100%** depending on the group responses made); however, that they don't necessarily want the Township to 'engage' with them directly either by phone (**10%**) or in-person (**5%**).

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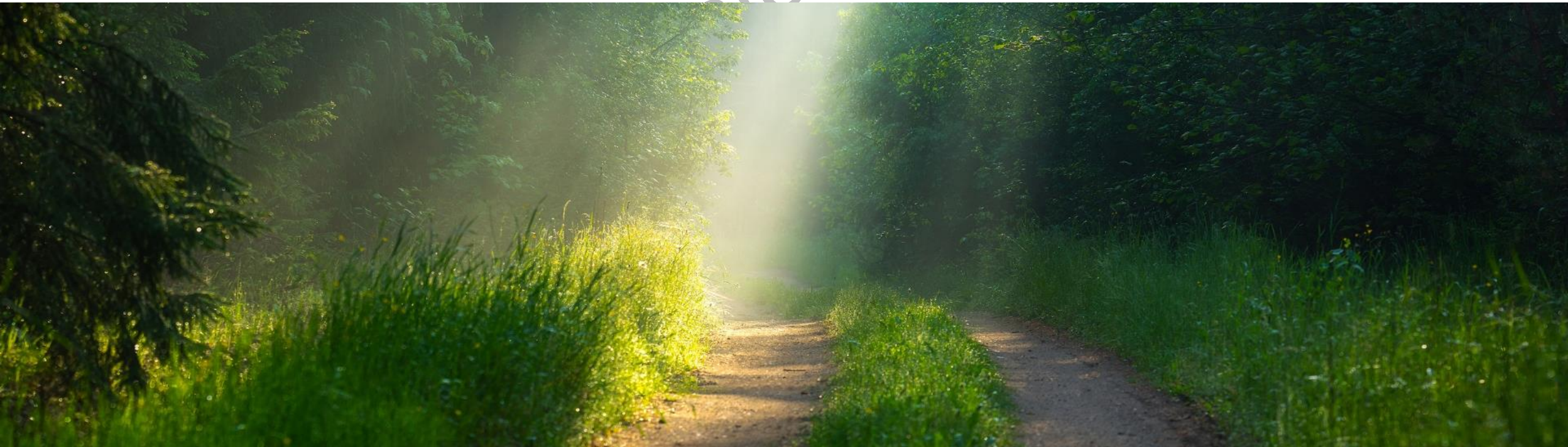


Analysis of Question Twenty-Three (Continued)

Further analysis may well conclude that the preferred means of communication either with or on behalf of the Township, is largely dependent on the matter being discussed.

For example, Individuals may want to speak directly with the Township in order to discuss their personal involvement in, or contribution to, a specific initiative (i.e. their voluntary participation in a public event); however, they may not want to hear from the Township on other matters that they do not wish to engage in (i.e. by-law enforcement).

A future survey, therefore, could further breakdown the question to assess the preferred means of communication per municipal function or department.



Question Twenty-Four: How would you rate your quality of life in Bonfield? (On a scale of 1-100)

Average = **74.6%**

This figure is further broken down into groups, and displayed as a percentage as follows:

- Individuals that have spent ~10-20 Years In Bonfield = **63%**
- Individuals that have spent between ~20+ Years In Bonfield = **75.5%**
- Lifelong residents = **76.6%**

Analysis of this data suggests an individuals' sense of '*quality of life*' in Bonfield Township improves over time.



Question Twenty-Five: What factors would contribute to a better quality of life rating?

Question Twenty-Five (Part A)

The **top ten circumstances** where individuals identified a change would **'definitely'** improve their quality of life, are summarized as follows:

1. Area is a good place to raise a family - **64.5%**
2. Reducing your personal waste to reduce your environmental footprint - **62%**
3. Family / Friends help when needed - **55.2%**
4. Parks and open spaces are well maintained and used - **55%**
5. Access to / affordability of medical services - **54.6%**
6. Enough money to meet your needs - **52.3%**
7. Getting to know your neighbours - **46.8%**
8. Everyone in Bonfield is treated with respect - **43.1%**
9. You feel part of the community - **41.3%**
10. People living with disabilities are included - **40.4%**

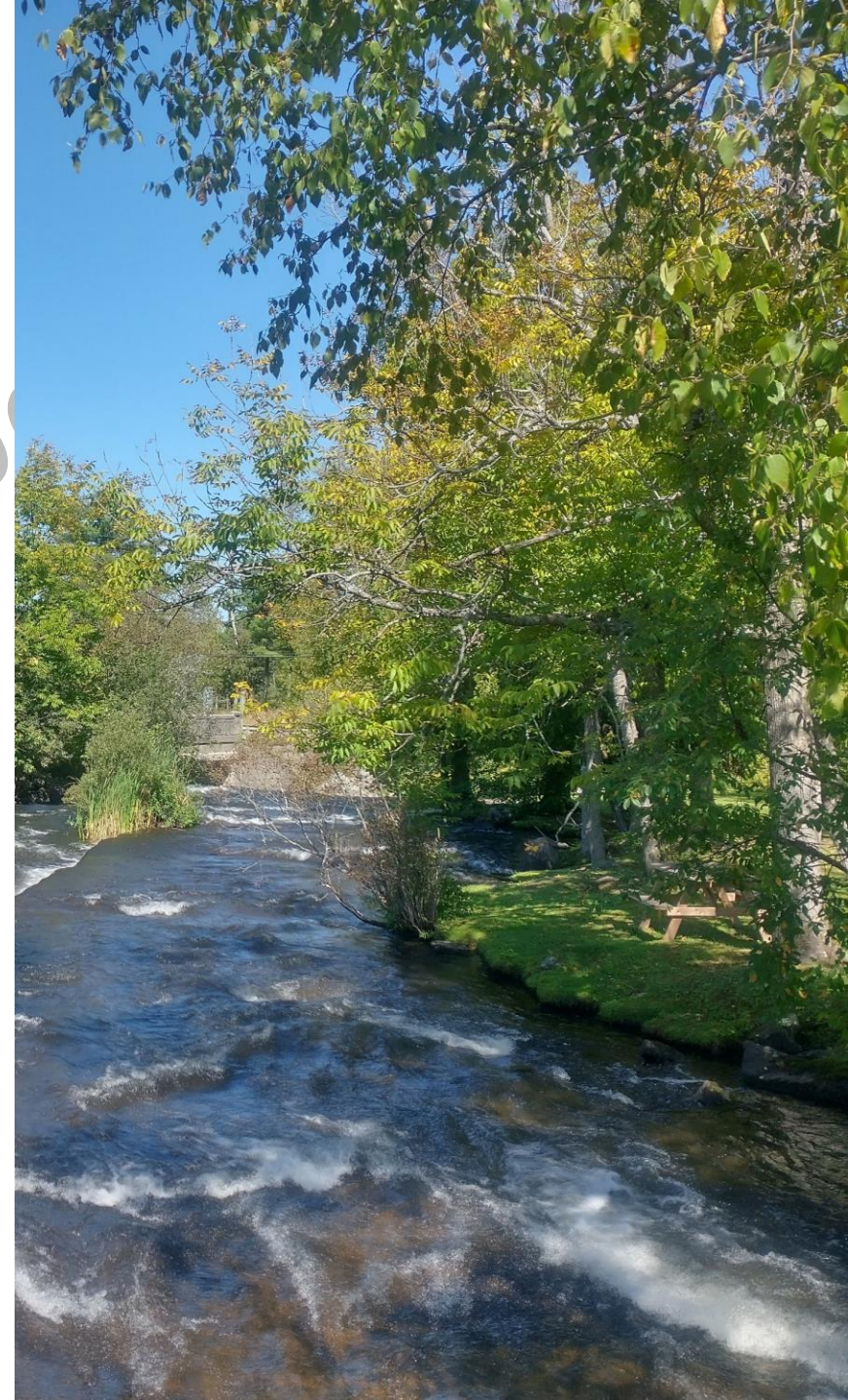


Analysis of Question Twenty-Five (Part A)

A review of responses made to Question Twenty-Five indicates a discrepancy with responses made to Question Four, where individuals were asked: **What are the top three issues facing the Township?**

In response to **Question Four**, only **6%** identified '*Climate Change & The Environment*' as being a top priority (ranked **13 out of 16**); however, **62%** of respondents to **Question Twenty-Five** identified '*reducing their personal waste to reduce their environmental footprint*' as the second highest factor that could contribute to a better quality of life in Bonfield (**ranked 2 out of 24**)

Analysis of these findings suggests there is a strong desire to see more environmental stewardship-led activities within the Township; however, that residents do not necessarily think the Township should be focussing its own resources on that.



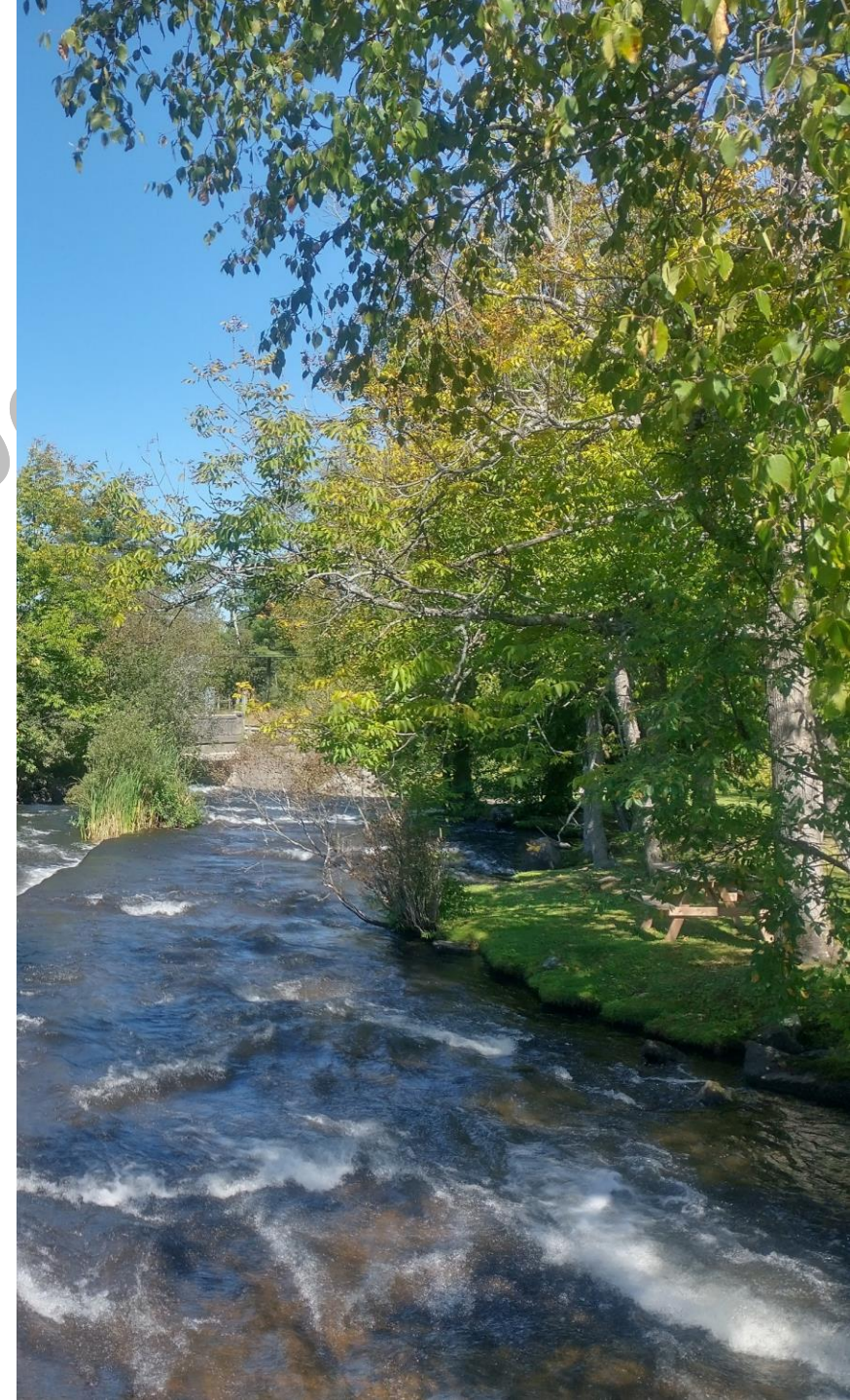
Analysis of Question Twenty-Five (Part A) Continued

Recognizing this, the Township remains willing and able to engage with regional and local partners in ways that deliver value-added capacity-building support; enabling the Township to continue with its environmental goals and priorities, while minimizing the cost to the Township as a whole.

Another discrepancy is noted between **Question Twenty-Five**, **Question Four**, and also, **Question Six** which asked: Which Municipal Facilities do you use the **most** and the **least**?

In response to Question Four (Top Three Issues) '*Parks & Facilities*' scored just **10%** (Ranked 10 out of 16). In addition, in response to Question Six, the following percentage(s) of residents stated they **never** use the Splash Pad (66%), The Outdoor Rink (44%), Playgrounds (41%) and Walking Paths (39%).

That said, **55%** of respondents to Question Twenty-Five stated that having access to **parks and open spaces** that are '*well maintained and used*' **can contribute to a better quality of life** (ranked 4 out of 24).



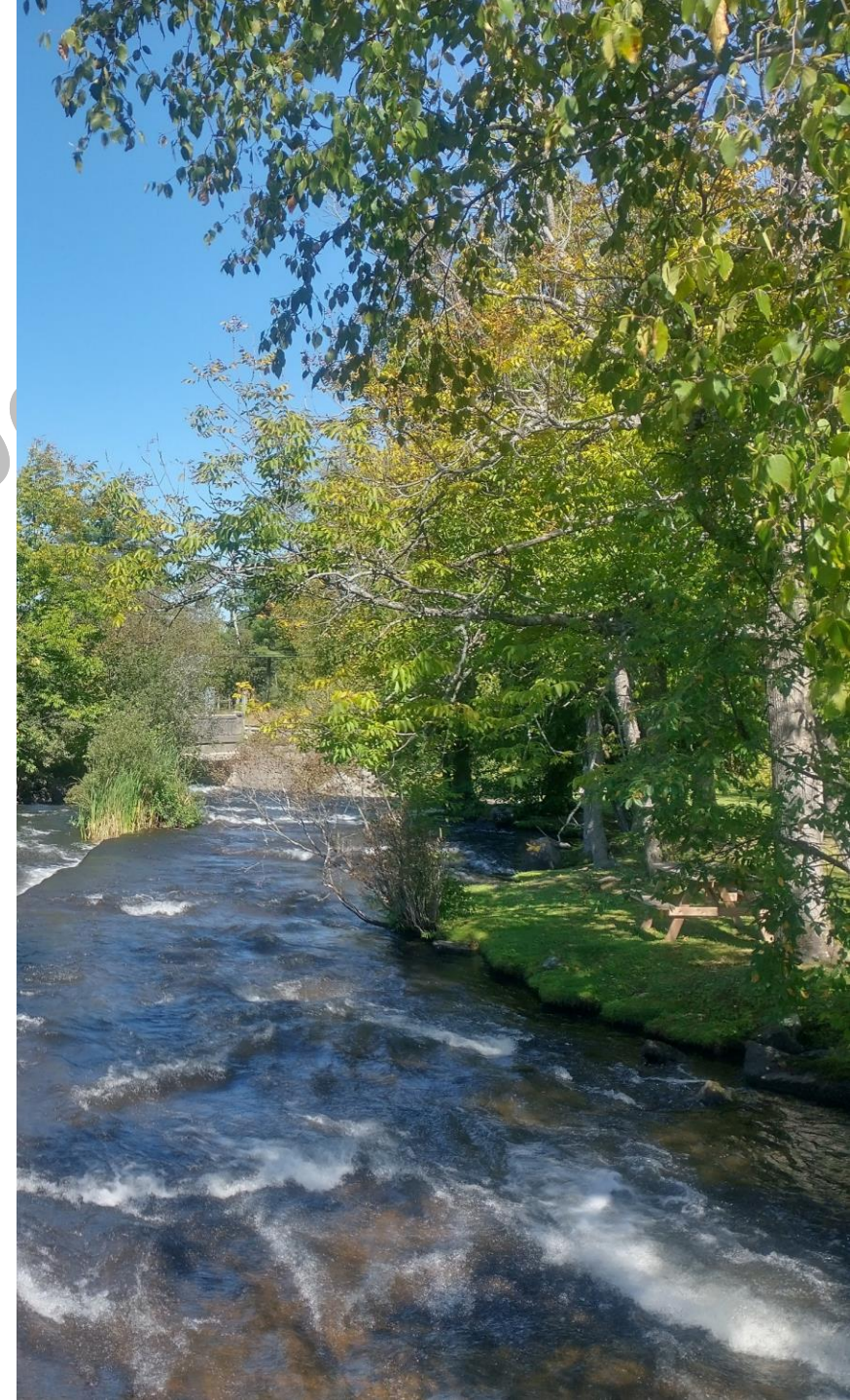
Analysis of Question Twenty-Five (Part A) Continued

Analysis of these findings suggests there is a strong desire for residents to both access and use municipally maintained parks and open spaces; however, that residents are not always inclined to take advantage of the existing facilities in place.

Increasing the use of existing municipal parks and open spaces is considered a priority so residents may benefit from an enhanced quality of life.

Increasing the level of participation in the use of public parks and open spaces was previously identified as a priority in the *'Active Living Waterfront Masterplan'*, with several projects having been implemented in recent years.

Now it seems, the focus should be on maximizing the value of these assets through enhanced recreational programming and increasing public knowledge and awareness of the opportunities available through destination marketing - so residents, and visitors, may take full advantage of the existing opportunities available.





Question Twenty-Five (Part B)

The **five lowest ranked circumstances** where individuals identified a change in service levels would have '**no impact**' in terms of their quality of life, are summarized as follows:

1. Access to / affordability of addiction services - **59%**
2. Access to Transportation - **57%**
3. Access to / affordability of mental health services - **44%**
4. Employment opportunities - **42.5%**
5. Housing affordability - **38%**



Analysis of Question Twenty-Five (Part B)

Analysis of responses made to this question suggests residents do not consider improved access to **specialized health services** which provide support to people living with addictions and / or mental health issues would be beneficial to them. The responses suggest respondents do not have a personal need to access such services; however, it is unclear whether respondents think such services would be beneficial to the Township as a whole.

Respondents also stated their general lack of interest in accessing alternative Transportation options; however, the **demand for such services was much higher among older and longer- established residents**, with the following stating their quality of life would most **'definitely'** improve as result of improved Transportation:

- Individuals that have spent between ~20+ Years In Bonfield = **25%**
- Lifelong residents = **50%**



Analysis of Question Twenty-Five (Part B)

At the same time, differences arise between groups of individuals regarding whether the *'affordability of housing'* has an impact on their quality of life, with the following responses noted:

- Individuals that have spent ~10-20 Years In Bonfield
 - Definitely = 0%
 - Somewhat = 0%
 - No Impact = **100%**

- Individuals that have spent between ~20+ Years In Bonfield
 - Definitely = **25%**
 - Somewhat = **37.5%**
 - No Impact = **37.5%**

- Lifelong residents of Bonfield
 - Definitely = **33%**
 - Somewhat = 0%
 - No Impact = **66%**

Analysis of this data suggests **those that more recently moved to the Township** have **less concerns regarding the affordability of housing**; potentially, because they have moved to the Township from locations where the *'cost of living'* was less affordable. Some respondents may even have benefitted financially from having moved to Bonfield (i.e. through the sale of land and property in Southern Ontario).



Analysis of Question Twenty-Five (Part B) Continued

In addition, two-thirds of life long residents indicated they don't have concerns regarding housing affordability.

At the same time, **residents** that have lived **in the Township of Bonfield for ~20+ years** indicate they **do have concerns regarding the affordability of housing**, with **62.5%** of respondents indicating they '*definitely*' or would '*somewhat*' be impacted by the increased affordability of housing.

There could be many reasons for this. It is possible that such individuals' are feeling the effects of increased mortgage rates and the cost of living more generally, while wages have remained largely stagnant. Some may include inter-generational households, where homeowners are expressing housing affordability concerns related to their children, or other family members.

A wide range of additional comments were provided by respondents in regard to factors that either enhance or diminish their '*quality of life*'.



Analysis of Question Twenty-Five (Part B) Continued

Negative comments included reference to high taxation, poor quality roads, a lack of sidewalks in the Hamlets, confusion or dissatisfaction with the Township's waste management services, unclean beaches and washroom(s), and a general aspiration for educational services that “*reflect the community demographics of today*” (i.e. a stated preference for a Public French Immersion-oriented School, rather than a French Catholic one).

Positive comments included a sense that this is a ‘*great community*’ where people look out for one another and can access a range of recreational opportunities. Others noted an opportunity to increase the supply of housing, and with that - the Tax base.



Analysis of Question Twenty-Five (Part B) Continued

Negative comments included reference to high taxation, poor quality roads, a lack of sidewalks in the Hamlets, confusion or dissatisfaction with the Township's waste management services, unclean beaches and washroom(s).

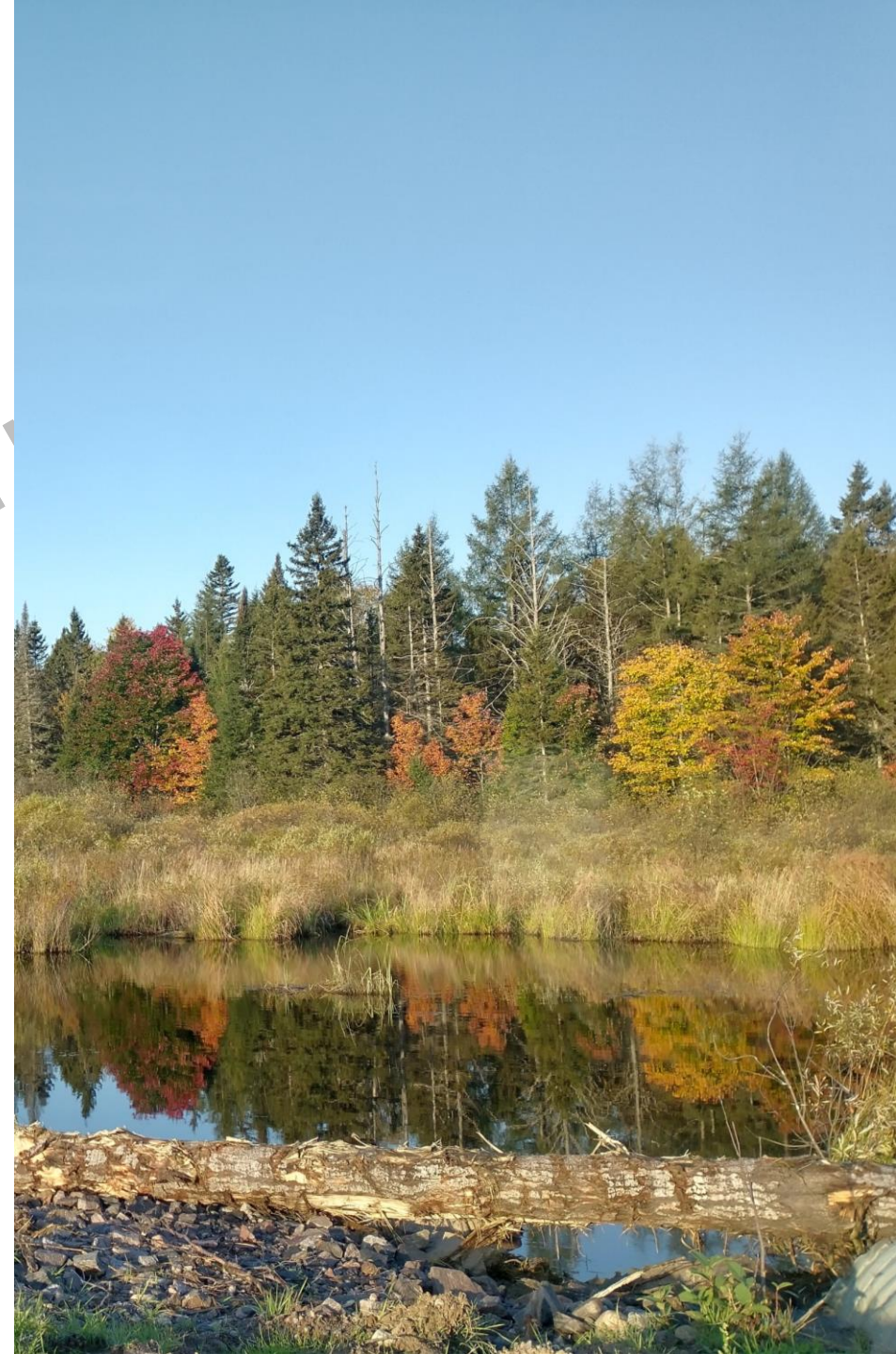
Positive comments included a sense that this is a '*great community*' where people look out for one another and can access a range of recreational opportunities. Others noted an opportunity to increase the supply of housing, and with that - the Tax base.

Question Twenty-Six: What kind of Community do you want to be?

Individuals ranked the following answers, as a combined percentage, in their **top five choices** (out of a total of 11):

1. Safe and Secure - **88%**
2. Well maintained and vibrant community and properties - **88%**
3. Affordable and Accessible - **84%**
4. Family oriented - **81%**
5. Focussed on Recreation and Active Living - **67.5%**

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Analysis of Question Twenty-Six

Perhaps most surprisingly, **only 22%** of respondents included 'lower taxes with limited services' in their top five responses; though just **1.84%** stated they would like to see 'higher taxes with more services'.

The responses made to these questions indicate **Taxpayers would neither like to see an increase or decrease in taxation**; however, that they **would like to ensure there is sufficient value for money**, and **continued access to services** within the Township.

The responses made to Question Twenty-Six can be further broken down by the duration of time residents have lived in the Township of Bonfield as follows:

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Analysis of Question Twenty-Six (Continued)

Individuals that have spent ~10-20 Years In Bonfield

(Combined Top Five Responses)

1. Family-oriented - **67%**
2. Well maintained and vibrant community and properties - **67%**
3. Supportive of businesses and economic development - **67%**
4. Focussed on Recreation and Active Living - **67%**
5. Supportive of Arts and Culture, Outdoor Displays - **67%**

Individuals that have spent between ~20+ Years In Bonfield

(Combined Top Five Responses)

1. Safe and Secure - **100%**
2. Family-oriented - **100%**
3. Supportive of businesses and economic development - **62.5%**
4. Affordable and Accessible - **62.5%**
5. Well maintained and vibrant community and properties - **50%**

Lifelong residents (Combined Top Five Responses)

1. Safe and Secure - **100%**
2. Family oriented - **100%**
3. Affordable and Accessible - **100%**
4. Supportive of businesses and economic development - **100%**
5. Well maintained and vibrant community and properties - **67%**



Analysis of Question Twenty-Six (Continued)

Analysis of these responses indicates a **strong desire for the Township of Bonfield to be ‘safe and secure’ and ‘family oriented’**; however, it is unclear from the responses made whether residents currently feel unsafe living in the Township of Bonfield; Or whether they have chosen to live in the Township in order to feel more safe and secure (i.e. away from the larger urban centers in Ontario).

In addition, the common desire to be *‘family-oriented’* is likely reflected in the understanding **there needs to be something for everyone** for Bonfield to be truly considered *‘well maintained and vibrant’*, *‘supportive of businesses and economic development’*, *‘focussed on Recreation and Active Living’*, and *‘supportive of Arts and Culture, and Outdoor Displays’*. These factors appear to be most important to newer residents that have lived in the Township ~10-20 years.



Question Twenty-Seven: Hot Topics

The following provides a breakdown of the responses made to specific sub-questions, depending on whether respondents are inclined to **agree** or **disagree** with statements made:

Subject	Statement	Agree	Disagree
Short Term Rentals	Should they be permitted?	66%	34%
	Only to be permitted on Municipal Roads	39%	61%
	To be regulated with a license	57%	43%
	Place limits on the number of rental nights	39%	61%
Trailers on Vacant Land	Should they be permitted?	62%	38%
	They should be allowed, but license and regulate	48%	52%
	Allow on waterfront lots only	14%	86%
	Allow only in rural areas	40%	60%
Property Standards	Should they be enforced?	80%	20%
	Enforcement should improve	71%	29%
	Affordability is a concern. Leave them alone.	40%	60%
	The Township should clean up yards	45%	55%



Question Twenty-Eight: Location of Respondents

- Bonfield Hamlet - **32%**
- Rutherglen Hamlet - **6%**
- Rural Property - **40%**
- Waterfront Property - **17%**
- Farm Property - **5%**

Question Twenty-Nine: Number of Individuals per Household

- One - **13%**
- Two - **47%**
- Three - **23%**
- Four or more - **17%**



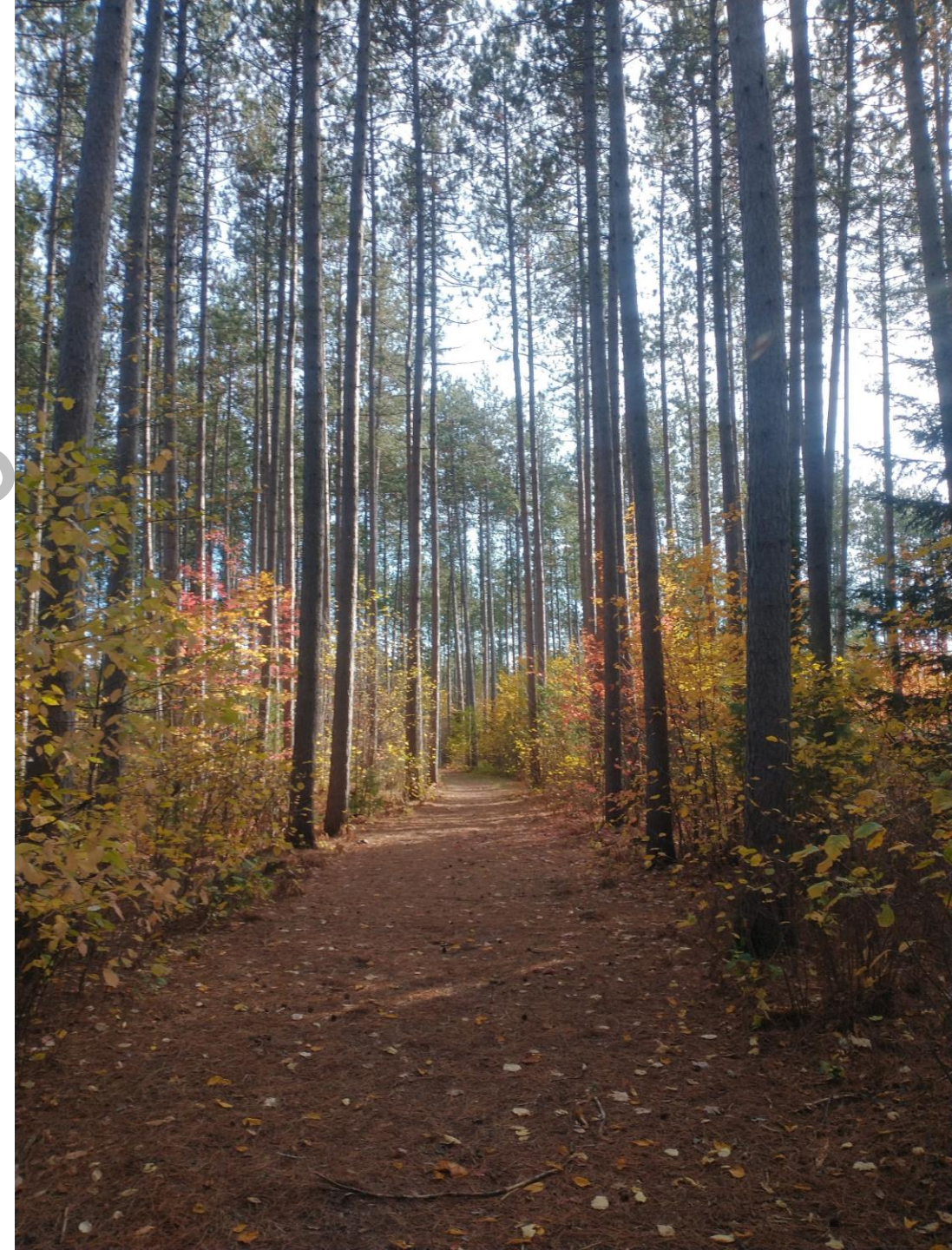


General Comments made in response to the Public Survey

General Comments

A summary of general comments made in response to the survey are summarized in no particular order, as follows:

- 1. Introducing controls / licenses, and other limitations, on the use of private properties for Short Term Rentals (STRs).** Residents stated their concerns regarding STRs where owners are not present in the Community and rely on external Property Management Companies. Comments suggested a new STR licensing procedure, with fines for infractions. Others stated their support for STRs.
- 2. Reducing Taxes / Supporting and encouraging new development opportunities.** A common theme was reducing taxes and increasing efficiencies. Another comment suggested additional development could help increase the tax base and reduce the taxation on residents.
- 3. Improving Road Standards & Highway Maintenance / Prioritizing Infrastructure.** Residents noted there have been improvements in recent years; however, stated their interest in seeing more done to local roads, including sections of Development Road and Maple Road. A comment was made regarding the need for “*proper equipment*” to support activities at the landfill, plus ditching and brushing on roads throughout the Township. Another comment suggested the municipality should focus on roads, road maintenance, emergency services, and the landfill.



General Comments

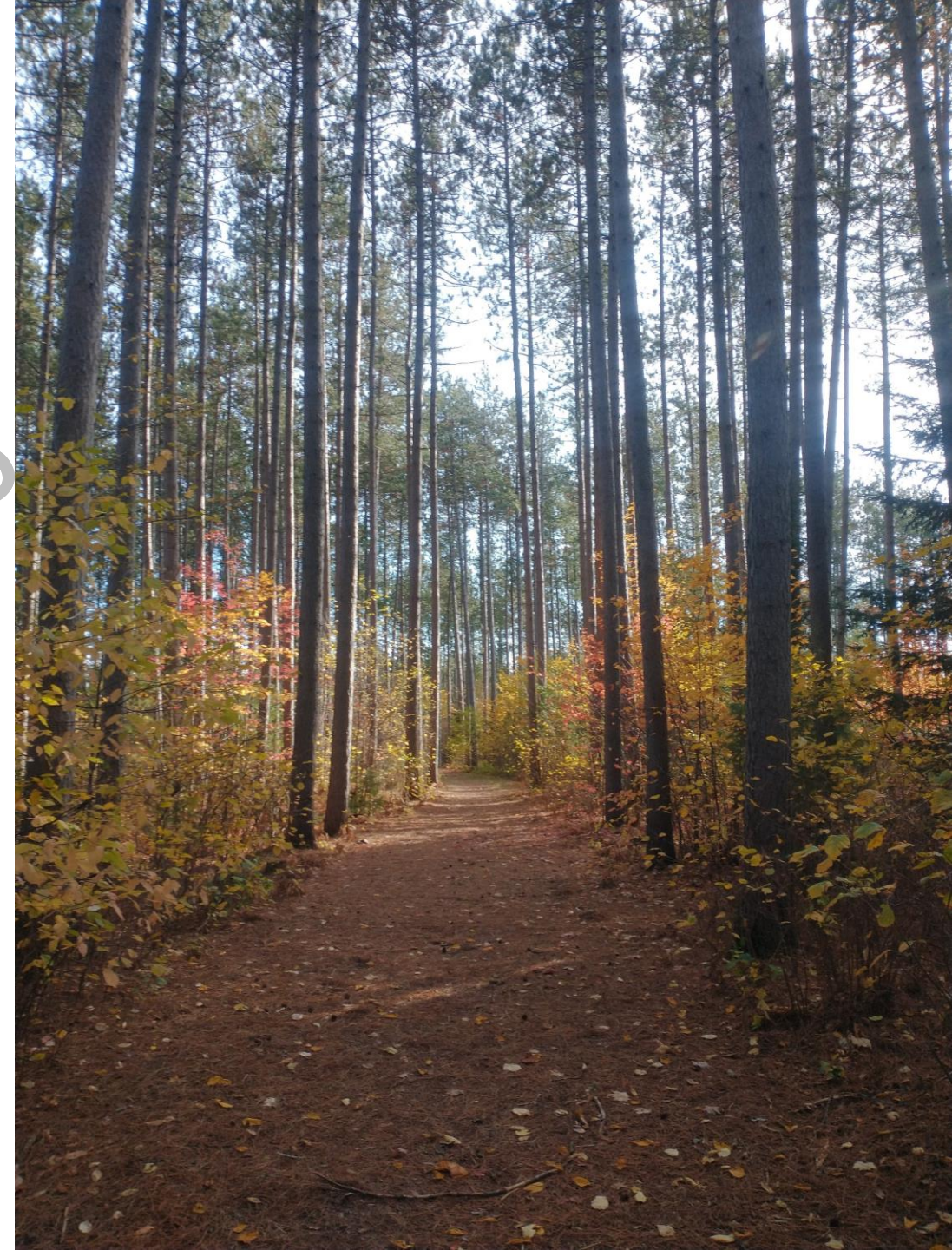
4. Enforcing Property Standards By-laws. Respondents stated the need for Council and Staff to create and “*fairly enforce*” property standards by-laws which address unauthorized living arrangements, the presence of “*junk*” (in various locations), while contributing to enhanced public safety within the Township.

5. Increasing Transparency and Openness. Members of the public expressed a desire for more frequent and open communication on matters including Property Taxes, the Township’s spending priorities, and the need to respond to “*legitimate*” complaints. Others stated their desire to reduce the powers of “*big government*”.

6. Supporting increased access to Health Care. Respondents noted the need for additional Doctors and/or Nurse Practitioners to reduce waiting times and provide increased choice & availability to local residents.

7. Implementation. Residents stated the need for a clear ‘*plan of action*’ for at least the next five years, and the need to communicate priorities with different audiences (i.e. French speakers).

8. Waste Management & Mail Delivery. Some residents stated their opposition to the use of clear garbage bags, with another suggesting this infringes upon their human rights. Von Doeler Road was specifically named as a location where garbage, recycling, and mail services are not provided.



General Comments

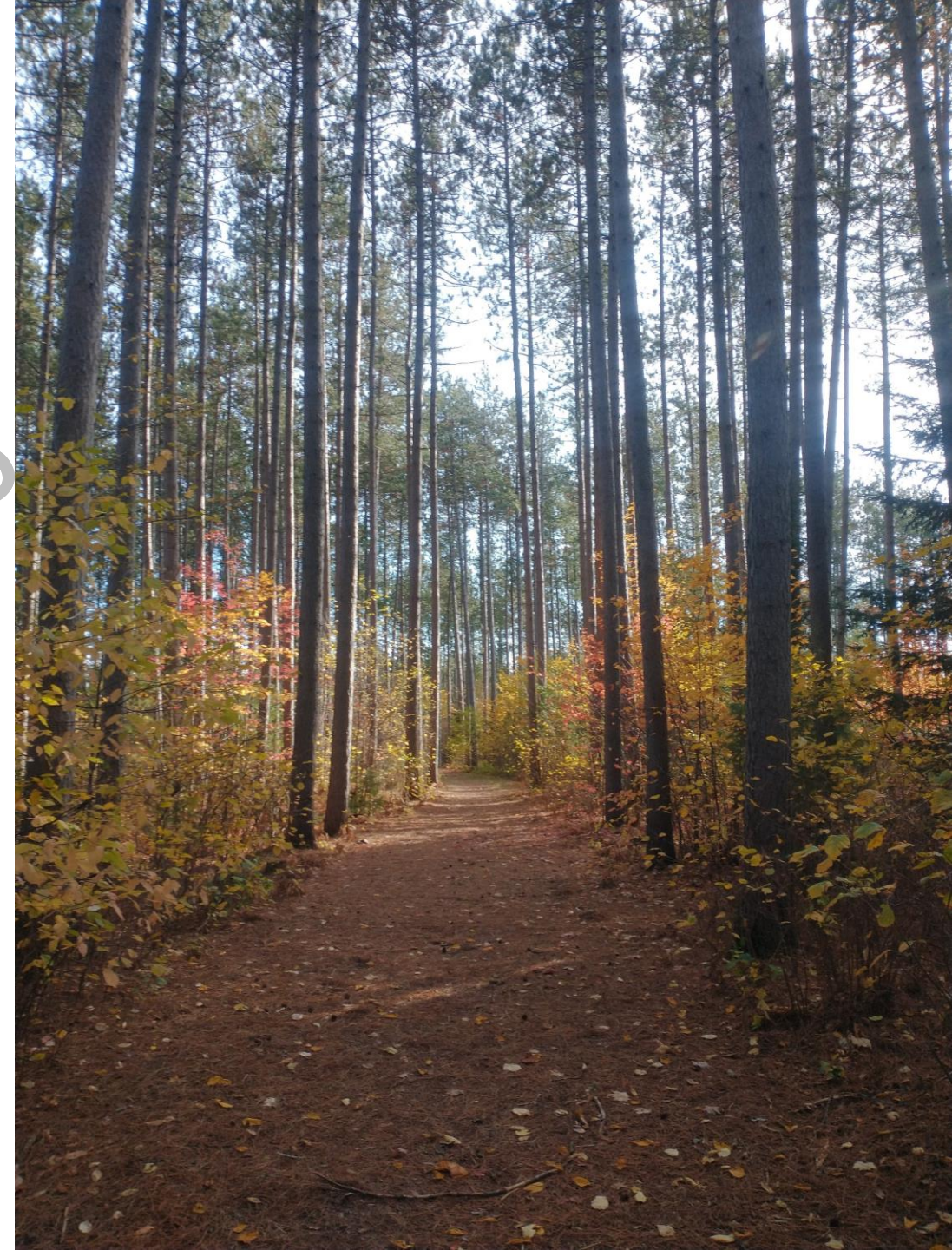
9. Access to local Support Services. A comment was made regarding the limited opening hours at the Food Bank / Used Clothing Store.

10. Providing additional support to the Municipal Fire Department. It was also suggested that the Fire Department should be separate from the Municipality.

11. Demonstrating support for local tourism. A comment was made that more can be done with the covered rink. Washroom improvements were also suggested.

12. Broadening our Mindset / Realizing our potential. Comments were raised that there are “*no jobs here*”, and that the Township has a “*problem executing programs*”. Another comment stated the need to improve the Townships’ website to “*make it easier to navigate*” and to “*increase business opportunities*”.

13. Use of Trailers/Mobile Homes. Some respondents stated their desire for Council to clean up unsightly and unauthorized trailers throughout the Township. Others stated a desire for greater flexibility in the use of Trailers while the construction of a new dwelling is taking place.



General Comments

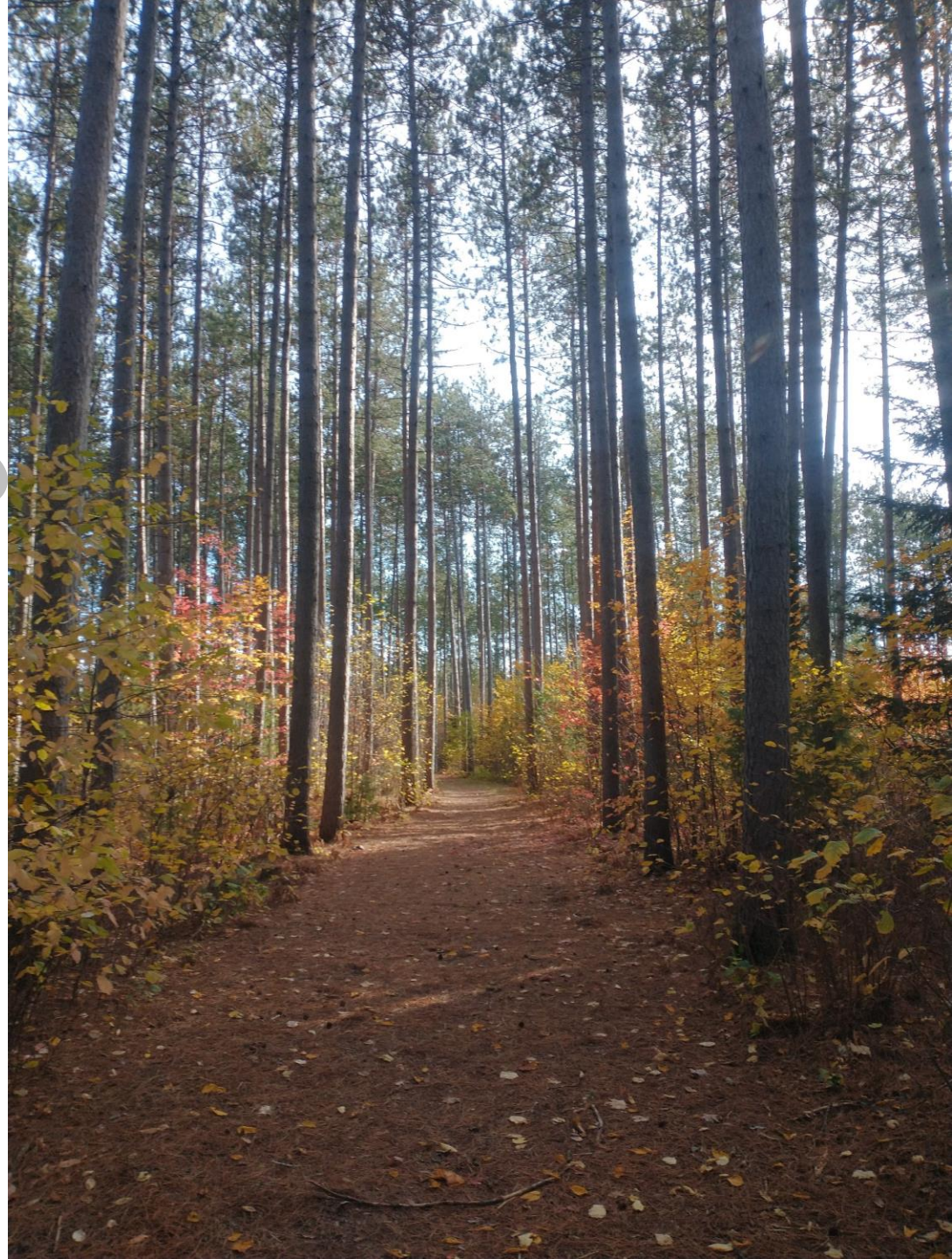
14. Internet / Cell Service. Improving Internet speeds and providing stronger cell service was seen as an opportunity.

15. Centennial Park Beach. A comment suggested improvements to the Township's public beach might include additional clean sand, and a floating dock.

16. Backyard Chickens. A respondent stated the Township should allow residents to keep backyard chickens or water fowl.

17. Supporting Youth Development. It was noted that more families are moving in and that additional youth support services are required.

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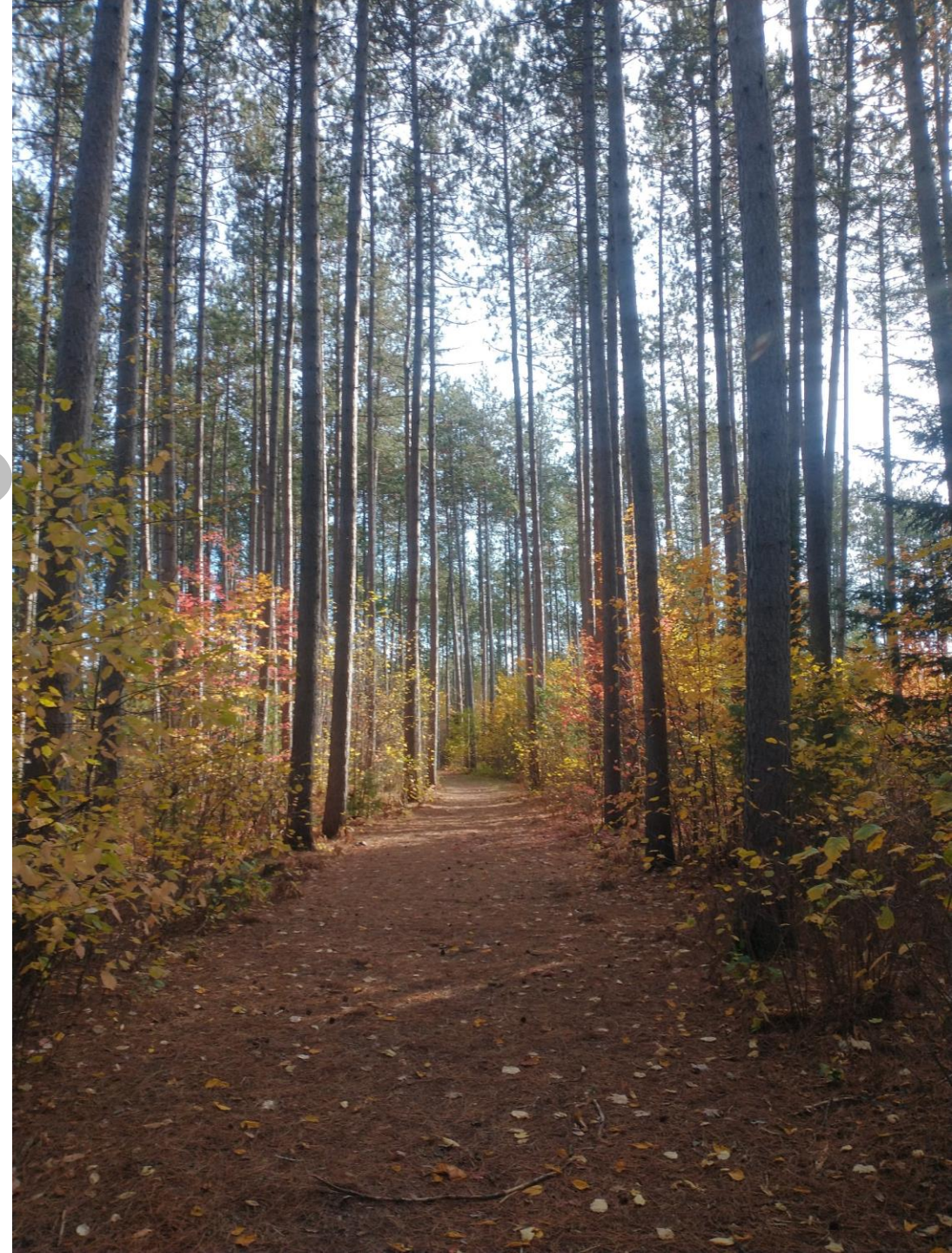
General Comments

Others provided **comments on the Community Survey itself**, suggesting it was *“too complicated”*, *“too ambiguous”* and does not apply to owners of *‘vacant land’*.

It was also questioned why the survey could only be answered by one person per household.

A series of **positive comments** were also submitted, including:

- The municipality and landfill are *“well-run”*
- The *“current Council is the best in our 18 years here”*
- Staff are responsive and equipped to ensure the matter gets to *“the appropriate person / committee”*.
- The library offers *“a wide selection of reading material, movies, and activities”*
- Kaibuskong Park is well *“looked after and nice to visit,”* and
- Recognition of the recent improvements made to local roads, including Development Road and Pine Lake Road.





Review of Background Studies and Plans - September 2024

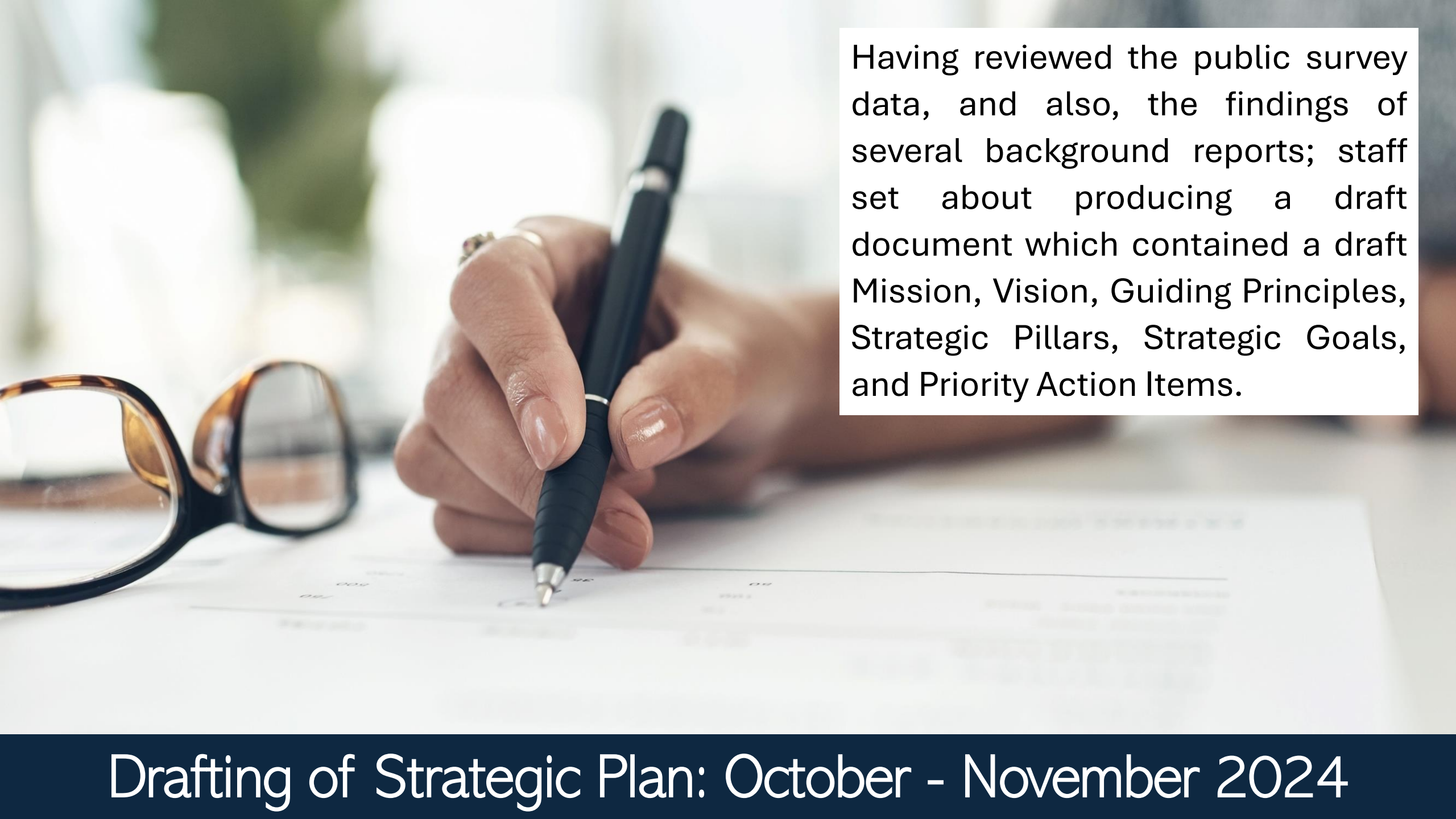
September 2024

Following a brief pause in proceedings over the Summer of 2024, the strategic planning process resumed in September 2024, with staff at the Township of Bonfield again evaluating the survey responses made by Council, and the General Public towards the end of 2023.

The next stage in the process involved a review of Council-commissioned studies and plans, to better understand project-specific opportunities; and how these relate to the proposed Strategic Plan. The background studies and plans reviewed include:

- **Township of Bonfield Official Plan, April 2013**
- **Township of Bonfield Comprehensive Zoning By-law 2012-49**
- **Official Plan and Zoning By-law Review and Update - Draft Background Report, J.L. Richards, February 2023**
- **Township of Bonfield Active Living Waterfront Management Plan, June 2018**
- **Township of Bonfield Economic Development Strategic Plan, July 2003**



A close-up photograph of a person's hand holding a black pen, poised to write on a document. The hand is wearing a gold ring. To the left, a pair of tortoiseshell glasses rests on the document. The background is blurred, showing what appears to be a laptop screen and other office items. A white text box is overlaid on the right side of the image.

Having reviewed the public survey data, and also, the findings of several background reports; staff set about producing a draft document which contained a draft Mission, Vision, Guiding Principles, Strategic Pillars, Strategic Goals, and Priority Action Items.

Drafting of Strategic Plan: October - November 2024



Council & Staff Retreat #2 - November 2024

November 2024 - Council & Staff Retreat #2

A further retreat was held between Council and Staff to review and provide comment on the Draft Strategic Plan, and the strategic pillars, goals, and action items contained within. Council was provided with a matrix so they may rank their priorities in order of preference.

The general consensus at that meeting was the information contained could be further condensed and simplified for presentation within the Final Strategic Plan; however, that the information contained could also potentially be included as part of a future Implementation Plan if / once the new Strategic Plan has been adopted.

The rationale behind this approach is that specific action items should be tied to Key Performance Indicators (KPIs) allowing progress to be measured throughout the duration of the plan.

In addition, by separating the '*action items*' from the broader strategic goals and priorities, the Township can demonstrate greater flexibility regarding how the Strategic Plan is implemented over time. This is particularly important given the potential impact of legislative changes within the Province of Ontario, and/or directives that may be issued by the Federal Government in the months and years to come. Such changes have the potential to impact the mandate and role of municipalities; hence, this Strategic Plan has been designed to be resilient enough to respond to future issues, challenges, and opportunities.



January 2025

Based upon the feedback received, staff set about producing the Final Draft Strategic Plan.

April 2025

The Strategic Plan is expected to be adopted by Council.



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Contact us:

For inquiries related to this
Strategic Plan Background Report
please contact us at:

Bonfield Township
365 Highway 531
Bonfield, ON, POH 1E0

Phone: 705 776-2641

Fax: 705 776-1154

Email: planning@bonfieldtownship.com

Office Hours: Monday to Friday:
(8:30 am - 5:00pm) pm



The Saint Bernadette Parish Financial and Property Committee (Diocese of Pembroke) is seeking sponsorship for the printing of raffle tickets to be held in conjunction with the Annual Sea Pie and Beans Take-out Meal Event enjoyed by many in the community. We are again seeking your generous donation of \$200.00 that you have donated to us in the past for this endeavour. Again, Thank You for your support for this community event.

Motion of Request to the Township of Bonfield for a Donation Towards the Printing of Raffle Tickets for 2025

Whereas the Township of Bonfield has granted donations in the amount of \$200.00 in the past to help for the costs of printing of the tickets for an annual raffle draw associated with the annual take-out meals event;

It is therefore recommended that the St. Bernadette Parish Finance and Property Committee make a formal request to the Township of Bonfield on behalf of St. Bernadette Parish, Diocese of Pembroke, for a donation of \$200.00 for the costs of the printing of the raffle tickets for the annual take-out meals event to be drawn on July 27th, 2025.

Moved by: Gabrielle Bascombe

Seconded by: Thomas Raymond

Carried Chair: Petrina Beath

Dated: February 20 / 2025

St. Bernadette Parish Finance and Property Committee Members

Chair Petrina Beath

Vice-Chair Eric Foisy

Secretary Gabrielle Bascombe

Member Thomas Raymond

Member Rev. Cyril Okebanama



RECEIVED

FEB 25 2025

SCHEDULE A DONATION REQUEST APPLICATION FORM

Group/Organization Applying: St Bernadette Parish - Diocese of Pembroke

Address: 408 Gagnon Street, Bonfield ON P0H 1E0

Contact Person(s): Eric Faisy

Position(s): Vice-chair of the St. Bernadette Finance and Property Committee

Telephone or Email: st.bernadettefpc@gmail.com

What type of donation is being requested? Monetary Donation [checked] "In-Kind" Donation

Donation value being requested: \$ 200.00

How Will Funds Be Used? The funds will be used to offset the costs of printing raffle tickets associated with the annual Sea Pie & Beans take-out meal.

Is Your Group Based in the Township of Bonfield? Yes [checked] No

Is Your Group Not-For-Profit organization? Yes [checked] No

How Many Years Has Your Group/Organization Been in Operation? 75+ yrs

What services or activities does your group provide to members of the Bonfield Community? It is a gathering place of worship with its associated services and also offers rent-free accommodations for the Food-Bank and Family Centre.

Describe in broad terms the principal objective of your organization. To continue to provide a gathering place for worship and continue to support the Bonfield - Rutherglen Food-Bank and Family Centre.



**SCHEDULE A
DONATION REQUEST
APPLICATION FORM**

What other sources of funding are used by your organization to provide its services?

Other sources of funding to provide its services are weekly collections for mass services, donations from the St. Bernadette Knights of Columbus Council 8940 and Fund Raising events such as Raffle Ticket Draws - Take-Out Meals.

Are annual financial documents included with your application? Yes No
If no, explain why.

If successful, describe how the Township of Bonfield will be given recognition for this donation:

The Township of Bonfield's name and the amount donated will appear at the back of the raffle tickets along with the other contributors.

Any additional information which you consider necessary for Council to make an informed decision?

Next year's request will be made no later than December 31st, 2025 for 2026 as required by the 2023-01 Donation Policy.

By signing below, I declare that I have the authority to make this request.

Applicant Name (Print): Eric Foisy on behalf of St. Bernadette Parish

Applicant Signature: Eric Foisy

Date of Application: February 25th, 2025

Don't forget to submit your event to officeclerk@bonfieldtownship.com to be included in our Community Events Calendar.

FOR INTERNAL USE ONLY:

Date application received by Township: _____

Date at Council Meeting: _____

Decision of Council: _____

Statement of Income and Expenses for Take-Out Meals / État des revenus et dépenses pour repas à emporter 2024

Income / Revenu

Raffle Tickets / Billet de tirage

Ticket Sales / Vente de billets (600 Booklets / livrets) \$3,025.00

Printing Contributions / Contributions à l'imprimerie \$7,750.00

Income from Tickets Sales / Revenu des ventes de billets \$10,775.00

Take-Out Meals / Repas à emporter

Income from Sales / Revenu des ventes \$16,907.35

Float for sales / Fonds de caisse pour ventes \$600.00

Income from Sales / Revenu de ventes \$17,507.35

Offerings by Envelops / Offrandes par enveloppes \$20.00

Donation / Don \$500.00

Total Income / Revenu total \$28,802.35

(Expenses / Dépenses)

Hall Rental / Location de la salle (\$1,000.00)

Raffle Tickets / Billets de tirage

Lottery Licence / License de lotterie (\$30.00)

Printing / Imprimerie (\$385.33)

Raffle Prizes / Prix de tirage (\$1,000.00)

Expenses for Tickets Sales / Dépenses pour ventes de billets de tirage (\$1,415.33)

Take-Out Meals / Repas à emporter

Expenses for Seapies / Dépenses pour cipailles (\$9,480.22)

Expenses for Beans / Dépenses pour fèves au lard (\$448.17)

Cauldron Cleaning / Nettoyage des chaudrons (\$19.30)

Take-Out Meals Preparations / Préparations des repas à emporter (\$9,947.69)

Meals for Volunteers / Repas pour bénévoles (\$169.13)

General Supplies / Provisions générales (\$80.39)

Float for sales / Fonds de caisse pour ventes (\$600.00)

Total Expenses / Total des dépenses (\$13,212.54)

Net Income / Revenu net

Income / Revenu – (Expenses / Dépenses) \$28,802.35 – (\$13,212.54) = **Net Income / Revenu Net : \$15,589.81**

Notes: (a) Tickets Income / Revenu des billets: \$10,775.00 – (\$1,415.33) = \$9,359.67

(b) Meals Income / Revenu pour repas: \$17,427.35 – (\$11,197.21) = \$6,230.14

(a) + (b) = \$15,589.81

RECEIVED

FEB 24 2025



Bonfield Agricultural Society
P.O. Box 84, 105 Trunk Road
Bonfield ON P0H 1E0

T: 705-776-7807
E: bonfieldfair@hotmail.com
W: bonfieldfair.weebly.com

Jean Chaput, President
Roy Sapelak, Vice-President
Lorraine Hamilton, Secretary/Treasurer
Denise Chaput, Fall Fair Chairperson

February 20, 2025

Mayor Narry Paquette
Township of Bonfield
365 Highway 531
Bonfield ON P0H 1E0

Dear Mayor Paquette:

The Bonfield Agricultural Society is celebrating its 135th anniversary this year and we are preparing for our annual Fall Fair to be held on August 16 and 17, 2025. We are a community-minded organization dedicated to keeping the northern spirit of volunteerism, agricultural awareness and family fun alive in our community.

We respectfully request the municipality's monetary sponsorship once again this year, which will enable us to provide a variety of events at the fair including children's activities, horse shows and fair exhibitions. As a sponsor, you will receive:

- A receipt your donation
- Complimentary coupon for 2 guests to enter the Fair
- Acknowledgement of your contribution on our social media outlets
- Display of the municipal logo prominently at the fair grounds
- Display of a banner, should you provide one, that will be returned after the fair

Donations should be made payable to the Bonfield Agricultural Society and mailed to us at P.O. Box 84, Bonfield, Ontario P0H 1E0.

We ask that you provide 2 business cards for advertising purposes. Please ensure that the cards are loose within your envelope as any staple or tape marks will be visible on the signage enlargement reproductions. We are pleased to provide additional information or answer any questions you might have and can be reached at 705-776-7807.

Thank you in advance for your support.

Sincerely,

p.p. Lorraine Hamilton for

Jean Chaput
President

Denise Chaput
Fall Fair Chairperson



**SCHEDULE A
DONATION REQUEST
APPLICATION FORM**

Group/Organization Applying: Bonfield Agricultural Society

Address: 105 Trunk Road, P.O. Box 84 Bonfield ON P0H 1E0

Contact Person(s): JEAN CHAPUT

Position(s): President

Telephone or Email: [REDACTED]

What type of donation is being requested?

Monetary Donation "In-Kind" Donation

Donation value being requested: 500.00

How Will Funds Be Used?

Support cost of youth activities for 2025 Fall Fair.
Including children's entertainment, pony rides and games.

Is Your Group Based in the Township of Bonfield? Yes No

If no, how does your group support the residents of the Township of Bonfield?

Is Your Group Not-For-Profit organization? Yes No

How Many Years Has Your Group/Organization Been in Operation? 135 years

What services or activities does your group provide to members of the Bonfield Community?

Two day annual Fall Fair, encouraging agriculture awareness,
volunteerism and providing family based activities
and entertainment

Describe in broad terms the principal objective of your organization.

We are a community-minded organization dedicated to
keeping the northern spirit of volunteerism, agricultural
awareness and family fun alive in our community.



SCHEDULE A DONATION REQUEST APPLICATION FORM

What other sources of funding are used by your organization to provide its services?

We receive an annual provincial grant that assists with maintenance and operational costs to maintain the fair grounds and buildings, making it possible to host our events

Are annual financial documents included with your application? Yes No
If no, explain why.

If successful, describe how the Township of Bonfield will be given recognition for this donation:

Acknowledgement of contribution on our Social Media outlets.
Display of municipal logo prominent at fair grounds all summer.
Display of banner - if the Township provides one. Banner will be returned after the Fall Fair.

Any additional information which you consider necessary for Council to make an informed decision?

We are celebrating 135 years this year, and are hoping to make this Fall Fair even better than previous years.

By signing below, I declare that I have the authority to make this request.

Applicant Name (Print): Bonfield Agricultural Society per Jean Chaput

Applicant Signature: _____

Date of Application: March 5, 2025

Don't forget to submit your event to officeclerk@bonfieldtownship.com to be included in our Community Events Calendar.

FOR INTERNAL USE ONLY:

Date application received by Township: _____

Date at Council Meeting: _____

Decision of Council: _____

**Bonfield Agricultural Society
Financial Report for 2024**

November 1, 2023 to October 31, 2024

Cash - beginning of the fiscal year \$14,411.35 General \$14,317.33, Lottery \$94.02

Income

Bingo	\$0.00	
Membership	\$135.00	
Fundraising and Events	\$3,868.00	General \$2,910.00, Lottery \$958.00
Kitchen sales	\$9,013.70	
Rentals	\$2,125.00	
Grants	\$5,270.34	
Fair gate admission	\$2,248.20	
Equipment	\$0.00	
Total Revenue	\$22,660.24	
Balance forward plus income	\$37,071.59	

Disbursements

Bingo	\$0.00	
Improvements	\$1,516.79	
Agricultural Exhibition	\$2,148.89	
License, fees, misc.	\$2,359.57	General \$2,279.57, Lottery \$80.00
Fundraising and Events	\$4,085.13	General \$3,621.13, Lottery \$464.00
Kitchen supplies	\$4,065.14	
Office Supplies	\$537.45	
Equipment	\$669.79	
Repairs and Maintenance	\$2,230.88	
Utilities - Hydro One	\$509.59	
Insurance	\$3,316.68	
Bank Charges	\$81.00	General \$78.00, Lottery \$3.00
Total Disbursements	\$21,520.91	
Cash - end of fiscal year	\$15,550.68	

Submitted by Lorraine Hamilton, Treasurer

Reviewed on November 15, 2024 by Tanner Petrant

Reviewed on November 15, 2024 by Kiana Bellaire

Lorraine Hamilton
Tanner Petrant
Kiana Bellaire

Bank Reconciliation			
Opening balance (Nov. 1,2023)	\$14,411.35	General account (Oct. 31, 2024)	\$14,490.66
Add income	+ \$22,660.24	Lottery account (Oct. 31, 2024)	\$505.02
Less disbursements	- <u>\$21,520.91</u>	Cheques and Cash to deposit	<u>\$555.00</u>
	\$15,550.68		\$15,550.68

MOTION : 04-2025
 Moved by: Denise Chaput Seconded by: Roy Sapelak
 THAT the 2024 financial statement presented at the annual meeting is approved as submitted
 Jean Chaput, President [Signature] **CARRIED**



Bonfield Agricultural Society
P.O. Box 84, 105 Trunk Road
Bonfield ON P0H 1E0

T: 705-776-7807
E: bonfieldfair@hotmail.com
W: bonfieldfair.weebly.com

Jean Chaput, President
Roy Sapelak, Vice-President
Lorraine Hamilton, Secretary/Treasurer

2025 Board of Directors

President	Jean Chaput
Vice President	Roy Sapelak
Secretary/Treasurer	Lorraine Hamilton

Director	Denise Chaput
Director	Paul Chaput
Director	Mike Mansfield



REGULAR MEETING OF THE LIBRARY BOARD
Monday March 3, 2025
365 Hwy 531, Bonfield ON P0H 1E0

PRESENT: Gail Johnston, Britney Morin, Storme Van Rassel
STAFF: Jeannette Shields
ABSENCE: Leslie Larocque
EXCUSED ABSENCE: Donna Clark

25-18 Moved by: Gail Johnston
THAT the Library Board meeting be opened at 7:08pm.
Seconded by: Storme Van Rassel
Carried: Britney Morin

25-19 Moved by: Gail Johnston
THAT the Library Board regular meeting agenda be approved as amended.
Seconded by: Storme Van Rassel
Carried: Britney Morin

25-20 Moved by: Britney Morin
THAT the amended minutes of the Library Board meeting held February 3, 2025 be adopted as circulated.
Seconded by: Gail Johnston
Carried: Britney Morin

25-21 Moved by: Storme Van Rassel
THAT reports circulated be approved as presented.
Seconded by: Gail Johnston
Carried: Britney Morin

25-22 Moved by: Storme Van Rassel
That the Bonfield Public Library Board authorizes the transfer of \$1,452.00 dollars from the Board Account to the 2025 Operating Revenue Library Budget account #1-75-752-030-000 Internet Revenue Grant
Seconded by: Gail Johnston
Carried: Britney Morin

25-23 Moved by: Gail Johnston
THAT the Library Board meeting be adjourned at 7:22pm
Seconded by: Storme Van Rassel
Carried: Britney Morin

Secretary

Chairperson



Northumberland County Council Resolution

SENT VIA EMAIL

February 25, 2025

Right Hon. Justin Trudeau (Prime Minister of Canada)
Hon. Melanie Joly, (Minister of Foreign Affairs),
Hon. Nate Erskine-Smith (Minister of Housing, Infrastructure and Communities),
Hon. Doug Ford (Premier of Ontario and Leader of the Progressive Conservative Party),
Marit Stiles (Leader of the Ontario New Democratic Party),
Bonnie Crombie (Leader of the Ontario Liberal Party),
Mike Schreiner (Leader of the Ontario Green Party),
Ontario's Minister of Economic Development, Job Creation and Trade,
Ontario's Minister of Municipal Affairs and Housing,
Rebecca Bligh (President, FCM and Councillor, City of Vancouver),
Robin Jones (President, AMO and Mayor of Westport),
Christa Lowry (Chair, Rural Ontario Municipal Association),
Jeff Leal (Chair, Eastern Ontario Leadership Council),
John Beddows (Chair, Eastern Ontario Mayors' Caucus),
All regional Members of Canadian Parliament,
All candidates running as Ontario Members of Parliament,
All of Ontario Municipalities

Re: Correspondence, Eastern Ontario Wardens' Caucus 'Canadian and Ontario Governments Negotiations with the United States Government on Trade Tariffs'

At a meeting held on February 19, 2025 Northumberland County Council approved Council Resolution # 2025-02-19-134, adopting the below recommendation:

Moved by: Councillor Scott Jibb

Seconded by: Councillor John Logel

"That County Council support the correspondence from the Eastern Ontario Wardens' Caucus (EOWC) regarding 'Canadian and Ontario Governments Negotiations with the United States Government on Trade Tariffs', and direct staff to send a copy of the resolution to:

- The Right Hon. Justin Trudeau (Prime Minister of Canada),
- Hon. Melanie Joly (Minister of Foreign Affairs),
- Hon. Nate Erskine-Smith (Minister of Housing, Infrastructure and Communities),

- Hon. Doug Ford (Premier of Ontario and Leader of the Progressive Conservative Party),
- Marit Stiles (Leader of the Ontario New Democratic Party),
- Bonnie Crombie (Leader of the Ontario Liberal Party),
- Mike Schreiner (Leader of the Ontario Green Party),
- Ontario's Minister of Economic Development, Job Creation and Trade,
- Ontario's Minister of Municipal Affairs and Housing,
- Rebecca Bligh (President, FCM and Councillor, City of Vancouver),
- Robin Jones (President, AMO and Mayor of Westport),
- Christa Lowry (Chair, Rural Ontario Municipal Association),
- Jeff Leal (Chair, Eastern Ontario Leadership Council),
- John Beddows (Chair, Eastern Ontario Mayors' Caucus),
- All regional Members of Canadian Parliament,
- All candidates running as Ontario Members of Parliament,
- All of Ontario's municipalities.

Council Resolution # 2025-02-19-134

Carried

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at matherm@northumberland.ca or by telephone at 905-372-3329 ext. 2238.

Sincerely,
Maddison Mather



Manager of Legislative Services / Clerk
Northumberland County

Council Resolution

Moved By S. Poph
 Seconded By J. Lejal

Agenda Item 8.a Resolution Number
 2025-02-19- 134

Council Date: February 19, 2025

"That County Council support the correspondence from the Eastern Ontario Wardens' Caucus (EOWC) regarding 'Canadian and Ontario Governments Negotiations with the United States Government on Trade Tariffs', and direct staff to send a copy of the resolution to:

- The Right Hon. Justin Trudeau (Prime Minister of Canada),
- Hon. Melanie Joly (Minister of Foreign Affairs),
- Hon. Nate Erskine-Smith (Minister of Housing, Infrastructure and Communities),
- Hon. Doug Ford (Premier of Ontario and Leader of the Progressive Conservative Party),
- Marit Stiles (Leader of the Ontario New Democratic Party),
- Bonnie Crombie (Leader of the Ontario Liberal Party),
- Mike Schreiner (Leader of the Ontario Green Party),
- Ontario's Minister of Economic Development, Job Creation and Trade,
- Ontario's Minister of Municipal Affairs and Housing,
- Rebecca Bligh (President, FCM and Councillor, City of Vancouver),
- Robin Jones (President, AMO and Mayor of Westport),
- Christa Lowry (Chair, Rural Ontario Municipal Association),
- Jeff Leal (Chair, Eastern Ontario Leadership Council),
- John Beddows (Chair, Eastern Ontario Mayors' Caucus),
- All regional Members of Canadian Parliament,
- All candidates running as Ontario Members of Parliament,
- All of Ontario's municipalities.

Recorded Vote Requested by _____
 Councillor's Name

Carried 
 Warden's Signature

Deferred _____
 Warden's Signature

Defeated _____
 Warden's Signature

Resolution: EOWC Support of Canadian and Ontario Governments' Negotiations with the United States Government on Trade Tariffs

Moved by: Corinna Smith-Gatcke, Warden of the United Counties of Leeds & Grenville
Seconded by: Steve Ferguson, Vice-Chair, EOWC / Mayor of Prince Edward County

Whereas the Canadian government is currently in negotiations with the United States (U.S.) government on their proposed 25% tariffs on Canadian goods exported to the U.S.; and

Whereas Canada's Prime Minister and Ontario's Premier have outlined several plans to combat the impact that the proposed tariffs would have on Ontario which focus on strengthening trade between Ontario and the U.S. while bringing jobs back home for workers on both sides of the border; and

Whereas the Canadian government has also outlined several ways to address the current relationship with the U.S. including establishing the Council on Canada-U.S. relations to support the federal government as it negotiates with the U.S. on tariffs; and

Whereas trade between Ontario and the U.S. is very important to our residents and local economies, and requires all levels of government to work together in the best interest of those residents; and

Whereas according to data from the Association of Municipalities of Ontario, across Ontario municipalities are expected to spend between \$250 and \$290 billion on infrastructure in the next 10 years; and

Whereas Ontario municipalities have traditionally treated trade partners equally and fairly in all procurements in accordance with our established international trade treaties; and

Whereas municipalities play a crucial role as part of the Team Canada approach to combat tariffs and support businesses in our procurement for capital and infrastructure programs; and

Whereas there are trade barriers between Canadian provinces and territories.

Therefore, be it resolved that the Eastern Ontario Wardens' Caucus supports the Canadian and Ontario governments on the measures they have put in-place in response to the proposed U.S. tariffs on Canadian goods and ask that they take any and all measures to protect the interests of Ontario in any upcoming trade negotiations, and ensure municipalities are part of the coordinated Team Canada approach;

And that the Canadian and Ontario governments remove any impediments to municipalities preferring Canadian companies and services for capital projects and other supplies;

And that the Canadian and Ontario governments take action to remove trade barriers between provinces as a response to U.S. tariffs and support Canadian businesses;

And that the Canadian and Ontario governments remove all legislative barriers that impact the ability to buy local, and indemnify municipalities should there be challenges to buying Canadian;

And that the Canadian and Ontario governments continue to invest in infrastructure to provide stability, jobs, and support our communities' social and economic prosperity over the long-term.

Be it further resolved, that copies of this motion be sent to:

- The Right Hon. Justin Trudeau, Prime Minister of Canada
- The Hon. Melanie Joly, Minister of Foreign Affairs
- The Hon. Nate Erskine-Smith, Minister of Housing, Infrastructure and Communities
- Doug Ford, Leader of the Progressive Conservative Party
- Marit Stiles, Leader of the Ontario New Democratic Party
- Bonnie Crombie, Leader of the Ontario Liberal Party
- Mike Schreiner, Leader of the Ontario Green Party
- Ontario's Minister of Economic Development, Job Creation and Trade
- Ontario's Minister of Municipal Affairs and Housing
- Rebecca Bligh, President, FCM and Councillor, City of Vancouver
- Robin Jones, President, AMO and Mayor of Westport
- Christa Lowry, Chair, Rural Ontario Municipal Association
- Jeff Leal, Chair, Eastern Ontario Leadership Council
- John Beddows, Chair, Eastern Ontario Mayors' Caucus
- All regional Members of Canadian Parliament
- All candidates running as Ontario Members of Parliament
- All of Ontario's municipalities for their support

Carried

A handwritten signature in cursive script that reads "Bonnie Clark".

Chair Bonnie Clark, EOWC

February 10, 2025



**The Corporation of The Township of The Archipelago
Council Meeting**

Agenda Number: 16.5.
Resolution Number 25-029
Title: Response to Tariff Threats - Support Canadian Business and Consumers
Date: Friday, February 21, 2025

Moved by: Councillor Manners
Seconded by: Councillor Barton

WHEREAS the Corporation of The Township of The Archipelago (The Archipelago) is a Canadian government entity; and

WHEREAS The Archipelago is committed to fiscal responsibility and prudent management of financial and organizational resources, information databases, and the protection of taxpayer information; and

WHEREAS The Archipelago developed 'guiding principles' for its broadband connectivity project that included 'Canadian solutions first, North American second' in the acquisition of technology and services; and

WHEREAS The Archipelago's projected capital program for 2025 is \$1.5 million; and

WHEREAS all Canadian municipalities have significant purchasing power through capital and infrastructure programs; and

WHEREAS United States President, Donald Trump, issued executive orders to impose tariffs on imports from Canada effective March 12, 2025; and

WHEREAS predatory tariffs by the US government affect all our residents, businesses, and institutions within The Archipelago, the Province of Ontario, and Canada; and

WHEREAS federal, provincial, and municipal leaders are encouraging Canadians to 'buy Canadian'; and

WHEREAS The Archipelago supports Team Canada efforts to stop US tariffs on Canadian goods and services.

NOW THEREFORE BE IT RESOLVED that The Archipelago adopts the following actions:

1. That staff ensure that all municipal data resides within Canada for security and sovereignty interests; and
2. That The Archipelago supports the federal and provincial call to action “Canadian business first” policy in its procurement of capital and infrastructure programs; and
3. That The Archipelago promotes the policy of “Buy Canadian” to encourage the purchase of Canadian goods and services and to support local business in The Archipelago and Parry Sound District; and
4. That all travel to the US for municipal advocacy requires the adoption of a formal position on US tariffs by The Archipelago; and
5. That Staff prepare a Council tariff position and policy for Council approval.
6. That The Archipelago participate in the Parry Sound Chamber of Commerce survey of businesses on the impact of tariffs and support, where possible, actions that follow.

FURTHER BE IT RESOLVED that this resolution be forwarded to: Prime Minister Justin Trudeau, Premier Doug Ford, MP Scott Aitchison – Parry Sound Muskoka, MPP Graydon Smith – Parry Sound Muskoka, Mayors of Parry Sound District Municipalities, Chief Adam Pawis - Shawanaga First Nation, Chief Warren Tabobondung - Wasauksing First Nation, Chief M. Wayne McQuabbie - Henvey Inlet First Nation, Association of Municipalities of Ontario, all Ontario municipalities, Rural Ontario Municipal Association, The Federation of Northern Ontario Municipalities, the Federation of Canadian Municipalities, and community associations in The Archipelago.

Carried

City Clerk's Office

Secretariat
Sylvia Przewdziecki
Council Secretariat Support
City Hall, 12th Floor, West
100 Queen Street West
Toronto, Ontario M5H 2N2Tel: 416-392-7032
Fax: 416-392-2980
e-mail:
Sylvia.Przewdziecki@toronto.ca
web: www.toronto.ca**In reply please quote:
Ref.: 25-MM26.7**

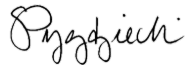
(Sent by Email)

February 28, 2025

ALL ONTARIO MUNICIPALITIES:**Subject: Member Motion Item 26.7
Creation of a City of Toronto "Buy Local, Buy Canadian" Campaign - by
Councillor Mike Colle, seconded by Councillor Jennifer McKelvie (Ward All)**

City Council on February 5, 2025, adopted [Item MM26.7](#) as amended and, in so doing, has forwarded the Item to all Ontario municipalities and encouraged them to join Toronto in a "Buy Local, Buy Canadian" campaign.

Yours sincerely,



for City Clerk

S. Przewdziecki/mp

Attachment

c. City Manager

City Council

Member Motions - Meeting 26

MM26.7	ACTION	Amended		Ward: All
--------	--------	---------	--	-----------

Creation of a City of Toronto “Buy Local, Buy Canadian” Campaign - by Councillor Mike Colle, seconded by Councillor Jennifer McKelvie

City Council Decision

City Council on February 5, 2025, adopted the following:

1. City Council request the City Manager, and relevant Divisions to develop a comprehensive, multifaceted “Buy Local, Buy Canadian” campaign in response to the potential 25-percent tariffs announced by the Trump Administration, such campaign to encourage Toronto residents and businesses to join the City of Toronto's divisions and its agencies and corporations in purchasing locally made Canadian goods and services in order to protect local jobs in Toronto and Ontario where the proposed punitive tariffs would result in hundreds of thousands of job losses if imposed on Canada.
2. City Council direct the Chief Financial Officer and Treasurer and the City Manager, in consultation with the Chief Procurement Officer and the General Manager, Economic Development and Culture, to accelerate the development of local procurement approaches as set out in Sidewalks to Skylines: A Ten-Year Action Plan for Toronto’s Economy to strengthen local businesses and protect local jobs.
3. City Council request the Federal Government to develop a standard recognizable label to be placed on all Canadian goods in clear, readable fonts that clearly shows percentages of Canadian content and any and all foreign content.
4. City Council forward the Item to all Ontario municipalities and encourage them to join Toronto in a “Buy Local, Buy Canadian” campaign.

City Council Decision Advice and Other Information

City Council considered the following Items together:

MM26.7 headed “Creation of a City of Toronto “Buy Local, Buy Canadian” Campaign - by Councillor Mike Colle, seconded by Councillor Jennifer McKelvie”; and

MM26.13 headed “Affirming Our Canadian Independence - by Councillor Stephen Holyday, seconded by Councillor Vincent Crisanti”.

Summary

With recent threats from President Donald Trump to impose a 25 percent tariff on Canadian products and services, it is important that municipalities, businesses, and residents across Canada stand up for our country, our economy, and our businesses.

The City of Toronto, Canada's largest municipality, has an opportunity to encourage residents, businesses, and cities across Canada to create and participate in a "Buy Local, Buy Canadian" campaign to ensure that we support local products, local businesses, and local growth.

This motion requests that the City Manager and relevant City Divisions develop a comprehensive "Buy Local, Buy Canadian" campaign that will encourage spending to further develop our own local economies through the purchasing of local goods and services when available.

Background Information (City Council)

Member Motion MM26.7

(<https://www.toronto.ca/legdocs/mmis/2025/mm/bgrd/backgroundfile-252857.pdf>)

Communications (City Council)

(February 2, 2025) E-mail from George Bell (MM.Supp)

Township of Champlain

Resolution
Regular Council Meeting

Agenda Number: 15.3.
Resolution Number 2025-071
Title: Canada Metal Processing Group - Announcement on steps to respond to U.S. tariff threats on the steel sector
Date: February 27, 2025

Moved By: Paul Emile Duval
Seconded By: Michel Lalonde

Whereas maintaining a healthy domestic steel manufacturing industry and its customer base, who transform steel into steel products, is critical to the economic stability of an independent and autonomous sovereign nation; and

Whereas Steel is a foundational industry to produce core products and infrastructure for essential industries e.g., defence, energy supply both fossil fuels and green energy, majority of industrial manufacturing e.g., automotive, transport, heavy equipment and essential for housing and infrastructure construction; and

Whereas the Heico Companies' Canada Metal Processing Group ("MPG Canada") operates three businesses (Ivaco Rolling Mills, Sivaco, and Infasco) over 6 manufacturing sites in Quebec and Ontario and employs approximately 1600 individuals. The organization operates a state-of-the-art electric arc furnace (EAF) steel plant and billet caster, a two-strand rod mill, a rod processing facility, two wire mills, a bolt manufacturing facility, a nut manufacturing facility and a steel fastener coating facility. MPG Canada strives to offer the best customer experience by delivering high-value and sustainably engineered steel products across North America; and

Whereas, in the face of U.S. tariff threats, and as the Canadian Steel Producer Association (CSPA) members have been advocating, MPG Canada calls on the Canadian government to be prepared to react quickly to safeguard the long-term viability of Canadian steel product manufacturers, and the collective job security of its employees.

Be it resolved that the Township of Champlain supports The Canada Metal Processing Group ("MPG Canada") in its request to the Canadian Government to immediately:

- Prepare to implement matching retaliatory tariff measures without any consultation delay;
- Provide support for workers and businesses during this economic crisis;
- Prevent the ever-increasing unfairly traded imports from other countries into Canada and protect the domestic industry by instituting broad Section 53 surtaxes, without any possible exemptions;
- Promote buying Canadian steel, with its much lower carbon intensity than imports; and
- Work in collaboration with the U.S. to create an aligned North American steel trade market for melted and poured North American steel.

Be it further resolved that this Resolution be circulated to:

- The Right Hon. Justin Trudeau (Prime Minister of Canada),
- The Hon. Melanie Joly (Minister of Foreign Affairs, Canada),
 - The Hon. Nate Erskine-Smith (Minister of Housing, Infrastructure and Communities, Canada),
 - Premier of Ontario,
 - Ontario's Minister of Economic Development, Job Creation and Trade,
 - Ontario's Minister of Municipal Affairs and Housing,
 - Federation of Canadian Municipalities (FCM),
 - Association of Municipalities of Ontario (AMO),

- Rural Ontario Municipal Association (ROMA),
- Eastern Ontario Wardens' Caucus,
- The Hon. Francis Drouin, MP - Glengarry-Prescott-Russell,
- Member of Provincial Parliament, MPP – Glengarry-Prescott-Russell,
- The Canadian Steel Producer Association,• MPG Canada,
- The Association of Municipalities of Ontario, and
- All of Ontario's municipalities.

Carried

Certified True Copy of Resolution

Alison Collard, Clerk

Date:

Source: *Canada Metal Processing Group*

February 24, 2025 10:32 ET

Canada Metal Processing Group announces steps to respond to U.S. tariff threats on steel sector

BROSSARD, Quebec, Feb. 24, 2025 (GLOBE NEWSWIRE) -- Canada Metal Processing Group (MPG Canada) and its subsidiaries, Ivaco Rolling Mills, Sivaco, and Infasco, are announcing the difficult but necessary steps to respond to the current challenging market environment and the threat of incoming tariffs from the United States on steel and steel derivatives. These measures will help maintain the majority of MPG Canada's footprint and workforce while reacting to the impact that these threats are already having on the company's demand for its products destined directly and indirectly, via our Canadian customers, to U.S. customers.

In light of lower anticipated demand and production volume, due to U.S. tariff threats and trade challenges in Canada with increasing imports, the measures include a workforce reduction of 140 production and office employees in Ontario and Quebec, implementation of cost savings actions, and the cancellation or pause of some projects. These steps will enable MPG Canada to remain competitive to service our customers and protect the business in the short-term.

"This was an extremely difficult decision for our company, and not one that was made lightly, but necessary for the business in the current environment," said MPG Canada President Matt Walker. "Our employees are the backbone of our operations. They work hard, day in and day out, to create steel products which are recognized for their quality and good customer service while being an integral part of the Canada-U.S. supply chain."

Soft market in 2024, weak North American macroeconomic demand linked to a U.S. election year, the increased challenge of unfair trade imports into Canada, and now the imminent threat of 25% U.S. tariffs on steel sector and 25% on all Canadian products into the U.S., are having serious impacts on the demand for MPG Canada products.

"While it is impossible at this juncture to predict how long these actions by the United States will last, the Canadian government must be prepared to react quickly to safeguard the long-term viability of Canadian steel product manufacturers, and the collective job security of our employees," said Walker. "Maintaining a healthy domestic steel manufacturing industry and their customer base, who transform steel to steel products, is critical to the economic stability of an independent and autonomous sovereign nation. Steel is a foundational industry to produce core products and infrastructure for essential industries e.g., defence, energy supply both fossil fuels and green energy, majority of industrial manufacturing e.g., automotive, transport, heavy equipment and essential for housing and infrastructure construction."

In the face of U.S. tariff threats, and as the Canadian Steel Producer Association (CSPA) members have been advocating, MPG Canada calls on the Canadian government to immediately:

- Prepare to implement matching retaliatory tariff measures without any consultation delay.
- Provide support for workers and businesses during this economic crisis.
- Prevent the ever-increasing unfairly traded imports from other countries into Canada and protect the domestic industry by instituting broad Section 53 surtaxes, without any possible exemptions.

- Promote buying Canadian steel, with its much lower carbon intensity than imports.
- Work in collaboration with the U.S. to create an aligned North American steel trade market for melted and poured North American steel

About Canada Metal Processing Group

The Heico Companies' Canada Metal Processing Group operates three businesses (Ivaco Rolling Mills, Sivaco, and Infasco) over 6 manufacturing sites in Quebec and Ontario and employs approximately 1600 individuals. The organization operates a state-of-the-art electric arc furnace (EAF) steel plant and billet caster, a two-strand rod mill, a rod processing facility, two wire mills, a bolt manufacturing facility, a nut manufacturing facility and a steel fastener coating facility. Canada Metal Processing Group strives to offer the best customer experience by delivering high-value and sustainably engineered steel products across North America.

For media inquiries, please contact:

Frédéric Perron | Director, Marketing and Business Development
Canada Metal Processing Group, part of The Heico Companies
fperron@mpg.heicocompanies.com



March 4, 2025

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

The Right Honourable Justin Trudeau
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Via Email: premier@ontario.ca

Via Email: justin.trudeau@parl.gc.ca

Re: Tariffs on Canadian Production

Council of the Town of LaSalle, at its Regular Meeting held Tuesday, February 25, 2025 passed the following resolution:

40/25

Moved by: Deputy Mayor Akpata

Seconded by: Councillor Riccio-Spagnuolo

Whereas the recent threats of an imposition on tariffs on Canadian production will have a substantial effect on the items produced in the County of Essex and purchased in the Town of LaSalle;

And Whereas there has only been a 30-day reprieve granted;

And Whereas, a tariff on Canadian steel and aluminum has been threatened;

And Whereas, these tariffs were going to be applied by another country and therefore can be deemed as being external to the Province and Country;

And Whereas, the interprovincial trade has been deemed by the Canadian Federation of Independent Business (CFIB) to represent 18% of Canada's GDP.

And Whereas, the CFIP released a report that said removing interprovincial barriers could boost the economy by up to \$200 billion annually;

And Whereas, items produced, grown, and manufactured in Essex County are sent across Canada;

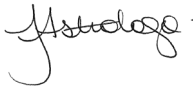
And Whereas, persons in the Town of LaSalle purchase goods manufactured in many provinces and from across the country, and these goods are in many cases subject to interprovincial barriers.

Be It Resolved that, the Town of LaSalle calls upon both the Provincial and Federal Governments to eliminate interprovincial trade barriers to ensure that items produced in the County of Essex and that Canadian items purchased in the Town of LaSalle are no longer subject to these interprovincial trade barriers.

Carried.

Please consider this letter as confirmation of the Town of LaSalle's support of the above matter.

Yours Truly,



Jennifer Astrologo
Director of Council Services/Clerk
Town of LaSalle
jastrologo@lasalle.ca

cc: Association of Municipalities of Ontario resolutions@amo.on.ca
All Ontario Municipalities

Urgent Need for Improvements to Highways 11 and 17 – Motion 25-054

From Coleman General <toc@colemantownship.ca>

Date Fri 2/28/2025 1:39 PM

To Melissa Lawr <melissal@haltonhills.ca>; clerk@addingtonhighlands.ca <clerk@addingtonhighlands.ca>; info@adelaidemetcalfе.on.ca <info@adelaidemetcalfе.on.ca>; rreid@adjtos.ca <rreid@adjtos.ca>; info@admastonbromley.com <info@admastonbromley.com>; clerks@ajax.ca <clerks@ajax.ca>; jprudhomme@alfred-plantagenet.com <jprudhomme@alfred-plantagenet.com>; info@algonquinhighlands.ca <info@algonquinhighlands.ca>; inquiry@amherstburg.ca <inquiry@amherstburg.ca>; info@armourtownship.ca <info@armourtownship.ca>; cao@rmofarmstrong.com <cao@rmofarmstrong.com>; arnprior@arnprior.ca <arnprior@arnprior.ca>; deputyclerk@arran-elderslie.ca <deputyclerk@arran-elderslie.ca>; clerk@acwtownship.ca <clerk@acwtownship.ca>; info@antownship.ca <info@antownship.ca>; info@assignack.ca <info@assignack.ca>; athens@myhighspeed.ca <athens@myhighspeed.ca>; info@atikokan.ca <info@atikokan.ca>; asimonian@augusta.ca <asimonian@augusta.ca>; info@aurora.ca <info@aurora.ca>

 1 attachment (260 KB)

Urgent Need for Improvements to Highways 11 and 17 - Motion 25-054.pdf;

You don't often get email from toc@colemantownship.ca. [Learn why this is important](#)

Please find attached Motion 25-054, passed at the Coleman Township Regular Council Meeting on February 24, 2025. This motion highlights the urgent need for improvements to Highways 11 and 17 in Northern Ontario.

These highways serve as critical transportation corridors for residents, businesses, and essential services. However, increasing concerns regarding infrastructure limitations, inadequate driver training, and inconsistent enforcement of road safety regulations have made them increasingly unsafe. Addressing these issues is essential to ensuring the safety and efficiency of transportation in our region.

We also encourage your review of the Northern Highway Safety Plan, as proposed by MPPs Guy Bourgouin, Lise Vaugeois, and John Vanthof, which outlines key strategies for improving road conditions and safety.

Thank you for your attention to this matter. Please do not hesitate to reach out should you require further information.

Best regards,

Township of Coleman
937907 Marsh Bay Road, Coleman Township, ON P0J 1C0
Office: (705) 679-8833
Fax: (705) 679-8300
Email: toc@colemantownship.ca

**Resolution
Regular Council Meeting**



Agenda Number: 15.2.
Resolution Number 25-054
Title: 25-R-22 Northern Highway Safety Plan
Date: Monday, February 24, 2025

Moved by: M. Lubbock
Seconded by: S. Cote

WHEREAS THE TransCanada Highway is the road system meant to move goods and people across the country, but it is no longer equipped to do that safety in Northern Ontario.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Coleman hereby support the Northern Highway Safety Plan proposed by MPP Guy Bourgouin, MPP Lise Vaugeois and MPP John Vanthof which includes the following;

Immediate Actions:

- Require all new drivers to be tested by MTO-certified inspectors instead of third-party companies.
- Return highway maintenance operations to the MTO while working with northern contractors.
- Increase staff at inspection sites, weigh scales, and OPP traffic enforcement.
- Expedite the 2+1 highway pilot project and use excavated material to build additional rest stops and parking areas.

Short-Term Improvements:

- Mandate snow tires for all passenger vehicles in Northern Ontario.
- Ensure driving schools comply with the MELT training system and improve MELT to include winter driving training.
- Address the abuse of “self-insurance provisions” and ensure fair payment for tow truck operators and service providers.
- Require all commercial vehicles to have dash cams.
- Increase the use of traffic cameras and photo radar to reduce speeding.
- Promote rail transport to reduce commercial truck traffic on northern highways.
- Upload connecting links back to the provincial highway system for consistent maintenance.
- Upgrade and expand rest stops with heated washrooms to meet traveler needs.
- Provide compensation to municipalities for damage to local roads caused by highway detours.

Long-Term Solutions:

- Widen and pave all shoulders on Highways 11 and 17.
- Convert Highways 11 and 17 into divided four-lane highways where possible or implement a continuous three-lane system if the 2+1 project proves successful.

AND FURTHER THAT a copy of this resolution be forwarded to the Minister of Transportation; the Minister of Municipal Affairs & Housing; all Provincial Leaders; the Temiskaming Municipal Association; the Federation of Northern Ontario Municipalities (FONOM); the Northwestern Ontario Municipal Association (NOMA); and all municipalities in Ontario.

CARRIED

Certified True Copy



Christopher W. Oslund
CAO/Clerk - Treasurer



January 24, 2025

MPP Guy Bourgouin *Mushkegowuk-James Bay*
MPP Lise Vaugeois *Thunder Bay-Superior North*
MPP John Vanthof *Timiskaming Cochrane*

NORTHERN HIGHWAY SAFETY PLAN

Introduction

Safety on the TransCanada Highways 11 and 17 continues to be the number one concern for most residents of Northern Ontario because they are our main streets. We use these highways to get to work, school, hockey, and medical appointments, but we share them with thousands of cross-country commercial trucks. As a result, Northern MPPs have had a lot to say over the years about the state of highways in the North and for good reason.

Years ago, the problem was proper and consistent winter maintenance. The Liberal government in power at the time claimed everything was fine, so MPP Vanthof's office created the Northern Road Report to show that it wasn't. The Minister of Transportation (MTO) demanded that the report be taken down, but in the end the Northern Road Report helped prove that even when contract requirements were being met, people were still being put at risk. As a result, the government of the day was forced to make changes to the system.

MPP Bourgouin introduced legislation to make maintenance standards the same across the TransCanada system, so that 11 north of North Bay would be maintained to the same standard as south. The legislation was defeated, but the government did create a separate standard for the northern portion of the TransCanada highway. MPP Bourgouin has also introduced other pieces of legislation regarding driver training and not being able to pass on double solid lines. This was defeated, but he remains committed to finding ways to solve safety issues the same as his fellow Northern MPPs. Similarly, MPP Vaugeois introduced a motion that driver testing be taken back by the MTO which would have been an effective way for the government to control the standard of drivers on the roads. All three members have been vocal in the legislature regarding highway safety throughout their careers.

We are once again facing a highway safety crisis, one that we believe requires a plan designed by Northerners for Northerners. It contains clear goals that we can push government of whatever stripe to implement for all our families.

Current Situation

Currently some poorly trained commercial vehicle drivers and the companies they work for are putting all other drivers at undue risk. Incidents have been easy to track on social media. Investigative reports on the problems in commercial truck training and licensing, and from the Auditor General of Ontario identified this problem as far back as 2018. We, Northern MPPs have mentioned this issue many times in the legislature. The response from the government has been that these are the safest roads in North America, and that they are looking into the matter.



January 25, 2025

MPP Guy Bourgouin *Mushkegowuk-James Bay*
MPP Lise Vaugeois *Thunder Bay-Superior North*
MPP John Vanthof *Timiskaming Cochrane*

Regardless of political stance, we hope that we can all agree that one of the basic jobs of any government is to ensure that people who are issued a driver's license are capable of safely driving the vehicle for which they are licensed. There are over a hundred companies in Ontario who recruit, train, and license their own drivers and they can issue Ontario licenses to them. These are among the worst offenders. Of course there are still good driving schools, and companies that provide excellent training programs to their new drivers, but not all of them. Change needs to happen in the immediate and long term, and we are proposing a plan to address these needs. First, there needs to be immediate action by the Ministry to ensure that only properly-trained drivers are graduating by appointing employees of the MTO to conduct driving tests for all new commercial vehicle drivers before they can receive a license.

Immediate Ask

- Have all new drivers tested by MTO certified inspectors, not third-party private companies. If their student drivers can't pass a legitimate road test, then these driving schools will be forced to change how they conduct business.

Short-Term

- Return the management of highway maintenance operations to the MTO, while working with contractors and providers throughout the North.
- Increase staffing at scales and inspection sites, as well as OPP Traffic enforcement to ensure the laws currently in place are being followed.
- Expedite the 2+1 pilot project and the construction of rest stops. Use the fill that is dug out to rebuild sections of the highway to create parking pull offs.

Medium-Term

- Make snow tires mandatory for all passenger vehicles registered in Northern Ontario.
- Ensure that driving schools comply with the current MELT training system.
- Reform issues within MELT itself and expand requirements to include winter driving training.
- Address the current abuse of "self insurance provisions" and ensure tow truck operators and other service providers can get paid for services from these schemes.
- Require that all commercial motor vehicles have dash cams.
- Increase the number of cameras and photo radar to slow down traffic.
- Emphasize rail to move goods so not as many loads must travel on the highway.
- Return connecting links to the provincial highway system so that maintenance is uniform.
- Better equip and increase the availability of rest stops with heated, maintained washrooms.
- Direct the cost of repairing damage to municipal roads caused by detour traffic from highway closures to the MTO.

Long-Term

- Widen and pave all shoulders on Highways 11 and 17.
- Make Highway 11 and 17 a divided four-lane highway wherever possible.
 - If the 2+1 pilot proves successful, a continuous three lane would be a good intermediate step. The TransCanada Highway is the road system meant to move goods and people

January 25, 2025



MPP Guy Bourgouin *Mushkegowuk-James Bay*
MPP Lise Vaugeois *Thunder Bay-Superior North*
MPP John Vanthof *Timiskaming Cochrane*

This plan is designed to be a living document. The goals here have been suggested by industry stakeholders, drivers, municipalities and others. We are open to suggestions, ideas, and constructive criticism. Please send us your comments. By working together, we are hoping to make the highway safer for all our families.

MPP Guy Bourgouin
MPP Lise Vaugeois
MPP John Vanthof



SEND A LETTER TO THE MINISTER

<https://win.newmode.net/mppguybourgouin/sendalettertotheministeroftransportation>



CONTACT US

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MPP Vauegois: 807-345-3647
MPP Vanthof: 1-888-701-1105

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2025-18

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 25, 2025 to March 11, 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 11th DAY OF MARCH 2025.

MAYOR

CLERK