



The Corporation of The Township of Bonfield

AGENDA FOR COUNCIL MEETING TO BE HELD March 25th, 2025 AT 7:00 P.M.

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

Small Community, Big Heart





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

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

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

1. Call to Order

Motion 1

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

2. Adoption of Agenda

Motion 2

Moved by Councillor Clark Seconded by Councillor MacInnis
THAT the agenda presented to Council and dated the 11th day of March 2025, be adopted
as prepared.
Carried

3. Disclosure of Pecuniary Interest

Councillor Clark declared a pecuniary interest on item #9 1.v Short Term Rental By-law, as per previous meetings. Councillor Clark did not leave the room as there was no discussion on this item.

4. Adoption of Previous Minutes

Motion 3

Moved by Councillor MacInnis Seconded by Councillor Corbett
THAT the Minutes of the Regular and Special Council Meetings of February 25th, 2025 be adopted as circulated.
Carried

5. Presentation & Delegations

DNSSAB Presentation – Housing Targets

Adam Manella presented Council the results of the Housing Targets that was prepared by DNSSAB on the proposed housing targets for Bonfield and Nipissing District. Bonfield's housing target is 1,207 households by 2035, which is an increase of 127 homes.

6. Question Period

Mr. Norman Sheppard submitted a question to Council regarding the Public Conduct Policy. Mayor Paquette informed Mr. Sheppard that the Policy has been referred to the Corporate Services Committee of March 24, 2025 for further review.



7. Staff Reports

7.a Report from the Planning Administrator - Interdisciplinary Capstone Future Cities Project in Partnership with the University of Waterloo

Motion 4

Moved by Councillor Featherstone

Seconded by Councillor Clark

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.

Carried

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

9. Items for Council Discussion

9.a Town Hall Meeting Materials

Motion 5

Moved by Councillor Corbett

Seconded by Councillor Featherstone

THAT Council receives the documents for the Town Hall Meeting; AND THAT staff present the documents at the March 18, 2025 Town Hall meeting; AND FURTHER THAT Council will receive comments from the public during the open meeting for the proposed zoning by-law; AND FURTHER THAT Council will receive comments on the Trailer and Short-Term Rental Bylaws provided submissions are provided to the Clerk by noon on March 17, 2025.

Carried

10. Resolutions to be Considered for Adoption

10.a Ste Bernadette Parish – Donation Request

Motion 6

Moved by Councillor Clark

Seconded by Councillor MacInnis

WHEREAS the Ste Bernadette Parish has submitted a Donation Request Application in support of their Annual 50/50 ticket draw; BE IT HEREBY RESOLVED that Council approves a donation of \$150.00

Carried



10.b Bonfield Agricultural Society – Donation Request

Motion 7

Moved by Councillor Featherstone
WHEREAS the Bonfield Agricultural Society has submitted a Donation Request Application to sponsor the children’s activities at the Bonfield Fall Fair; BE IT HEREBY RESOLVED that Council approves a donation of \$500.00.

Seconded by Councillor Corbett

Carried

11. Correspondence

Motion 8

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

Seconded by Councillor Clark

Carried

12. Closed Session – None for this session

13. Confirmatory By-Law

Motion 9

Moved by Councillor Clark
THAT the Council for the Township of Bonfield hereby adopts By-Law 2025-18 to confirm the proceedings of Council from February 25th, 2025 to March 11th, 2025, as presented and is considered read three times and passed this 11th day of March, 2025.

Seconded by Councillor Corbett

Carried

14. Adjournment

Motion 10

Moved by Councillor Featherstone
THAT this meeting be adjourned at 7:38 p.m.

Seconded by Councillor Clark

Carried

MAYOR

CLERK



**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
SPECIAL MEETING OF COUNCIL – PUBLIC MEETING
March 18, 2025**

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

STAFF PRESENT: Nicky Kunkel, CAO Clerk-Treasurer
Andree Gagne, Deputy Clerk Treasurer
Simon Blakeley, Planning Administrator
Mike Pilon, Chief Building Official
Alex Hackenbrook, Public Works Manager
Casandra Klooster, Administrative Assistant
Christina Young, Administrative Assistant

1. Call to Order

Motion 1

Moved by Councillor MacInnis

Seconded by Councillor Clark

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

Carried

- Mayor Paquette greeted the assembly and recited the Land Acknowledgement.
- Andrée Gagné greeted the assembly and recited the French version of the Land Acknowledgement
- Deputy Mayor Corbett presented a 2024 municipal updated and spoke to what Council has heard this term on the proposed bylaws that will be discussed later in the presentations.

2. Disclosure of Pecuniary Interest

Councillor Clark declared a pecuniary interest on item #4 d. Short Term Rental By-law, as per previous meetings. Councillor Clark did not leave the room and did not participate in the discussions and/or comments from the Public.

3. Agenda Items

A. Strategic Plan

CAO Kunkel presented the Strategic Plan. The mission, vision and principals that guide council discussions and decisions were explained along with the strategic pillars and priority action items for the next five years. The audience was encouraged to take notes, submit comments and/or reach out to Council with any feedback. Once her presentation was done, she opened the floor for comments.

Norman Sheppard inquired about the brushing that Councillor Corbett mentioned in his opening statement. He wanted clarification on why the Township was brushing where Hydro should. It was explained that we only brush the portion of the road allowance that is owned by the Township.



Barry Emberton stated that he is a retired engineer and offered to volunteer his services to the Township to help keep costs down.

George Cook stated that having to make an appointment every time he needs to see staff is not always convenient and takes too long. He commented on the Staff changes that have happened over the last few years. It was communicated that the staff team has been build over the last two years and making an appoint is sometimes preferred to ensure staff are in the office and available and to ensure any research needed can be started prior to the meeting. He also had issues regarding the sea containers that Council is proposing allowing in an upcoming by-law. Shipping containers will be addressed later in the evening.

Jules Gagné questioned the growth that is mentioned in the Strategic Plan and made a comment that this Council is not supporting growth with the restrictions they are placing on his subdivision not allowing trailers and the proposed fees. It was explained every subdivision has its own agreement and his would have to be reviewed but he is correct, trailers are not proposed for the hamlets.

Roxanne Martin questioned why the Fire Chief was charging his Tesla using Township power source. The question was not answered.

B. Zoning By-law Amendments

Mayor Paquette read the Public Notice Statement to the audience.

CAO Kunkel made a presentation on draft By-law 2025-09 and 2025-10. She explained the proposed changes being considered in the Comprehensive Zoning By-law 2012-49 and Bylaw 2018-06. These would permit the use of Travel Trailers and Recreation Vehicles on certain rural properties within the Township and setbacks.

Planning Administrator, Simon Blakeley presented draft By-law 2025-11. He explained the proposed changes being considered in the Comprehensive Zoning By-law 2012-49. This by-law would permit and regulate Additional Dwelling Units for certain properties within the Township, including building requirements and parking, permit and regulate the use of Shipping Containers as accessory storage structures and permit and regulate Hunt Camps.

CAO Kunkel provided a summary of the technical slides.

Mayor Paquette then asked if any person had made a written submission and Simon Blakeley informed that written submissions had been received.

Written submissions provided by and read by the Planning Administrator:

- i). **Nathalie Bertin** – comment on agreeing with shipping containers
- ii). **Diana Dreika** – comments regarding trailers, setbacks were explained in presentation
- iii). **Pat Kelly** - commented on allowing trailers on waterfront lots.
Reply: following answers on why not vacant lands in the RLS zone.
not having trailers on waterfront, subdivision agreements and RLS Zones will be carried



forward into the new by-law, from subdivision agreements
- it protects our lakes, concerns about septic and how they are managed, open rules to allow trailers
- RLS zone is prime development area

Oral presentations requests for 2025-09, 2025-10, 2025-11 submitted by:

Trevor Caudle - Did not come forward to speak

Kathy Bray – had questions regarding the storing of livestock trailers with amenities and the wording in the by-law regarding stored and/ or maintained

Reply:

The by-law only applies to vacant properties and the wording will be reviewed

Doug Davidson – frequently sees several trailers are parked year-round on some properties with no enforcement to date despite complaints and sought clarification on laundry facilities in the additional dwelling units.

Reply:

Currently, no trailers are permitted on any vacant property. New by-law will only be for rural zone, not RLS or hamlet and by-law will be enforced.

The CBO explained the definition of laundry facility as per the building code.

Jessica and Chris Sheppard – What is the purpose of these amendments and why fines. Will pre-existing ADU will be required to obtain a building permit or will they need to be removed and why would they not be grandfathered in. Why are by-laws necessary to regulate sea containers.

Reply:

The question regarding trailers will be answered after we present the trailer by-law. Preexisting ADU were not permitted and if they were built without permit, they can't be grandfathered in. The differences between secondary dwelling, garden suites and guest cabins were explained. Each property situation would be assessed case by case for pre-existing buildings. Currently sea cans are not permitted and the amendment to the by-law will permit them.

Wesley Rozicki – Did not come forward to speak

Carmen Jasmin – Concern regarding RV on her property and these were answered in previous comments. Should Council have a say in short term rentals seeing owners pay extra insurance for this.

Reply:

Will review the by-laws and clean up wording if necessary.

A CBO under certain acts, has access to properties to enforce by-laws and inspection when necessary. Short-term rentals will be discussed later in the presentations.

Gina Langlois – Gina made a number of statements as a member of the Planning Advisory Committee and a resident of the Township regarding the imposition of by-laws and their restrictions. She spoke of high taxes and the cost of fees. No consideration on growth.

Reply:



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
March 18, 2025

No ADU's permitted in the RLS Zone as studies state that lakes are at or near capacities as per NBMCA. More studies would need to be done. The audience was requested to provide feedback on the size of the hunt camp property at the meeting.

Lori Langlois – Will adjustments be made to STR bylaw implementation for this year seeing the late approval of the by-laws. Why are the voices of the residents not being represented by implementing these rules. Why are trailers being excluded from the RLS zones.

Reply:

It would be up to Council to decide on implementation timelines, something that can be brought back to Council if they wish. Voices of residents were explained in the Deputy Mayor's opening presentation. The RLS zone is typically waterfront and has restrictions for the health of the lake. Additional studies on the lakes are required prior to approving additional development. The regulations for the RLS did not change in these amendments.

Cameron Buttigieg – Did not come forward to speak

The Mayor then opened the meeting to the floor for comments from the Public

Lori Butterfield – asked if the enforcement of the trailer bylaw will finally occur

Reply: once by-law is passed, enforcement will commence

Caren Gagne – Made statements to Council regarding pandemic, tariffs, and inflations but no question was posed. She indicated she had a petition to stop bylaws from being passed and was taking signatures.

Micheline Degagne – Does the community get to vote on by-laws, she is feeling bullied by all these new by-laws and fees

Reply: Public meetings are held in order for the community to voice their concerns and for Council to take into consideration any feedback they receive. There was discussion then on the ability for the CBO to enter land. The CBO explained the requirements of the Act.

Holly Brodhagen – asked question about sea cans and permit requirements

Reply: her questions and concerns will be reviewed. Containers under 161.4 square feet do not need a permit but still have to follow the zoning rules for accessory structures.

Rosaline Gaudreault – owns a trailer on vacant land on lakefront property, can't see any reason why she shouldn't be able to continue using her trailer all summer, feels discriminated against.

Reply: any trailer on vacant property has been there illegally for several years, provisions being made for rural allowance only.

Mike Parent – discussion on the size of sea cans permitted when they are engineered and stamped.

Reply: Size of sea cans determine if a building permit is required or not

George Cook – use of sea cans, whether legal or not should be allowed same as trailers

Reply: Shipping containers are allowed with regulations



Jules Gagne – why can't trailers be stored on vacant land

Reply: trailers can be parked on vacant land if you own the adjacent land, if not, they are not permitted anywhere on vacant land.

Mayor Paquette concluded the Public Session of this meeting and advised that if anyone wants to be notified of the decision of the approval authority, they must sign the provided form.

A short break was taken before continuing on with other Agenda items.

When meeting resumed at 10:14, Councillor Clark declared a Conflict of Interest with Item 4-d. She did not leave the room as no Motion was passed nor did she comment or discuss any items.

C. Trailers and Short-Term Rental Bylaws

CAO Kunkel presented the proposed Short-Term Rental and Trailer Licensing by-laws.

Comments or questions on these 2 by-laws had to be submitted by noon on March 17, 2025.

During the presentation the following motion was passed as required when a meeting goes beyond 10:30 pm

Motion 2

Moved by Councillor Featherstone

Seconded by Councillor Corbett

WHEREAS the Procedural By-Law 2023-48, S.10.1 states that "No item of business may be dealt with at a Regular Council meeting after 10:30 p.m., unless authorized by a resolution supported by a majority of the Member"; BE IT HEREBY RESOLVED THAT the members of Council agree to function after 10:30 p.m.

Carried

CAO Kunkel continued with the presentation

The following comments and requests to speak on Trailers and Short-Term Rentals were submitted.

Kathy Bray – questions regarding trailers were answered in the formal public meeting section.

Norman Sheperd – not present

Carmen Jasmin – not present

Jessica and Chris Sheppard – issues with short-term rental by-law and requirements and feels discriminated against for having one. It brings financial support to the community and helps pay for property taxes.

Reply: Council asked to review and the process was started 2 years ago to regulate them following concerns that were received by Council.

Dr. Paul Preston – Short-term rentals should be regulated. Some renters have no consideration for the privacy of the neighbours and are disruptive to enjoyment of their own property.



Gina Langlois – Short-term rentals promote tourism. These by-laws do not work as seen in other Municipalities. They cause additional burden to the homeowners.

Robin Edwards – Reasonable timeline should be considered for 2025. Do they have resources to put in place the requirements that this by-law will bring. How will municipality manage issues that arises with this new by-law

Written comments submitted were read aloud by the CAO

Gord Young and Marcy Dewey provided comments supporting the trailer bylaw.

Diana Dreika submitted comments on the trailer bylaw

D. Fireworks

The Mayor provided a presentation regarding having fireworks on Canada Day vs Labour Day Weekend. A vote of the audience was taken with the results being Fireworks will remain on Canada Day each year.

4. Adjournment

Motion 3

Moved by Councillor MacInnis
THAT this meeting be adjourned at 11:06 p.m.

Seconded by Councillor Clark

Carried

MAYOR

CLERK



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
EMERGENCY SERVICES COMMITTEE MEETING
March 17th, 2025

PRESENT: Donna Clark, Vice-Chair Shaun McGee, Fire Chief
 Allan Reid, CEMC

STAFF PRESENT: Nicky Kunkel, CAO
 Santana Chubb, Clerk

VIRTUAL ATTENDANCE: Steve Featherstone, Chair

1. Call to Order

Motion 1

Moved by Allan Reid
THAT this meeting be opened at 6:00 p.m.

Seconded by Shaun McGee

Carried Donna Clark

2. Adoption of Agenda

Motion 2

Moved by Shaun McGee
THAT the agenda for the Emergency Services Committee Meeting for March 17, 2025, be approved as circulated.

Seconded by Allan Reid

Carried Donna Clark

3. Disclosure of Pecuniary Interest: None for this session

4. Adoption of Previous Minutes

Motion 3

Moved by Allan Reid
THAT the minutes of the Emergency Services Committee Meeting held January 20, 2025, be adopted as circulated.

Seconded by Steve Featherstone

Carried Donna Clark

5. Presentation & Delegations: None for this session

6. Staff Reports

6.a Report from Fire Chief regarding recent call reports, training, and community involvement. The Fire Chief gave a brief report on recent calls, training, community involvement and other relevant information from February 16, 2025, to March 14, 2025.

Recent Calls:

The volunteers responded to a total of 11 calls.

Emergency Services Committee Meeting, March 17, 2025

Types of calls:

- 7 medical calls
- 1 smoke in house call
- 1 CO call
- 1 false alarm
- 1 car fire

2025 calls to date: 19

Current volunteer staff is 12 operational members.

Recent Training:

Weekly Training:

- EMS and Medical call procedures and equipment refresher
- PPE
 - Bunker gear refreshers
 - SCBA checks
 - Personal bunker gear inspections
- Cleaned Fire Hall
 - Swept floors
 - Washed/cleaned trucks

Special Training:

- All firefighters took the Establishing a Respectful Workplace training course on February 24, 2025

Fire Chief Updates:

- New Fire Chief met with CAO and staff
- New Fire Chief met with firefighters
- Resident came by Station 1 and thanked the firefighters for an excellent job regarding a recent call

Fire Prevention:

- Fire Prevention is ongoing during calls
- The FPO is building a 2025 calendar of events
- FPO training is underway
- Fire/CO alarm inspection plan in progress for 2025-2026

Community involvement:

- A recruitment drive is to take place soon

7. Items for Committee Discussion

7.a Discuss a plan to update the HIRA and CI.

The following was discussed.

- The current HIRA and CI need updating.
- It was recommended a sub-committee be formed to update these. The CEMC and Fire Chief will discuss this in further detail.

7.b Discuss a plan to update CGIS and Fire Department responses.

The following was discussed.

- The Fire Chief will provide the CEMC with the required data to populate the CGIS system.

7.c Discuss updating ECG and CEMPC meeting schedule for 2025.

The following was discussed.

- Currently, these meetings take place about once a year. The CEMC requests these meetings to be more frequent. It was proposed to change these meetings to quarterly.
- The schedule will be further discussed amongst the committee members.

7.d Discuss requirements for annual review and presentation to Council for approval or the ERP.

The following was discussed.

- The CEMC reiterated the importance of the above discussed for bringing information from the committees to Council.

7.e Receive and review updated Fire Department 2025 draft budget provided by the CAO.

The following updates were provided.

- The CAO provided insight on changes made to the budget.
- The Fire Chief provided a list of items that he would like to purchase for the Fire Department. The list was divided into three categories: critical items, capital items, and wish list.

8. Resolutions to be Considered for Council Recommendation: None for this session

9. Correspondence: None for this session

10. Closed Session: None for this session

11. Adjournment**Motion 4**

Moved by Shaun McGee

THAT this meeting be adjourned at 6:57 p.m.

Seconded by Allan Reid

Carried Donna Clark

CHAIR

SECRETARY



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



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 2025-16
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 2025-16
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 TIME THIS 28TH DAY OF JANUARY 2025

READ A 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 License 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

READ A THIRD TIME AND CONSIDERED ADOPTED THIS 25TH DAY OF March 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 (SFD), 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 Amend 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 within the Residential Limited Service Zone only 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 Conversion

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

Section 4.11 - Rural (RU) Zone

a) Residential Uses - Permitted

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

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

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

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

MAYOR

CLERK

**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 enters 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.
- 4.1.2 *Where the Owner of land is planning to build a dwelling and desires the use of a Trailer to clear land and determine site plans, the Owner shall obtain an annual Trailer Licence for such use. If the building permit is issued within the same year as the Trailer Licence the Owner may receive a refund on the Licence.*

- 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.

READ A FIRST, SECOND AND THIRD TIME AND CONSIDERED ADOPTED THIS 25TH 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 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 manufactured 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 and/or Non-Principal Dwelling Unit Short-Term Rental shall be permitted for residential dwellings as a permitted use.
- b) Class “A” Principal Dwelling 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” Non-Principal Dwelling 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) 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 AND THIRD TIME AND CONSIDERED ADOPTED THIS DAY
25TH 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 (\$2,000,000.00)	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 60 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 operable portion comply with the requirements of the Building Code.			
Except where a door on the same floor level as the bedroom provides direct access to the exterior, every floor level containing a bedroom in a suite shall be provided with at least one outside window that; <ul style="list-style-type: none"> a) Is operable from the inside without the use of tools, b) Provides individual, unobstructed open portion having a minimum area of .35 m² (3.75 sq. ft.) with no dimension less than 380mm (15"); and c) Maintains the required opening described in clause; d) Without the need for additional support. 			
VENTILATION	Compliant	Non-Compliant	N/A
All bathrooms are ventilated by natural or mechanical means?			
Mechanical ventilation system in the bathroom and kitchen in good working order.			
EGRESS	Compliant	Non-Compliant	N/A
Passages from the interior of the building and or dwelling unit to exit at or near grade level are unobstructed and safe.			
FIREPITS/CAMPFIRES	Compliant	Non-Compliant	N/A
Firepit/campfires are positioned away from buildings and obstructions as per Fire Code.			
Inspection Performed By:			
Date of Inspection:			

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
SCHEDULE "E" TO BY-LAW NUMBER 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 60 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



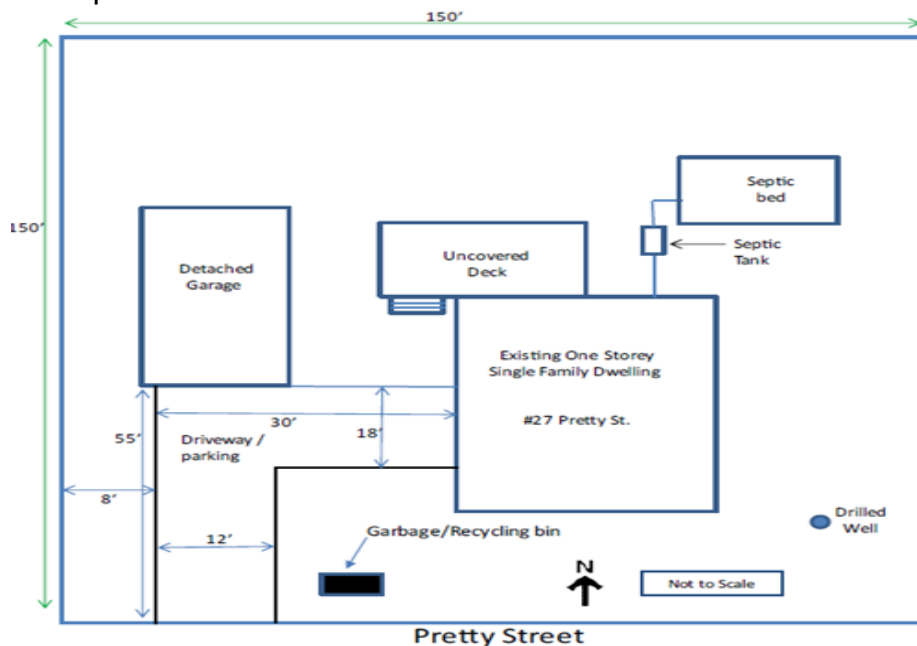
Floor Plans must include:

- 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



North Bay District Office
875 Gormanville Road
North Bay, ON P1B 8G3
Tel : 705- 475-5501
Fax : 705-475-5500

District de North Bay
875 chemin Gormanville
North Bay, ON P1B 8G3
Tél. : 705-475-5501
Télééc. : 705-475-5500



March 15th, 2025

To whom it may concern,

Please find attached a copy of both the English and French versions of the “Inspection of 2025-2026 Annual Work Schedule for the Nipissing Forest” for your review. The AWS describes forest operations such as road construction, maintenance, and decommissioning, forestry aggregate pits, harvest, site preparation, tree planting, and tending that are scheduled during the year (April 1, 2025 – March 31, 2026).

All future Nipissing Forest Annual Work Schedule notices can be sent electronically to clients who request that format.

If you would like future notices sent to you by electronic mail, please send an email indicating this from your preferred email address along with your name/business name and current mailing address to MNR.NorthBay@ontario.ca. In the subject line, please include “Annual Work Schedule Nipissing Forest”.

Should you have any questions regarding your communication preferences or have any updates to your mailing or email address, please feel free to send your updates by email to MNR.NorthBay@ontario.ca or by telephone at (705) 475-5501.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brianna Dumas".

Brianna Dumas, R.P.F.

Management Forester – Nipissing Forest
Ministry of Natural Resources and Forestry
875 Gormanville Road, North Bay, Ontario P1B 8G3

Enclosure

Inspection

Inspection of 2025 – 2026 Annual Work Schedule for Nipissing Forest

The April 1, 2025 – March 31, 2026 Annual Work Schedule (AWS) for the **Nipissing Forest** is available for public viewing by contacting the **Nipissing Forest Resource Management Inc.**, during normal business hours and on the Natural Resources Information Portal at <https://nrip.mnr.gov.on.ca/s/fmp-online> beginning **March 15, 2025** and for the one-year duration of the AWS.

Scheduled Forest Management Operations

The AWS describes forest operations such as road construction, maintenance and decommissioning, forestry aggregate pits, harvest, site preparation, tree planting and tending that are scheduled to occur during the year.

More Information

For more information on the AWS, to arrange a virtual/in-person meeting with MNR staff to discuss the AWS or to request AWS summary information, please contact the MNR staff listed below:

For information on the rules for obtaining wood for personal use, please visit: ontario.ca/CrownLandWood.

For commercial fuelwood opportunities, please contact the Forest Company listed below.

Brianna Dumas, R.P.F.

Management Forester
Ministry of Natural Resources
North Bay District Office
875 Gormanville Road
North Bay, ON P1B 8G3
tel: 705-492-4472
fax: 705-475-5500
e-mail: brianna.dumas@ontario.ca
Office hours: Monday to Friday, 8:00 a.m. to 4:30 p.m.

Ric Hansel, R.P.F.

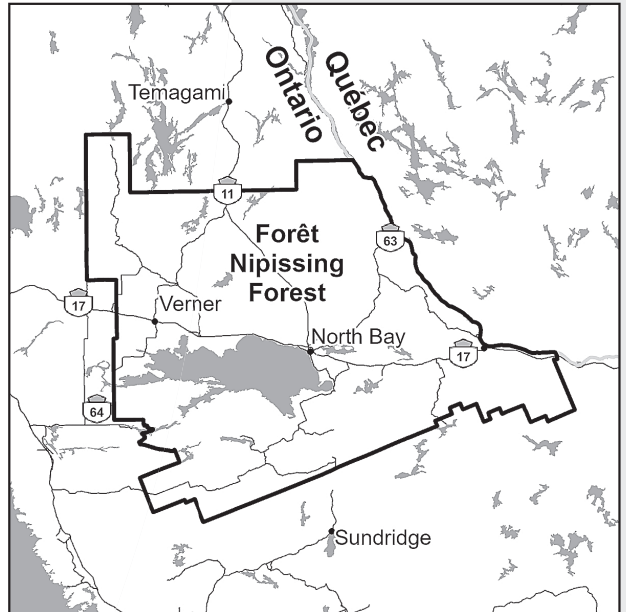
Operations Forester OR
Shelley Straughan, R.P.F.
Planning Forester
Nipissing Forest Resource Management Inc.
128 Lansdowne Street East, P.O. Box 179
Callander, ON POH 1H0
tel: 705-752-5430
fax: 705-752-5736
e-mail: rhansel@nipissingforest.com
sstraughan@nipissingforest.com
Office hours: Monday to Friday 8:00 a.m. to 4:30 p.m.

Stay Involved

Further information on how to get involved in forest management planning and to better understand the stages of public consultation please visit:

ontario.ca/ForestManagement

Renseignements en français : MNR.NorthBay@ontario.ca



Inspection

Inspection – calendrier de travail annuel 2025-2026 pour la forêt Nipissing

Le public peut consulter le calendrier de travail annuel du 1^{er} avril 2025 au 31 mars 2026 pour la **forêt Nipissing** en communiquant avec le **Nipissing Forest Resource Management Inc. (NFRM)** pendant les heures normales d'ouverture ainsi que sur le Portail d'information sur les richesses naturelles au <https://nrip.mnr.gov.on.ca/s/fmp-online?language=fr> à compter du **15 mars 2025**, durant une année.

Opérations d'aménagement forestier prévues

Le calendrier de travail annuel décrit des opérations comme la construction, l'entretien et le déclassement des routes, la gestion des carrières d'agrégats de foresterie, la récolte, la préparation de terrain, la plantation d'arbres et les soins prévus à fournir au cours de l'année.

Renseignements supplémentaires

Pour en savoir davantage sur le calendrier de travail annuel, organiser une réunion virtuelle/en personne avec le personnel du ministère des Richesses naturelles afin d'en discuter ou demander des renseignements sommaires à son sujet, veuillez communiquer avec le personnel ministériel, dont les coordonnées figurent ci-dessous.

Pour en savoir davantage sur les règles d'obtention de bois à des fins personnelles, veuillez consulter le site au ontario.ca/boisdesterresdelacouronne. Pour en savoir davantage sur les possibilités commerciales liées au bois de chauffage, veuillez communiquer avec l'entreprise forestière mentionnée ci-dessous.

Brianna Dumas, F.P.I.

Aménagiste Forestier
Ministère des Richesses naturelles
Le Bureau de district de North Bay
875 chemin Gormanville
North Bay (Ontario) P1B 8G3
tél. : 705 492-4472
télé. : 705 475-5500
courriel : brianna.dumas@ontario.ca
Heures de bureau : lundi à vendredi- 8:00 à 16:30

Ric Hansel, F.P.I.

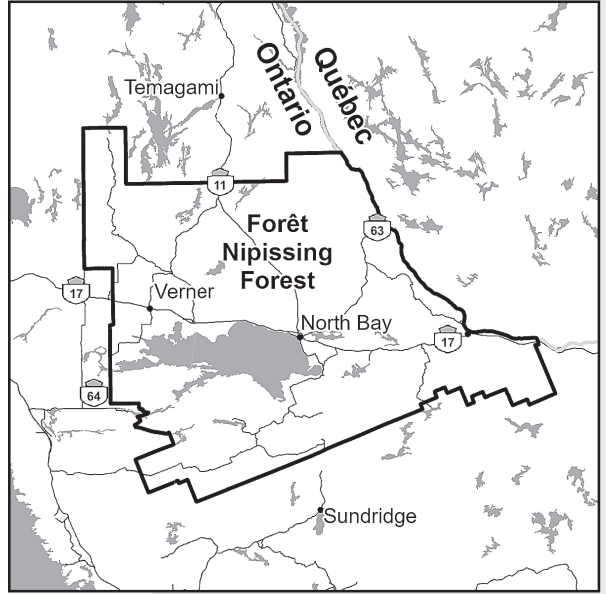
Forestier d'opérations OU
Shelley Straughan, F.P.I.
Forestier de planification
Nipissing Forest Resource Management Inc.
128 rue Lansdowne est
C.P. 179
Callander (Ontario) POH 1H0
tél. : 705 752-5430
télé. : 705 752-5736
courriel : rhansel@nipissingforest.com
sstraughan@nipissingforest.com
Heures de bureau : lundi à vendredi- 8:00 à 16:30

Pour poursuivre votre participation

Pour en savoir davantage sur la manière de participer à la planification de l'aménagement forestier et mieux comprendre les étapes de la consultation publique, veuillez consulter la page suivante :

ontario.ca/gestionforestiere

Information in English: MNR.NorthBay@ontario.ca



REGULAR COUNCIL MEETING

HELD
March 11th, 2025

2025-76

Moved by Councillor Trahan

Seconded by Councillor Kelly

WHEREAS Canada and the United States have a shared history of friendship, respect and neighbourly relations;

AND WHEREAS Canada is a sovereign nation with a peaceful history of self-governance dating to its Confederation in 1867;

AND WHEREAS the Canadian identity is marked by a deep-rooted pride in its heritage and culture founded by French and British settlement, enriched by Indigenous culture and traditions and by more than a century and a half of multi-cultural immigration;

AND WHEREAS Canada has significant global standing, consistently supporting its allies, including the United States, in global conflicts such as two world wars, and wars in Korea and Afghanistan; and in international coalitions and in being consistently recognized as among the top countries in the world for quality of life;

AND WHEREAS newly elected President Donald Trump has suggested that with the use of economic force such as tariffs, Canada should become the 51st state of the United States;

AND WHEREAS President Trump, has now imposed tariffs on imports from Canada that will have a significant detrimental impact on the economic stability in both countries;

AND WHEREAS federal and provincial leaders are encouraging Canadians to buy Canadian, at the same time as it seeks to remove inter-provincial trade barriers within Canada;

AND WHEREAS municipalities have significant purchasing power through capital and infrastructure programs and can assist in the effort to combat tariffs and support Canadian businesses by their procurement of Canadian products and services;

AND WHEREAS municipalities have traditionally been prevented by trade agreements and legislation from giving preference to the purchase of Canadian products and services;

NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of East Ferris categorically rejects any efforts by President Trump or any others to undermine the sovereignty of Canada, and we stand united with our provincial and federal leaders for a Canada that remains strong, free, independent, and characterized by peace, order, and good government;

AND FURTHERMORE that Council endorses the federal and provincial call to action to buy Canadian and therefore remove any impediments to municipalities preferring to engage Canadian companies for products and services when appropriate and feasible;

AND FURTHERMORE that Council encourages the provincial and federal governments to remove trade barriers between provinces in support of Canadian businesses;

AND FURTHERMORE that the CAO be directed to prepare a report detailing a temporary purchasing policy that integrates and addresses these concerns;

AND FURTHERMORE that this resolution be forwarded to Prime Minister Justin Trudeau, Ontario Premier Doug Ford, Nipissing-Timiskaming MP Anthony Rota, Nipissing MPP Vic Fedeli, the Association of Municipalities of Ontario, the Rural Ontario Municipal Association, Ontario Good Roads Association, Federation of Northern Ontario Municipalities, the Federation of Canadian Municipalities and all Ontario municipalities.

Carried Mayor Rochefort

CERTIFIED to be a true copy of
Resolution No. 2025-76 passed by the
Council of the Municipality of East Ferris
on the 11th day of March, 2025.

A handwritten signature in black ink that reads "K Hanselman".

Kari Hanselman, Dipl. M.A.
Clerk

March 12, 2025

VIA EMAIL

The Hon. Doug Ford
Legislative Building
Queen's Park
Toronto ON M7A 1A1
premier@ontario.ca

Dear Premier Ford

Re: Motion to Request Landlord Tenant Reforms

At its Regular Meeting of Council held on Tuesday, March 4, 2025, the Town of Bradford West Gwillimbury Council approved the following resolution:

Resolution 2025-79
Moved: Councillor Giordano
Seconded: Councillor Dykie

WHEREAS Ontario has expanded the accessory dwelling unit (ADU) framework to address the housing supply crisis, which includes the need to balance the interests of both tenants and small-scale landlords;

WHEREAS small-scale landlords may face financial strain when tenants withhold rent in bad faith, and delayed dispute resolution systems can result in undue hardship for landlords, while also affecting tenants' security and well-being;

WHEREAS it is crucial to support the development of legal ADUs and secondary rentals while ensuring tenants' rights are respected and upheld;

WHEREAS proposed reforms could include:

- Accelerating dispute resolution for ADUs and secondary rentals at the Landlord and Tenant Board (LTB) within 30 days, ensuring fairness for both tenants and landlords
- Introducing mediation services to resolve disputes quickly and amicably, reducing reliance on lengthy hearings
- Providing both landlords and tenants with enhanced tools for clear communication, such as standardized rental agreements and better screening practices

- Strengthening protections for tenants against unfair eviction while enforcing stricter penalties for tenants withholding rent in bad faith
- Ensuring law enforcement access to properties only under appropriate circumstances, respecting tenants' rights while supporting landlords in the resolution of unpaid rent issues
- Establishing a hardship relief fund for landlords impacted by unpaid rent, while ensuring tenants are also supported in cases of financial distress
- Offering free or low-cost legal assistance to both landlords and tenants to navigate disputes fairly.

NOW THEREFORE BE IT RESOLVED that the Town of Bradford West Gwillimbury Council requests the provincial government to look at ways to implement these balanced reforms that protect both small-scale landlords and tenants, ensuring fairness in the rental market; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Premier Doug Ford, our local Member of Provincial Parliament, President of the Association of Municipalities of Ontario, Minister of Municipal Affairs and Housing, Attorney General, and all Ontario municipalities to support the creation of balanced protections for both landlords and tenants

CARRIED.

Thank you for your consideration of this request.

Regards,



Tara Reynolds
Clerk, Town of Bradford West Gwillimbury
(905) 775-5366 Ext 1104
treynolds@townofbwg.com

CC: President of Association of Municipalities of Ontario, Robin Jones - resolutions@amo.on.ca
Hon. Paul Calandra, Minister of Municipal Affairs and Housing - minister.mah@ontario.ca
Hon. Doug Downey, Attorney General - attorneygeneral@ontario.ca
All Ontario Municipalities



374028 6TH LINE • AMARANTH ON • L9W 0M6

March 5, 2025

ALL ONTARIO MUNICIPALITIES

Re: Resolution regarding “Buy Local and Canadian”

At its regular meeting of Council held on March 5, 2025, the Township of Amaranth Council passed the following resolution:

Resolution #: 10

Moved by: B. Metzger

Seconded by: G. Little

BE IT RESOLVED THAT:

All Township residents be encouraged to “Buy Local and Canadian”;

That a “Buy Local and Buy Canadian” approach for municipal procurement be implemented where feasible and in line with best value principles;

That staff be directed to review current procurement practices and identify opportunities to enhance local purchasing in response to recent U.S. tariffs and economic pressures; and

That staff be directed to prohibit procurement of U.S. goods and services where possible; and

That staff be directed to report back on any opportunities found to modify procurement policies and practices to support “Buy Local and Buy Canadian” where practical.

CARRIED

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,

Nicole Martin, Dipl. M.A.
CAO/Clerk

C: AMO

March 4, 2025

email: KStevenson@ptbocounty.ca

Keri Stevenson
Director of Legislative Services/Clerk
The County of Peterborough
470 Water Street
Peterborough, ON
K9H 3M3

Re: Support Resolution – U.S. Tariffs on Canada/Purchasing Policies

Dear Ms. Stevenson,

Please be advised that at its meeting held the 25th day of February 2025 the Council of the Township of Selwyn passed the following resolution:

Resolution No. 2025 – 033 – Support Resolution – U.S. Tariffs on Canada/Purchasing Policies

Councillor John Boyko – Councillor Brian Henry –

That the Township of Selwyn supports the County of Peterborough's Resolution No. 19-2025 which urges the federal and provincial governments to take all necessary actions to protect Ontario's interests in trade negotiations with the U.S. and investigate purchasing policies; and that this motion be copied to those included in the County's motion.

Carried.

I trust you find this in order. Please do not hesitate to contact the Selwyn Township Office if you have any questions.

Sincerely,

Megin Hunter
Office Assistant / Reception

Encl.

cc: The Right Hon. Justin Trudeau, Prime Minister of Canada
The Hon. Doug Ford, Premier of Ontario
The Hon. Melanie Joly, Minister of Foreign Affairs
The Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade

The Hon. Nate Erskine-Smith, Minister of Housing, Infrastructure and Communities

The Hon. Paul Calandra, Minister of Municipal Affairs and Housing

Rebecca Bligh, President, FCM and Councillor, City of Vancouver

Robin Jones, President, AMO and Mayor of Westport

Bonnie Clark, Chair, Eastern Ontario Wardens' Caucus

Jeff Leal, Chair, Eastern Ontario Leadership Council

John Beddows, Chair, Eastern Ontario Mayors' Caucus

All provincial and territorial Premiers

All local MPs and MPPs

All Ontario Municipalities for their support

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2025-19

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 March 11, 2025 to March 25, 2025 inclusive.
2. **THAT** all By-Laws passed by the Council of the Township of Bonfield during the period mentioned in Section 1 are hereby ratified and confirmed.
3. **THAT** all resolutions passed by the Council of the Township of Bonfield during the period mentioned in Section 1 are hereby ratified and confirmed.
4. **THAT** all other proceedings, decisions and directions of the Council of the Township of Bonfield during the period mentioned in Section 1 are hereby ratified and confirmed.

READ A FIRST, SECOND, AND THIRD TIME AND FINALLY PASSED THIS 25th DAY OF MARCH 2025.

MAYOR

CLERK