



The Corporation of The Township of Bonfield

AGENDA FOR COUNCIL MEETING TO BE HELD NOVEMBER 19th, 2024 AT 7:00 P.M.

1. **Call to Order**
2. **Adoption of Agenda**
3. **Disclosure of Pecuniary Interest and General Nature Thereof**
4. **Adoption of previous minutes**
 - a. Regular Meeting of Council: October 22, 2024
 - b. Special Council Meeting: November 2, 2024
5. **Presentations and Delegations**
 - a. The Steel Rail Committee
6. **Staff Reports**
 - a. Report from CAO – IT Management RFP
 - b. Report from CAO – Website Management RFP
 - c. Report from CAO – External Audit Services RFP
7. **Adoption of Committee Minutes/ Motions**
 - a. **Corporate Services Committee:** No Minutes for this session
 - b. **Emergency Services Committee:** October 21, 2024
 - c. **Planning Advisory Committee:** November 12, 2024
 - d. **Recreation Committee:** November 4, 2024
 - e. **Police Services Board:** October 29, 2024
8. **Items for Council Discussion**
 - a. Let's Keep our Street Safe Campaign
 - b. Bonfield & District Lions Donation Request – Christmas Events
 - c. 2025 OGRA Conference, March 30 - April 2, 2025 – Early Bird Registration
 - d. Health Unit Report – Notice of Water – Municipal Office
9. **Resolutions to be Considered for Adoption**
 - a. Dissolution of the Bonfield Police Services Board
 - b. By-law 2024-63, Being a by-law to enter into an agreement with Township of Chisholm for By-Law Enforcement, Peace Officer.
10. **Correspondence**
 - a. 2026-2028 FONOM Conference Hosting Application
 - b. Good Roads – Establishment of Ontario Rural Road Safety Program
 - c. Peterborough County - Ontario Rural Road Safety Program
 - d. Town of Aurora - Redistribution of LTT and GST

Small Community, Big Heart



11. **Question Period**

12. **Closed Session**

- a. personal matters about an identifiable individual, including municipal or local board employees;
- b. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

13. **Confirmatory By-Law**

- a. Resolution to adopt By-law No. 2024-62

14. **Adjournment**



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
SPECIAL MEETING OF COUNCIL
Saturday, November 2, 2024

Minutes

PRESENT : Narry Paquette Jason Corbett
 Donna Clark Steve Featherstone (11:00AM)
 Dan MacInnis

STAFF PRESENT: Nicky Kunkel, CAO/Clerk-Treasurer, Simon Blakeley Planning Administrator, Mike Pilon Chief Building Official, Alex Hackenbrook Public Works Manager, Allan Reid, CEMC.

The meeting was advertised on the website and the municipal office door.

No. 1

Moved by Councillor Dan MacInnis Seconded by Councillor Clark
THAT this Special Meeting of Council to discuss community growth and development and the strategic plan be opened at 9:19 am.

Carried Narry Paquette

The CAO and Planning Administrator presented planning models for the Township of Bonfield, breaking down the Township into 7 distinct areas and identifying constraints and opportunities for each area. There was discussion on location of employment lands and industrial uses such as manufacturing versus commercial such as professional services and warehousing. Council touched on points to review for the zoning bylaw housing keeping amendments. Another consideration is the Rural Zone and distinguishing between rural residential and rural commercial. Then Council was presented with options for economic development including learning about the Bonfield current economy and local home-based businesses. A modified business retention and expansion program overview was presented along with a community first impression exchange. These programs would provide a foundation to build upon in creating an updated community and investment profile to attract businesses. Council communicated they are open to staff pursuing economic development endeavours. Staff will provide a report to Council to formalize initiatives prior to commencement.

The afternoon was spent with a review of the recommendations from Township studies completed in recent years and Council/Committee directions to create and prioritize draft action items for a 10-year strategic plan. Council had the package ahead of time and each rated the pillars, goals and action items allowing for the consensus of the draft plan. Staff will now take the feedback and finalize the draft plan to present to the community at a Townhall meeting early 2025.

No. 2

Moved by Councillor Dan MacInnis Seconded by Councillor Jason Corbett
That Council adjourn the special meeting at 3:06 pm.

Carried Narry Paquette

Mayor

Clerk



**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
REGULAR MEETING OF COUNCIL
OCTOBER 22nd, 2024**

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

ABSENT: Dan MacInnis

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

Seconded by Councillor Clark

Carried Narry Paquette

2. Adoption of Agenda

Motion 2

Moved by Councillor Clark
THAT the agenda presented to Council and dated the 22nd day of October 2024, be adopted as amended by adding under "Items for Council Discussion" 8 d. OAPSB Zone 1A Conference.

Seconded by Councillor Featherstone

Carried Narry Paquette

3. Disclosure of Pecuniary Interest – None for this session

4. Adoption of Previous Minutes

Motion 3

Moved by Councillor Featherstone
THAT the Minutes of the Regular Council Meeting of October 8th, 2024 be adopted as circulated.

Seconded by Councillor Corbett

Carried Narry Paquette

5. Presentation & Delegations – None for this session

6. Staff Reports – None for this session

7. Adoption of Committee Minutes/ Motions

Motion 4

Moved by Councillor Corbett
WHEREAS the Planning Advisory Committee recommends to Council that Consent Application B3/2024 for 1937 South Shore Road - Barrie, for a lot addition, be approved; BE IT HEREBY RESOLVED THAT Council approves this recommendation along with the conditions and notes as set out on the attached Decision of Approval Authority Form.

Seconded by Councillor Clark

Carried Narry Paquette



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
October 22, 2024

Motion 5

Moved by Councillor Clark
WHEREAS the Recreation and Fitness Committee recommends to Council to accept Lise Houle's resignation from the Committee; BE IT HEREBY RESOLVED THAT Council approves of this recommendation and that a letter be sent thanking her for her services.
Seconded by Councillor Featherstone
Carried Narry Paquette

Motion 6

Moved by Councillor Featherstone
WHEREAS the Recreation & Fitness Committee's terms of reference state that the Committee should be comprised of 3 or 5 members of the public; AND WHEREAS the Recreation & Fitness Committee recommends to Council to revise the terms of reference to 3 members of the public only; BE IT HEREBY RESOLVED THAT Council approves of this recommendation
Seconded by Councillor Corbett
Carried Narry Paquette

8. Items for Council Discussion

8.a 2025 ROMA Annual Conference – January 19-21, 2025

Motion 7

Moved by Councillor Clark
THAT the following members be approved to attend the 2025 ROMA Annual Conference and that all expenses be paid accordingly, Alex Hackenbrook, Donna Clark and Jason Corbett.
Seconded by Councillor Featherstone
Carried Narry Paquette

8.b Special Council Meeting – Reschedule November 26 meeting to November 19, 2024

Motion 8

Moved by Councillor Corbett
THAT the Regular Council meeting scheduled for November 26, 2024 be cancelled and scheduled for November 19, 2024 at 7:00 pm.
Seconded by Councillor Featherstone
Carried Narry Paquette

8.d OAPSB Zone 1A Conference

Motion 9

Moved by Councillor Clark
THAT Marc Vaillancourt be approved to attend the OAPSB Zone 1A Conference in Sudbury on November 13-14, 2024; AND THAT all expenses be paid accordingly by the Township of Bonfield.
Seconded by Councillor Corbett
Carried Narry Paquette



9. Resolutions to be Considered for Adoption

9.a MHIP – HECS Funding Application for Development Rd

Motion 10

Moved by Councillor Featherstone

Seconded by Councillor Clark

THAT the Council for the Township of Bonfield hereby accepts the application to rehabilitate Development Road with 50% funding from the Municipal Housing Infrastructure Program (MHIP) – Housing Enabling Core Servicing Stream (HECS) with the total cost of \$1,793,537; AND FURTHER THAT Council agrees to cover any cost overruns on the project.

Carried Narry Paquette

9.b Township of East Ferris – Combined ROMA/AMO Conference

Motion 11

Moved by Councillor Clark

Seconded by Councillor Corbett

That Council for the Township of Bonfield hereby supports the Municipality of East Ferris calling upon both ROMA and AMO Boards to establish a combined ROMA/AMO annual conference; AND THAT a copy of this resolution be forwarded to ROMA, AMO and MPP Vic Fedeli.

Carried Narry Paquette

9.c City of Temiskaming Shores – Alcohol Sales in Convenience Stores

Motion 12

Moved by Councillor Featherstone

Seconded by Councillor Clark

That Council for the Township of Bonfield hereby supports the City of Temiskaming Shores requesting the Government of Ontario to reverse their decision to allow alcohol to be sold in more locations and implement the suggested recommendations; AND THAT a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Sylvia Jones, Deputy Premier and Minister of Health; the Honourable Doug Downey, Attorney General; the Honourable Prabmeet Sarkaria, Minister of Transportation; Vic Fedeli, MPP District of Nipissing; AMO; FONOM; ROMA; Nosbonsing Police Services Board; and all Ontario Municipalities..

Carried Narry Paquette

9.d Municipality of Waterloo – Solve the Humanitarian Crisis

Motion 13

Moved by Councillor Corbett

Seconded by Councillor Clark

That Council for the Township of Bonfield hereby supports the Regional Municipality of Waterloo calling upon the Federal and Provincial Governments to solve the Humanitarian Crisis.; AND THAT a copy of this resolution be forwarded to the Right Honourable Justin Trudeau, Prime Minister of Canada, the Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada, the Honourable Doug Ford, Premier of Ontario, the Honourable Sylvia Jones, Deputy Premier and Minister of Health, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Honourable Michael Parsa, Minister of Children, Community and Social Services, the Honourable Michael Tibollo, Associate Minister of Mental Health and Addictions local and area MPs, MPPs, AMO.

Carried Narry Paquette



10. Correspondence

Motion 14

Moved by Councillor Clark

THAT Council receives the Correspondence circulated with the Agenda of October 22nd, 2024.

Seconded by Councillor Featherstone

Carried Narry Paquette

11. Question Period – There were no questions submitted for this meeting

12. Closed Session – None for this meeting

13. Confirmatory By-Law

Motion 15

Moved by Councillor Corbett

THAT the Council for the Township of Bonfield hereby adopts By-Law 2024-61 to confirm the proceedings of Council from October 8th, 2024 to October 22nd, 2024, as presented and is considered read three times and passed this 22nd day of October, 2024.

Seconded by Councillor Clark

Carried Narry Paquette

14. Adjournment

Motion 16

Moved by Councillor Clark

THAT this meeting be adjourned at 7:26 p.m.

Seconded by Councillor Corbett

Carried Narry Paquette

MAYOR

CLERK

To Bonfield Township Mayor and Council ; November 18/24

From;The Steel Rail Committee

Reference; Potential Land Acquisition

This year 2024,we have completed a quest to become a volunteer non-profit committee. As of June we have been successful in our endeavours.

We have a vision to build a museum in Rutherglen(township of Bonfield) that will house and promote the areas' history and our National Railway.

Several historians and geologists have offered their resources with the wish to secure a historical bank(museum) within our community.

This museum will represent a proud and inviting community worthy of a visit.

The next step is to acquire land to build this on.

Our request to you is to purchase(for a nominal fee) a piece of land already owned by the Township .The land in question is in Special Zone No.3 SZ -3 , unused land in Rutherglen proper , situated near the tracks

Diagram provided on separate page

With such a purchase our committee would be interested in further exploring a collaboration between the said committee and the township regarding terms.This could include responsibilities of said parties and how we would agree to this.

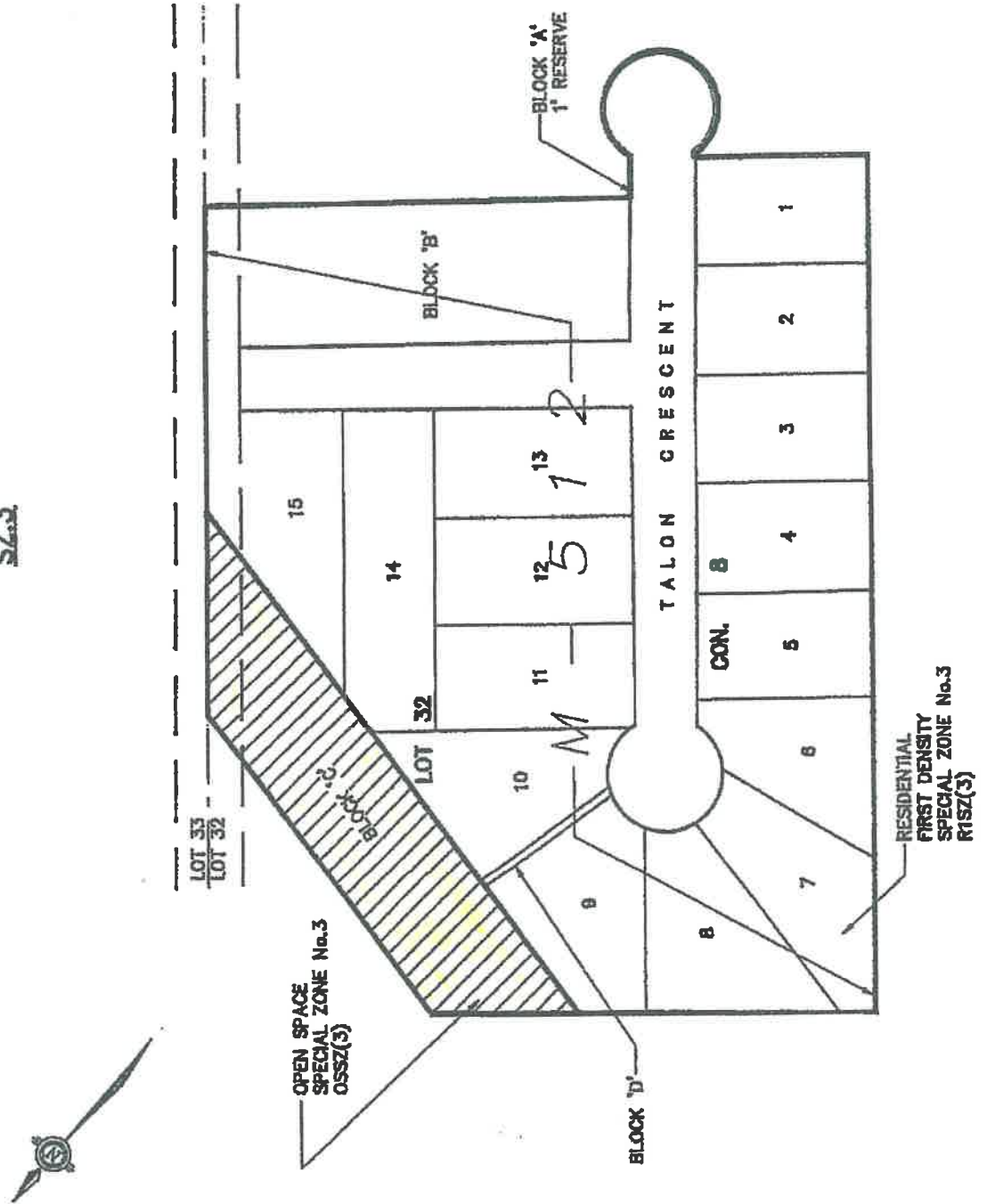
Quite possibly it could involve the planning process with clearing of land and a possible right of access.

We believe this collaboration could be beneficial to the Township and its inhabitants as it would spark tourism and create economic development within our boundaries.

Respectfully submitted by ;The Steel Rail Committee

hereby established shall conform to all other applicable provisions of this By-law except as hereby expressly varied.

**SCHEDULE TO SPECIAL ZONE No.3
 SZ.3**



5.3 SPECIAL ZONE NO. 3

The Special Provisions for Special Zone No. 3 are as follows:

5.3.1 Zone Boundaries

The zone boundaries of Special Zone No. 3 as described on Schedule to Special Zone No. 3, which zone boundaries and map are hereby declared to form part of this By-law.

5.3.2 Permitted Uses

No building or land shall within the Special Zone established by this Bylaw use any land or erect or use any building except for the following uses:

5.3.2.1 Open Space Special Zone (3), OSSZ (3)

- public park
- playground
- soil, forest or wildlife conservation area together with accessory buildings but not including trailer parks or tourist camping facilities

5.3.2.2 Residential, First Density Special Zone (3), R1SZ (3)

- dwelling unit but not including a trailer, mobile home or recreational vehicle
- home occupation
- accessory building

5.3.3 General Provisions

5.3.3.1 Parking Requirements

The owner of every dwelling unit erected or enlarged after the enactment of this By-law shall provide two (2) off-street parking spaces on the same lot as the dwelling unit.

5.3.4 Regulations

In the Special Zone No. 3, SZ-3 established by this By-law, no building, structure or land shall be used and no building or structure shall hereafter be erected or altered except in accordance with the following regulations:

	OPEN SPACE SPECIAL ZONE - OSSZ (3)	RESIDENTIAL FIRST DENSITY SPECIAL ZONE - R1SZ (3)
Min. Floor Area (sq. m.)	-	70.0
Max. Lot Coverage	93.0 m ²	35%
Min. Front Yard (m)	15.0	8.0
Min. Interior Side Yard (m)	15.0	2.4
Min. Exterior Side Yard (m)	15.0	2.4
Min. Rear Yard (m)	15.0	11.0
Max. Height (m)	5.0	11.0
Min. Lot Area	-	As shown for each lot on the Schedule to Special Zone No. 3
Min. Lot Frontage	-	

5.3.5 All buildings and structures erected or altered and all use of land in Special Zone No. 3

MEETING DATE: November 19, 2024
FROM: Nicky Kunkel, CAO Clerk-Treasurer
SUBJECT: IT Management Services RFP

RECOMMENDATION: That Council for the Township of Bonfield receive the request for proposals report; and Further that staff recommend awarding the contract to North Bay Computers with an immediate transition.

BACKGROUND

The Township currently has two providers of services for our IT management and another for our email and software management. In September, the Corporate Services Committee reviewed the current systems and costs for the Township for these services and agreed to complete a review of the IT services for efficiencies.

Our IT management company, EdiCord, has since announced they are retiring and closing their business by the end of this year.

The current costs are:

- \$340.00 per month IT Services for the computers. (20 computer@\$20/each)
- \$1,100 per month Back Up File Server Off-Site
- \$156.00 Email Management
- \$21.98 Domain Hosting
- \$442 Microsoft Standard (26 subscriptions) = total monthly costs of \$2,059.98

The Township issued a request for proposal for services on the platform Biddingo.

ANALYSIS

The RFP was issued and a due date of November 4, 2024. The response was as follows:

Bidder	Monthly Cost	One Time Fees
IC360 Solution	\$4,461.79	\$24,420.49
Data integrity	\$4,645.50	0
Algoma Tech Solution	\$2,812.43 + Microsoft	
North Bay Computers	\$3,028.36 Std / \$6,089.23 Prem	
Pathway Communications	\$2,057.00	\$2,000
VC3	\$3,933.40	\$3,374.36
TMM	\$5,469.20 + Microsoft	
Kis Technology	\$2,340 + Microsoft	\$2,795.00

The RFP explained the proposals would not be based solely on the lowest cost but would be evaluated based on the following:

Experience, Qualifications, Project Management	/10
Budget and Costs	/30
Program Design and Concepts	/40
References	/10
Support Services	/10

The CAO and the Deputy Clerk Treasurer reviewed each proposal independently scoring for each criterion. Then the scoring was averaged out to determine the top three.

Bidder	Final Rating
IC360 Solution	77
Data integrity	81
Algoma Tech Solution	81.50
North Bay Computers	82
Pathway Communications	82.5
VC3	82
TMM	78
Kis Technology	76

North Bay Computers, highest score, was called for clarifying questions and it was discovered that the pricing did not include Microsoft Standard and the monthly fees increased. This led to a review of the budget rating for all, which showed for pricing, some companies quoted Microsoft Business Premium, other Microsoft Business Standard and some put that Microsoft would be an additional expense. It is also noteworthy that the file storage for off-site backup has a range of fees and are not fully incorporated in any of the proposals submitted. This will be an on-going additional expense.

The short-listed proposals were Pathway Communications, North Bay Computers and VC3. With technical components, we also sought advise from our retiring IT firm. It was communicated back that all three companies are qualified and can meet our needs. Pathways and North Bay Computers had language indicating they will be able to assist with the cloud migration planned in 2025 with little interruption. North Bay Computers had no upfront costs and offered flexibility in training. EdiCord also explained that with the new company there will be continuous monitoring on all computers, the added security of M365 Business Premium is not necessary. The security being proposed in North Bay Computers will be high level for our system and we do not need to upgrade our subscription.

The new services will provide increased security on all systems, better integration of the public works and fire departments off-site systems, and addresses recommendations in the EdiCord and Smt Computer reports for improvements to the Township's information technology setup.

Based on the analysis, staff recommend awarding the contract to North Bay Computers at a cost of \$3,028 plus HST. They will require a minimum of eight weeks to onboard our systems. With EdiCord closing this will be the priority for the Deputy Clerk-Treasurer.

Respectfully submitted.


Nicky Kunkel, CAO Clerk-Treasurer


Andree Gagne, Deputy Clerk Treasurer

MEETING DATE: November 19, 2024
FROM: Nicky Kunkel, CAO Clerk-Treasurer
SUBJECT: Website Redesign Services RFP

RECOMMENDATION:

BACKGROUND

The Township conducted a community satisfaction survey in 2023 seeking feedback from residents on the how the municipal communications are received with a lens on improvement.

The survey, with 162 responses, indicated that 63% of the community is satisfied with communications, leaving 37% seeking improvement. 58% use the municipal website frequently when connecting with the municipality. The website is a significant medium for municipal communications as the intent is to provide an all inclusive, central location, where residents can access the information they need at any time. While non electronic communications is the preferred method of communication and the survey indicated the municipality can improve those mediums, 38% of the community look first to the website for information.

The municipality also heard that the current website is not user friendly and that it's hard to find information. Many simply use the search feature using keywords and that it still takes a few attempts to still find the information.

Our current website is cumbersome for staff to update. There are templates that cannot be changed, little flexibility in adding new content. Staff have asked for a newsletter / subscription add-on, a tax calculator that breaks down taxes versus assessment and each new tool is expensive (~\$3,000 each). There were restrictions on putting capitals on in titles when adding content and the municipality was billed, staff also argued a bill for correction to the Fire Rating tool, neither were forgiven. The website is also very slow to load as experienced and communicated by several residents and third-party vendors. As the Municipality does not have a support agreement with the current provider all costs are as per "call" so the website is not as up to date since creation in 2018. Recent costs for updates are 2024= \$396.36; 2023=\$332.56 and 2022=\$1,495.57. Annual hosting fees are \$534.24.

The fees to date for the current system are not unreasonable. However, the website needs an update to add features that will allow the municipality to communicate better with the community. Staff are also looking for a website that is not a cookie cutter site with stringent templates and one that is easier to update.

So, a refresh of the website was budgeted in 2024. The RFP was issued in October listed on the website and Biddingo.

ANALYSIS

The RFP was issued and a due date of November 12, 2024. The response was as follows:

Bidder	Cost
Green PI	\$265,000
TWG	\$24, 500
Upandup	\$58,000
GHD Digital	\$13,430
Fenix	\$89,410
VS Accounting	\$7,905

The RFP explained the proposals would not be based solely on the lowest cost but would be evaluated based on the following:

Experience, Qualifications, Project Management	/10
Budget and Costs	/30
Program Design and Concepts	/40
References	/10
Support Services	/10

The budget for the project is \$15,000 based on previous costs and similar tenders. With that said each proposal was reviewed for completeness and to confirm the total pricing was reflective of the proposal. The higher submissions included costs for their firm to build the content and with those costs removed they were still over double the budget. The scoring is listed below. The CAO and the Deputy Clerk Treasurer and Office Clerk reviewed the top two proposals in greater detail and references were researched.

Bidder	Final Rating
Green PI	50
TWG	70
Upandup	55
GHD Digital	75
Fenix	55
VS Accounting	80

	GHD	VS Accounting
Experience and Qualifications	25 years; 700 similar clients; 160 staff – seven assigned to Township project over 200 awards including for accessibility	27 years, 4 branches to business, all staff have RGD certification. Qualified. Several municipal clients, most of surrounding area included
Program Design/Concept	GovStack, themes and modules, flexible layout, event calendar allows third party entry; links to agenda software Tax calculator – add-on Newsletter included	Approach to project outcomes well documented, included municipal tip booklet, spoke about business directory, design to communicate not decorate, mention of Spec work – ethic for graphic designers – was not sought. Many sites similar
Timeline	15 weeks	6 to 12 months
Support	3 weeks after completion included; included in annual fees, GovStack learning center on-line – easy to learn with videos	90 day warranty, if providing analytics there are additional costs, 1 year support is \$2,280.
References	Algonquin Highlands Parry Sound Hasting Highlands Otonabee South Called client, they are very happy, easy to update and find information, excellent customer service and transition period (280 hours), support has slowed but reasonable, “top pricing but you get what you pay for”	East Ferris Owen Sound Armstrong Calander Called client, newer than previous, not friendly for residents or staff, hard to find information (they google it)
Cost	Website Design and Build \$11,850.00 Add-ons <u>\$1,580 Online Forms</u> \$13,430 Annual Fees \$5,470. Hosting, backups, storage, support \$1,200 Tax Calculator (optional but in RFP) 3 year costs: \$16,410.00	Website Design and Build \$6,345 Add-ons \$320 e-commerce <u>\$1,240 Online Forms</u> \$7,905 Annual Fees \$1,575.00 Hosting, backups, storage (2gb) \$2,280 annual Support 3 year costs: \$11,565.00



Based on the analysis, staff recommend awarding the contract to GHD Digital. They will require 15 weeks to onboard our new site, which depends on municipal staff content timelines as well. Staff are attending training in November on how to write municipal website.

Although GHD Digital is not the lowest overall costs, the request for proposal explained that the submissions would be rated on set criteria. In reviewing the references, and based on past municipal experience, along with the flexibility of the GovStack themes and modules including the online learning center staff deem the end product will achieve the goals of providing the community with a full, user-friendly website that will improve communications.

Recommendation: That Council for the Township of Bonfield receive the request for proposals report; and Further that staff recommend awarding the contract to GHD Digital.

Respectfully submitted.



Nicky Kunkel, CAO Clerk-Treasurer

MEETING DATE: November 19, 2024
FROM: Nicky Kunkel, CAO Clerk-Treasurer
SUBJECT: Auditing Services RFP

RECOMMENDATION: That Council for the Township of Bonfield receive the request for proposals report; and Further that staff recommend awarding the contract to BakerTilly at a five year cost of \$95,825 plus HST and exclusive of new PSAB requirements.

BACKGROUND

The Municipal Act states that every municipality shall appoint an auditor and review that appointment every 5 years. The Township current auditor is BDO, North Bay. The contract expired but was renewed for a one year term for the year ending December 31, 2023. Council had requested staff go to tender for the year ending December 31 2024. The Township issued a request for proposal for services on the platform Biddingo.

ANALYSIS

The RFP was issued and a due date of November 14, 2024. The response was as follows:

Bidder	Cost	5 year cost
KPMG	\$27,500	\$152,075
BakerTilly	\$17,500	\$ 95,825
Doane Grant Thornton	\$32,918	\$176,000*
BDO	\$19,750	\$ 98,750*
Pohapill CPA	\$25,000	\$135,000

It is important to realize the new Asset Retirement Obligations (PSAB-3280) has not been completed for Bonfield and is not reflected in these prices. In 2027 new PSAB-1202 requirements are also coming forward which will drastically change how the financial statements appear, and they are not reflected in the amounts. *BDO (7%) and Grant Thornton (9%) have an administration fee in addition to their base pricing which is not calculated.

The RFP explained the proposals would not be based solely on the lowest cost but would be evaluated based on the following:

Experience, Qualifications, Project Management	/30
Budget and Costs	/35
Understanding of Municipal Audit	/25
References and Quality of Proposal	/10

The CAO and the Deputy Clerk Treasurer reviewed each proposal independently scoring for each criterion. Then the scoring was averaged out to determine the top three.

Bidder	Final Rating
KPMG	86
BakerTilly	93.5
Doane Grant Thornton	81
BDO	91
Pahapill CPA	84

All the submissions are from very qualified and experienced auditing firms that are more than capable of meeting the needs of Bonfield's auditing needs, including the competition of the Financial Information Return. Each requires approximately the same requirements of Township staff and all can be a hybrid of on-site and online audits. On-line platforms are the new normal for auditing. In reviewing the submissions staff focused on township requirements, timelines and ability to complete FIR by due dates and 5-year overall costs.

Based on the analysis, staff recommend awarding the contract to BakerTilly at a cost of \$95,825 plus HST and exclusive of new PSAB requirements.

Respectfully submitted.

Nicky Kunkel, CAO Clerk-Treasurer

Andree Gagne, Deputy Clerk Treasurer



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
EMERGENCY SERVICES COMMITTEE MEETING
October 21st, 2024

PRESENT: Donna Clark, Vice-Chair Dave Vieira, Fire Chief
 Josh Dewaal, Deputy Fire Chief Allan Reid, CEMC

STAFF PRESENT: Nicky Kunkle, 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 Dave Vieira

Carried Donna Clark

2. Adoption of Agenda

Motion 2

Moved by Dave Vieira
THAT the agenda for the Emergency Services Committee Meeting for October 21, 2024, be approved as circulated.

Seconded by Josh Dewaal

Carried Donna Clark

3. Disclosure of Pecuniary Interest: None for this session

4. Adoption of Previous Minutes

Motion 3

Moved by Josh Dewaal
THAT the minutes of the Emergency Services Committee Meeting held September 16, 2024, be adopted as circulated.

Seconded by Dave Vieira

Carried Donna Clark

5. Presentation & Delegations: None for this session

6. Staff Reports

6.a Report from Fire Chief regarding recent call reports.

The Fire Chief gave a brief report on recent calls from September 16th to October 16th, and on current volunteers.

The volunteers responded to a total of 3 calls (2 calls less from this time last year). Two medical calls and one motor vehicle collision.

Emergency Services Committee Meeting, October 21st, 2024

- Medical call: September 20, at 18:30, 5 personnel, 2-hour duration.
- Medical call: September 27, at 16:16, 3 personnel, 2-hour duration.
- Motor vehicle collision: October 13, at 14:50, 5 personnel, 3.5-hour duration.

Year to date, there have been a total of 52 alarms.

Current volunteer staff is 18 operational members, and 1 probationary.

6.b Report from Fire Chief regarding recent training.

The Fire Chief reported on recent and upcoming training.

Regular Weekly Training:

- Carried out 1 Training Night Event, 1 Work Night Event, and 1 Public Event for Open House.
- Performed SCBA checks, practiced gearing up and down and wearing the SCBA units.
- Class 'DZ' apparatus driver training and operation for those looking to obtain their DZ licence.
- Ropes and knots training.
- Hose deployment training.
- Cleaned the hall (swept floors and washed/cleaned the trucks).

Special Training:

- Fire Chief will be attending a Resilient Minds training course October 26. The course is a skill-building program to help mitigate and better manage occupational stress and enhance personal resilience.
- One of the volunteers has successfully completed Fire Smart Level 1.
- One of the volunteers has successfully completed IMS 100.

6.c Report from Fire Chief regarding recent/upcoming community involvement.

The Fire Chief gave the following report.

- On October 7th, the Fire Department held an open house for Fire Prevention Week.
- On September 23rd, The Fire Department held a Mock Fire Drill at Ecole Lorrain.
- Throughout the month of October, the Fire Department's volunteers are going door-to-door to do smoke alarm education and checks.
- On October 26th, the Fire Department will be participating in the Halloween parade.
- On October 31st, the Fire Department will be hosting a fire hall haunted house, a safe place for families to take their kids and will also be used to promote fire safety.

7. Items for Committee Discussion

7.a Receive and review update on the Fire Chief Department Plan Provided by the Fire Chief.

The Fire Chief gave the following updates.

Emergency Services Committee Meeting, October 21st, 2024

- On September 25th, the Chief, Deputy Chief and one of the volunteers attended a mutual aid meeting at the Powassan fire department, which included a demonstration of the Community Risk Reduction Dashboard, and an update on the Spectrum Group's changes to their technical support/repair and maintenance agreements.
- The Chief and Deputy Chief obtained a Free Trial for FireQ, a program used to create reports when responding to calls. This would assure that all information inputted when responding to a call will be added to the final report. The program also tracks fire fighters' training and will soon be able track information on the equipment/trucks. Whether or not the Fire Department choose to continue using FireQ in place of Who's Responding, they'll be looking into the cancelation of Who's Responding and the timeline for doing so. The cost for the FireQ program could be anywhere from \$950.00 to \$1200.00 per year.
- The Chief and Deputy Chief are working on a Pre-Service Program as part of the recruitment and retention plan. The program will allow new recruits to prove their competence and the chance to bypass the 6-month probationary period and start attending calls right away.

7.b Receive and review the 2015 draft Fire Department Establishing By-Law.

A discussion was had on updating the current Fire Department Establishing By-Law.

- The Township's current Fire Department by-law is from 1995. From 2015 to 2017, an updated version was being worked on but was never finalized.
- The Fire Chief is working on making necessary changes to the draft by-law and will present it to the committee again for review once he gets closer to the final draft.
- The committee set a deadline for the end of February, 2025.

7.c Receive and review update on the Wildland Fire grant provided by the CEMC and the Fire Chief.

The Wildland Fire grant is now closed. The grant was not needed due to the Township already having an agreement with the MNR for Wildland Protection and already have a Wildland Protection Plan in place.

7.d Discuss the CEPP grant for Emergency Management.

A brief discussion was had on the CEPP grant.

- There's a grant provided by Emergency Management Ontario for up to \$50,000.
- The grant would be used to establish two radio base systems, one for Public Works and one for the Fire Department. This would allow the two departments to communicate through a separate shared radio frequency during emergencies.
- The grant could also be used to purchase new radio systems for the Public Works Department and the Fire Department.
- The grant application is due by October 31st, 2024.

The Committee brought forward the following motion:

Motion 4

Moved by Allan Reid

Seconded by Dave Vieira

THAT the Emergency Services Committee recommends to Council to apply to the Emergency Management Preparedness Funding for upgrades to the Township's emergency communication systems for the Fire Department, Public Works and the Emergency Operating Center up to a maximum of \$50,000.

Carried Donna Clark

7.e Discuss the CGIS and Emergency Response Pilot Proposal provided by the CEMC. The CEMC presented the use of CGIS and a pilot proposal.

- CGIS provides a graphical interface with collected data from the community, providing our first responders with enhanced operational efficiency and improved decision-making.
- CGIS provides enhanced situational awareness, improved navigation and routing, resource allocation, risk assessment and planning, incident analysis and reporting, community engagement and education, and integration with other systems.
- The main points of the proposal are the following:
 - o Adopt the Fire Response layer in CGIS to populate Fire Department calls.
 - o Populate the GIS with the previous 5 years of call reports.
 - o Identify and prepare a process flow that adds new data to CGIS in an ongoing way.
 - o Evaluate effectiveness and value after 12 months of new call data reporting into CGIS.
 - o Make recommendations for future expansion of existing layers for data gathering, i.e. Fire Inspections and Smoke Alarm Inspections.
 - o Make recommendations for future expansion of new layers that would contribute to the data collection requirements of the Community Risk Assessment.

The Committee brought forward the following motion:

Motion 5

Moved by Dave Vieira

Seconded by Allan Reid

THAT the Emergency Services Committee recommends to Council to initiate a pilot program to record emergency response information into the GIS system to be re-evaluated after 12 months.

Carried Donna Clark

7.f Discuss adopting a uniform policy and a facial hair policy.

The committee had a brief discussion on the importance of adopting these policies.

- With the help of the Clerk, the Fire Chief will create drafts for these policies and present them at the next committee meeting.

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 6

Moved by Allan Reid

THAT this meeting be adjourned at 7:11 p.m.

Seconded by Josh Dewaal

Carried Donna Clark

CHAIR

CLERK



THE CORPORATION OF THE TOWNSHIP OF BONFIELD

**Planning Advisory Committee
Special Meeting re: Housekeeping By-law
12th November 2024**

PRESENT: Jason Corbett (Chair) Gina Langlois
Narry Paquette Kamil Wroblewski
Eric Foisy

STAFF PRESENT: Nicky Kunkel - CAO/Clerk
Simon Blakeley, Planning Administrator

1. Call to Order

MOVED BY: Eric Foisy **SECONDED BY: Gina Langlois**

MOTION #1

THAT this meeting be opened at 6:00 p.m.

CARRIED Chair, Jason Corbett

2. Adoption of Agenda

MOVED BY: Kamil Wroblewski **SECONDED BY: Narry Paquette**

MOTION#2

THAT the agenda presented to the Planning Advisory Committee dated the 12th day of November 2024 be adopted as prepared.

CARRIED Chair, Jason Corbett

3. Disclosure of Pecuniary Interest-none

4. Adoption of Previous Minutes

MOVED BY: Narry Paquette **SECONDED BY: Kamil Wroblewski**

MOTION#3

THAT the Minutes of the Planning Advisory Committee of October 16th, 2024, be adopted as circulated.

CARRIED Chair, Jason Corbett

5. Housekeeping By-law Workshop / Discussion

6. Adjournment

MOVED BY: Narry Paquette **SECONDED BY: Gina Langlois**

MOTION # 5

THAT this meeting be adjourned at 8:46pm.

CARRIED Chair, Jason Corbett

CHAIR

SECRETARY



THE CORPORATION OF THE TOWNSHIP OF BONFIELD
Minutes of the Recreation & Fitness Committee Meeting
November 4th, 2024 at 5:00 pm

PRESENT: Steve Featherstone, Chair
Holly Brodhagen
Sheena Whalen
Sylvie Lamothe

ABSENT: Dan MacInnis, Vice Chair

STAFF: Casandra Klooster, Secretary

1. Call to order

Moved by Sheena Whalen
Seconded by Holly Brodhagen

THAT the Recreation & Fitness Committee Meeting be opened at 5:04 p.m.
Carried Steve Featherstone, Chair

2. Adoption of the Agenda

Moved by Holly Brodhagen
Seconded by Sheena Whalen

THAT the draft agenda dated the 4th day of November, 2024 be adopted as prepared.
Carried Steve Featherstone, Chair

3. Disclosure of Pecuniary Interest and General Nature Thereof

None for this session

4. Adoption of Previous Minutes

Moved by Sheena Whalen
Seconded by Holly Brodhagen

THAT the Minutes of the Recreation & Fitness Committee of October 7th, 2024 be adopted as circulated.
Carried Steve Featherstone, Chair

5. Presentations and Delegations

None for this session

6. Staff Reports

Halloween in Bonfield

A report was given by staff on the Halloween Parade and other Halloween events. The event was fully funded by donation and sponsorships from local businesses and residents. There was a surplus of \$653.77 dollars after expenses. The Recreation & Fitness committee has decided to use these funds towards enhancing the Halloween Parade next year by purchasing decorations or a banner to promote the event in the community.

7. Items for Committee Discussion

a. Christmas in Bonfield

The Committee has finalized plans for the upcoming Christmas in Bonfield event, set for Saturday, November 30th, from 1:00 to 4:00 pm at the Community Centre. The festivities will feature a variety of activities for families, including letter writing to Santa, a coloring contest, live music and cookie decorating. There will also be a Fill-A- Cruiser event to raise non-perishable items for the Bonfield Food Bank. This year, the Committee chose letter writing as an alternative to a parade or photos with Santa.

In addition, a Soup and Chili Cook-Off will follow, new guidelines and procedures have been implemented to ensure a safe experience for all. A Baked Goods Exchange will also take place, with a dedicated area and clear signage explaining the process. This Baked Goods exchange is scheduled to take place at 2:00 pm.

b. OAC Grant

The Committee has reviewed the Ontario Arts Council (OAC) Grant and agreed to move forward with a multicultural concert that combines the works of Rendez-Vous and Beyond Ireland. This unique performance will celebrate historical arts through music and dance and include interactive elements for audience engagement. Staff will confirm the dates and times with the artists and reserve the Community Centre for this event.

c. Recreation & Fitness Committee Organization

The Committee discussed the Terms of Reference for the Recreation & Fitness Committee, with members reminded to conduct all event-related communications through official channels to ensure transparency and accountability.

8. Motions to be Considered for Adoption

None for this session

9. Correspondence

None for this session.

10. Adjournment

Moved by Holly Brodhagen

Seconded by Sheena Whalen

THAT the Recreation & Fitness Committee Meeting be adjourned at 6:19 p.m.

Carried Steve Featherstone, Chair

CHAIR

SECRETARY

**MINUTES OF THE LAKE NOSBONSING OPP DETACHMENT BOARD MEETING
Township of Bonfield – Township of Chisholm – Municipality of East Ferris**

Tuesday, October 29th, 2024, at 5:00 p.m.
East Ferris Municipal Office, 25 Taillefer Road, Corbeil

PRESENT: Narry Paquette, Township of Bonfield Council Representative
Marc Vaillancourt, Township of Bonfield Community Representative
Gail Degagne, Township of Chisholm Council Representative
Kathleen Jodouin, Township of Chisholm Community Representative
Pauline Rochefort, Municipality of East Ferris Council Representative
Kirk Kelusky, Municipality of East Ferris Community Representative
Kari Hanselman, Municipality of East Ferris Clerk

OTHERS: Staff Sergeant Andrew Kreamer, OPP

1. Call to Order

The meeting was called to order at 5:03 p.m.

2. Adoption of Agenda

Motion No. 2024-03

Moved by Gail Degagne

Seconded by Kirk Kelusky

THAT the draft agenda presented to the Board and dated October 29th, 2024 be adopted as circulated.

CARRIED

3. Acceptance of Minutes of the Previous Meeting – April 18th, 2024

Motion No. 2024-04

Moved by Kathleen Jodouin

Seconded by Kirk Kelusky

THAT the Minutes of the OPP Detachment Board meeting held April 18th, 2024 be adopted as circulated.

CARRIED

4. Business Arising from the Minutes

None for this session.

5. Delegations – None for this session

6. Correspondence and Information Items:

a) Affirmations (O. Reg 416/23)

Board members completed their affirmations.

b) Election of Chair and Vice-Chair (S. 36 - done at first meeting each year)

Motion No. 2024-05

Moved by Kathleen Jodouin

Seconded by Kirk Kelusky

WHEREAS Section 36(1) of the Community Safety and Policing Act states that members of a police service board shall elect a chair at the board's first meeting in each year;

AND WHEREAS Section 36(2) states that members of a police service board may also elect a vice-chair at the first meeting in each year, and the vice-chair shall act as the chair if the chair is absent or if the chair's position is vacant;

BE IT HEREBY RESOLVED THAT Narry Paquette be appointed Chair and Gail Degagne be appointed Vice-Chair of the North Bay OPP Detachment Board – Board 2 for the remainder of 2024.

CARRIED

c) Appoint Secretary-Treasurer

Motion No. 2024-06

Moved by Marc Vaillancourt

Seconded by Kirk Kelusky

WHEREAS, the North Bay OPP Detachment Board – Board 2 recognizes the need to appoint a Secretary-Treasurer;

AND WHEREAS the Secretary-Treasurer will be responsible for all actions and financial undertakings of the OPP Detachment Board unless delegated otherwise by the OPP Detachment Board in accordance with Section 42 of the CSPA to clearly define its objectives, authority, and responsibilities;

BE IT HEREBY RESOLVED THAT the Clerk, or their designate, for the Municipality of East Ferris be appointed Secretary-Treasurer for the Board for the remaining 2022-2026 term of Council.

CARRIED

d) Code of Conduct (O.Reg 408/23)

Motion No. 2024-07

Moved by Gail Degagne

Seconded by Marc Vaillancourt

WHEREAS Section 35(6) of the Community Safety and Policing Act states that every member of a police service board shall comply with the prescribed code of conduct;

AND WHEREAS O. Reg. 408/23: Code of Conduct for Police Services Board Members has been provided to all Board members;

BE IT HEREBY RESOLVED THAT the North Bay OPP Detachment Board – Board 2 adopts O. Reg. 408/23, to guide the behaviour and interactions of all Board members.

CARRIED

e) Terms of Reference

The Board reviewed the draft Terms of Reference. Updates will be made and brought forward to the next meeting.

f) Name of the Board (O.Reg 135/24)

Motion No. 2024-08

Moved by Kirk Kelusky

Seconded by Gail Degagne

WHEREAS as outlined in Ontario Regulation 135/24, the North Bay OPP Detachment Board – Board 2 is an OPP Detachment Board in the Township of Bonfield, Township of Chisholm and the Municipality of East Ferris geographical area serviced by the Northeast Region Ontario Provincial Police Detachment;

BE IT HEREBY RESOLVED that until such time as the CSPA or O. Reg 135/24 is amended to reflect the name of our Detachment Board in the corresponding table within O. Reg 135/24, this Board will be operating as the Lake Nosbonsing OPP Detachment Board.

CARRIED

g) Abuse Policy (required for insurance)

The Board reviewed the Policy. Updates will be made and brought forward to the next meeting.

7. Correspondence and Information Items:

a) OPP Quarterly Report

Staff Sergeant Kreamer reviewed the Quarterly Report with the Board. The report does not yet reflect the statistics of each municipality separately. Staff Sergeant Kreamer also shared some campaigns the OPP currently have such as the Community-Directed Enforcement Unit and the Safe Streets Campaign.

Motion No. 2024-09

Moved by Pauline Rochefort

Seconded by Marc Vaillancourt

THAT the Lake Nosbonsing OPP Detachment Board supports the Safe Streets Campaign of the Ontario Provincial Police;

AND THAT this initiative be brought forward to the respective Council's to determine how best to disseminate the information to the community.

CARRIED

b) Zone 1 A Meeting Minutes – June 3rd, 2024

c) OAPSB Joint Meeting with OACP Zone 1A - Sudbury - November 13 & 14, 2024

Marc Vaillancourt will be attending the meeting.

d) OAPSB OPP Detachment Board Remuneration Survey Report

8. In-Camera (if required)

None for this session.

9. Other Business

The Board discussed the increase in the OPP Billing Statements this year.

10. Adjournment & Next Meeting

Motion No. 2024-10

Moved by Kathleen Jodouin

Seconded by Marc Vaillancourt

THAT we do now adjourn at 6:40 p.m. and meeting again on November 28th, 2024.

CARRIED



ONTARIO PROVINCIAL POLICE

REPORT TO THE

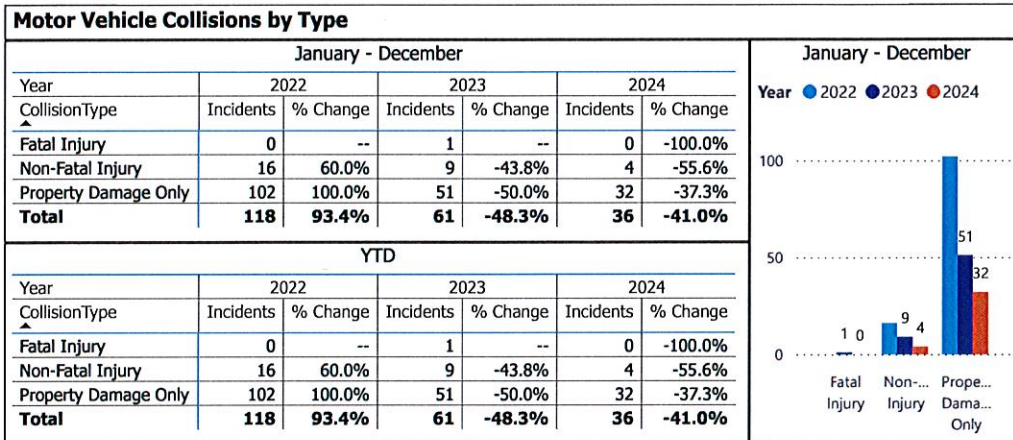
***THE TOWNSHIPS OF EAST FERRIS,
BONFIELD AND CHISHOLM***

POLICE SERVICES BOARD



October 29th, 2024

**OPP Detachment Board Report
Collision Reporting System
January - December 2024**



Data source (Collision Reporting System) date:

21-Oct-2024

Detachment: 41 - NORTH BAY

Location code(s): 4100 - NORTH BAY

Area(s): 4053 - Bonfield, 4057 - Chisholm, 4058 - East Ferris

Data source date:

21-Oct-2024

Report Generated on:

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**OPP Detachment Board Report
Collision Reporting System
January - December 2024**

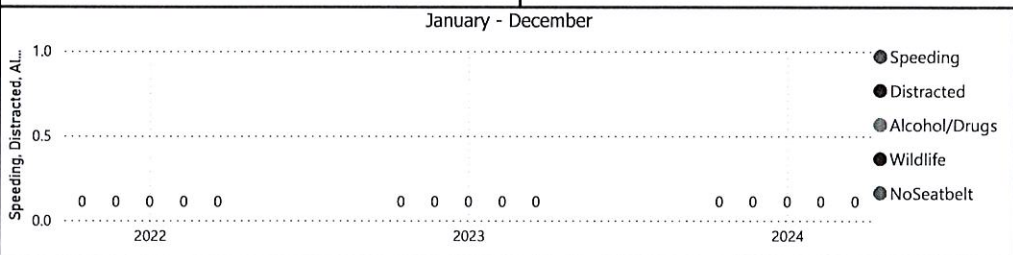
Fatalities in Detachment Area - Incidents									
January - December									
Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2022	0	0	--	0	0	--	0	0	--
2023	0	1	--	0	0	--	0	0	--
2024	0	0	-100.0%	0	0	--	0	0	--

YTD									
Type	Motor Vehicle			Motorized Snow Vehicle			Off-Road Vehicle		
Year	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change	Alcohol/Drugs	Incidents	% Change
2022	0	0	--	0	0	--	0	0	--
2023	0	1	--	0	0	--	0	0	--
2024	0	0	-100.0%	0	0	--	0	0	--

Fatalities in Detachment Area - Persons Killed						
January - December						
Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle	
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change
2022	0	--	0	--	0	--
2023	1	--	0	--	0	--
2024	0	-100.0%	0	--	0	--

YTD						
Type	Motor Vehicle		Motorized Snow Vehicle		Off-Road Vehicle	
Year	Persons Killed	% Change	Persons Killed	% Change	Persons Killed	% Change
2022	0	--	0	--	0	--
2023	1	--	0	--	0	--
2024	0	-100.0%	0	--	0	--

Primary Causal Factors in Fatal Motor Vehicle Collisions						
	January - December			YTD		
	2022	2023	2024	2022	2023	2024
Speeding	0	0	0	0	0	0
Speeding % Change	--	--	--	--	--	--
Distracted	0	0	0	0	0	0
Distracted % Change	--	--	--	--	--	--
Alcohol/Drugs	0	0	0	0	0	0
Alcohol/Drugs % Change	--	--	--	--	--	--
Wildlife	0	0	0	0	0	0
Wildlife % Change	--	--	--	--	--	--
NoSeatbelt	0	0	0	0	0	0
NoSeatbelt YoY%	--	--	--	--	--	--



Data source (Collision Reporting System) date:

21-Oct-2024

Detachment: 41 - NORTH BAY

Location code(s): 4100 - NORTH BAY

Areas: 4053 - Bonfield, 4057 - Chisholm, 4058 - East Ferris

Data source date:

21-Oct-2024

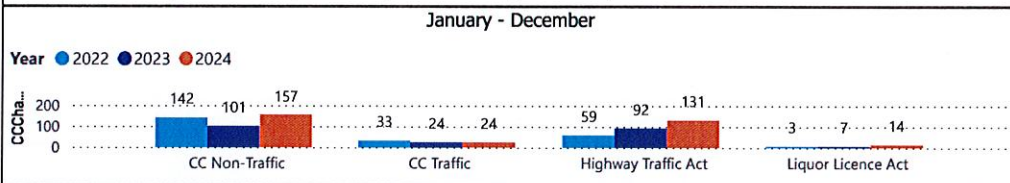
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**OPP Detachment Board Report
Records Management System
January - December 2024**

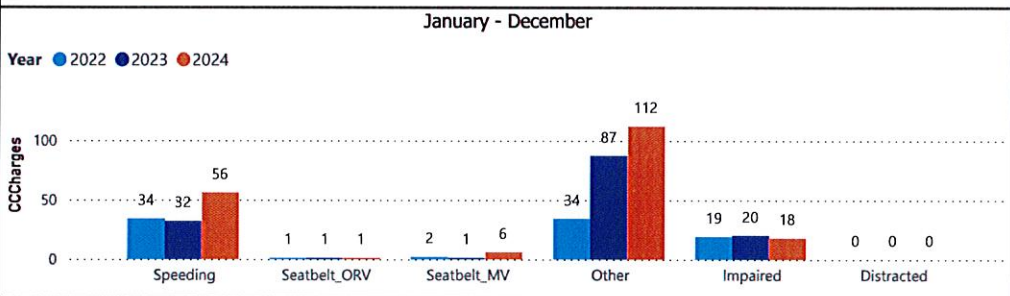
Criminal Code and Provincial Statute Charges Laid						
January - December						
Year	2022		2023		2024	
ChargeCategory1	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
CC Non-Traffic	142	16.4%	101	-28.9%	157	55.4%
CC Traffic	33	65.0%	24	-27.3%	24	0.0%
Highway Traffic Act	59	555.6%	92	55.9%	131	42.4%
Liquor Licence Act	3	--	7	133.3%	14	100.0%
Total	237	57.0%	224	-5.5%	326	45.5%

YTD						
Year	2022		2023		2024	
ChargeCategory1	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
CC Non-Traffic	142	16.4%	101	-28.9%	157	55.4%
CC Traffic	33	65.0%	24	-27.3%	24	0.0%
Highway Traffic Act	59	555.6%	92	55.9%	131	42.4%
Liquor Licence Act	3	--	7	133.3%	14	100.0%
Total	237	57.0%	224	-5.5%	326	45.5%



Traffic Related Charges						
January - December						
Year	2022		2023		2024	
ChargeCategory2	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Speeding	34	750.0%	32	-5.9%	56	75.0%
Seatbelt_ORV	1	--	1	0.0%	1	0.0%
Seatbelt_MV	2	--	1	-50.0%	6	500.0%
Other	34	325.0%	87	155.9%	112	28.7%
Impaired	19	72.7%	20	5.3%	18	-10.0%
Distracted	0	--	0	--	0	--

YTD						
Year	2022		2023		2024	
ChargeCategory2	Offence Count	% Change	Offence Count	% Change	Offence Count	% Change
Speeding	34	750.0%	32	-5.9%	56	75.0%
Seatbelt_ORV	1	--	1	0.0%	1	0.0%
Seatbelt_MV	2	--	1	-50.0%	6	500.0%
Other	34	325.0%	87	155.9%	112	28.7%
Impaired	19	72.7%	20	5.3%	18	-10.0%
Distracted	0	--	0	--	0	--



Detachment: 41 - NORTH BAY

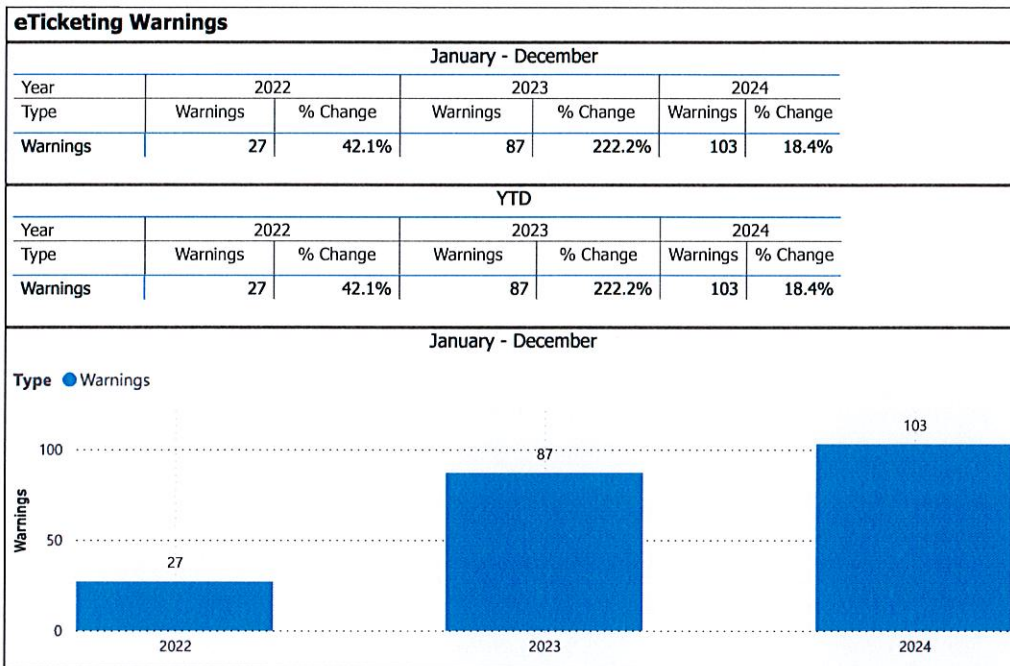
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Area(s): 4053 - Bonfield, 4057 - Chisholm, 4058 - East Ferris

Data source date:
21-Oct-2024

Report Generated on:
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**OPP Detachment Board Report
Records Management System
January - December 2024**



Detachment: 4I - NORTH BAY
Location code(s): 4I00 - NORTH BAY

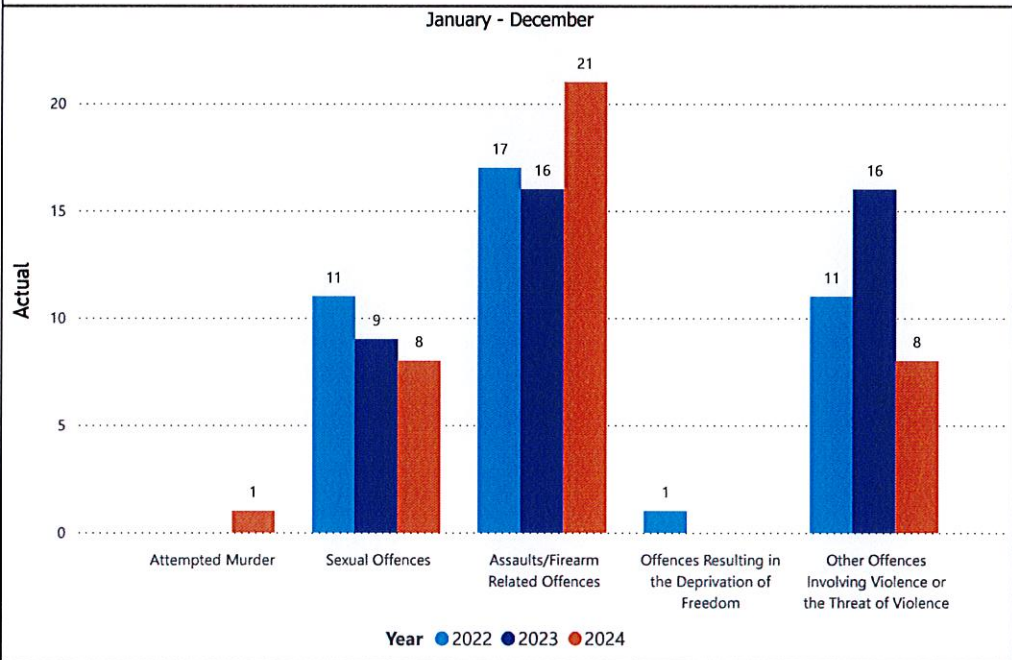
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OPP Detachment Board Report Records Management System January - December 2024

Violent Crime						
January-December						
Year	2022		2023		2024	
	Actual	% Change	Actual	% Change	Actual	% Change
ViolationGrp						
Homicides	0	--	0	--	0	--
Other Offences Causing Death	0	--	0	--	0	--
Attempted Murder	0	-100.0%	0	--	1	--
Sexual Offences	11	266.7%	9	-18.2%	8	-11.1%
Assaults/Firearm Related Offences	17	-29.2%	16	-5.9%	21	31.3%
Offences Resulting in the Deprivation of Freedom	1	--	0	-100.0%	0	--
Robbery	0	--	0	--	0	--
Other Offences Involving Violence or the Threat of Violence	11	-8.3%	16	45.5%	8	-50.0%
Offences in Relation to Sexual Services	0	--	0	--	0	--
Total	40	0.0%	41	2.5%	38	-7.3%

YTD						
Year	2022		2023		2024	
	Actual	% Change	Actual	% Change	Actual	% Change
ViolationGrp						
Homicides	0	--	0	--	0	--
Other Offences Causing Death	0	--	0	--	0	--
Attempted Murder	0	-100.0%	0	--	1	--
Sexual Offences	11	266.7%	9	-18.2%	8	-11.1%
Assaults/Firearm Related Offences	17	-29.2%	16	-5.9%	21	31.3%
Offences Resulting in the Deprivation of Freedom	1	--	0	-100.0%	0	--
Robbery	0	--	0	--	0	--
Other Offences Involving Violence or the Threat of Violence	11	-8.3%	16	45.5%	8	-50.0%
Offences in Relation to Sexual Services	0	--	0	--	0	--
Total	40	0.0%	41	2.5%	38	-7.3%



Detachment: 41 - NORTH BAY
Location codes: 4100 - NORTH BAY

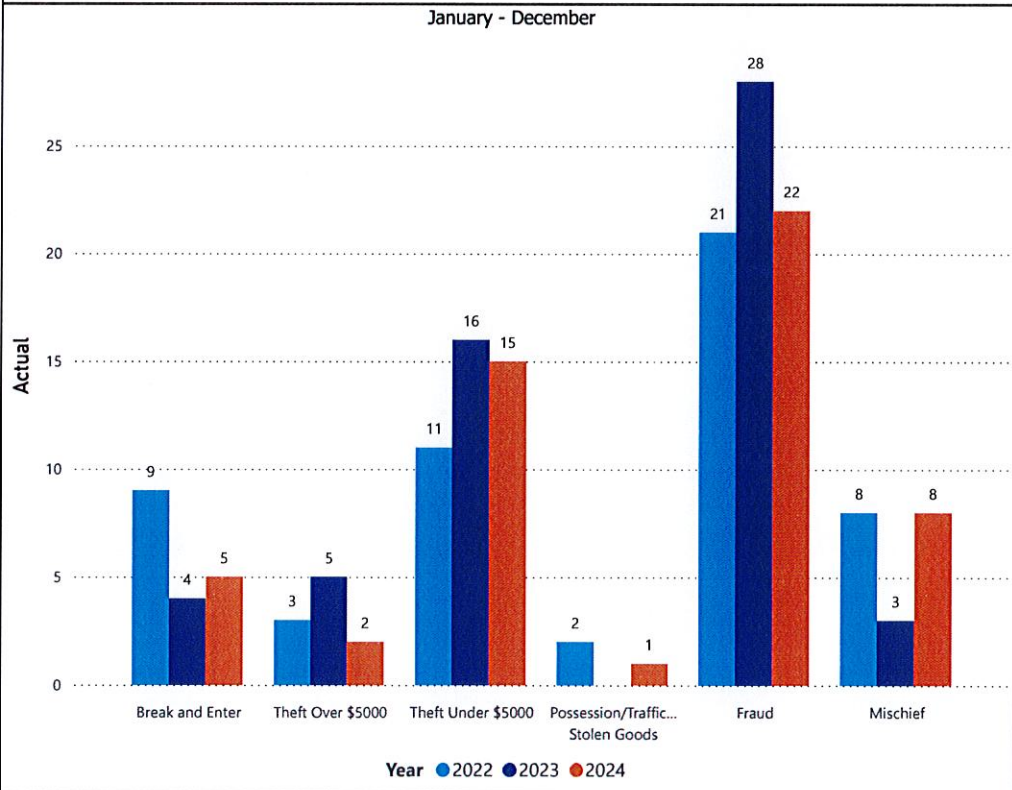
Areas: 4053 - Bonfield, 4057 - Chisholm, 4058 - East Ferris
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21-Oct-2024

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OPP Detachment Board Report Records Management System January - December 2024

Property Crime						
January - December						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Arson	0	--	0	--	0	--
Break and Enter	9	-43.8%	4	-55.6%	5	25.0%
Theft Over \$5000	3	-57.1%	5	66.7%	2	-60.0%
Theft Under \$5000	11	-54.2%	16	45.5%	15	-6.3%
Possession/Trafficking Stolen Goods	2	0.0%	0	-100.0%	1	--
Fraud	21	-8.7%	28	33.3%	22	-21.4%
Mischief	8	-33.3%	3	-62.5%	8	166.7%
Total	54	-35.7%	56	3.7%	53	-5.4%

YTD						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Arson	0	--	0	--	0	--
Break and Enter	9	-43.8%	4	-55.6%	5	25.0%
Theft Over \$5000	3	-57.1%	5	66.7%	2	-60.0%
Theft Under \$5000	11	-54.2%	16	45.5%	15	-6.3%
Possession/Trafficking Stolen Goods	2	0.0%	0	-100.0%	1	--
Fraud	21	-8.7%	28	33.3%	22	-21.4%
Mischief	8	-33.3%	3	-62.5%	8	166.7%
Total	54	-35.7%	56	3.7%	53	-5.4%



Detachment: 41 - NORTH BAY
Location code(s): 4100 - NORTH BAY

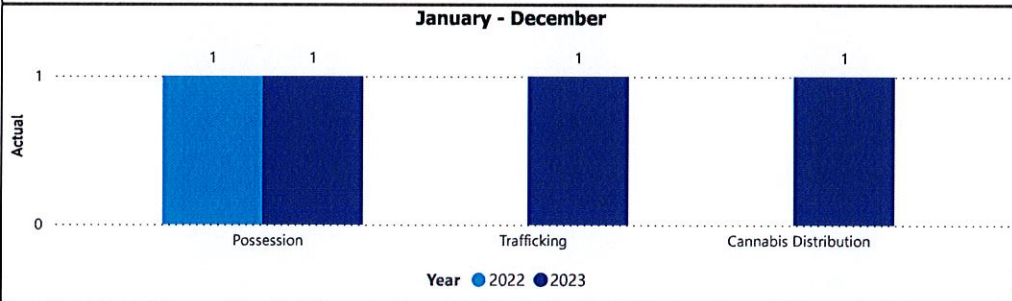
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**OPP Detachment Board Report
Records Management System
January - December 2024**

Drug Crime						
January - December						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Possession	1	0.0%	1	0.0%	0	-100.0%
Trafficking	0	-100.0%	1	--	0	-100.0%
Importation & Production	0	--	0	--	0	--
Cannabis Possession	0	--	0	--	0	--
Cannabis Distribution	0	--	1	--	0	-100.0%
Cannabis Sale	0	--	0	--	0	--
Cannabis Importation & Exportation	0	--	0	--	0	--
Cannabis Production	0	-100.0%	0	--	0	--
Other Cannabis Violations	0	--	0	--	0	--
Total	1	-66.7%	3	200.0%	0	-100.0%

YTD						
Year	2022		2023		2024	
ViolationGrp	Actual	% Change	Actual	% Change	Actual	% Change
Possession	1	0.0%	1	0.0%	0	-100.0%
Trafficking	0	-100.0%	1	--	0	-100.0%
Importation & Production	0	--	0	--	0	--
Cannabis Possession	0	--	0	--	0	--
Cannabis Distribution	0	--	1	--	0	-100.0%
Cannabis Sale	0	--	0	--	0	--
Cannabis Importation & Exportation	0	--	0	--	0	--
Cannabis Production	0	-100.0%	0	--	0	--
Other Cannabis Violations	0	--	0	--	0	--
Total	1	-66.7%	3	200.0%	0	-100.0%



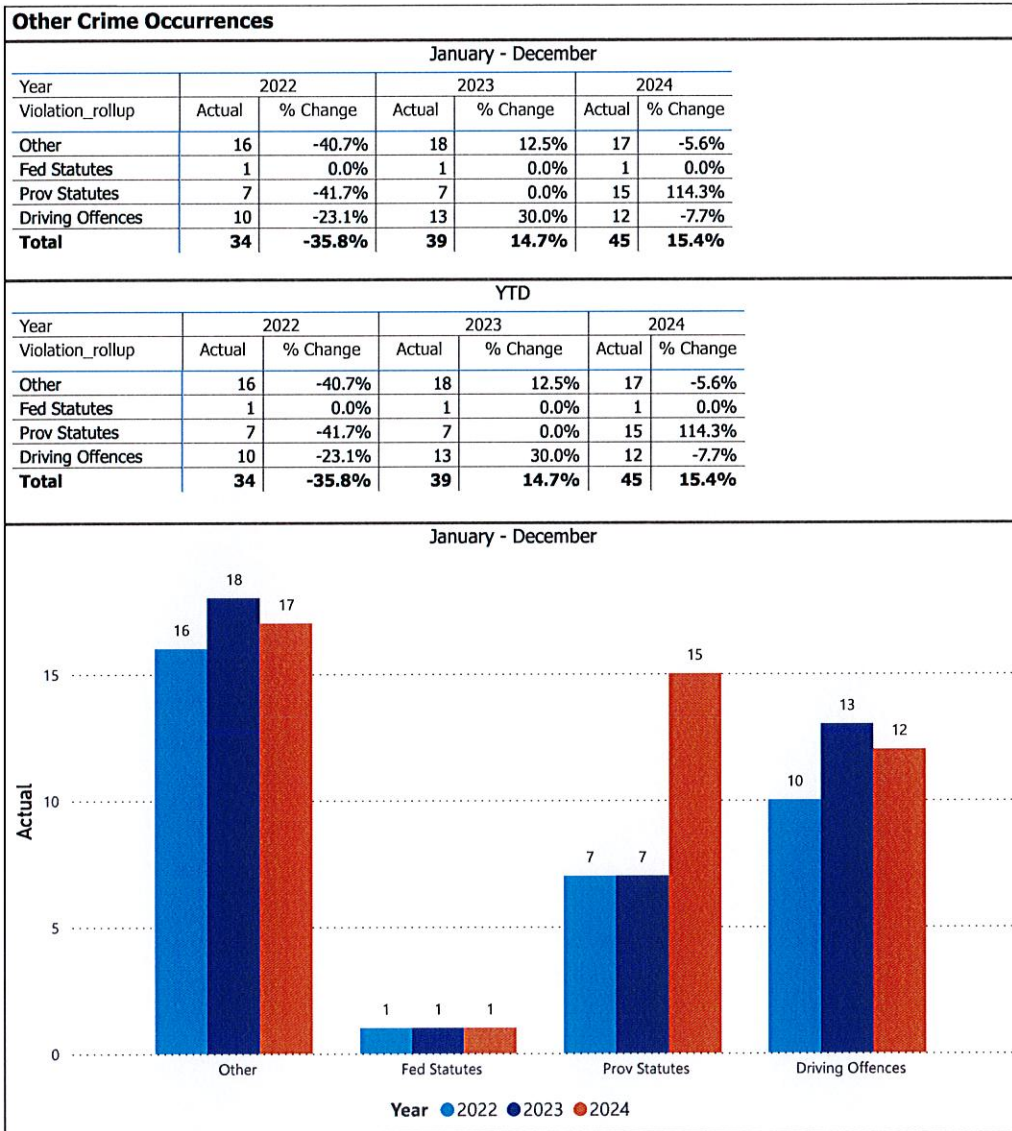
Top 3 Violation Types					Top 5 Violation Groups				
January - December					January - December				
Year	Violent	Property	Other	ViolationGrp	2021	2022	2023	2024	Total
2021	40	84	27	Fraud	23	21	28	22	94
2022	40	54	16	Assaults/Firearm Related Offences	24	17	16	21	78
2023	41	56	18	Theft Under \$5000	24	11	16	15	66
2024	38	53	17	Other Offences Involving Violence or the Threat of Violence	12	11	16	8	47
				Failure to Comply Provincial	17	9	9	6	41
					12	7	7	15	41

Detachment: 4I - NORTH BAY
Location code(s): 4I00 - NORTH BAY

Area(s): 4053 - Bonfield, 4057 - Chisholm, 4058 - East Ferris
Data source date:
21-Oct-2024

Report Generated on:
25-Oct-2024 12:17:28 PM

OPP Detachment Board Report Records Management System January - December 2024



Detachment: 41 - NORTH BAY
Location code(s): 4100 - NORTH BAY

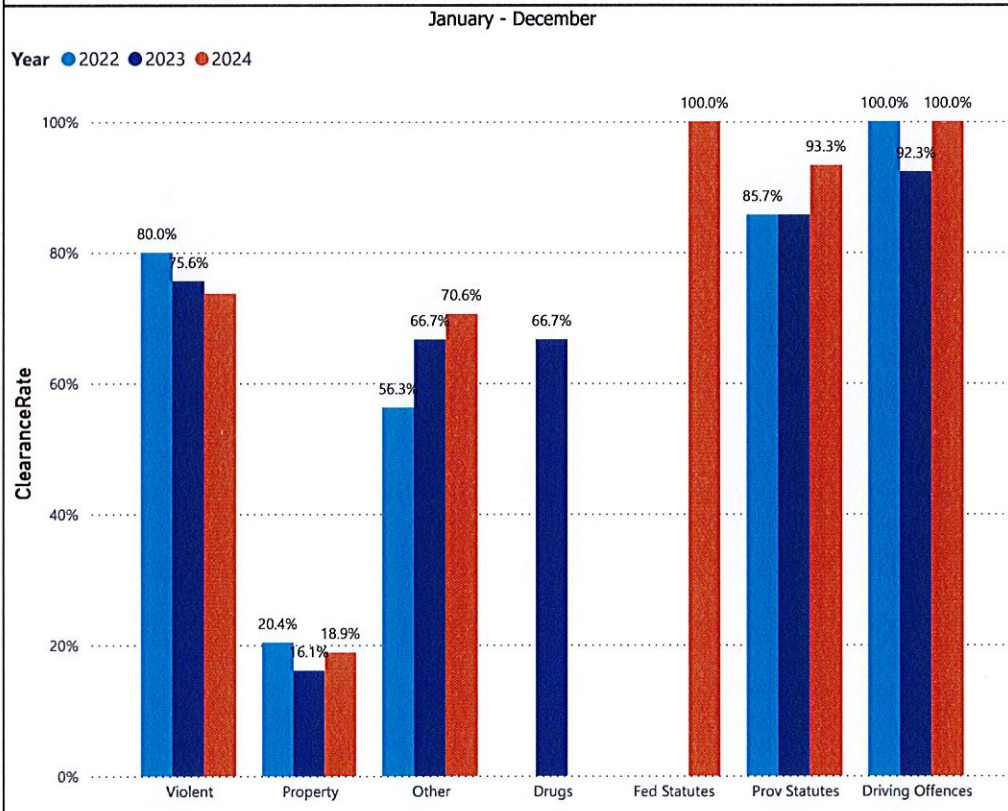
Areas: 4053 - Bonfield, 4057 - Chisholm, 4058 - East Ferris
Data source date:
21-Oct-2024

Report Generated on:
25-Oct-2024 12:17:28 PM

**OPP Detachment Board Report
Records Management System
January - December 2024**

Clearance Rate						
January - December						
Year	2022		2023		2024	
	%	% Change	%	% Change	%	% Change
Violent	80.0%	14.3%	75.6%	-5.5%	73.7%	-2.5%
Property	20.4%	55.6%	16.1%	-21.1%	18.9%	17.4%
Other	56.3%	-27.7%	66.7%	18.5%	70.6%	5.9%
Drugs	0.0%	-100.0%	66.7%	--		-100.0%
Fed Statutes	0.0%	--	0.0%	--	100.0%	--
Prov Statutes	85.7%	-14.3%	85.7%	0.0%	93.3%	8.9%
Driving Offences	100.0%	8.3%	92.3%	-7.7%	100.0%	8.3%

YTD						
Year	2022		2023		2024	
	%	% Change	%	% Change	%	% Change
Violation_rollup						
Violent	80.0%	14.3%	75.6%	-5.5%	73.7%	-2.5%
Property	20.4%	55.6%	16.1%	-21.1%	18.9%	17.4%
Other	56.3%	-27.7%	66.7%	18.5%	70.6%	5.9%
Drugs	0.0%	-100.0%	66.7%	--		-100.0%
Fed Statutes	0.0%	--	0.0%	--	100.0%	--
Prov Statutes	85.7%	-14.3%	85.7%	0.0%	93.3%	8.9%
Driving Offences	100.0%	8.3%	92.3%	-7.7%	100.0%	8.3%

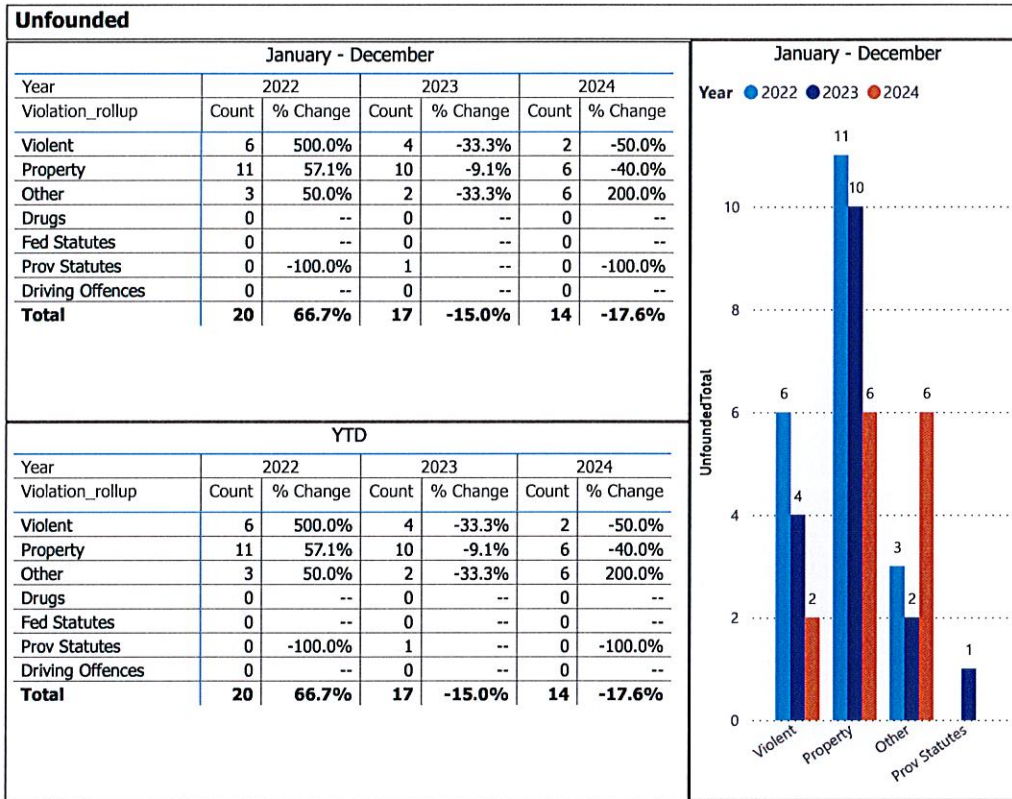


Detachment: 41 - NORTH BAY
Location code(s): 4100 - NORTH BAY

Area(s): 4053 - Bonfield, 4057 - Chisholm, 4058 - East Ferris
Data source date:
21-Oct-2024

Report Generated on:
25-Oct-2024 12:17:28 PM

**OPP Detachment Board Report
Records Management System
January - December 2024**

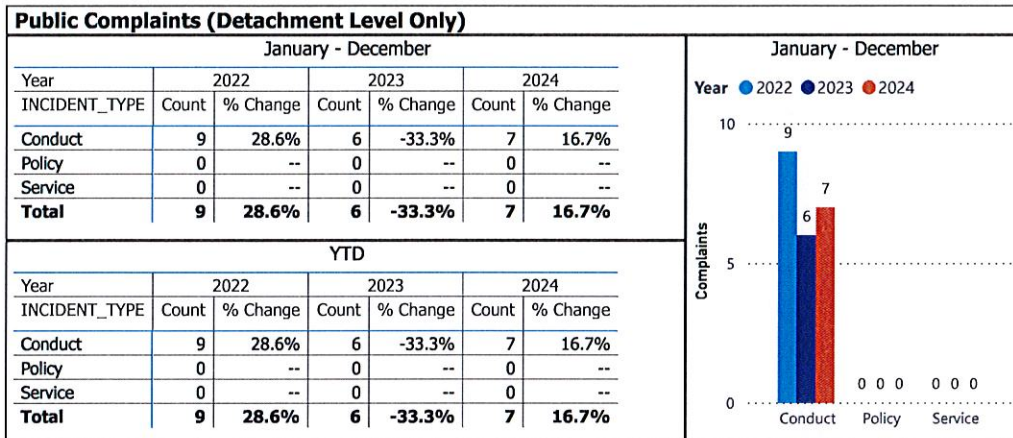


Detachment: 41 - NORTH BAY
Location code(s): 4100 - NORTH BAY

Area(s): 4053 - Bonfield, 4057 - Chisholm, 4058 - East Ferris
Data source date:
10-May-2024

Report Generated on:
25-Oct-2024 12:17:28 PM

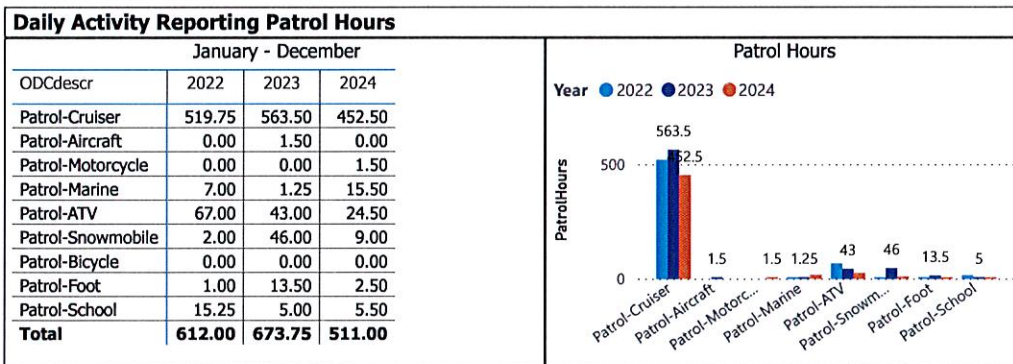
OPP Detachment Board Report Records Management System January - December 2024



Data source: RMS Data Feed
Ontario Provincial Police, Professional Standards Bureau Commander Reports - File Manager System

Data source date:
21-Oct-2024

Daily Activity Reporting



Data source (Daily Activity Reporting System) date:
21-Oct-2024

Detachment: 4I - NORTH BAY
Location code(s): 4I00 - NORTH BAY

Data source date:
21-Oct-2024

Report Generated on:
25-Oct-2024 12:17:28 PM

OPP Detachment Board Report Records Management System January - December 2024

Youth Charges by Disposition Type

January - December			
Disposition_Type	2022	2023	2024
Bail	0	0	0
Conviction	0	1	2
Diversion	0	1	1
NonConviction	25	3	3
NotAccepted	0	0	0
POATicket	0	0	0
Total	25	5	6

YTD			
Disposition_Type	2022	2023	2024
Bail	0	0	0
Conviction	0	1	2
Diversion	0	1	1
NonConviction	25	3	3
NotAccepted	0	0	0
POATicket	0	0	0
Total	25	5	6

Year	Conviction	Diversion	NonConviction
2022	0	0	25
2023	1	1	3
2024	2	1	3

Youth Charges by Disposition and Occurrence Type

January - December							
Year	2024						Total
	Bail	Conviction	Diversion	NonConviction	NotAccepted	POATicket	
Assault	0	2	0	3	0	0	5
Mischief		0	1	0	0	0	1
Total	0	2	1	3	0	0	6

YTD							
Year	2024						Total
	Bail	Conviction	Diversion	NonConviction	NotAccepted	POATicket	
Assault	0	2	0	3	0	0	5
Mischief		0	1	0	0	0	1
Total	0	2	1	3	0	0	6

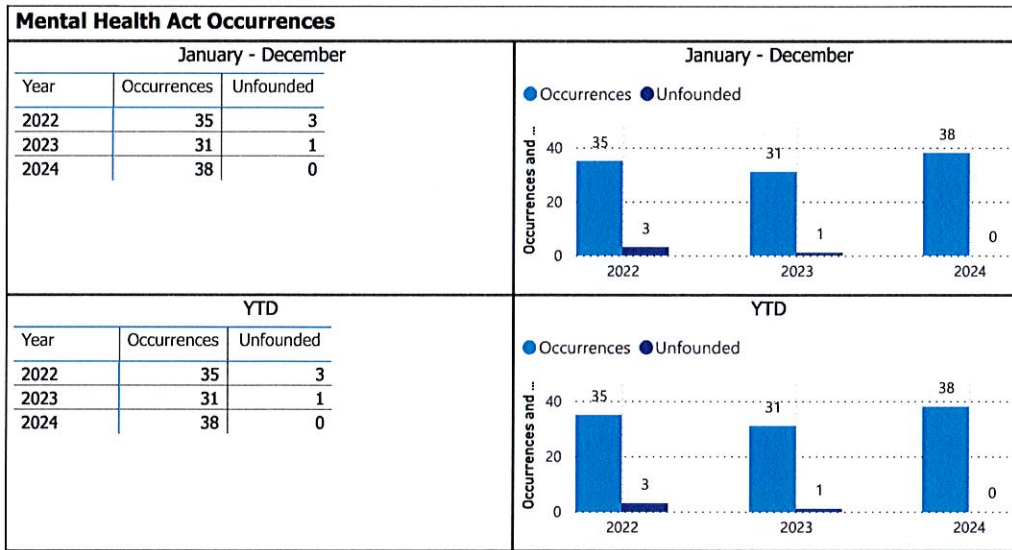
The tables and chart on this page present summarized youth charges by disposition and occurrence type that have been recorded in the OPP Niche RMS application. Of note... the Niche data sourced for this report page only lists youth charges that have had a disposition type entered against them. Therefore, please be aware that the counts of youth charges entries on this report page are under stating the potential sum of youth charges that are in OPP Niche RMS.

Detachment: 41 - NORTH BAY
Location code(s): 4100 - NORTH BAY

Area(s): 4053 - Bonfield, 4057 - Chisholm, 4058 - East Ferris
Data source date:
21-Oct-2024

Report Generated on:
25-Oct-2024 12:17:28 PM

OPP Detachment Board Report Records Management System January - December 2024



January - December		
Year	2024	
OccurrenceType	Occurrences	Unfounded
Assault	1	0
Attempt or threat of suicide	9	0
Bail violations	1	0
Domestic dispute	4	0
Family dispute	3	0
Impaired/over 80	2	0
Mental health act	18	0
Total	38	0

Detachment: 41 - NORTH BAY
Location code(s): 4100 - NORTH BAY

Area(s): 4053 - Bonfield, 4057 - Chisholm, 4058 - East Ferris
Data source date:
21-Oct-2024

Report Generated on:
25-Oct-2024 12:17:28 PM

**OPP Detachment Board Report
Records Management System
January - December 2024**

Overdose Occurrences			
January - December			YTD
Fatal	2022	2023	2024
<input type="checkbox"/> Fatal	0	0	0
non-opioid overdose	0	0	0
opioid overdose	0	0	0
<input type="checkbox"/> non-Fatal	0	0	0
non-opioid overdose	0	0	0
opioid overdose	0	0	0
Total	0	0	0

Fatal Overdose Occurrences			
January - December			YTD
Fatal	2022	2023	2024
<input type="checkbox"/> Fatal	0	0	0
non-opioid overdose	0	0	0
opioid overdose	0	0	0
<input type="checkbox"/> non-Fatal	0	0	0
non-opioid overdose	0	0	0
opioid overdose	0	0	0
Total	0	0	0

Non-Fatal Overdose Occurrences			
January - December			YTD
Fatal	2022	2023	2024
<input type="checkbox"/> Fatal	0	0	0
non-opioid overdose	0	0	0
opioid overdose	0	0	0
<input type="checkbox"/> non-Fatal	0	0	0
non-opioid overdose	0	0	0
opioid overdose	0	0	0
Total	0	0	0

Fatal Overdose Occurrences

January - December

Legend: ● non-opioid overdose ● opioid overdose

Y-axis: OOccurrences (0.0 to 1.0)

X-axis: 2022, 2023, 2024

Non-Fatal Overdose Occurrences

January - December

Legend: ● non-opioid overdose ● opioid overdose

Y-axis: OOccurrences (0.0 to 1.0)

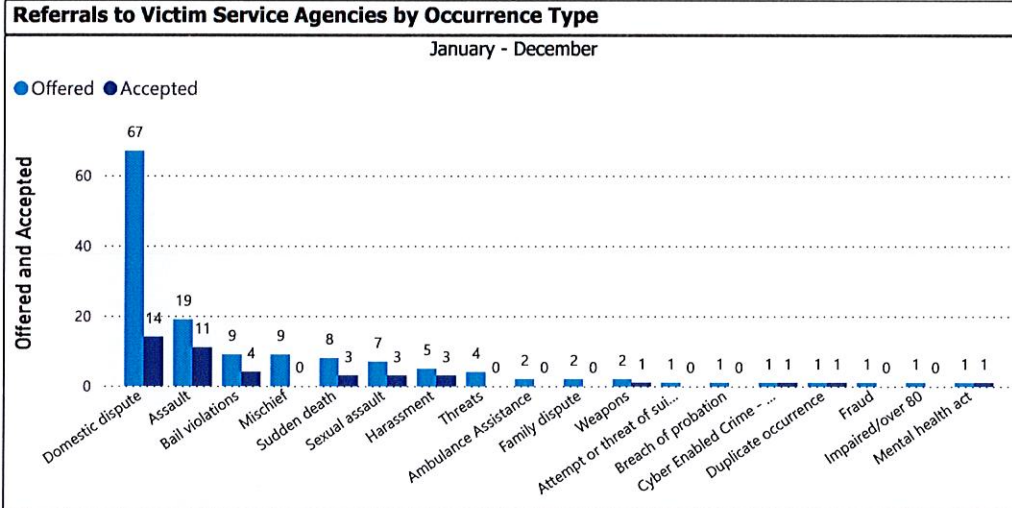
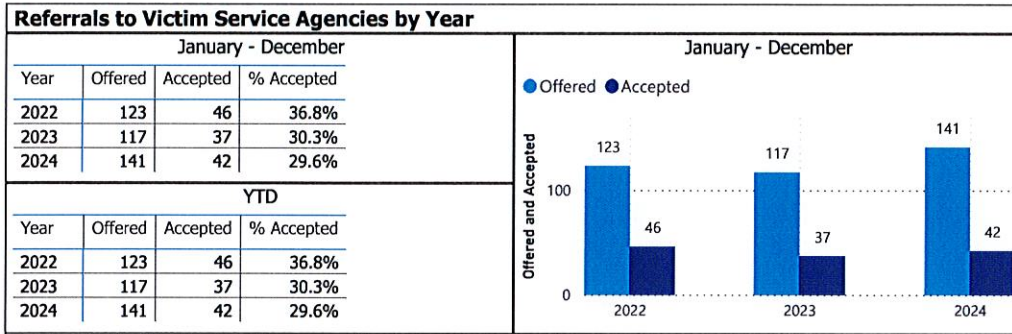
X-axis: 2022, 2023, 2024

Detachment: 4I - NORTH BAY
Location code(s): 4I00 - NORTH BAY

Area(s): 4053 - Bonfield, 4057 - Chisholm, 4058 - East Ferris
Data source date:
21-Oct-2024

Report Generated on:
25-Oct-2024 12:17:28 PM

OPP Detachment Board Report Records Management System January - December 2024



Referrals Accepted (%) by Age Group

January - December			
PersonAgeRange	2022	2023	2024
	3.7%	8.7%	8.8%
11 - 16	100.0%	100.0%	75.0%
17 - 25	100.0%	100.0%	38.5%
26 - 45	100.0%	90.9%	40.0%
46 - 65	100.0%	100.0%	33.3%
6 - 10	100.0%		
Over 65	100.0%	100.0%	16.7%

YTD			
PersonAgeRange	2022	2023	2024
	3.7%	8.7%	8.8%
11 - 16	100.0%	100.0%	75.0%
17 - 25	100.0%	100.0%	38.5%
26 - 45	100.0%	90.9%	40.0%
46 - 65	100.0%	100.0%	33.3%
6 - 10	100.0%		
Over 65	100.0%	100.0%	16.7%

Referrals Not Offered

January - December			
ServicesNotOfferedReason	2022	2023	2024
	0	0	0
	0	0	0
Victim deceased or unable to respond	1	2	0
Victim resides outside Ontario	1	3	2

Referrals Not Offered (YTD)

YTD			
ServicesNotOfferedReason	2022	2023	2024
	0	0	0
	0	0	0
Victim deceased or unable to respond	1	2	0
Victim resides outside Ontario	1	3	2

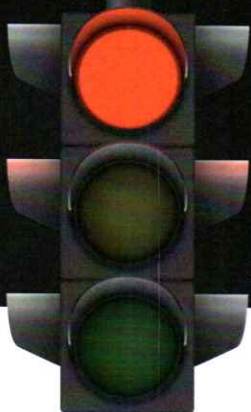


Detachment: 4I - NORTH BAY
Location code(s): 4I00 - NORTH BAY

Areas: 4053 - Bonfield, 4057 - Chisholm, 4058 - East Ferris
Data source date:
21-Oct-2024

Report Generated on:
25-Oct-2024 12:17:28 PM

Let's Keep Our Streets Safe – North Bay



We all want to make a difference, but there's a safer way to help.

It's heartwarming to want to assist when you see someone in need. However, offering help while you're driving can inadvertently put the individual you are trying to support at risk.

Why is Panhandling (or Soliciting) Risky?

FOR DRIVERS: Even with the best intentions, stopping to give money while driving can cause distractions. Even a moment of inattention could lead to an accident.

FOR PEDESTRIAN SOLICITORS: Approaching vehicles, especially in busy areas, can be dangerous. Drivers may not always see you in time, putting you at serious risk.

A Gentle Reminder About Ontario Law

Under Ontario's *Safe Streets Act*, panhandling (also known as soliciting) near roadways or intersections can lead to fines. More importantly, the law exists to keep everyone safe—drivers, pedestrians and those asking for help.



Crisis Centre
North Bay





How Can You Help?

The best way to support those in need is by donating to trusted local organizations, such as:

- **FOUR ELMS EMERGENCY SHELTER**

Located at 1675 Cassells Street, North Bay, this shelter offers a safe place for men, women and children, including those fleeing difficult situations. It provides not only immediate help but also support for long-term stability.

- **LOW BARRIER SHELTER**

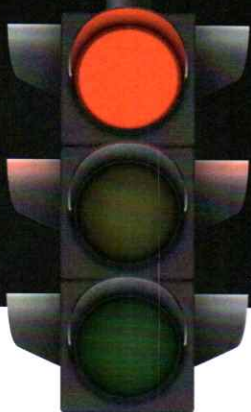
At 590 Chippewa St W, North Bay, this shelter welcomes individuals over 16, offering a safe and supportive space, especially for those facing mental health challenges, substance abuse disorder or other barriers.

Want to Do More?

You can also offer support by contributing essential items like clothing, food or hygiene products to trusted local organizations. Every bit of support contributes to building a safer and more compassionate community.



Let's Keep Our Streets Safe – North Bay



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North Bay**





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Want to Do More?

You can also offer support by contributing essential items like clothing, food or hygiene products to trusted local organizations. Every bit of support contributes to building a safer and more compassionate community.





**SCHEDULE A
DONATION REQUEST
APPLICATION FORM**

Group/Organization Applying: Bonfield & District Lions Club

Address: 350 Line 3, Bonfield, ON

Contact Person(s): Allan Reid

Position(s): Club President

Telephone or Email: 905 351 4871 allanreid12@icloud.com

What type of donation is being requested?

Monetary Donation "In-Kind" Donation

Donation value being requested: \$200

How Will Funds Be Used?

Christmas events

Is Your Group Based in the Township of Bonfield? Yes No
If no, how does your group support the residents of the Township of Bonfield?

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

How Many Years Has Your Group/Organization Been in Operation? 46 years

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

Serving and support those in need, fundraising, family events, participating in community events, breakfast with Santa, Christmas baskets for needy families, telethon,

Describe in broad terms the principal objective of your organization.

Serve those in need.



SCHEDULE A DONATION REQUEST APPLICATION FORM

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

fundraising and private donations

Are annual financial documents included with your application? Yes No

If no, explain why.
available on request

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

social media, at events, Lions newsletter

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

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

Applicant Name (Print): Allan Reid

Applicant Signature: Allan Reid

Date of Application: Nov 12, 2024

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

FOR INTERNAL USE ONLY:

Date application received by Township: November 13, 2024

Date at Council Meeting: November 19, 2024

Decision of Council: _____

2025 Good Roads Conference Registration

March 30 - April 02, 2025

Fairmont Royal York Hotel, Toronto ON

Please type or print clearly and send with payment to Ontario Good Roads Association, Unit 22, 1525 Cornwall Rd., Oakville, ON L6J 0B2

Registration Information

Contact Name _____ Municipality/Organization _____

Mailing Address _____

Telephone _____ Email _____

Name of delegate _____ Title _____
to appear on badge - no initials

Registration Type A B C D

Registration Type

Pre-registration forms must be received by March 07, 2025

	Good Roads Members		Provincial/Federal Governments		Non-Members		Fees Enclosed	
	Early Bird Before Feb. 21	Regular After Feb. 22	Early Bird Before Feb. 21	Regular After Feb. 22	Early Bird Before Feb. 21	Regular After Feb. 22		
A Full Registration	\$950	\$1050	\$1045	\$1145	\$1190	\$1290	@	=
B One Day - Monday	\$545	\$595	\$600	\$650	\$680	\$730	@	=
C One Day - Tuesday	\$545	\$595	\$600	\$650	\$680	\$730	@	=
D Half Day - Wednesday	\$275	\$305	\$300	\$330	\$340	\$365	@	=

Tue. April 01: The Tuesday Reception will be held following the end of the day's program.

For on-site registration fees, additional surcharge over regular rate as follows: Type A add \$100, Type B and Type C add \$50 and Type D add \$30



Method of Payment

(Please check one)

VISA Mastercard Cheque

(If paying by cheque make payable to: Ontario Good Roads Association; 1525 Cornwall Road, Unit 22, Oakville, ON L6J 0B2.)

Card Number _____

Exp. Date _____

Name on Card _____
 (Please Print)

Signature _____

Registration forms cannot be processed unless accompanied with payment.

Forms can be emailed to register@goodroads.ca

REFUND POLICY

Full refunds, less an administration fee of \$100 plus HST, of pre-registration fees will be issued if notice of cancellation is received by Friday, February 28. NO REFUNDS AFTER MARCH 1ST. SUBSTITUTIONS ARE PERMITTED. ALL REQUESTS MUST BE IN WRITING.

REGISTRATION INQUIRIES?

Lesley McCauley - Tel: 289-291-6472 or email: lesley@goodroads.ca

For Good Roads' privacy policy please visit:
www.goodroads.ca/privacy-policy/

I agree to the terms and conditions of attending this event.

Sub-Total _____

+13% HST _____
 #104000450RT

Total _____



November 6, 2024

REGISTERED MAIL

Nicky Kunkel
The Corporation of the Township of Bonfield
365 Hwy 531
Bonfield ON P0H 1E0

Dear Nicky Kunkel:

Re: Risk Assessment of Small Drinking Water System – SDWS 8471BUA0J-Low Risk

On November 5, 2024, I conducted a risk assessment on your small drinking water system at Bonfield Township Office. Based on that risk assessment, it was determined that the requirements and actions specified in the enclosed Directive are necessary to ensure a safe water supply to the users. The Directive has been served on you, the current owner of this drinking water system, and remains in effect for any future owner or operator of the drinking water system.

Please note, the requirements for small drinking water systems are laid out in two documents, the Directive and Ontario Regulation 319/08. The following items are required to comply with the Directive and Ontario Regulation 319/08:

- 1) Post a sign stating “Public Notice: Do not drink this water” at every location in the small drinking water system that has a service connection, tap or other water delivery device which might permit human consumption of the water. Routine checks are required to confirm signs continue to be posted, in a good state of repair and are easily readable.
- 2) Attached to this letter is the inspection report that was completed.

While certain sections have been highlighted in this letter, please read Ontario Regulation 319/08 and the Directive carefully to ensure compliance with all sections that apply to this system. Please note that the regulation, Directive and any test result obtained must be made available to the public if requested.

Please contact me at 705-474-1400, extension 5202 if you have any questions.

Sincerely,

Teri Palangio, C.P.H.I. (C)
Public Health Inspector

TP/pstpc

Enclosures

Copy to: Robert A-Muhong, Program Manager, Environmental Health

Page 1 of 1



DIRECTIVE

Made pursuant to section 7 of O. Reg 319/08 (Small Drinking Water Systems) made under the *Health Protection and Promotion Act*, R.S.O. 1990 c. H.7

To: Owner of Small Drinking Water System located at 365 Highway 531, Bonfield, Ontario.

I, Teri Palangio, a Public Health Inspector of the North Bay Parry Sound District Health Unit, direct the owner and operator to follow the requirements and take the actions that are specified in all parts of this Directive. I further direct the owner to ensure that any operator involved in the operation of the small drinking water system noted below follows the requirements and takes the actions that are specified in this Directive and Ontario Regulation 319/08.

The requirements and actions specified in this Directive apply in relation to the small drinking water system located at 365 Highway 531, Bonfield, Ontario.

The reasons for this DIRECTIVE are that:

On November 5, 2024, I conducted a risk assessment on the small drinking water system located at 365 Highway 531, Bonfield, Ontario.

Having regard to that risk assessment, I have determined that the requirements and actions that are specified in this Directive are necessary.

REQUIREMENTS – Small Drinking Water System Identification 8471BUA0J (LOW RISK)

- 1.) Post a sign stating “Public Notice: Do not drink this water” at every location in the small drinking water system that has a service connection, tap or other water delivery device which might permit human consumption of the water. Routine checks are required to confirm signs continue to be posted, in a good state of repair and are easily readable.

NOTICE

TAKE NOTICE THAT you have a right to request a review of this directive by Dr. Carol Zimbalatti, Medical Officer of Health/Executive Officer of the North Bay Parry Sound District Health Unit, pursuant to section 37 of O. Reg. 319/08 (Small Drinking Water Systems) made under the *Health Protection and Promotion Act*. The request must be made in writing and filed, by way of personal service, service by pre-paid registered mail or service by fax to



the Medical Officer of Health noted above within seven (7) days after this Directive is served on you. The address of Dr. Carol Zimbalatti is as follows:

North Bay Parry Sound District Health Unit
345 Oak Street West
North Bay, ON P1B 2T2

AND TAKE FURTHER NOTICE THAT this Directive takes effect when it is served on you even though a review may be requested.

FAILURE to comply with this Directive is an offence for which you may be liable on conviction to a fine of not more than \$5,000.00 for every day or part of each day on which the offence occurs or continues. (Note: where a municipality or other corporation is the owner of the system the fine would be \$25,000.00).

Dated at North Bay on November 6, 2024

Teri Palangio, C.P.H.I. (C)
Public Health Inspector

Re: Boards

From Jeanine Lassaline Berglund <jeaninelassalineberglund@oapsb.ca>

Date Tue 10/22/2024 1:29 PM

To Andrée Gagné <deputyclerk@bonfieldtownship.com>

Cc Jeanine Lassaline Berglund <training@oapsb.ca>; Lisa Darling <lisadarling@oapsb.ca>; Holly Doty <oapsb@oapsb.ca>

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

Good Afternoon Andree,

As you noted, the CSPA is already in force, the PSA is no longer applicable and any board formed under the PSA no longer has any authority or power. That said, the board should not meet as an entity. In addition, the old police board was formed under the authority of the Municipality pursuant to the PSA's language the held the Municipality responsible to ensure the Board was formed.

With that in mind, some communities have chosen to have council dissolve their boards during a council meeting, noting that the CSPA has taken the legislative responsibility to form OPP Detachment Boards and so your community per O Reg. 135/24 will have representatives appointed to the board.

I hope this answered your question, but if you have other questions, please feel free to contact me anytime.

Warm regards,
JLB

Jeanine Lassaline-Berglund

Engagement/Training Officer

Ontario Association of Police Services Board

PO Box 43058

London RPO Highland ON N6J 0A7

M: 519-365-5009

T: [1-800-831-7727](tel:1-800-831-7727) | jeaninelassalineberglund@oapsb.ca

jeanine@oapsb.ca

On Mon, Oct 21, 2024 at 1:21 PM Holly Doty <oapsb@oapsb.ca> wrote:

Hi Andree

I am adding Lisa or Jeannine to answer your question

Thank you.

Holly Doty, CMP

Ontario Association of Police Services Boards

PO Box 43058

London RPO Highland ON N6J 0A7

T: 1-800-831-7727 | C: 519.636.7707

oapsb@oapsb.ca

On Mon, Oct 21, 2024 at 12:55 PM Andrée Gagné <deputyclerk@bonfieldtownship.com> wrote:

Hi Holly,

I have a question and was wondering if you could help me or point me in the right direction.

The Bonfield Police Services Board which was on Bonfield is now part of Chisholm Township and East Ferris has established in April according to [O. Reg. 135/24: O.P.P. DETACHMENT BOARDS \(ontario.ca\)](#).

We have yet to dissolve the old board and my question is: Is there anything in the regulations that would state that all boards prior to the passing of this new regulation automatically dissolved or should we have a last meeting to dissolve our board.

Thanks for you help with this.

Andrée Gagné

Deputy Clerk-Treasurer

Township of Bonfield

Email: deputyclerk@bonfieldtownship.com

Ph: 705-776-2641 ext 124

Fx: 705-776-1154



Small Community, Big Heart

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
BY-LAW NO. 2024-63
BEING A BY-LAW TO ENTER INTO AN AGREEMENT WITH THE
CORPORATION OF THE TOWNSHIP OF CHISHOLM TO PROVIDE MUNICIPAL BYLAW
ENFORCEMENT SERVICES**

WHEREAS Section 10 (1) and (2.7) of the Municipal Act, Chapter P.25, R.S.O. 1990 as amended, provides that the Council of a Municipality may provide any service or thing that the municipality considers necessary or desirable for the public and further may pass bylaws respecting those services; and

WHEREAS the Council for the Township of Bonfield deems it desirable to enter into a shared service agreement with the Township of Chisholm to provide municipal bylaw enforcement services.

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

1. That this Shared Service Agreement for bylaw enforcement services, attached hereto as Schedule "A" shall be accepted.
2. That this Agreement shall be effective as of November 20, 2024, and shall remain in effect and force in accordance with the terms of the agreement subject to any amendments thereto or the termination of the said agreement.
3. That the Mayor and CAO Clerk-Treasurer be authorized to execute the Agreement on behalf of the Corporation of the Township of Bonfield

Read a first, second and third time and finally passed this 19th day of November, 2024.

MAYOR

CAO CLERK -TREASURER

This is Schedule "A" to By-law 2024-63

Shared Municipal By-law Enforcement Officer services provided by the Township of Bonfield to the Township of Chisholm.

AGREEMENT

BETWEEN:

The Corporation of the Township of Bonfield having its principal office at 365 Highway 531, Bonfield ON P0H 1E0 (herein after called "Bonfield")

AND

OF THE FIRST PART

The Corporation of the Township of Chisholm having its principal office at 2847 Chiswick Line, Powassan ON P0H 1Z0 (herein after called "Chisholm")

OF THE SECOND PART

WHEREAS the Township of Bonfield has a part-time Bylaw Enforcement Officer with the capacity to share services; and

WHEREAS the Township of Chisholm is seeking Bylaw Enforcement Services; and

WHEREAS the Bylaw Enforcement Services shall include property standards, zoning and building by-law compliance, partial animal control, and those bylaws that generate good neighbours policies; and

WHEREAS the Township of Chisholm agrees to implement the Administrative Penalty System for by-law enforcement in 2025.

NOW THEREFORE BE IT RESOLVED in consideration of the terms and provisions herein, and other good and valuable consideration, the parties agree as follows:

THE ABOVE PARTIES HEREBY AGREE TO THE FOLLOWING TERMS AND CONDITIONS;

1. That the enforcement of Municipal By-laws shall be carried out by the Municipal Bylaw Enforcement Officer, who is an employee of the Township of Bonfield.
2. That the Township of Bonfield shall provide an employee, herein called Municipal By-law Enforcement Officer (MLEO) to all other parts of the agreement to enforce each of their own Municipal By-laws, as well as, but not limited to, assisting with By-Law development and short descriptions and fines approved with the Province or through the Administrative Penalty System.
3. In the event that the Township of Bonfield appoints a new MLEO, the Township will inform all other parts of the change in employee and the agreement shall continue as is.
4. The MLEO will abide by the Township of Bonfield's MLEO Job Description and Employee Personnel Policies and Procedures of the Township of "Bonfield".
5. That the Council of the Township Chisholm shall indemnify and save harmless the Township of Bonfield and their staff from any actions or litigation arising from matters under the Municipal Act, the Building Code Act and the Planning Act prior to the effective date of this agreement.
6. That the Townships of Bonfield and Chisholm shall at all times during the term of this agreement, maintain in force professional and general liability insurance appropriate to the duties of Municipal By-Law enforcement as specified herein.
7. That the Township of Bonfield shall, during the term of this Agreement, be included as an "additional named insured" under the Township of Chisholm Municipal Liability Insurance, but only in respect of and during the Services performed under this and cross liability insurance is to be provided.
8. That the Township of Chisholm shall reimburse semi-annually, as invoiced by the Township of Bonfield the costs of providing municipal by-law enforcement services at the rate of \$55.00 per hour plus a mileage rate of \$0.60 per kilometer for travel allowance to and from the municipal office in Bonfield (365 Highway 531, Bonfield)

That the Township of Chisholm agrees to an increase in the hourly rate paid for MLEO services annually as per percentage increases negotiated for the unionized employees of the Township of Bonfield (CUPE 4616-02).

2024/2025	\$55.00/hr
2026	\$56.65/hr
2027	\$57.00/hr

9. Expenses not listed in section 8 will be based on a prorated calculation and will be calculated on the actual MLEO hours used for enforcing bylaws within the Township of Chisholm in the 6-month period prior to invoicing. Invoicing will be semiannually, in July for the period of January 1 to June 30 and January for the period of July 1 to December 31. Expenses under this item include future training and continuing education and annual membership to the Municipal Law Enforcement Officers Association and Property Standards Association.
10. That the Township of Bonfield shall provide to the MLEO all necessary forms, applications and office supplies necessary to carry out their duties but will use electronic communication and documentation as much as possible. The Township of Chisholm shall provide the MLEO with the proper letterhead, business cards and such other supplies as will be needed to identify the MLEO role within the Township of Chisholm.
11. The Township of Chisholm shall provide administrative support to the MLEO for items such as, typing letters, mailing/couriering, finding contact information, etc., for the occurrences in their own that the MLEO is asked to investigate. All paper and electronic documents, as applicable, will be returned to the Township of Chisholm once the occurrence file is closed.
12. In the event of a complaint involving the MLEO, the CAO of the Township of Chisholm shall reach out to the CAO of the Township of Bonfield as soon as possible for resolution.
13. The MLEO will provide an annual report to the Township of Chisholm including items such as number of complaints, summary of infractions/outcomes, recommendations for changes to by-laws, etc.
14. That the Township of Chisholm reaches out directly to the MLEO when services by the municipal by-law enforcement officer are needed in their municipality.
15. That each party be responsible for their own legal counsel and fees associated with any legal dispute involving the MLEO services.
16. That this agreement shall be in effect from November 20, 2024 for a period of three years. This agreement may be amended upon mutual agreement of both parties through an amending bylaw.
17. That either Council may terminate this agreement upon 60 days written notice.
18. Should this agreement be terminated, the Townships of Chisholm shall pay to the Township of Bonfield all outstanding costs up to the date of termination.
19. All records and information received by the MLEO for the purpose of providing the services shall remain the property of the Municipality who provided the records for information and shall not be divulged to third parties. Such records and information shall, upon termination of the Agreement, be returned to the Municipality that provided the same.

Signed this _____ day of November, 2024.

For the Township of Chisholm:

For the Township of Bonfield

Mayor, Gail Degagne

Mayor, Narry Paquette

Clerk, Jennistine Leblond

Clerk, Nicky Kunkel

Fwd: Call to host the Annual FONOM Conference in 2026, or 2027, 2028

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

Date Fri 10/18/2024 11:57 AM

 2 attachments (317 KB)

Final Guideline for Conference Host.pdf; 2026-2028 FONOM Conference Application.pdf;

REMINDER

Good day

We have attached an application form for a Municipality of Municipalities to host the Annual FONOM Conference in 2026, 2027, or 2028. Please share this with your Council, Senior Staff, and, if applicable, your Municipal Association. The dates of the FONOM conference are below.

May 11, 12 & 13, 2026

May 10, 11 & 12, 2027

May 8, 9, & 10, 2028

If you want to host the FONOM Conference in one or more of the listed years, please review the attached Guidelines and complete the Application form. Please return the form to the FONOM Office by **November 15th, 2024**.

 A calendar with numbers and dates Description automatically generated

The FONOM Conference in 2025 is in North Bay. The conference dates are May 5th – May 7th, 2025.

We would be happy to answer any questions. We appreciate your interest.

Mac

Talk soon, Mac.

Mac Bain
Executive Director
The Federation of Northern Ontario Municipalities
665 Oak Street East, Unit 306
North Bay, ON, P1B 9E5
Ph. 705-498-9510

ANNUAL FONOM CONFERENCE

Guideline for Conference Host Municipality(ies)

This Guideline was put together to help the Conference Host Municipality (HM) by outlining their basic roles and responsibilities. Overall, the HM is responsible for organizing and managing all local conference logistics. The following sets these out.

Communication and Conference Coordination:

- Representatives from the HM participate in the Conference Coordinating Committee (CCC) along with conference partners FONOM. This Committee oversees the agenda development, communication material and local logistics for each conference etc. This Committee usually meets at least monthly from January/February until the conference.

Venue:

- HM works directly with the management of the local venue to ensure access to all rooms, availability of required audio equipment in each conference room and any other equipment needed, and make any other arrangements necessary for full use of the facility by conference delegates.

Meals:

- HM manages all meals and refreshment breaks. They either work with the onsite caterer, or if there aren't any, hires local caterers or local volunteer organizations to prepare and serve the meals.
- HM will manage the entry to mealtime in some manner, for example, meal tickets with conference package or by just using conference name tags. If HM chooses to use conference name tags, should use different coloured name tags for one, two day or full registration.

Conference Promotion:

- All communication on the conference needs to first be reviewed by the CCC. The early notice and preregistration packages are normally sent out to municipalities by FONOM.
- In consultation with the CCC, the HM may wish to set up a web site with the conference information.

Conference Budget:

- The HM needs to initially review the post conference Final Report from the previous year's HM, including the previous year's budget. The HM prepares a conference budget in consultation with the CCC. The HM has discretionary spending abilities within this budget.

Registration:

- Registration fees are set by the CCC. Normally all delegates are charged registration and speakers are not. This is sometimes a judgement call if speakers decide to stay longer than a few hours each side of their presentation, so it can be discussed with the CCC. Normally the FONOM Executive pays registration but the Executive Director does not. registrations.
- While the Conference registration form is fairly standard from year to year, the HM is responsible for tailoring it each year to indicate the HM, location, local contact names etc. Electronic versions from the year before are available. This is then provided to the CCC for their review.
- The early conference notices and registration forms are normally sent to municipalities by FONOM. The HM should provide to have included in this mail out, a draft Companion program/notice, accommodation lists and electronic map of area showing conference site and location of accommodation (and anything else the HM might like to include). Timing of the mail outs are worked out by the CCC.
- The HM is responsible for receiving all the registrations, recording the registrants and collecting and managing all registration fees. All conference funds should be kept in a separate account with inputs and outputs recorded.
- The HM will order and prepare conference name tags for all preregistered delegates, speakers (usually distinctive from the delegates) and guests.
- In addition to the preconference registration work., the HM will set up a registration desk at the conference, to allow preregistranted delegates, speakers and guests to collect their conference packages and name tags but also to allow for last minute registrations. At this desk, there should be additional name tags. This desk is almost a "conference central desk" - where any conference or facility related information is available to delegates, messages are given, evaluation forms are deposited etc etc. It should be visible and easily accessible.

3/

- Generally the refund policy for registrations is the following:
 - if a delegate cancels at least 10 days prior to the conference, then they get a full refund;
 - if a delegate cancels within 10 days prior to the conference, then they get a full refund minus the costs of the meals;
 - if a delegate cancels once the conference has begun, then there will not be any refund.

Conference Agenda:

- While the agenda is worked out and finalized by the CCC, the printing of the final agenda is arranged by the HM once it is signed off by FONOM. The front of the agenda brochure also needs to be signed off by FONOM. The final agenda must be printed in both french and english. The french translation of the final agenda can be done either by FONOM or the HM. The final agenda includes a letter from each of the FONOM President (with a list of the FONOM Directors), the Minister of Municipal Affairs and Housing, and the Head of Council for the HM.

Conference Packages:

- The HM will order the appropriate conference packages (eg. bags, portfolios etc) and arrange for appropriate logos indicating the name of the conference, the HM and the Province of Ontario.
- The HM will acquire the necessary contents of the packages and also fill them prior to the conference. The following should be in the packages:
 - any local promotional material that the HM can acquire
 - a list of final conference preregistrants
 - FONOM's resolution package
 - floor plan of the conference facility and if desired, a map showing local attractions
 - any other notices that sponsors may wish to include

Sponsorships:

- The HM is responsible for obtaining all conference sponsorships. The more the better! Sponsorships can be obtained for meals, refreshment breaks or just for promotion.
- There is a standard conference sponsorship package for potential sponsors to choose from. This is attached. These fees are reviewed annually by the CCC.

Exhibits:

- The HM is responsible for the preregistration of all exhibit booths. There are standard fees as well for these (attached) - which are also reviewed annually by the CCC. While many companies, government agencies will contact the HM directly to acquire a booth, the HM may need to also solicit to totally fill the booth spaces. The HM can use the list from the prior year's HM for this purpose (this list of contacts and addresses should be available on disk).
- The HM manages this space by allotting the necessary space, assigning the space and communicating with the exhibitors regarding the requirements etc.
- It is best if many/most of the conference receptions and breaks can be organized in the same room as the exhibitors.

Companion Program:

- If the CCC decides to host a Companion Program, the HM is responsible for developing and managing it. This includes working with local businesses etc and providing the program outline in time to be included in the mail out of the conference agenda and registration forms.

Signage:

- Two banners need to be displayed prominently at the entrance to the conference site or on the conference building. They are the "Welcome FONOM Delegates" and "Northeastern Ontario Municipal Conference." The HM is responsible for putting these up and down.
- The HM should also put up any directional signs that may be necessary for the delegates to find the conference facilities including parking, conference rooms, reception areas, booth areas etc. The objective is to make it as easy as possible for the delegates to find their way around.
- The HM may also wish to put up signs indicating the various sponsors of the conference.

Post Conference Wrap Up:

- The CCC may meet following the conference to review the lessons learned from that year's conference, review the results of the evaluation forms and make recommendations on how to improve subsequent conferences.
- The HM prepares a Final Report following the conference which outlines such items as:
 - total attendance and profile of delegates ie. breakdown by municipality, other etc
 - final financial statement with revenues and expenditures broken down
 - any suggestions for next year's conference etc.

Application to Host the Federation of Northern Ontario Municipalities (FONOM) Annual Conference

Background:

The FONOM conference has grown recently, attracting more than 300 delegates and exhibitors and bringing over \$200,000 of economic activity to the host municipality. The conference forms a significant portion of FONOM's annual operating revenue. Therefore, the host community must maximize revenue through transparent tendering, purchasing goods and services, and careful financial control and management. The successful host will sign a Memorandum of Understanding document, a sample of which is attached to the Application.

Section 1 - Timing

The conference will occur in May each year during the second week. It begins on Monday at 1:00 p.m. and lasts two and a half days.

Day 1 of the conference agenda is a day of pride and excitement. It features an official opening, a welcome from the Mayor of the host municipality, and a unique opportunity for the host municipality to showcase its achievements. The day also includes a Minister's Forum, an opening reception, and an evening for the delegates to visit local restaurants for their evening meal.

Day 2 starts with a full breakfast, followed by several plenary and possibly concurrent sessions, and ends with a banquet during which FONOM will present the Executive Award.

Day 3 of the conference is a day of involvement and commitment, featuring the FONOM Annual General Meeting, a number of updates from representatives of the three levels of government, and a Minister's Forum. The conference adjourns by 1:00 p.m., marking the end of a successful event.

During a provincial election year, the committee will try to secure and organize a Leader's Debate.

In what year does your community wish to host the FONOM Conference? (Check one.)

May 11, 12 & 13, 2026 _____

May 10, 11 & 12, 2027 _____

May 8, 9, & 10, 2028 _____

Is this a significant year/date for your community? _____

If yes, describe the significance of the year and other events that will be occurring in conjunction with this year (e.g. If this is the anniversary of incorporation, will your community be holding other events such as festivals, reunions, etc., during the same year?)

Section 2 – Conference Facilities

The following conference facility guidelines are the minimum required:

- • One large conference room able to seat 250 delegates for plenary sessions. Ideally, The room would be furnished with round tables and a suitable sound system for speakers at the podium and in the audience using several mobile microphones.
- One large banquet room to seat 300 guests with a head table (it may be the same room as the plenary session room above, provided capacity is available).
- Two adjacent rooms for break-out sessions that should seat 75 to 125 delegates (may be used for additional Exhibitors).
- MMAH may offer Ministerial Delegations during the Conference
- Four to five meeting rooms for Ministerial delegations that can accommodate up to 12 people seated boardroom style, in a venue close to the Conference venue.
- A large area for the trade show should be near the large conference room so that delegates can easily access the exhibits.
- Delegates must be offered high-speed free Internet access connection and good audio equipment available in all meeting rooms.
- Sufficient parking to accommodate delegates, sponsors and exhibitors.
- All facilities above should be accessible to persons with physical disabilities.

In what primary facility do you propose to host the majority of the conference?

Name

Address

Contact Person

Telephone

Email

If there is an additional secondary facility that will be used, please indicate so below.

Name of Facility	Address	Contact Person
Telephone	Email	

If there is a third facility that will be used, please indicate so below.

Name of Facility	Address	Contact Person
Telephone	Email	

Identify below each of the required rooms available in this facility:

Room Purpose	Room Name	Required Capacity	Actual Capacity
Plenary room		250	
Banquet room		300	
Trade Show area		30+ booths*	
Break-out session room 1		75 to 125	
Break-out session room 2		75 to 125	
Ministerial delegation room 1		12	
Ministerial delegation room 2		12	
Ministerial delegation room 3		12	
Ministerial delegation room 4		12	
Ministerial delegation room 5		12	

Please attach floor plans for these rooms and facilities wherever they are available.
 (* Booths should be 10' in width and 8-10' deep)

Section 5 – Municipal Resources

Please indicate below what staff resources are available. This person/person(s) should be accountable to the elected representatives of your municipality. (Note that the conference budget does not include expenses for staff.)

Local Conference Chairperson/Contact Person:

_____	_____	_____
Name	Title	Business Address
_____	_____	_____
Telephone	Fax	Email

Additional Contact People (name up to three):

_____	_____	_____
Name	Title	Business Address
_____	_____	_____
Telephone	Fax	Email

_____	_____	_____
Name	Title	Business Address
_____	_____	_____
Telephone	Fax	Email

_____	_____	_____
Name	Title	Business Address
_____	_____	_____
Telephone	Fax	Email

What recent conferences has your community hosted in which your municipal staff were involved in organizing?

_____	_____	_____
Conference/Group	Date(s) Held	Number of Delegates

_____	_____	_____
Conference/Group	Date(s) Held	Number of Delegates

Section 7 - Other Factors

Please list other factors that your community wishes to have considered when the FONOM board reviews conference bids.

In preparing and submitting this bid to host a FONOM Conference, I/we have read and understood the terms of the Memorandum of Understanding between the Federation of Northern Ontario Municipalities and the Host Municipality(ies) and will sign such an agreement should we be selected as the successful bidder of a conference.

I have the power to bind the City/Town/Township/Municipality of _____:

Signature

Date

ANNUAL FONOM CONFERENCE
Memorandum of Understanding
Between the
Federation of Northern Ontario Municipalities
And the Host Community
(Sample Only – Will be Signed After Successful
Conference Bidder is Announced)

Guideline for Conference Host Municipality(ies)

Overall the Host Municipality(ies) is responsible for organizing and managing all local conference logistics. The following sets these out.

Communication and Conference Coordination:

- Representatives from the Host Municipality (HM) participate in the Conference Coordinating Committee (CCC) along with conference partner FONOM. This Committee oversees the agenda development, financial terms, communication material and local logistics for each conference etc. This Committee usually meets at least monthly from December/January until the conference.
- Expenses for HM representatives on the CCC are the responsibility of the HM and are not part of the conference budget.

Venue:

- HM works directly with the management of the local venue to reserve appropriate space for all aspects of the conference, ensure access to all rooms, availability of required audio equipment in each conference room and any other equipment needed, and make any other arrangements necessary for full use of the facility by conference delegates.
- Enhanced audio visual services may be necessary in order to meet the ever-expanding technical needs of this conference. In this case, the HM will undertake a tender or call for proposals for these services.
- Municipally-owned facilities used for portions of the conference are provided by the HM rent free.

Meals:

- HM manages all meals and refreshment breaks including ordering all food from the food provider(s). They either work with the onsite caterer, or if there aren't any, hires local caterers or local volunteer organizations to prepare and serve the meals. All aspects of food service before and during the conference are the responsibility of the HM including selecting of menus within the budget allocated.
- HM will manage the entry to mealtime in some manner, for example, meal tickets with conference package or by just using conference name tags. If HM chooses to use conference name tags, they should use different coloured name tags for one, two day or full registration.

Conference Promotion:

- All communication on the conference needs to first be reviewed by the CCC. The early notice and pre-registration packages are normally sent out to municipalities by FONOM.
- In consultation with the CCC, the HM will set up a web site with the conference information. This website will be linked to FONOM.

Conference Budget and Finances:

- The HM will be provided a working budget by FONOM. The HM will tender for provision of all conference services using their own municipal tendering procedures. The HM must have a finance department member at the first CCC meeting so that payment, liabilities, budget and timelines are understood. The HM has discretionary spending abilities within this budget however; the conference partner FONOM should be apprised about the status of the budget at least once a month between January and April.
- The HM will pay to FONOM the total net profit of the conference by July 15 in the year of the conference.

Registration:

- Registration fees are set by the CCC. Normally all delegates are charged registration and speakers are not. This is sometimes a judgment call if speakers decide to come back another day. It can be discussed with the CCC.
- The Conference registration form is fairly standard from year to year. The HM may tailor it each year to indicate the HM, location, local contact names etc. This is then provided to the CCC for their review.
- The early conference notices and registration forms are normally sent to municipalities by FONOM. The HM shall prepare an accommodation lists and

electronic map of area showing conference site and location of accommodation (and anything else the HM might like to include). Timing of the notices is worked out by the CCC.

- The HM is responsible for receiving all the registrations, recording the registrants and collecting and managing all registration fees. All conference funds should be kept in a separate account with inputs and outputs recorded.
- The HM will order and prepare conference name tags for all pre-registered delegates, speakers (usually distinctive from the delegates and exhibitors) and guests.
- In addition to the pre-conference registration work, the HM will set up a registration desk at the conference, to allow pre-registrants delegates, speakers and guests to collect their conference packages and name tags but also to allow for last minute registrations. At this desk, there should be additional name tags. This desk will serve as a “conference central desk” - where any conference or facility related information is available to delegates, messages are given, evaluation forms are deposited etc. It should be visible and easily accessible and staffed throughout all hours that the conference and/or trade show is open to delegates.
- The cancellation policy is that registration fees, less a \$50 administration charge, are refundable only if written notification is received by 7 days before the conference. No refunds will be made after that date however substitutions may be made without financial penalty.

Conference Agenda:

- While the agenda is worked out and finalized by the CCC, the printing of the final agenda is arranged by either FONOM or the HM. The final agenda must be printed in both French and English. Translation is also done by either the HM or FONOM.
- The final agenda includes a letter from each of the FONOM President (with a list of the FONOM Directors) and the Head of Council for the HM.
- The HM, in consultation with FONOM, will recommend two charities for a donation in lieu of speaker gifts.

Conference Packages:

- The HM, in consultation with the CCC, will order the appropriate conference packages (e.g. bags, portfolios etc) and arrange for appropriate logos indicating the name of the conference, the HM and FONOM.
- The HM will acquire the necessary contents of the packages and also fill them prior to the conference. The following should be in the packages:
 - any local promotional material that the HM can acquire
 - a list of final conference pre-registrants
 - FONOM's resolution package and annual report
 - floor plan of the conference facility and, if desired, a map showing local attractions
 - trade show program and map of booth locations
 - any other notices that sponsors may wish to include

Sponsorships:

- The HM, in conjunction with FONOM, is responsible for obtaining all conference sponsorships. Sponsorships can be obtained for meals, refreshment breaks or just for promotion. Due to the long relationship the conference has had with many of its sponsors, there is a "right of refusal" for sponsors from the previous year to sponsor the same event/item.
- The HM will sponsor the Pre-banquet reception, the year prior to hosting the conference, value of \$3,500.00.
- There is a standard conference sponsorship package for potential sponsors to choose from. These fees will be established by the CCC.

Exhibits:

- The HM is responsible for the pre-registration of all exhibit booths. There are standard fees as well for these which are also reviewed annually by the CCC. While many companies, government agencies will contact the HM directly to acquire a booth, the HM may need to also solicit to totally fill the booth spaces. The HM can use the list from the prior year's HM for this purpose using the list that will be provided by FONOM.
- The HM manages this space by allotting the necessary space, assigning the space and communicating with the exhibitors regarding the requirements etc.

Signage:

- Two banners need to be displayed prominently at the entrance to the conference site or on the conference building. The HM is responsible for putting these up and taking them down.
- The HM should also put up any directional signs that may be necessary for the delegates to find the conference facilities including parking, conference rooms, reception areas, booth areas etc. These should be in a bilingual format. The objective is to make it as easy as possible for the delegates to find their way around.
- The HM will also put up signs indicating the various sponsors of the conference.

Post Conference Wrap Up:

- The CCC may meet following the conference to review the lessons learned from that year's conference, review the results of the evaluation forms and make recommendations on how to improve subsequent conferences.
- The HM prepares a Final Report following the conference which outlines such items as:
 - total attendance and profile of delegates (e.g. breakdown by municipality, other etc)
 - final financial statement with revenues and expenditures broken down
 - any suggestions for next year's conference etc.

Signed by:

SAMPLE ONLY – DO NOT SIGN AT THIS TIME

By signing this document, the Host Community agrees to abide by the terms and conditions as well as timelines outlined in this Memorandum of Understanding.

Establishment of an Ontario Rural Road Safety Program

From Scott Butler <scott@goodroads.ca>

Date Tue 10/29/2024 6:32 PM

To Andrée Gagné <deputyclerk@bonfieldtownship.com>

 2 attachments (13 KB)

PNG image; PNG image[70];

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

Wednesday, October 09, 2024

To: Township of Bonfield Head of Council and Council Members

Sent via email to: deputyclerk@bonfieldtownship.com

Subject: Establishment of an Ontario Rural Road Safety Program

Too many Ontarians are being seriously injured or killed on our roads.

In 2023, there were 616 people killed and 36,090 people injured. The number of fatalities is up nearly 20% in the last ten years.

In 2021, the most recent year of complete data from MTO's *Ontario Road Safety Annual Report* (ORSAR), there were 561 fatalities – 426 of which occurred on municipal roads. While rural Ontario only represents 17% of the province's population, 55% of these deaths occurred on rural roads. By any measure, Ontario's rural roads are disproportionately more dangerous.

At the same time, municipal insurance premiums continue to increase. With no plausible reform being considered for joint and several liability, municipalities need to find innovative means for managing risk, particularly on their roadways,

To deal with this crisis, Good Roads has designed a multifaceted rural road safety program and have been in discussions with the Ministry of Transportation to fund it. The program would target a municipality's most dangerous roads, perform road safety audits, and install modern safety infrastructure that prevents serious injuries and save lives. This program is designed to be cost effective while also providing rural municipalities with a direct means for addressing risk associated with their roadways.

Good Roads has proposed leading a five-year \$183 million program that leverages our 131 years of municipal road expertise and our industry partnerships to quickly put in place the solutions that will address some of Ontario's most dangerous roads.

Good Roads is seeking support to address these preventable tragedies.

If the Township of Bonfield would be interested in pursuing this, a Council resolution similar to the example below should be adopted and sent to the Premier and the Minister of Transportation:

WHEREAS official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;

AND WHEREAS, despite only having 17% of the population, 55% of the road fatalities occur on rural roads;

AND WHEREAS, rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;

AND WHEREAS, preventing crashes reduces the burden on Ontario's already strained rural strained health care system;

AND WHEREAS, roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums. Preventing crashes can have a significant impact in improving municipal risk profiles;

THEREFORE, BE IT RESOLVED THAT the Township of Bonfield requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead. It will allow Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads; and

FURTHER THAT a copy of this resolution be forwarded to Premier Doug Ford, Hon. Prabmeet Sarkaria, Minister of Transportation, Hon. King Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Hon. Lisa Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Hon. Sylvia Jones, Minister of Health, and Good Roads; and

FURTHER THAT this resolution be circulated to all municipalities in Ontario requesting their support.

If you have any questions regarding this initiative please contact Thomas Barakat, Good Roads' Manager of Public Policy & Government Relations, at thomas@goodroads.ca at your convenience.

Sincerely,



Antoine Boucher
President
Good Roads Board of Directors

Scott R. Butler
Executive Director

Fw: Peterborough County Council Resolution Re: Ontario Rural Road Safety Program

From Casandra Klooster <officeclerk@bonfieldtownship.com>

Date Wed 11/13/2024 11:32 AM

To Andrée Gagné <deputyclerk@bonfieldtownship.com>

Casandra Klooster
Office Clerk
Township of Bonfield
705-776-2641



Small Community, Big Heart

From: Salisko, Holly <HSalisko@ptbocounty.ca>

Sent: November 13, 2024 9:26 AM

Subject: Peterborough County Council Resolution Re: Ontario Rural Road Safety Program

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

Good morning,

Please note at their meeting on November 6, 2024, Peterborough County Council passed the following resolution:

Resolution No. 238-2024

Moved by Councillor Lambshead

Seconded by Councillor Nelson

Whereas official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads; and

Whereas despite only having 17% of the population, 55% of the road fatalities occur on rural roads; and

Whereas rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base; and

Whereas preventing crashes reduces the burden on Ontario's already strained rural strained health care system; and

Whereas roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums. Preventing crashes can have a significant impact in improving municipal risk profiles;

Now Therefore Be It Resolved That the County of Peterborough requests the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead which will allow Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads; and

That a copy of this resolution be forwarded to Premier Doug Ford, Hon. Prabmeet Sarkaria, Minister of Transportation, Hon. King Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Hon. Lisa Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Hon. Sylvia Jones, Minister of Health, and Good Roads; and

That this resolution be circulated to all municipalities in Ontario requesting their support;

Carried

Should you have any questions or concerns please contact Kari Stevenson, Director of Legislative Services/Clerk at kstevenson@ptbocounty.ca.

Thanks,

Holly Salisko

Administrative Services Assistant | Clerk's Division/Planning
Peterborough County
(705) 743-0380 Ext. 2105

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THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 Fourth Avenue, Larder Lake, ON
 Phone: 705-643-2158 Fax: 705-643-2311



MOVED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

SECONDED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

Motion #: 7

Resolution #: 7

Date: November 12, 2024

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

Recorded vote requested:

	For	Against
Tom Armstrong		
Patricia Hull		
Paul Kelly		
Lynne Paquette		
Patty Quinn		

I declare this motion

<input type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

Disclosure of Pecuniary Interest*

Chair: _____

*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.

THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 Fourth Avenue, Larder Lake, ON

Phone: 705-643-2158 Fax: 705-643-2311



MOVED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

SECONDED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

Motion #: 8

Resolution #: 7

Date: November 12, 2024

1. Now Therefore Be It Hereby Resolved That the Township of Larder Lake Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

2. Be It Further Resolved That the Township of Larder Lake Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and

3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and

4. Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and

5. *Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.*

Recorded vote requested:

	For	Against
Tom Armstrong	✓	
Patricia Hull	✓	
Paul Kelly	✓	
Lynne Paquette		
Patty Quinn	✓	

I declare this motion

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

Disclosure of Pecuniary Interest*

Chair:

Patricia Hull

*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NO. 2024-62

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 October 22, 2024 to November 19, 2024 inclusive.
2. THAT all By-Laws passed by the Council of the Township of Bonfield during the period mentioned in Section 1 are hereby ratified and confirmed.
3. THAT all resolutions passed by the Council of the Township of Bonfield during the period mentioned in Section 1 are hereby ratified and confirmed.
4. THAT all other proceedings, decisions and directions of the Council of the Township of Bonfield during the period mentioned in Section 1 are hereby ratified and confirmed.

READ A FIRST, SECOND, AND THIRD TIME AND FINALLY PASSED THIS 19th DAY OF NOVEMBER 2024.

MAYOR

CLERK