



TRAILERS AND SHORT-TERM RENTALS

The next presentation tonight is the update on the Trailer and Short-Term Rental Bylaws

Trailers and Short-Term Rentals - Recap

October 2022	Council term begins
April 6, 2023	Open House – public consultation for future of Bonfield
November 2023	Community Satisfaction Survey conducted, included trailers and STRs
March 7th, 2024	Town Hall Presentation on concepts for Trailers and STRs
March 7 th -18 th , 2024	Community survey on Trailers and STRs
April 9, 2024	Report to Council at regular Council meeting
May 2, 2024	Corporate Services Committee meeting on issues
June 11, 2024	Council reviews first drafts of bylaws
June 25th, 2024	Public Consultation on the draft bylaws
July 2nd, 2024	Corporate Services Committee reviews public comments
July 30th, 2024	Corporate Service Committee seeks legal advice and shares at meeting
January 2025	Lawyer returns final vetted bylaws for Council
March 18, 2025	Council shares with community and final comments

All documents and videos related to this process to date are on our website at

[Recreational Vehicles and Short-Term Rentals Bylaws | Community News & Alerts | Community | Township of Bonfield](#)

Council, staff and community members have been working on these bylaws for over two years. There have been several opportunities for public consultation as evident on the slide. There have been amendments from the first drafts as new ideas and comments have come to light. The community has shared diverse opinions, and the final drafts have been reviewed by the legal team. We are going to present the results of the consultations among everyone, here tonight. The details on the making of these bylaws has been posted on the website and all documents and meeting recordings are posted, and were updated as they happened. If anyone wanted to comment or speak to these two bylaws tonight submissions were to be in, yesterday, Monday the 17th by noon. We have received some comments and there are members of the community here tonight to speak to their comments, which we will do after the presentations. We know we will not be making everyone happy with the final bylaws. There are polarized opinions, Council's intent is to create these bylaws to permit the uses and provide more flexibility, but in a way that ensures everyone can still enjoy their property.

BYLAW 2025-16

TRAILERS



We will start with Trailers.

Bylaw 2025-16 – Permit the Use of Trailers

Being a Bylaw to
**LICENCE, REGULATE AND GOVERN
TRAVEL TRAILERS AND RECREATIONAL
VEHICLES IN THE TOWNSHIP OF BONFIELD**

Hereafter cited as the
“Trailer Licence Bylaw”

Bylaw applies to any trailer within the Township, even if the trailer was placed on the property prior to the date of this bylaw.

Does NOT apply to:

- a) An assessed trailer – any trailer legally located on a property and that is assessed under the Assessment Act
- b) Trailers located in a Camping Establishment – zoned per Bylaw 2012-49
- c) A stored trailer – located on a property only for the purpose of storage – as per bylaw 2012-49 – i.e. property has a SFD and storing trailer to use elsewhere
- d) When a building permit for a dwelling unit is issued

Why is the Township introducing the Trailer Bylaw? The current rules do not permit the use of a Trailer on vacant land. While there are mixed comments on permitting them within Bonfield, they are becoming a trend throughout Ontario and one that has taken in Bonfield. Council is considering this bylaw to now allow the use of trailers on vacant land – with regulations.

The official name of the bylaw is to license, regulate and govern travel trailers and recreational vehicles in the Township of Bonfield. The short form of the title is The Trailer License Bylaw.

The bylaw does apply to any trailer, as defined, on all property within the Township.

However, there are exemptions. If a property has an accessed trailer, which means it is considered a permanent structure and has been assessed under the Assessment Act it does not require a license. This falls elsewhere in the zoning bylaw.

The Township has two camping establishments, and this bylaw will not require trailers within those businesses to be licensed.

Section 4 of the bylaw also exempts when there is a dwelling on the property, a stored trailer does not require a license.

Bylaw 2025-16 - Trailers

RECREATIONAL VEHICLE (RV)

shall have the same meaning as ascribed to it in the Township of Bonfield's Zoning by-law,

which means any vehicle so constructed that it is used for temporary eating and sleeping accommodation for travel, vacation and/or recreational use.

Such vehicle shall include tourist trailers, or towed trailers, tent trailers, and campers mounted on motorized vehicles, but does not require a special highway movement permit.

TRAILER – includes:

- a) A Travel or Tent Trailer
- b) A Recreational Vehicle

Trailer, Travel, Tourist, Camper, Tent

means any manufactured and plated trailer which is designed and licensed to be temporarily utilized for living, shelter and sleeping accommodation, with or without cooking facilities and which has running gear and towing equipment that is permanently attached and is not permanently affixed to the ground.

These definitions outline the type of structure that the bylaw applies too. Whether they are recreational vehicles used for temporary eating and sleeping or travel trailers that are plated and manufactured for the temporary use of living and accommodation, in general this covers all trailers meant for temporary use.

Removing the gears and towing equipment renders these as non-temporary structures and falls under a different section of the zoning bylaw. We are focusing on permitting the use of trailers in this bylaw. For the purposes of the presentation the word trailer will be used.

Bylaw 2025-16 - Trailers

Where are trailers permitted?

Vacant Lands located within a Rural Zone and for which a License has been obtained

- Not hamlets, waterfront/RLS Zone, Commercial or Industrial Zones

Exceptions

- No vacant mixed zone property
- No vacant subdivision lots

When are trailers permitted?

A licence will be granted annually under this bylaw.

The use of the trailer is permitted from May 1st to December 15th.

A licenced trailer can be stored on vacant land from December 16th to April 30th annually.

The bylaw will permit trailers to be licenced in the Rural zones of the Township. This means not in the hamlets, and not in the Residential Limited Services or Commercial / Industrial zones. In reviewing original subdivision agreements, some dating back into the 60- 70's, there are provisions directly in the agreements that say a trailer is not a permitted use. We have carried that forward into this bylaw.

Licensed trailers will be permitted to be used from May 1st to December 15th of each year and then stored from December 16th to April 30th of the following year on the same vacant lot. This means you do not have to move your trailer off the property at the end of the season.

Bylaw 2025-16 - Trailers

Regulations

Trailers are deemed temporary use.

- Building permits cannot be issued for accessory uses on vacant land as there is no primary use
- If a trailer is removed from vacant land then the land has to be brought back to "vacant" status

As such **only temporary and portable accessory structures will be permitted on the property with a licensed trailer**

Decks – to be deemed accessory to the licensed trailer

- Shall be less than 2' in height
- A maximum size of 10 square meters (108 square feet)

Sheds to be deemed accessory to the licensed trailer

- A maximum size of 10 square meters (108 square feet)
- Shall not have plumbing or heating, used for storage only



In the research of preparing this bylaw, best practices and lessons learned from other communities were applied. While Council is willing to open the bylaws up to the use of trailers, the regulations within the bylaw are in place to start small and evaluate their effectiveness.

The regulations set out in section 3 of the trailer bylaw are intended to maintain the character of the neighbourhood and protect long term health and safety.

Building permits cannot be issued for accessory structures on vacant land. Therefore, a licensed trailer cannot build or install any structure that requires a building permit.

Decks will be permitted as long as they are under 2' in height and less than 10 m² (or 108 square feet). They cannot be attached to the trailer.

Storage sheds less than 10m² and with no plumbing or heating will also be permitted. It is understood that to enjoy the property, owners will need to store lawn mowers, outdoor furniture, and such, and these provisions will allow that without contravening any other bylaws or the Building Code Act.

Bylaw 2025-16 - Trailers

Regulations

A made for trailer canopy, or portable dining tents, for shade and shelter is acceptable.

- The construction of an enclosure, roof-over, sunroom or skirting is not permitted.

An entrance permit and civic address are also required prior to the issuance of the licence.



It is also understood that shade and shelter out doors is important to enjoy the trailer. As building permits cannot be issued, canopies, pop-up tents, and smart placement of the trailer are all acceptable options.

When considering to licence a trailer there are requirements for an entrance permit and application for a civic address. Access to the property, especially for emergencies is important and mandatory for health and safety.

Bylaw 2025-16 - Trailers

Regulations - Services

Trailers must be placed on properties so that it promotes long term environmental measures.

- Outline grey water management – permit
- Approved sewage system
- Contract with a sewage hauler with proof of hauling required at renewal



One issue that repeatedly surfaced in relation to trailers was the environmental services. Concerns are that sewage and grey water are not being managed properly and dumped straight onto the ground surface. These actions are inappropriate, illegal and do not promote long term environmental sustainability.

Trailers do come with a septic system that generally holds the matter for a short period of time, but certainly not the length of the permitted use under this bylaw. The North Bay Mattawa Conservation Authority issues permits for the grey water pit/management; it's a Class 2 system. For the sewage, the North Bay Mattawa Conservation Authority outlines classes of systems that are appropriate for a long-term solution. This could be a Class 1 (outhouse) or a Class 4 (weeping bed). Another option is to enter into an agreement with a company that will pump out or allow you to dump at their site for the system that comes with the trailer. A copy of the agreement is needed with the application and proof of dumping throughout the year is required for annual renewals.

There are several options for a trailer owner to consider.

[class-2-information-sheet-oss.pdf](#) NBMCA

[On-site Sewage System \(Septic\) Permits | NBMCA](#)

Bylaw 2025-16 - Trailers

Regulations

- Properties must remain neat and orderly
- Trailers shall not be used as short-term rentals
- Trailers shall not be on Township property
- One licensed trailer per property

Special Occasion Licence

- *Per trailer, up to a maximum of 3 additional trailers*
- *For a maximum of 14 days calendar days in the year*
- *Minimal Fee applicable*



Also to note, trailers are not permitted to be short term rentals, nor are they allowed to be stored on Township property. Property standards and clean yards apply to a licensed trailer and property. Grass must be maintained, no outside storage, and no garbage left. Trailer licensees will be provided 16 garbage tags for the landfill site per year.

The License for the Trailer is meant for one trailer per property. However, there are opportunities to invite three additional trailers to the lot for a maximum of 14 calendar days in a year. This provision allows for a larger group who wants to get together on the property for a long weekend or for a special occasion. There has to be a “main” licensed trailer on the property prior to special occasion permits being issued. The shorter time frame for the additional trailers allows more enjoyment of the property while having no risk to the environment.

Bylaw 2025-16 - Trailers

Enforcement

- *First Offense*

Education WITH 14 days to remedy any offense

- *Second Offense*

Penalty Issued and 7 days to remedy

- *Third Offense*

Penalty issued and immediate suspension of Licence to a maximum of 2 years, and removal of trailer and / or any temporary use structures on property.

Appeals

There is an appeal process should the trailer owner wish to appeal decisions of the Township.

The bylaw sets out guidelines for issuing the licence, the enforcement steps of the bylaw and the appeals process should a licence be withdrawn. The slide clearly show compliance is our goal.

Bylaw 2025-16 - Trailers

Licence

- An application must be submitted
 - *The bylaw states the required supporting documents*

- Fees
 - *Trailer License - \$600.00 year*
 - *Special Occasion Licence - \$10 for 14 days*



The trailer licence will be annual.

There is a prescribed form and when submitting, you must include a site plan, proof of ownership or consent of the landowner, pictures of the trailer, all servicing permits and the licence fee. There are additional questions about electrical services and smoke alarms. These will be annual attestations.

In addition, if there is no entrance, then the entrance permit application and the request for a civic address will be required.

Bylaw 2025-16 - Trailers

In summary

- *Annual licence issued for one trailer per property: Fee \$600.00*
- *Additional trailers permitted for 14 days: Fee \$10.00 / trailer*
- *Must meet conditions in the bylaw and have complete application submitted*
- *Must be connected to proper servicing with permits*
- *Applicable to Rural Zoned property*
- *Temporary Use with temporary structures*



To conclude,

This presentation is meant to highlight the regulations within the proposed bylaw. Council is considering this bylaw to, now allow, the use of trailers in the rural zones while keeping the character of the neighbourhood and ensuring health and safety factors are addressed. The bylaw considers best practices, lessons learned, and community feedback.



BYLAW 2025-17

SHORT-TERM
RENTALS

Now the details for short term rentals.

Bylaw 2025-17 – Short-term Rentals

Being a Bylaw to
LICENCE, REGULATE AND GOVERN
SHORT-TERM RENTALS IN THE TOWNSHIP OF
BONFIELD

Hereafter cited as the
“Short-Term Rental (STR)
Licencing Bylaw”

Bylaw applies to all buildings
within the Township, even if the
STR was operational prior to the
date of this bylaw.

Does NOT apply to:

- a) Camping Establishments
- b) Hotels/motels
- c) Boarding, lodging or rooming houses
- d) Bed and Breakfasts
- e) Group Homes

The formal name of the bylaw is “to licence, regulate and govern short term rentals. Tonight, we will reference it as the Short Term Rental or STR bylaw. It applies to all buildings within the Township. If there is an existing Short-term Rental it will need to comply with this bylaw. On the slide there is also the list of exemptions.

Bylaw 2025-17 – Short-term Rentals

Definitions:

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

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

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

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

To understand some of the provisions in the Bylaw it is first important to understand some definitions.

“Short-Term Rental” means all or part of a dwelling unit used to provide sleeping accommodations for any rental period that is less than 28 days in exchange for payment. similar commercial or institutional use.

“Principal Dwelling Unit” means a dwelling that is owned or rented alone or jointly with another person, where the person(s) is ordinarily a resident and has designated the dwelling as their principal place of residency. on their income tax filing and in other government records.

“Non-Principal Dwelling Unit Short-Term Rental”

means a short-term rental that is not someone’s principal dwelling unit (where they do not live primarily).

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

Bylaw 2025-17 – Short-term Rentals

General Provisions

- *Must have a licence to operate or advertise a short-term rental*
- No Short-Term Rental shall be used for the purpose of hosting any type of special event which may include, but not limited to, a wedding, pre-wedding party, fundraising event, etc. Assembly occupancy is not a residential use.
- No Person shall permit a camping trailer, travel trailer, tent, utility trailer or any other mobile accommodation for the purpose of a Short-Term Rental.
- Without limiting the generality of section 2.1.7 above, no Person shall cause, permit, or contribute to Overcrowding in a Short-Term Rental.
- No Person shall violate the provisions of the Short-Term Rental Code of Conduct
- No Person will be permitted to operate more than one (1) Short-Term Rental Premises on one property or at one time

A highlight of section 2 of the Short-term rental bylaw is shown here. To operate a STR you must obtain a license. As we move through the presentation more details will be explained.

Trailers will not be licensed to operate as a short term rental. Licensed Short term rentals shall not be used for special events. We know a home or property can and are occasionally used to host weddings or large celebrations. These are hosted by the owner of the property. However, the intent is to avoid weekend after weekend of large gatherings. If there is no restriction, then there is no enforcement. Neighbours want to enjoy the out doors on their property too. This ensures they can and that the houses, septic systems and parking is not overburdened.

Bylaw 2025-17 – Short-term Rentals

General Provisions

- Occupancy a STR – each guest room shall be for a maximum of 2 guests, to a maximum of 10 guest per a STR at one time. Children under 2 are not counted into occupancy
- Owner of the STR shall have proof of \$2 million insurance policy
- Parking must be provided on the property – designated parking spots to accommodate number of guests
- If advertising, the license number must be included
- The Owner or their designated Dedicated Responsible Person (DRP) shall be able to respond to concerns at the STR within 60 minutes. The person designated will be posted on the municipal website. This ensures there is limited interruption of enjoyment and visitors will be taken care of by the STR owner.

Continuing...

Short Term Rentals shall have a maximum of 10 overnight guests at any time. Each guest room, as marked on the application, will have a maximum occupancy of 2 guests.

To protect the owner and the guest, a \$2m insurance policy must be submitted

Parking is to be enclosed within the STR property. This is summer and winter. Owners must have a designated parking area or areas that will accommodate the number of guests they rent too. This also applies to municipal roads and private roads.

If the owner is not available, they must appoint a Dedicated Responsible Person and notify the Township. The contact information will be posted on the municipal website so concerns regarding an STR can be addressed prior to the Township becoming involved. The person responsible must address the concern within 60 minutes of a call or email.

Bylaw 2025-17 – Short-term Rentals

General Provisions

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

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

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

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

Throughout this process the Township has heard concerns from both sides regarding permitting STRs on private roads. The courts have ruled that the USE is residential and regardless of ownership on the road, the Township does not have jurisdiction to restrict the use. However, to the concerns we did hear the bylaw includes provisions for private road access. It is important the guest understands that properties on private road, may not have the same emergency response times, for a variety of reasons.

There are other provisions in the bylaw that require the guest to be notified of emergency and relevant Township information, such as where the landfill site is located.

Bylaw 2025-17 – Short-term Rentals General Provisions

- A Short-term Rental is for a maximum of 28 consecutive days
- Short-term Rentals shall not be rented for more than 150 days in a calendar year
- 50 Short-term Rental licences will be issued per year
 - *Wait listed*

Initially, there will be 50 short-term rental licenses issued per year. Currently, we are aware of 35 within the Township but it is understood once this bylaw is adopted more may be started. This number will be reviewed if the waitlist warrants. But as we heard earlier tonight, housing is a concern so a balance must be struck. This will ensure affordability as well as attaining home ownership.

Bylaw 2025-17 – Short-term Rentals Licence Class

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

- a) Class “A” Principal Dwelling Short-Term Rental designation is limited to a building where the owner resides in the Dwelling being rented and occupies one (1) bedroom and may rent up to four (4) other bedrooms to individual tenants provided kitchen facilities are shared amongst all Occupants including the Owner or
- b) Class “A” Non-Principal Short-Term Rental designations are limited to the rental of a building as a single suite only where the Owner does not Occupy the building at the time of rental and at no time shall the building be compartmentalized or sublet into individual rooms or rented to separate Renters.

Class “A” Licence applications will be considered first for a Licence.

All STR licence fees are \$1,200 annually

Class A licenses are for principal dwellings – where the owner resides and non-principal dwellings which are typically second homes or cottages.

A principal dwelling can rent up to 4 bedrooms as the owner lives and stays in the house as well. Facilities are common areas and shared.

A non-principal dwelling is rented as a full suite. The owner doesn’t stay in the dwelling. It cannot be broken up into sections to be rented to more than party at a time.

At the beginning of the year, Class A applications will be considered prior to Class B licenses. The fee for a STR is \$1,200 annually.

Bylaw 2025-17 – Short-term Rentals Licence Class

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

- A Class “B” Corporation Owned Short-Term Rental shall be permitted for residential dwellings as a permitted use.
- A Class “B” Corporation Owned Short-Term Licence shall be for Short-Term Rentals that are owned by a Corporation.
- Class “B” Short-Term Rental designations are limited to the rental of a building as a single suite only and at no time shall the building be compartmentalized or sublet into individual rooms or rented to separate guests.
- Shall only be permitted one (1) licence per Corporation in the Township of Bonfield.
Class “B” Licence applications will be considered 28 days after Class “A”

Class B licenses are for Corporations. This provision covers if a corporation purchases a residential building within the township solely for the purpose of using it as a Short-term Rental. The Corporation has to list all shareholders to circumvent any rules. A Corporation is limited to 1 STR within the boundaries of Bonfield. Again, striking the balance between allowing other uses for homeowners, and protecting the rights of residents to enter homeownership is key.

Class B applications will be considered after Class A applications. Meaning that all applications start at February 1st so Class B will not be reviewed until March 1 in a non-leap year. This is to provide current owners and residents the first opportunity to take advantage of the bylaw and operate a Short-term Rental.

When submitting the application, the bylaw outlines all the documents required, regardless of the class. The complete application will include a site plan of the premises, floor plans – labelling the guest rooms, listing the dedicated responsible person and consent forms. There is a requirement for an inspection. The inspection is not intended to ensure new building code provisions are adhered to. It is to confirm the dwelling is as listed in the site plan and floor plan, that there are smoke alarms and co2 detectors, and other safety factors. There are provisions in the bylaw do address owner consent. This process is not intended to be intrusive, but to confirm if the Township licenses a Short-term

rental the dwelling follows the STR bylaw.

Bylaw 2025-17 – Short-Term Rentals

Enforcement

- *First Offense*
Education WITH 14 days to remedy any offense
- *Second Offense*
Penalty Issued and 7 days to remedy
- *Third Offense*
Penalty issued and immediate suspension of Licence to a maximum of 2 years

Appeals

There is an appeal process should the trailer owner wish to appeal decisions of the Township.

The bylaw sets out guidelines for issuing the licence, the enforcement steps of the bylaw and the appeals process should a licence be revoked. Again, the focus is on compliance, not punitive measures.

Bylaw 2025-17 – Short-Term Rentals

Rental Code of Conduct

- The premise of this Code is that the Short-Term rental premises are, for the most part, located in residential neighbourhoods and that the residents of these neighbourhoods have the right to enjoy their own properties without being imposed upon by nuisance from others.
- **Objectives of this Code:** The objective of this Code is to establish acceptable standards of behavior for Renters, and their Guests, to minimize any adverse social or environmental impacts on their neighbours and neighbourhood.
- **Recycling and Garbage:** Please familiarize yourself and your guests with the guidelines and provisions that have been made for waste management in the Township of Bonfield. Proper recycling procedures shall still apply to Short Term Rentals as well as the use of household garbage being in a clear bag.
- **Pets:** Any pets that are brought along to visit at the Short-Term Rental are expected to be always kept under care and control and on the property. Dog barking shall be minimized.

The bylaw also includes a Code of Conduct that must be displayed. This is to ensure the guest understands their role in making short-term rentals successful as well.

It also includes sections for garbage and pets. All rules that apply to residents shall apply to rental guests. The Dedicated Responsible Person will play a main part in ensuring that while Council is pleased there are new opportunities for tourists and visitors to the area, it will not be detrimental to the peaceful enjoyed that Bonfield residents are used too.

Comments

Contact the Township or any member of Council
365 Highway 531, Bonfield
705-776-2641 or

Contact information is also at
www.bonfieldtownship.com

As indicated, those wishing to address the bylaw were to submit comments prior to the meeting. We will take those comments at this time.

I will hand the meeting back to Mayor Paquette to receive the comments.