



## BONFIELD TOWNSHIP

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

### Application for Short-term Rental License

The Township of Bonfield allows property owners to operate short-term accommodation rentals (STR) through a licensing program established under Bylaw 2025-17, adopted on May 13, 2025. For specific details please review the By-Law uploaded to the Township's website at [www.bonfieldtownship.com](http://www.bonfieldtownship.com) for reference.

#### Conditions of the License:

1. Annual applications are required and grant one STR license per property. The first-time licence is \$1,000 with a subsequent renewal fee of \$700. Licence term shall be February 1<sup>st</sup> to January 31<sup>st</sup> of the following year.
2. Each licensed property owner must designate a *Responsible Person* who can easily be reached and is able to attend the property within 60 minutes should there be an issue of concern. The Designated Responsible Person's name and contact information are posted on the municipal website.
3. Occupancy of a STR is set at a maximum of two (2) persons per bedroom; with a total property maximum of 10 guests per one STR.
4. The property owner shall hold a \$2 million insurance policy for the STR.
5. Parking shall be such to accommodate all possible guest vehicles on the property. Parking shall consist of a hard packed surface, at minimum of granular A.
6. The property owner shall ensure all required materials are posted on site. Any STRs proposed to be located on private roads, or waterfront access-only, must ensure additional information is posted in accordance with Sections 2.2.7 and 2.2.8 of the By-Law.
7. STRs may be rented to a maximum of 28 consecutive days and a total of 150 days a year.
8. An authorized Officer of the Township will attend the property to conduct the required inspection(s) prior to the License receiving final approval.
9. STRs shall not be used for large gatherings or special events involving multiple guests.
10. The landfill card issued to the owner at the beginning of the year shall include the household waste bags required for the STR.
11. The application, together with the required information listed in the By-Law, plus the corresponding fee, must be included as part of the submission for the application to be deemed complete for review purposes.

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

Application Type: ☐ New ☐ Renewal

SECTION A: PROPERTY, OWNERSHIP & APPLICANT INFORMATION

|   |  |   |
|---|--|---|
| Rental Property Information   |  |   |
| Address:  |  | Unit:                                       |
| Town:   | Property Roll Number:                  |   |
|   |  |   |
| Type of Dwelling:   |  |   |
| <input type="checkbox"/> Single Detached  | <input type="checkbox"/> Semi Detached | <input type="checkbox"/> Townhouse          |
| <input type="checkbox"/> Duplex   | <input type="checkbox"/> Triplex       | <input type="checkbox"/> Secondary Dwelling |
| <input type="checkbox"/> Accessory (example: Sleep cabin)   |  |   |
| Number of existing bedrooms:  |  |   |
| <input type="checkbox"/> 1  | <input type="checkbox"/> 2             | <input type="checkbox"/> 3                  |
| <input type="checkbox"/> 4  | <input type="checkbox"/> 5             | <input type="checkbox"/> Other: _____       |
| <i>(maximum number of guests per STR shall not exceed two (2) guests per bedroom. Children under two (2) shall not count in occupancy.)</i>   |  |   |
| Residency of Property:  |  |   |
| <input type="checkbox"/> Hosted   | <input type="checkbox"/> Un-hosted     | <input type="checkbox"/> Corporation Owned  |
| <i>(means whether the owner lives full-time on-site or not, or corporate owner while it is being used as STR)</i>   |  |   |
| Where will you list your Short-Term Rental? (check all that apply)  |  |   |
| <input type="checkbox"/> Airbnb   | <input type="checkbox"/> VRBO          | <input type="checkbox"/> Facebook           |
| <input type="checkbox"/> Kijiji   | <input type="checkbox"/> Booking.com   | <input type="checkbox"/> Cottages in Canada |
| <input type="checkbox"/> Other _____  |  |   |
| Property Owner/Applicant Information  |  |   |
| <i>(if there is more than one owner, please provide a list of all owners)</i>   |  |   |
| Property Owner Name:  |  |   |
| Business Name (if applicable):  |  |   |
| Corporate Number (if applicable):   |  |   |
| Mailing Address:  |  |   |
| Town:   | Province:                              | Postal Code:                                |
| Telephone:  | Email:                                 |   |
| Agent/Applicant’s Information (if applicable)   |  |   |
|   |  |   |
| Authorized Agent Name:  |  | Unit:                                       |
| Town:   | Province:                              | Postal Code:                                |
| Telephone:  | Email:                                 |   |
| Dedicated Responsible Person Contact Information  |  |   |
| <i>Person who will be contacted by the Municipality, neighbourhood, or renters at any time and respond to any issue, emergency, or contravention of any Municipal By-laws within 60 minutes of initial contact and who can attend at the property/premises not later than 45 minutes after the initial contact.</i> |  |   |
| <input type="checkbox"/> same as Property Owner   |  |   |
| <input type="checkbox"/> same as Applicant/Agent  |  |   |
| <i>(Dedicated Responsible Person Consent and Acknowledgement Form must be completed if the Applicant/Agent is not the Owner)</i>  |  |   |
| Responsible Person Name:  |  |   |
| Mailing Address:  |  |   |
| Town:   | Province:                              | Postal Code:                                |
| Telephone:  | Email:                                 |   |

**Township of Bonfield STR License application:**

**DECLARATION OF THE APPLICANT**

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

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name of Applicant: \_\_\_\_\_

Signature of Applicant:\_\_\_\_\_

## SECTION B: APPLICATION CHECKLIST

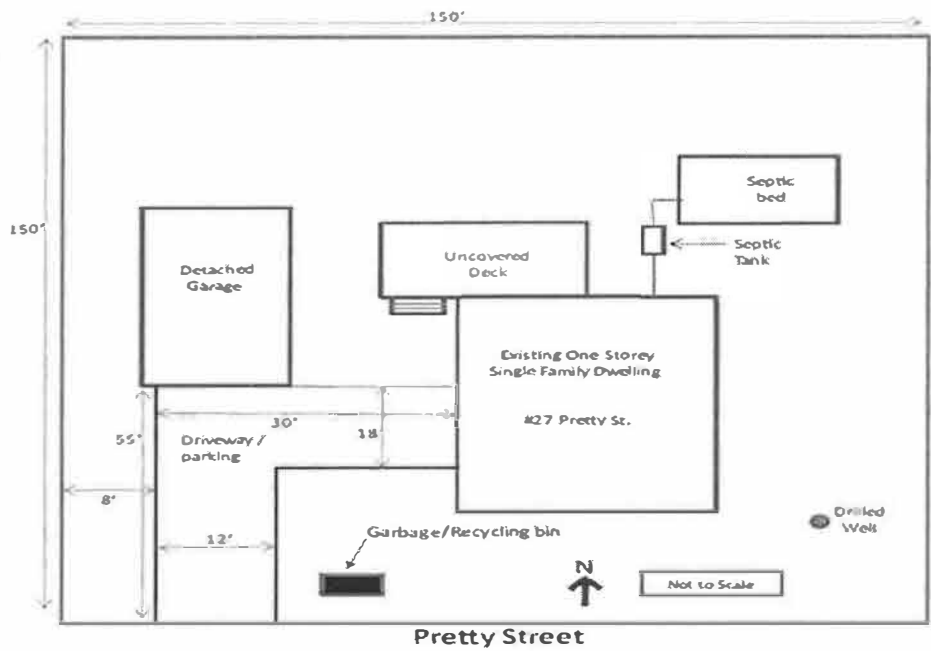
The following documentation must be submitted with your complete application:

- ☐ Proof of Ownership (examples: property tax bill, MPAC assessment, proof of title)
- ☐ Owner Authorization Form (if the applicant is not the owner)
  - Authorization for the applicant to apply on the owner's behalf.
- ☐ Valid Government Identification (examples: driver's license, passport, Ontario photo identification card)
  - Proof that the applicant is at least 18 years of age.
- ☐ Corporate Ownership (if the owner is a corporation), please provide one of the following:
  - Certificate of Status or Corporate Profile Report (Provincial Corporation).
  - Certificate of Compliance or Corporate Profile Report (Federal Corporation)
  - Copy of Articles of Incorporation
- ☐ List of all property owners (if more than one)
- ☐ Floor Plans - must include the following: (sample provided in application package)
  - interior floor plan of each floor, including basements, with measurements showing and naming all approved sleeping spaces, rooms, hallways, common spaces, entrances/exits, windows, smoke/CO alarms, fire extinguishers.
- ☐ Site Plan - must include the following: (sample provided in application package)
  - drawing with measurements showing and naming all buildings on the property, location of the septic system and well if applicable, driveways, address, location of garbage/recycling storage, location and size of parking spaces, shoreline frontage and location of docks and or boathouses if applicable
- ☐ Designated Responsible Person Consent & Acknowledgement Form (if applicable)
  - Proof that the DRP is at least 18 years of age (Valid Government Identification)
- ☐ Certificate of Insurance
- ☐ Licensee Code of Conduct & Acknowledgement (signed by Applicant)
- ☐ Proof of Septic System Approval
  - Demonstrating compliance
- ☐ Application Fee
  - Annual Licence Fee of \$1,000.00  
(includes fees for application review process including staff time)
  - Annual Renewal Fee of \$ 700.00

### **A. Exterior Site Plan must include:**

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

**Example of Exterior Site Plan**



**B. Interior Site Plan must include:**

Floor Plans must include:

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

**Occupancy limits**

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

**Example of Interior Site Plan**

