



**Township**

**of**

**North Kawartha**

**Development**

**Guide**

## **Updated July 9, 2014 Township of North Kawartha Development Guide**

The Township of North Kawartha was formed on January 1, 1998 by the amalgamation of the former Township of Burleigh-Anstruther and former Township of Chandos. The Township is located within the north eastern quadrant of Peterborough County and its irregular border extends from Stoney Lake in the south to the borders of the Municipality of Highlands East to the north, the Township of Havelock-Belmont-Methuen in the east and the Township of Galway-Cavendish-Harvey to the west. The municipality is approximately 765 square kilometres in area comprised mainly of forest, lakes, creeks and rivers which provide for a variety of wildlife. As a growing community, the Township of North Kawartha recognizes the potential for growth in the residential, commercial and industrial sectors.

### **Introduction to Guide**

This guide was designed to assist those who want to develop in the Township of North Kawartha, as the processes that are involved in developing can sometimes be difficult to understand. This guide will help you become more familiar with some of the documents that are used by the municipality to ensure the community develops according to the appropriate guidelines. The Planning Act, Provincial Policy Statement, County Official Plan, & Township Zoning By-law must all be considered when processing your applications.

Costs associated with your applications will be your responsibility and are not unique to the Township of North Kawartha. Planning and development fees and the supporting documents you may be required to provide are requirements throughout the Province of Ontario.

This guide is intended to assist members of the public when applying for policy and land use changes. Although the descriptions in the following pages are abbreviated they will hopefully provide you with a better understanding of the policies that are in place and describe the amendment process needed if your proposal does not conform to the policies and by-laws that govern development in the Township of North Kawartha.

For further clarification of the information contained in this guide it is recommended that you speak to the Building/Planning Department. It is also advisable that you contact an independent planner and/or other professionals to guide you through your development project.

**Proper development is in your best interest  
and will enhance the value of your property.**

**This is not a legal document and should not be regarded as one.**

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## Application Process

A planning application is required when a property owner proposes a change to his or her property where it does not conform to planning documents. Different applications are required for different land changes. Examples of some planning applications are Official Plan Amendment, Zoning By-law Amendment or Minor Variance Application. It is suggested that you contact the municipal office to determine what application(s) is required for your development.

Although there are several applications, the process of approval can be similar. Before beginning the application process, contact the municipal office to find out what information you need to include with your application. Also, a complete listing of information to be included with your application is on the information sheets that are provided with the application. Council will not approve the processing of applications that are incomplete.

**NOTE: Applicants for developments are advised (depending on the scope of development) to retain the services of professionals (planner, lawyer, engineer, hydrogeologist, etc.) to assist them in the development process.**

If you require any information with respect to completing an application contact:

**The Township of North Kawartha  
Building/Planning Department**  
280 Burleigh Street, P.O. Box 550  
Apsley ON K0L 1A0  
Phone: (705) 656-4445, Fax: (705) 656-4446  
Website: [www.northkawartha.on.ca](http://www.northkawartha.on.ca)  
Email: [j.sangster@northkawartha.on.ca](mailto:j.sangster@northkawartha.on.ca)

After submitting the appropriate application(s) along with the prescribed fee, to the municipal office it will be taken to a council meeting for Council to receive it and direct staff to proceed. The time it takes to process your application will vary for each type of application. In most cases a public meeting must be held so that anyone affected is able to make their comments known about the application. After the public meeting, the appropriate approval authority (County of Peterborough, Committee of Adjustment, Peterborough County Land Division Committee or Council) will make a decision to defer, approve or refuse your application based on information received throughout the process. Anyone can appeal the approval authority's decision within the allotted appeal period (the time period varies depending on the application) to the Ontario Municipal Board (OMB); an appeal fee is required by the OMB. If there is an appeal to the OMB, a hearing will normally be held and a decision is rendered by the Board. If there is no appeal to the OMB, the decision will stand.

The Building/Planning Department review all applications submitted prior to Council's review. It is recommended that all applicants contact the Building/Planning Department prior to submission.

Applicants may provide photographs, drawings, sketches etc. with their application to Council. All documents provided to Council become part of the file.

**Remember: All costs associated with the processing of any application are the responsibility of the applicant.**

## MINOR VARIANCE

Minor Variances are granted to allow development to proceed without being in exact conformity with the requirements of the Zoning By-law. They are a special privilege and there must be a valid reason why the by-law cannot be met in order for a Minor Variance to be granted. The Committee of Adjustment must also make sure that the granting of a Minor Variance does not undermine or violate the original purpose of the policies that the municipality has in place.

### Minor Variance Applications

Your Minor Variance application will be considered by the Township of North Kawartha Committee of Adjustment. Any decision rendered by the Committee may be subject to **such terms and conditions as the Committee considers advisable.**

**\*\* While the Application Form sets out the minimum requirements for a sketch, please be aware that an up-to-date location survey will be required for most applications. Please ensure that all structures (including decks, accessory buildings, site detail and features etc.) are shown on the site/survey and that all setbacks are shown and measured accurately. For Waterfront properties elevation detail should also be indicated on the survey.**

FEES: Municipal Application Fee \$600.00\*\*,  
For amended application and recirculation \$400.00\*\*

**\*\* While every effort is made to ensure that the application fee covers all costs of processing the application, the Applicant will be responsible for any additional fees that may be required by any other agency for the review of planning and development proposals and/or any additional applications for providing related approvals and services.**

### Procedures

**Processing of your application will take a minimum of 50 days upon receipt of a complete application, including all information that is required and assuming no complications arise.**

Upon submitting an Application for Minor Variance, the Committee suggests that the Applicant contact all neighbours, relevant ministries and agencies to inform them of their plans.

Upon receipt of a **complete** Application for Minor Variance, a Public Hearing shall be held within 30 days of the application being received by the secretary-treasurer. The Planning Act prescribes that a **Notice of the Hearing** shall be

given at **least 10 days before the day of the Hearing** by prepaid first class mail to all property owners within 60 metres of the subject property and to the appropriate agencies. It is also required to post a Notice of Hearing on the subject property.

The **Public Hearing** will be held in the Council Chambers of the Municipal Building. It is recommended that you attend the Hearing or have someone else represent you. If necessary, arrangements will be made to do a site visit, individually by committee members, after the formal part of the Hearing. If the subject property is on an Island, the Committee will request the Applicant to provide boat transportation. The Committee will reconvene at a future meeting after the site visit and a decision will be rendered. The Committee may also reserve its decision pending receipt of further information, as they may deem necessary.

When making a decision about the application, the Committee must consider:

- 1) Is the request minor in nature
- 2) Is it desirable for the appropriate development or use of the land, building or structure
- 3) Does it maintain the general intent of the Official Plan
- 4) Does it maintain the general intent of the Zoning By-law.

**All four of these requirements must be met in order for the application to be approved.**

Upon making a decision, whether granting or refusing, an application, a Notice of Decision will be sent to the applicant and/or his Agent and to each person who filed with the secretary-treasurer a written request for notice of the decision. The approval of a Minor variance may accompany certain conditions.

There is a 20 day appeal period from the date of the decision within which the applicant and/or his Agent or any other person or public body who has an interest in the matter may appeal the decision of the Committee to the Ontario Municipal Board.

If no appeal is received within the 20 day appeal period, the decision of the Committee of Adjustment is final and binding.

**\*\*\* The information contained in this document is general in nature - for more specific information please contact the Building/Planning Department.**

## ZONING BY-LAW

A Zoning By-law is a legal document that regulates the use of land within the Municipality. The By-law states what each parcel of land can be used for, where and what types of buildings or structures may be located on the land and the requirements of lot sizes, parking lots, building heights and setbacks, etc. The Zoning By-law must conform with Peterborough County's Official Plan,

### Zoning By-law Amendments

Sometimes it is necessary to amend the Zoning By-law if the zoning on your property does not permit a proposed development.

An information sheet is provided with an application for a Zoning By-law Amendment to assist with completing your application. Contact the Building/Planning Department for further assistance. The Council of the Township of North Kawartha will consider your Application for a Zoning By-law Amendment.

FEES: Municipal Application Fee \$1000.00\*\*

For amended application and recirculation \$750.00\*\*

***\*\*While every effort is made to ensure that the application fee covers all costs of processing the application, the Applicant will be responsible for any additional fees that may be required by any other agency for the review of planning and development proposals and/or any additional applications for providing related approvals and services.***

### Procedures

**Processing of your application will take a minimum of 90 days upon receipt of a *complete* application, including all information that is required and assuming no complications arise.**

Upon submitting an Application for a Zoning By-law Amendment, the municipality suggests that the Applicant contact all neighbours of the subject land, relevant Ministries and other agencies to inform them of your plans.

Upon receipt of a complete Application for an Amendment to the Zoning By-law, your application will be forwarded to the Township Planner for processing



A Public Meeting shall be scheduled, under the regulations of the Planning Act, after the application has been **deemed complete** by the Township Planner and the Township Planning Department.

The Planning Act prescribes that a **Notice of the Public Meeting** shall be given **at least 20 days before the day of the Meeting** by prepaid first class mail to all property owners within 120 metres of the subject property and to the appropriate agencies. It is also required to post a Notice of Public Meeting on the subject property.

The Public Meeting will be held in the Council Chambers of the Municipal Building. It is recommended that the applicant attend the meeting or have someone else represent you.

All written submissions will be presented at the Public Meeting. Anyone in attendance will be given the opportunity to speak in support of or in opposition to the proposed Zoning By-law Amendment. If there is no opposition to the Zoning By-law Amendment submitted at the time of the Public Meeting then Council may pass the By-law later in the meeting or at a subsequent meeting of Council.

There is a **20 day appeal period from the date of the Notice of Passing being mailed**. Only the applicant or a person or public body who, before the By-law was passed, made oral submissions at a public meeting or written submissions to council may appeal the By-law to the Ontario Municipal Board. (If Council refuses or neglects to make a decision on the By-law within 120 days the applicant may appeal to the Ontario Municipal Board.)

If no appeal is received within the 20 day appeal period, the By-law becomes effective on the date of passage.

### **Holding Provision**

Sometimes Council imposes a Holding Provision on a parcel of land to prevent or limit the use of the land. This is done to allow for the orderly phasing of development of the land, to ensure and to allow for the implementation of special design features.

A Holding Provision will not be removed from the parcel of land until all necessary agreements have been registered on title, the conditions of the draft plan approval have been met and all the objectives of the Holding Provision have been met.

## **Removal of Holding Provision**

When a property owner wishes to remove the Holding Provision from a parcel of land, he must make application to do so, using the same application form that is required for a Zone Amendment. The fee for removal is \$500.00. While legislation is silent on the number of days and the area required for notification, the Municipality utilizes a process similar to Zone Amendments to determine a circulation list and provides reasonable notice. Also a number of Public Agencies are notified. A Public Meeting will be held as soon as is reasonably possible and at Council's discretion anyone in attendance will be given the opportunity to speak in support of or in opposition to the application. All written submissions will also be heard at this meeting. If there is no opposition submitted at the time of the Public Meeting, Council may pass the By-Law to remove the Holding Provision later in the meeting or at a subsequent meeting. There is no appeal period for this by-law and the property owner, applicant and agent will be notified in writing of Council's decision.

## **Temporary Use**

A Temporary Use is a By-law passed by the Council to allow a temporary use of land, buildings or structure for a limited time, which is otherwise prohibited by the Zoning Bylaw.

The time period that the Temporary Use is allotted will be set out in the Temporary Use By-law but will not exceed 3 years. Additional 3 year extensions may be granted by Council upon the receipt and processing of a further application. When the Temporary Use By-law expires the continued use of the land, building or structure must conform to the original By-laws of the Municipality and may not be used for what the Temporary Use By-law permitted.

**\*\*\* The information contained in this document is general in nature - for more specific information please contact the Building/Planning Department.**

## **OFFICIAL PLAN**

An Official Plan sets policies for guiding proper land use and development in the community. It outlines where residential, industrial and commercial areas are contemplated. The County of Peterborough Official Plan functions as the lower tier Official Plan for the Township of North Kawartha as well as two other municipalities in the County. When Peterborough County undertakes the preparation of the Official Plan, they utilize input from the Municipal Councils, the public, ministries and other agencies and the Official Plan shall be consistent with the Provincial Policy Statement. A copy of the County of Peterborough Official Plan can be viewed at their website at [www.county.peterborough.on.ca](http://www.county.peterborough.on.ca).

If you want to use your property or develop it in a way that does not conform to the Official Plan then an Official Plan Amendment may be necessary. It is advisable to contact the staff of the North Kawartha Building/Planning Department and the County of Peterborough Planning Department to review your proposed land use proposals and to guide you through this process. For further information regarding the procedures for an Official Plan Amendment and a copy of the application, please refer to the County of Peterborough Website.

## PREDEVELOPMENT AGREEMENTS

When your development application is received you may be required to enter into a Predevelopment Agreement with the Township of North Kawartha to demonstrate your commitment to your project. Both the developer and the Corporation of the Township of North Kawartha must sign the predevelopment agreement. It can include, but is not limited to, information such as:

- Both names of the developer and corporation
- What land the developer is interested in
- What the developer has applied for (i.e. Official Plan Amendment, Zoning Bylaw Amendment)
- What the developer and corporation agree to
- What is required from the developer (i.e. deposits, fees, drawings).

The predevelopment agreement can also include that certain studies need to be completed on the subject land before you may begin developing it. (See Studies Pages)

The type of application that you submitted will determine the information that is put into a predevelopment agreement. Predevelopment agreements are unique to the individual development proposal.

Before you can begin completing the requirements of the predevelopment agreement the necessary **deposits** (as outlined in the Predevelopment Agreement) need to be made to the Building/Planning Department. **Deposits are required to cover the costs associated with processing your application to development completion. The Township of North Kawartha does not accept any responsibility for costs associated with land use changes or the development process.**

***The decision whether a predevelopment agreement is required will be made by Council in consultation with their township planner and/or engineer, legal council and any other appropriate agencies.***

## STUDIES

As part of the review and decision making process you may be required to obtain studies pertaining to the lands being developed. The type of studies will be identified by the township planner and/or engineer on a case by case basis. The following is a list of possible studies that may be required to complete your development application; other studies, as determined by Council after consultation with the township planner and/or engineer, may be required.

The County of Peterborough and the Peterborough County/City Health Unit or other approval authorities or agencies may require additional studies that are not listed.

The studies help Council and the other authorities to better understand how your development will impact neighbouring properties, the township as a whole and the character of the area. The results assist Council in making decisions about the application for a land use change.

**NOTE: The costs associated with having studies completed are the responsibility of the Developer. For your own protection it is advisable to get more than one quote**

Many of these studies are co-related and are undertaken at the same time.

### List of Studies/Reports

**Archaeological Study** – Searching of the area to find historical artifacts of human activities from the past.

**Areas of Natural and Scientific Interest** – Is used to determine the potential impact of a development on or near an area that is identified as an Area of Natural and Scientific Interest. It ensures that the development will not negatively impact the natural features or the ecological functions that have been identified in that area.

**Aquatic Habitat Analysis** - Is used to determine how much the aquatic habitat will be affected by the development.

**Economic Impact** –The Township of North Kawartha will look at the economic impact a proposed development will have on the financial position of the municipality and that the services required by the municipality will not be disproportionate in relation to the taxable assessment of the development.

**Environmental Impact Report** – An in-depth evaluation of the impacts the development will have on the environment. Also, it includes suggestions on how to reduce or eliminate the impacts on the environment.

**Environmental Review and Report** – The intent of the review is to assess the effects the development may have on the natural environment and the ability of the environment to absorb the effects caused by the development. From the report, Council in cooperation with the Ministry of Natural Resources, Ministry of the Environment and the Trent Severn Waterway will decide if an Environmental Impact Report is necessary.

**Floodplain Hydrology Analysis** – Floodplain Hydrology analysis looks at the mapping of floodplains in the area and how the earth is able to accommodate the water in the floodplain areas.

**Geotechnical Report** – Reports on the condition of the site proposed for development, such as subsurface data. It also makes engineering design suggestions for the site based on the interpretation of the subsurface data.

**Hydrogeological Report** – Indicates if there is an adequate supply of potable water available for a particular area and if the site can absorb wastes from the proposed septic system without exceeding the Ministry of Environment guidelines for groundwater impact.

**Hydrology** - The study of the water cycle and the flow of water on and under the earth's surface. It also looks at the water in the atmosphere.

**Leachate** – Looks at the possible contamination of water as it trickles through materials at the development site and after the site has been developed.

**Noise Study**- Is used to determine the level of noise the development will bring to the area and how it will impact those that live close to the development.

**Noxious Gas**– Looks at the amount of noxious gases that will be released into the atmosphere from the development and determines the impact it will have on the area.

**Soil Quality Assessment** – Examination of the development site's soil to identify potential contamination. If the site is contaminated, it must be fully investigated and a clean up plan prepared. Also, a legally binding commitment to implement the clean up plan will be required.

If sites have already been identified as being potentially contaminated a report describing the nature and extent of contamination will be required.

**Stormwater Management Reports** – Is used to determine the changes in stormwater runoff a development will have on existing watercourses. It will also include information that will provide improvements to the stormwater runoff that are required to allow a development on the proposed land. Refer to the Ministry of Environment's current Stormwater Management Guidelines.

**Terrain Analysis** –Is an interpretation of the terrain (the slope, etc.) and the effect the development will have on it. It also includes soil analysis that looks at the soil's stability to hold the proposed development and soil erosion.

**Traffic Study** – Is used to measure the amount of traffic the development will bring to the municipality and how it will impact the area roads and streets.

**Watershed** – Looks at the land area that drains water into a water source (river, lake, pond). This is important in developing land because the development may cause contaminants to get into water sources.

**Wildlife Habitat** - Is used to determine how much the wildlife habitat will be affected by the development.

**The above are examples of required studies. Additional studies may be required as a result of specific site conditions and peer review.**

## SITE PLAN CONTROL

Some proposals may require site plan approval before proceeding with the development based on the type of application or in effect by-laws. This allows the township to participate in determining the location of various elements to be included in the developments overall design. It also assists the township in ensuring that developments include all required facilities and design elements to help the development be compatible with the new use and adjacent lands.

FEES: Municipal Fee for Site Plan Agreement (Minor) \$500.00 plus \$2000 security deposit

Municipal Fee for Site Plan Agreement (Major) \$750.00 plus \$4000 security deposit

*While every effort is made to ensure that the application fee covers all costs of processing the application, the applicant will be responsible if there are any additional costs.*

### Procedures of Site Plan Approval

**Processing will take a minimum of 30 days upon receipt of a complete application, including all information that is required and assuming no complications arise.**

When filling out an application for Site Plan Approval it may be helpful to refer to the Site Plan Control Guidelines, which is available with the application. This guideline states all the submission requirements that may be required to accompany your application. It also describes the Site Plan Approval process in detail.

With your application for Site Plan Approval, Council may require:

- Plans showing the location of buildings and structures and/or proposed location of buildings and structures, as well as all facilities and works certified by an Ontario Land Surveyor
- Detailed drawings certified by an engineer and/or architect that show the plan, elevation and cross-section views for each building. It also has to show the massing and conceptual design of the buildings, the relationship of the buildings to other buildings, streets and exterior areas that the public have access to and the interior walkways, stairs and escalators that the public have access to. The drawings exclude the layout of interior areas (except the above mentioned), colour, texture and type of materials, window detail, construction details, architectural detail and interior design.
- Widening of highways



- Access ramps, curbing and traffic direction signs in accordance with The PublicTransportation and Highway Improvement Act
- Pedestrian walkways
- Lighting of the land, buildings or structures
- Landscaping (walls, fences, shrubs, trees, groundcover)
- Easements for construction, maintenance or improvements for waterways, ditches, land drainage works and sewerage facilities
- Grading or elevation of the land
- Any work in relation to access ramps, driveways, parking and loading areas and walkways.

**NOTE: All plans and drawings should be in Metric and Imperial Terminology. All plans shall conform to the Ontario Building Code where applicable.**

Upon receipt of the complete application for Site Plan Approval including detailed site plans, supporting documentation and the appropriate processing fees, Council will authorize the processing of your application. Copies of the site plan will be given to the township planner and/or engineer to review and report back to Council or any other agency as Council may deem appropriate.

***Council will make their decision based on information provided to them by the township planner and/or engineer or other authorities.***

If Council is satisfied with the site plans and drawings, they may approve the site plan with conditions. **As a condition of Site Plan Approval, Council will require the owner/developer to enter into a Site Plan Agreement.** Conditions imposed by Council could require the developer to provide further information, at no cost to the municipality.

If the landowner is unsatisfied with the conditions of approval, the landowner can refer to the Ontario Municipal Board by written notice to the secretary of the Ontario Municipal Board and to the municipal clerk.

### **Site Plan Agreement**

As a condition of the Site Plan Approval you will be required to enter into a Site Plan Agreement. The agreement is between the developer and the Corporation of the Township of North Kawartha and defines the conditions of the Site Plan Approval, the works and actions required and the required guarantees of performance. Also, the plans and drawings for the development will be included as part of the agreement.

**The Site Plans must be approved before a Site Plan Agreement is executed. Land Use and/or Building Permit issuance cannot take place until site plan agreement is executed and registered on title.**

**NOTE: No development is to begin on the land until the owner/developer and the municipality have entered into an agreement or in the case of a referral, the Ontario Municipal Board, has approved the Site Plans.**

## **SEVERANCES /CONSENTS**

A land severance (also known as a consent) is the division of your land, which creates separate parcels. The Peterborough County Official Plan has specific requirements and/or conditions for land severances. Being approved for a land severance depends on lot size, compatibility, public and private roads, conformity to the Peterborough County Official Plan and the Municipality's Zoning By-law, water supply, sewage disposal, etc. The Peterborough County Land Division is the approval authority for a Severance Application.

### **Procedures**

It is recommended that you have a **Preliminary Severance Review** completed by the County Planning Department to determine if the land qualifies to be severed.

This is done by filing a Severance Proposal Form, which determines if the severance conforms to the County Official Plan. This review will tell you whether or not Peterborough County will support your proposal before you submit a formal application with Land Division. Along with the completed form you will need to submit a sketch showing your property, surrounding properties and the proposed area of severance (with its size and relation to other properties). Make sure all the information required is submitted with the proposal form, if any information is missing, it will cause a delay in the application process.

If the Severance Proposal report from the Peterborough County is favourable for a land severance, you can then proceed to file a formal application to the Peterborough County Land Division.

### **Formal Application**

The Severance Proposal Form and the Formal Application for Consent (severance) are both available on the Peterborough County website [www.county.peterborough.on.ca](http://www.county.peterborough.on.ca). It is also available at both the county office and the municipal office. Attached to the application is an instruction sheet describing the information that needs to be submitted with your application and the fees required by the County for processing your application. Make sure that the

application is complete before submitting it to prevent any delays in the application process.

### **Processing of Your Application**

Upon receipt of your completed application, the County Land Division will circulate copies to various ministries, agencies and the Township of North Kawartha for comments. When all comments have been returned, the County Planning Department will do a final planning report to determine whether or not the consent should be approved.

### **Decision**

The Decision with respect to your application for severance will be made in one of two ways:

**For all straight-forward applications**, the Director of Planning has the authority to grant approval.

**For all disputed applications** – a hearing of the Peterborough County Land Division Committee will be necessary and the decision lies with the Committee – you will be notified of the time and date of the hearing. It is advisable for you, or your agent, to be present at this hearing.

***The County Land Division will make their decision based on information provided to them by the Township of North Kawartha, other authorities, ministries, other professionals, adjacent property owners and any other interested parties, where appropriate.***

**A Notice of the Decision** will be mailed to you and to anyone else who requested to be notified of the decision. The Notice of Decision will set out the last day of appeal against the decision and the expiry date of your approval. It will also set out any conditions, which have been imposed on the approval. **It is necessary for you to fulfill these conditions prior to the one-year expiry date stated on your Notice of Decision.**

The secretary-treasurer of the Peterborough County Land Division Committee or the Township of North Kawartha office will be able to further instruct you with respect to the fulfillment of the conditions.

**If you require any information with respect to severance procedures** within the Township of North Kawartha you may contact:

Building/Planning Department  
Ph: 705-656-4445, Ext 231 Fax: 705-656-4446,  
email [j.sangster@northkawartha.on.ca](mailto:j.sangster@northkawartha.on.ca)

or contact

**Secretary-Treasurer of  
The Peterborough County Land Division Committee**  
705-743-0380, ext 310  
email [chrislang@county.peterborough.on.ca](mailto:chrislang@county.peterborough.on.ca)

## **Fees**

Each application that you submit will require a fee. These fees and any costs associated with an application or development are the **developer's** responsibility and will not be assumed by the municipality. The fees that are required when submitting an application are not unique to this township; all townships require a fee to cover the costs associated with the application process. Other outside authorities (County of Peterborough, Ministry of Environment, Ministry of Transportation, etc.) may also require fees that are necessary when applying for permits, studies or reviews. Please contact the specific agency for a listing of their fees.

While every effort is made to ensure that the application fee covers all costs of processing the application, the applicant will be responsible if there are any additional costs.

The fees required by the Township of North Kawartha are outlined in By-law Number 2014-020, which is attached to this document as Schedule A.

## Contact Information

### Adjoining Municipalities

Douro-Dummer	(705) 652-8392
Galway-Cavendish and Harvey	(705) 738-3800
Havelock-Belmont-Methuen	(705) 778-2308
Smith-Ennismore-Lakefield	(705) 292-9507
Highlands East	(705) 448-2981
Wollaston	(613) 337-5731
Bell Canada	310-2355
Nexicom	1-888-NEXICOM
<a href="http://www.nexicom.net">www.nexicom.net</a>	
County of Peterborough	(705) 743-0380 Ext.301
Clerk	(705) 743-0380 Ext.468
Planning - Keziah Waters	(705) 743-0380 Ext.336
Roads – Kendra Reid or Dave Turkington	(705) 775-2737
<a href="http://www.county.peterborough.on.ca">www.county.peterborough.on.ca</a>	
Environment Canada	(416) 743-4826
<a href="http://www.weatheroffice.ec.gc.ca">www.weatheroffice.ec.gc.ca</a>	
Greater Peterborough Area Economic Development Corporation	
GPA EDC Ann-Marie Kelleher	(705) 743-0777 Ext. 232
<a href="http://www.gpaedc.on.ca">www.gpaedc.on.ca</a>	
Hydro One	
Customer Billing & Service Inquires	1-888-664-9376
Power outage information	1-800-434-1235
<a href="http://www.hydroonenetworks.com">www.hydroonenetworks.com</a>	
Land Registry Office	(705) 755-1342
Ministry of Agriculture, Food and Rural Affairs	1-888-466-2372
<a href="http://www.gov.on.ca/OMAFRA">www.gov.on.ca/OMAFRA</a>	

**Contact Information – Continued**

Ministry of Culture – Chris Anderson <a href="http://www.culture.gov.on.ca">www.culture.gov.on.ca</a>	(416) 314-7159
Ministry of Environment <a href="http://www.ene.gov.on.ca">www.ene.gov.on.ca</a>	1-800-565-4923
Ministry of Municipal Affairs and Housing <a href="http://www.mah.gov.on.ca">www.mah.gov.on.ca</a>	1-800-267-9438
Ministry of Natural Resources <a href="http://www.mnr.gov.on.ca">www.mnr.gov.on.ca</a>	1-800-667-1940
Ministry of Transportation – Laurie Yaraskavitch <a href="http://www.mto.gov.on.ca">www.mto.gov.on.ca</a>	1-800-554-0487
Municipal Property Assessment Corporation (MPAC) <a href="http://www.mpac.on.ca">www.mpac.on.ca</a>	1-866-296-6722
Ontario Energy Board <a href="http://www.oeb.gov.on.ca">www.oeb.gov.on.ca</a>	1-888-632-6273
Ontario Municipal Board 655 Bay Street, 15 <sup>th</sup> Floor Toronto ON M5G 1E5 <a href="http://www.omb.gov.on.ca">www.omb.gov.on.ca</a>	(416) 326-6800
Peterborough County-City Health Unit	(705) 743-1000
Peterborough Regional Health Centre	(705) 743-2121
Township of North Kawartha CAO - Shannon Hunter Clerk – Connie Parent Chief Building Official – Jim Sangster Building/Planning Assistant- Janet Woodbeck Fire Chief – Max McCauley Parks and Recreation – Gary Gerald Road Department – Craig Watson <a href="http://www.northkawartha.on.ca">www.northkawartha.on.ca</a>	(705) 656-4445 Ext. 236 Ext. 234 Ext. 231 Ext. 264 Ext. 221 (705) 656-4922 (705) 656-4551
Trent-Severn Waterway – Wayne Mitchell	(705) 742-9267

## The Corporation of the Township of North Kawartha

### By-Law # 2014-020

#### Being a By-Law to establish Fees and Charges for various services performed by The Municipality and to Repeal By-Law # 57/13.

Whereas Section 391(1) of the Municipal Act S.O., 2001, Chapter c.25 provides that the Council of a Municipality may pass by-laws imposing fees or charges;

And Whereas it is expedient and necessary to repeal by-law #57/13 of the Township of North Kawartha,

Now Therefore the Council of The Corporation of The Township of North Kawartha enacts as follows:

Item Number	Description	Fee (includes any applicable taxes)
1.	Returned Cheques	25.00
2.	Photocopy (per page)	.50
3.	Fax Transmissions (per page)	1.00
4.	Tax Certificates (per roll #)	30.00
5.	Work Order (per roll #)	25.00
6.	Zoning (per roll #)	25.00
7.	Letter of Compliance (per roll #)	20.00
8.	Additional Items (per roll #)	3.00
9.	Zoning By-Law	30.00
10.	Inspection of Property	75.00
11.	Official Plan	30.00
12.	<b>Tax Research</b> - Up to three years minimum - Over three years minimum - Per Hour Amount after one (1) hour	10.00 25.00 25.00
13.	Minor Variance (plus any additional costs) -Amended application and re-circulation	600.00 450.00
14.	Zoning By-Law Amendment (plus any additional costs) -Amended application and re-circulation	1000.00 750.00
15.	Removal of Holding Zone	500.00

16.	Severance (cash-in-lieu) - waterfront - all other	1000.00 800.00
17.	Entrance Permits	125.00
18.	Temporary Entrance Permits	50.00
19.	Registration of Seasonal Conversion Agreement (per document) plus legal and registration	125.00
20.	Encroachment Agreement plus legal and registration	250.00
21.	<b>Site Plan Control Agreement</b> Minor Application -Security deposit -Administration fee Major Application -Security deposit -Administration fee	2000.00 500.00 4000.00 750.00
22.	Pre-Development Agreement -Security Deposit -Administration Fee	5000.00 750.00
23.	Plan of Subdivision -Security Deposit -Administration Fee	7500.00 750.00
24.	Plan of Condominium -Security Deposit -Administration fee	7500.00 750.00
25.	Interest on Accounts Receivable (excl. taxes)	1.25% per month
26.	Council Package CD	5.00
27.	911 Maps	10.00
28.	Closed Meeting Investigator Application Fee	125.00
29.	<b>Marijuana Grow Houses</b> Administration Fee Township Employee Fee (per hour/per employee) Non-Township Employee Fee	250.00 75.00 Invoice amount payable
30.	<b>Clean and Clear By-law</b> Administration Charge (plus cost recovery for work undertaken)	75.00
31.	<b>Banner Policy</b> Each organization is permitted either a pole (10 poles) or over street banner installation per calendar year at no charge. Subsequent	50.00



	installations or locations per calendar year will require a fee of \$50 payable in advance of installation.	
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### North Kawartha Community Centre Facility Rates

Facility	North Kawartha Community Centre			Wilson Park		Glen Alda
	Banquet Hall	Multi-Purpose Room	Arena Surface	Banquet Hall	Park	Banquet Hall
<b>HST (13%) not included in rental rates.</b>						
Monday to Thursday	\$40.00/hr	\$15.00/hr		\$20.00/hr		\$15.00/hr
Friday to Sunday*	\$60.00/hr	\$25.00/hr		\$40.00/hr		\$25.00/hr
Flat Rate for 8 hours – day or evening	\$300.00	\$100.00	\$600.00**	\$200.00	\$80.00	\$125.00
Sports Activities without ice			\$35.00/hr			
Primetime Ice Rental Rate (Effective July 1, 2014)			\$110.00/hr			
Non-Primetime Ice Rental Rate Monday – Friday (7am-3pm) (Effective July 1, 2014)			\$75.00/hr			
Apsley Minor Sports ice Rental Rate (eg. Minor Hockey, Figure Skating, Ringette, etc) (Effective July 1, 2014)			\$80.00/hr			
Enhanced User Group***	\$1.00 per person	\$1.00 per person		\$1.00 per person		\$1.00 per person
Public Skating/Adults and Tots			\$2 per skater / \$5 per family			
Pick Up Hockey/Shinny Hockey			\$5 per skater			
After School and School Skate			\$1 per student			

\* Hourly rates provided from Friday to Sunday are for a maximum of 4 hours.

\*\* Excludes dances, trade shows, etc. Rates for these or similar special events will be negotiated depending on requirements and level of service required by Township.

\*\*\* If a User Group meets the Enhanced User Group criteria, members pay \$1.00 per person per visit.

The Enhanced User Group (EUG) criteria includes but is not limited to the following;

- Non-profit or not-for profit basis only. Fundraising or revenue cannot be generated when renting a facility under the Enhanced User Group agreement.
- Rental days and times to be agreed upon by both parties.
- EUG responsible for the set-up, take-down and cleaning. The premises shall be left ready for the next rental group.
- Activity or group must be approved and in most cases open for all to join or attend.
- EUG must dedicate a liaison that will be responsible and correspond with the Township.

\*\*\*\* Discounts are available to regular rental groups (minimum 6 times annually) of banquet hall facilities only. Please enquire for more information.

### **North Kawartha Community Centre Advertising Rates**

Dasher-Board	Orange Zone	\$150.00 (annually rental)
	Blue Zone	\$100.00 (annually rental)
	Installation Fee	\$100.00 (includes Lexan Protection)
Ice-Resurfacers	16" w x 24" h (exhaust right side)	\$100.00
	20" w x 9" h (propane tank – right rear)	\$100.00
	16" w x 16" h (front corners of hood)	\$100.00 each space
	60" w x 20" h (side of hood)	\$200.00 each space
All rates are annual and do not include HST or artwork.		

## North Kawartha Fitness Centre Membership Rates

### Rate/Fee Package Information:

#### Adult:

- Ages 18 to 64.
- A Health Canada Par Q and You form must be completed in order for membership to be accepted
- 12 month Membership  $\$221.24 + 13\% = \$250$
- 6 month Membership  $\$123.89 + 13\% = \$140$
- 1 month Membership  $\$26.55 + 13\% = \$30$
- Daily Pass  $\$7.08 + 13\% = \$8$
- Annual Weekends (52 weekends - Fri. 4pm to Sun. 9pm)  $\$132.74 + 13\% = \$150$
- Anytime Week (7 consecutive days)  $\$13.27 + 13\% = \$15$

#### Senior:

- Ages 65 and up.
- A Health Canada Par Q and You form must be completed in order for membership to be accepted
- 12 months Membership  $\$154.87 + 13\% = \$175$
- 6 months Membership  $\$88.50 + 13\% = \$100$
- 1 month Membership  $\$17.70 + 13\% = \$20$
- Daily Pass  $\$4.87 + 13\% = \$5.50$
- Annual Weekends (52 weekends - Fri. 4pm to Sun. 9pm)  $\$92.92 + 13\% = \$105$
- Anytime Week (7 consecutive days)  $\$8.85 + 13\% = \$10$

#### Youth/Student:

- Ages 13 to 17 or with valid University/College Photo Id card to age 25

- Ages 13 to 15 must be accompanied by adult/guardian and receive the Equipment Orientation Program.
- A Health Canada Par Q and You form must be completed in order for membership to be accepted
- 12 months Membership \$168.14 + 13% = \$190
- 6 months Membership \$97.35 + 13% = \$110
- 1 month Membership \$22.12 + 13% = \$25
- Daily Pass \$5.31+ 13% = \$6
- Annual Weekends (52 weekends - Fri. 4pm to Sun. 9pm) \$100.88 + 13% = \$114
- Anytime Week (7 consecutive days) \$11.06 + 13% = \$12.50

## **Family**

- 2 Adults and Youth/Children as described above.
- Members must be immediate family and live in the same household.
- A Health Canada Par Q and You form must be completed for all members in order for membership to be accepted
- 12 months Membership \$488.50 + 13% = \$552
  - Cost calculated as 2 adults and 1 youth/student – 20%
- 6 months Membership \$276.11 + 13% = \$312
- 1 month Membership \$60.18 + 13% = \$68
- Daily Pass - \$15.49 + 13% = \$17.50
- Annual Weekends (52 weekends - Fri. 4pm to Sun. 9pm) \$292.92 + 13% = \$331
- Anytime Week (7 consecutive days) \$30.09 + 13% = \$34

## **Special Fitness Centre Memberships**

- Special Fitness Centre Memberships/Rates/Discounts may be available from time to time as approved by resolution of Council (ie. summers/holidays)

**Bonus Benefits**

In addition to Fitness Centre Access, all **Annual** Fitness Centre packages will receive the following additional benefits;

- Free Public Skating
- 10% discount on ice rentals.
- 10% discount on Community Centre run fitness classes.

**Read a first, second and third time and passed in open Council on the 4th day of March, 2014.**

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Jim Whelan, Mayor

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Connie Parent, Clerk