

Kawartha Lakes Economic Recovery Task Force Agenda

ERTF2020-02

Tuesday, June 16, 2020

Commencing at 10:00 a.m. - Electronic Participation

Lindsay Service Centre - 2nd Floor

180 Kent Street West

Lindsay, ON K9V 2Y6

Members:

Mayor Andy Letham

Deputy Mayor Patrick O'Reilly

Councillor Kathleen Seymour-Fagan

Councillor Andrew Veale

Bjorn Alfredsson

Jill Quast

Mark Wilson

Director Chris Marshall

Director Juan Rojas

Note: This is an electronic participation meeting and public access to the Development Services Boardroom will not be available. Please visit the City of Kawartha Lakes Youtube Channel at <https://youtube.com/c/CityofKawarthaLakes> to view the proceedings.

Accessible formats and communication supports are available upon request. The City of Kawartha Lakes is committed to accessibility for persons with disabilities. Please contact AgendaItems@kawarthalakes.ca if you have an accessible accommodation request.

		Pages
1.	Call to Order	
2.	Adoption of Agenda	
3.	Disclosure of Pecuniary Interest	
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14. **Next Meeting Date**

15. **Adjournment**

The Corporation of the City of Kawartha Lakes

Minutes

Economic Recovery Task Force

ERTF2020-001

Tuesday, June 2, 2020

1:00 P.M.

Lindsay Service Centre - 2nd Floor

180 Kent Street West

Lindsay, ON K9V 2Y6

Members:

Mayor Andy Letham

Deputy Mayor Patrick O'Reilly

Councillor Kathleen Seymour-Fagan

Councillor Andrew Veale

Bjorn Alfredsson

Jill Quast

Mark Wilson

Director Chris Marshall

Director Juan Rojas

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1. Call to Order

Mayor Letham called the meeting to order at 1 pm. Deputy Mayor Patrick O'Reilly, Councillor Veale, Staff present were Directors Chris Marshall and Juan Rojas, Rebecca Mustard, Manager of Economic Development, Wendy Ellis, Executive Assistant, Development Services, and Lori Ferguson, Administrative Assistant, Building Division.

2. Adoption of Agenda

Moved By Councillor Veale

Seconded By Deputy Mayor O'Reilly

That the June 2, 2020 Economic Recovery Task Force Agenda be adopted.

Carried

3. Disclosure of Pecuniary Interest

There were no declarations of pecuniary interest disclosed.

4. Adoption of Minutes

5. New Business

5.1 ERTF2020-01.5.1

Appointments - Memorandum

Mayor Letham advised the Task Force members are delegated the authority to appoint community representatives to the Task Force from the sectors identified in the Terms of Reference. The three community members to be appointed at this time are Mark Wilson, founder and President of MVW Construction and Engineering Inc., Jill Quast, owner of Happy Days Houseboats in Bobcaygeon and Bjorn Alfredsson is the retired owner and operator of Holsag Canada. Mayor Letham thanked the community appointees for volunteering their time to be a member of this Task Force.

Moved By Director Marshall

Seconded By Deputy Mayor O'Reilly

That Bjorn Alfredsson, Jill Quast and Mark Wilson be appointed to the Economic Recovery Task Force.

Carried

5.2 ERTF2020-01.5.2

Review and Confirm - Terms of Reference for the Economic Recovery Task Force

The Task Force members reviewed the Terms of Reference for the Economic Recovery Task Force and there were no questions from the members. Mayor Letham noted Director Marshall represents the development portion and Director Rojas represents the development and engineering portion of this Task Force.

6. **Focus Area 1: Infrastructure Stimulus**

Director Rojas provided an overview of the Infrastructure Stimulus report that is attached to Report ED2020-016 Economic Recovery Task Force Terms of Reference. The first section (Appendix B) was the Active Municipal Construction Projects and Upcoming Municipal Construction work. The members asked Director Rojas several questions.

Director Rojas discussed with the members the Third Party Agency Projects (Appendix C) and Shovel Ready Design Projects (Appendix D) and the members asked several questions on the two reports.

Mayor Letham asked staff to circulate Report ED2020-016 so that the members could review the reports further following the meeting. Staff noted the report is also available on the City of Kawartha Lakes Website.

7. **Focus Area 2: Development Approvals**

Director Marshall provided an overview of the Development Approvals Report that was included in Report ED2020-016 as Appendix E. Director Marshall stated the first few projects were approved by Council at the May 26th Council meeting. Director Marshall stated staff are currently dealing with a large backlog of applications due to the pandemic but a July Planning Advisory Committee (PAC) and Committee of Adjustment meetings are scheduled to complete several of these applications.

The members asked Director Marshall several questions on the report.

Mayor Letham asked staff to provide the planning staff that are involved in the development approvals for the next meeting.

There were further questions asked regarding the report.

Mayor Letham asked staff to provide a breakdown of the processes for the next meeting and to circulate to the Task Force members.

Mayor Letham asked staff if there is an opportunity to utilize staff in the Economic Development department to work with the Planning staff to serve as a business Economic Development liaison person between both departments to help close the gap in the process.

There were further questions asked by the members.

Deputy Mayor O'Reilly asked staff to circulate a list to the members of projects that have been appealed.

Director Marshall and Rebecca Mustard noted staff are open to suggestions and there are areas in the process that can be streamlined to improve efficiencies.

8. Focus Area 3: Business Recovery

Rebecca Mustard provided an overview of the Kawartha Lakes COVID-19 Business Impact Survey results. Rebecca advised the survey was conducted in two phases, (1) scientific representative phone survey, and (2) online open to all local businesses. A total of 502 business responded with a good cross-section of the business community.

Rebecca updated the Task Force on several initiatives to address business recovery including the development of shop local and tourism marketing campaigns and a new online transaction support program through Digital Main Street in partnership with Shopify and Google.

Rebecca advised the Task Force that campaigns will have three main targets: local residents shop local, visiting family, relatives and friends, and a broader tourism campaign.

The Task Force Members asked several questions on the Digital Main Street program.

Jill Quast reiterated the importance of how the tourism message is communicated with the community and public perception to be welcoming and that comfort station infrastructure such as washrooms and garbage cans needs to be in place.

Mayor Letham asked staff to draft messaging for the media and review with the Taskforce prior to issuing.

Bjorn Alfredsson asked staff to circulate the presentation to the members so that the members can review prior to the next meeting.

Rebecca noted the results were first being shared with the members to day and then will be circulated and made available on the City Website.

9. Engagement Strategy

Mayor Letham asked for the members to give further thought on this matter and that this item will be discussed at our next meeting.

10. Timelines

Mayor Letham asked the members if they had any items that should go forward to the June 23rd Council meeting.

Director Rojas raised the issue of outdoor patios in the community and if we should consider enlarging the patio areas including the fire regulations as well and make a recommendation to Council.

Director Rojas noted our department have 10 patio licenses currently in draft and should staff request the business's to send the amounts to our office, providing that Council waives the fee then staff will return the cheques to the business's.

Mayor Letham agreed for staff to hold the cheques until after the Council meeting and if Council waives the fee staff will return the cheques to the business's.

11. Round Table Discussion

The Task Force had a round table discussion that included a suggestion to have signage on the main street to encourage the public to shop local and that e-transactions will be accepted.

Mayor Letham asked staff to bring forward the Shop Local Campaign plan to our next meeting.

Mayor Letham asked all the members to contact staff by e-mail if you would like items added to the Agenda for our next meeting.

Mayor Letham noted Tom Phillips from Sir Sandford Fleming College would like to join this Task Force and I suggest we add him as a community member.

Director Rojas commented if we could consider including the Active Transportation Plan with the community events in the community. Director Marshall suggested to have a discussion off-line with Director Rojas on this matter.

There was further discussion on helping the community by opening restaurants for the public and opening the Boys and Girls Club so the parents can return to work.

The members discussed the shop local campaign and if there were ways to put pressure on the Province to open up restaurants, tourism/culture related events.

12. Correspondence

Mayor Letham advised there is a media briefing held tomorrow and a soft messaging regarding patios, restaurants and the Boys and Girls Club will be circulated.

13. Adjournment

Mayor Letham suggested our next meeting will occur in two weeks and staff will send out the notification to all of the members.

Mayor Letham adjourned the June 2, 2020 Economic Recovery Task Force meeting at 3:10 p.m.



A Guide to the Land Severance Process

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What is a land severance and why do I need approval?

A land severance is the authorized separation of a piece of land to form two new adjoining properties. This is commonly known as a **consent**. It is required if you want to sell, mortgage, charge or enter into any agreement for (at least 21 years) a portion of your land. If the two parts are split readily, by road or railway for example, consent is not needed.

The City of Kawartha Lakes has an approved official plan with specific policies and requirements for land severance. In addition to the division of land, rights-of-way, easements and any change of your existing property boundaries also require land severance approval.

If several severances are intended in the same area, a plan of subdivision may be more appropriate. It is up to the Committee of Adjustment to decide whether a consent is the best approach or if a plan of subdivision is necessary for the proper and orderly development of the City.

The indiscriminate division of land without anyone's approval could have a long-term, negative impact on the City. For example, it could result in over-extension of municipal services, such as snow plowing, school busing and garbage collection. Or it might result in damage to the natural environment, because lots are too small to accommodate adequate sewage disposal systems.

The approval of severances rests with the City's Committee of Adjustment. The Committee of Adjustment currently consists of one appointed member of Council and six members of the public as appointed by Council.

Official approval from the Committee of Adjustment is required to ensure that:

- Land severances are considered within the established City of Kawartha Lakes planning framework;
- New lots and new land uses do not conflict with the overall future planning goals and policies of the City; and
- Consideration is given to the effects of the division of land on the site, on the neighbours and on the City as a whole.

Once a severance has been approved, the new land parcels may be sold or resold without further approval. The only exception is if the Committee of Adjustment has specified otherwise at the time of approval.

Where do I obtain a land severance application form?

The application form is available at each Service Centre or on the City's website along with application fees. Before you apply for a land severance you should consult with municipal staff of the Development Services Department - Planning Division. They will explain the process, how to apply, what supporting material you must submit (e.g. sketches, plans), if there are any requirements for special studies set out in the official plan, and what other permits and approvals (e.g. septic system permit) may be required.

What is the process for a land severance application?

(Please see attached Figure 1)

When applying for a land severance, there is a fee for processing the application. Staff will advise you of the amount of the processing fee. As an applicant, you will be required to fill out an application form, with which staff can assist you. The more accurate the information provided, the less likely that delays will occur in the review.

If your application is incomplete or you do not provide all the information required, your application will not be accepted until it is complete. Also, the 60 day time frame for making a decision does not begin until all the prescribed information is received. The Committee, through local newspapers and by mail, must give notice of an application at least 14 days in advance of a public meeting to all property owners within 60 metres of the subject property. Any person or public body may submit opinions/concerns to the Committee of Adjustment.

When the Committee of Adjustment has reached a decision on your application, it is required to send a Notice of Decision within 15 days of the decision being sent, to any person or public body that requested, in writing, to be notified. When a Notice of Decision is given, a 20 day appeal period follows. Any appeal is forwarded to the OMB within 15 days of receipt.

On occasion, background studies, such as traffic and hydrogeological studies, submitted

by an applicant will require peer review. Applicants are responsible for all costs associated with municipal peer reviews of background reports. Deposits are required for peer review in accordance with the City's Tarff of Fees By-law.

How is the land severance application evaluated?

In considering each application for land severance, the Committee of Adjustment evaluates the merits of each proposal against criteria such as:

- Conformity with the 2005 Provincial Policy Statement and 2006 Growth Plan;
- Conformity with the official plan and compatibility with adjacent uses of land;
- Compliance with local zoning by-laws;
- Suitability of the land for the proposed purpose, including the size and shape of the lot(s) being created;
- Adequacy of vehicular access, water supply, sewage disposal; and
- Ensure protection from potential flooding.

In considering a consent application, the Committee of Adjustment shall have regard to the Provincial Policy Statement and the Growth Plan.

The Provincial Policy Statement and Growth Plan contain clear, overall policy directions on matters of provincial interest related to land use planning and development. The "shall be consistent with" rule means that the Committee of Adjustment is obligated to consider the application of all relevant and specific policies when carrying out its planning responsibility.

What about conditions of approval?

A severance approval may have certain conditions attached to it including requirements for road widening, parkland dedication, or a rezoning (or minor variance) to allow a new land use. In addition, the property owner may be required to enter into an agreement with the City to provide future services or facilities. The conditions of severance must be satisfied within one year of the Committee's decision. If all conditions are not satisfied within this time period, the application is deemed to be refused and the approval will lapse.

When the applicant has satisfied or fulfilled all the conditions, the Secretary of the Committee of Adjustment issues a certificate for the new lot and the severance goes into effect.

If the transaction originally applied for – sale of property, for example – is not carried out within two years of the date of the certificate, the severance is considered lapsed. The Committee of Adjustment can specify an earlier lapsing date at the time of the severance decision.

Rights of appeal

Appeals to the Ontario Municipal Board (OMB) can be made in three different ways:

1. The applicant may appeal if the Committee makes no decision within 90 days from the date of receipt of a completed application;
2. Any person or public body may appeal the Committee's decision and any condition within 20 days of the notice of decision being sent; and
3. Any person or public body may appeal any changed conditions imposed by the Committee within 20 days after the notice of the changed conditions being sent.

Appeals must be filed with the Secretary of the Committee of Adjustment, accompanied by reasons for the appeal and the fee required by the OMB. The OMB is an independent administrative tribunal responsible for hearing land use planning appeals.

Applicants are responsible for all costs associated with third party OMB appeals. Deposits are required upon receipt of an appeal in accordance with the City's Tarff of Fees By-law.

What other approvals may be required?

In addition to the planning approvals and building permit, which are needed for a building project, there are other permits and approvals required in particular circumstances. For example, an approval permit is required from the Building Division for a new septic system. In water/riverfront areas, a permit may be required from the appropriate Conservation Authority having jurisdiction, the Ministry of Natural Resources, and/or the Trent-Severn Waterway before you begin any construction in the water (for example, a retaining wall, a dock or boathouse). Staff will assist you in determining which Conservation Authority is

involved together with the appropriate fee.

The Building Division will be circulated where development is proposed on either partial or private services, which involves servicing by private well and septic systems not subject to Ministry of Environment approval.

Please note that the Conservation Authority and Building Division may also charge additional review fees beyond the application fees.

What types of fees and costs may be required?

- City Application fee
- Conservation Authority fee –Kawartha; Lake Simcoe; Otonabee; or Ganaraska
- Building Division review fee
- Trent-Severn Waterway fee
- Cost of maps, preliminary survey and/or special studies etc. in support of the application
- Cost of consultant(s) or specialist(s) to speak to the Committee of Adjustment
- Costs for fulfilling conditions of provisional consent:
 - entrance approval – drainage work, culvert, road improvements, signs (contractor)
 - fencing, tree planting, buffer or screening (contractor)
 - septic system approval (contractor)
 - parkland dedication or payment of cash-in-lieu of the dedication of land (plus appraiser fees)
 - removal of a building (contractor)
 - drilled well (well driller)

City of Kawartha Lakes

- reference plan of survey (surveyor) plus registration of plan
 - deed(s) for lot to be created, easement or right-of-way plus registration of deeds (lawyer)
- Fee for the review and clearance of conditions and stamping the deed(s)
- Real Estate Fees
- Possible costs after the deed is registered could include the following:
 - Education and municipal development charges
 - Building Permit - based on gross floor area
 - Entrance permit; sewage disposal; water supply; electrical/telephone/cable supply; excavation and fill material

Required information and application fee refunds

The information required for a complete application is outlined on the attached Consent Application form. All necessary application fees must be included with the application.

Should the applicant decide not to proceed with the application, a portion of the City's fees may be refunded in accordance with the City's Tariff of Fees By-law.

Further information

This brochure is intended to provide general guidance only to the land severance process. For more specific information related to individual applications please contact the Development Services Department - Planning Division at (705) 324-9411 Ext. 1231.

Hours of operation:

8:30 am to 4:30 pm, Monday to Friday, except statutory holidays.

Appointment with staff:

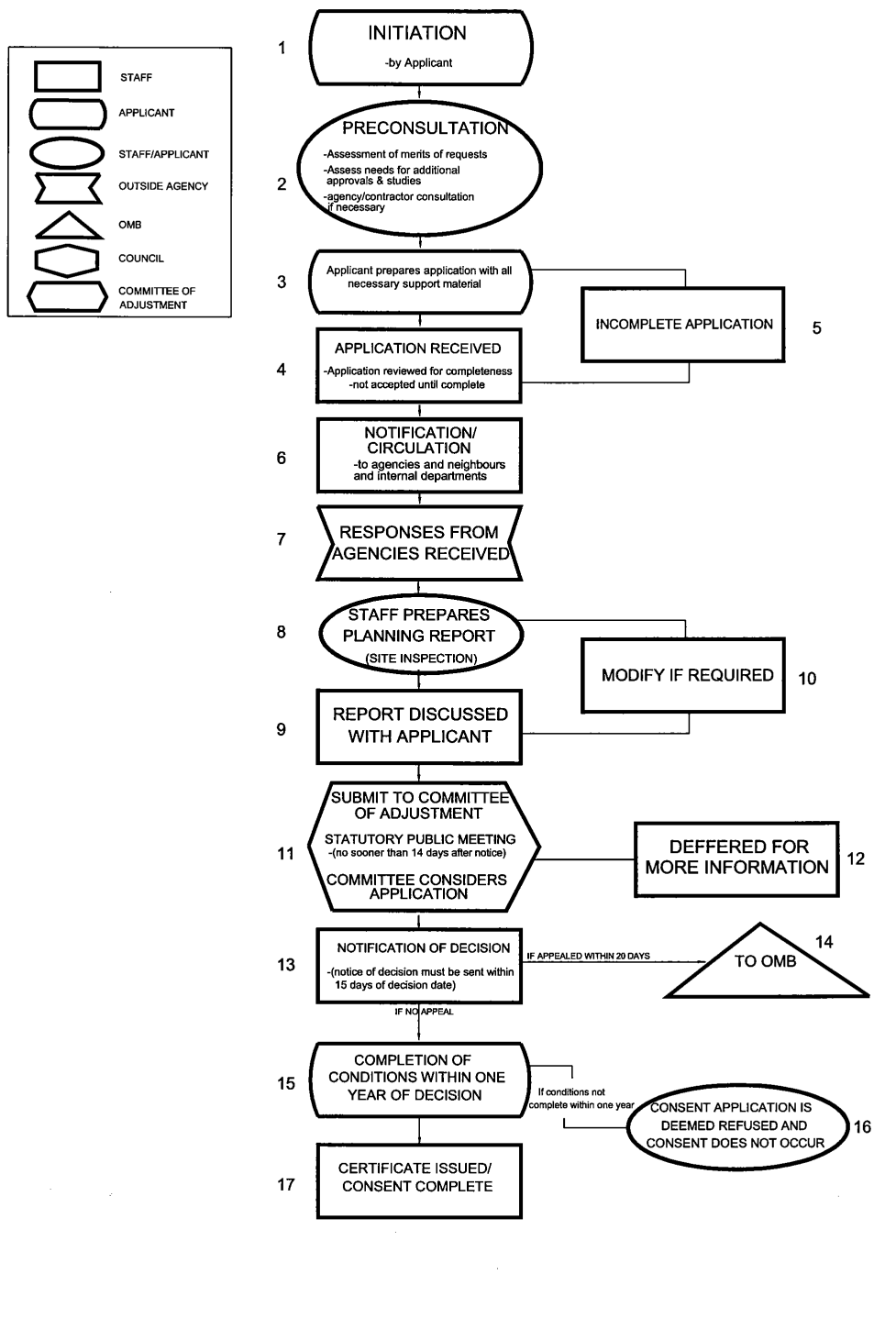
Appointments with staff may be made by contacting the Development Services

City of Kawartha Lakes

Department – Planning Division between 8:30 a.m. and 4:30 p.m. at (705) 324-9460 Ext. 1231. The offices are located at 180 Kent Street West, 2nd Floor, Lindsay, Ontario, K9V 2Y6.

Please Note: This brochure is meant for guidance only, and should not be construed by anyone as a right to development approval if the steps indicated are followed. Please consult the Planning Act and its regulations, the Provincial Policy Statements, Growth Plan, the relevant Official Plan policies, Zoning By-Laws, and other by-laws for definitive requirements and procedures.

FIGURE 1
CONSENT (SEVERANCE) APPROVAL PROCESS





**CONDOMINIUM ACT
APPLICATION PROCESS
FOR CONVERSION OF
EXISTING RENTAL
BUILDINGS**

CITY OF KAWARTHA LAKES

CONDOMINIUM CONVERSION APPLICATION

for applying for approval under
Section 9 of The Condominium Act, 1998, S.O. 1998, c.19

FILE NO.: _____

Information to Applicants:

The application must be complete at the time of submission. Use **dark blue or black ink only when completing the application** – do not use pencil. If submitting photocopies of your application, the **original copy must also be filed**. A checklist is provided on Page 6 of this application form which lists the necessary attachments. Incomplete applications will not be accepted. Applications to the Planning Committee are processed in accordance with Provincial Legislation and information provided by the applicant(s). **It is, therefore, the responsibility of the applicant(s) to ensure the accuracy and completeness of the application prior to its submission to this office to avoid any misunderstandings at the meeting or in the future.**

All initial and revised background reports and drawings associated with this application must be submitted to the Planning Division for circulation to agencies for review. Agencies have been asked to not review materials associated with this application unless they are received from the Planning Division.

The application fees include all mileage costs for site inspections within the City's limits. In remote areas where site access is only possible through an adjacent municipality, the applicant will be responsible for that portion of necessary mileage incurred by Staff outside of the City's municipal boundaries.

For Assistance:

The applicable Official Plan and Zoning By-Law should be consulted by the applicant when preparing an application for Condominium Conversion.

For additional information, please contact the City of Kawartha Lakes Development Services Department – Planning Division, 2nd Floor, 180 Kent Street West, Lindsay, Ontario K9V 2Y6 or by telephone at (705) 324-9411 Ext. 1331 during regular office hours between 8:30 a.m. and 4:30 pm.

Please See Attached Figure – Condominium Act Application Process for Conversion of Existing Rental Buildings.

Former Municipality	Lot/Block Number	Date of Registration
Municipal File No.	Concession Number	Registered Plan Number
Assessment Roll Number:		

A) APPLICANT INFORMATION

Resubmission of an earlier plan: Yes _____ No _____ Do Not Know _____

Complete the following and check the box next to the person or firm to whom the correspondence should be addressed. (In order to avoid delays, please advise the Planning Department if there is a change in the mailing address below.)

	Name	Address and Telephone Number
Registered Owner	Contact:	
Agent, Solicitor or Planning Consultant	Contact:	
Ontario Land Surveyor	Contact:	

B) PROPOSED LAND USE

Indicate the intended uses of land in the proposal. Please use the following definitions for residential buildings:

single detached residential - a single detached dwelling unit.

double or semi-detached - a residential building containing 2 dwelling units.

row/town - a residential building containing 3 or more units with individual direct access to the street.

apartment - a building containing 3 or more dwelling units each with access to the street via a common corridor.

Intended Use	Residential	Number of Lots and/or Blocks	Site Size (Ha)	Date of Construction	Floor Coverage (m2)	Parking Provided (number of spaces)	Density Proposed (specify units per hectare)
Single Detached Residential							
Double or Semi-Detached Residential							
Row and Town Housing							
Intended Use	Residential	Number of Lots and/or Blocks	Site Size (Ha)	Date of Construction	Floor Coverage (m2)	Parking Provided (number of spaces)	Density Proposed (specify units per hectare)
Apartments							
Neighbourhood Commercial	nil						nil
Commercial, Other	nil						nil
Industrial	nil						nil
Park or Open Space	nil						nil
Institutional							
Other (Specify)							
Easements/Walkways	nil						nil
Roads	nil						nil
TOTAL							

C) PLANNING INFORMATION FOR SITE

From your discussion with the City's Planning Division Staff, what is:

- 1) The land use designation of subject lands in the Official Plan?

- 2) The zoning of subject lands in the zoning by-law?

- 3) Existing Buildings

Is this a rental building being converted to a condominium dwelling? _____

Are tenants willing to purchase? _____

What is the local rental vacancy rate? _____

- 4) Servicing

Indicate what services are proposed and briefly describe servicing strategy.

<u>Water Supply</u>	<u>Sewage Treatment</u>	<u>Storm Drainage</u>
Unit # _____	_____	_____
Unit # _____	_____	_____
Unit # _____	_____	_____
Unit # _____	_____	_____
Unit # _____	_____	_____
Unit # _____	_____	_____
Unit # _____	_____	_____
Unit # _____	_____	_____

If other servicing problems are foreseen, what are they? _____

What solutions are proposed? _____

5) Utilities (e.g., gas, phone, hydro)

6) Access

Do the subject lands have direct access to a publicly owned and maintained road?

Yes ____ No ____

If "no", what provision is there for access to the site? _____

7) Site Appraisal and Evaluation

Give a brief description of the existing land use, vegetation, topography and drainage on the site.

8) Environmental Effects

What measures have been taken to eliminate any adverse environmental effects from the development on the surrounding area (e.g. traffic, noise, odours, pollution of nearby water bodies, run-off, etc.) and to eliminate any adverse effects from the adjacent area on the proposed development (e.g., buffering, berms, setbacks, etc.)?

D) ADDITIONAL INFORMATION

E) SUBMISSION OF THE APPLICATION:

For All Applications the City needs:

- 10 copies of the completed application form. Dark blue or black ink only – do not use pencil. The original copy must also be filed. It is the responsibility of the applicant(s) to ensure the accuracy and completeness of the application prior to its submission to this office to avoid any misunderstandings.
- Copies of the information/reports if indicated as needed when completing the sections of the application. The nature of the information/reports varies with the type of land uses proposed and the existing land use and on-site features. The following minimums will apply to each type of report: **hydrogeological study** (5 copies); **servicing options** (5 copies); **archeological investigation** (5 copies).
- The applicable fee as indicated by the City's Tariff of Fees By-law. Please refer to the City of Kawartha Lakes "Planning Application Fees" list.
- Applicable Conservation Authority and Building Division review fees where required. Staff will assist you in determining which Conservation Authority is involved.
- 20 copies of the draft plan;
- 20 copies of the draft plan reduced to fit on 11" by 17" paper;
- An electronic (digital) copy of the draft plan (AutoCad);
- A list containing the names and addresses of tenants in the rental property;
- Rents in the property listed by unit number and type (i.e., bachelor, one bedroom);
- Tenants in possession of the units notified of the application for a plan of condominium;
- The number of rental units that tenants in possession of the units have indicated in writing that they wish to purchase as condominium units;
- Estimates of selling prices for the condominium units;
- An indication of the nature of any renovations, repairs or changes that are to be done in conjunction with the condominium conversion; and,
- **1 copy of the Parcel Register** for each lot(s) and/or block(s) to be affected by this application.

NOTE: For Help - Please contact the City of Kawartha Lakes, Development Services Department – Planning Division, 2nd Floor, 180 Kent Street West, Lindsay, Ontario K9V 2Y6 or by telephone at (705) 324-9411 Ext. 1231, during regular office hours between 8:30 a.m. and 4:30 p.m., for information on procedure and circulation. For information on Zoning, Official Plan, etc., please contact the number above and ask for a Planning Technician.

Applicants are responsible for all costs associated with third party OMB appeals and municipal peer reviews of background reports. Deposits are required upon receipt of an appeal and/or the request for peer review in accordance with the City's planning fees.

F) AUTHORIZATIONS

AFFIDAVIT OR SWORN DECLARATION

I, _____ of the _____

in the _____ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the application is true.

Sworn (or declared) before me at the _____, in the _____

_____ this _____ day of _____, 20__

Commissioner of Oaths

Applicant

Applicant

CONSENT OF THE OWNER(S) FOR APPLICANT TO MAKE APPLICATION

If the applicant is not the sole owner of the land that is the subject of this application, the written authorization of the owner(s), that the applicant is authorized to make the application, must be included or the authorization set out below must be completed by the owner(s).

I/WE, _____ am/are the owner(s) of the land that is the subject of this application and I/We authorize _____ to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner

Date

Signature of Owner

CONSENT OF THE OWNER(S) TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I/WE, _____, am/are the owner(s) of the land that is the subject of this application for Condominium Conversion and for the purposes of the Freedom of Information and Protection of Privacy Act I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Date

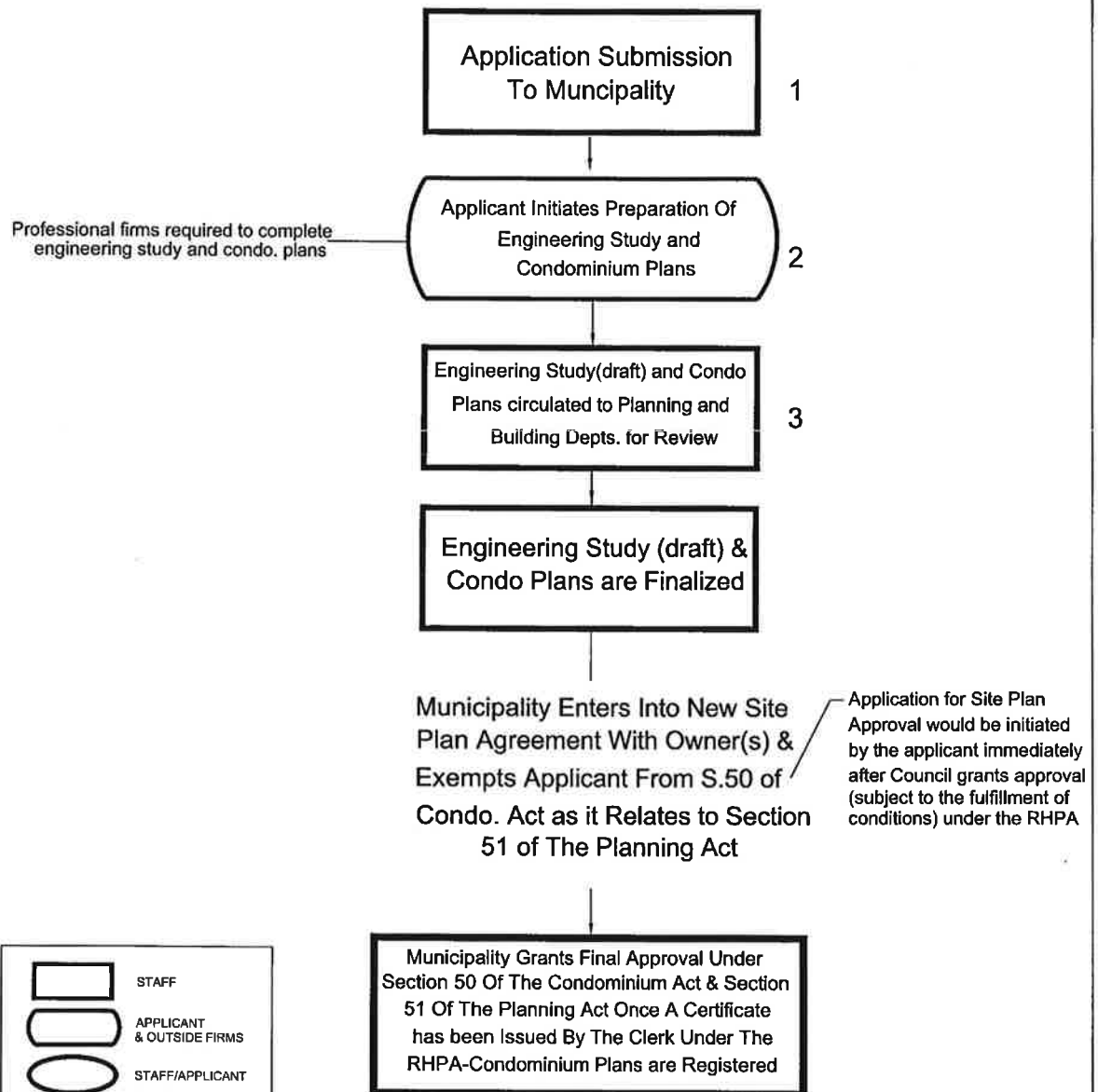
Signature of Owner

Date

Signature of Owner

Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purpose of responding to the initial application. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

CONDOMINIUM ACT APPLICATION PROCESS FOR CONVERSION OF EXISTING RENTAL BUILDINGS





A Guide to the Minor Variance Process

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Figure 1 – Minor Variance Approval Process

1. What is a Variance and who approves Minor Variances?

A variance is the relief from the terms of a Zoning By-law where a proposed use, building or structure does not conform exactly with the Zoning By-law, and/or any By-law that implements the City's Official Plan. The same application form may be used to request the expansion of a non-conforming use, creation of similar uses, and/or creation of a use which conforms more to the current Zoning By-law than the present non-conforming use.

The approval of minor variances rests with the City's Committee of Adjustment (Committee). The Committee can also approve the expansion of a non-conforming use and similar uses. The Committee currently consists of one appointed member of Council and six members of the public as appointed by Council.

2. Where do I obtain a Minor Variance application form?

The Pre-screening form and the Application for Minor Variance/Permission form, along with the application fees, are available at each of the City's Service Centres and on the City's website <http://www.city.kawarthalakes.on.ca/property-development-by-law/planning/guides-forms>.

3. What is the process for a Minor Variance application?

(Please see Figure 1)

As this is your application, you are responsible for its accuracy and applying for the correct relief. If your application is incomplete or you do not provide all of the required information, your application will not be accepted and returned to you.

Before you apply for a variance, you should complete the pre-screening process. Pre-screening allows staff to assess the merits of the proposed variances and discuss your potential application with you during a set meeting time. During the pre-screening meeting, Planning staff will be able to explain to you the process, how to apply, what supporting material you must submit (e.g. sketches, plans, building location survey), if there are any requirements for special studies set out in the Official Plan and Zoning By-Law and what other permits (e.g. building permits) and approvals may be required. There is a fee for the pre-screening process.

The City also collects Conservation Authority and Sewage System review fees, where applicable. The fees for processing the minor variance application can be found on the City of Kawartha Lakes Planning Application Fees list, which can be accessed through the link contained in Section 2.

As an applicant, you are required to fill out the minor variance application form. The more accurate the information provided, the less likely that delays will occur with the review.

A legislated 30 day time frame for rendering a decision begins once all the prescribed information is received. Once your application is complete, a public meeting date will be arranged.

Your application shall be circulated for comment to any City Departments/Divisions and external agencies (e.g. Conservation Authority) which may have an interest in the application. The Building Division will be circulated where development is proposed on either partial or private services, which involves servicing by septic systems not subject to Ministry of Environment approval.

The Committee, through mail, is legislatively required to give notice of an application at least 10 days in advance of a public meeting to all property owners within 60 metres of the subject property. As part of the legislative requirements an advisory sign must be posted upon the subject property at least 10 days before the public meeting. The City shall make a sign available to the applicant. The applicant is responsible for posting the sign, placing it correctly, and submitting photographic evidence to the City demonstrating that they have complied with the posting requirements. The advisory sign requirements may be found in Section 12 of the Application for Minor Variance/Permission.

4. How is a Minor Variance application evaluated?

Staff shall visit the subject property prior to writing a Committee of Adjustment Report with their recommendations. The applicant and the Committee receives a copy of this report prior to the public meeting. When the Committee considers a minor variance application, four tests are applied to determine if the variance(s) is/are minor and should be approved. The four tests are:

- Is it in keeping with the general purpose and intent of the Official Plan?
- Is it in keeping with the general intent and purpose of the Zoning By-Law?
- Is it appropriate and desirable for the use of the land?
- Is it minor in nature?

Any person or public body may submit opinions/concerns to the Committee in writing or in person at the public meeting. Written opinions/concerns may be submitted to the Committee prior to the meeting. These comments are considered by the Committee prior to rendering its decision.

5. Committee Decision and Conditions of Approval

When the Committee has reached a decision on your application, it is required to issue a Notice of Decision. A Notice of Decision issued for minor variances that are granted usually contains conditions.

A minor variance approval may have certain conditions attached such as requirements for landscaping, buffering, or any other condition the Committee feels is appropriate. As the circumstances for each variance are unique, the conditions for each variance will vary. However, most minor variances receive a condition requiring that the construction related to the minor variance application be completed within 18 months of the Notice of Decision. Be aware that any approval given only applies to what was applied for including the footprint noted in the sketch.

6. Rights of Appeal

Within 10 days of the Notice of Decision the applicant and any person or public body who submitted written comment prior to the public meeting or attended the meeting and requested, in writing, to be notified shall receive a copy of the Notice of Decision.

When a decision is made, an appeal to the Local Planning Appeal Tribunal (LPAT) may be submitted. The LPAT is an independent administrative tribunal responsible for hearing land use planning appeals. Any person or public body who submitted written comment to the Committee and/or spoke at the public meeting is entitled to file an appeal.

Decisions of the Committee may be appealed to the LPAT in two circumstances:

1. The applicant may appeal if the Committee makes no decision within 30 days from the date of receipt of a completed application.
2. Any person or public body may appeal the Committee's decision and/or any condition within 20 days from the date of the Committee's decision.

Appeals must be filed with the Secretary-Treasurer of the Committee of Adjustment, accompanied by reasons for the appeal and the fee required by the LPAT. Any appeal is forwarded to the LPAT within 15 days of the end of the appeal period.

Applicants are responsible for all costs associated with third party LPAT appeals and municipal peer reviews of background reports. Deposits are required upon receipt of an appeal and/or request for peer review in accordance with the City's Tariff of Fees By-law.

7. Application Fee Refunds

Should the applicant decide not to proceed with the application, a portion of the City's fees may be refunded in accordance with the City's Tariff of Fees By-law.

The fees for applications denied by the Committee are non-refundable.

8. What other approvals and review fees may be required?

A minor variance that is granted only permits the applicant relief under the Zoning By-law. Additional approvals, such as a building permit for a building project are still required. For a building project, other permits and approvals are required in particular circumstances. For example, in cottage areas, a permit may be required from the Ministry of Natural Resources, and/or the appropriate Conservation Authority and/or Trent-Severn Waterway before any construction takes place at, near, or in the water (i.e. retaining wall, a dock or boathouse).

Please note that the Conservation Authority and Building Division may charge additional review/permit fees beyond the minor variance application fees.

9. Further Information

The information required for a complete application is outlined on the Pre-screening and Application for Minor Variance/Permission forms. All necessary application fees and a sketch must be included with the application.

This brochure is intended to provide general guidance only to the minor variance application process. For more specific information related to the minor variance application process please contact the Development Services Department – Planning Division at (705) 324-9411 extension 1231.

Hours of Operation:

8:30 a.m. to 4:30 p.m., Monday to Friday, statutory holidays excepted.

Appointment with Staff:

Should you require an appointment with Planning staff to go over your proposal with you, a complete Pre-screening form with the applicable fee and a sketch must first be submitted to the City. Once the form, sketch and fee have been received, Planning staff shall arrange a meeting time.

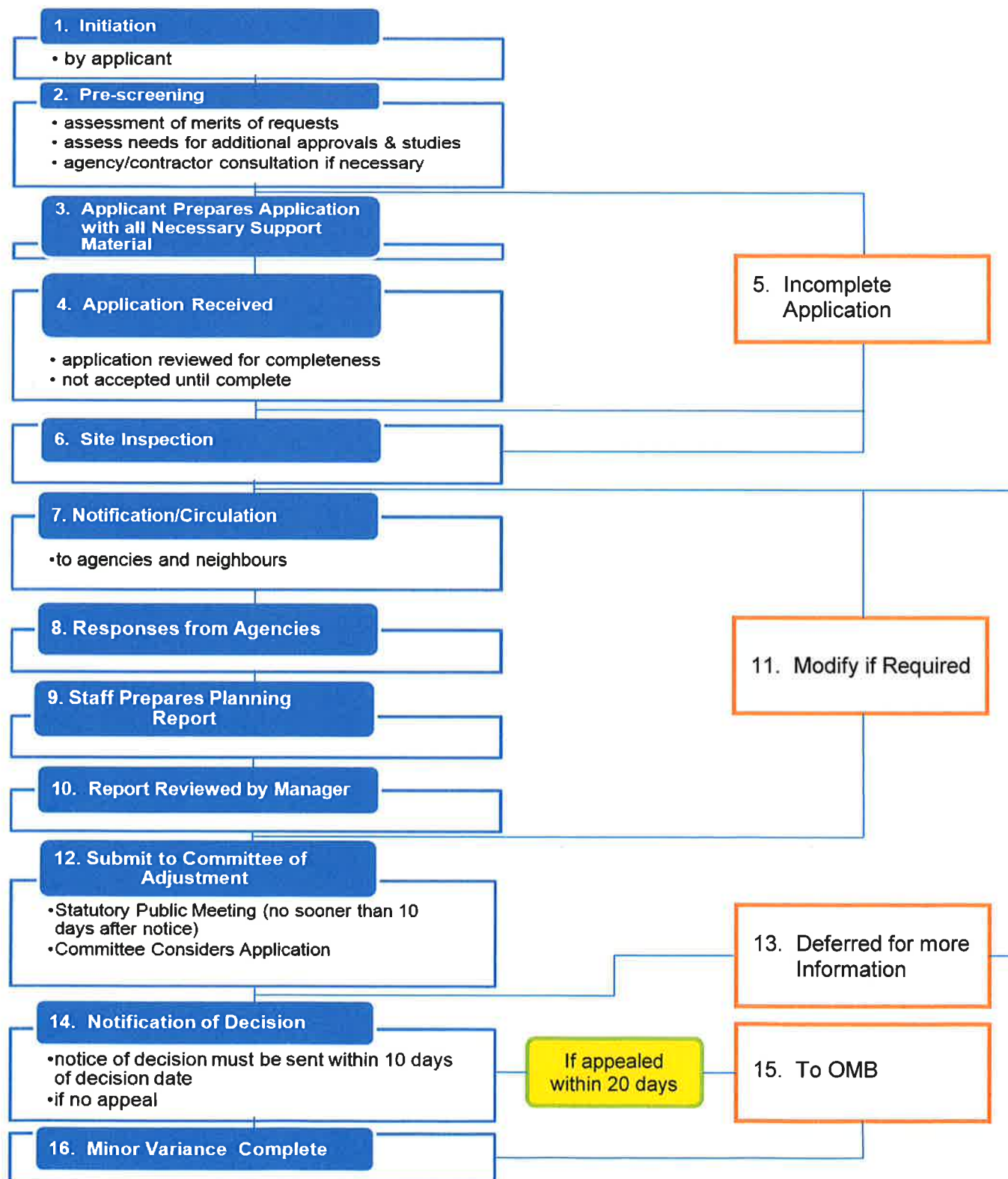
Form Submission:

The completed Pre-screening and Application for Minor Variance/Permission forms may be submitted to the Development Services Department – Planning Division. The Planning Division is located at 180 Kent Street West, 2nd Floor, Lindsay, Ontario, K9V 2Y6.

Please Note:

This brochure is meant for guidance only, and should not be construed by anyone as a right to development approval if the steps indicated are followed. Please consult the Planning Act and its regulations, the Provincial Policy Statement, Growth Plan, the relevant Official Plan policies, Zoning By-Laws, and other by-laws for definitive requirements and procedures.

Figure 1
Minor Variance Approval Process





A guide to the Official Plan amendment process

Table of contents

1. What is an Official Plan?
2. What is an Official Plan amendment?
3. What is the process for an Official Plan amendment?
4. How are applications for Official Plan amendment evaluated?
5. Rights of appeal
6. Associated fees, required documents, and estimated timeframe
7. Required information and application fee refunds
8. Further information

Figure 1 – Official Plan amendment process

1. What is an Official Plan?

An Official Plan is a high-level, legal document that addresses matters of provincial interest defined by the Provincial Policy Statement under the Ontario **Planning Act**. It provides a vision, and represents the City's comprehensive planning policy with respect to the future development of the City. An Official Plan deals mainly with issues such as:

- Where new housing, industry, offices and shops will go
- What land needs protection from development
- What services like roads, sewers, parks and schools will be needed
- When and in what order parts of your community will grow

2. What is an Official Plan amendment?

An Official Plan amendment is a formal document that changes the City's Official Plan at a citywide, area-wide or site-specific scale. If you want to use your property or develop it in a way that conflicts with the City's Official Plan, you will need an amendment.

An approved Official Plan can be reviewed at any time, but the City must hold a public meeting at least once every ten years to determine whether the plan needs to be changed.

3. What is the process for an Official Plan amendment? (Please see attached Figure 1)

You are strongly encouraged to consult with the Development Services Department – Planning Division Staff for guidance in advance of making any formal submission.

3.1 Preconsultation

Before submitting an Official Plan amendment application, the application must appear before the Preconsultation Committee. Preconsultation allows City staff to identify, on a preliminary basis, the required process, fees, studies for a complete submission, and ensures that the application is processed efficiently. Additionally, applicants are given the opportunity to present their proposal and receive staff feedback. To set up this meeting please submit the filled Preconsultation Application Form and applicable fee to the Planning Division.

3.2 Submitting the Official Plan amendment application

The application form is available at each service centre, on the City's website, and at the Planning Division office. It is recommended that all applications be submitted to the Planning Division at 180 Kent Street West, 2nd floor, Lindsay ON K9V 2Y6.

You should be aware that if you do not provide all the information prescribed by the provincial regulation, the City may refuse to accept or to further consider your application. The 210-day time frame for making a decision does not begin until all the prescribed information is received by the City. Thus, the more accurate the information provided, the less likely delays will occur in the review. You are encouraged to contact staff if you need help in assessing what information is required.

3.3 Public meeting

The Planning Division prepares a report to the **Planning Advisory Committee (PAC)**, which is appointed by Council to review the report, hold public meetings, and make recommendations to Council. The recommendations together with the planning staff report are forwarded to Council for final decision.

Notice of the public meeting is given at least 20 days in advance, usually by posting a sign on the property and by mail. Notices will be circulated to all land owners within 120 metres of the subject property. Any person or public body may submit comments to the Council via the development and public works services committee.

3.4 Review process

The City is required to consult with agencies, boards, authorities or commissions before making a decision.

On occasion, studies submitted by the applicant, such as hydrogeological studies, will require peer review. The applicant is responsible for the cost of peer review, and deposits are required in accordance with the City's Tarff of Fees By-law.

4. How are applications for Official Plan amendment evaluated?

When considering an Official Plan amendment, staff evaluates the merits of the proposal against criteria such as:

- Conformity with the Provincial Policy Statements and Growth Plan
- Achievement of the strategic directions of the Official Plan
- Impact on the neighboring communities

- Adequacy of vehicular access, water supply, sewage disposal
- Changing economic/development circumstances

5. Rights of appeal

Within 15 days of the decision being made by the Council, a Notice of Decision will be sent to the applicant, all land owners within 120 metres of the subject property, and any person or public body requesting, in writing, to be notified. When a Notice of Decision is given, a 20-day appeal period follows.

The Notice of Decision will notify you on how you should file your appeal. Appeals are filed with the City, and the Clerk is required to forward the appeal to the Local Planning Appeal Tribunal (LPAT). You must submit your appeal within the legislated timelines, with the filing fee, completed appeal form, and grounds for appeal. In describing your grounds for appeal, you must include which part of the decision of the City being appealed:

- is inconsistent with the Provincial Policy Statement;
- fails to conform with or conflicts with a provincial plan; or,
- fails to conform to the Official Plan

Within 10 days of the Registrar's acknowledgement of receipt of a notice of appeal, the Tribunal is to carry out a preliminary screening of the appeal for validity.

As part of Environment and Land Tribunals Ontario (ELTO), LPAT is an adjudicative tribunal that conducts hearings, mediations, and makes decisions on land-use planning disputes. One day hearings may be held, and the LPAT will review and consider a written record based primarily on what was before the Council, and oral submissions of the parties (the City and Applicant).

For a better understanding on the land use planning and appeal process in Ontario, you may consult The Local Planning Appeal Support Centre. It is an independent agency of the Province of Ontario, and provides citizens with legal, planning advice, and, in certain cases, legal representation at the LPAT. You may also visit the ELTO website for appeal guides, fee chart, as well as e-status case information.

6. Associated fees, required documents, and estimated timeframe

There are a number of fees and documents to submit throughout the process. Fees and studies may include (but are not limited to):

- Planning Division Preconsultation application fee
- Planning Division Official Plan Amendment application fee
- Building Division review and permit fees

- Review and permit fees from other agencies, such as the Conservation Authority, Ministry of Natural Resources and Forestry, and the Trent-Severn Waterway
- Cost of plans and/or special studies etc. in support of the application:
 - Surveyed plan
 - Geotechnical report
 - Environmental review
 - Servicing report
 - Hydro-geological report
- Development charges
- Entrance approval – drainage work, culvert, road improvements, signs
- Cost of consultant(s) or specialist(s) to prepare applications and reports
- Fee for the review, clearance of conditions, and stamping the deed(s).

The time frame for a rezoning is dependent on the length it takes to submit all of the required studies and documents to the Planning Division, in addition to the number of required revisions. The complete process typically takes **eight to twelve months**. Appeals or concerns raised at the public hearing may delay the process.

The development process is a legal and public proceeding. As such you may wish to hire a professional to help you through the application and submission process. Feel free to ask Planning staff for a list of development consultants.

7. Required information and application fee refunds

The information required for a complete application is outlined on the Official Plan amendment application form. All necessary application fees must be included with the application. Should the applicant decide not to proceed with the application, a portion of the City's fees may be refunded in accordance with the City's Tariff of Fees By-Law.

8. Further information

This brochure is intended to provide general guidance only to the Official Plan amendment process. For more information related to individual applications, please contact the Development Services Department – Planning Division:

Address:

180 Kent Street West, 2nd floor, Lindsay ON K9V 2Y6

Telephone:

705-324-9411 ext. 1231

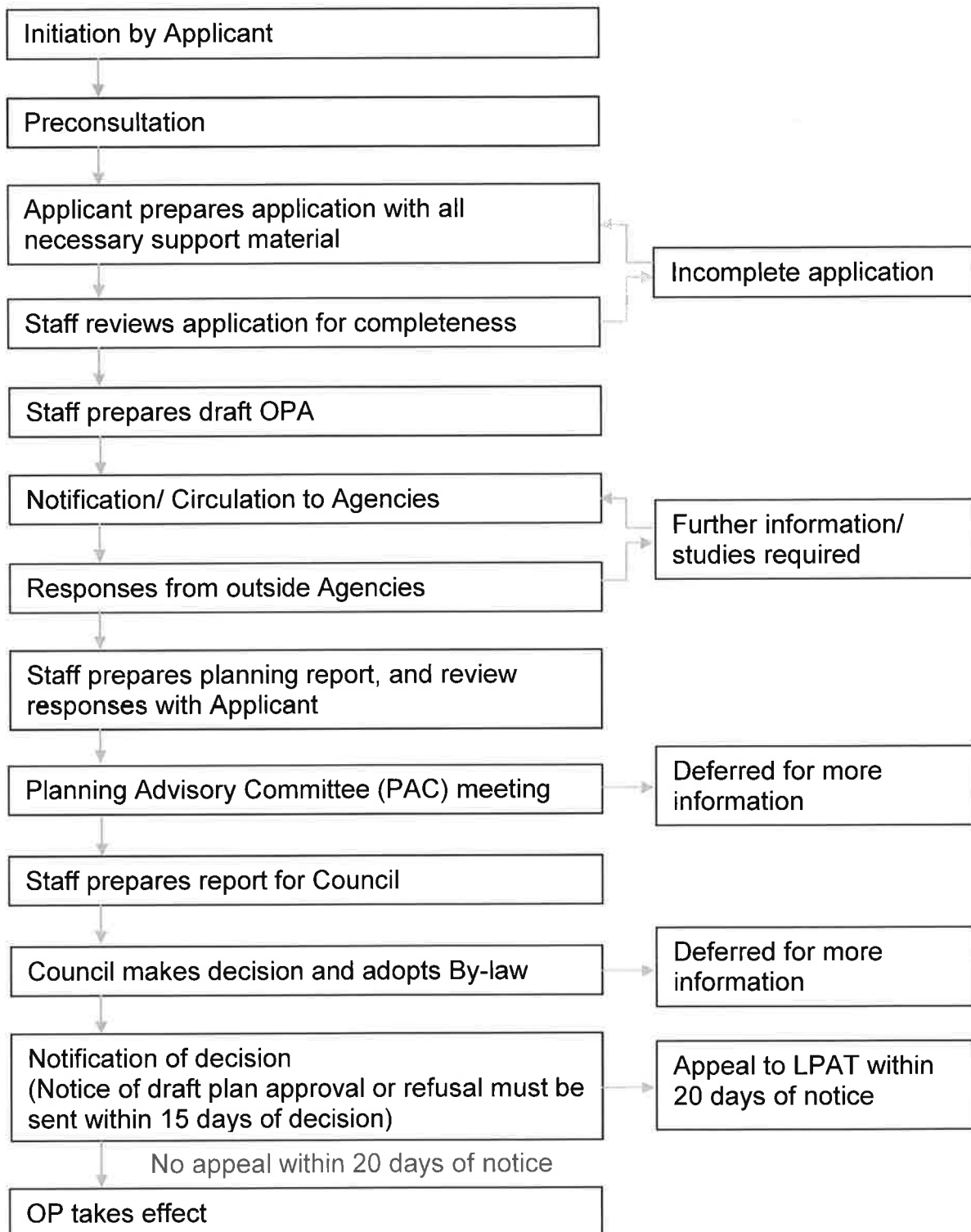
Hours of operation:

8:30 a.m. To 4:30 p.m., Monday to Friday, statutory holidays excepted.

Please note:

This brochure is meant for guidance only, and should not be construed by anyone as a right to development approval if the steps indicated are followed. Please consult the Planning Act and its regulations, the Provincial Policy Statements, Growth Plan, the relevant Official Plan policies, Zoning By-Laws, other by-laws for definitive requirements and procedures.

Figure 1: Official Plan Amendment Approval Process



PRECONSULTATION COMMITTEE FOR THE CITY OF KAWARTHA LAKES

The City of Kawartha Lakes Council enacted By-law 2007-105 to establish a Preconsultation Committee. This by-law requires preconsultation on various planning applications.

The *Planning Act*, RSO 1990, chapter P.13, as amended by the *Planning and Conservation Land Statute Law Amendment Act 2006* provides that a municipality may require preconsultation before:

- (a) submitting a request to amend the official plan under subsections 22.(1) of the *Planning Act* as provided for in subsection 22.(3.1)(b);
- (b) submitting applications to amend zoning by-laws passed under subsections 34 of the *Planning Act* as provided for subsection 34.(10.7)(b); and
- (c) submitting applications for approval of a plan of subdivision of land or part of it under subsection 51.(16) of the *Planning Act* as provided for subsection 51.(16.1)(b).

The preconsultation process will allow staff to provide preliminary comments and to identify areas where information is required to address such matters as servicing, environmental matters, official plan policies, consistency with provincial policies and conformity with applicable provincial plans

The Preconsultation Committee is composed of the Director of Development Services and the Director of Public Works. Additional Directors and Managers will be invited to attend the meetings depending upon the proposals being considered. Also outside agencies such as conservation authorities, Ministry staff and staff from the Trent Severn Waterway may also be invited to attend.

The Committee meets approximately once a month depending on the number of proposal that have been received.

If an application for an official plan amendment, rezoning, or plan of subdivision/condominium is proposed application should be made to appear before the Preconsultation Committee. The Director of Development Services can waive the preconsultation if an application is considered to be minor and it is determined that preconsultation is not required. Normally if consent is granted where a rezoning is required as a condition of final approval of the consent, no preconsultation is required.

Approximately one week after the Preconsultation meeting, the proponent will receive written comments on the proposed application.

If someone wishes to appear before the Preconsultation Committee or to discuss the process further, they should contact:

Sherry L. Rea, Development Planning Supervisor
Development Services - Planning Division
City of Kawartha Lakes
180 Kent St. W.
Lindsay, ON K9V 2Y6
Tel: 705-324-9411 x1331
Fax: 705-324-4027
srea@kawarthalakes.ca



A Guide to the Site Plan Approval Process

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1.0 Introduction

1.1 Site Plan Control Purpose and Definition

In 2003, the City of Kawartha Lakes established one site plan control by-law for the whole City. The purpose of the City in establishing this requirement was to have consistent application of site plan control throughout the City.

Other objectives of Site Plan Control Review are to protect property rights and values, to conserve important environmental features of the site and its adjacent areas, and to ensure that the proposed buildings and structures and overall development of the site contribute to the orderly and harmonious development of the community.

The main purpose of this Guide is to assist developers, builders and consultants in understanding what the City is attempting to achieve through its implementation of site plan control, and what detailed requirements the City has created through the implementation process.

According to The Planning Act, R.S.O. 1990, c. P.13, site plan approval may be required by a municipality when "development" occurs. "Development" means the construction, erection or placing of one or more buildings or structures on land, or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot.

For the purposes of this Guide, Gross Floor Area shall be defined as the aggregate of the areas of each floor, whether any such floor is above or below grade, measured to the centre of common walls and to the outside of other walls, exclusive of an unfinished attic, an unfinished cellar, elevator shaft, corridor areas, mechanical and electrical rooms and storage areas.

In the case of an apartment building, the gross floor area does not include any part of the basement which is used for the storage or parking of motor vehicles, locker storage facilities, laundry facilities and children's play areas, but does include any part of the building or structure above grade used for the storage or parking of motor vehicles. In addition, any part of an apartment building below or above grade which is used for heating equipment, air conditioning equipment and/or other mechanical equipment shall not be included in gross floor area calculations.

1.2 Legal Basis

Section 41 of The Planning Act, R.S.O. 1990, c. P.13, empowers municipalities having an Official Plan in effect to pass By-laws designating Site Plan Control Areas. In areas so designated, no development shall be undertaken until the municipality has approved plans, and agreements where necessary, pursuant to Section 41 of The Planning Act. The City of Kawartha Lakes exercised its powers under Section

41 by passing By-law 2003-21 on February 11, 2003 (Appendix “A”), and passing an amending By-Law 2007-209 on September 25, 2007 (Appendix “A-1”).

1.2.1 Exemptions from Site Plan Control

Within the areas under site plan control, certain uses are exempt from site plan control:

- a. A building or structure, which is constructed, erected or placed for the purpose of a single-detached dwelling unit or a semi-detached dwelling unit.
- b. An addition or alternation to a building or structure mentioned in Clause a.
- c. Any residential building containing less than three dwelling units, and buildings and structures accessory thereto.
- d. Any buildings or structures located on a parcel of land which is owned and operated by the Corporation of the City of Kawartha Lakes, any conservation authority established by the Government of Ontario, or any Authority, Board or Ministry of the Province of Ontario or the Dominion of Canada.
- e. Any structure erected for the purposes of flood or erosion control by any conservation authority established by the Government of Ontario.
- f. Any Agricultural Buildings permitted under agricultural zones or rural zones contained in the applicable zoning by-law.
- g. Any addition or alteration to a building or structure affected by this by-law, if the addition or alteration is considered minor by the Director of Development Services, and has the effect of increasing the useable area of the building or structure or the use of the structure by twenty-five (25%) or less of the building's or structure's Gross Floor Area, but in no case more than 1,000 square metres.

1.2.2 Site Plan Control in Regards to Additions/Alterations that “Substantially” Increase Size or Usability

Any addition or alteration that has the effect of increasing the useable area of the building or structure or the use of the structure by more than twenty-five (25%) percent of the building's or structure's Gross Floor Area, and/or more than 1,000 square metres, is considered to be “substantial” and any exemption from the Site Plan Approval Process would be subject to Council approval.

1.3 Goals of Site Plan Control

The principle goals of Site Plan Control are:

- 1.3.1** To improve the image of the whole City through better individual developments by applying consistent standards and guidelines.
- 1.3.2** To improve the quality and aesthetic appearance of developments for greater enjoyment by the users and tenants.
- 1.3.3** To ensure that off-street parking and loading facilities are properly located, constructed and maintained during all seasons.
- 1.3.4** To ensure the safety and convenience of automobile and pedestrian traffic to, from, and on a new development or redevelopment.
- 1.3.5** To continuously develop an efficient transportation system by widening existing roads through land and easement dedications and through different public and private projects related to the specific proposal.
- 1.3.6** To ensure that the applicant/owner assumes all of the costs associated with the development.
- 1.3.7** To provide a barrier-free environment by applying specific development standards.
- 1.3.8** To protect environmental areas (i.e. areas along the waterways) through the appropriate location of buildings, roads, parking and green spaces.

1.4 Purpose of this Guide

This Guide has been prepared by the City of Kawartha Lakes to set out the standards and guidelines that will govern site planning in the City. This Guide also serves as a means of guiding staff review of development plans and to assist the community through the development review process by providing certainty and predictability based on a set of standards and guidelines for development proposals.

These standards and guidelines are not intended to constrain innovative architectural and engineering designs; rather, the intent is to provide a clear framework to address the unique opportunities and constraints for site-specific projects. Within this framework, flexibility will be applied to development review based on the architect/engineer's unique solutions to the site, the building program, the standards and guidelines set forth in this Guide, and the final approval of the City of Kawartha Lakes. Flexibility will also be applied to development in rural areas where municipal services are not available.

To clarify the City's general concerns and requirements, this Guide has been produced to:

- a) Outline an administrative procedure which will facilitate timely processing and approval of plans and agreements, where these are required according to the City of Kawartha Lakes By-law 2003-21.

- b) Advise the applicant/owner about the administrative and legal recourse available in the event the application is not approved in the prescribed time period or in the event the applicant/owner is not satisfied with any of the requirements made by the City.
- c) Establish objectives, standards and guidelines to aid the applicant/owner, City staff and City Council during the preparation and approval of plans and agreements. Each development, however, will be dealt with on a site specific basis, and depending on the circumstances, only some or all of the provisions of the Guide may be applied.

1.5 Amendments to the Site Plan Guide

Any amendments to the Guide require review and approval by Council.

2.0 Administration

2.1 General

The Site Planning provisions of By-law 2003-21 are administered by the Director of Development Services for the City of Kawartha Lakes in accordance with the following general procedures. The procedures are illustrated on FIGURE 1, attached.

2.2 Preliminary Inquiries

Before making a formal application for approval of site plans, the applicant/owner is urged to become familiar with the contents of this Site Plan Guide, the applicable zoning regulations and Official Plan policies for the subject property. The Development Services Department will respond to any questions of a general nature and will encourage prospective applicant/owners to contact the various departments and agencies that will be circulated the site plan on an individual basis prior to the preparation of plans.

Information obtained from the departments and agencies contacted together with the standards and criteria contained in Section 3 of this Guide will enable the preparation of the required site plans.

2.2.1 Request for Exemption

The applicant/owner may request an exemption from site plan approval, by contacting the Director of Development Services to discuss the potential for exemption based on the specific circumstances. If the request is denied by the Director of Development Services (after consultation with the Chief Building Official), the applicant will be advised of the option to proceed with a request to the Development and Public Works Services Committee. The applicant will submit an appeal of the Director's decision to the Director of Development Services who will arrange for the matter to be placed on the agenda of the

Development and Public Works Services Committee. The Committee will make a recommendation to Council based on the merits of the applicant/owner's request and the recommendations of staff.

2.3 Application for Approval of Site Plans

The applicant/owner is required to submit to the City of Kawartha Lakes Development Services Department (Planning Division) a completed Site Plan Approval application form as well as the application fees, as set out in the City's Tariff of Fees. The applicant/owner must also submit the required number of copies of the proposed site plan, as well as any other additional plans (i.e. grading plan, landscape plan, stormwater management plan, etc.) which must be prepared in accordance with Appendix "B". These plans must contain enough information about the proposed development to allow the various departments and agencies to review the plan(s) and submit comments. A sample site plan is appended hereto for illustrative purposes as Appendix "C". Incomplete plans (i.e. those that do not meet the submission requirements) may be returned to the applicant/owner. Depending on the nature and location of the development, some flexibility may be used in terms of the detail of required plans.

Note: In cases where the development proposed is quite complex and all necessary information cannot be provided on a single plan, then additional plans such as a grading plan and/or a landscape plan, will be required as outlined.

2.4 Circulation of Plans

Upon receipt of plans acceptable for review, the site plan will be circulated to the applicable Departments and agencies as outlined on the attached Appendix "D".

Replies containing recommendations and conditions to be imposed on the plans and/or the site plan agreement are to be returned to the Development Services Department within 15 days. If a reply cannot be provided within this time period, the Development Services Department should be notified and an extension requested. If no comments are provided and no extension has been requested, it is assumed that the department or agency has no comments or requirements.

2.5 Approval of Plans

Upon receipt of all comments, a post circulation letter will be prepared by the Development Services Department and sent to the applicant/owner outlining concerns or requirements of the commenting agencies including requests for revisions to the site plan. The applicant/owner is asked to concur in writing with the requirements and revisions that are outlined in the post circulation letter. Once the applicant/owner's concurrence letter is received, a memo is prepared by Planning Division staff for consideration of the Director of Development Services. The memo will give background information on the nature of the application, a description of the proposed development, a synopsis of comments from the

various commenting agencies and departments, and recommendations to the Director of Development Services who may:

- a) Approve the proposed development.
- b) Authorize the applicant/owner to enter into a site plan agreement with the City.

And

- c) Authorize the applicant/owner to deposit with the City a Letter of Credit for development works proposed to be completed on the subject lands. (See Section 2.10.1)

For the purposes of preparing the planning memo, the applicant/owner will be required to provide to staff with an 8 1/2" x 11" reduction of the proposed site plan for inclusion in the staff report.

2.6 Site Plan Agreement

Once the Director's approval of the site plan has been received and the Director of Development Services authorizes the owner of the subject lands to enter into a site plan agreement with the City, the Development Services Department prepares a draft site plan agreement and circulates it to the applicant/owner and the City's solicitor for comments. Should there be any disputes as to the inclusion of certain clauses in the agreement by the applicant/owner, the applicant/owner may request that any clause of the agreement be reviewed by Council, through the Development and Public Works Services Committee. Once the site plan agreement has been agreed to by the City and the owner, six copies of the agreement are forwarded to the owner for signature. These copies are returned to the City together with the letter of credit or other guarantees provided for by the agreement. The copies are then signed by the Clerk and the Mayor. Once signing is complete, the City will register the agreement on title. All costs in the preparation, execution and registration must be paid by the applicant/owner. Postponements to any mortgages or charges on title must be obtained by the applicant/owner. The applicant/owner may now receive a building permit provided that all other matters are in order. The application for building permit may be initiated by the applicant/owner concurrently with his or her application for site plan approval or anytime thereafter. However, it should be noted that a final building permit will not be granted until after the site plan agreement has been registered.

If an Official Plan amendment, rezoning, Committee of Adjustment, or subdivision of land approval is required or is being applied for simultaneous to the site plan control review, the site plan agreement will not be entered into until such time as all applicable approvals are secured.

2.6.1 Bodies Required to Enter into a Site Plan Agreement

All persons will be required to enter into a site plan agreement once City approval of a site plan has been received. Only those agencies and departments noted in the City of Kawartha Lakes Site Plan Control By-law 2003-21 are exempt from entering into a site plan agreement, as such an agreement would not have any effect in law.

2.7 Referral to City Council

In cases where either the applicant/owner or any commenting agency is not satisfied with the terms or conditions of a proposed site plan agreement or the proposed plan(s), a meeting shall be convened by the Director of Development Services. If a solution cannot be arrived at this level, the applicant/owner, a commenting agency or the Director of Development Services may request that the matter be referred to Council through the Development and Public Works Services Committee.

2.8 Appeal to the Ontario Municipal Board

In accordance with Section 41(12) of The Planning Act, where the City fails to approve the development plan(s) within 30 days after they are submitted for approval or where the applicant/owner is not satisfied with the terms of the proposed agreement, the applicant/owner may require that the plan(s) or agreement be referred to the Ontario Municipal Board by written notice to the Secretary of the Board and the Clerk of the City.

2.9 Building Permit

For a building permit to be issued the development has to meet applicable policies in the applicable Official Plan and applicable zoning requirements in the applicable Comprehensive Zoning By-law. Once the proposal has met the planning requirements and the requirements of the Ontario Building Code and payment of development charge levies has occurred, a building permit will be issued following the registration of a site plan agreement, if required.

2.10 Enforcement

The site plan agreement ensures that the development is completed in accordance with the approved plans and within the time limits set in the agreement. In this regard, no person shall make a material change or cause a material change to be made to a plan, specification, document or other information on the basis of which a site plan agreement was signed without notifying, filing details with and obtaining the authorization of the Development Services Department.

If any of the works proposed cannot be built as set out in the approved drawings or if changes to any of the works are contemplated by the owner, revised plans must be submitted to the Development Services Department for review and approval. Depending on the nature of the changes/deviations from the approved site plan and

drawings, the plans may have to be re-circulated for comment. If this occurs, the applicant/owner will be responsible for any additional costs incurred by the Development Services Department in the re-circulation of the plans. Furthermore, the site plan agreement may have to be amended and re-registered. Again, the applicant/owner will be responsible for costs associated with re-registration.

2.10.1 Letter of Credit

The site plan agreement also provides for the continued maintenance of the development. To ensure compliance with the agreement, a cash deposit or Letter of Credit is required to be deposited with the City. In order to obtain a reduction or return of the Letter of Credit, the designer shall provide certification that all work has been completed in accordance with approved plans and specifications or any changes to them as authorized by the Development Services Department. Once the City is in receipt of the certificate of completion, the deposits shall be returned in accordance with the provisions of the site plan agreement.

The purpose of the cash deposit or Letter of Credit is, first, to ensure that all site works (i.e. landscaping, lighting) are built as shown on the approved plans and to the standards of this Guide. The second purpose of this cash deposit or Letter of Credit is to ensure the satisfactory performance of all work to be done on public lands and rights-of-way.

The amount of the cash deposit or letter of credit shall be sufficient to cover 50% of the costs of completing the work that is required by the site plan agreement, except parking works, which shall require a 30% cash deposit or letter of credit. An estimate of this amount shall be provided by the applicant/owner for review and approval by the Director of Public Works or his designate. The estimate for site works is to be submitted in the form attached as Appendix "E". The applicant/owner will then have one year to complete all the works as part of the site plan agreement. In specific cases, the applicant/owner will be required to do some work within shorter periods of time as required by the unique conditions and character of the site and surrounding areas. The Letter of Credit shall be in a form acceptable to the City, as issued by the financial institution.

3.0 Site Plan Standards

3.1 Condition to the Approval of the Site Plan

As provided for in Section 41(7)(a) of The Planning Act R.S.O. 1990, c. P.13, the City of Kawartha Lakes, as a condition to the approval of the site plan and any additional plan(s), may require that the owner of the land provide to the satisfaction of, and at no expense to, the City any or all of the following:

- a) Widening of highways that abut on the land.

- b) Subject to the Public Transportation and Highway Improvement Act, facilities to provide access to and from the land such as access ramps and curbing and traffic direction signs.
- c) Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles and the surfacing of such areas and driveways.
- d) Walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access.
- e) Facilities for the lighting, including floodlighting, of the land or of any buildings or structures thereon.
- f) Walls, fences, hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands.
- g) Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste material.
- h) Easements conveyed to the City for the construction, maintenance or improvements of watercourses, ditches, land drainage works, sanitary sewerage facilities and other public utilities of the municipality or local board thereof on the land.
- i) Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon.

The following sections outline the site plan standards and guidelines that relate to the preceding requirements (the metric dimensions provided shall govern; the imperial dimensions provided in parenthesis are for reference only).

Each development will be dealt with on a site specific basis. Therefore the following standards and guidelines are not intended to constrain innovative architectural and engineering designs. Flexibility will be applied to development review based on the architect/engineer's unique solutions to the site, the building program and the final approval of the City of Kawartha Lakes.

3.1.1 Widening of Highways/Roadways

Objective: To continuously develop an efficient transportation system through the widening of existing roadways, improvements to the travelled portion of existing roadways, or intersection improvements of the roadway required by the development for the safety and convenience of vehicular and pedestrian traffic.

- a) As a condition of approval of development plans, the City may request that land along roads indicated in the applicable Official Plan be dedicated to the City at the owner's expense.
- b) In commercial developments, which have a high pedestrian oriented function, the City may require additional land for bus stops, pedestrian pick-up zones, and sidewalks as applicable.
- c) Where the development is located at an intersection, daylighting triangles may have to be dedicated in accordance with the City's Policy.

3.1.2 Access Facilities

Objective: To locate and construct access to a proposed development so that safety and convenience of vehicular and pedestrian traffic to and from the property is assured and the safety and traffic flow on public roads is not unnecessarily impeded.

- a) The location and construction of any access to a road requires approval from the agency which has jurisdiction over the road abutting the property (i.e. Ministry of Transportation, City of Kawartha Lakes).
- b) Direct access onto a primary arterial road, as designated in the applicable Official Plan, will only be permitted if no other access is available, or, if it is otherwise agreed to by the City, or provided for in the applicable Official Plan.
- c) Only one access from each street abutting the property will generally be permitted.

Exceptions may be granted for automobile service stations and major developments with substantial road frontage, or if it is otherwise agreed to by the City of Kawartha Lakes.

- d) The gradient of an access driveway shall not exceed 10%.
- e) The access driveways shall be constructed so that no surface water is discharged on the travelled portion of the road.
- f) Where the expected traffic generated by a new development requires additional turning and storage lanes abutting the new development or traffic direction signs, the City of Kawartha Lakes may require that these be constructed at the owner's expense.
- g) The access driveway located within the road right-of-way shall be paved.
- h) Where the road adjacent to the property is constructed with curbs and gutters or sidewalks, the access driveway located within the road right-of-way shall be constructed with poured-in-place concrete curbs. The cost of altering the existing curb and sidewalk is to be borne by the owner.

3.1.3 Off-Street Vehicular Loading and Parking Facilities

Objective: To provide parking and loading facilities convenient to users while ensuring orderly and safe vehicular and pedestrian movements as well as providing emergency access and routes for all emergency vehicles.

- a) Parking, loading and access areas as required by the applicable Comprehensive Zoning By-law shall be provided with a suitable foundation and surface (i.e. interlocking brick, asphalt or concrete).
- b) An adequate roadway shall be provided and maintained to provide access for firefighting equipment. This roadway shall be designed and constructed in accordance with the Ontario Building Code.
- c) All parking, loading and access areas shall be properly drained, and the surface water collected on the site and brought to an outlet approved by the agency having jurisdiction over drainage.
- d) The dimensions of individual parking spaces shall be as required by the applicable Comprehensive Zoning By-law. Parking areas shall be designed to provide safe and convenient access to each parking space. Parking spaces shall be clearly marked.
- e) Gradients and cross-slopes for parking garages and parking areas are as follows:
 - i) Maximum gradient - 6%
 - ii) Maximum cross-slope - 6%
 - iii) When the grade is less than 1.5% the minimum cross-slope shall not be less than 1.5% (except as outlined in q).
- f) Parking areas for residential development should not be located so as to impair the view from living room windows and should not be less than 3 m (10 ft.) from a window for a habitable room at or below grade, and not less than 1.8 m (6 ft.) from a wall containing a window to a habitable room where the sill is 1.8 m (6 ft.) or more above grade.
- g) Where a parking area is adjacent to a blank wall or a wall having windows to a non-habitable room only, provision shall be made for suitable curbs or stops to prevent damage to the wall.
- h) Parking areas adjacent to major walkways will require permanent curbs to prevent parked vehicles from overhanging the walkway.
- i) Permanent effective vehicle barriers may be required for parking or loading areas to prevent encroachment on walkways, privacy areas, adjacent properties, public roads, etc. by parked or moving vehicles.

j) Curb Cuts to Accommodate Disabled Persons

Where raised walkways are placed alongside a vehicular route, a break in the curb surface in the form of a curb cut shall be constructed to help disabled persons negotiate such changes in surface level.

- i) The entire surface of the curb cut shall have a textural change to act as detectable change.
 - ii) Curb cuts shall have a maximum slope of 1:12 on the main ramp with flared sides having a suggested slope of 1:10 but not to exceed 1:8.
 - iii) There shall be a minimum width of 1 m (39 in.) between flared sides of the curb cut.
 - iv) Where there is a drop at the edge of the curb cut, the drop shall be no greater than 13 mm (.5 in.) and no less than 6 mm (.25 in.).
- k) Daylighting triangles shall be maintained to prevent the parking of vehicles (even of a temporary nature) in these locations in order to allow for clear sight lines at intersections. Appendix "F" outlines the Daylighting Triangle Policy of the City.
- l) Any loading facilities shall be constructed to sufficient capacity to support the heaviest anticipated service vehicle.
- m) All loading facilities shall be designed so that vehicles can enter and leave the property in a forward motion.
- n) Driveway and aisle width shall be in accordance with the requirements of the applicable Comprehensive Zoning By-law.
- o) Short term parking areas, such as those for fast food outlets, gas stations, and banks, shall be designed as to not obstruct exit/access driveways or to interfere with the daylighting triangle.
- p) The applicant/owner may be required to provide traffic control devices on site, such as speed bumps, traffic islands or electronic arms.
- q) Parking Spaces and Passenger Loading Zones for Disabled Persons
- i) No less than 3% of the total number of parking spaces required by the applicable Comprehensive Zoning By-law shall be available for disabled persons.
 - ii) Parking spaces shall be located adjacent to the accessible entrance to a building so that disabled persons do not need to pass behind parked cars.

- iii) Parking spaces shall have a firm level surface with a slope not exceeding 1%.
- iv) Single parking spaces shall be at least 3.6 m (12 ft.) wide and shall have an adjacent aisle width of 1.2 m (4 ft.)
- v) Multiple parking spaces, including angled parking, only require one access aisle common to two spaces.
- vi) A 1 m (3 ft.) allowance shall be created using cement abutments, landscaping or other design features to prevent vehicles from protruding over walkways.
- vii) The passenger-loading zone shall provide a safe exit from vehicles away from road or sidewalk traffic and shall be visible from the entrance.
- viii) The distance between a building entrance and the drop-off zone shall not exceed 30 m (100 ft.), shall be firm and level at a 1% grade.
- ix) Passenger loading zones shall provide an access aisle at least 1.5 m (5 ft.) in width and 7 m (23 ft.) in length.

Parking spaces and passenger loading zones for disabled persons shall be prominently identified by proper signage - designated by the symbol of International Accessibility mounted both vertically on a sign as well as marked on the surface of the parking spaces in fluorescent blue.

The painted ground sign shall have the minimum dimensions of 1.2 m (4 ft.) x 1.2 m (4 ft.). The International Symbol of Accessibility shall be painted:

- White on blue background.
- Blue as the parking space boundary lines.

The parking control signs shall be located 1.5 m (5 ft.) above ground, shall be a minimum of 30 cm (12 in.) x 40 cm (16 in.) and shall be properly anchored, as detailed in Appendix "G", excerpted from the Highway Traffic Act Regulations, Reg. 581.

3.1.4 Walkways and Other Means of Pedestrian Access

Objective: To provide safe and convenient walkways serving points of access to and from all site facilities.

- a) Walkways or combined walk and driveways shall be provided from the entrances of a residential building to a parking area and adjacent public street and recreational facilities on the site.

- b) Walkways should be designed with a minimum of conflict between pedestrian and vehicular traffic and be co-ordinated with the grading plan to prevent the passage of large flows of water on or across the walkways.

- c) Minimum width of on-site walkways should be:

<u>Main Walkways</u>	<u>Secondary Walkways</u>
1.5 m (5 ft.)	1.0 m (3 ft.)

Where walkways adjoin a parking lot where vehicles may overhang, there shall be a minimum 1.0 m (3 ft.) width of walkway clear of all vehicles.

- d) The maximum gradients for walkways shall be 8%. The maximum cross-slope for walkways shall be 6%. Where the gradient is less than 1.5%, the minimum cross-slope shall be not less than 1.5%.
- e) Where steps are required in a walkway, there should be not less than 2 risers in a flight of steps. The steps should be as wide as the walkway and must be provided with a handrail when there are more than 3 risers in a flight. This applies only when alternate barrier-free access is provided.
- f) Major walkways for commercial or residential developments shall be constructed with a hard surface (including brick or brushed concrete), other than asphalt.
- g) Commercial developments which have a high pedestrian oriented function (i.e. retail or office development) may be required to design and designate areas for bus stops, pedestrian (customers) pick-up/drop-off zones and walkways connecting to the nearest public sidewalk.

Minimum width of pedestrian paths in these commercial developments should be 1.5 m (5 ft.). Pedestrian paths shall be clearly delineated by the use of special materials other than asphalt when driveways and parking areas are crossed.

- h) Where barrier-free access shall be provided by way of a ramp, it is suggested that the gradient of the ramp be 1 in 20. When limited space is available, as may be the case during renovations, ramps of up to 1 in 12 should be restricted to lengths not exceeding 3 m (9 ft. 10 in.) whenever possible.

3.1.5 Facilities for Lighting

- Objective:** To provide adequate on site lighting for the safety of vehicular and pedestrian traffic without interfering with the enjoyment of adjacent properties or with the traffic on adjacent roads and to foster a greater sense of security for the public.

- a) The applicant/owner shall provide adequate on-site lighting for the safety of vehicular and pedestrian traffic in public areas such as parking areas, walkways, building entrances, access points, and bus stops.
- b) Light standards, flood lighting and lighted signs must be located and directed so as not to interfere with the traffic on the adjacent roadways.
- c) Flood lights and lighted signs may not be directed to windows of habitable rooms on the site or on adjacent properties.
- d) Special emphasis should be given to avoid glare on adjacent residential properties.
- e) Light standards for pedestrian and parking areas should be designed to avoid excessive glare on adjacent roads and properties, to address the scale of the site to be lit and to respect natural night lighting.
- f) Location of light standards should also consider the safety of public areas such as parking, walkways, and parks.
- g) All vaults (i.e. hydro transformers, telephone, gas, and cable utility boxes) are to be screened by landscaping. Any shrubbery planted around hydro transformers must be placed/designed to allow for air circulation as well as adequate clearance to allow for full opening of access panels for service/maintenance.
- h) All lighting shall be energy efficient.

3.1.6 Vaults, Central Storage and Collection Areas

Objective: To provide for waste storage facilities adequate to accommodate the potential on-site needs in a suitable location without creating a health hazard or nuisance to adjacent properties.

- a) Outside garbage enclosures should conform to the same setbacks as those required for accessory buildings as outlined in the applicable Comprehensive Zoning By-law.
- b) Garbage enclosures shall be properly screened and located outside main public view.
- c) A determination must be made whether garbage pick-up shall be municipal or private, and the facilities must be designed accordingly. Where the waste is collected by the City, the waste storage area must be conveniently located with proper access.
- d) Any outside waste disposal facility must:

- i) Be enclosed by a 2.0 m (6.6 ft.) high fence (i.e. wood or masonry wall) which shall be higher than the garbage container;
 - ii) Contain a concrete pad;
 - iii) Ensure protection and freedom from vermin and rodent infestation;
 - iv) Blend with landscaped areas and be surrounded by evergreen shrubs at least 1.2 m (4 ft.) in height when planted;
 - v) Contain areas for clearly labelled storage of recyclable materials;
 - vi) Provide grease traps, if required; and,
 - vii) Be properly maintained at all times.
- e) Any development must also make provisions for the separation, collection and disposition of recycling materials (i.e. residential projects: glass bottles, cans, newspaper; commercial/industrial projects: paper, boxes, food, depending on nature of business).

3.1.7 Easements Conveyed to the City

Objective: To provide for adequate infrastructure corridors to efficiently serve the community.

- a) The applicant/owner is required to convey any easements required for existing watercourses maintained by the City to the City of Kawartha Lakes, or sanitary sewerage or water lines owned or maintained by the City, or any easements required by Hydro One.
- b) Where new ditches are to be constructed which also drain lands beyond the applicant/owner's property, the applicant/owner may also be required to convey easements to the City of Kawartha Lakes.

3.1.8 Grading and Stormwater Management

Objective: To prevent grading or changes in elevation or contours of the land, which could result in the obstruction of natural or artificial drainage courses, discharge of surface water on adjacent lands or public highways or a detrimental visual or physical impact on adjacent properties which could result in the destruction of unique natural features of the site (i.e. hilltops, views).

- a) Where the proposed grading or change in elevation will change the natural drainage pattern, the applicant/owner must provide clear evidence that these changes will not result in the blockage of natural drainage, ponding of water on adjacent properties or the discharge of surface water on adjacent properties or roadways.
- b) All surface water collected on the site must be discharged into an outlet approved by the agency having jurisdiction.
- c) Lot grading must not reduce the depth of cover over the sanitary sewer to less than 1.5 m (5 ft.) and to less than 2.0 m (6.5 ft.) over the watermain unless an alternative method is approved by the Director of Public Works or his designate.
- d) The rate of storm sewer discharge should not exceed the rate under existing predevelopment conditions.
- e) The drainage of the adjacent properties must not be affected during site preparation nor after construction is complete.
- f) The natural drainage patterns of existing ditches, channels, streams and creeks shall not be changed if changes would affect not only the site but also adjacent properties. In addition, the combined effect of the proposed development and other approved development in the vicinity should not exceed the capacity of these existing drainage courses.
- g) Storm water runoff from impervious areas such as parking lots and driveways shall be handled within the site and should not flow onto areas such as public roads or sidewalks.
- h) The design of storm water drainage and storm water storage facilities may include: roof-top storage, underground storage tanks, surface detention basins, trench drains, planted swale areas, bermed areas, or where acceptable soil and ground water conditions exist, recharge basins, dry wells, porous pavement, or any other innovative techniques, or combination of the above as approved by the City of Kawartha Lakes, and the applicable Conservation Authority.
- i) Retaining Walls
 - i) "Railway Ties" are not acceptable as a form of retaining wall.
 - ii) Gabion baskets have specific applications as retaining walls (i.e. waterways). However, they are unacceptable when viewed from public areas or streets.

- iii) Retaining walls shall be screened with trees or shrubs, when viewable from public areas or streets. Walls should be aesthetically pleasing with barrier plantings on top of the wall if the wall is over 1 m (3.3 ft.) in height.
- iv) The use of retaining walls shall, however, be avoided and where possible, land treatment should be by natural slopes. Terraces to break up high retaining walls may be desirable in some occasions.

The design and construction of retaining walls exceeding one vertical metre require the services of a registered professional engineer trained in structural engineering and supported by a current Certificate of Authorization from the Professional Engineers of Ontario.

j) Slopes

- i) Where slopes are to be exposed to public areas or streets, they shall be landscaped using naturalized and/or perennial plantings or grass, trees or shrubs. Rock or machine placed stone is unacceptable.

Slopes of Landscaped Areas

	MAXIMUM	MINIMUM
Lawns/grassed area	25%	1%
Athletic fields	2%	0.5%
Berms and mounds	33%	5%
Mowed slopes	25%	-
Unmowed grass banks	<25%	-
Planted slopes and beds	10%	0.5%

Note: 25% is the maximum slope that machinery can work. Slopes covered only by shrub material tend to erode above 10%.

- ii) Where slopes are artificially created, they shall be treated with topsoil, grass, and trees or shrubs.
- iii) Slopes shall not exceed 2:1 grades. Any slopes that do not meet the standards of this section cannot be used for calculating open space area requirements in the applicable Comprehensive Zoning By-law.

- iv) Slopes exceeding 2:1 grades in excess of 2 m (6.6 ft.) in height shall provide safety measures such as fences or guardrails.

3.1.9 Landscaping

Objective: To ensure the protection of the site's unique natural features, to improve functionality and beauty of proposed developments, to enhance the image of the City, and to provide for open space.

3.1.9.1 General Landscape Guidelines

- a) In addition to improving and enhancing the City's image, landscaping should be considered in terms of its proposed use:
 - i) **Aesthetic**

To enhance main roads and highways and to buffer or screen conflicting uses including parking areas, service areas and waste disposal areas.
 - ii) **Engineering/Environmental**

To control glare, reflection, noise, wind, erosion, drainage, shading and snow drifting, to re-vegetate areas and to protect environmentally sensitive areas such as riverfronts.
 - iii) **Architectural**

To enhance public areas and entrances to buildings and sites, to diminish the impact of blank walls, and to create private and semi-private spaces, with landscape characteristics of the area.
- b) Pavement or parking shall be avoided in areas designated for landscaping.
- c) All of the property not used for pedestrian or vehicular circulation, parking/loading, designated snow storage areas or buildings shall be landscaped. Snow should not be stored so as to adversely affect landscaped areas.
- d) Removal of existing vegetation or changes to the existing site landscape (i.e. topography) will only be allowed after a site plan control application has been approved.
- e) The applicant/owner shall identify unique natural features of the site on the plans. These unique natural features, such as trees, creeks, or scenic views, are to be protected during site preparation and building construction. Abutting parkland, greenbelt and landscaped areas of other properties should also be protected.

- f) At least 40-60% of all trees and shrubs should be of the coniferous type to provide year-round landscaping. There should be a combination of flowering types, with varying types of ground cover, and low shrubs.
- g) Special landscape designs are encouraged to enhance property entrances, and access boulevards.
- h) Special landscape designs such as cedar hedges are required along blank walls to offer visual relief and compliment building designs.
- i) Multiple residential units should provide outdoor amenity areas. Where playground facilities are incorporated into an outdoor amenity area, such play facilities shall meet "CSA Guidelines for Playground Equipment". The applicable Comprehensive Zoning By-law should be referenced for guidance on the size and location of such areas.
- j) The landscape design must consider the existing streetscape character and landscape of the surrounding properties.
- k) Development should ensure that site design provides protection of valuable open spaces, landscape elements, recreational areas, historic landmarks, scenic views to natural areas, waterfront or manmade landmarks, and of any other architectural or natural attributes of the site and its surrounding area.
- l) All trees and shrubs shall meet the specifications for nursery stock as set out by the Canadian Nursery Trades Association and shall be planted according to accepted nursery trade practices. When possible, all plant material shall be native Ontario material. Trees are to be nursery grown stock with trunks, limbs, and basic shape typical of its species. Trees shall have straight trunks, be well branched and be balanced with a strong central leader.
- m) Trees shall be maintained so as to be free from insects, disease, and all physical injury.
- n) Tree Species with Restricted Uses

The following species shall have restricted uses.

Birch	Due to the plant's susceptibility to the Bronze Birch Borer, to drought and its short life span, its use shall require specific approval.
Pyramidal Lombardy	Due to the short life span of this species, it should be planted only in combination with longer-lived tree species and will only be approved in certain locations.

Poplar	
Manitoba Maple	Plantings of these trees should be discouraged due to its weak branches and suckering habit.
Silver Maple	
Willows	Locations of willows should be restricted to open areas where underground services do not exist.
Mountain Ash	Plantings of these trees in multiple plantings should be discouraged due to possibility of fire blight.

- o) All areas to be sodded shall have a minimum depth of 100 mm (3.9 in.) of topsoil. Sod is to conform to the Canadian Nursery Sod Growers specifications.
- p) Decorative stone is not allowed as a form of landscaping in required landscape strips.

3.1.9.2 Landscaping - Buffers/Screens

- a) Any commercial development adjacent to a residential area shall provide a dense planting buffer of 3.0 m (10 ft.) or an opaque wood fence not less than 1.80 m (6 ft.) in height with a 1.80 m (6 ft.) wide landscaped strip (i.e. mix of evergreen/deciduous trees and shrubs in addition to grass) as a method of lessening the impact on residential development.
- b) Any parking area shall be provided with a landscaped buffer, fence, or hedge where the parking abuts a residential development.
- c) Buffering or screening of service areas shall be provided by a combination of earth berms, trees and shrubs, low walls, wood fences, or other approved techniques. Preference is given to natural landscaping so as to provide effective screening through all seasons.
- d) Any outside storage on commercial or industrial developments visible from a residential development or collector road should be enclosed by a combination of a suitable fence (or architecturally designed wall) and landscaping.
- e) All natural buffers or screens, fences and other forms of enclosures shall be between 1.2 m (4 ft.) and 1.8 m (6 ft.) in height except within daylighting triangles at road intersections or other points where such height may interfere with visibility at road intersections or access driveways. The minimum height at the time of planting shall be 1.2 m (4 ft.).

- f) When coniferous trees are planted as screens, they shall meet the minimum size requirement of the Guide and shall be planted 3.0 m (10 ft.) on centre.
- g) For commercial and institutional developments, landscaping of a minimum width of 3.0 m (10 ft.) will be required along all interior property lines not abutting a street. Where the curb height prohibits a vehicle overhang, a minimum width of 1.8 m (6 ft.) is acceptable. When integrated development of adjoining properties exists, this requirement will not apply.
- h) For industrial developments, a minimum of 1.8 m (6 ft.) wide landscape strip will be required on side and back property lines.
- i) Landscaped areas designed to act as buffers or screens shall not be used in the calculation of parking areas.

3.1.9.3 Landscaping Along Public Roads

- a) All developments or alterations to the existing conditions of a site shall incorporate a landscaped strip along the public road frontage of the property as follows:
 - Primary arterial roads and highways: 6.0 m (20 ft.)
 - Other roads: 3.0 m (10 ft.)
- b) The landscaped strip shall be contained within the private property measured from the front of property lines. Minor changes may be considered based on the site's physical constraints. Unique architectural, engineering, and landscaping design solutions may be permitted to achieve a higher quality development.
- c) Landscaping should be extended to include the areas from the property lot line to the curb, sidewalk, or edge of road shoulder, where possible.
- d) Construction and maintenance of these landscaped works on public areas abutting the site are the responsibility of the applicant/owner.
- e) When "Street Trees" are requested, these trees shall be 'zone and urban hardy' and shall meet specific tree planting and size procedures as determined by the City in concert with the applicable BIA, depending on the location of the specific site, and Hydro One. These trees are planted generally between the property line and the road edge, although in some cases they may be planted just inside the property line. Street tree locations shall allow for adequate growth potential. Prior to planting of street trees, all locations of services are to be identified on site and planting is to be offset away from services.

3.1.9.4. Landscaping of Parking Lots

a) Screening

To lessen the visual impact of parking, parking areas shall be screened from public views by the use of low landscaping (i.e. shrubs, plants and trees), especially when parking lots are located along arterial roads or abutting residential or institutional uses. The screening effect may also be accomplished by different techniques such as berming, evergreen plantings or densely planted hedges. The minimum height of these plants shall be 1.2 m (4 ft.) at the time of planting to accomplish the screening effect.

b) Interior Landscaping of Parking Lots

In addition to parking lot screening, parking lot areas shall be provided with landscaped shrubs at the end of parking rows. Additional landscaping will be required in the middle of long parking rows.

3.1.9.5 Landscaping - Tree Preservation and Replacement

a) All trees (and roots) located within public right-of-ways shall be protected during construction, as well as those trees existing on surrounding properties. Any tree damaged or removed by the applicant/owner shall be replaced at the applicant/owner's cost by a tree of similar size and type.

b) Every effort should be made to preserve existing vegetation on site.

c) During construction, all existing trees that are to remain shall be fully protected with snow fencing erected beyond the "drip line" of the trees. Groups of trees and other existing vegetation to be protected shall have snow fencing erected around the entire clump(s). Areas within the protective fencing shall remain undisturbed and shall not be used for storage of building, materials or equipment. This work shall be completed prior to the issuance of a building permit for site development.

d) Nothing is to be nailed or attached to tree trunks, including rigging cables.

e) Surplus soil, equipment, debris or materials shall not be placed over the root systems of trees. No contaminants shall be dumped or flushed where feeder roots of trees exist.

f) Where limbs or portions of trees are removed to accommodate construction work, they are to be carefully removed and all exposed wood treated with an approved tree wound dressing. However, if a wound area is 5.1 cm. (2 in.) or less, then the tree should be allowed to naturally heal. Any cut should be a flush cut at angle to the branch collar to minimize any wound area.

- g) Where root systems of protected trees are exposed directly adjacent to or damaged by construction work, they shall be trimmed neatly and the area backfilled with appropriate material to prevent desiccation.
- h) Where necessary, trees are to be given an overall pruning to restore the balance between roots and top growth or to restore the appearance of the tree.
- i) Where trees that are to be preserved die, or are damaged beyond repair, these shall be replaced by the applicant/owner at his/her own expense with trees of a size and species as approved by the City.
- j) If grades around trees to be preserved are likely to change, the applicant/owner shall be required to take precautions such as dry welling and root feeding. Retaining walls for tree preservation may be required.

3.1.9.6 Landscaping Maintenance

- a) All landscaped areas, as shown on the site plan, shall be maintained by the registered owner at his/her entire cost throughout the life of the agreement.
- b) Site vegetation shall be maintained in a healthy, vigorous, disease and pest free condition, or be replaced. Dead, severely damaged, or diseased plant material shall be replaced as soon as possible.

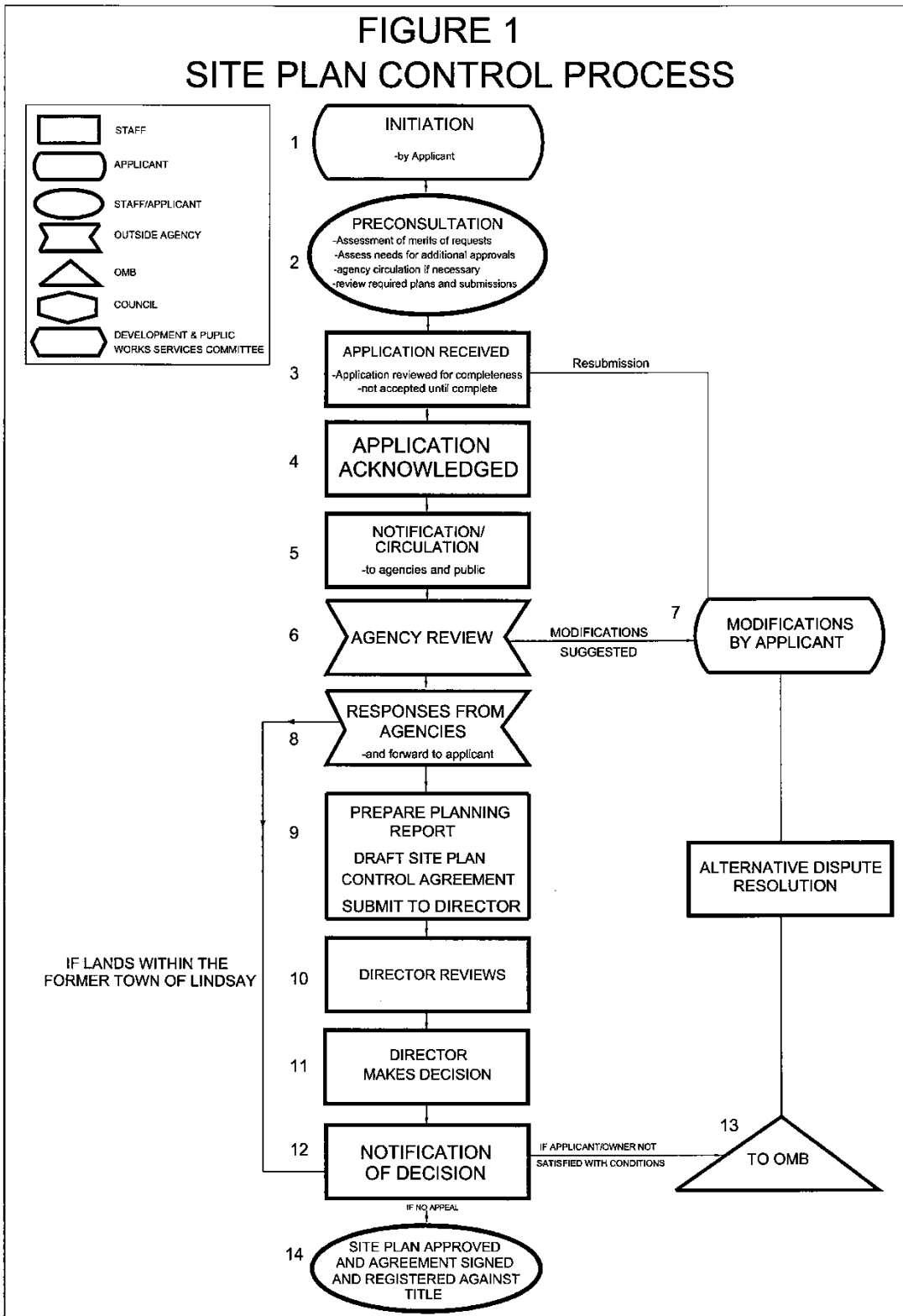
3.1.9.7 General Vegetation Standards

- a) Deciduous trees shall have a minimum trunk calliper (diameter) of 70 mm (2.8 in.). This measurement is to be taken 150 mm (6 in.) above ground level. Where small flowering tree species or multiple stem trees are to be planted, minimum sizes required must be approved by the Community Services Department - Parks, Recreation and Culture Division.
- b) Coniferous trees shall have a minimum height of 1.6 m (5.3 ft.).
- c) For cedar hedging, nursery-grown cedars are required. The plants must be single stem, rather than clump, and have a good form with branches to ground level. Cedar hedges are to be planted 300 mm (11.8 in.) on centre and have a minimum height of 1.0 m (3.3 ft.).

3.1.9.8 Park Design Standards

When a project involves improvements to City parks, the standards contained in Appendix "H" shall be used.

**FIGURE 1
SITE PLAN CONTROL PROCESS**



THE CORPORATION OF THE CITY OF KAWARTHA LAKES

BY-LAW 2016-069

A BY-LAW TO ESTABLISH SITE PLAN CONTROL AND PROCEDURES IN THE CITY OF KAWARTHA LAKES AND TO DELEGATE SITE PLAN CONTROL APPROVAL TO THE DIRECTOR OF DEVELOPMENT SERVICES IN THE CITY OF KAWARTHA LAKES

Recitals

1. The City of Kawartha Lakes adopted By-law 2003-21 to establish a site plan control by-law for the municipality.
2. By-law 2003-21 requires updating for legislative and position changes.
3. Section 23(1) of the Municipal Act, 2001, S.O. 2001 c.25 as amended, allows Council to delegate its powers and duties.
4. Council wishes to delegate to the Director of Development Services, or the Director's delegate, its powers and authority for Site Plan Control under Section 41 of the Planning Act, excluding Council's authority under Paragraph (a) of subsection B of Section 41 of the Planning Act.
5. The delegation is required to be adopted by by-law.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2016-069.

Section 1.00: Definitions and Interpretation

1.01 Definitions: In this by-law,

"Agricultural Building" means any building or structure customarily used in connection with a farm other than a residence;

"City", "City of Kawartha Lakes" or "Kawartha Lakes" means The Corporation of the City of Kawartha Lakes and includes its entire geographic area.

"City Clerk" means the person appointed by Council to carry out the duties of the clerk described in section 228 of the *Municipal Act, 2001*;

"Council" or "City Council" means the municipal council for the City.

"Development" means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers as defined in clause Section 164 of the Municipal Act, 2001, or of sites for the location of three or more mobile homes as defined in subsection 46(1) of the Planning Act or of sites for the construction, erection or location of three or more land lease community homes as defined in subsection 46(1) of the Planning Act, 1983, c.1 s.40(1); 1994, c.4, s.14.

"Director of Development Services" means the person who holds that position and his or her delegate(s) or, in the event of organizational changes, another person designated by Council;

"Gross Floor Area" means the aggregate of the areas of each floor, whether any such floor is above or below grade, measured to the center of common walls and to the outside of other walls, exclusive of an unfinished attic, an unfinished cellar, elevator shaft, corridor areas, mechanical and electrical rooms and storage areas. In the case of an apartment building, the gross floor area does not include any part of the basement which is used for the storage or parking of motor vehicles, locker storage facilities, laundry facilities and children's play areas, but does include any part of the building or structure above grade used for the storage or parking of motor vehicles. In addition, any part of an apartment building below or above grade which is used for heating equipment, air conditioning equipment and/or other mechanical equipment, shall not be included in gross floor area calculations;

"Planning Act" means the Planning Act, R.S.O. 1990, c.P.13, as amended.

1.02 Interpretation Rules:

- (a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.
- (b) The words "include" and "including" are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.

- 1.03 **Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.
- 1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

Section 2.00: Site Plan Control Area

- 2.01 **Areas:** Site Plan Control shall apply to:
- a) those areas delineated in Schedules 1 to 15; and
 - b) Parts 2 to 8 and 10 to 19 inclusive of Plan 57R-7842;
- 2.02 **Existing:** Site Plan Control shall also apply to those properties where site plan control agreements are registered on title at the date of the adoption of this by-law or are subject to Site Plan Control as part of a specific zoning requirement.

Section 3.00: Approval of Development

- 3.01 **Information Required:** No person shall undertake any development in the area designated under Section 2.0 without providing the following information, as well as the information required under the City of Kawartha Lakes Site Plan Control Guide:
- a) Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction therewith and of all facilities and works required under Section 41(7)(a) of the Planning Act.
 - b) Drawings showing plan, elevation and cross-section views for each building to be erected, which drawings are sufficient to display,
 - i) the massing and conceptual design of the proposed building;
 - ii) the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access; and
 - iii) the provisions of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings, but which exclude the layout of interior areas, other than the interior walkways, stairs, elevators and escalators referred to in this clause.
- 3.02 **Condition:** As a condition of approval of the plans and drawings referred to in the previous Section 3.01, the owner of the lands being developed shall enter into an agreement with the City of Kawartha Lakes to provide to the satisfaction of and at no expense to the municipality, any or all of the following items:
- a) Widening of highways that abut on the land. Subject to the Public Transportation and Highway Improvement Act, R.S.O. 1990, c.P.50, facilities to provide access to and from the land such as access ramps and curbs and traffic direction signs and signals;
 - b) Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways;
 - c) Walkways, including the surfacing thereof, and all other means of pedestrian access;
 - d) Facilities for the lighting, including floodlighting, of the land or of any buildings or structures thereon;
 - e) Walls, fences, hedges, trees, shrubs or other ground-cover or facilities for the landscaping of the lands or the protection of adjoining lands;
 - f) Vaults, central storage and collection areas and other facilities and enclosures for the storage or garbage and other waste material;

- g) Easements conveyed to the municipality for the construction, maintenance or improvement of watercourses, ditches, land drainage works, sanitary sewerage facilities and other public utilities of the City on the land;
- h) Grading or alternation in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon; pursuant to paragraphs 2, 3, 4, 5, 6, 7, 8 and 9 of clause 41(7)(a) of the Planning Act and shown on the plans and drawings, approved in accordance with Section 41 of the Planning Act.

3.03 **Agreement:** The agreement referred to in Section 3.02 shall also provide that the various facilities and works referred to in the above-mentioned agreement shall be maintained to the satisfaction of the municipality and at the sole risk and expense of the owner, including the removal of snow from access ramps and driveways, parking and loading areas and walkways.

Section 4.00: Delegation of Approval Power

- 4.01 **Delegation:** Council's powers under Section 41 of the Planning Act for Site Plan Control are delegated to the Director of Development Services or the Director's delegate.
- 4.02 **Classes of Development:** The Director of Development Services shall not have the authority to define classes of development that may be undertaken without the approval of the City, pursuant to clause (a) of Subsection 41(13) of the Planning Act.
- 4.03 **Clause Approval:** Where a clause in a site plan control agreement requires approval by the City, (such as landscaping, grading, garbage enclosures, walls, fences), these may be approved by the Director of Development Services or his delegate.
- 4.04 **Appeal:** Where an owner is not satisfied with any decision made by the Director of Development Services, or the Director's delegate, an appeal may be made to the Planning Committee which will make a recommendation to Council on the issue. If the owner is not satisfied with the decision of Council, an appeal may be made to the Ontario Municipal Board in accordance with Subsection 41(12) of the Planning Act.

Section 5.00: Exempt Classes of Development

- 5.01 **Exemption:** Within the areas delineated on Schedules 1 to 15, the following classes of development may be undertaken without the approval of plans or drawings otherwise required under Subsections 41(4) or (5) of the Planning Act:
 - a) A building or structure which is constructed, erected or placed for the purpose of a single detached dwelling unit or a semi-detached dwelling unit.
 - b) An addition or alternation to a building or structure mentioned in Clause 5.01 a).
 - c) Any residential building containing less than three dwelling units, and buildings and structures accessory thereto.
 - d) Any buildings or structures located on a parcel of land owned by the City and operated by the City, any conservation authority established by the Government of Ontario, or any Authority, Board or Ministry of the Province of Ontario or the Dominion of Canada.
 - e) Any structure erected for the purposes of flood or erosion control by any conservation authority established by the Government of Ontario.
 - f) Any Agricultural Buildings permitted under agricultural zones or rural zones contained in the City of Kawartha Lakes zoning by-laws.
 - g) Any addition or alternation to a building or structure affected by this by-law, if the addition or alteration is considered minor by the Director of Development Services, and has the effect of increasing the useable area of the building or structure or the use of the structure by twenty-five (25%)

or less of the building's or structure's Gross Floor Area, but in no case more than 1,000 square metres.

Section 6.00: Lapse of Approval or Agreement

- 6.01 **Lapse:** Approval of plans and drawings referred to in Subsection 41(4) of the Planning Act lapses,
- a. where a building construction permit is required for the development,
 - i. at the expiration of one year from the date of approval if, within the one year period, no building permit is issued for the development;
 - ii. at the expiration of two years from the date of approval if, within the two year period, a building construction permit is issued for the development but the owner does not seriously commence construction of the development, in the opinion of the Chief Building Official appointed under the Building Code Act, 1992, S.O. 1992, c.23; and
 - iii. upon the revocation at any time of any building construction permit issued for the development; and
 - b. where no building construction permit is required for the development, at the expiration of two years from the date of approval if, within the two-year period, the owner does not seriously commence construction of the development in the opinion of the Chief Building Official appointed under the Building Code Act, 1992, S.O. 1992, c.23.
- 6.02 **Written Notice:** Lapse of approval is effective upon written notice to the owner revoking the approval or, where an agreement has been registered, upon the registration of a notice that the approval is revoked and the agreement is terminated.

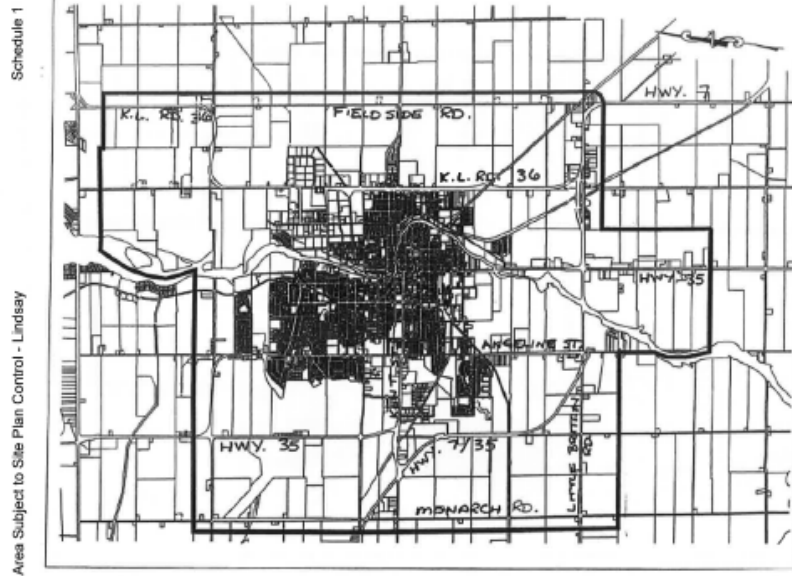
Section 7.00: Administration and Effective Date

- 7.01 **Administration of the By-law:** The Director of Development Services is responsible for the administration of this by-law.
- 7.02 **Effective Date:** This By-law shall come into force on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this 22nd day of March, 2016.

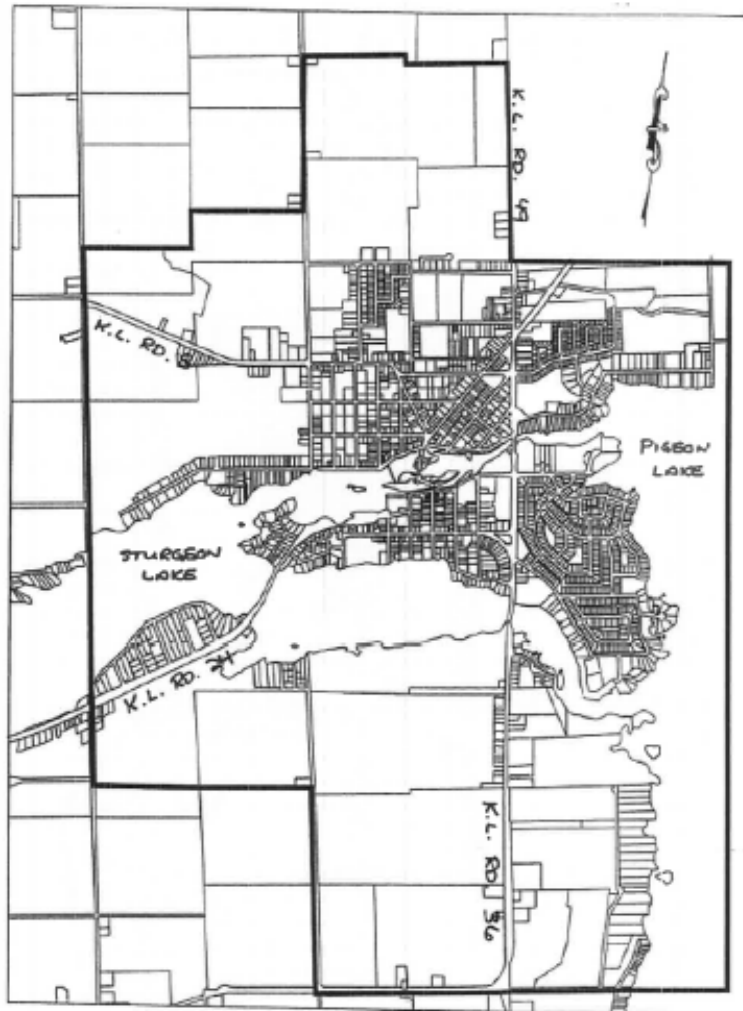

Andy Letham, Mayor


Judy Cairns, City Clerk



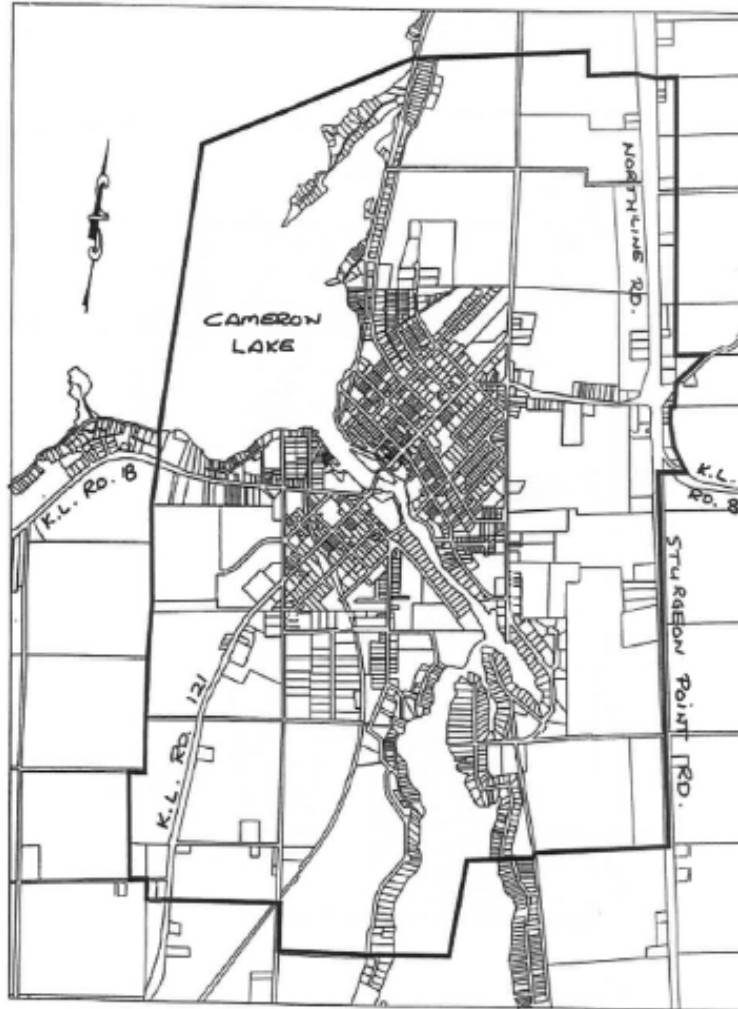
Area Subject to Site Plan Control - Bobcaygeon

Schedule 2



Area Subject to Site Plan Control – Fenelon Falls

Schedule 3



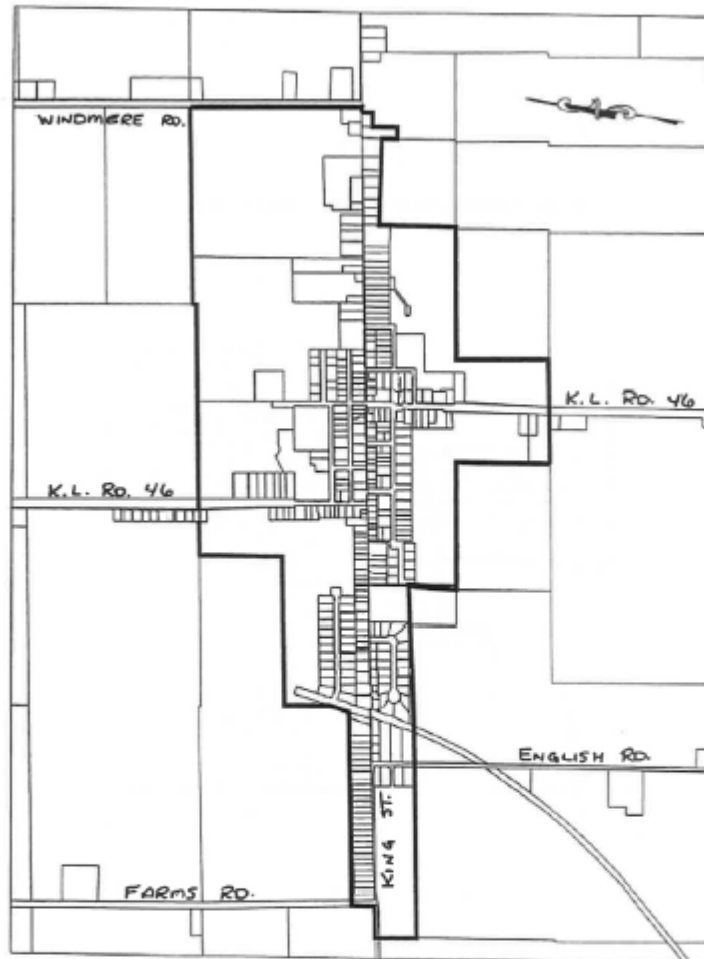
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Schedule 4



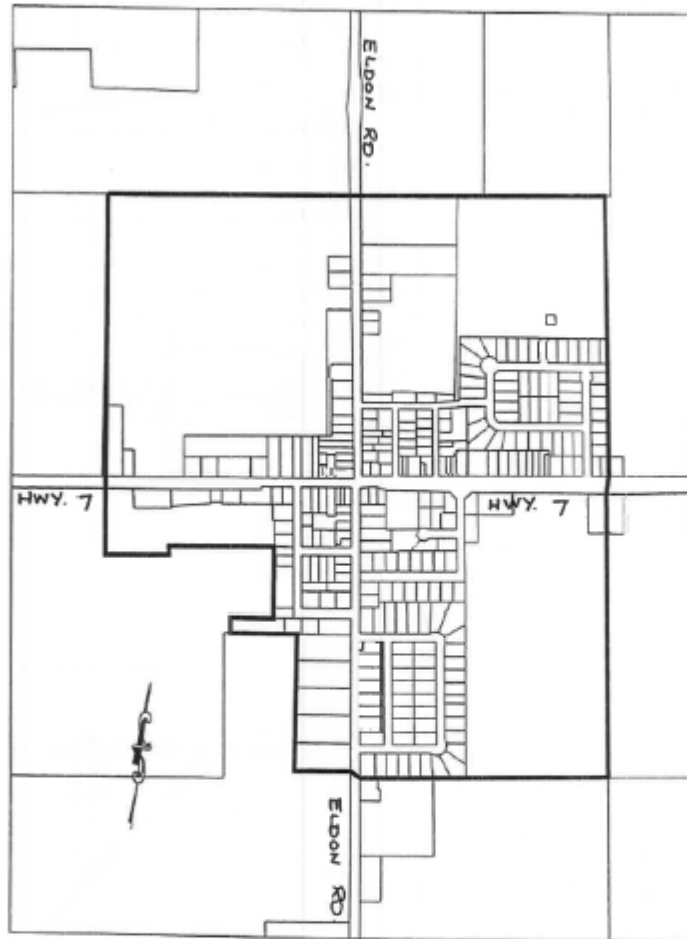
Area Subject to Site Plan Control - Woodville

Schedule 5



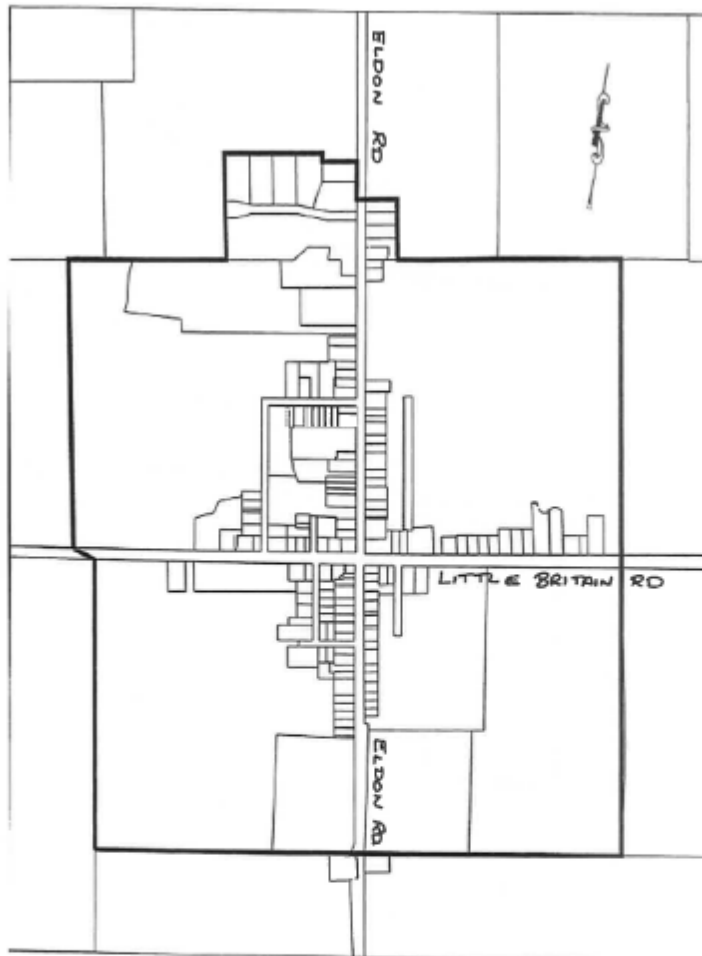
Area Subject to Site Plan Control - Oakwood

Schedule 6



Area Subject to Site Plan Control – Little Britain

Schedule 7



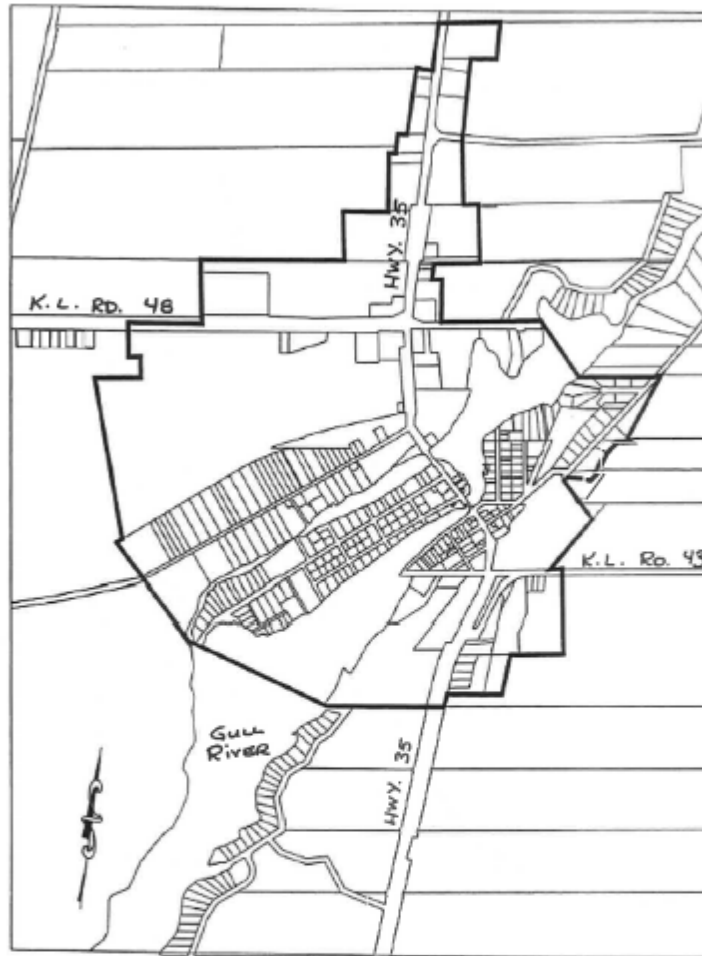
Area Subject to Site Plan Control - Kirkfield

Schedule 8



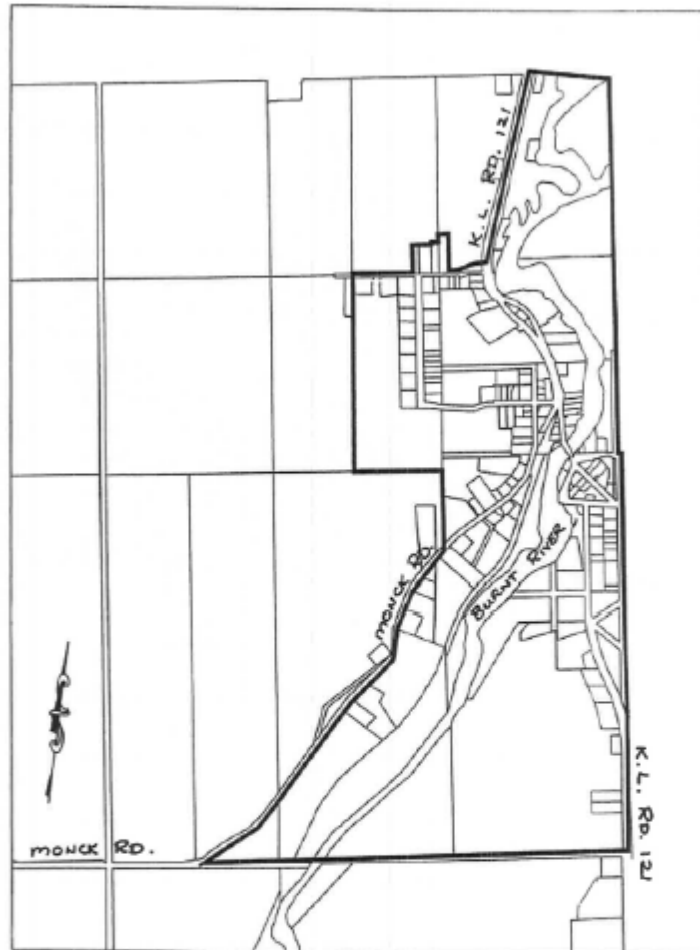
Area Subject to Site Plan Control - Coboconk

Schedule 9



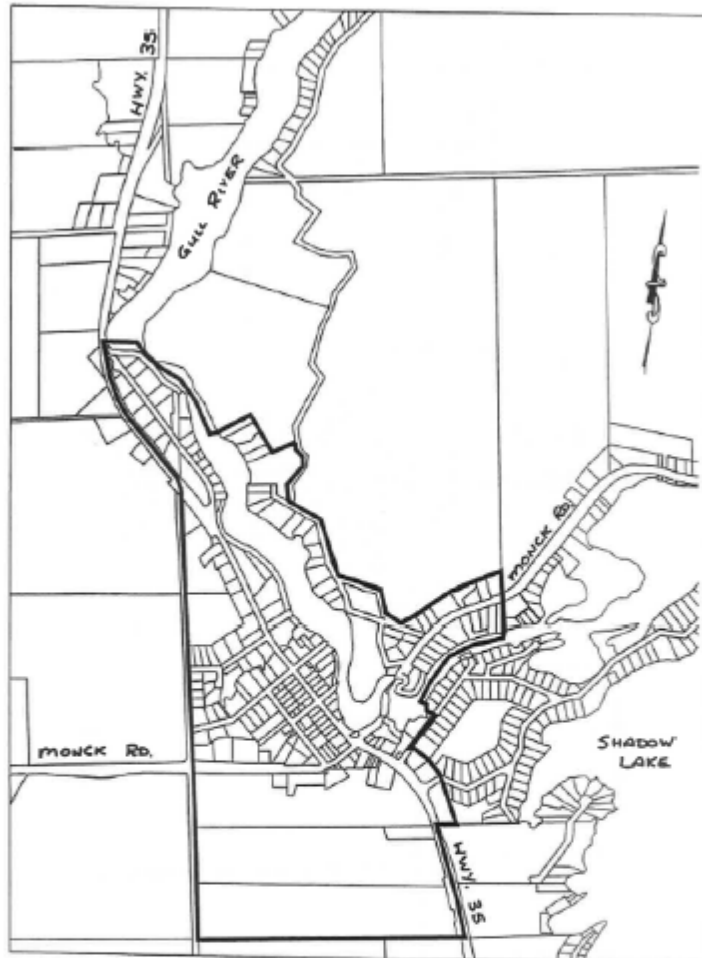
Area Subject to Site Plan Control - Kinmount

Schedule 10



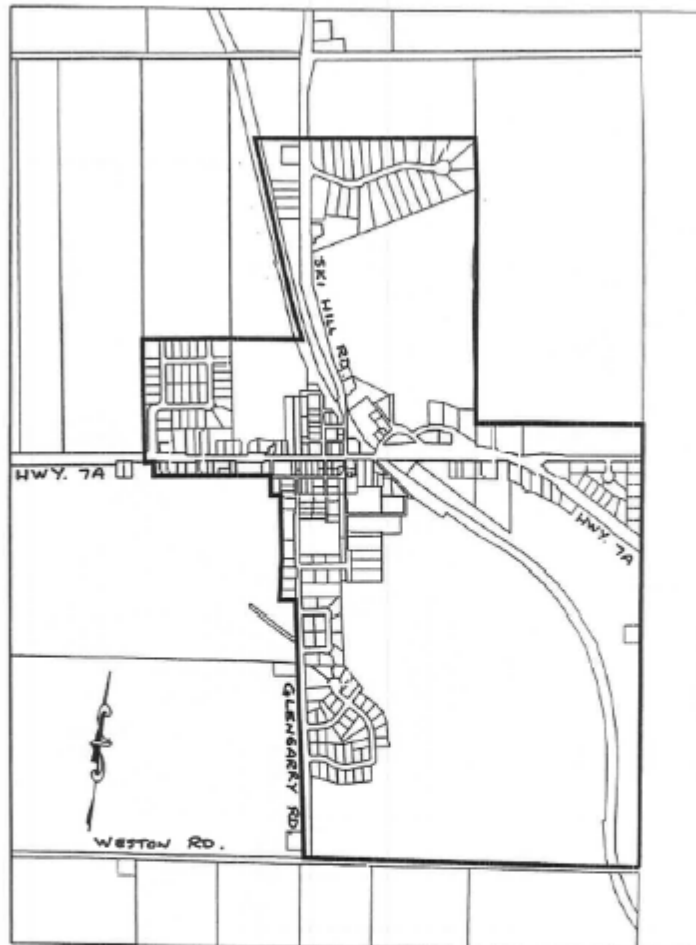
Area Subject to Site Plan Control - Norland

Schedule 11



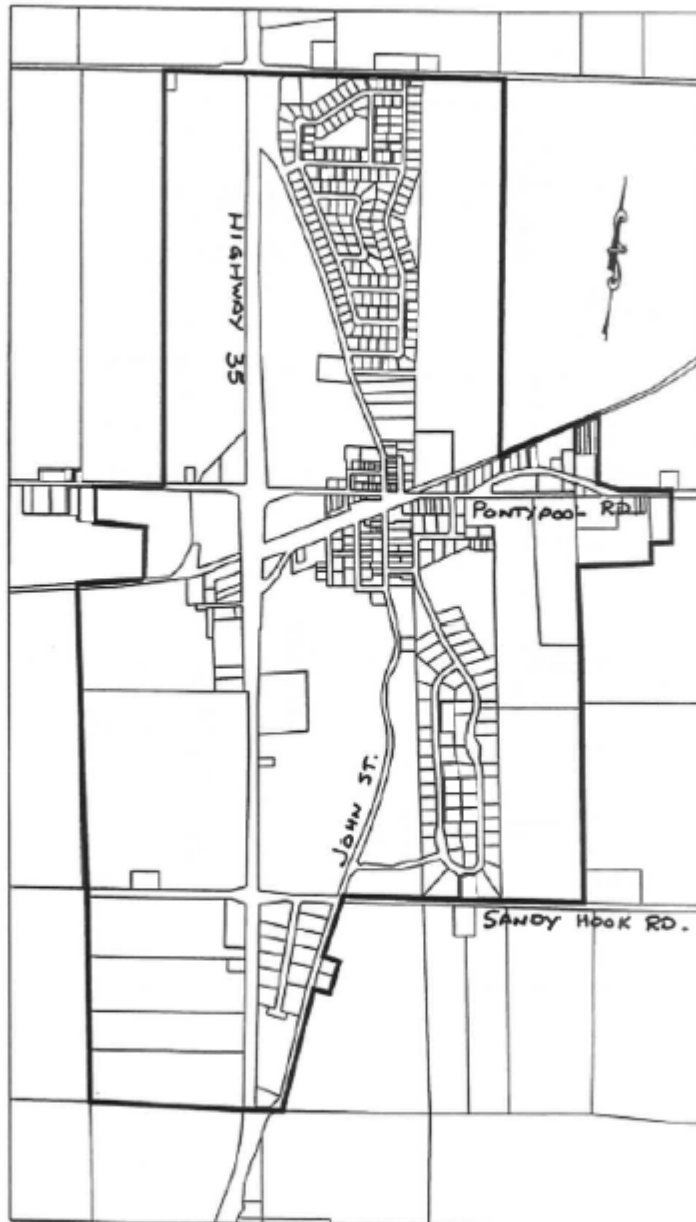
Area Subject to Site Plan Control - Bethany

Schedule 12



Area Subject to Site Plan Control - Pontypool

Schedule 13



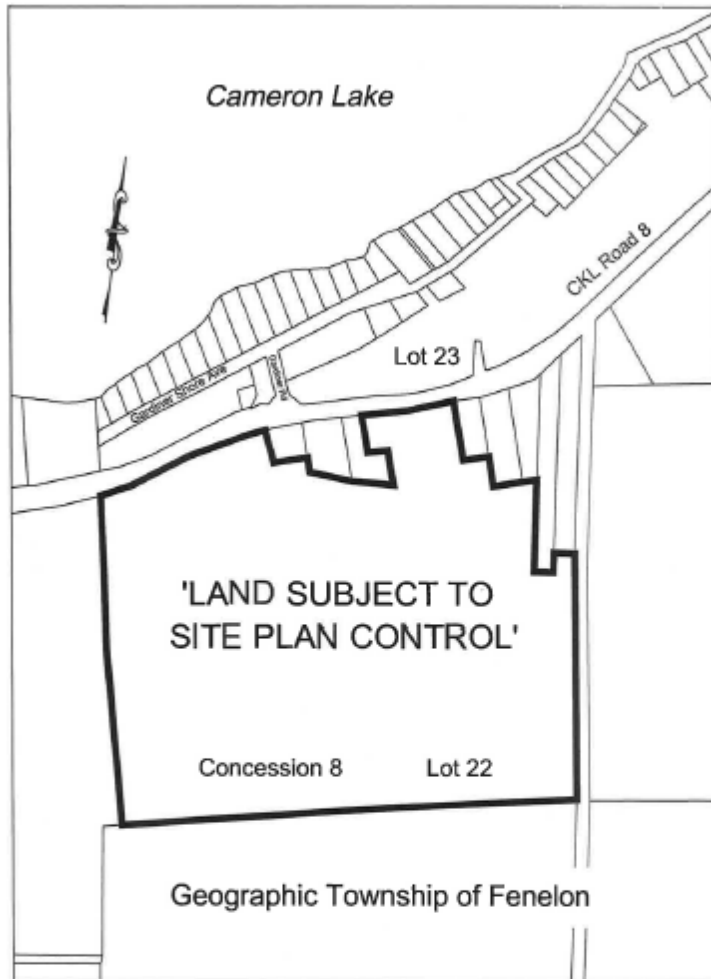
Area Subject to Site Plan Control - Emily Township

Schedule 14



Area Subject to Site Plan Control – Township of Fenelon

Schedule 15



APPENDIX "A-1"

THE CORPORATION OF THE CITY OF KAWARTHA LAKES

BY-LAW 2007 - 209

A BY-LAW TO AMEND BY-LAW NO. 2003-21 BEING A BY-LAW TO ESTABLISH
SITE PLAN CONTROL AND PROCEDURES IN THE CITY OF KAWARTHA LAKES
AND TO DELEGATE SITE PLAN CONTROL APPROVAL TO THE DIRECTOR OF
DEVELOPMENT SERVICES

Recitals:

1. Council considers it advisable to add certain lands to the City's site plan control area.
2. By adding these lands to the area of site plan control an appropriate site plan agreement can be entered into by the land owners and the City of Kawartha Lakes.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2007-209.

Section 1:00 Amendment to Article 2.00 of By-law 2003-21

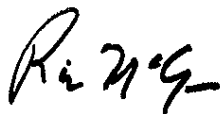
Article 2.00 is amended by adding the following section immediately after Article 2.02:

2.03 Site Plan Control shall apply to Parts 1 to 8 and 10 to 19 inclusive of Plan 57R-7842.

Section 2:00 Effective Date

- 2.01 **Effective Date:** This By-law comes into force on the date it receives third reading and is passed.

By-law read a first, second and third time, and finally passed, this 25th day of September, 2007.



Ric McGee, Mayor



Judy Currins, Clerk

Appendix “B” Site Plan Control Submission Requirements

The following information must be submitted as a part of the Application for Site Plan Approval:

- 1) **Appropriate Planning Application fee.** Please refer to the City of Kawartha Lakes “Planning Application Fees” list.
- 2) **Appropriate Conservation Authority fee.** Staff will assist you in determining which Conservation Authority is involved.
- 3) **Appropriate Building Division review fee.** The Building Division will be circulated where development is proposed on either partial or private services, which involves servicing by private well and septic systems not subject to Ministry of Environment approval.

Please note that the Conservation Authority and Building Division may also charge additional review fees beyond the application fee.

- 4) **Completed** application form clearly stating a full description of the proposed development. Dark blue or black ink only – do not use pencil. It is the responsibility of the applicant(s) to ensure the accuracy and completeness of the application prior to its submission to this office to avoid any misunderstandings.
- 5) **A location plan** (completed as 8 1/2” x 11” or as key on site plan).
- 6) **15 full-size copies of each of the Site Plan, Grade Control & Drainage Plan and Landscape Plan** (On smaller projects information required on Site, Grade Control & Drainage and Landscape plans may be combined on a single drawing). All drawings submitted are to be in a metric scale, folded to 8 1/2” x 11” with the title block exposed and are to clearly indicate, where applicable:
 - A legible chart summarizing:
 - total property area;
 - total building area;
 - building coverage as a percentage of total property area;
 - height of building;
 - floor area of each storey;
 - total number of off-street vehicular loading and parking facilities, either covered or uncovered; and,

- for residential buildings - the number of units, unit size and the number of bedrooms.
- The location and dimensions of all existing and proposed buildings and accessory facilities.
- The dimensions and bearings of front, side and rear yards of the building(s) on the subject site.
- The size and location of existing and proposed watermain and sanitary sewer, whether on or abutting the property.
- The location of any existing hydrants within 100 m (328 ft) of the proposed building face and the proposed location of any additional hydrant, whether on public or private land.
- Existing and proposed contours and spot elevations on both the site and adjacent properties with reference to a geodetic benchmark.
- The location of watercourses, swales, culverts, retaining walls, embankments, catch basins and other man-made or natural features on or adjacent to the site.
- Existing easements or right-of-ways are to be shown and identified as to whom the easement or right-of-way is in favour of, and what restrictions on planting, building, etc. are in force.
- All existing and proposed driveways on the subject property. The location of walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access.
- The location and design details of garbage disposal facilities.
- The location of all signs other than regulatory or traffic control signs.
- The location and detail of existing and proposed lighting facilities.
- All existing and proposed trees, hedges and shrubs shall be indicated. A plant list attached to the drawing shall indicate the common name, generic (Latin) name, quantity and size (or calliper) of all proposed trees, hedges and shrubs.
- All plant material shall be hardy and nursery grown, complying with the “Guide Specification for Nursery Stock” of the Canadian Nursery Trades Association. Only plant material that is adaptable to the soil conditions and special configurations of the site shall be acceptable. Plant materials are not to interfere with utilities, exterior/street lighting, sidewalks or parking.

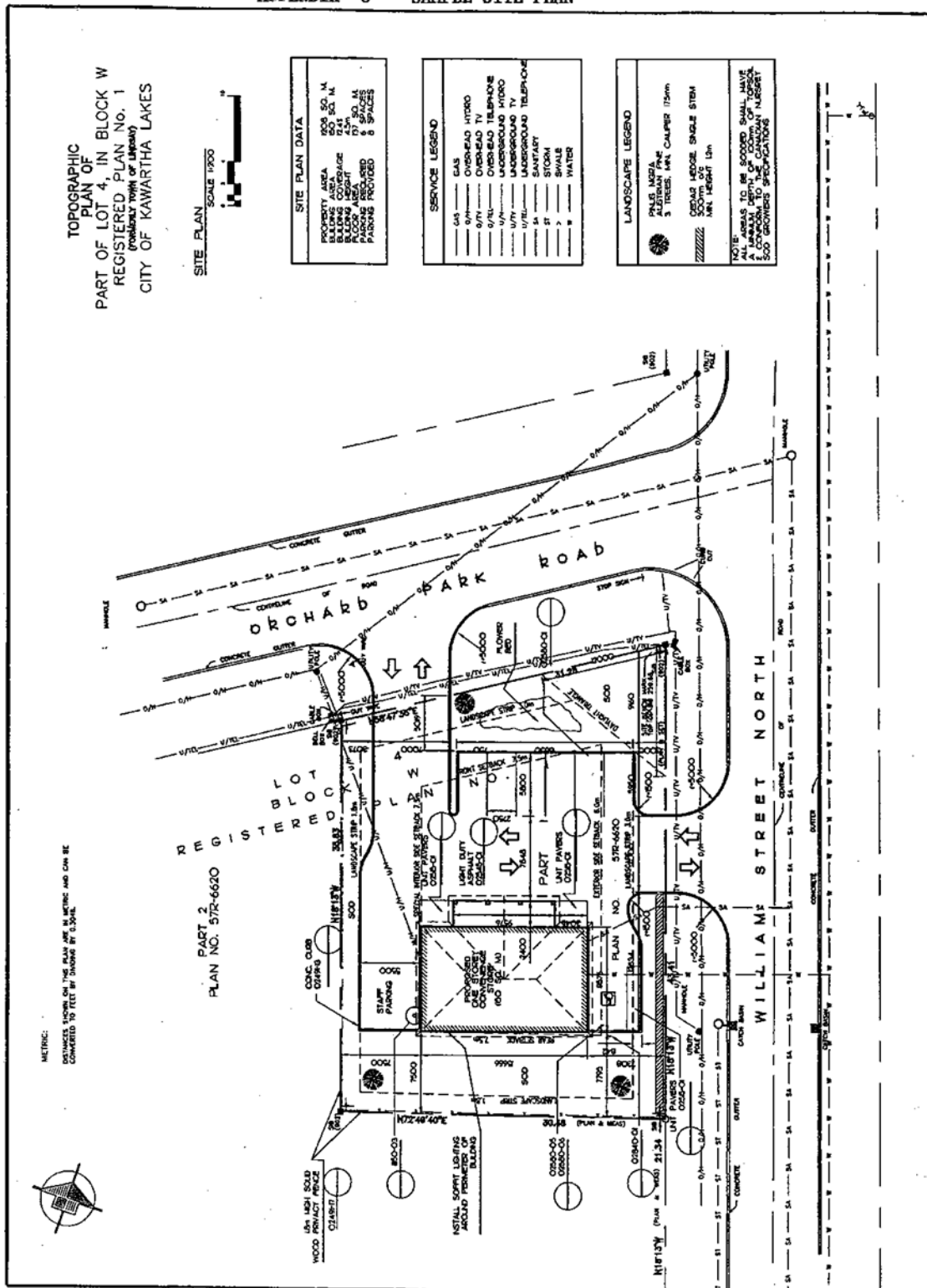
- All existing and proposed sodded and seeded areas are to be clearly indicated on the site plan. New sod proposed on the subject property shall be No. 1 Nursery sod type and will be staked on slopes of 3:1 or greater.
- All ground cover material is to be indicated (i.e. asphalt, concrete, crushed gravel, decorative stone, planters, sod, grass, etc.).
- Proposed walls and fences are to be detailed and shown.
- All proposed and/or existing utility connections to structures on the subject site.
- The location of any park areas.

Measurements on the sketch SHALL correspond to those identified in the application. Photocopies of your survey, if you have one, should be used. If no survey is available, a detailed hand-drawn sketch to scale is acceptable.

In some cases, it may be appropriate to obtain professional services to determine the accuracy of your property dimensions.

Submit To: City of Kawartha Lakes
Development Services Department – Planning Division
2nd Floor, 180 Kent Street West
Lindsay, ON K9V 2Y6
(705) 324-9411 Ext. 1231

APPENDIX "C" - SAMPLE SITE PLAN



Appendix “D” Directory of Agencies

Department/Agency	Phone Number
City of Kawartha Lakes Development Services Department – Planning Division	(705) 324-9411 Ext. 1231
City of Kawartha Lakes Development Services Department - Building Division	(705) 324-9411 Ext. 1288
City of Kawartha Lakes Development Services Department - Economic Development Division	(705) 324-9411 Ext. 1232
City of Kawartha Lakes Public Works Department - Manager of Engineering	(705) 324-9411 Ext. 1151
City of Kawartha Lakes Public Works Department - Manager of Solid Waste Division	(705) 324-9411 Ext. 1143
City of Kawartha Lakes Public Works Department - Supervisor of Water, Wastewater Division	(705) 324-9411 Ext. 1123
City of Kawartha Lakes Emergency Services Department	(705) 324-5731 Ext. 1523
City of Kawartha Lakes Community Services Department - Parks and Recreation Division	(705) 324-9411 Ext. 1301
Ganaraska Region Conservation Authority	(905) 885-8173
Kawartha Region Conservation Authority	(705) 328-2271
Otonabee Conservation Authority	(705) 745-5791
Lake Simcoe Region Conservation Authority	(905) 895-1281
Manager of Land Services, Enbridge Gas Distribution Inc.	(416) 753-6952
Hydro One	1-888-871-3514
Planner, Manager – Right of Way Control Centre, Bell Canada	(416) 296-6291
Building Division – Sewage System Review Fees	(705) 324-9411
Cogeco Cable Canada Inc.	(705) 740-7278
Chair, The Municipal Advisory Council for Disabled Persons	(705) 324-9411 Ext. 1206
Administrator, Downtown Business Improvement Association	(705) 324-7710
Chair, Heritage Victoria Committee (if property is designated)	(705) 324-9411 Ext. 1206
Corridor Control Technician, Ministry of Transportation, Kingston	(613) 545-4744
Trent-Severn Waterway	(705) 742-9267
Ward Councillor	
Mayor, City of Kawartha Lakes	
Area Manager, Public Works Department	
Local City of Kawartha Lakes Service Centre	

Appendix “E” Site Works Estimate Form

<u>Project Name:</u>						<u>Date:</u>		
		Unit	Price (\$)	Quantity	Total Cost (\$)	100% Security (\$)	50% Security (\$)	Reduced Value, max. 10% (\$)
1	Erosion & Sediment Control (50% Security)							
	Maintenance of Erosion & Sediment Controls	Time Basis			\$0.00	-	\$0.00	
	Light Duty Silt Fencing (219.110)	m			\$0.00	-	\$0.00	
	Heavy Duty Silt Fencing	m			\$0.00	-	\$0.00	
	Mud Mat	ea			\$0.00	-	\$0.00	
	Check Dams	ea			\$0.00	-	\$0.00	
	Straw Bale Flow Check	ea			\$0.00	-	\$0.00	
	R50 Rip Rap and Filter Cloth	m ²			\$0.00	-	\$0.00	
	Swales	m			\$0.00	-	\$0.00	
	Filter Strip	m			\$0.00	-	\$0.00	

<u>Project Name:</u>						<u>Date:</u>		
	Subtotal: Erosion & Sediment Control				\$0.00		\$0.00	
2	Site Preparation and Earthworks (50% Security)							
	Clearing and Grubbing	LS			\$0.00	-	\$0.00	
	Topsoil Strip and Stockpile	m ³			\$0.00	-	\$0.00	
	Earth Excavation and Grading	m ³			\$0.00	-	\$0.00	
	Ditching	m			\$0.00	-	\$0.00	
	Cut to Fill	m ³			\$0.00	-	\$0.00	
	Import Fill	m ³			\$0.00	-	\$0.00	
	Disposal of Fill Material Off-Site	m ³			\$0.00	-	\$0.00	
	Subtotal: Earthworks				\$0.00		\$0.00	
3	Road - Internal Site Work (50% Security)							
	Street, Stop and Parking Signs	LS			\$0.00	-	\$0.00	
	Granular 'B' 300mm Depth	m ²			\$0.00	-	\$0.00	

City of Kawartha Lakes Site Plan Guide

<u>Project Name:</u>						<u>Date:</u>		
	Granular 'A' 150mm Depth	m ²			\$0.00	-	\$0.00	
	HL8 Asphalt Binder Course 50mm Depth	m ²			\$0.00	-	\$0.00	
	HL4 Asphalt Surface course 40mm Depth	m ²			\$0.00	-	\$0.00	
	HL3 Asphalt Driveway	m ²			\$0.00	-	\$0.00	
	Storm 150 mm Dia Subdrain Road (OPSD216.021)	m			\$0.00	-	\$0.00	
	Barrier Curb and Gutter (muni-1350) (608.010/605.030/600.040)	m			\$0.00	-	\$0.00	
	2.0m wide Concrete Sidewalk	m ²			\$0.00	-	\$0.00	
	1.8m wide Concrete Sidewalk	m ²			\$0.00	-	\$0.00	
	1.5m wide Concrete Sidewalk	m ²			\$0.00	-	\$0.00	
	Ditching	m			\$0.00	-	\$0.00	
	Topsoil, Seed & Mulch	m ²			\$0.00	-	\$0.00	
	Concrete Mail Box Pad	ea			\$0.00	-	\$0.00	

<u>Project Name:</u>						<u>Date:</u>		
	Line Painting	LS			\$0.00	-	\$0.00	
	Dead End Barrier (chain	ea			\$0.00	-	\$0.00	
	Parking Curb Stops	ea			\$0.00	-	\$0.00	
	Subtotal: Road Internal Site Work				\$0.00		\$0.00	
4	Road - External Site Work (100% Security)							
	Street, Stop and Parking Signs	LS			\$0.00	\$0.00	-	
	Granular 'B' 300mm Depth	m ²			\$0.00	\$0.00	-	
	Granular 'A' 150mm Depth	m ²			\$0.00	\$0.00	-	
	HL8 Asphalt Binder Course 50mm Depth	m ²			\$0.00	\$0.00	-	
	HL4 Asphalt Surface course 40mm Depth	m ²			\$0.00	\$0.00	-	
	HL3 Asphalt Driveway	m ²			\$0.00	\$0.00	-	
	Storm 150 mm Dia Subdrain Road (OPSD216.021)	m			\$0.00	\$0.00	-	
	Barrier Curb and Gutter (muni-1350)	m			\$0.00	\$0.00	-	

<u>Project Name:</u>						<u>Date:</u>		
	(608.010/605.030/600.040)							
	2.0m wide Concrete Sidewalk	m ²			\$0.00	\$0.00	-	
	1.8m wide Concrete Sidewalk	m ²			\$0.00	\$0.00	-	
	1.5m wide Concrete Sidewalk	m ²			\$0.00	\$0.00	-	
	Ditching	m			\$0.00	\$0.00	-	
	Topsoil, Seed & Mulch	m ²			\$0.00	\$0.00	-	
	Concrete Pad (i.e. mailbox, bus stop)	ea			\$0.00	\$0.00	-	
	Line Painting	LS			\$0.00	\$0.00	-	
	Dead End Barrier (barricade and checkerboard sign)	ea			\$0.00	\$0.00	-	
	Parking Curb Stops	ea			\$0.00	\$0.00	-	
	Subtotal: Road External Site Work				\$0.00	\$0.00		
5	Storm (50% Security)							
	250mm ø P.V.C.	m			\$0.00	-	\$0.00	

<u>Project Name:</u>						<u>Date:</u>		
	300mm ø P.V.C.	m			\$0.00	-	\$0.00	
	375mm ø P.V.C.	m			\$0.00	-	\$0.00	
	450mm ø P.V.C.	m			\$0.00	-	\$0.00	
	525mm ø Conc.	m			\$0.00	-	\$0.00	
	600mm ø Conc.	m			\$0.00	-	\$0.00	
	675mm ø Conc.	m			\$0.00	-	\$0.00	
	750mm ø Conc.	m			\$0.00	-	\$0.00	
	825mm ø Conc.	m			\$0.00	-	\$0.00	
	1050mm ø Conc.	m			\$0.00	-	\$0.00	
	450mm CSP Culvert	m			\$0.00	-	\$0.00	
	Oil Grit Separator	ea			\$0.00	-	\$0.00	
	1200mm ø (OPSD:701.010)	ea			\$0.00	-	\$0.00	
	1500mm ø (OPSD:701.011)	ea			\$0.00	-	\$0.00	
	1800mm ø (OPSD:701.012)	ea			\$0.00	-	\$0.00	

<u>Project Name:</u>						<u>Date:</u>		
	2400mm ø (OPSD:701.013)	ea			\$0.00	-	\$0.00	
	600mm ø Catch Basin c/w Frame & Grate (OPSD:705.010/400.020)	ea			\$0.00	-	\$0.00	
	600mm ø Ditch Inlet Catch Basin c/w Frame & Grate (OPSD:705.030/403.010)	ea			\$0.00	-	\$0.00	
	150mm ø Long Storm Service	ea			\$0.00	-	\$0.00	
	150mm ø Short Storm Service	ea			\$0.00	-	\$0.00	
	Clean, Flush and Video Inspection of Storm Sewers	m			\$0.00	-	\$0.00	
	Pond				\$0.00	-	\$0.00	
	Swales				\$0.00	-	\$0.00	
	Soak Away Pit				\$0.00	-	\$0.00	
	Other (please list)				\$0.00	-	\$0.00	
	Subtotal: Storm				\$0.00		\$0.00	
5a	External Storm Works to be completed by the City	LS			\$0.00	-	-	

<u>Project Name:</u>						<u>Date:</u>		
6	Sanitary (50% Security)							
	200mm ø P.V.C. 404.020	m			\$0.00	-	\$0.00	
	1200mm ø (701.010)	ea			\$0.00	-	\$0.00	
	Manhole Drop Structure 1003.01	ea			\$0.00	-	\$0.00	
	100mm ø Short Sanitary Service	ea			\$0.00	-	\$0.00	
	100mm ø Long Sanitary Service	ea			\$0.00	-	\$0.00	
	Clean, Flush and Video Inspection of Sewer	m			\$0.00	-	\$0.00	
	Subtotal: Sanitary				\$0.00		\$0.00	
6a	External Sanitary Works to be Completed by the City	LS			\$0.00	-	-	
7	Watermain and Appurtenances (50% Security)							
	150 mm P.V.C. watermain	m			\$0.00	-	\$0.00	
	50 mm Copper	m			\$0.00	-	\$0.00	
	150 mm Gate Valve	ea			\$0.00	-	\$0.00	

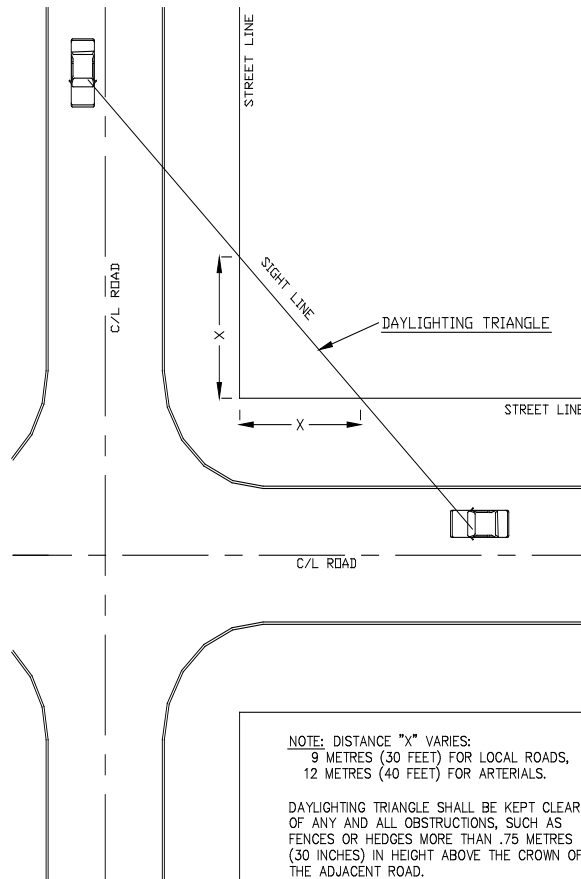
<u>Project Name:</u>						<u>Date:</u>		
	Yard Hydrant	ea			\$0.00	-	\$0.00	
	Hydrant Set, Valve and Tee	ea			\$0.00	-	\$0.00	
	19 mm Short Water Service	ea			\$0.00	-	\$0.00	
	19 mm ø Long Water Service	ea			\$0.00	-	\$0.00	
	19mm Curbstop with rod & box	ea			\$0.00	-	\$0.00	
	300 mm P.V.C. watermain	m			\$0.00	-	\$0.00	
	300 mm Gate Valve	ea			\$0.00	-	\$0.00	
	Water, Disinfection and Pressure Testing	LS			\$0.00	-	\$0.00	
	Subtotal: Watermain and Appurtenances				\$0.00		\$0.00	
7a	External Water Works to be completed by the City	LS			\$0.00	-	-	
8	Lighting (50% Security)							
	Exterior Wall Lighting	ea			\$0.00	-	\$0.00	
	Light Standards	ea			\$0.00	-	\$0.00	

<u>Project Name:</u>						<u>Date:</u>		
	Subtotal: Lighting				\$0.00		\$0.00	
9	Landscaping (100% Security)							
	Clearing & Grubbing	ea			\$0.00	\$0.00	-	
	Strip & Stockpile Topsoil	m ³			\$0.00	\$0.00	-	
	Earth Excavation	m ³			\$0.00	\$0.00	-	
	Topsoil, Seed & Mulch	m ³			\$0.00	\$0.00	-	
	Supply & Installation of Plants	ea			\$0.00	\$0.00	-	
	Construction of Berm	ea			\$0.00	\$0.00	-	
	Garbage Enclosure	ea			\$0.00	\$0.00	-	
	Gates	ea			\$0.00	\$0.00	-	
	Acoustical Fencing	m			\$0.00	\$0.00	-	
	Chain Link Fencing	m			\$0.00	\$0.00	-	
	Other (please list)				\$0.00	\$0.00	-	
	Subtotal: Landscaping				\$0.00	\$0.00		
	*Subtotal Construction				\$0.00			

<u>Project Name:</u>						<u>Date:</u>		
	Costs							
	H.S.T - 13%				\$0.00			
	Total Construction Costs				\$0.00			
	*DAAP Fee: 0.6% of Subtotal - Pre H.S.T.				\$0.00			
	Total of Security (inclusive of HST)				\$0.00			
	I certify these engineering costs to be the current estimated costs for the works proposed within the approved engineering drawings.							
	<u>Name</u>							
	<u>Title</u>							

Appendix “F” Daylighting Triangle Policy

An intersection design must provide sufficient sight distances for the driver to perceive potential conflicts and to carry out the actions needed to negotiate the intersection safely



Appendix “G” Accessible Parking Sign

11. A parking space designated on Crown land or under a municipal by-law for the use of disabled persons shall be distinctly indicated by erecting an accessible person parking permit sign which shall,

(a) be not less than forty-five centimetres in height and not less than thirty centimetres in width and bear the markings and have the dimensions as described and illustrated in the following Figure:



Highway Traffic Act – R.R.O. 1990, Reg. 581

Appendix “H” Park Design Standards

The following should be used only as a guide. Each park area is unique in terms of its size and the requirements of the community at the time of its development. Flexibility will be allowed based on the interpretation of the Community Services Department, Parks, Recreation and Culture Division.

Recreation Facilities

Softball Fields	Senior level softball fields should have completely fenced playing areas, well-drained infield and outfields. Outfields should be irrigated in the most efficient manner when required. Outfield areas should not overlap with other sport fields. They should be equipped with player benches, seating areas and trash receptacles.
Soccer Fields	Playing surface, setbacks and out-of-bounds should be well drained with adequate turf cover. Irrigation should be installed on fields that are subjected to intensive use. They should be equipped with player benches, seating area and trash receptacles.
Tennis Courts	Banks of four courts should be developed where possible using a penetrative surface. A shaded seating area should be developed overlooking the courts and should be equipped with benches, trash receptacles and bicycle racks. Tree planting should be used to assist with windbreaks and to reduce visual impact of fencing.
Playgrounds	Playground equipment suitable for a range of age groups should be provided; senior and junior play areas should be separated. A sand base with timber edging should be provided. A shaded seating area overlooking the playground should be designed to accommodate those supervising children. All playgrounds should meet the C.S.A. playground guidelines.
Pedestrian Circulation	Walkways should provide safe access from the street(s) and parking to all use areas. Walkway surfaces should be paved or granular as appropriate to the site. Pedestrian scale lighting should be provided where warranted in order to create safer environments. All pedestrian circulation systems should meet the access needs of the

physically challenged and elderly. Where possible pedestrian circulation should be kept independent of vehicular traffic. It should also be recognized that in some parks there will also be bicycle/roller-blading traffic, in which case, pathways should be widened and/or designated for the different uses.

Vehicular Parking

On-site parking should be provided for community and major City-wide parks. Parking should be well defined by the use of curbs, posts or other appropriate means. Parking areas shall be of a paved or granular surface. Parking lots should be buffered from adjoining use areas by the use of plant material and/or earth forms. Pedestrian access points should be clearly delineated and be kept free of any obstructions.

Vegetation Management

Each park should have a diverse composition of deciduous and coniferous plant material that is managed so as to sustain the health and vigour of the vegetation. Tree planting should be undertaken to create shade, separate use areas and to define the edges of the park areas. Where possible, the practice of “Integrated Pest Management” should be employed in the overall maintenance program of the park system.

Park Amenities

Seating Areas

Shaded, well-defined seating areas should be provided overlooking playgrounds, major facilities and passive recreation areas. Tables, trash receptacles, bicycle racks and benches should be supplied in appropriate locations throughout each park.

Park Shelters

Conveniently located shelters should be provided in a suitably landscaped park setting and will most likely be located in community or major park settings. These may be designed to meet the needs of groups or individuals as appropriate to the park design.

**Convenience
Buildings/Restrooms**

Community and major City-wide parks should include well-constructed convenience and restroom facilities. These should be located to serve park user needs and be

visually unobtrusive. Architectural guidelines and landscaping should be used to integrate the buildings with the site.

**Picnic Areas/Passive
Recreation**

Areas for passive recreation and picnicking should be provided and should be suitably landscaped and/or managed to create a pleasing atmosphere which will contrast with the more actively used part of the site.



A Guide to the Subdivision and Condominium Approval Process

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1. What is a Subdivision?

When you divide a piece of land into two or more parcels, you are subdividing property, and the provisions of the Planning Act come into play.

To subdivide land, you need approval of a plan of subdivision from City Council.

Subdivision approval ensures that:

- The land is suitable for its proposed new use or mixed uses; and,
- The proposal conforms to the applicable official plan in the City, as well as to Provincial legislation and policies.

You, your neighbours and your community are protected from developments which are inappropriate or might put an undue strain on community facilities, services or finances.

If your proposal involves creating only a lot or two, you may be able to seek approval for a “Land Severance” instead. For more details, see a Guide to the Land Severance Process.

2. What is a Registered Plan of Subdivision

A registered plan of subdivision is a legal document that shows:

- The exact surveyed boundaries and dimensions of lots on which houses or buildings are to be built.
- The location, width and names of streets.
- The sites of any City parks, elementary and secondary school sties.
- The location and dimensions of lands identified for service easements, etc.

The plan does not show specific buildings locations; these are set out in the zoning by-law and site plan approval. The plan of subdivision must be:

- Prepared by an Ontario Land Surveyor;
- In general conformity with the City Official Plan as well as provincial policies;
- Approved by City council;
- Registered in the land registry or land titles system.

City of Kawartha Lakes Subdivision and Condominium Process Guide

A registered plan of subdivision creates new, separate parcels of land and can be used for the sale of lots. It should not be confused with a “Registrar’s Compiled Plan” or a “Reference Plan” which are used simply to describe parcels of land.

3. What is the Process for Subdividing?

(Please see attached Figure 1)

If you are thinking about subdividing your property, first, discuss your proposal with staff of the Development Services Department – Planning Division. They will explain the process, how to apply, what information you will need to provide and whether the official plan and/or zoning by-law will have to be amended before your application can be processed.

Subdivision applications are made directly to the City, which is the approval authority. You will be charged a fee for processing the application. Staff will advise you of the amount of the processing fee.

As an applicant, you are required to fill out a subdivision application form provided by the City, which is attached to this guide. The application form is available at each Service Centre or on the City’s website.

The application form contains both the information which is prescribed by provincial regulation as well as other additional information which the City may require about the draft plan of subdivision. The more information provided, the less likely delays will occur in the review.

You should be aware that if you do not provide all the information prescribed by the provincial regulation, the City may refuse to accept or to further consider your application and the 90-day time frame for making a decision does not begin until all the prescribed information is received. You are encouraged to contact staff if you need help in assessing what information is required.

The City must give notice of your application and hold a public meeting before a decision is made. Notice of the public meeting is given at least 14 days in advance, through posting the property with a sign and by mail. Anyone present at the meeting has a right to speak about the proposal.

The City may consult with agencies, boards, authorities or commissions before making a decision.

On occasion, background studies, such as traffic and hydrogeological studies, submitted by an applicant will require peer review. Applicants are responsible for all costs associated with municipal peer reviews of background reports. Deposits are required for peer review in accordance with the City’s Tarff of Fees By-law.

4. How are Applications for Subdivision Evaluated?

In considering a plan of subdivision, the City evaluates the merits of the proposal against criteria such as:

- Conformity with the official plan
- Compliance with the zoning by-laws
- Suitability of the land for the proposed use, including the size and shape of the lots being created
- Adequacy of vehicular access, water supply, sewage disposal
- The need to ensure protection from potential flooding
- The adequacy of parks, schools, and facilities for the proposed new lots.

The City shall have regard to the Provincial Policy Statement when making a decision.

The Provincial Policy Statement contains, overall policy directions on matters of Provincial interest related to land use planning and development. The “shall have regard to” rule means that the City is obliged to consider the application of all relevant and specific policies when carrying out its planning responsibility. The City will implement the Provincial Policy Statement in the context of other planning objectives and local circumstances.

5. What is Draft Approval?

Having considered your application, the City may either “draft approve”, request revisions, or refuse your subdivision proposal.

The City must provide a written notice of its decision to the applicant and each person or public body requesting to be notified of a decision within 15 days of its decision. When a notice of decision is given, a 20-day appeal period follows.

If your application is draft approved, you will be advised of any conditions to be met in order to obtain final approval and registration. Conditions of draft approval may include; road widenings, the naming of streets, parkland requirements, rezoning of the area to reflect the new uses in the subdivision, and any other City requirements. In addition, draft approval includes a lapsing provision which establishes a (3) three year time frame within which the conditions must be met or the draft approval will lapse.

The developer will be required to sign a subdivision agreement with the City to ensure that certain services such as sidewalks and roads are provided after the plan has been registered.

Draft approval amounts to a commitment to proceed with the subdivision, once all the conditions of draft approval have been met. Lots may be offered for sale after draft approval, but cannot be sold until after the plan of subdivision has been registered.

6. Rights of Appeal

If you are not satisfied with the City's decision on a subdivision, you can appeal to the Ontario Municipal Board (OMB).

Appeals to the Ontario Municipal Board (OMB) can be made in four (4) different ways:

1. Any person or public body (utilities, etc.) may appeal the City's decision, conditions and/or lapsing provision within 20 days of the notice of decision being given.
2. The applicant or any public body may appeal conditions of approval at any time before final approval of the plan of subdivision.
3. The applicant may appeal if no decision is made within 90 days from the date of receipt by the City of the application containing the prescribed information.
4. Any person or public body may appeal any changed conditions imposed by the City within 20 days after the notice of changed conditions has been given.

Appeals must be filed with the City Clerk, accompanied by reasons for the appeal and the fee required by the OMB. The OMB is an independent administrative tribunal responsible for hearing land use planning appeals. Contact the Development Services Department – Planning Division for more information on an appeal.

Applicants are responsible for all costs associated with third party OMB appeals. Deposits are required upon receipt of an appeal in accordance with the City's Tarff of Fees By-law.

7. When Can a Subdivision be Registered?

When all conditions of the draft approval have been satisfied or fulfilled, final approval is given and the plan of subdivision is registered in the provincial land titles or registry system. The developer may then proceed with the sale of the newly registered lots in the subdivision.

You should be aware that considerable time may pass between draft approval and actual registration of the plan. However, the City has the authority to give a further extension of draft approval.

8. When Must Services be Provided?

Although many services for new subdivisions are not provided until well after registration, the City insists that they be in place before new residents move in to their new home. The applicant will be required to sign a detailed subdivision agreement, which is registered on the title of the property and legally binds the developer and future owners to its conditions.

9. Are Condominiums a Form of a Subdivision?

Yes. Condominiums are a form of property ownership in which title to a unit, such as an individual apartment in a high-rise building, is held by an individual together with a share of the rest of the property, which is common to all of the owners.

Condominiums can involve a brand new development, or an existing rental project which is converted to condominium ownership. They can apply to any type of residential building as well as commercial and industrial areas. Vacant land is now eligible. A park is now also eligible as a common-use condominium.

A condominium plan is like a plan of subdivision in that it is a way of dividing property. Plans of condominium must be approved by the City.

Applications for draft plans of condominium are not subject to the requirements of giving notice of application and holding a public meeting. However, the City is still required to give a notice of decision and the 20-day appeal period following the giving of the notice of decision applies.

Condominium conversions can be governed by official plan policies dealing with the rental vacancy ratio, as well as other matters.

10. What Other Approvals and Review Fees May be Required?

In addition to these planning approvals, there are other approvals and permits required in particular circumstances. This may include companion Planning Act applications for official plan amendment and/or rezoning. Approvals may be required from other agencies including the Conservation Authority, Ministry of Natural Resources, or the Trent-Severn Waterway before you begin any construction. Staff will provide assistance in determining the appropriate Conservation Authority having jurisdiction over the project as well as the appropriate application fees.

The Building Division will be circulated where development is proposed on either partial or private services, which involves servicing by private well and septic systems not subject to Ministry of Environment approval.

Please note that the Conservation Authority & Building Division may also charge additional review fees beyond the application fee.

11. Required Information and Application Fee Refunds

The information required for a complete application is outlined on the attached official plan amendment, plan of subdivision and plan of condominium application form. All necessary application fees must be included with the application.

Should the applicant decide not to proceed with the application, a portion of the City's fees may be refunded in accordance with the City's Tariff of Fees By-law.

12. Further Information

This brochure is intended to provide general guidance only to the subdivision and condominium approval process. For more specific information related to individual applications please contact the Development Services Department – Planning Division at (705) 324-9411 extension 1231.

Hours of Operation:

8:30 a.m. to 4:30 p.m., Monday to Friday, statutory holidays excepted.

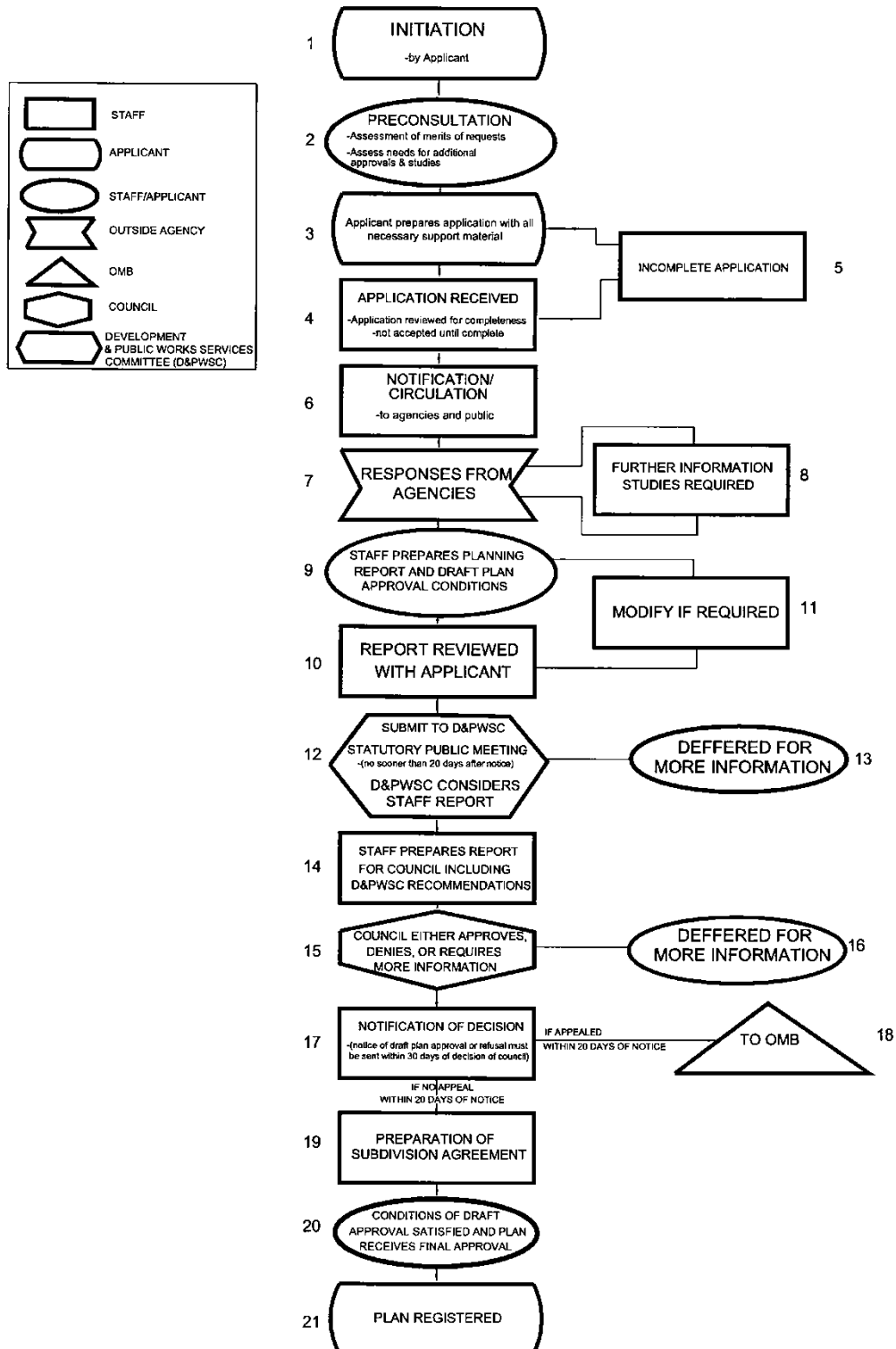
Appointment with Staff:

Appointments with staff may be made by contacting the Development Services Department – Planning Division between 8:30 a.m. and 4:30 p.m. at (705) 324-9460 Ext. 1231. The offices are located at 180 Kent Street West, 2nd Floor, Lindsay, Ontario, K9V 2Y6.

Please note:

This brochure is meant for guidance only, and should not be construed by anyone as a right to development approval if the steps indicated are followed. Please consult the Planning Act and its regulations, the Provincial Policy Statements, Growth Plan, the relevant Official Plan policies, Zoning By-Laws, and other by-laws for definitive requirements and procedures.

FIGURE 1
PLAN OF SUBDIVISION & CONDOMINIUM APPROVAL PROCESS





A Guide to the Rezoning Process

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1. What is a Zoning By-law? What is a Rezoning Application and Who Approves It?

A zoning by-law controls the use of land in a municipality. It states exactly:

- how land may be used;
- where buildings and other structures can be located;
- the types of buildings that are permitted and how they may be used; and
- the lot sizes and dimensions, parking requirements, building heights and setbacks from the street and other lot lines.

The official plan sets out the general policies for future land use. The City's zoning by-laws put the applicable plan into effect and provide for its day-to-day administration. The zoning by-laws contain specific requirements that are legally enforceable. Construction or new development that doesn't comply with a zoning by-law is not allowed, and the municipality will refuse to issue a building permit.

The City of Kawartha Lakes has 18 zoning by-laws that divide the City into different land use zones, with detailed maps. The City's existing zoning by-laws are the zoning by-laws of the municipalities that were amalgamated to form the City of Kawartha Lakes. Each by-law is somewhat different from the other – e.g. uses permitted and definitions can be quite different from one zoning by-law to another.

If you want to use or develop your property in a way that is not allowed by a zoning by-law, you may have to apply for a zoning change, also known as a rezoning or a zoning by-law amendment. The approval of any rezoning rests with Council. But Council can consider a change only if the new use is allowed by the official plan. If the new use is not allowed in the official plan, you may also require an amendment to the official plan.

You are required to complete an application form which contains information prescribed by the Minister of Municipal Affairs and Housing and any other additional information that the municipality may require. You are required to pay an application fee, when you submit the complete application.

If Council refuses your application, or if it does not make a decision within 90 days of the receipt of your application containing the prescribed information you may appeal to the Ontario Municipal Board (OMB) directly by writing to the secretary of the Ontario Municipal Board, 655 Bay Street, 15th Floor, Toronto, Ontario, M5G 1E5.

The OMB is an independent administrative tribunal responsible for hearing appeals and deciding on a variety of contentious municipal matters.

2. Where do I Obtain a Rezoning Application Form?

The application form is available at each Service Centre or on the City's website. Although staff process rezoning applications and provide a recommendation to Planning Committee and Council for consideration, approval of a rezoning application requires the approval of City Council.

Before you apply for a rezoning you should consult with staff of the Development Services Department – Planning Division. They will explain the process, how to apply, what supporting material you must submit (e.g. sketches, plans), if there are any requirements for special studies set out in the official plan and what other approvals may be required.

3. What is the Process for a Rezoning Application?

(Please see attached Figure 1)

When applying for a rezoning, there is a fee for processing the application. Staff will advise you of the amount of the processing fee. As an applicant, you will be required to fill out an application form, with which staff can assist you. The more accurate the information provided, the less likely that delays will occur in the review.

If your application is incomplete or you do not provide all the information required, your application will not be accepted until it is complete. Also, the 90 day time frame for making a decision does not begin until all the prescribed information is received. The City, usually through a sign posted on the property and by mail, must give notice of an application at least 20 days in advance of a public meeting to all property owners within 120 metres of the subject property. Any person or public body may submit his or her opinions/concerns to the Council.

When Council has reached a decision on your application, it is required to send a Notice of Decision, within 15 days of the decision being made, to every property owner within 120 metres of the subject property, or via a Notice in the newspaper, as well as to the applicant and any person or public body that requested, in writing, to be notified. When a Notice of Decision is given, a 20 day appeal period follows. Any appeal is forwarded to the Ontario Municipal Board within 15 days of receipt.

4. How is the Rezoning Application Evaluated?

When it considers a rezoning, Council evaluates it against criteria such as:

- conformity with the official plan and compatibility with adjacent uses of land;
- suitability of the land for the proposed purpose, including the size and shape of the lot(s) being created;
- adequacy of vehicular access, water supply, sewage disposal; and

- the need to ensure protection from potential flooding.

When Council considers a rezoning, it has regard to the Provincial Policy Statement issued under the Planning Act. The Provincial Policy Statement contains clear, overall policy directions on matters of provincial interest related to land use planning and development. The “shall have regard to” rule means that the Council is obligated to consider the application of a specific policy statement when carrying out its planning responsibility. It is expected that the Council will implement the Provincial Policy Statement in the context of other planning objectives and local circumstances.

5. Rights of Appeal

Appeals to the Ontario Municipal Board (OMB) can be made in two different ways:

1. The applicant may appeal if Council makes no decision within 120 days from the date of receipt of a properly completed application.
2. Any person or public body may appeal the Council's decision and any condition within 20 days of the Notice of Decision.

Appeals must be filed with the Clerk of the Municipality, accompanied by reasons for the appeal and the fee required by the OMB. The OMB is an independent administrative tribunal responsible for hearing land use planning appeals.

Applicants are responsible for all costs associated with third party OMB appeals. Deposits are required upon receipt of an appeal in accordance with the City's Tariff of Fees By-law.

6. What Other Approvals and Review Fees May be Required?

In addition to the planning approvals and building permit, which are needed for a building project, there are other permits and approvals required in particular circumstances. For example, an approval permit is required for a new septic system. In water/riverfront areas, a permit may be required from the Ministry of Natural Resources, or the Trent-Severn Waterway before you begin any construction in the water (for example, a retaining wall, a dock or boathouse). Further, the approval of the local conservation authority may be required.

The Building Division will be circulated where development is proposed on either partial or private services, which involves servicing by private well and septic systems not subject to Ministry of Environment approval.

Please note that the Conservation Authority & Building Division may also charge additional review fees beyond the application fees.

On occasion, background studies, such as traffic and hydrogeological studies, submitted by an applicant will require peer review. Applicants are responsible for all

costs associated with municipal peer reviews of background reports. Deposits are required for peer review in accordance with the City's Tariff of Fees By-law.

After completion of a rezoning, an applicant may have to obtain site plan approval or, if lots are to be created, a draft plan of subdivision must be submitted. Often these approvals can be done concurrently. Further approval requirements should be discussed with staff.

7. Required Information and Application Fee Refunds

The information required for a complete application is outlined on the attached Rezoning Application form. All necessary application fees must be included with the application.

Should the applicant decide not to proceed with the application, a portion of the City's fees may be refunded in accordance with the City's Tariff of Fees By-law.

8. Further Information

This brochure is intended to provide general guidance only to the rezoning process. For more specific information related to individual applications please contact the Development Services Department – Planning Division at (705) 324-9411 Ext. 1231.

Hours of Operation:

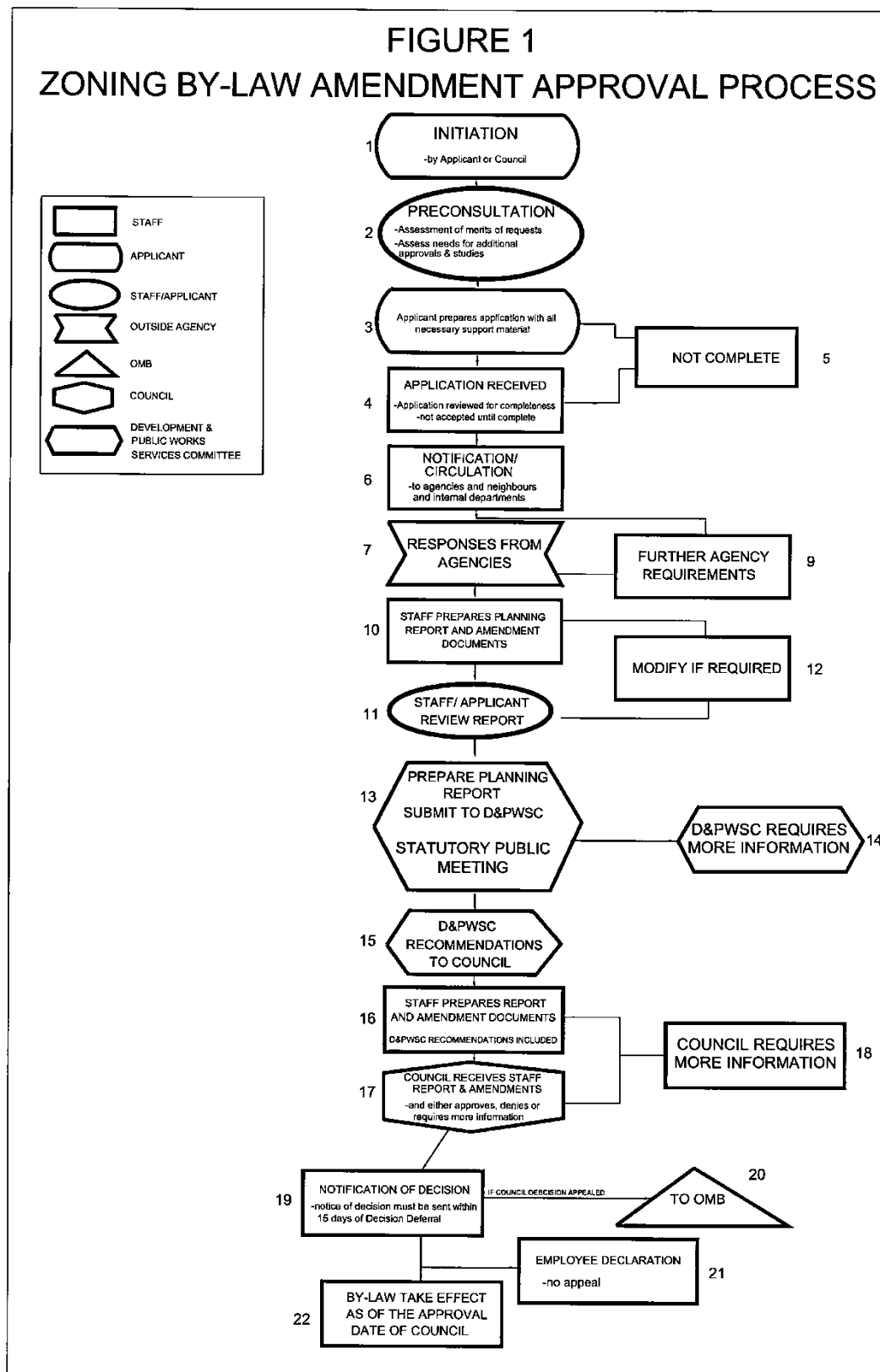
8:30am to 4:30pm, Monday to Friday, statutory holidays excepted.

Appointment with Staff:

Appointments with staff may be made by contacting the Development Services Department – Planning Division between 8:30am and 4:30 p.m. at (705) 324-9411 Ext. 1231. The offices are located at 2nd Floor, 180 Kent Street West, Lindsay, Ontario, K9V 2Y6.

Please Note:

This brochure is meant for guidance only, and should not be construed by anyone as a right to development approval if the steps indicated are followed. Please consult the Planning Act and its regulations, the Provincial Policy Statements, Growth Plan, the relevant Official Plan policies, Zoning By-Laws, and other by-laws for definitive requirements and procedures.



Council Policy No.:	CP2018-014
Council Policy Name:	Telecommunications and Antenna System Siting Policy
Date Approved by Council:	May 22, 2012
Date revision approved by Council:	May 22, 2018
Related SOP, Management Directive, Council Policy, Forms	

Policy Statement and Rationale:

The purpose of the Telecommunications and Antenna System Siting Policy is to provide proponents with policies and procedures for the installation of new telecommunications towers within the City of Kawartha Lakes. The goals and objectives of the policies are designed to:

- a) promote a wireless telecommunications system within the City that provides appropriate service and capacity levels to business, emergency services, and residents;
- b) encourage site selection that minimizes the number of tower locations and their visual impact on the surrounding landscape;
- c) discourage site selection within or adjacent to sensitive environmental features;
- d) provide for public input to the approvals process for area residents as prescribed by Industry Canada and/or when a proposal does not meet the requirements established by this policy; and,
- e) provide development and locational criteria and requirements for new telecommunications towers.

Scope:

Telecommunication systems are regulated and approved by the federal government under the jurisdiction of Industry Canada, and as such, are not subject to municipal official plan policies and zoning regulations established under the Planning Act. Notwithstanding, Industry Canada still requires proponents to contact the local Land-use Authority as a part of the consultation process, and to schedule a public information session for area residents. Proponents are encouraged to present their proposals for preconsultation and review to ensure that requirements of both the City and relevant external agencies are addressed. Industry Canada requires proponents to receive concurrence from the local Land-use Authority prior to commencing construction of any new telecommunications facility which is not exempted from the consultation process.



Council Policy

Accordingly, proponents of telecommunication systems within the City of Kawartha Lakes (the “City”) are required to submit a formal telecommunications tower review application with the necessary review fees for approval. Planning staff will then circulate the application for review in accordance with Section 5.04 of this policy, and will present a report and recommendation to City Council for consideration. Should the City and the proponent not be able to reach consensus on a proposal, Industry Canada may intervene in an attempt to settle the impasse.

Policy:

Definitions:

Alternative tower structures: shall mean man-made support structures that camouflage or conceal the presence of antennas or towers such as flagpoles, clock towers, church steeples, street lights, artificial trees and other everyday features. This definition shall not include towers supported by guyed wires.

Antenna: shall mean a device for transmitting and receiving electromagnetic waves, wireless communications signals or other communication signals.

Antenna System: shall mean an antenna and some sort of supporting structure, normally a tower.

City: shall mean the various Departments of the Corporation of the City of Kawartha Lakes.

Co-location: shall mean the placement of one or more antenna on the same telecommunications tower or alternative tower structures.

Equipment Shelter: shall mean a structure containing equipment necessary to transmit and receive signals.

Land-use Authority (LUA): shall mean representatives of the Corporation of the City of Kawartha Lakes, including City Council and staff.

Proponent: shall mean the land owner and/or company that is proposing the construction of an antenna or telecommunications system.

Telecommunications Carrier: shall mean a person who owns or operates a transmission facility used by that person or another person to provide telecommunications services to the public for compensation.

Telecommunications Facilities: shall mean the physical antenna and tower (antenna system), and including the base; all mechanical and support components of the tower; and any associated equipment shelters.

Telecommunications Towers: shall mean structures designed and constructed to support one or more antennas, including lattice towers, monopoles and guyed towers.

3.0 Site Selection Criteria

- 3.01 The installation of new telecommunications facilities is generally discouraged unless all other options for co-location within the carrier's search area have been explored and are not considered to be technically viable. The preferred methods of achieving additional capacity are:
- a) co-location of antennas on existing towers or structures within the City or within adjacent municipalities;
 - b) location of new telecommunications facilities on publicly owned lands and/or buildings;
 - c) use of alternative tower structures that are less obtrusive;
 - d) clustering of new towers adjacent to existing telecommunications facilities; and,
 - e) location of new telecommunications facilities on hydro transmission towers or within or adjacent to existing hydro transmission corridors.
- 3.02 Telecommunications facilities should be located in a manner which minimizes their overall impact on the community. The following site selection criteria will be applied to the proposed location of any new telecommunication facility.
- a) New telecommunications towers should be encouraged in more sparsely populated areas within the City's limits;
 - b) The distance between new telecommunications towers and existing and future residential areas; community and institutional uses; historical downtown areas; and waterfront areas should be maximized;
 - c) New telecommunications towers should generally be set back a minimum of 120 metres, or three times the tower height, whichever is greater, from any lands designated or zoned for residential uses and/or schools;
 - d) Alternative tower structures are recommended to be implemented for new tower locations within and/or surrounding a settlement area, as identified in the City of Kawartha Lakes land use planning documents, and shall be designed to achieve the City's urban design objectives;
 - e) There shall be no negative impact on significant natural features or hazard land areas. New telecommunications tower installations will not be permitted areas which are designated and/or zoned as environmentally sensitive areas, and shall be setback a minimum of 30 metres from a waterbody or watercourse;
 - f) New telecommunications towers should be set back a minimum of 50 metres from Provincial Highways; 30 metres from local roads; and 15 metres from property lines. The setback shall be measured from the base of the

telecommunication facility (the tower or the guyed wires, whichever is greater);

- g) Terminal vistas from existing and future roads and areas of topographical prominence will be avoided. Where a telecommunications tower in these areas is necessary, alternative tower structures in conjunction with the lowest possible height shall be used by the proponent;
- h) Locations and heights where Transport Canada will require lighting on the tower should be avoided;
- i) Telecommunication facilities shall not be permitted on lands without direct access from an open and maintained road or within an unopened road allowance; and
- j) Advertising shall not be permitted on any telecommunications facility.

4.0 Site Development Criteria

4.01 New Telecommunications Facilities

The following site development criteria shall be considered in the design and layout of new telecommunications facilities:

- a) Trees and shrubs shall be planted around the perimeter fencing and the guy wire bases to mitigate the visual impact of the tower and equipment shelter;
- b) Identification signage of the carrier(s), measuring 0.5 square metres or less may be permitted on the equipment shelter or perimeter fencing;
- c) Where alternative tower structures are not feasible, telecommunication towers and equipment shelters shall blend in with the predominant colour of the surrounding area subject to Transport Canada requirements;
- d) Security lighting required for the shelter or base area as well as the driveway shall meet the Illuminating Engineering Society of North America (IESNA) lighting guidelines and utilize full cut-off lighting fixtures.

4.02 Roof top Antennas or Existing Structures

When locating telecommunications facilities on roof tops or existing structures, and notwithstanding Industry Canada exemptions from local Land-use Authority review of telecommunications towers less than 15 metres in height, the City requests compliance by carriers to minimize the visual impacts of such facilities by considering the following design techniques:

- a) Alternative tower structures should be utilized where possible;
- b) The City encourages these types of installations on commercial and industrial buildings with larger roof areas to minimize the aesthetic views of these facilities;
- c) The overall height of new roof top antennae should be minimized and should not project beyond the vertical projection of the building;

- d) Equipment shelters on roof tops should be set back a minimum of 3 metres from the edge of the roof;
 - e) The colour and architectural style of the antenna and equipment shelter shall blend in with the building or structure; and
 - f) The City will encourage residential buildings greater than 6 storeys in height to be pre-designed to accommodate telecommunication facilities.
- 4.03 Telecommunication carriers shall be encouraged to remove facilities that have not been in use for six months or more, within 90 days of the end of the six month period.

5.0 Consultation Process

5.01 Municipal Preconsultation Process

Proponents proposing a new telecommunications tower shall submit an application to the City's Preconsultation Committee for agency circulation and review. This process will provide information and guidance from all necessary review agencies on site selection, land use compatibility, environmental constraints, visual concerns, and compliance with the requirements of this policy. Abutting upper-tier and lower-tier municipalities will be circulated where a proposal is within 200 metres of the abutting municipality, or three times the tower height, whichever is greater.

5.02 Application Process

A proponent proposing a new telecommunications tower, roof top structure, or change to an existing telecommunications facility is required to submit a telecommunications facility application for approval by the Development Services Department – Planning Division. These applications will not be processed in accordance with Section 41 of the Planning Act. Application fees are payable with submission of an application as prescribed in the City's approved Planning Application Fees.

Applications for New Telecommunications Facilities

An application for a new telecommunications facility will require the following information to be submitted to the Planning Division:

- a) A completed application form;
- b) A justification report from the proponent detailing a thorough investigation relating to the sharing (co-location) of infrastructure and the use of existing structures for the proposed infrastructure. Should the proposal not be able to co-locate or utilize existing structures, a detailed reasoning for the location of a new antenna is required. Alternatives shall be explored in the justification report as well. Justification for the proposed height shall be required;

- c) A detailed site plan prepared by an Ontario Land Surveyor (OLS) or Professional Engineer (P.Eng.) illustrating the proposed installation shall be provided. The site plan shall include: a key map, the location of the proposed tower, property lines, existing and proposed site grading, existing structures, proposed structures, landscaping, entrance details, access and driveways, parking, and setbacks from all nearby property lines, including confirmation of compliance with setbacks required under Section 3.02 of this protocol;
- d) Information on security lighting where proposed;
- e) A map of the surrounding area illustrating all setbacks from adjacent property lines, setbacks to the nearest residential, community facility and/or institutional uses, and setbacks to areas with residential, community facility and/or institutional zoning;
- f) Stamped engineered drawings of the proposed telecommunications facility;
- g) Pictures of the proposed site; and
- h) Authorization from the owner of the land.

Applications for Roof Top or Existing Structures

An application for new telecommunication facilities on roof tops or existing structures, requiring consultation with the City by Industry Canada, will include the following information to be submitted to the Planning Division;

- a) A statement from the proponent on the need for any increase in proposed tower height if applicable;
- b) A plan showing the location of the proposed antenna and associated facilities on the roof top or structure;
- c) Two sets of stamped engineered drawings that identify the antenna and associated facilities to be constructed on the building roof top or structure and any other information required by the Building Division;
- d) Upon review of the site plan, the Planning Division may require the carriers to submit pictures of the building or structure with the proposed antenna and equipment shelter superimposed on the picture from four directions; north, south, east and west; and
- e) Demonstrated conformity with Section 4.02 of this policy.

Applications to Alter Existing Facilities

Where modifications to the site are proposed to non-exempt classes of telecommunications facilities, which may include, but not be limited to, an

increase in the height of the tower in excess of 25%, additional equipment shelters or entrances, an amendment to an agreement may be required. Submission requirements to the Planning Division will be determined in consultation with the proponent.

5.03 Public Consultation Process

Industry Canada provides Land-use Authorities with two (2) options for undertaking a public consultation process as part of a proposal to construct new telecommunications facilities:

- The City can include a public consultation process as part of this protocol, whereby it determines its level of participation in the process; or
- Alternatively, the proponent is required to adhere to Industry Canada's default public consultation process contained in Section 4.2 of the Radiocommunication and Broadcasting Antenna Systems (CPC-2-0-03, as amended from time to time) should the City not adopt a separate process in this protocol.

While Industry Canada permits the Land-use Authority (City) to develop its own public consultation process, the City has opted for a proponent-lead public consultation process in accordance with Industry Canada's policies. The City will require the proponent to provide a record of the public consultation process, including comments provided by the public as well as the carrier's response to those public comments, as part of their application for approval with the City. Notwithstanding the Industry Canada notification requirements to adjacent properties, the City will request that all property owners within 120 metres, or three times the tower height as measured from the base of the tower, whichever is greater, are notified of the proposal. All residents that required notification will also be notified when a recommendation will be forwarded to Council for consideration.

5.04 Endorsement Process

Telecommunications Facility Agreement

A telecommunications facility agreement will be required for the construction of a new telecommunications facility as well as a new roof top equipment shelter or a new equipment shelter necessary to accommodate co-location of the antenna not exempted by Industry Canada. The agreement shall be signed by the landowner and telecommunications carrier but will not be registered on title. The agreement will contain provisions relating to the following matters:

- a) Site and grading plan drawings;
- b) Lighting information;

- c) Building and entrance permits as required;
- d) Security deposits for site works and mechanisms for their release;
- e) Road widenings and easements as required;
- f) A commitment to remove all structures upon expiration of the lease or use of tower;
- g) A commitment to accommodate other carriers on site where feasible; and
- h) Other conditions as required by the City.

Once the Planning Division has reviewed the application and is ready to provide a recommendation to Council in support the proposal, a draft telecommunications facility agreement and conditions of approval will be prepared.

Council Endorsement

Once the Planning Division has reviewed the application and is ready to provide a recommendation on the proposal, a report will be forwarded to Council with a rationale and recommendations for expressing either support or opposition to the proposal. The report will also contain conditions of endorsement and a draft telecommunications facility agreement. Council will make a decision on the proposal and a formal resolution will be forwarded to the proponent; Industry Canada; and the Member of Parliament once the telecommunications facility agreement is completed, where applicable.

The City will endeavor to provide a decision on projects within the 120 day approvals timeframe established by Industry Canada. The approval timeframe will be based upon the submission of a complete application, in accordance with Industry Canada's guidelines, as amended from time to time.

6.0 Industry Canada Exclusions

- 6.01 Industry Canada has listed certain types of installations for which the proponent is exempted from consulting with the City of Kawartha Lakes and/or the public. For all installations, the General Requirements contained in Section 7 of the Radiocommunication and Broadcasting Antenna Systems (CPC-2-0-03) must still be fulfilled.

Section 6 of the Radiocommunication and Broadcasting Antenna Systems, as amended from time to time, outlines the following exclusions:

- **New Antenna Systems:** including masts, towers or other antenna-supporting structure, where the height is less than 15 metres above ground level. This exclusion does not apply to antenna systems proposed by telecommunications carriers, broadcasting undertakings, or third party tower owners;

- **Existing Antenna Systems:** where modifications are made, antennas added or the tower replaced (where the replacement is similar to the original design and location), including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial antenna system installation that existed prior to the initial date of this policy. No increase in height may occur within one year of completion of the initial construction. This exclusion does not apply to antenna systems using purpose built antenna supporting structures with a height of less than 15 metres above ground level operated by telecommunications carriers, broadcasting undertakings, or third party tower owners;
- **Non-Tower Structure:** antennas on buildings, water towers, lamp posts, etc. provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%;
- **Temporary Antenna Systems:** used for special events or emergency operations and must be removed within three (3) months after the start of the emergency or special event;
- **Maintenance:** of existing radio apparatus including the antenna system, transmission line, mast, tower or other antenna-supporting structure; and
- **Maintenance:** of an antenna system's painting or lighting in order to comply with Transport Canada's requirements;

Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. This may include an antenna, lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the antenna system.

Individual circumstances vary with each antenna system installation and modification, and the exclusion criteria above should be applied in consideration of local circumstances. Consequently, it may be prudent for the proponents to consult the local Land-use Authority and the public even though the proposal meets an exclusion noted above. Therefore, when applying the criteria for exclusion, proponents should consider such things as:

- the antenna system's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings;
- the location of the proposed antenna system on the property and its proximity to neighbouring residents;
- the likelihood of an area being a community-sensitive location; and
- Transport Canada's marking and lighting requirements for the proposed structure.



Council Policy

Proponents who are not certain if their proposed structure is excluded, or whether consultation may still be prudent, are advised to contact Industry Canada for guidance.

Revision History:

Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.0	May 22, 2018	Initial Release	Director C. Marshall

LISTING OF PROJECTS - LPAT APPEALS

Shawn Sutcliffe (Iron Horse Ranch)
Jules Sobrian (Omemee Country Inn)
Ibrans appeal of Craft
CKL OP (5)
General Amendment (7)
Lindsay Secondary Plan (9)
Bobcaygeon Secondary Plan (4)
Fenelon Falls Secondary Plan (2)
Omemee Secondary Plan (2)
Woodville Secondary Plan (2)
Comhold Investments



Memorandum

Date: June 12, 2020

To: Kawartha Lakes Economic Recovery Taskforce

From: Andy Letham, Mayor

Re: Taskforce Community Appointments

Recommendation

That Dr. Tom Phillips be appointed to the Economic Recovery Taskforce.

Rationale

At the May 26, 2020, Council meeting resolution CR2020-124 was carried. The resolution delegated authority to the Economic Recovery Taskforce to appoint up to four community members to the Taskforce in keeping with the Terms of Reference;

Moved by Councillor Veale, Seconded by Councillor Dunn

That Report ED2020-016, Economic Recovery Taskforce Terms of Reference, be received;

That the Economic Recovery Terms of Reference as outlined in Appendix A to report ED2020-016, be approved;

That Mayor Letham, Deputy Mayor Councillor O'Reilly, Councillor Seymour-Fagan, and Councillor Veale, and the Directors of Development Services and Engineering and Corporate Assets be appointed to the Economic Recovery Taskforce; and

That the appointed Task Force members be delegated the authority to appoint the community representatives to the Task Force from the sectors as identified in the Terms of Reference. Carried

The Taskforce Terms of Reference detail criteria for community appointments;



One (1) person with direct experience in infrastructure stimulus projects;

One (1) person with direct experience in development projects in Kawartha Lakes;

One (1) person with a direct knowledge of the impact of COVID-19 on local business and the economy;

One (1) person at large.

I am recommending the following three community members be appointed at this time:

One (1) person with direct experience in infrastructure stimulus projects based on the broad definition of infrastructure encompassing economic growth;

Dr. Tom Phillips, an economist, is currently the Chief COVID-19 Recovery Officer at Fleming College. At Fleming, he has had roles ranging from being a member of the faculty to being Vice-President Academic Experience. He is also an Adjunct Professor in Business Administration and the Masters in Sustainability Studies programs at Trent University. Dr. Phillips has also been a member of the Workforce Development Board (and Local Employment Planning Council) for Peterborough, Northumberland, Kawartha Lakes, and Haliburton, the Boards of Trent University, Greater Peterborough Area Economic Development Corporation, Learning Disabilities Association of Peterborough, Art Gallery of Peterborough, Peterborough Community Access Centre, Peterborough Police Services, and the Jr. 'A' Lakers Lacrosse Club. Currently he is a member, and a past Chair, of the Board of the YMCA of Central East Ontario (Peterborough, Belleville, and Quinte West). Dr. Phillips conducts economic research related to economic growth including the implications of growth for the labour force – local and national.

Kawartha Lakes Economic Recovery Taskforce Engagement Strategy

The Kawartha Lakes Economic Recovery Taskforce activities include:

b) Develop and execute an engagement strategy with local businesses, communities, business organizations, and industry associations to support the development and implementation of initiatives.

d) Establish Working Groups to inform the work of the Taskforce.

1. Working Groups

Working Groups will be established by the Taskforce to address specific economic response and recovery needs. These Working Groups will include representation from local Chambers of Commerce, Business Improvement Area, sector and industry associations.

At the discretion of the Taskforce, Working Groups may be organized in various ways, including by; community, sector (including agriculture and food, construction, arts/culture/heritage, manufacturing, retail, services, and tourism) associations (including Chambers of Commerce, Business Improvement Associations, industry associations, and Team Kawartha Lakes), and public interest. (Economic Recovery Taskforce Terms of Reference)

The City of Kawartha Lakes has key sectors of the economy. The role of the working groups is to reach into those sectors and speak with businesses and organizations for their input to the economic recovery of Kawartha Lakes.

The outcome of the working groups will be two fold, firstly to provide recommendations to the Taskforce from a broad range of stakeholders in a strategic manner, and secondly to provide a platform for businesses to support each other through discussing issues of mutual interest.

The initial Working Groups will use a roundtable facilitated virtual session:

8-12 participants

1.5 hrs

Structured agenda with pre-circulated questions

Time for each participant to provide input followed by group discussion

Identify a list of recommendations to bring to the Taskforce with the top three (3) identified

Facilitated by an Economic Development Officer with support team member

Session will be recorded

Timing: June- July 3 or 10, 2020

1.1 Potential Working Groups:

Cluster focused input: direct discussions with business owners 8-12 participants from across Kawartha Lakes. Pre-circulated questions, structured agenda with time for each participant to provide input followed by open group discussion. Propose to set up two scheduled times for participants to register, target key business leaders to register and open registration to the cluster businesses/ associations.

Economic Development Strategy Clusters:

- Agriculture (Kelly)
- Culture (Donna)
- Tourism (Laurie)
- Innovation/ tech (Rebecca)
- Manufacturing and food processing (Rebecca/ Kelly)

Additional Clusters listed in the Terms of Reference:

- Downtown (Carlie)
- Retail
- Small business/ services (Diane)
- Construction (Emily)
- Restaurants

Community focused input: working with established community groups that have demonstrated working towards a collaborative or coordinated response.

- Team KL facilitated session
- Bobcaygeon: Impact 32 and Chamber
- Fenelon Falls: Fenelon Forward and Chamber
- Lindsay: Chamber and BIA

Issue focused input: working with businesses and organizations on specific issues

- Workforce/ labour

2. Broad Engagement

The purpose of broad stakeholder engagement is to support the development and implementation of initiatives that stimulate the local economy. To this end, interactions will be focused on generating ideas and conversation that add value to this discussion.

The Jump In Kawartha Lakes platform is proposed to be the broad engagement tool. Jump In Kawartha Lakes has several features including discussion forums, idea boards, and polls;

- Forums provide space for multiple users to provide a comments to a particular set of questions and create conversation.
- Ideas allows the user to upload singular messages, including pictures, to a question.
- Polls show a question and set list of answers for quick response
- Questions enable people to answer (possibly without creating discussion)

Anyone can view content on the platform. To share ideas and content, sign in is required.

Information gathered through the Jump In platform will be shared with the Taskforce.

DRAFT

Appendix 1

Team Kawartha Lakes business organizations

Lindsay and District Chamber of Commerce

Coboconk Norland and Area Chamber of Commerce

Bobcaygeon and Area Chamber of Commerce

Fenelon Falls and Area Chamber of Commerce

Downtown Lindsay BIA

Community organizations

Impact 32

Fenelon Forward

Industry Organizations

Peterborough Kawartha Home Builders Association (PKHBA)

Kawartha Lakes Arts Council (KLAC)

Kawartha Lakes Heritage Network

Kawartha Lakes Federation of Agriculture

Committees of Council:

Agriculture Development Advisory Committee

Downtown Revitalization Advisory Committee

Team Kawartha Lakes

Fleming College

Trent University

Workforce Development Board

OCE

Chambers of Commerce and BIA (5)

Kawartha Lakes CFDC

Province: OMAFRA, MEDJC,

School Board

VCCS

Kawartha Lakes Real Estate Board

CAWT

Appendix 2

Proposed consultation outline

Introduction: overview of activities to date and purpose of Working Group.

Section 1: (40 mins)

Individual input

- 1. We know that COVID-19 has impacted your business, what has been your response to the pandemic? (what measures/ actions have you put in place to help your business survive)**
- 2. What would speed up the recovery of your business?**

Section 2: (30 mins)

Discussion

- 3. What are the emerging trends in your industry?**
- 4. The taskforce is looking for your ideas for immediate action- what could we do locally to help businesses like yours recover and implement in the short term and medium term?**

Section 3: (15 mins)

Discussion

- 5. By consensus, identify the top three actions that are most important to recommend to the Taskforce for local economic recovery**

Wrap up (5 mins)

Appendix 3

Jump In Engagement Questions

Draft Forum questions:

1. Have a local business you'd like to recognize? Give them a shout out below.
2. What's working to bring in cash flow during COVID-19?
Share how you're connecting with customers, keeping cash coming in and adapting your business to the 'new normal'. Have questions about how to do business when your doors are shut.
3. What new tools or technology are you using to do business in the 'new normal'?
Share what new apps, technology or providers are most helpful to your business during COVID-19. Tell us about tools you're using for marketing, sales, resourcing or operations that are helping you do business.

Draft Idea questions:

1. Give us an idea of how you'll know when our economy has recovered. Is is:
 - All businesses open?
 - Jobs in Kawartha Lakes?
 - Is it the same or different to where we were a few months ago?

What wins have you had in 'new normal' of doing business online
2. Share how your business has started to overcome the challenges of COVID-19 by embracing doing business.
 - What tools, suppliers, or tactics are working?
 - What marketing or promotions are people responding to?

Upload a sample of your promotions, a screenshot of your webpage, or whatever you're doing that working that can encourage others.

From: Eastern Ontario Leadership Council <contact@eolc.info>

Date: Jun. 11, 2020 7:29 p.m.

Subject: News release – EOLC receives first report on impact of COVID-19 on regional economy

To: Eastern Ontario Leadership Council <contact@eolc.info>

Cc:



NEWS RELEASE
For immediate distribution

EOLC receives first report on impact of COVID-19 on regional economy

Eastern Ontario, June 11, 2020 – At its board meeting held earlier today, the Eastern Ontario Leadership Council (EOLC) received the first detailed assessment of the impact of COVID-19 on the regional economy of Eastern Ontario, with a specific focus on its labour market.

The report, prepared by Limestone Analytics of Kingston, Ontario, estimates that between February and April 2020, COVID-19 reduced the region's Gross Domestic Product (GDP) by about \$1.8 billion, and has reduced employment by the equivalent of 64,000 full-time jobs.

Using tailored input-output modelling techniques, Limestone Analytics has also created four projections for what the GDP and employment impact could be by the end of 2020. The cumulative impact on GDP ranges from a low of -\$6.6 billion to a high of -\$8.1 billion, depending on the scenario. The projected impact on full-time equivalent employment ranges from a loss of 56,000 jobs to a high of 73,000 jobs.

"When the lockdown restrictions hit with full force in mid-March, we knew that we needed to develop a way to track the economic impact of the pandemic across the regional economy," stated EOLC Co-Chair Ron Higgins. "Given that our analysis indicates that the impacts of COVID-19 are equivalent to a three-year loss in GDP growth, the magnitude of those numbers make it clear we have our work cut out for us."

"Monitoring the state of the regional economy is a core element of the EOLC's mandate, and in this case, we needed to move quickly," added EOLC Co-Chair Diane Therrien. "Limestone Analytics has been an agile partner as we sought to understand both current and potential impacts in what is still a very uncertain economic environment. With this assessment in hand, the EOLC can now make strategic choices about how best to support our region's recovery."

In addition to modelling impact and formulating a range of forward-looking scenarios, Limestone Analytics also created an online dashboard so that viewers can see how the pandemic's impact varies across the region and across sectors. The EOLC will host a webinar shortly to brief stakeholders on the detailed results. Interested parties may signal their interest [here](#).

For more information, please contact:

Kathryn Wood
Project Coordinator, EOLC
613-376-6006
kwood4297@gmail.com

Bahman Kashi
President, Limestone Analytics
613-770-6737
bahman@limestone-analytics.com

The EOLC wishes to recognize the financial support of the Ontario government in these projects. To learn more, please visit www.eolc.info or write to contact@eolc.info.

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