

Cultural Heritage Evaluation Report

**Residential Conversion
5 Crego Street, Kinmount, Ontario**

D.M. Wills Project Number 23-85344



D.M. Wills Associates Limited
Partners in Engineering, Planning and
Environmental Services

Peterborough, Ontario

February 2024

**Prepared for:
Michael LeBlanc and Christine
Brickman**



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1.0 Introduction

D.M. Wills Associates Limited (Wills) has been retained by Michael LeBlanc and Christine Brickman (Property Owners) to prepare a Cultural Heritage Evaluation Report (CHER) for the property located at 5 Crego Street, Kinmount, in the City of Kawartha Lakes (CKL). A Zoning Bylaw Amendment is required to allow for the conversion of the existing structure to a residential use.

1.1 Purpose of the Report

Preconsultation with City staff and relevant agencies was conducted, and a report dated December 17, 2021 was provided to the owners indicating the need for a Cultural Heritage Evaluation Report (CHER). The City's Economic Development Officer – Heritage Planning advised that the subject property contains the historic Kinmount masonic lodge which is neither designated nor listed on the City's Heritage Register but should be evaluated as part of the redevelopment proposal. The CHER is required to help determine whether or not a property has cultural heritage value and if so, what the value of the property is. Refer to **Appendix A: Preconsultation Record & Correspondence**.

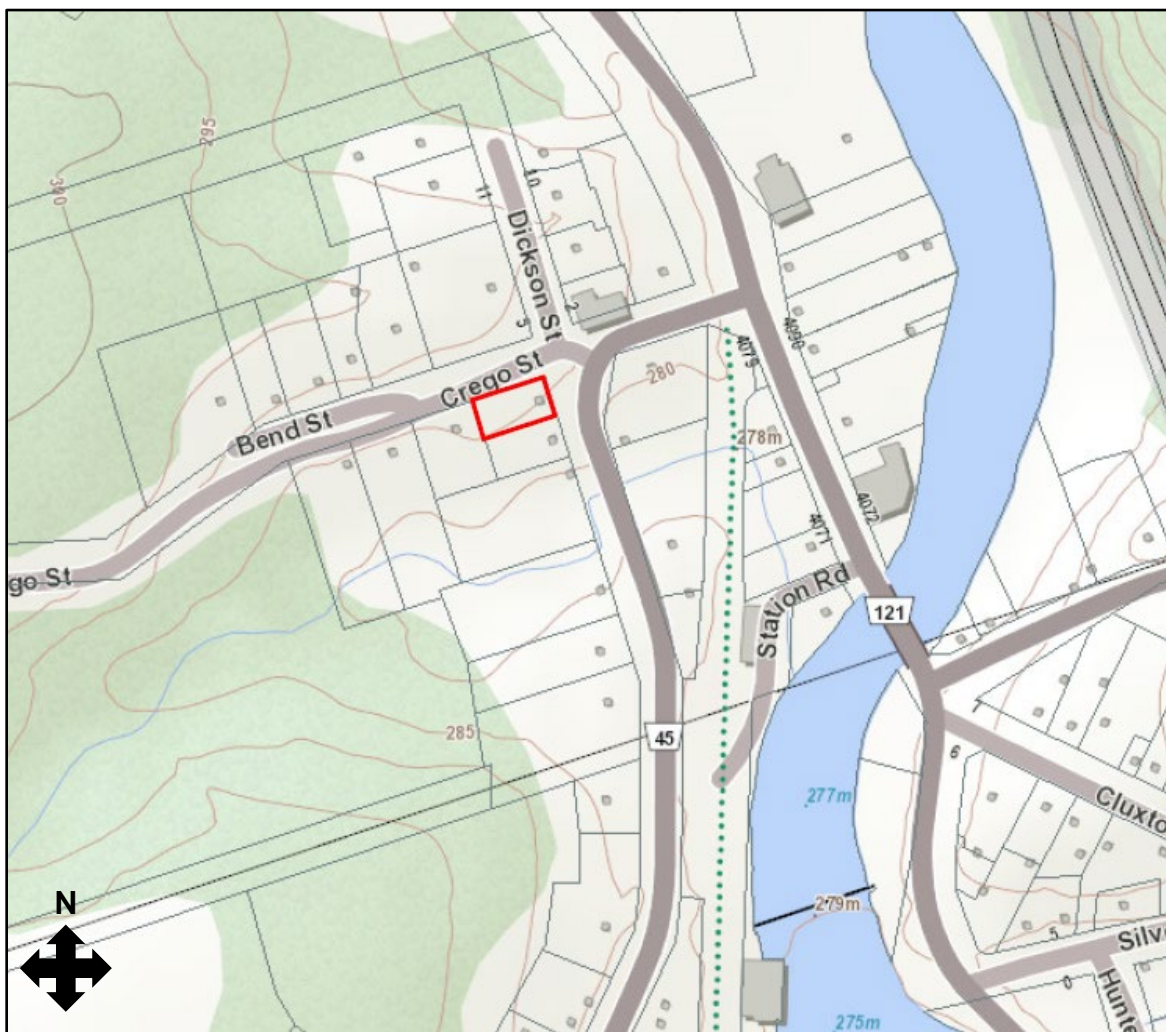
Further consultation with Heritage Planning Staff in July 2023 provided the following terms of reference for the CHER:

- A cultural heritage evaluation of the property under Ontario Regulation 9/06
- A brief overview of how the proposed conversion may impact the heritage attributes/cultural heritage value of the property.
- Any mitigating measures required to conserve heritage attributes/cultural heritage values of the property.

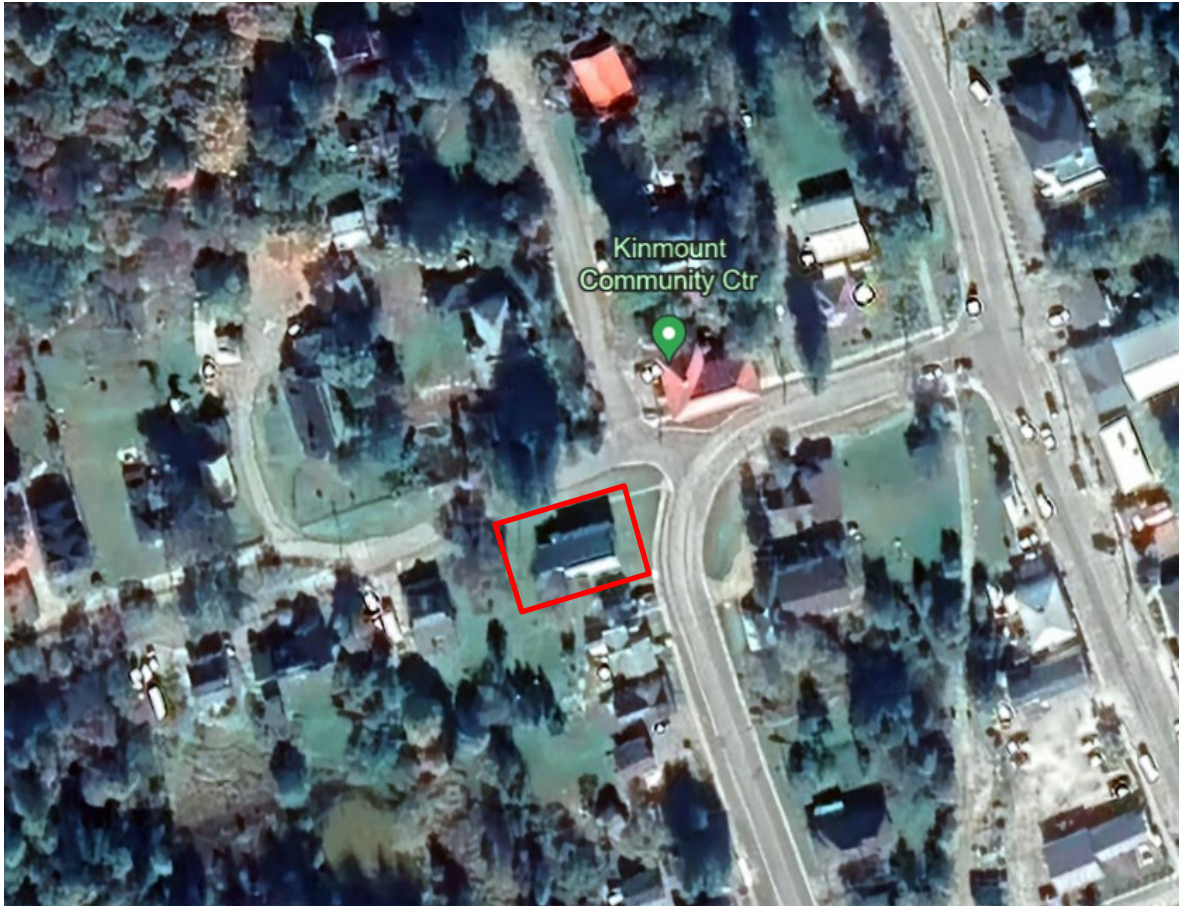
To meet the study's objectives, Wills searched archival and secondary sources to understand the property's land use history; reviewed the applicable provincial and municipal heritage policies; conducted a site visit of the Subject Property and nearby properties to identify any heritage attributes and understand the wider built and landscape context; evaluated the building for cultural heritage value or interest and developed recommendations for the proposed development. The site visit was conducted on November 16, 2023, and several primary and secondary sources, including historic maps, aerial imagery, photographs, local histories were compiled from local history collections and online sources.

2.0 Description of the Site & Existing Conditions

The Subject Property is located at 5 Crego Street, in the village of Kinmount and is legally described as Lot 1 W/S Dickson St and S/S Crego St Plan 105 Except R309619, in the City of Kawartha Lakes (CKL). The Subject Property is located in the southwest corner of Crego Street and Monck Road (formerly Dickson Street). The Subject Property is comprised of approximately 742.67 square metres of land with approximately 37.31 metres of frontage along Crego Street to the north and 19.79 metres of frontage on Monck Road to the east. The Subject Property is developed with a single storey rectangular hall building that has been used as a community facility since it's construction. The Subject Property is not listed on the Municipal Heritage Register, or designated under Part IV, Section 29 of the *Ontario Heritage Act* (OHA).



Caption: Location of the Subject Property (Source: Ministry of Natural Resources)



Caption: Aerial View of Kinmount showing Subject Property (Source: Google Earth)

The surrounding neighbourhood is primarily residential with a few commercial and other community facilities located throughout. A church is located to the northwest across Crego Street and the community center is located to the northeast on the corner of Dickson Street and Monck Road. Across Monck Road to the east is a mixed-use residential and commercial building fronting on the rail trail with the balance of the commercial properties along County Road 121. Further south down Monck Road, is the historically restored Kinmount Train Station and the Burnt River Dam.

Photographs were taken of the site and building on November 16, 2023, demonstrating the existing conditions. Interior photos taken in 2021 and provided by current property owners.



North Elevation (Crego Street) (Wills, 2023)



East Elevation (Monck Road) (Wills, 2023)



West Elevation (Wills, 2023)



South Elevation (Wills, 2023)



Interior View (Brickman, 2021)

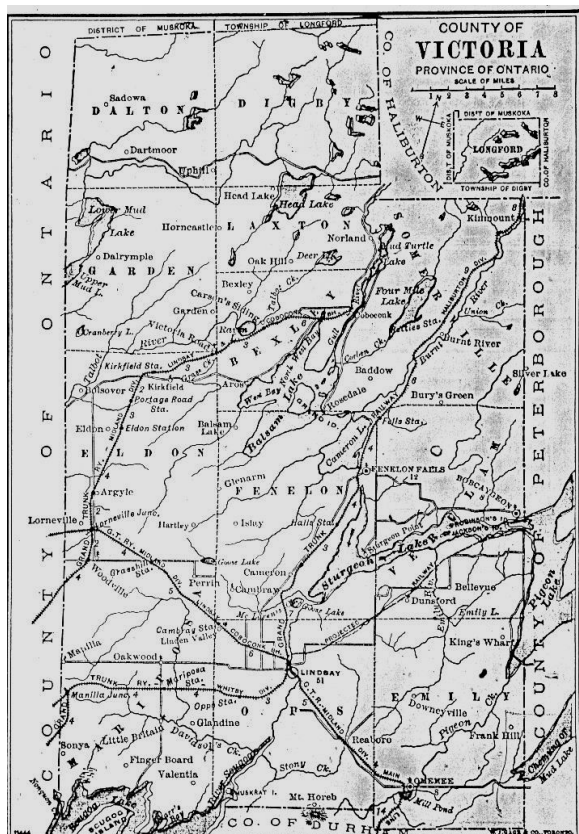
Note: Building contents and belongings were removed prior to the closing of the sale in 2021.

3.0 Site History & Context

3.1 Historical Context and Local History

Kinmount is a village located in the valley of the Burnt River in the northeast corner of the former geographic Township of Somerville, and the old Victoria County. Prior to the arrival of European settlers, the area around Kinmount was inhabited by the first nations people belonging to the Iroquoian, Algonquin and Huron nations. Somerville Township was surveyed in the 1830s, with the Township divided into fourteen ordinary concessions, numbered from South to North. On south, east, and north, Somerville is bounded by the rectangular limits of Fenelon Township, Galway Township (Peterborough County) and Lutterworth Township (Haliburton County). On the west, it terminates on the irregular shores of the Gull River, the "Mud Turtle" lakes and Balsam Lake.

In the 1950s, with settlements pushing northward a colonization highway Bobcaygeon Road begun construction in 1857 and reached the present site of Kinmount and brought lumber and other natural resource prospectors with it. Monck Road was built east from Orillia and crosses Somerville along the 13th Concession Line and into Kinmount to cross the Bobcaygeon Road. The inhospitable aspect of the Township repelled settlement for some time, but with the growth of lumbering and clearing of the forests in the 1860s, a number of permanent residents including pioneering farmers and sawmillers began to settle the area.



County of Victoria Map
(Source: www.ontariogeneology.com)



Township of Somerville Map
(Source: McGill University Digital Library)

Kinmount was originally identified as an eligible mill site along the Burnt River due to its convenient location at the junction of the Bobcaygeon Road and Monck Road and access to railways to the north. Several mills were established within 2 miles of Kinmount along the Burnt River. The Victoria Railway came through Kinmount in 1876, connecting Lindsay to the Haliburton Railway just a short distance north of the village. During the 1880s, there were two trains daily with connections to Irondale, Bancroft and Ottawa railway which led to the growth of the village. By the end of the 19th Century, the village boasted over 50 businesses and professionals and enjoyed significant economic prosperity for the area. The biggest industry was lumber, with as many as seven sawmills and it grew fast upon the abundant white pine in the great forests of the area.



Grand Trunk Railway Station, Kinmount, Ont. circa 1990 (Source: Maryboro Lodge Museum)

Kinmount experienced a number of natural disasters including fires and both minor and major flooding of the Burnt River. In 1890, a large fire destroyed much of the village while many were gathered at the Baptist Church for a Joe Hess lecture on temperance according to the historic narrative. In 1928, a pile-up of logs, pulpwood and slabs blocked the spring freshet at Austin's Mills and flooded the village. Another 'Great Fire' in 1942, destroyed the entire business section of the town with the notable exception of the train station.

3.2 Site Evolution

Historically, the Subject Property formed Lot 1 on Municipal Plan 105, West of Dickson Street and South of Crego Street, Concession 14, Lot 1, Somerville Township, County of Victoria. Based on historical research, the building was constructed in 1878 as a church by the Baptist Church congregation. The church was one of the surviving buildings in the disastrous fire in 1890 that destroyed much of the village. The Baptist congregation dwindled around 1912 and the property was sold to a Masonic Order in 1919. According to the parcel register, the property was transferred in 1921 to private ownership while being utilized as the masonic lodge until 2021 when a number of instruments amended the ownership. The current property owner, Michael LeBlanc purchased the property on September 23, 2021.

3.3 Architecture

The building is a single-storey rectangular hall with a gable roof and stone foundation. The building appears to be of wooden construction, currently clad in white metal/aluminum siding, with wood cladding in the gables and a sheet metal roof. An entrance doorway is located on the north elevation fronting Crego Street where the masonic lodge sign still hangs above the doorway. The windows and doors appear to be of modern construction, having been replaced with vinyl over the years. An interior investigation of the building was not carried out for the purposes of this investigation as the owners indicated that all the belongings from the masonic order were removed prior to the closing of the sale in 2021. However, some interior photographs were provided to Wills for inclusion in the report.

3.4 Community Context

Somerville Lodge #451 was established in Kinmount in 1901 with the first meeting hall in an upstairs room in the Hopkins & Marks Store. In 1910, Somerville Lodge moved across the street to the old Bowie Hotel, then owned by Fred Train. When the Baptist Church congregation was dissolving, the historic structure was a perfect fit for the Order. Kinmount was a rather small community to support a branch of the Masonic movement, and the numbers were never very large. In the 1930s, the membership declined dramatically, but the Lodge stayed open. According to an article in the Kinmount Gazette (Dec. 2009, Volume 2, Issue 1), the order had less than 30 members and was one of the three smallest lodges in Ontario in 2009. Although the lodge has since disbanded, the order hosted a lot of community events and fundraisers according to surviving community members. All the items belonging to the order including plaques, photos, podium, skull and bones, and membership records were removed and returned to the Masonic Lodge headquarters.

Member of Parliament Laurie Scott's father and brother were both members of the Somerville Lodge #451 according to a social media post in 2017.

4.0 Heritage Policy Framework

The following relevant policy documents were reviewed in the preparation of this report:

4.1 Provincial Policy Statement, 2020

The PPS guides the creation and implementation of planning policy across Ontario municipalities, and provides a framework for the conservation of heritage resources, including the following relevant policies:

2.6.1 Significant built heritage resources and significant cultural heritage landscapes shall be conserved.

2.6.3 Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.

Significant: [...] resources that have been determined to have cultural heritage value or interest. Processes and criteria for determining cultural heritage value or interest are established by the Province under the authority of the Ontario Heritage Act.

Conserved: The identification, protection, management and use of built heritage resources, cultural heritage landscapes and archaeological resources in a manner that ensures their cultural heritage value or interest is retained. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/ or heritage impact assessment that has been approved, accepted or adopted by the relevant planning authority and/or decision maker. Mitigative measures and/ or alternative development approaches can be included in these plans and assessments.

4.2 Growth Plan for the Greater Golden Horseshoe, 2020

The Growth Plan offers a framework for implementing the Government of Ontario's vision for building stronger, prosperous communities by better managing growth in the region. Section 4.2.7 of the Growth Plan addresses cultural heritage, and states:

Cultural heritage resources will be conserved in order to foster a sense of place and benefit communities, particularly in strategic growth areas.

4.3 City of Kawartha Lakes Official Plan, 2012

Policies within Section 10.5 of the Official Plan guide the conservation of heritage resources in the City of Kawartha Lakes. The relevant policies in this Chapter for the redevelopment of the Site include:

- a) The City shall encourage the conservation and preservation of its significant built heritage resources, significant cultural heritage landscapes and significant archaeological resources*
- c) Development in areas considered to be of architectural or historical value shall have regard for the conservation and preservation of architecture or historic buildings, features or sites therein.*
- d) The City recognizes that the City's heritage resources include individual buildings, group of buildings, streetscapes, neighbourhoods, landscaping and landmarks. For the purpose of this section, the term "building" is considered to include both buildings and structures and the term "conserve" is generally considered to mean retention of the existing form, material and integrity of site.*
- f) The City shall require development proponents to conserve such resources through preservation in-situ, documentation, avoidance and/or removal.*
- g) The City shall ensure land development adjacent to protected heritage properties are not adversely impacting identified heritage attributes of these properties.*
- i) The City shall encourage comprehensive cultural heritage resource mapping, archaeological resource mapping, heritage master planning and other heritage site inventories for the City;*
- j) The City shall seek the advice of the Province regarding cultural heritage conservation matters when appropriate.*

5.0 Evaluation under Ontario Regulation 9/06

The Subject Property was evaluated using the criteria for determining cultural heritage value or interest as set out in the *Ontario Heritage Act – Ontario Regulation 9/06* (O.Reg 9/06). Property that has not been designated under Part IV of the Act may be included in the register referred to in subsection 27(1) of the Act on and after January 1, 2023, if the property meets one or more of the following criteria for determining whether it is of cultural heritage value or interest.

O.Reg 9/06 Values		Y/N	Property Assessment
Design/Physical Value	1. The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.	Y	The property displays some typical built features representative of early-Ontario pioneer churches, including the rectangular hall with gable roof and wooden construction that was common with the Gothic Revival (Carpenter's Gothic) architectural style. However, the building lacks significant design values also typical of the style such as vertical board and batten, pointed arched windows, height of the main entrance façade with vaulted ceilings.
	2. The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.	N	The property does not display a high degree of craftsmanship or artistic merit.
	3. The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.	N	The property does not display a high degree of technical or scientific achievement.
Historical/Associative Value	4. The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.	Y	The property has several direct associations with events and organizations in the community's local history, being utilized as a community facility serving both religious and non-denominational organizations over the period of 150 years.
	5. The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an	N	The property has little potential to yield information that contributes to an understanding of community or culture given any artifacts or materials have been removed.

	<i>understanding of a community or culture.</i>		
	<i>6. The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.</i>	N	The architect or builder is unknown.
Contextual Value	<i>7. The property has contextual value because it is important in defining, maintaining or supporting the character of an area.</i>	Y	The property is situated on two historically surveyed streets and is one of the few surviving historic buildings of several natural disasters that destroyed much of the village of Kinmount over the years.
	<i>8. The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.</i>	N	The property may be physically, functionally, visually and historically linked to its surroundings, however, there are no significant relationships to adjacent properties or landmarks other than the two streets mentioned above.
	<i>9. The property has contextual value because it is a landmark.</i>	N	The property is not considered a significant landmark within the village.

The evaluation under the O. Reg. 9/06 criteria suggests that the property may be a candidate for inclusion on the municipal heritage register, and further research, community engagement and public consultation would be required to determine if it is a candidate for designation under Part IV of the Ontario Heritage Act.

6.0 Conclusions and Recommendations

This CHER assesses the cultural heritage value of the Subject Property in relation to provincial legislation and provincial and local heritage policies.

Based on our historical research, the building was originally constructed as a church to serve the growing Baptist Church congregation of the Village and was later sold to another prominent community association to serve as the Somerville Masonic Lodge #451 until it was purchased by the current owners. The current owners of the property would like to conserve the building and repurpose it as a residential dwelling. There are no external alterations being proposed to the building aside from general maintenance and repairs of existing features. Proposed improvements to the interior include the installation of washroom and kitchen facilities, plumbing, holding tank and water servicing connections.

Our evaluation finds that the property does meet up to three of the criteria for cultural heritage value as outlined in O. Reg 9/06 and may warrant listing on the municipal heritage register. While it does not represent an outstanding or exceptional example of architecture or design, the historic/associative and contextual values are difficult to ignore in this context. Further archival research, community engagement and public consultation would be required to determine if it is a candidate for designation under Part IV of the Act and form a comprehensive list of key heritage attributes and a statement of cultural heritage value or interest.

Unfortunately, the existing use of the property as a community facility was found to be no longer feasible or practical and was sold privately. The current owners of the property explored several options for the beneficial use of the historic building including publicly accessible uses, however, it was not financially feasible to establish a commercial or public servicing use on the site. Furthermore, restoration of the building does not appear to be possible given insignificant physical and documentary evidence. Since underutilized or unused places are susceptible to demise and demolition by neglect, the current owners decided to repurpose the property with a residential conversion. Although the residential conversion requires some internal alterations, the proposed use can be accommodated within the existing structure without major changes or additions to the exterior.

Given the proposed change of use will improve the existing conditions and prevent the building from 'demolition by neglect', it is our opinion that the development will not negatively impact the cultural heritage values of the property and will make a positive contribution to the neighbourhood. Therefore, there is no urgency for further evaluation or formal designation under the OHA at this time.

Respectfully Submitted,



Amanda Timmermans, B.A. (Hons)
Intermediate Land Use Planner

7.0 References

Chapman, L.J., and F. Putnam 1984 The Physiography of Southern Ontario. Vol. 2. Ontario Geologic Survey, Special Volume. Ontario Ministry of Natural Resources, Toronto.

City of Kawartha Lakes, Development Services, Planning Division 2012 City of Kawartha Lakes Official Plan.

Kalman, H. and M.R. Letourneau. 2021. Heritage Planning – Principles and Processes. Second Edition.

Kawartha Lakes Public Library Digital Archive (n.d). [https:// vitacollections.ca/kl-digitalarchive/search](https://vitacollections.ca/kl-digitalarchive/search)

Kinmount Gazette. Volume 2: Issue 1. December 2009

Kirkconnel, W. 1967. County of Victoria Centennial History. Victoria County Council. Lindsay, Ontario.

Ministry of Tourism and Culture, Ontario. 2014. Ontario Heritage Tool Kit

Ministry of Tourism and Culture, Ontario. 2010. Standards and Guidelines for the Conservation of Provincial Heritage Properties

Ministry of Tourism, Culture, and Sport 2016 Criteria for Evaluating Potential for Built Heritage Resources and Cultural Heritage Landscapes

Maryboro Lodge Museum. Picture of Grand Trunk Railway Station, Kinmount, Ont. circa 1990. Online Collection Available at: <https://maryboro.ca/>

McGill University Digital Library. Somerville Township Map.

Ontario Genealogy. Victoria County Historical Maps. Available online at: <https://www.ontariogenealogy.com/victoriacountyhistoricalatlas.html>

Ontario Heritage Trust. 2009. Places of Worship Inventory – Architecture – Architectural Style. Available online at: <https://www.heritagetrust.on.ca/places-of-worship/places-of-worship-database/architecture/architectural-style>

8.0 Statement of Qualifications

Amanda Timmermans, B.A.H. – Intermediate Land Use Planner

Ms. Timmermans has nine years' experience working as a land use planner for both the public and private sectors and five years' experience working in environmental policy development. Amanda earned her Bachelor of Arts Degree from Queen's University with concentrations in history and geography particularly in heritage conservation and planning. Amanda's area of expertise from her education and work experience would be heritage planning and project management.

As a municipal planner with the Town of Cobourg, Amanda specialized in the conservation and stewardship of cultural heritage and became accustomed to working with both the regulations and guidelines as well as the technical and ethical standards of the heritage field. Amanda manages the Heritage Master Plan development process for 14 months while reviewing heritage permits and requests for designation. In her time with the Municipality of Trent Lakes, Amanda established a local heritage committee and worked with a committee to develop community improvement guidelines with a heritage lens. Amanda continues to immerse herself in heritage planning education and continuous professional learning including continuing studies with the University of British Columbia and Algonquin College as well as ongoing planning and heritage conferences.

As an Intermediate Land Use Planner with D.M. Wills, Amanda oversees project management together with the preparation of *Planning Act* applications, planning reports, and representation at preconsultation and public meetings. Amanda resourcefully and accurately researches and analyzes site-specific land use options and provides planning opinions that take into consideration all land use planning policies and procedures in order to advise clients. Amanda is our resident expert in environmental and heritage planning.

Before coming to Wills, Amanda was a municipal planner for various municipalities working in both heritage and development planning. Prior to her work in land use planning, Amanda worked in policy development with the Ministry of Natural Resources and Forestry and government and industry relations with Ducks Unlimited Canada.

Amanda is currently eligible for full membership with the Ontario Professional Planners Institute (OPPI) and the Canadian Institute of Planners and is also working towards her membership with the Canadian Association of Heritage Professionals (CAHP).

For further details, see **Appendix B – Curriculum Vitae**.

Appendix A

Record of Preconsultation & City Correspondence





City of Kawartha Lakes

File: D38-2021-119

Final Preconsultation Comments

Circulation Date: December 17, 2021

Final preconsultation comments are typically current for six (6) months from the date of the preconsultation circulation. Preconsultation does not imply or suggest any decision whatsoever on behalf of City staff or the Corporation of the City of Kawartha Lakes to support or refuse the application. Comments are considered confidential until such time as a Planning Act application is filed with the City.

Preconsultation Circulation Date:	Circulated By Email – Friday, December 17, 2021 Comments Due By – Friday, January 7, 2022
File Number:	D38-2021-119
City Departments and Agencies who may have an interest:	Development Services Department Planning Division Building and Septic Division Economic Development Division Engineering and Corporate Assets Department Public Works Department Community Services Department Human Services Department Kawartha Region Conservation Authority Curve Lake First Nation Ministry of the Environment, Conservation and Parks County of Peterborough Municipality of Trent Lakes
Applicant and Consultants Present for Meeting:	Circulation by email only
Owner:	Michael LeBlanc Tel: 239.747.3209 Email: clbrickman@gmail.com & michael.leblanc@hotmail.com
Applicant:	Same as above
Project Description:	The applicant proposes to convert the former masonic lodge to a residential dwelling with commercial space for a boutique artisans marketplace.
Site Address / Location including Roll No. and Property Identification No.:	5 Crego Street; Plan 105 Part of Lot 1; Geographic Township of Somerville; ARN 165131003114800; PIN 631200965
Lot Area:	728.43 sq. m. (7,840.76 sq. ft.)

Method of Servicing:	Water: Municipal water Sanitary: Private septic system Stormwater: Municipal storm sewers
Housing Affordability:	Applicable (Council encourages all new residential developments to support affordable units)
Entrance/Road Access & Other Road Frontages:	Municipal – Arterial (Monck Road – KL Rd 45); Local (Crego Street)
Widening, Easement, Etc.:	Not Anticipated
Municipal Drain:	Not Applicable
Heritage Designation:	To Be Confirmed by Cultural Heritage Evaluation Report
Source Water Protection:	Not Applicable
Conservation Authority Regulatory Jurisdiction:	None – Outside of Conservation Authority Regulatory Jurisdiction
Agencies Who May Have Interest/Jurisdiction & Reason:	Kawartha Region Conservation Authority (Kawartha Conservation) – Memorandum Of Understanding (MOU) for Natural Heritage/Hazards Curve Lake First Nation – Archeological Assessment All Williams Treaty First Nations – Duty to consult and accommodate Ministry of the Environment, Conservation and Parks (MECP) – Potential Record of Site Condition (RSC) for change of use from 'Community' to 'Residential'; Species at Risk (SAR) Human Services – Housing Affordability (ARU) Community Services – Parkland Dedication Public Works, Roads – Entrance Permit/Review County of Peterborough and Municipality of Trent Lakes – Within 1 km of proposal
Applicable Provincial Policy and Plan(s):	Provincial Policy Statement, 2020 (PPS) A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 and including Amendment 1, 2020 (Growth Plan)
Provincial Policy and Plan Comments:	The proposed development shall demonstrate conformity with the Growth Plan and consistency with the PPS.
Growth Management Strategy (GMS):	The proposal is within the Kinmount Hamlet Area (Residential Greenfield Area) identified in the City's 2011 Growth Management Strategy (Identified 0 units in 2011)

Official Plan Designation:	'Hamlet Settlement Area' (Schedule 'A-7') in the City of Kawartha Lakes Official Plan (Official Plan)
Official Plan Comments:	The designation permits a single detached dwelling; cemetery; garden suites; management of natural areas and natural resources for environmental management purposes; medical facility; place of assembly; place of worship; processing and assembly establishment; public and community use, such as a library, community hall or recreation centre; school (private and public); service and repair establishment manufacturing; storage and warehousing; commercial, personal service uses that serve the hamlet, surrounding rural areas and tourism in the area.
Zoning:	'Community Facility (CF) Zone' (Schedule 'A3') in the Township of Somerville Zoning By-law 78-45, as amended
Zoning Comments:	The 'CF' zone permits cemeteries; municipal buildings and structures, community centres, arenas, libraries, museums, curling rinks; hospitals, health or medical centres; places of worship; elementary schools, secondary schools, day nurseries; nursing home; charitable or non-profit camps or service clubs; public uses exclusive of outside storage; public or private park; and the uses permitted within the Environmental Protection (EP) Zone. The proposed residential and commercial uses are not permitted within the CF Zone. A rezoning is required.
Planning Act Applications required for the proposal to proceed:	Rezoning Site Plan Approval

Comments:**Planning Division**

Further to the Preconsultation circulation and our review, staff provide the following comments for consideration:

Please note: In accordance with the policies of the Provincial Policy Statement, 2020 (PPS), and as part of the City's duty to consult and accommodate, we have circulated the Preconsultation application to Curve Lake First Nation (one of the seven Treaty First Nations in the Williams Treaty area) to provide any preliminary comments and/or provide a list of submission requirements. Curve Lake First Nation has a Consultation and Accommodation Standards document which is available upon request. Please note, even if Curve Lake First Nation has not provided comments through this Preconsultation

process, this does **not** imply that they do not have an interest in the application or a requirement for consultation.

As part of the circulation of any of the mandatory Planning Act applications (including official plan amendments, rezonings, and draft plans of subdivision and/or condominium), the City will include all of the Treaty First Nations in the Williams Treaty area with a copy of the public meeting notice (at a minimum), and in addition, any specifically requested materials, in order to provide their feedback and/or identify their consultation requirements for the application(s). The City acknowledges our duty to consult with and accommodate Indigenous communities on land use planning matters. By extension, the City expects all applicants to acknowledge and abide by this duty in a respectful manner.

Please note: As of February 2021, the City is in a position to allow for Accessory Residential Units (ARUs) as of right to assist with fulfilling the City's affordable housing initiatives. The zoning criteria for ARUs have been included in the appropriate local zoning by-law currently in effect.

Should the prescribed Rezoning application be approved, a **site plan application** will be necessary to approve the development. **City staff will provide additional detail for the site plan submission should the Rezoning be approved.** The owner/applicant should request a separate site plan circulation in advance of submission of the site plan application, to obtain the submission requirements in order to deem the site plan application complete. This will help ensure a comprehensive submission and assist with deeming the application complete, and also facilitate a faster circulation of the site plan application for review and response. **Priority will be given to site plan applications which have been provided a list of submission requirements.**

In accordance with the provisions of the Planning Act, the appropriate **cash-in-lieu of parkland dedication** will be required for the re-development: 5% for the low density residential uses. The value will be determined by a qualified land appraiser, based on the timelines established by the Planning Act, at the time of entering into the site plan agreement.

In accordance with the City's By-law 2017-151: A By-law to Regulate Access to Municipal Right of Ways, as a result of the proposal, the proponent must **confirm any existing entrance(s) and/or proposed entrance(s) comply with By-law 2017-151** (a copy of the By-law can be found on the City's website). If the requisite Planning applications are successful, there may be a requirement to obtain an **Entrance Permit** for a new entrance, or to upgrade or change an existing entrance based on the largest entrance standard for all uses on the property (i.e. Residential, Agricultural, Commercial, Industrial, etc.). The City will review any potential new, existing, or revised access to the property to ensure compliance with the By-law. In order to comply with the above request, the appropriate **entrance details** shall be included on the drawings, for the City to review and confirm all entrances comply with By-law 2017-151.

Based on Provincial natural heritage mapping, your property has been identified as **potentially containing a Species at Risk (SAR)**. The Ministry of the Environment, Conservation and Parks (MECP) has responsibility for the administration of the Ontario

Endangered Species Act, 2007 (ESA), as amended. MECP currently processes any ESA authorizations relating to Species at Risk in Ontario (SARO) listed under Ontario Regulation 230/08 (O. Reg. 230/08), as amended. **To determine if you require an ESA permit or authorization from the MECP prior to conducting any works on the site, please send an email to SAROntario@ontario.ca and include 'request for preliminary screening guide' in the subject line.**

In accordance with Section 168.1 of the Environmental Protection Act (EPA), a **Record of Site Condition** (RSC) will be required for this proposal. The Ministry of the Environment, Conservation and Parks (MECP) regulates land use changes through the EPA.

In accordance with the provisions of the Planning Act, the City is required to circulate any Planning Act applications to all municipalities within 1 km of the proposed development. As such, the mandatory Planning Act applications will be circulated to the County of Peterborough and the Municipality of Trent Lakes.

In addition to the applicable **application form(s)** and associated **processing fee(s)** required, the following studies and/or plans are also required in support of the proposed development. All studies/plans/reports/etc. listed below will also be included in a checklist at the end of this document, indicating the required number of copies. **A copy of this checklist must be submitted with the application(s).** Where multiple requirements are captured in one report, please note that on the submitted checklist. **All reports and studies must be current:**

- A **Planning Brief** prepared by a qualified Registered Professional Planner (RPP), outlining and justifying the proposal with respect to the Provincial Policy Statement, 2020 (PPS); A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 and including Amendment 1, 2020 (Growth Plan); and City of Kawartha Lakes Official Plan (Official Plan). The Planning Brief will also speak to the various reports and plans submitted with the application(s);
 - Staff recommend the applicant prepare a **Draft Zoning By-law Amendment**. This should be included in the Planning Brief above;
- A **Conceptual Site Plan Layout** is required illustrating any impervious areas (hard surfaces) on the site, including existing and new buildings, entrance(s), parking lot location and number of spaces (gravel or pavement), loading spaces, septic system and associated loading areas, amenity areas and landscaping, prepared by a qualified professional;
 - A **Constraints Map** is recommended to confirm the overall constraints (including environmental hazards, natural heritage features, etc.) on or around the property. These constraints can be provided on the Conceptual Site Plan Layout above;
- Planning Division supports the Engineering and Corporate Assets Department's request for a **Functional Servicing Brief** (FSB), to confirm the proposed water, sanitary, and storm servicing;

- A **Phase 1 and/or Phase 2 Environmental Site Assessment (ESA)** must be submitted to the City as part of the rezoning, for the entire site, to confirm there is no contamination from the previous use(s) of the property, and that it meets the 'residential' criteria. These report(s) may be completed in conjunction with the reports required for the requisite Record of Site Condition (RSC), noted below, and in accordance with the required technical standards for the RSC. Depending on the time of submission and/or the outcome of the Phase 1 and 2 ESAs, a Holding (H) Provision may be applied to the zone category, if any remediation work and/or a Phase 3 ESA is required. The report must be completed by a Qualified Person (QP), in accordance with the definitions in Section 168.1 of the Environmental Protection Act (EPA). If you require more information, please contact the Ministry of the Environment, Conservation and Parks (MECP) for more information;
- If applicable as a result of the Phase 1 (and potentially Phase 2) ESA(s) noted above or if required in accordance with Ontario Regulation 153/04 (O. Reg. 153/04) made under the Environmental Protection Act (EPA), a **Record of Site Condition (RSC)** must be filed with the Ministry of the Environment, Conservation and Parks (MECP) as a condition of Site Plan approval. The RSC is required for the entire site, to confirm there is no contamination from the previous use(s) of the property, and/or that it has been remediated to comply with the 'residential' criteria. The report must be filed by a Qualified Person (QP), in accordance with the definitions in Section 168.1 of the Environmental Protection Act (EPA). If you require more information, please contact the Ministry of the Environment, Conservation and Parks (MECP) for more information;
- Planning Division supports the Economic Development Division's request for an **Archaeological Assessment**, since the development is proposed in an area which may contain archaeological resources or have archaeological potential (e.g. within 300 metres of a water body or another area with potential to have archaeological resources, or has a known archaeological site). **The Archaeologist shall contact all Treaty First Nations within the Williams Treaty area to provide an opportunity for input, as they have identified they require consultation prior to submission of any archaeological report to the MHSTCI, and they also wish to be engaged at Stage 1-2 for participation in on-the-ground fieldwork and to offer any Indigenous Knowledge that may be pertinent for the Stage 1 report.** A copy of the Curve Lake First Nation Archaeological Protocol is attached for your reference;
- In accordance with the policies of the Provincial Policy Statement, 2020 (PPS), we have circulated this Preconsultation application to Curve Lake First Nation for comment, one of the Treaty First Nations in the Williams Treaty area. As part of the circulation of the mandatory Planning Act applications, all Treaty First Nations in the Williams Treaty area will be circulated for input and consultation, which would also include input into any archaeological assessment, when one is required.

These comments reflect the understanding of the requirements based on the submission materials. The Planning Division reserves the right to provide additional comments should any updated information become available through processing of an application. Should the proponent have additional detail or information to provide for review prior to the formal submission of any application, we recommend a follow-up meeting to confirm the requirements.

Engineering and Corporate Assets Department

Further to the City's review of the pre-consultation summary for the proposed Rezoning and Site Plan Approval for the purpose to proposes to convert the former masonic lodge to a residential dwelling with commercial space for a boutique artisans marketplace at 5 Crego Street; Plan 105 Part of Lot 1; Geographic Township of Somerville, we offer the following comments:

- A **Detailed Site Plan** is required to confirm the locations and dimensions of the existing site conditions versus the proposed site conditions. This includes proposed and existing structures, entrances etc.;
- A **Topographic and Legal Survey** will be required to ensure the engineering design and reports are based on the correct boundary conditions and based on field verification of (e.g. existing infrastructure, water servicing easements, etc.). Please identify and provide the documents supporting any registered easements, etc. The existing extent of infrastructure must be confirmed in the field by the proponent and actual surveyed field measurements, materials, sizes etc. are to be identified on the engineering design. Easements are required for existing water servicing infrastructure within the property;
- A **Functional Servicing Brief** will be required to confirm the proposed water, sanitary, and storm servicing in accordance with all municipal and provincial guidelines, proposed load for the proposed use & confirmation of capacity in municipal system. Confirmation of the fire flows applicable for the development will need to be provided to determine the number of connections (domestic and fire require separate connections) – all connections (proposed and/or removals) shall be designed in compliance with municipal by-laws;
- Servicing shall be in compliance with City of Kawartha Lakes By-Laws (i.e. By-Law 2021-162 which identify requirements for items such as a sanitary & storm inspection manhole at property line and separate services from the main for separate buildings. A **Municipal Service Connection Application** will be required for service connections, using City approved service connection contractors. Water services and existing water infrastructure cannot be located within the driveway. Water service connections must be completed at the watermain on Monck Road. Norland is not a fire-rated water system, if fire suppression is required for a building, a private on-site system, designed and approved through the building permit process is required;
- For any additional development, parking, building expansion, or additional buildings, a **Lot Grading and Drainage Plan** will be required to demonstrate

there is no additional drainage from the site to the adjacent properties – all drainage must be self-contained;

- A **Stormwater Management Brief** addressing the controls for site runoff - quality of water (no decrease) and quantity of water (no increase) will be required;
- **Entrance design** is required to conform to City of Kawartha Lakes By-Law 2017-151, Access to Municipal Right of Ways.

The City of Kawartha Lakes Infrastructure Guidelines are available on the City's website, within the "Development Engineering" folder, at:

<https://www.kawarthalakes.ca/en/business-growth/planning-and-development.aspx>

These comments reflect our understanding of the application request. Engineering may provide additional comments if the application varies from the summary.

Public Works Department – Roads Division

The Public Works – Manager, Road Operations East advises the following:

- **Confirmation of safe entrances** will be required prior to rezoning.

Human Services Department – Housing Services

The City's Affordable Housing Program Coordinator advises the following:

- Developers, community housing providers, non profits, landlords and homeowners are invited to learn about various incentives available to create affordable housing. Incentives apply to new construction, rehabilitation, secondary suites and subsidies within market units and made available to assist Kawartha Lakes achieve their affordable housing targets;
- The municipalities target of 1,280 affordable new units need to be created by the end of 2029 are only achievable with participation from developers, community housing providers, non profits, landlords and residents. It is important we are all aware of the incentives and work together to increase the supply of affordable housing. Up to \$35,000 in Municipal fees and permits available such as development charges and planning fees. For rehabilitation or secondary suite applicants there is an additional \$25,000 capital incentive;
- We encourage anyone that is interested in the program to submit an Expression of Interest application even if the project will not take place this year. The Expression of Interest application informs the City about upcoming projects and assists with the planning and work towards submitting an application upon a future intake. Expression of Interest eligibility will result in a meeting with the Program Coordinator (and possibly other municipal departments) to assist with completing the final application.

For more info please contact Elise Karklins – Affordable Housing Program Coordinator at 705-324-9870 extension 3105 or ekarklins@kawarthalakes.ca.

Economic Development Division

The Economic Development Officer – Heritage Planning advises the following:

- The subject property contains the historic Kinmount masonic lodge which is neither designated nor listed on the City's Heritage Register, but should be evaluated as part of a redevelopment proposal;
- A **Cultural Heritage Evaluation Report** prepared in accordance with the City's terms of reference (<https://www.kawarthalakes.ca/en/business-growth/resources/Heritage-Building-Register/Documents/CHER-Terms-of-Reference.pdf>) is required;
- An **Archaeological Assessment** is required because the subject property is located within an area of archaeological potential (within 300m of a waterbody);
- The assessment must be carried out by a licensed archaeologist in accordance with MHSTCI requirements (http://www.mtc.gov.on.ca/en/archaeology/archaeology_assessments.shtml);
- The archaeologist shall contact Williams Treaty First Nations as part of the assessment to provide an opportunity for input and consultation;
- As the proposal does not include any ground disturbing activities, an archaeological assessment may not be required should Curve Lake First Nation be satisfied it is not necessary;

The Economic Development Officer – Arts/Culture/Heritage advises the following:

- Economic Development is generally supportive of the application;
- This project contributes to the third goal of the City's adopted Strategic Plan by enhancing "a vibrant and growing economy", as well as support the City's 2020 Cultural Master Plan's Priority Five: Objective 1;
- There are many new and expanded cultural business ventures in CKL through the year and a wide variety of cultural activities and events;
- It would also contribute to the Economic Development's adopted Strategy to grow the craft/maker segment (number of small or micro businesses and sales per business due to increased tourism traffic).

Community Services Department

The Planning Act provides that the municipality can collect Cash-In-Lieu (CIL) of Parkland dedication as part of the development proposal. Upon collection of the required CIL of Parkland, it will be placed into a special account and spent only for the acquisition of land to be used for park or other public recreational purposes.

Kawartha Region Conservation Authority (Kawartha Conservation)

Kawartha Conservation's Resources Planner provides the following:

- The subject property is outside of Kawartha Conservation's jurisdiction. No permits will be required pursuant to Ontario Regulation 182/06;
- Our mapping does not show any natural heritage features on the subject property;
- The property is also outside of known flooding hazards associated with the Burnt River;
- Kawartha Conservation has no concern and will not require circulation.

Building and Septic Division

The Chief Building Official (CBO) advised the following:

- No concerns;
- The proposed use will be subject to appropriate **Development Charges** at time of building permit application;
- **Building Permits** are required for connection to municipal services and renovations required to change the use of the structure;
- If applicable, further comments will be provided at time of Site Plan Approval application review.

The Supervisor – Part 8 Sewage Systems advised the following:

- The following items will be required by the Building and Septic Division for a submission for a Planning Application as it relates to private on-site sewage disposal servicing:
 - A **Sewage Brief** documenting the residential and commercial components of the proposal, including but not limited to the number of bedrooms, fixtures and living space of the dwelling and the size and number of employees of the commercial space;
 - A **Concept Plan** outlining the location of the building and the proposed sewage disposal system with proposed clearance distances;
- Site visit and fees will apply.

Curve Lake First Nation

Due to the requirement for an Archaeological Assessment, Curve Lake First Nation will be involved with the development applications. Separate comments may follow as an addendum to this report. We suggest that your Archaeologist contact one of Curve Lake First Nation's Lands and Resources Consultation Liaisons directly for more information.

Ministry of the Environment, Conservation and Parks (MECP)

The Ministry of the Environment, Conservation and Parks may require a Record of Site Condition (RSC) for a change of use of the property. If comments are received from MECP, they will be forwarded under separate cover as an addendum to this report.

County of Peterborough

No comments provided.

Municipality of Trent Lakes

No comments provided.

Follow-up:

If the applicant wishes to pursue this proposal, the applicant must submit a rezoning application with the necessary supporting documentation outlined below for consideration of the proposed use. Staff would note that any technical studies may be subject to a peer review to be paid for by the applicant.

Should Council approve this application, an application for site plan approval must subsequently be submitted for consideration.

Application Fees:

The application forms, process guides, and application fees are available upon request via email from the Planning Division, or on the City website at:

<https://www.kawarthalakes.ca/en/business-growth/development-applications.aspx>

The Conservation Authority fees are found at the end of the Planning Application fee document.

Please note, upon submission of the application(s) to the City, an electronic copy of the complete submission is required to accompany the paper reports / studies / plans noted below in the checklist. Electronic submissions will not be accepted through the City's email or online file sharing programs (they must accompany the hard copy submission).

Applications which are not accompanied by the required materials and/or the electronic copy will be deemed incomplete, and will be returned to the applicant for resubmission.

A copy of the attached checklist is required to accompany your submission. A cover letter should also be attached, indicating where multiple reports have been consolidated into one report.

Additional Notes:

1. The above noted comments and attached checklist are based on the proposal as reviewed by the Preconsultation Committee. If significant changes are proposed, the comments and/or reports may require amending, or require a new Preconsultation circulation to review the revised proposal.

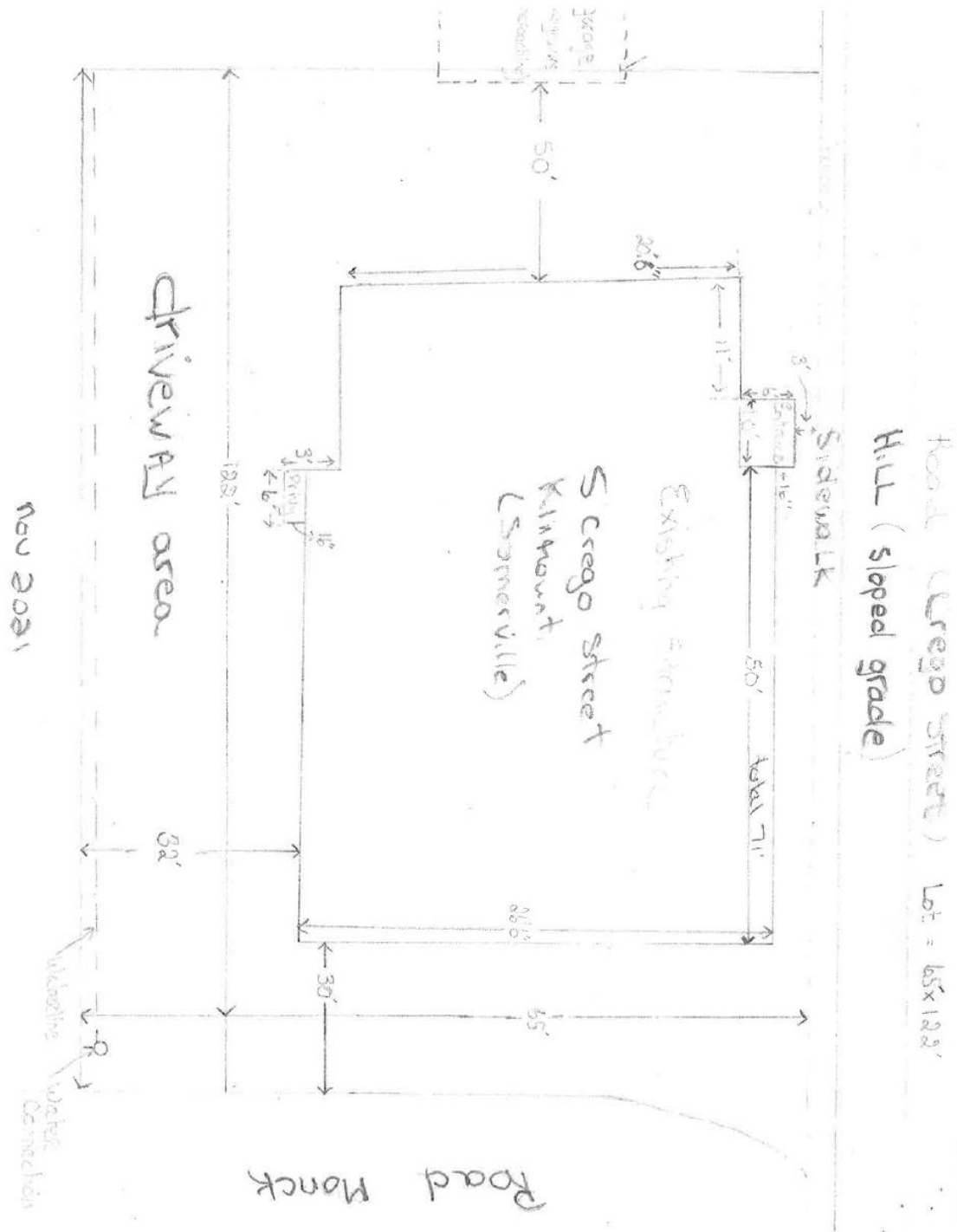
2. During the review of the application, it may be determined that additional studies and/or information will be required to be submitted as a result of issues arising during the processing of the application, or subsequent revisions that have been made to an application.
3. The purpose of the above comments and attached checklist are to identify all the relevant information required to be submitted in order to deem these application(s) complete under the Planning Act.
4. The comments are based on the current Provincial Legislation, Regulations, Policies and Plans that are in effect, and the City's official plans and zoning by-laws that existed at the time the Committee considered this matter. While the City has an official plan which came into effect in 2012, there are portions of the plan which remain under appeal to the Ontario Land Tribunal (the 'Tribunal'). The City has adopted secondary plans which are also under appeal. If decisions are made by the Tribunal regarding these appeals, the documents could change the contents of this report as it relates to the proposal.
5. The City is currently in the process of consolidating the existing Rural zoning by-laws. If passed by Council, these documents could also change the comments above as they relate to this proposal. If passage of these documents is imminent, then this will be noted in the comments.
6. The final preconsultation comments are typically **current for six (6) months** from the date of the preconsultation circulation. Prior to submitting your application(s), you may wish to contact the Development Services – Planning Division office and confirm if any of these above noted documents have been passed by Council, or have come into effect.
7. **If the final preconsultation comments have expired**, please contact the Development Services – Planning Division office to determine if these comments and checklist are still valid, or if a new preconsultation application will be required, prior to filing the required applications.
8. An application submitted without the required information identified in this Preconsultation Report may be recommended for refusal based on insufficient information to properly evaluate the application.
9. Please note that even if a study is mentioned more than once or similar studies are mentioned by various agencies (i.e. Geotechnical Report and Geotechnical Analysis), the studies may be consolidated into one comprehensive report which addresses multiple agency issues, where applicable.

Contacts:

<p>Ms. Sherry Rea Development Planning Supervisor Planning Division, Development Services Department City of Kawartha Lakes 180 Kent Street West Lindsay, ON K9V 2Y6 Tel: (705) 324-9411 x1331 Fax: (705) 324-4027 srea@kawarthalakes.ca</p>	<p>Ms. Christina Sisson Supervisor, Development Engineering Engineering and Corporate Assets Department City of Kawartha Lakes 322 Kent Street West Lindsay, ON K9V 5R8 Tel: (705) 324-9411 x1152 Fax: (705) 324-2982 csisson@kawarthalakes.ca</p>
<p>Ms. Susanne Murchison Chief Building Official Building and Septic Division, Development Services Department City of Kawartha Lakes 180 Kent Street West Lindsay, ON K9V 2Y6 Tel: (705) 324-9411 x1200 Fax: (705) 324-5514 smurchison@kawarthalakes.ca</p>	<p>Ms. Anne Elmhirst Supervisor – Part 8 Sewage Systems Building and Septic Division, Development Services Department City of Kawartha Lakes 180 Kent Street West Lindsay, ON K9V 2Y6 Tel: (705) 324-9411 x1882 Fax: (705) 324-5514 aelmhirst@kawarthalakes.ca</p>
<p>Ms. Emily Turner Economic Development Officer – Heritage Planning Economic Development Division, Development Services Department City of Kawartha Lakes 180 Kent Street West Lindsay, ON K9V 2Y6 Tel: (705) 324-9411 x1366 Fax: (705) 324-4965 eturner@kawarthalakes.ca</p>	<p>Ms. Donna Goodwin Economic Development Officer – Arts/Culture/Heritage Economic Development Division, Development Services Department City of Kawartha Lakes 180 Kent Street West Lindsay, ON K9V 2Y6 Tel: (705) 324-9411 x1498 Fax: (705) 324-4965 dgoodwin@kawarthalakes.ca</p>
<p>Ms. Elise Karklins Affordable Housing Program Coordinator Human Services Department City of Kawartha Lakes 68 Lindsay Street North Lindsay, ON K9V 4S7 Tel: (705) 324-9870 x3105 Fax: (705) 328-2875 ekarklins@kawarthalakes.ca</p>	<p>Mr. Craig Shanks Director of Community Services Community Services Department City of Kawartha Lakes 50 Wolfe Street Lindsay, ON K9V 2J2 Tel: (705) 324-9411 x1307 Fax: (705) 324-9280 cshanks@kawarthalakes.ca</p>

<p>Ms. Jenn Johnson Manager – Parks, Recreation & Culture Community Services Department City of Kawartha Lakes 50 Wolfe Street Lindsay, ON K9V 2J2 Tel: (705) 324-9411 x1350 Fax: (705) 324-9280 jjohnson@kawarthalakes.ca</p>	<p>Mr. Chris Porter Manager, East Area Public Works Department City of Kawartha Lakes 123 East Street Bobcaygeon, ON K0M 1A0 Tel: (705) 324-9411 x3587 cporter@kawarthalakes.ca</p>
<p>Mr. Robert Peel Supervisor, Burnt River East Area Public Works Department City of Kawartha Lakes 123 East Street Bobcaygeon, ON K0M 1A0 Tel: (705) 324-9411 x3582 rpeel@kawarthalakes.ca</p>	<p>Ms. Erin McGregor Resources Planner Technician Kawartha Conservation 277 Kenrei Road, RR 1 Lindsay, ON K9V 4R1 Tel: (705) 328-2271 x232 Fax: (705) 328-2286 emcgregor@kawarthaconservation.com</p>
<p>Dr. Julie Kapyrka Lands and Resources Consultation Liaison Curve Lake First Nation Government Services Building 22 Winookeeda Street Curve Lake, ON K0L 1R0 Tel: (705) 657-8045 x239 JulieK@curvelake.ca</p>	<p>Ms. Kaitlin Hill Lands and Resources Consultation Liaison Curve Lake First Nation Government Services Building 22 Winookeeda Street Curve Lake, ON K0L 1R0 Tel: (705) 657-8045 x222 KaitlinH@curvelake.ca</p>
<p>Mr. Glenn Rutherford Senior Environmental Officer Ministry of the Environment, Conservation and Parks Robinson Place, South Tower, 2nd Floor 300 Water Street Peterborough, ON K9J 3C7 Tel: (705) 755-4305 Glenn.Rutherford@ontario.ca</p>	<p>Mr. Iain Mudd Planner County of Peterborough 470 Water Street Peterborough, ON K9H 3M3 Tel: (705) 743-0380 Fax: (705) 876-1730 imudd@ptbocounty.ca</p>
<p>Municipality of Trent Lakes 760 County Rd. 36 Trent Lakes, ON K0M 1A0 Tel: (705) 738-3800 development@trentlakes.ca</p>	

Proposed Plan



Supporting Reports/Studies/Plans Required to Process and Evaluate the Proposal.
Should you wish to further discuss these requirements, kindly contact Sherry Rea,
Development Planning Supervisor, srea@kawarthalakes.ca or 705-324-9411 ext. 1331.

Required Reports, Studies, Plans & Number of Copies	OPA	ZBA/Rezoning	Subdivision	Condominium	Consent	Other	Copies
Study Requirements for Proposal – Convert the former masonic lodge to a residential dwelling with commercial space							
Application Form(s) with Associated Processing Fee(s) **Check Fee Schedule on City's website to confirm correct fee(s) for all application(s)**		√					1 ZBA
Planning Brief **Prepared by a Registered Professional Planner (RPP)**		√					5
Draft Zoning By-law Amendment **Included in Planning Brief above**		√					5
Conceptual Site Plan Layout/Concept Plan		√					5 Large 5 Small
Constraints Map **May be included on Conceptual Site Plan Layout above**		√					5
Topographic and Legal Survey **Prepared by an Ontario Land Surveyor**		√					5
Functional Servicing Brief (FSB)		√					5
Sewage Brief		√					2
Lot Grading and Drainage Plan		√					5
Storm Water Management (SWM) Brief		√					5
Environmental Site Assessment (ESA) Report – Phase 1 and/or Phase 2		√					5
Archaeological Assessment Report **In accordance with MHSTCI Standards**		√					5
Cultural Heritage Evaluation Report		√					5

Required Reports, Studies, Plans & Number of Copies	OPA	ZBA/Rezoning	Subdivision	Condominium	Consent	Other	Copies
Study Requirements for Proposal – Convert the former masonic lodge to a residential dwelling with commercial space							
An electronic copy of all the above on Thumb Drive or CD (When multiple applications submitted concurrently, all documents can be compiled in one electronic package)							1
<p>Other Development Permits, Approvals and/or Processes that may potentially be required along with or after the Planning Act approvals (please note, this is not an exhaustive list – for information purposes only):</p> <ul style="list-style-type: none"> • Building / Change of Use / Demolition / Plumbing Permit • Entrance Permit • Municipal Service Connection Application • Endangered Species Act (ESA) Permit or Authorization • MECP Record of Site Condition (RSC) 							

From: [Emily Turner](#)
To: [Amanda Timmermans](#)
Subject: RE: 20220208 D38-2021-119 - December 17 2021 Final Preconsultation Report
Date: July 27, 2023 9:24:36 AM
Attachments: [image006.png](#)
[image001.png](#)

Hi Amanda,

I had a chance to review the precon for this file and, given that this appears to be a residential conversion without substantial changes to the structure, I would feel comfortable waiving the HIA and including a CHE within the planning brief. Please include the following in the brief:

- A CHE of the property under Ontario Regulation 9/06 (happy if this is just an identification of how the property does/does not fulfil each criteria with some explanation)
- A brief overview of how the proposed conversion may impact the heritage attributes/cultural heritage value of the property
- Any mitigating measures required to conserve the heritage attributes/CHV of the property

Thanks and please feel free to follow up if you have any questions,

Emily

Emily Turner

Economic Development Officer – Heritage Planning
City of Kawartha Lakes
Tel: 705-324-9411 ext. 1366
Mobile: 705-878-6850
www.kawarthalakes.ca



From: Amanda Timmermans <atimmermans@dmwills.com>
Sent: July 25, 2023 10:09 AM
To: Emily Turner <eturner@kawarthalakes.ca>
Subject: RE: 20220208 D38-2021-119 - December 17 2021 Final Preconsultation Report

Sounds good Emily. No worries! I totally get it!

Amanda Timmermans, B.A.(Hons)

Intermediate Land Use Planner
D.M. Wills Associates Limited
Tel: (705) 742-2297 ext. 237
Cell: (705) 768-4571

From: Emily Turner <eturner@kawarthalakes.ca>

Sent: Tuesday, July 25, 2023 9:50 AM

To: Amanda Timmermans <atimmermans@dmwills.com>

Subject: RE: 20220208 D38-2021-119 - December 17 2021 Final Preconsultation Report

Hi Amanda,

Apologies, I have not had a chance to review the precon since returning, but I will have a look at it either this afternoon or tomorrow and get back to you asap.

Thanks,

Emily

Emily Turner

Economic Development Officer – Heritage Planning

City of Kawartha Lakes

Tel: 705-324-9411 ext. 1366

Mobile: 705-878-6850

www.kawarthalakes.ca



From: Amanda Timmermans <atimmermans@dmwills.com>

Sent: July 25, 2023 9:07 AM

To: Emily Turner <eturner@kawarthalakes.ca>

Subject: RE: 20220208 D38-2021-119 - December 17 2021 Final Preconsultation Report

Good morning Emily,

Just wondering if you have had a chance to take a look at this precon since returning from your holidays. Our client is eager to move forward.

Thanks in advance, we appreciate it.

Amanda Timmermans, B.A.(Hons)

Intermediate Land Use Planner

D.M. Wills Associates Limited

Tel: (705) 742-2297 ext. 237

Cell: (705) 768-4571

From: Amanda Timmermans

Sent: Friday, July 21, 2023 12:11 PM

To: eturner@kawarthalakes.ca

Subject: FW: 20220208 D38-2021-119 - December 17 2021 Final Preconsultation Report

Good afternoon Emily,

Can you confirm the requirements for the Cultural Heritage Evaluation if our Client is pursuing a residential only conversion? Perhaps we can include the CHE as part of the planning brief? I am a heritage planner, though I have not kept up membership with CAHP but I would feel qualified to speak to the cultural heritage values of the property with an appropriate amount of research.

Amanda Timmermans, B.A.(Hons)

Intermediate Land Use Planner
D.M. Wills Associates Limited
Tel: (705) 742-2297 ext. 237
Cell: (705) 768-4571

From: Leah Barrie <lbarrie@kawarthlakes.ca>

Sent: Friday, July 14, 2023 11:36 AM

To: Amanda Timmermans <atimmermans@dmwills.com>

Subject: RE: 20220208 D38-2021-119 - December 17 2021 Final Preconsultation Report

Hi Amanda, thanks for your patience. Hope you've been keeping well!

I had a brief exchange with your client at the end of June, and understand Richard and Diana have connected on this more recently as well.

The list of submission requirements from the final Precon report for the commercial/residential proposal can definitely be scoped for a residential-only proposal – neither a functional servicing brief nor a stormwater management brief would be needed.

Regarding the Archaeological Assessment – to what extent is the site anticipated to be disturbed? I would encourage you to continue discussion with Curve Lake First Nation, who may be satisfied that an Arch. Assess. is not necessary for conversion of the existing building with no site alteration.

Regarding the Cultural Heritage Report – I would encourage you to continue discussion with the City's Economic Development Officer - Heritage Planning, Emily Turner, to scope the terms based on the revised proposal, if a report is still deemed to be necessary.

Number of hard copies can drop to two (instead of 5).

Please let me know if you have any further questions, Amanda.

Leah

From: Amanda Timmermans <atimmermans@dmwills.com>

Sent: Wednesday, May 24, 2023 12:51 PM

To: Leah Barrie <lbarrie@kawarthlakes.ca>

Subject: FW: 20220208 D38-2021-119 - December 17 2021 Final Preconsultation Report

Hi Leah,

Just wondering if you've had a chance to take a peak at this yet (or reassign it!)? I hear you guys are finally getting some staff over there!

Amanda Timmermans, B.A.(Hons)

Intermediate Land Use Planner
D.M. Wills Associates Limited
Tel: (705) 742-2297 ext. 237
Cell: (705) 768-4571

From: Amanda Timmermans

Sent: Wednesday, May 17, 2023 2:00 PM

To: lbarrie@kawarthalakes.ca

Subject: FW: 20220208 D38-2021-119 - December 17 2021 Final Preconsultation Report

Good afternoon Leah, I hope you are doing well!

I am wondering if I can set up a time with you to discuss this pre-consultation report. It seems like our Clients have shifted their intentions a little and they may be just pursuing a residential use now for simplicity. If that is the case, there would be no site alteration or construction proposed and if there was no commercial component, I assume site plan approval would then be exempt and we would just proceed with the rezoning and the RSC. Am I correct in that assumption?

Further, if there is no commercial use, I wondered if all these studies would still be required? We are just trying to guide our Clients and give them some advice on proceeding and come up with an appropriate scope of work and fee estimate.

Amanda Timmermans, B.A.(Hons)

Intermediate Land Use Planner
D.M. Wills Associates Limited
Tel: (705) 742-2297 ext. 237
Cell: (705) 768-4571

From: Henrietta Duff <hduff@dmwills.com>

Sent: Friday, March 24, 2023 2:28 PM

To: Diana Keay <DiKeay@dmwills.com>

Cc: Marnie Saunders <msaunders@dmwills.com>; Amanda Timmermans <atimmermans@dmwills.com>

Subject: FW: 20220208 D38-2021-119 - December 17 2021 Final Preconsultation Report

From: Christine Brickman <clbrickman@gmail.com>

Sent: March 24, 2023 12:33 PM

To: Henrietta Duff <hduff@dmwills.com>

Cc: Mike LeBlanc Spouse Emergency Contact <Michael.leblanc@hotmail.com>

Subject: Fwd: 20220208 D38-2021-119 - December 17 2021 Final Preconsultation Report

Good morning Henrietta:

Thank you for getting back to me regarding the Rezoning request we are working with City of Kawartha Lakes CKL.
The property is 5 Crego Street, Kinmount, Ontario K0M 2A0

I've attached copies of the Pre-Consultation Final Report that we received. I've also spoken a couple of times this past week with Leah Barrie the Manager of Planning at CKL. Leah has confirmed we can use the results of this Pre-Consultation Report even though it's exceeded the original allowed time.

She was very positive about our request to Rezone from Community Facility to Residential with space for Commercial. It originally was a Church, and then in recent years a Masonic Lodge.

We have owned the property since 2021 and given the CF zoning we really haven't been able to do much at all. Just general clean-up inside and yard maintenance.

The current zoning of Community Facility CF, gives a lot of restrictions for us. We aren't able to proceed with a Septic System, Town water hook-up, seeking a building permit or even a survey until we get this property in the Rezoning process or approved. We've had someone confirm we can have an Elgen Septic System installed, and there is Municipal town water at the curb as it runs along beside the property (to service the neighbors), so this should be relatively straightforward once Rezoned.

As we discussed, we are at a bit of decision point now to assess whether to proceed with the Rezoning as there are so many steps, time and likely \$'s ahead of us. Or, just consider reselling the property. It's in a really key location in Kinmount near the Railtrail, Austin's park and the town.

Leah mentioned the next step is a Planning Justification Report.

This outlines the development proposal and that our request aligns with the provincial and local land use planning policy framework, including and not limited to the Provincial Policy Statement (2020) and the Growth Plan for the Greater Golden Horseshoe (2019) and the City of Kawartha Lakes Official Plan (2012).

Please let me know what your Planners findings are, and a general idea of what is involved in this Planning Justification Report, and approx cost to proceed.

Thank you in advance, and let me know if you have any questions,

Christine (on behalf of Mike LeBlanc)
239-747-3303

----- Forwarded message -----

From: **Christine Brickman** <clbrickman@gmail.com>

Date: Wed, Dec 21, 2022 at 9:19 PM

Subject: Fwd: 20220208 D38-2021-119 - December 17 2021 Final Preconsultation Report

To: Nancy Ord <nord@kawarthalakes.ca>

Cc: Ian Walker <iwalker@kawarthalakes.ca>, Mike LeBlanc Spouse Emergency Contact <Michael.leblanc@hotmail.com>, Sherry Rea <srea@kawarthalakes.ca>

Hi Nancy,

I was referred to you by Sherry with her upcoming retirement. We had submitted a Pre-Consultation application for 5 Crego Street, Kinmount. And we received the response as per attached documents. We had some unexpected issues that we had to deal with this year, and we weren't able to follow through on the recommendations from the Pre-Consultation report per the time-line. Are we able to proceed with the recommendations now, or do we need to re-apply now?

Thank you for your response, and if you have any questions please let me know,

Mike LeBlanc
239-747-3209

----- Forwarded message -----

From: **Christine Brickman** <clbrickman@gmail.com>

Date: Wed, Dec 21, 2022 at 10:00 AM

Subject: Fwd: 20220208 D38-2021-119 - December 17 2021 Final Preconsultation Report

To: Ian Walker <iwalker@kawarthalakes.ca>, Sherry Rea <srea@kawarthalakes.ca>

Cc: Mike LeBlanc Spouse Emergency Contact <michael.leblanc@hotmail.com>

Good morning Ian and Sherry:

Just following up if you have had a change to consider whether we can proceed with the next steps in the Re-Zoning application and Site Plan Approval? or do we need to re-apply. (note I left a voice message with CKL Planning department as well).

thx so much, we would like to start moving forward on necessary requirements for 5 Crego Street in Kinmount.

Mike LeBlanc
239-747-3209 or 239-747-3303

Good afternoon Sherry,

Below are the results of the Pre-Consultation report that was provided to us Feb 2022. We have had several issues this year, and we are finally able to properly review the report and proceed with the requirements.

It mentions the Pre-Consultation report is valid for 6 months, and then to follow up to confirm if we are required to re-submit if it's beyond the 6 months.

If you could please let us know if we need to reapply again?

And if we aren't required to reapply, can we proceed to the next steps of the Rezoning application and Site Plan Approval? We will be proceeding with getting a survey and someone local to confirm a septic system (we had a preliminary yes on this).

Thank you in advance,

Mike LeBlanc
239-747-3209

----- Forwarded message -----

From: **Christine Brickman** <clbrickman@gmail.com>

Date: Wed, Nov 23, 2022 at 1:06 PM

Subject: Fwd: 20220208 D38-2021-119 - December 17 2021 Final Preconsultation Report

To: Sherry Rea <srea@kawarthalakes.ca>

Cc: Ian Walker <iwalker@kawarthalakes.ca>, Mike LeBlanc Spouse Emergency Contact <Michael.leblanc@hotmail.com>

----- Forwarded message -----

From: **Ian Walker** <IWalker@kawarthalakes.ca>

Date: Tue, Feb 8, 2022 at 2:07 PM

Subject: 20220208 D38-2021-119 - December 17 2021 Final Preconsultation Report

To: michael.leblanc@hotmail.com <michael.leblanc@hotmail.com>

Cc: Sherry Rea <srea@kawarthalakes.ca>, Katherine Evans <kevans@kawarthalakes.ca>, Megan Peck <mpeck@kawarthalakes.ca>, Nicolas i. Smith <nismith@kawarthalakes.ca>, Christina Sisson <csisson@kawarthalakes.ca>, Roberta Perdue <rperdue@kawarthalakes.ca>, Kirk Timms <ktimms@kawarthalakes.ca>, Daniel Woodhead <dwoodhead@kawarthalakes.ca>, Domenic S. Bullock <dbullock@kawarthalakes.ca>, Kim Rhodes <krhodes@kawarthalakes.ca>, Susanne Murchison <smurchison@kawarthalakes.ca>, Mathew McKinnon <mmckinnon@kawarthalakes.ca>, Anne Elmhirst <aelmhirst@kawarthalakes.ca>, Emily Turner <eturner@kawarthalakes.ca>, Donna Goodwin <dgoodwin@kawarthalakes.ca>, Elise Karklins <ekarklins@kawarthalakes.ca>, Michelle Corley <mcorley@kawarthalakes.ca>, Craig Shanks <cshanks@kawarthalakes.ca>, Jenn Johnson <jjohnson@kawarthalakes.ca>, Chris Porter <cporter@kawarthalakes.ca>, Robert Peel <rpeel@kawarthalakes.ca>, Shelley Clark <sclark@kawarthalakes.ca>, Erin McGregor <emcgregor@kawarthaconservation.com> <emcgregor@kawarthaconservation.com>, Julie Kapyrka <JulieK@curvelake.ca> <JulieK@curvelake.ca>, Kaitlin Hill <KaitlinH@curvelake.ca>

<KaitlinH@curvelake.ca>, Jordon MacArthur <JordonM@curvelake.ca>, Rutherford, Glenn (MOECC) <Glenn.Rutherford@ontario.ca>, Mudd, Iain <IMudd@ptbocounty.ca>, development@trentlakes.ca <development@trentlakes.ca>, clbrickman@gmail.com <clbrickman@gmail.com>

Hello Mr. LeBlanc:

Please find attached the final report for the December 17, 2021 Preconsultation Committee email circulation. **We wish to re-iterate to any agencies that the Preconsultation applications are considered confidential until such time that Planning has received the necessary applications from the owner and/or applicant.**

Please note: Council has approved changes to the fees by-law, effective January 1, 2022 which are not reflected in the attached chart.

Should you have any comments or questions, please do not hesitate to contact Sherry Rea, Development Planning Supervisor (srea@kawarthalakes.ca) or myself.

Thank you,

Ian Walker, B.Sc.
Planning Officer – Large Developments
Development Services – Planning Division, City of Kawartha Lakes
705-324-9411 extension 1368
www.kawarthalakes.ca



Due to COVID-19, some City Municipal buildings are closed to the public and some service levels have been affected. For COVID-19 information including service levels and how to access services, please call 705-324-9411 extension 4000 or visit www.kawarthalakes.ca/covid19.

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Appendix B

Curriculum Vitae



Education

2006-2010	Bachelors of Arts (Honours), Geography & History, Queen's University
2016	Strategic Cultural Tourism Planning, Creative Economy & Cultural Planning, Creative Placemaking, Historic Preservation, University of British Columbia
2022	Heritage Planning for Practitioners, Algonquin College

Associations

Since 2022	Canadian Association of Heritage Professionals, Subscriber
Since 2015	Pre-Candidate Member, Canadian Institute of Planners and Ontario Professional Planners Institute

Training

2023	OPPI Conference Sessions: Addressing Housing Affordability, School Street Initiatives, Growing Rural Ontario, Heritage and Housing Walking Tour, Housing Incentives, Wineries and Wedding Barns, Planning for Age-Friendly Communities
2023	Workplace Hazardous Materials Information System Training
2023	Accessibility of Ontarians with Disabilities Training
2023	A/E/C Project Management Certificate, PSMJ Resources Inc.
2023	Risk Management Training, AXA XL
2022	First Aid & CPR Training, St. John Ambulance
2022	OLT - Preparing to be an Expert Witness, OPPI
2021	OPPI Conference Sessions: Promoting Equitable Local Economic Development through Community Improvement Plans, Economic Development & Planning, Main Street Ontario Post-Covid; Putting the Public Back in Public Consultation
2020	OPPI Conference Sessions: Affordable Housing, Bringing Back Main Streets, Making Places for Seniors
2019	Regional Roundtable on Proposed Changes to the Growth Plan
2019	OPPI Conference Sessions: Reimagining the Mall – Realizing Healthy and Complete Communities; How Main Streets Thrive in the Era of Big Box, Uber Eats and Amazon, School Closures
2019	Working with Indigenous Peoples 101, County of Peterborough
2018	Project Management for Planners, OPPI
2018	Eastern Region Municipal Planners Forum & Bill 139 Training, OPPI
2017	Municipal Law Program, Unit 4 (Municipal Land Related Law), Association of Municipal Managers, Clerks and Treasurers of Ontario
2015	Primer on Planning, Association of Committees of Adjustment
2013	Strategic Thinking, University of Ottawa Centre for Public Management and Policy
2012	Group Facilitation Training, Ontario Public Service
2012	Risk Analysis for Public Servants, Toronto School of Public Policy and Governance
2011	Aboriginal Relations Training, Ontario Public Service
2011	Conflict Management Training, Ontario Public Service

Professional Experience

2022 to date	D.M. Wills Associates Limited	Peterborough, ON
	Intermediate Land Use Planner	
	Provides planning advice and services on land use planning matters for municipal and private clients. Review and process a variety of Planning Act applications for municipal clients including preparing reports and recommendations for Council and Land Division Committee. Prepare for, attend and present at public meetings. Meet with clients to determine needs and scope of proposed development projects. Research and prepare service proposals, planning justification reports, and submission of development applications on behalf of private clients.	
2019 to 2022	County of Peterborough	Peterborough, ON
	Planner	
	Review and process development applications including Official Plan amendments, plans of condominium/subdivision and consents. Provides technical advice to municipal staff and Councils verbally or in written form relating to development applications/processes. Prepares technical reports and make recommendations for applications regarding conformity with Provincial Plans, Provincial Policy Statement, County Official Plan, Municipal Official Plans and Zoning by-law as well as outlining agency/public comments. Attends local Township Council meetings and public meetings to present and discuss planning applications within the municipality. Prepare reports and present consent applications to Land Division Committee. Responds to general planning inquiries from applicants, members of the public and external agencies, including assessment of proposals against applicable provincial requirements, Official Plan, Zoning By-law and severance requirements. Assisted with training new staff and development of procedural guides.	
2019	City of Kawartha Lakes	Lindsay, ON
	Planner I	
	Responsible for answering zoning inquiries, reviewing consent proposals and reports to Council and Committee of Adjustment regarding various Planning Act Applications. Attended and participated in pre-consultation meetings including the review of background information and development proposals and preparation of meeting minutes	

- | | |
|--------------|--|
| 2016 to 2018 | <p>Municipality of Trent Lakes</p> <p>Trent Lakes, ON</p> <p>Planning Technician</p> <p>Review and process Official Plan Amendments, Zoning Bylaw Amendments, Minor Variances, Site Plan Applications in accordance with planning legislation and provincial planning documents. Provides advice to building department staff on Official Plan and Zoning policy interpretation and implementation including review of site plan for building permit applications for zoning conformity. Conducted a municipal review of the Comprehensive Zoning By-law including updating general provisions, definitions, zoning regulations, and implementing new provincial policies. Administered the Community Improvement Plan and Financial Incentives program for Buckhorn Community.</p> |
| 2015 to 2016 | <p>Town of Cobourg</p> <p>Cobourg, ON</p> <p>Planner I – Heritage & Development</p> <p>Responsible for reviewing and processing heritage permit applications, zoning amendments, site plan applications, severances and minor variances as well as heritage permits. Provide planning advice, opinions and interpretations on relevant legislation and prepares technical reports and memoranda to Council, advisory committees, agencies and other stakeholders. Heritage planning services including the administration of heritage permit system, management of four heritage conservation districts, and maintenance of the municipal heritage registry for hundreds of properties of cultural heritage significance. Coordinated and facilitated public consultation meetings and visioning workshops for the development of a Heritage Master Plan and 4 Heritage Conservation District Plans. Member of the Working Group for the development of the Downtown Vitalization Action Plan and Community Improvement Plan.</p> |
| 2013 to 2015 | <p>Ducks Unlimited Canada</p> <p>Barrie, ON</p> <p>Provincial Policy Specialist</p> <p>Responsible for leading the Municipal Extension Program which included policy research/analysis and community outreach on municipal land use and natural heritage systems planning issues and challenges. Analysed policy at all levels of government and prepared written materials and policy briefs on proposals with the potential to impact the protection or restoration of provincial wetlands. Provided advice on wetland protection and mitigation to municipal staff and provincial policy makers by identifying opportunities to initiate constructive policy, legislative or regulatory change and identified research to examine the effects of current policy or proposed policy changes as needed. Developed and maintained relationships with all levels of government, other community and advocacy organizations and contributed to working groups, meetings and conferences.</p> |

2010 to 2013 **Ministry of Natural Resources**
Peterborough, ON
Policy Analyst

Responsible for policy research, analysis and strategic planning relating to water management, natural hazards and species at risk legislation. Prepared Minister's briefing notes and correspondence addressing public issues and information requests to support government decision making for the management of natural resources. Collaborated with industry stakeholders, policy and engineering professionals and conservation authority staff by leading and participating in meetings and community of practice forums. Independently managed projects such as large facilitated workshops, development of policy and legislative amendments and coordinated program and policy reviews. Maintained communications and outreach materials for new public safety program including updating website, social media, information sheets and info graphics and coordinated training for internal and conservation authority staff.

Private Development Project Experience

Residential Development and Zoning Bylaw Amendment, Township of Selwyn
Private Client

Conducted a detailed review of the proposed development in the context of provincial and local planning documents and thorough background review of the previous approvals. Prepared concept plan in conformity with local Official Plan policy and Zoning By-law provisions. Prepared a Planning Justification Report to support a zoning bylaw amendment to increase the residential density. Submitted the technical reports for peer review and prepared the zoning bylaw amendment application for submission to the Township.

Residential Consent and Zoning Bylaw Amendment Applications, Township of Cramahe
Private Client

Prepared and submitted consent applications to create two new rural residential lots with challenging physical and agricultural constraints. Prepared a Planning Justification Report to support the consent applications and zoning bylaw amendment. Prepared and submitted the zoning bylaw amendment application and coordinated with municipal staff with regards to public notification and public meetings. Represented the Client at Committee of Adjustment, Committee of the Whole and Township Council meetings.

Commercial and Residential Development, Municipality of Trent Lakes
Private Client

Conducted a detailed review of a proposed residential and commercial development in the context of provincial and local planning documents and prepared a Preliminary Planning Assessment for Client review. Coordinated the development of two detailed concept plans for each development in compliance with Official Plan policies and Zoning By-law provisions. Prepared a Planning Justification Report and compiled a Zoning By-law Amendment application for the

commercial development in advance of Site Plan Approval. Prepared a scope of work and project schedule for the residential plan of subdivision and drafted request for pre-consultation with the County, Township and other applicable agencies.

Cottage Re-development, Municipality of Trent Lakes**Private Client**

Conducted a detailed background review of proposed cottage redevelopment in the context of provincial and local planning documents. Coordinated the development of multiple concept plans in conformity with local Official Plan policy and Zoning By-law provisions. Prepared a Preliminary Planning Analysis summarizing applicable policy and options for development given the highlighted constraints on the property. Compiled a pre-consultation application submission to the Township and represented the Client at the meeting.

Zoning Bylaw Amendment, Municipality of Port Hope**Private Client**

Conducted a detailed review of the proposed development in the context of provincial and local planning documents and thorough background review of the previous approvals. Reviewed concept plan for conformity with local Official Plan policy and Zoning By-law provisions. Prepared a Planning Justification Report to support the zoning amendment for a site-specific exception zone for an over-sized home industry. Prepared and submitted the zoning bylaw amendment application to the Municipality and represented the Client at the Statutory Public Meeting.

Residential Consent Application, Municipality of Trent Lakes**Private Client**

Coordinated and prepared preliminary severance review and consent applications to create two new rural residential lots. Prepared a Planning Justification Letter and reviewed the severance sketches for conformity with municipal policy and zoning provisions. Coordinated with interdisciplinary team conducting the Environmental Impact Study and Aggregate Resources Assessment required to form a completed application. Coordinated the pre-consultation process with the Municipality on behalf of the Client. Represented the Client at County Land Division Committee.

Commercial Development, City of Kawartha Lakes**Private Client**

Conducted a review of a proposed site plan and technical reports for a commercial office building located in the City of Kawartha Lakes. The development is located on municipal servicing. Prepared a Planning Brief demonstrating the proposed development conforms to the provincial policy and plans, City of Kawartha Lakes Official Plan and meets the provisions of the applicable zone in the Comprehensive Zoning Bylaw in support of the Site Plan Approval Application.

Commercial Development, Selwyn**Private Client**

Conducted a detailed review of the proposed commercial development in the context of provincial and local planning documents. Reviewed detailed concept plan for conformity with local Official Plan policy and Zoning By-law provisions. Prepared a Preliminary Planning Assessment and coordinated Client meeting with the Township to discuss scope of proposal and required planning and engineering components. Provided project management and consultation services with external

agencies, including the Ministry of Transportation, Curve Lake First Nation, and Otonabee Conservation.

Residential Development, City of Kawartha Lakes**Private Client**

Conducted a detailed review of a proposed residential development in the context of provincial and local planning documents in preparation of Client consultation meeting with the Municipality. Reviewed proposed concept plans to ensure conformity with Official Plan policies and Zoning By-law provisions. Prepared a Preliminary Planning Assessment and pre-consultation request forms in support of a complete application. Developed Scope of Work and Project Schedule for Zoning and Site Plan Approval application processes.

Municipal Planning Experience

Preliminary Severance Reviews**County of Peterborough**

Responsible for reviewing and assessing preliminary severance proposals in the context of provincial and municipal planning documents to determine conformity. Prepared 194 preliminary severance review reports for the County summarizing policy review, indicating study requirements and figures to support policy review.

Trent Lakes Official Plan Review**Municipality of Trent Lakes**

Represented the Municipality on the County of Peterborough Technical Advisory Committee for the County Official Plan Review Project. Conducted research, analysed policy issues and prepared reports and recommendations for Council consideration regarding consolidation of Municipal Official Plan as a Local Component to the County Official Plan. Coordinated a review of municipal policies and mapping in support of new policy development and worked collaboratively with colleagues from neighbouring municipalities and First Nations.

Buckhorn Community Improvement Plan**Municipality of Trent Lakes**

Coordinated pre-consultation meetings with property owners to discuss scope of proposed development and determine eligibility for program funding. Work with property owners to make application for appropriate funding programs. Reviewed and assessed applications against program criteria and present to the Economic Development Advisory Committee (EDAC) for feedback. Prepared and made reports to Municipal Council seeking approval of funding and corresponding planning approvals. Assisted the EDAC in marketing of the CIP programs to local businesses as well as the development of community led streetscape planning projects.

Downtown Vitalization & Community Improvement Plan**Town of Cobourg**

Responsible for reviewing and assessing applications against program funding and applicable design guidelines as the Heritage/Development Planner. Participated on the Downtown Vitalization Task Force in the review of the financial incentive programs for heritage buildings including signage and façade improvements. Conducted extensive research, reviewed and analysed various community improvement plans with heritage focused incentive programs and made recommendations to the committee for improvements. Drafted a new information sheet to assist with the marketing of the CIP financial incentive programs.

Heritage Master Plan**Town of Cobourg**

Member of the Steering Committee for the development of a Heritage Master Plan and four Heritage Conservation District Plans. Involvement included extensive research, implementation of a detailed public and stakeholder consultation strategy, review/analysis of public comments, drafting policy and program criteria, and troubleshooting revisions to clarify intent. Assisted with the facilitation of community open houses and visioning workshops to determine community vision, identify issues, collect input on draft policy direction and implementation measures. Prepared and presented draft plans and official plan amendments in support of the project to the public and municipal Council.

Natural Heritage System for Peterborough & Kawarthas**Kawartha's Naturally
Connected**

Participated on the working group that developed mapping of the Peterborough and the Kawartha Lakes Natural Heritage System. Conducted policy research and analysis and drafted model policy and principles for the implementation of the NHS into local municipal Official Plans and organizational strategic plans. Integral in organizing working group meetings and training workshops for local planners and practitioners. Coordinated the signing of a Memorandum of Understanding between local municipalities, Counties and organizations as a commitment to implement the mapping and policies.