



TOWNSHIP OF
**North
Kawartha**

**Connecting community,
nature and spirit**

280 Burleigh Street, P.O. Box 550, Apsley, Ontario K0L 1A0

(705) 656-4445 or 1 (800) 755-6931

Fax: 705-656-4446

www.northkawartha.ca

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Contact Us

Administration

Chief Administrative Officer (CAO)	705-656-5192
Clerk	705-656-5187
Deputy Clerk	705-656-5189
Economic Development Officer	705-656-5152

Finance

Treasurer	705-656-5178
Deputy Treasurer	705-656-5179
Finance Assistant / IT Coordinator	705-656-5177
Accounting Assistant	705-656-5170

Building and By-law

Chief Building Official / By-law Enforcement Officer	705-656-5182
Deputy Building Official / By-law Enforcement Officer	705-656-5186
Building and Planning Assistant / Secretary	705-656-5188

Planning

Manager of Planning	705-656-5167
Junior Planner	705-656-5183

Public Works

Public Works Manager	705-656-4796
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Emergency Services / Fire and Rescue

Fire Chief	705-656-1224
Deputy Fire Chief	705-656-2954
Fire Prevention Officer	705-656-4654

Parks and Recreation

Director of Parks and Recreation / Waste	705-656-3619
Program Coordinator / Administrative Assistant	705-656-2438

Waste

Director of Parks and Recreation / Waste	705-656-3619
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Meet your Council



(Councillor Jim O'Shea, Councillor Colin McLellan, Deputy Mayor Jim Whelan, Councillor RuthAnne McIlmoyl, Mayor Amyotte)

Your elected Council represents the residents of North Kawartha and makes decisions to guide the Township's Future

Mayor

Carolyn Amyotte	705-931-1342	mayor@northkawartha.ca
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Deputy Mayor

Jim Whelan	705-656-1339	dmayor@northkawartha.ca
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Councillor at Large

RuthAnne McIlmoyl	905-995-6153	councillor@northkawartha.ca
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Councillor, Ward 1

Jim O'Shea	705-656-4276	councillorw1@northkawartha.ca
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Councillor, Ward 2

Colin McLellan	647-876-5430	councillorw2@northkawartha.ca
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Council meetings are held on the 1st and 3rd Tuesday of each month at 9:30 a.m. Meetings take place at the Municipal Office, located at 280 Burleigh Street, Apsley, and can also be attended Virtually. Agendas, minutes and recordings are posted on the Township website

To address the North Kawartha Council, as a person or as a group, please contact the Deputy Clerk no less than five (5) business days prior to the next Council meeting.

Mayor Amyotte

Welcome Message



Welcome Home,

My name is Carolyn Amyotte, and I'm the Mayor of North Kawartha. On behalf of our Township, I want to personally welcome you to your new community. Whether you're joining us as a seasonal, or full-time resident, we're thrilled you've decided to call North Kawartha home.

In North Kawartha, we're a tight knit community. Our residents look out and support one another, and we're proud of the many service organizations and volunteers that we have. I would encourage you to join one of our great community groups or volunteer your time and get to know your neighbors. You'll quickly find our sense of community and service make our Township truly special.

Each year, we host a variety of events and festivals to celebrate our heritage, and culture. Whether it's our Apsley Lions Winter Carnival or Trappers Festival, Autumn Studio Tour or one of our summer regattas, there is always something for everyone to enjoy in North Kawartha.

A small community means a lot of small businesses. Our small businesses are the backbone of our community, and we're so grateful to have them. We're proud to support and shop local, and we encourage all of our new residents to do the same.

As you begin to familiarize yourself with your new community, we hope you'll consider joining us at our award-winning North Kawartha Community Centre (NKCC). Constructed in 2010, the NKCC has an NHL sized ice rink, fully equipped fitness centre, and hosts programming for children, families, and seniors. The NKCC is truly a hub for everyone of all ages and abilities in our community.

Our Municipal Staff are committed to providing a superior level of service to our ratepayers and residents. I'm confident you'll find them to be prompt, courteous, and professional. Our staff work hard to ensure we run an effective and efficient Municipality.

Our Region has so much to offer, and I'm truly excited for you to begin your journey here in North Kawartha with us. The Office of the Mayor and Council are always open to our residents should you have questions, concerns, or just want to chat about our community.

All the best to you and your family as you embark on this exciting chapter in your life.

Yours Truly,

Carolyn Amyotte, Township of North Kawartha's Mayor

www.facebook.com/mayoramyotte

Chief Administrative Officer Welcome Message



On behalf of the Township of North Kawartha, Welcome!

My name is Alana Solman, and I'm the Chief Administrative Officer (CAO) for the Township of North Kawartha. In my role as CAO, I'm responsible for exercising general control and management of the affairs of the Municipality. My goal is to ensure the efficient and effective operations of the Township, on behalf of our ratepayers.

At the Township, we are proud to offer quality programs, services, and facilities to the public. From a state-of-the-art community and fitness centre to programming for children, families and seniors; North Kawartha has something for everybody! I would encourage you to visit our website www.northkawartha.ca for the most up to date information.

As the Community Emergency Management Coordinator (CEMC), I am also responsible for coordinating the municipality's emergency response plan. Emergency management information for the Township is available on our website, <https://www.northkawartha.ca/living-here/emergency-services/>. If you would like further information, please do not hesitate to contact me.

One of the guiding documents for the Township is our Strategic Plan. The plan provides the public, staff and Council with clear guidance on our corporate vision, goals, and objectives.

A copy of our 2023-2026 Strategic Plan is available on our website for public viewing <https://www.northkawartha.ca/your-local-government/strategic-and-other-plans/>.

We are a proactive, transparent and accountable Municipality. We strive to always maintain professionalism when providing services to our ratepayers, and visitors. We encourage community engagement, attendance at public meetings, comments and feedback in order to improve the quality of services we deliver.

North Kawartha's Annual Special Events

North Kawartha hosts various special events throughout the year, offering a range of activities for community members and visitors.

These events foster community spirit, support local organizations, and provide entertainment and educational opportunities for all ages.

Below are a few events that occur annually throughout North Kawartha:

- Apsley Lions Club Winter Carnival
- North Kawartha Figure Skating Club Annual Show
- Apsley Lions Club Canada Parade and Celebration
- North Kawartha Figure Skating Club Yuk Yuk's Fundraiser
- Creekside Music Festival
- ABC Seniors Christmas Bazaar
- Apsley Lions Club Santa Claus Parade and Celebration
- Kawartha and Haliburton Trappers Carnival
- Community Care and Apsley Lions Club Gaming Night
- Apsley Lions Club Giant Flea Market
- Jack Lake Film Festival
- Apsley Autumn Studio Tour
- Apsley Holiday Extravaganza
- Community Care Jingle and Mingle

For more detailed information on these events, visit the North Kawartha Township Special Events page at www.northkawartha.ca/specialevents

Municipal Departments and Services Overview



Clerks Department

The Clerks Department provides essential support to Council, municipal boards and committees, other Township departments, and the public. Governed by provincial legislation, including the Municipal Act, Municipal Elections Acts, and Municipal Freedom of Information and Protection of Privacy Act, the department ensures that municipal operations are transparent, accountable, and responsive to the community.

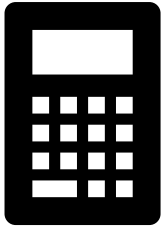
Key Services:

- Preparation of Electronic Agendas, and Minutes
- Maintenance of Municipal Records
- Municipal Freedom of Information Requests
- General Information Requests
- Conducting the Municipal Election
- By-Laws
- Information Technology/Communication/Website
- Lottery Licensing
- Economic Development
- Commissioning

Customer Service and Accessibility:

The Clerks Department is committed to providing high-quality customer service and accessible information to all residents and visitors. We use modern technology and communication tools to improve service delivery, enhance transparency, and keep residents informed. The Township is dedicated to ensuring that persons with disabilities have equal access to services in a manner consistent with the principles of independence, dignity, integration, and equality. For more information and a copy of our Accessibility Policy, visit [North Kawartha Administration](#).

Municipal Departments and Services Overview



Finance Department

The Finance Department is managed by the Treasurer and is responsible for managing the financial affairs of the Township of North Kawartha. The Department operates under the authority of the Municipal Act, 2001 and other relevant legislation. Its goal is to ensure financial accountability, accuracy, and transparency in all municipal operations.

The Finance Department provides service to Council, staff, and residents by managing all financial transactions and reporting.

In addition, the Department is responsible for:

- Property tax billing and collection
- Preparation of the annual municipal budget
- Financial statements and reporting
- Payroll administration
- Benefits and pension management
- Accounts payable and receivable
- Asset management planning
- Commissioning services (certain documents)
- Providing Treasurer's reports to Council on a quarterly basis

The Finance website page, www.northkawartha.ca/finance, includes information on the Budget, Fees, Charges, and Financial Statements.

For information on taxes, including payment options, due dates, assessment information, and address changes, visit www.northkawartha.ca/taxation

The Finance Department is committed to providing residents with clear, accurate, and accessible financial information, while ensuring that municipal resources are managed in a responsible and sustainable way.

Municipal Departments and Services Overview



Property Taxes

Property taxes fund essential Township services, including roads, parks, emergency services, and waste management. Your taxes are calculated by multiplying your property's assessed value by the current tax rate.

Property Tax Bills

The Township of North Kawartha issues one interim and one final tax bill each year. The interim bill, based on 50% of last year's taxes, is due in two installments at the end of March and May. The final bill, calculated after Council approves the current budget and tax rate, covers the remaining balance and is due in two installments at the end of July and September. Supplementary tax bills may be issued throughout the year and are in addition to the regular tax bill. You may get a supplementary tax bill due to additions, renovations, new buildings or a change to the property.

Did You Know...

When you make a property tax payment through your online banking it can take two to seven business days for the Township to receive your payment? Make sure to plan ahead for your payments and allow a few days of processing time by the banks before the tax due date!

To pay your taxes through online banking, search for "North Kawartha Township - Tax" under the payee list and enter the first 15 digits of your roll number as the account number. When you pay through online banking your payment is automatically applied to the tax roll account that was entered when the payment was set up, so if you have more than one roll number make sure to set up an account for each property.

Take the hassle out of property tax payments.

North Kawartha also has three different pre-authorized payment plans you can sign up for that withdraw your tax payments automatically on the 10th of the month from January to October, the 15th of the month from January to October, or on the four installment due dates in March, May, July and September. Choose the plan that works best for you and never worry about remembering to pay your bill on time again. You can sign up for pre-authorized payments through our form at www.northkawartha.ca/taxation at any time during the year.

Municipal Departments and Services Overview



Emergency Services / Fire & Rescue

The Fire Chief for the Township of North Kawartha is responsible for operating the Township's two Emergency Services Stations located in Apsley, and Woodview.

The Emergency Service team is made up of a dedicated team of 35+ volunteers who serve as first responders within the community.

Recruitment:

If you are interested in serving your community and being a part of the Emergency Services team, please review the recruitment package on the website at www.northkawartha.ca and follow the application instructions.

Please note, you will need to print and complete pages 13 to 18 to submit your application.

Fire Station locations within the Township of North Kawartha:

- Station 1 located at 66 Northey's Bay Rd., Woodview
- Station 2 located at 10193 Highway 28, Apsley

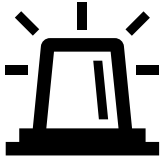
Burn Permits:

Burn Permits are required year-round. There is "No Day Burning" allowed in the municipality from April 1 until October 31. Hours permitted for burning are after 1800 hrs. (6 PM) until 0800 hrs. (8 AM) with a current permit.

Residential burn permits are free, valid for one year and now available online <https://www.northkawartha.ca/burnpermit>. Paper permits are still available at the locations below:

- Township of North Kawartha Municipal Office, 280 Burleigh Street, Apsley
- Anstruther Marina, 23 Fire Route 63, Apsley
- Woodview General Store, 6220 Highway 28, Woodview

Municipal Departments and Services Overview



Emergency Services / Fire & Rescue

Provision of Emergency Services to Properties on Private or Unassumed Roads

To ensure prompt emergency response from police, fire, and EMS services, it is crucial that private roads meet certain minimum standards. Here are some key suggestions:

- **Clear Width:** The road should have a clear width of at least 6 meters (19'8").
- **Overhead Clearance:** There should be an overhead clearance of no less than 5 meters (16'5").
- **Turnaround Facility:** Any dead-end portion of the road should have a facility that allows a 30-foot fire truck to turn around.
- **Load Support:** The road must be designed to support the loads imposed by firefighting and environmental services vehicles, and it should be surfaced with materials that ensure accessibility under all weather conditions.
- **Bridges:** Bridges on private roads must be engineered to withstand the weight of emergency apparatus.
- **Maintenance:** Roads should be kept free of potholes, snow, ice, and debris.
- **Obstruction-Free:** Roads providing access to multiple properties must not be obstructed by fences or other barriers.
- **Signage:** Ensure fire route, 911, and road signs are maintained free of obstruction and are easily visible. Do not post numbers, road, lane, or street names that are not recognized by the 911 system.

When road standards deteriorate, emergency response can be severely delayed, potentially leading to loss of life or significant property damage. Prompt access for emergency services is crucial, and proper road maintenance is essential for reducing response times. Additionally, poor access may lead to higher property insurance rates, as insurers may classify properties as remote and limited in accessibility.

Safety Reminder

Ensure you have working smoke and carbon monoxide alarms on every level of your home or cottage. These alarms save lives and are legally required.

Municipal Departments and Services Overview



Parks and Recreation

The Parks and Recreation Department provides a wide range of year-round recreational, cultural, and community programs for residents of all ages and abilities. Our goal is to promote healthy living, active lifestyles, and community engagement through accessible and enjoyable facilities and programs.

Facilities:

The department operates three community centres in Apsley, Glen Alda, and Woodview, each offering space for recreational, cultural, and social activities. The North Kawartha Community Centre (NKCC) serves as the hub for recreational programming and features an NHL sized ice rink and a fully equipped fitness centre. In addition, the Township maintains parks, playgrounds, tennis and pickleball courts, and two beachfronts, providing outdoor opportunities for sports, leisure, and community gatherings.

Programs:

We offer a variety of recreational programs throughout the year, including soccer, skating, baseball, basketball, hockey, lacrosse, ball hockey, swim lessons, gymnastics, and more. Programs are designed to accommodate a wide range of ages, interests, and skill levels, ensuring residents have access to safe, engaging, and inclusive activities. Our facilities and programs are fully accessible, making participation possible for all members of the community.

Community Centre and Facility Rentals:

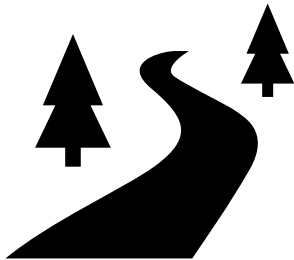
The Parks and Recreation Department manages rentals for community centres and ice surfaces, supporting both private and public events. Our centres provide versatile spaces for gatherings, celebrations, and recreational activities, welcoming community groups and organizations to make use of our facilities.

Staying Connected:

Stay up to date on upcoming events, programs, and activities by visiting the Township's [Community Event Calendar](#). Residents can subscribe to receive notifications and reminders about events happening throughout the Township, ensuring you never miss an opportunity to participate in local activities.

The Parks and Recreation Department is committed to enhancing the quality of life in North Kawartha by providing safe, accessible, and engaging recreational opportunities for all. Our staff are always happy to assist residents in finding programs, booking facilities, and making the most of what our community has to offer.

Municipal Departments and Services Overview



Public Works Department

The Public Works Department is responsible for the maintenance and management of municipal roads, infrastructure, and related services throughout the Township of North Kawartha. Our team works year-round to ensure safe, accessible, and well-maintained roadways for residents, businesses, and visitors. The department oversees 159 kilometres of municipal roads, providing essential services such as road maintenance, snow plowing, signage, and civic addressing.

Road Maintenance and Winter Services:

The department maintains Township roads, including grading, paving, drainage management, and shoulder upkeep. During winter months, we provide snow removal and ice control to keep roadways safe and passable. Residents are reminded that Peterborough County is responsible for maintenance and plowing on County roads, including County Rd. 52 (Jack Lake Rd up to the stop sign at Fire Route 88), County Rd. 54 (Balmer Rd), County Rd. 56 (Northey's Bay Rd), County Rd. 504, and County Rd. 620.

Entrance Permits:

An Entrance Permit is required for any new access to property adjacent to a municipal road. These permits must be obtained prior to issuing building permits and ensure safe, compliant access onto Township roadways. Permits are available at the Township Office.

Civic Addressing and 911 House Numbering:

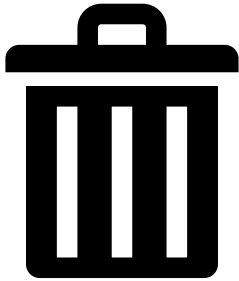
The Public Works Department administers the Township's Civic Address System. New homes or lots requiring a 911 number or civic address can have them installed at no cost, ensuring emergency services can locate properties efficiently.

Parking and Roadway Safety:

Residents are reminded of the following:

- Depositing snow on roadways is an offence under the Highway Traffic Act.
- Street parking is prohibited from 11:00 p.m. to 7:00 a.m. between October 15 and May 15.
- Parking on Township roadways is not permitted under local by-laws.
- Garbage and recycling boxes should be placed at the entrance of driveways, not on roadways, to maintain safety and accessibility.

Municipal Departments and Services Overview



Waste Department

The Township of North Kawartha provides waste management and recycling services to meet the needs of all residents, whether on municipal or private roads. These services include curbside collection and two Transfer Stations, ensuring safe, convenient, and environmentally responsible disposal of household waste and recyclables.

Curbside Collection Program:

Garbage and recycling are collected weekly by Waste Connections of Canada. Recycling is managed provincially and collected through Emterra, following the standardized Blue Box system:

- **Fibers:** Paper products, cardboard, and newsprint
- **Containers:** Glass, metal, and plastics

Transfer Stations:

The Township operates two Transfer Stations:

- **Anstruther Transfer Station** – 400 Anstruther Lake Road, Apsley
- **Haultain Transfer Station** – 6879 Highway 28, Woodview

Transfer Station Programs and Services:

The Township offers a variety of programs and services at Transfer Stations to support residents throughout the year, including:

- **Seasonal Programs:** Household Hazardous Waste Depots, Yard Waste drop-offs, Residential construction and demolition material drop-offs, etc.
- **Special Clean-Up Days:** Community clean-up events for bulk items such as mattresses, couches, and chairs

Tipping Fees: Applicable fees for certain items to support safe and sustainable disposal

Items not accepted at Township Transfer Stations can be taken to the Bensfort Road Landfill Site or the Pido Road Recycling Centre.

Municipal Departments and Services Overview



Waste Department

Transfer Station Access for Guests and Renters

Property owners are responsible for providing their guests or renters with access to Township Transfer Stations and informing them of the rules. The following guidelines make this process simple and straightforward:

Waste Site Passes:

- Each Waste Site Pass has two tear-off ends, each with 10 punch holes. One end includes a free punch hole for a Freon appliance.
- Property owners often leave one tear-off end on the fridge or in another safe location for guests or renters to use.
- Tear-off ends should be filled out with the property owner's information and presented at the Transfer Station for access.
- Replacement passes are available in two formats: with or without the punch holes.

Bag Tags:

- Property owners can purchase bag tags in advance (\$1 per tag) to provide to guests or renters.
- Guests with bag tags can access the Transfer Stations without needing the Waste Site Pass.

Additional Tips:

- Consider downloading and posting copies of the Transfer Station Schedule and Sorting Guide for guests or renters.
- Property owners may also provide the schedule and rules for the Curbside Collection program. Using Curbside Collection with a steel bear bin is an effective alternative for managing waste.

By following these guidelines, property owners can ensure guests and renters have convenient, responsible access to the Township's Transfer Stations while maintaining compliance with rules and regulations.

Municipal Departments and Services Overview



Building & By-law Department

The Building and By-Law Department provides guidance, enforcement, and support to ensure that construction, demolition, and property use within the Township comply with the Ontario Building Code, the Planning Act, and local by-laws. The department works collaboratively with residents, property owners, and contractors to ensure projects are safe, legal, and well-managed.

Key Services:

- **Building Permits:** The department reviews applications and issues permits for construction, renovations, additions, and demolitions. All projects must be approved prior to starting work.
- **Inspections:** Scheduled inspections ensure compliance with building standards, safety regulations, and approved plans. Inspections are conducted Monday to Friday with advance scheduling.
- **Sewage Disposal Systems:** Guidance and approval for septic system installations, repairs, and replacements.
- **By-Law Enforcement and Compliance:** The department monitors compliance with municipal by-laws, including property maintenance, zoning, and property standards, and provides guidance for resolving issues.

Applications and Payments:

Permit applications can be submitted online through the Township website using Cloudpermit. Payments for permits are accepted online via Paymentus, or in-person by cheque or debit at the Municipal Office.

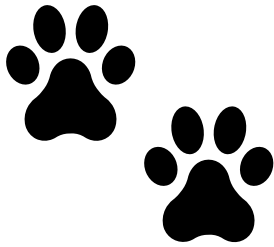
Before You Start a Project:

Residents and property owners are encouraged to consult with the Building and Planning Department prior to beginning any project. Early consultation ensures that projects comply with all applicable regulations and helps avoid delays or enforcement issues.

Office Location and Contact:

The Building Department office is located on the lower level of the Municipal Office at 280 Burleigh Street, Apsley, ON, K0L 1A0.

Municipal Departments and Services Overview



Building & By-law Department

Animal Control

The Township of North Kawartha promotes responsible pet ownership and safe community living. Animal Control services focus on the care and control of dogs, as well as addressing wildlife concerns and by-law compliance.

Dog Licencing:

- All dogs in the Township must be licenced. Lifetime dog tags are available.
- Licences can be obtained online at www.northkawartha.ca/doglicence or in-person at the Municipal Office.
- Licencing ensures pets are properly identified and supports responsible ownership.

Reporting Dogs at Large:

- To report a lost dog or dog running at large, contact the Dog Control Officer at 705-939-6791 or 705-760-6968.
- You may also notify local veterinary services for assistance.

Wildlife Concerns:

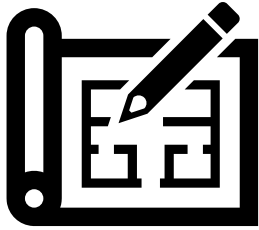
The Township provides guidance for managing interactions with local wildlife, including bears, deer, and other animals:

- Bear sightings or nuisances: Call the MNR Bear Hotline at 1-866-514-2327 TTY: 705-945-7641. For immediate threats to people or property, call 911.
<https://www.ontario.ca/page/prevent-bear-encounters-bear-wise>

Other wildlife concerns: Contact the Ministry of Natural Resources or consult Township resources for safe and responsible management of wildlife encounters.

The Township encourages residents to practice safe pet management and wildlife awareness, helping maintain a safe and harmonious community for people and animals alike.

Municipal Departments and Services Overview



Planning Department

The Planning Department provides guidance, support, and oversight for land use and development within the Township of North Kawartha. The department ensures that growth and property development align with municipal and provincial policies while fostering sustainable development, protecting natural resources, and enhancing the quality of life for residents.

Key Services:

The Planning Department assists residents, property owners, and developers with a wide range of land use and planning matters, including:

- **Zoning:** Guidance on permitted uses, zoning compliance, and interpretation of zoning by-laws
- **Minor Variances:** Review and processing of applications for minor adjustments to zoning requirements
- **Holding Provisions:** Implementation and removal of holding provisions on properties
- **Temporary Use Requests:** Evaluation of temporary land uses and associated approvals
- **Property Development and Site Plan Control:** Oversight of development proposals to ensure compliance with Township standards and sustainable land use practices
- **Application Support:** Helping residents and developers navigate the planning application process efficiently and effectively

Sustainability and Community Growth:

The department prioritizes sustainable growth, balancing development with the protection of natural features, lakes, and environmentally sensitive areas. Planning decisions are guided by best practices, municipal policies, and provincial legislation to ensure long-term community benefit.

Getting Started:

Residents and developers are encouraged to contact the Planning Department before starting any property development or land use project. Early consultation helps ensure compliance with all regulations and supports successful, timely project approvals.

County of Peterborough

Contact Information



Peterborough County Municipal Office

470 Water Street, Peterborough, ON, K9H 3M3

705-743-0380

info@peterborough.ca

www.ptbocounty.ca

Peterborough County Public Works Department 705-743-0380

Peterborough County After-hours 705-742-6823

Peterborough County Infrastructure & Waste 705-775-2737

Peterborough County & City Paramedics 705-743-5268

Peterborough Courthouse 705-743-0380

Peterborough Lang Pioneer Village Museum 705-295-6694