Township of Elizabethtown-Kitley

New Resident Guide

Where Urban Meets Rural

March 2020

Table of Contents

Township of Elizabethtown-Kitley: Where Urban Meets Rural 1
Municipal Information 1
Local Government 2
Council 2
Committees 2
Meetings 2
Elections 2
Recreation 3
Parks 3
Beaches 3
Bellamy Park Campground 3
Sport Clubs 3
Library Services 4
Branch Hours of Operation 4
Animal Ownership 5
Dogs 5
Cats 5
Farm Animals 5
Wildlife 5
Township By-laws 5
Fire and Emergency Services 6
Open Burning 6
Green Flashing Lights 6
Other Emergency Services 6
Emergency Planning 7
911 7
Emergency Kits 7
Staying Informed 7
Waste and Recycling 8
Waste Disposal Site 8
Roadside Collection 8
Hazardous Waste 8
Taxes 9
Tax Bills 9
Renovations and Building Permits 10
Zoning and other Planning Services 10
Business Resources 11
Establishing a Business 11
Finding Employment 11
Other Resources 12
Education 12
Health and Wellness Agencies and Organizations 12
Newly Immigrated 12

Township of Elizabethtown-Kitley: Where Urban Meets Rural

Welcome to the Township of Elizabethtown-Kitley where you can explore our advantages. Here you will find fine residential homes, quality schools and recreational opportunities in our various communities nestled between the St. Lawrence River and Rideau river system and the cities of Brockville and Smiths Falls.

Within this guide, you will learn more about why people choose to live and work here, and our municipal services. Further information about local programs, events, and services can be found on our municipal website (www.ektwp.ca) and our Facebook and Twitter pages.

We hope this guide along with our local residents and businesses help you feel welcome.

If you still have questions after reading this guide, our helpful staff would be happy to answer your questions. A Community Profile detailing our demographics, local industries, and area social services is available to provide further information about Elizabethtown-Kitley.

Elizabethtown-Kitley provides affordable residential real estate, including rural residential and heritage homes, hobby farms and full agricultural operations, village settings, and subdivisions. In addition there are various recreation and cultural opportunities in the area such as golfing, hiking, camping, cross country skiing, skating, swimming, organized activities, or museums and theatres.

Municipal Information www.ektwp.ca

Township Main Office 6544 New Dublin Road, Addison ON, K0E 1A0 613-345-7480 or 1-800-492-3175 Mon-Fri: 8:30 a.m. to 4:00 p.m. mail@ektwp.ca	Satellite Office - Toledo 424 County Road 29, Toledo ON, K0E 1Y0 613-275-2277 Mon-Wed and Fri: 9:00 a.m. to 4:30 p.m. mail@ektwp.ca
Bellamy Park Campground 450 Lake Eloida Road, Toledo 613-275-2361 (In Season), 275-2277 (Off-Season) bellamypark@ektwp.ca	Fire Station 1 44 Main Street East, Lyn 613-498-2460 for non-emergencies fireadmin@ektwp.ca
Libraries See Libraries Page elizndub@ektwp.ca	Waste Disposal Site See Waste and Recycling Page 613-924-9934

Note: This guide reflects the most recent information available as of January, 2020 and contains information that is subject to change without notice. All data is believed to be accurate, but the reader is advised to verify data before reaching decisions based upon the information contained within this document. Efforts will be made to update this guide on our website in a timely manner.

Select the ⓘ symbol to be taken directly to a webpage with more information.

Local Government

Council ⓘ

Council is comprised of seven members including the Mayor and six Councillors who serve for four year terms as the elected governing body of the Township. Their duties include establishing public policy and direction, creating strategic priorities for staff, representing and advocating the Township and its groups, among other important duties. Details about Council can be found at www.ektwp.ca/content.council.

Committees ⓘ

There are various Committees who focus on specific Township interests. Some of these are comprised of just Council members and are referred to as Committee of the Whole, whereas others are comprised of members of the public with a Council representative. A description of our Committees, their typical meeting schedule, members, and past meeting information can be accessed from http://www.ektwp.ca/content/committees.

Township New Dublin Office

Meetings ⓘ

All meetings are open to the public as dictated by the *Municipal Act, 2001*. Members of the public are given an opportunity to ask questions at the end of every meeting and can request to be a delegate for any meeting as well.

Details about upcoming and past meetings for Council and our Committees are accessible from our Meeting Portal page (https://elizabethtownkitley.civicweb.net/Portal/). From this website, you can subscribe to receive an automatic E-Update notification whenever a meeting agenda is released for the meeting type you are interested in.

Elections

Municipal elections happen every four years where eligible residents are given the opportunity to vote for the positions of Mayor, Councillors, and School Board Trustee. Information on how to vote and to confirm you are on the Voters' List are well advertised during election periods.

Recreation ⓘ

Parks

There are various parks located throughout the municipality that each offer their own activities. Clifford Hall Memorial Ball Park in Greenbush has multiple ball diamonds, basketball court, and occasionally an outdoor skating rink. Douglas A. Scott Jr. Memorial Park located in Lyn also has diamonds, a play structure, basketball court, horseshoe pits, and a skateboard pad. Blaine Healey has ball diamonds and is located next to the Bellamy Park Campground. Soccer fields are beside the Toledo Satellite Office and Toledo Library Branch. Other parks can be found throughout the municipality with varying play areas and amenities.

Beaches

There are two public swimming areas located within the Township with others just beyond its borders. Bellamy Park beach is located within the Bellamy Park Campground, west of Toledo.

Lyn Valley Conservation, locally as Lyn Pit, is the most popular swimming area for locals. This beach area features a swimming dock, picnic tables, washroom and changing area, and trails. The beach is staffed by lifeguards during most weekdays throughout the summer vacation. Swimming lessons are also provided by the Township for swimmers of all abilities.

Bellamy Park Campground Entrance

Bellamy Park Campground ⓘ

Bellamy Park is a campground located along Bellamy Park and offers both short and long seasonal stays. The campground features a beach and swimming area, boat ramp, playground, and activity area. The neighbouring Blaine Healey Ball Park offers ball diamonds and a single route hiking trail.

Sport Clubs

Many of our late spring and summer youth sport clubs are run by volunteers. They include baseball in both Lyn and Toledo, and soccer in Toledo. Swimming lessons are offered at Lyn by the Township. Adults often participate in ball tournaments at one of our many diamonds that are available to rent.

Library Services ⓘ

There are three libraries operating within Elizabethtown-Kitley to better serve its residents. The library branches offer a wide assortment of literature, movies, computers, work stations, and more. The Spring Valley Branch hosts additional activities for young children and their caretakers to participate in.

Elizabethtown-Kitley has partnered with neighbouring communities to offer an inter-library loan program. The program allows libraries to borrow books they do not hold in their collection from another community, increasing the number of literature available to residents.

Branch Hours of Operation

Spring Valley Branch (Main Library)

4103 County Road 29, Spring Valley (Next to OPP Station) 613-498-3338

Monday	9:00 a.m. to 12:00 p.m., and 1:00 p.m. to 6:00 p.m.
Wednesday	4:00 p.m. to 8:00 p.m.
Thursday	9:00 a.m. to 12:00 p.m., and 1:00 p.m. to 8:00 p.m.
Saturday	9:00 a.m. to 1:00 p.m.

Lyn Branch

14 Main Street West, Lyn 613-345-0033

Tuesday	1:00 p.m. to 7:00 p.m.
Friday	1:00 p.m. to 5:00 p.m.

Toledo Branch

424 County Road 29, Toledo (Township's Satellite Office) 613-275-2093

Monday	1:00 p.m. to 6:00 p.m.
Thursday	2:00 p.m. to 7:00 p.m.

Spring Valley Branch Kids Area

Animal Ownership ⓘ

Dogs

All dogs must be registered annually and wear its assigned tag for the current calendar year. New residents have the benefit of paying a reduced fee for their first year. The Township has an Animal Control By-law stating dogs must remain in the control of the owner at all times and cannot be running at large within the Township including public spaces like parks.

If you have more than three dogs, you are required to obtain a kennel license and meet necessary location criteria. Please consult our office for more information about kennels.

Cats

Cats are not tracked or regulated by the Township and therefore do not require tags. The Township also does not collect stray cats.

Farm Animals

Livestock and hobby farms are welcome to the Township of Elizabethtown-Kitley. Residents interested in introducing farm animals are encouraged to contact our Planning Department to ensure your land is considered suitable and is adequate in size for the wellbeing of the animals.

Wildlife

Several conservation areas, wetlands, and wooded areas are located within Elizabethtown-Kitley which help support wildlife. While some wildlife cannot be avoided, residents can take steps to discourage unwanted visitors such as securing waste, food, and even buildings.

The Ministry of Natural Resources and Forestry's has a district office located in Kemptville for any general inquiries about wildlife, fishing, hunting and more.

Township By-laws ⓘ

The Township has various By-laws to help promote safety and harmony for its residents, visitors, and businesses. Property owners are expected to maintain their land as part of the Safe Property By-law, and can be as simple as cutting grass and not having rubbish or excess items in the yard.

Enforcement is complaint driven by written submission. Your identity remains unknown to everyone except for By-law Enforcement staff and is not released unless the matter proceeds to a court of law. Please contact the Township Office if you have an issue you wish to discuss or would like to request a copy of any By-law.

Animal Control Officer ⓘ

Frontenanc Municipal Law Enforcement
613-541-3213

Livestock Evaluator ⓘ

Claire Porter
613-283-4841

Fire and Emergency Services ⓘ

The Fire and Emergency Services, also known as the Elizabethtown-Kitley Fire Department (EKFD) is comprised of a dedicated group of volunteers responding to calls from three Fire Stations. Station 1 located at 44 Main Street East Lyn, has staff on hand during the weekdays.

Elizabethtown-Kitley Fire Department Volunteers

Open Burning ⓘ

Land owners are required to obtain a burn permit prior to any open burning, including large brush piles and fireworks, and must inform EKFD of each occasion burning will take place. Annual Burn Permits can be obtained by registering online at https://ek.burnpermits.com, and then calling the toll-free automated number 1-844-749-2876 every time you wish to burn. For more information call Fire Administration Office (see Contacts).

Guidelines on how to burn responsibly and rules of what cannot be burn is available from our municipal website or by contacting Fire Station 1. Land owners should be aware improper burning or failing to obtain a burn permit may lead to substantial fines under the *Fire Code Act*.

Green Flashing Lights

Our volunteers use their personal vehicles when first responding to calls that are equipped with green flashing lights. If you see a vehicle with green flashing lights, please react the same way you would when encountering an emergency vehicle with lights and sirens.

Other Emergency Services

Emergency Medical Services (EMS) is overseen by the United Counties of Leeds and Grenville. Ambulances are located throughout the Counties to quickly respond to medical calls. Our Fire Department personnel are trained first responders who will also assist with medical calls.

Ontario Provincial Police (OPP) provides protective services within Elizabethtown-Kitley. A local detachment is located in Spring Valley, with another one located near Smiths Falls in a neighbouring community.

Emergency Planning ⓘ

Emergencies can strike at any time with little to no warning. Being prepared can make the difference in protecting yourself and the things you care about as it may take time for help to arrive. Many people take steps to be prepared for the unexpected without realizing it, and already own important items that are useful during an emergency. The provincial website www.ontario.ca/beprepared offers useful tips about emergency planning, kits, and alerts.

911

We are a 911 community for emergency situations. Non-emergency calls can be made directly to the appropriate service and are listed within the blue government pages of local phonebooks. Emergency dispatchers will ask for your address so it is important to know your civic number and road name to ensure that help can reach you.

Emergency Kits

The province encourages all residencies have an emergency kit that would allow everyone within their household to be self-sufficient for a period of 72 hours or more. Residents should check their kits to ensure items are in working order and to replace any expired items at least annually, and to consider their unique needs such as having specialty items for babies, seniors or pets if they reside in the home. Various websites offer lists of recommended items to have in an emergency kit.

Staying Informed

The Township will provide updates about potential and declared emergencies on their website and social media pages. The information may include details about current or projected conditions, how the municipality is responding, and available resources during and after the situation. At times, the Township may also share information from other verified professional agencies such as the OPP and Conservation Authorities among others.

Other sources of information can be from radio and news stations and local publications, however the Township cannot confirm the accuracy of their reports.

Radio:

Bob FM 103.7 FM Brockville and Area	JR FM 104.9 FM Brockville and Area
Jack 92.3 FM Smiths Falls and Area	Lake 88 88.1 FM Perth and Area
CBC Radio One 91.9FM Brockville and Area	ICI Radio-Canada Premiere 102.1 FM Brockville and Area / Ottawa (en français)

News Stations*:

CKWS Kingston News https://globalnews.ca/kingston/	CBC News Ottawa https://www.cbc.ca/news/
CTV News Ottawa Smiths Falls and Area	EON TV (Brockville and Area) http://easternontarionetwork.com/

* Channels may differ depending on your television provider.

Waste and Recycling ⓘ

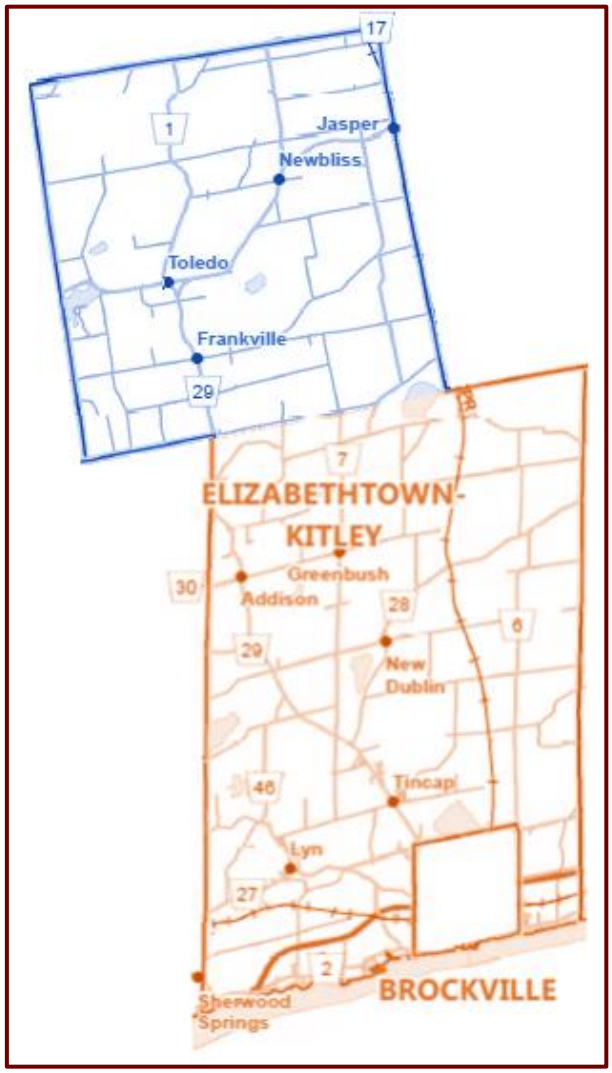
Residents are required to purchase bag tags in order to dispose of their waste and clean recycling is accepted at no charge. Larger items, like furniture and construction waste, may require a special ticket. Tags are available for purchase at both Township Offices and various retail stores throughout the municipality. A complete list of locations is available from our website, as well as informational brochures.

Waste Disposal Site

The Waste Disposal Site is open to all residents and is located at 8468 County Road 7 (south of Greenbush). Bag tags and special tickets are **not available** for purchase at the Waste Disposal Site. The site is open between 8:00 a.m. and 3:30 p.m. on Monday, Wednesday, Friday, and Saturday.

Roadside Collection

Roadside collection is offered to residents in the north-end of the Township (formerly known as Kitley and shown in blue on the map), with waste with bag tags being collected on a weekly basis. Recycling is on a weekly rotation with fibres being collecting one week and plastics and metals the next.



North-end residents pay an additional levy for their curbside collection whereas south-end residents are not subject to the fee.

Some residents in the southern portion have their items collected by a private contractor or company. Residents interested in this form of collection are encouraged to speak to neighbours or consult the Yellow Pages for potential companies who offer the service.

Hazardous Waste

Items that are corrosive, toxic, reactive, or flammable are considered Hazardous Waste and are not permitted at the Waste Disposal Site. These items are accepted on specific dates at locations as part of the annual Household Hazardous Waste Day events organized by the United Counties of Leeds and Grenville.

Taxes ⓘ

The Township of Elizabethtown-Kitley collects taxes to help support the various services and assets within the municipality. The Township also collects taxes on behalf of the United Counties of Leeds and Grenville and Education. Rates are determined by the assessment and classification of a property as determined by the Municipal Property Assessment Corporation.

Elizabethtown-Kitley's tax levies represent approximately half of the amount taxes, with County and Education levies totalling roughly thirty and twenty percent respectively. Township rates are determined through a meticulous budget review process, and help pay for:

- Administrative Services
- Animal Control
- Building Permit Review and Inspections
- By-law Enforcement
- Cemetery Ground Maintenance
- Community Events
- Conservation Authorities
- Economic Development
- Emergency Medical Responses
- Emergency Preparedness Programs
- Fence Viewers
- Fire Protection
- Fire Prevention Programs
- Heritage Research
- Libraries
- Municipal Campground
- Ontario Provincial Police
- Planning and Development Services
- Recreational Parks and Activities
- Road, Bridge, Culvert Maintenance
- Snow and Ice Removal
- Street Lights
- Waste Collection
  - Curbside Pickup (North End)
  - Recycling Program
  - Waste Disposal Site
- Weed Control

Tax Bills

Tax bills are mailed out twice a year. The first interim bill represents 50% of the previous year's taxes and is often due in March. The second final bill consists of two installments, which reflect adjustments in the tax rate, with due dates typically occurring in July and September.

Payments can be made by mail, directly at our Offices, and through your financial institutions including by phone and online banking. Please consult our Finances and Taxes webpage for further information on how to properly use these payment methods. Alternatively, owners can establish a Pre-Authorized Payment Plan which automatically withdraws funds from your account on a monthly basis or by the bill's due date.

The Township does not receive notifications from Canada Post when a mailing address is changed so property owners are required to notify the Township Office in writing should this occur. The complete mailing address should include the PO Box number for community boxes.

Renovations and Building Permits ⓘ

Every property has unique Zoning and Official Plan designations. Our Planning and Development staff are here to help you with your inquiries and proposals.

A new home can be an exciting time and provides opportunities for you to put your personal touch both inside and outside the house. Some projects may require a building permit under the *Ontario Building Code*, such as work that will alter the structural integrity of the building, additions, decks, plumbing, woodstoves and fireplaces. Township by-laws also regulate swimming pools and outdoor furnaces to name a few. Property owners are encouraged to consult our building information guides and related by-laws and contact our Chief Building Official to learn if a permit is required. Permit fees are typically determined by the area of the work and not its value.

Zoning and other Planning Services

There may come a time where you wish to consider modifying how you use a structure, such as creating a home-based business or creating a granny suite or apartment, or want to build a new addition, deck, garage, or shed dock or boathouse. Our Planning and Development staff can guide you on how to do this within the Township's zoning by-laws and policies, or can assist on how you can apply for special approval of your proposed development.

If you are interested in dividing your land to create a new lot, or to add or sell land between your property and a neighbouring lot, please contact our Planning and Development staff for an early consultation. The Township's Official Plan outlines policies related to such applications and the Zoning By-law details size provisions for consideration. There are other policies by higher levels of governments that the Township is required to consider as well.

Residences along the St. Lawrence River

Business Resources ⓘ

The Township prepares a quarterly electronic newsletter with announcements, briefs on local economic endeavours, as well as workshops and networking opportunities. Contact the Township at mail@ektwp.ca if you wish to subscribe to future editions.

Looking for a location? The Township can offer guidance about starting a Home-Based Businesses, Bed & Breakfasts, and property zoning. Our Business Park provides many acres of vacant commercial and industrial land available for development.

Establishing a Business

Starting a new business can seem overwhelming but there are a number of organizations available to assist both small and large business operations. They can help you create business plans, navigate paperwork, financial aid and more.

Community Development Corporation – 1000 Islands http://ticdc.ca 613-345-6216	Community Development Corporation – Valley Heartland http://valleycfdc.com 613-283-7002
Leeds Grenville Small Business Enterprise Centre www.lgsbec.com 613-342-8772	Small Business Advisory Centre for Smiths Falls and Lanark County Area https://smallbizcentre.ca 613-283-7002
Launch Lab – 1000 Islands www.launchlab.ca/1000-islands/ 343-276-0023	United Counties of Leeds and Grenville Economic Development Department www.leedsgrenville.com 613-342-3840
St. Lawrence Corridor Economic Development Commission https://slcedc.com 613-499-9292	Ontario East Economic Development Commission https://ontarioeast.ca 613-634-8569

Other regional and provincial resources are available, as well as local business group organizations such as Chamber of Commerce and professional associations.

Finding Employment

Various area agencies can assist in finding a meaningful position or help build your work skills.

CSE Consulting www.cseconsulting.com 51 King Street E., Suite 314, Brockville 613-342-2312	Employment + Education Centre www.eecentre.com 105 Strowger Boulevard, Brockville 613-498-2111
KEYS Job Centre www.keys.ca 91 Cornelia Street W., Smiths Falls 613-552-2759	ontrac www.getontrac.ca 52 Abbott Street N., Unit 2, Smiths Falls 613-283-6978

Other Resources

Education

There are four school boards which cover the Elizabethtown-Kitley area. Each board oversees a number of elementary and secondary schools with their own unique attributes. A child's school placement largely depends on your affiliate school board and place of residency. Three schools are located within the municipality, with many more in the surrounding communities.

Heritage Community Christian School http://www.hccs.ca/ 7463 County Road 28, New Dublin 613-498-4176	Lyn Public School http://lyn.ucdsb.on.ca/ 38 Main Street East, Lyn 613-345-1242
Meadowview Public School http://meadowview.ucdsb.on.ca/ 9234 Addison-Greenbush Road, Addison 613-924-2880	St. Joseph Catholic School https://stjosephtoledo.cdsbeo.on.ca/ 80 County Road 1, Toledo 613-275-2353

Health and Wellness Agencies and Organizations

There are many health related services available in the area, some of which offer specialize services or assistance. Below is a condensed list of the organizations that offer a wide range of services and who may be able to direct you to other available health centric resources.

Ontario Provincial Police – Leeds County www.opp.ca 4109 County Road 29, Brockville 613-345-1790 for non-emergencies	Emergency Medical Service (EMS) www.leedsgrenville.com 25 Central Avenue West, Brockville 613-342-3840 for non-emergencies
Leeds, Grenville, Lanark Health Unit www.healthunit.org Brockville: 458 Laurier Blvd, 613-345-5685 Smiths Falls: 25 Johnston St, 613-283-2740	Addictions and Mental Health www.llgamh.ca Brockville: 25 Front Ave. W., 613-342-2262 Smiths Falls: 179 Elmsley St. N., 613-283-7723
Children's Mental Health of Leeds Grenville www.cmhlg.ca 779 Chelsea Street, Suite BU, Brockville 1-800-809-2494	Community and Primary Health Care www.cphcare.ca 2235 Parkedale Ave, Brockville 613-342-3693 1-800-465-7646

Newly Immigrated

Living in Elizabethtown-Kitley provides an opportunity to experience both the rural and urban lifestyle. There are a few organizations available to welcome you and help you settle in.

St. Lawrence-Rideau Immigration Partnership www.leedsgrenvilleimmigration.ca 105 Strowger Blvd., Brockville	TR Leger Immigrant Services https://trlimmigrantservices.ca Various Locations