

ECONOMIC DEVELOPMENT DIVISION
CITY OF CAMBRIDGE

INDUSTRIAL DEVELOPER'S HANDBOOK

A GUIDE FOR INDUSTRIAL DEVELOPERS IN
THE CITY OF CAMBRIDGE



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FOREWORD

The *Industrial Developers' Handbook* is a guide produced for those purchasing industrial land and constructing an industrial facility in the City of Cambridge.

This handbook outlines all aspects related to the purchase and development of City-owned industrial land. It provides detailed steps to purchase City-owned industrial land, and information on the process to obtain Site Plan Approval and a Building Permit.

Zoning regulations for industrial development, as well as a summary of costs, such as development charges, utility rates and municipal taxes are also provided.

To ensure the smooth and timely processing of land purchases and development, staff of the Economic Development Division are more than happy to meet with purchasers, developers and contractors, to review the process, address questions, and facilitate approvals.

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PROCESS TO PURCHASE CITY- OWNED INDUSTRIAL LAND

APPROVAL PROCEDURE

City-developed industrial land is available on a serviced and rough-graded basis. The purchasing procedure is a very simple one, taking between 3 to 6 weeks, and is outlined below. The Economic Development Division is the coordinating department for all industrial land sales.

Deposit	i)	A deposit of 5% of the purchase price is required for an “Offer to Purchase” to be presented to City Council, the final decision-maker.
The Agreement	ii)	The Offer to Purchase is prepared by the City’s Solicitor at the City’s expense. Upon receipt of a 5% deposit the Agreement is prepared.
Council Approval	iii)	City Council approval of a land sale is done through a Resolution and the passing of a by-law, which requires a majority Council vote. Normally, Staff presents Council with a signed Offer and accompanying report. Closing date after Council acceptance is normally 60 days or less.

PERFORMANCE CLAUSES

Purchasers of City-developed industrial land may be required to fulfill certain conditions within a certain time period after taking title to the land. Some of the standard conditions are shown below.

Construction Start and Completion Date	i)	Construction start is required within one year of the purchase date. Construction is to finish within one year of the construction start date.
Minimum Building Coverage	ii)	The minimum building coverage requirement is 20% of the total land area.

Penalty	iii)	If the purchaser fails to comply with the conditions above, the City has the option of repurchasing the land at 90% of the original purchase price. If an extension of time to complete construction is granted, the Purchaser shall pay to the City, by way of liquidated damages: a) An amount equal to the amount of municipal taxes and business taxes which the Purchaser would have been required to pay had a building or buildings been constructed as above required, and b) An amount equal to any increase in value of the Property. For the purposes of this clause, the term “an amount equal to any increase in value of the Property” shall mean the difference between the amount paid by the Purchaser and the amount which would be paid for the Property based on the price established by the City for industrial property as at the time of the request for the extension.
Right of First Refusal	iv)	The Purchaser covenants that he will not sell the lands without first offering it to the City at the original purchase price.

REAL ESTATE COMMISSION

In order to qualify for commissions, the Economic Development Division requires the real estate broker or agent to register the client with the office of the Economic Development Division.

To register a client, the Economic Development Division must receive a signed *Client Registration Form* as provided by the Economic Development Division (see last page).

The Client Registration Form (CRF) is paramount. The most recent CRF for a specific land sale will be the one used by the Economic Development Division for allocating commissions payable.

All Client Registration Forms received will have a termination period of 60 days unless otherwise agreed upon by the Economic Development Division.

Provided that an agent or broker has properly registered a client with the Economic Development Division, and the agent/broker is actively involved in the Purchase and Sale transaction, then the City of Cambridge agrees to pay a commission fee based on 5% of the total sale price of the land, upon successful completion and closing of the transaction.

When an agent or broker is not directly involved with the negotiations of the sale and refers an industrial client to the Economic Development Division, then this will constitute a referral and the City of Cambridge will pay a 1% referral fee in the event of a successful completion and closing of a purchase and sale transaction.

SITE PLANNING PROCESS

SITE PLAN APPROVAL

Site Plan Approval is a form of development control authorized under Section 41 of the Planning Act and implemented through the City of Cambridge By-law 3-86 and subsequent amendments. This means the City has the authority to influence the design of certain types of development in addition to meeting requirements of the City's Zoning By-law and the Ontario Building Code.

Site Plan Control applies to all development within Cambridge with the exception of single family dwellings, two-family dwellings, detached triplexes, buildings that are accessory to such dwellings, and farm buildings. Site Plan Approval is required prior to the issuance of a Building Permit for all developments which are subject to site plan control. Site Plan Approval is required for a new building, addition, or commercial parking lot. ***Please contact the Planning Services Department to determine whether or not your specific development proposal requires Site Plan Approval (please have a sketch available for discussion purposes).***

Copies of the site plan application form, meeting schedule, and this reference guide can be obtained at www.cambridge.ca/article.php?ssid=245

APPLICATIONS WILL ONLY BE PROCESSED WHEN

1. one original and five copies of the completed application form is submitted
2. Application fee is paid:
 - \$100.00/unit for residential or
 - \$100.00/100 m² of building area for non-residential
 - Minimum fee \$3,500.00, Maximum fee \$10,000.00
 - Amendments \$2,500.00
 - Minor Red-line revisions \$500.00
3. **FOLDED** copies of required number of drawings are submitted (maximum **FOLDED** size of the drawings to be 8 1/2" X 14"):
 - Adjacent to a Regional road: 14 sets; or
 - Adjacent to a Local road: 12 sets
4. one compact disc containing all of the required drawings in PDF format; and
5. one copy of reduced site plan (8½" x 11")

ROLLED OR STAPLED DRAWINGS WILL NOT BE ACCEPTED

THE PURPOSE OF SITE PLAN APPROVAL

The purpose of Site Plan Approval is to allow the City of Cambridge and, where applicable, the Regional Municipality of Waterloo and other jurisdictional agencies, to review the following:

- overall site design;
- the impact of the proposal on surrounding land uses;
- siting of structures and buildings (massing and location);
- exterior design of the buildings (character, scale, appearance and design features);
- the widening of public roads which abut the site;
- easements, access, parking and loading facilities;
- grading and site drainage;
- provision for disposal of storm, surface and waste water;
- landscaping and buffering;
- accessibility features;
- amenity areas; and,
- curbs, signs, walkways, lighting, fencing, and storage of waste.

The City will review the application in consideration of internal functioning (e.g. parking, emergency vehicle access, and traffic flow), aesthetic contribution, serviceability, energy efficiency, as well as spatial, aesthetic and functional relationships with adjacent properties and the street network. Site Plan Control ensures that municipal requirements are met and helps to improve the quality and appearance of the development to everyone's benefit.

Once a formal application for Site Plan Approval is made, the Planning Services Department will circulate the application to commenting departments and agencies.

SITE PLAN SUBMISSION REQUIREMENTS

- 1) one original and five copies of the completed application form
- 2) A cover letter that describes the project if the site plan:
 - a) is associated with any other development application (e.g. zoning amendment, minor variance); or
 - b) contains both existing and proposed development; or
 - c) is an amendment to a previously approved site plan.
- 3) Application fee:
 - a) \$100.00/unit for residential, or
 - b) \$100.00/100 m² of building area for non-residential
 - c) Minimum fee \$3,500.00, Maximum fee \$10,000.00
 - d) Amendments \$2,500.00
- 4) Drawings Required: (14 sets adjacent to Regional Road, 12 sets adjacent to local road):
 - a) Site Plan (refer to Appendix A for required information and example drawing)
 - b) Grading and Servicing Plan (refer to Appendix B for required information)
 - c) Landscaping Plan and Details (Note: that this plan must be stamped by a Landscape Architect. Refer to Appendix C for required information)
 - d) Elevation Drawings (including information on colour, material, and proposed signage)
 - e) Floor Plans
 - f) Perspective Drawings (Note that the rendering should provide context with surrounding properties e.g. superimposed on a photograph with views from the major streets.)
 - g) Lighting Plan

- 5) Stormwater management report (4 copies adjacent to a Regional Road, 2 copies adjacent to a local road)
- 6) Traffic study (if required, 4 copies adjacent to a Regional Road, 2 copies adjacent to a local road)
- 7) Salt Management Plan, if required
- 8) Record of Site Condition, if required
- 9) one compact disc containing all of the required drawings in PDF format; and
- 10) one copy of reduced site plan (8½" x 11") for the purpose of fire route and accessible parking by-laws

WHAT STEPS SHOULD BE TAKEN TO OBTAIN SITE PLAN APPROVAL

1. **Zoning:** Check with the Planning Services Department to determine if the site is properly zoned to accommodate the proposed development and complies with the City's zoning regulations.
2. **Preliminary Review:** A preliminary site plan should be discussed with the Planning Services Department prior to a formal application. Staff may suggest time-saving changes to the plan at this early stage of the process. Also, the applicant may be informed of additional requirements for approval and of approvals required from other agencies.
3. **Formal Site Plan Application:** An application for Site Plan Review will not be processed unless the submission requirements noted on page 2 of the guide are met.

Site Plan and Building Permit review may be processed concurrently. In which case, two copies of both the site plan and building plans may be submitted to the Building Division and an Application for Building Permit be completed. However, a Building Permit will not be issued until final site plan approval is granted.

4. **Circulation:** The application will be assigned a development planner as a Project Manager will coordinate the circulation of drawings to various City departments, the Region and other agencies, as required. If changes are recommended, the Project Manager will consult with the applicant on any recommended changes. If the recommended changes are substantial, a meeting may be arranged with the applicant or a request made for the submission of revised drawings.

5. **Site Plan Control Agreement & Securities:** Upon submission of acceptable final drawings, the applicant will be required to submit four executed copies of the Site Plan Control Agreement. Additionally, a detailed cost estimate at market value for site works will be required. This estimate will be reviewed and an agreed cost for posting of security determined.

The security deposit shall be an amount equal to 50% of the cost of site works up to a maximum of \$200,000.00 and a minimum of \$5,000.00 unless otherwise determined by the City. The acceptable forms of security include an Irrevocable Letter of Credit for a one year period (with automatic renewal) following standard City format, a certified cheque or cash.

6. **Final Site Plan Approval:** Final approval will be granted only when:

- the final drawings meet with City requirements;
- four executed copies of the Site Plan Control Agreement have been submitted; and,
- security in a format and of a value acceptable to the City has been submitted.

7. **Approval:** The Commissioner of Planning Services has delegated authority to approve site plans. In situations when the Planning Services Department recommends refusal, an applicant may request a Public Meeting for a decision by City Council. If the applicant is not satisfied with Council's decision, an appeal to the Ontario Municipal Board may be made.

8. **Building Permit Issuance:** Following final site plan approval, a building permit will be issued if all conditions relating to building permit application have been met.

HOW LONG DOES IT TAKE

The time required for processing an application varies, depending on completeness and accuracy of the submitted plans and complexity of the proposal. On average, it takes six to eight weeks from the date of Formal Site Plan Application. If drawings are complete and meet all concerns on the first submission, processing time will likely be shortened. Processing time will be longer if Council approval of the site plan is required.

The City of Cambridge has hundreds of active site plan files at any one time. Please take into account when considering your construction timeline, that all site plan submissions and resubmissions **MUST** be circulated through the site plan committee for approval and **MUST** therefore follow the deadline and meeting date schedule.

HOW TO OBTAIN RELEASE OF SUBMITTED SECURITY

It is your responsibility to contact the Planning Services Department for an inspection of site works when all site work has been completed. If, at the time of inspection, the site has been developed and maintained in conformity with approved plans and meets all conditions of approval, the security will be released. Should any deficiencies be found, you will be notified in writing and security will be retained until deficiencies have been corrected. Please note that inspection fees may apply.

HOW TO CHANGE AN APPROVED PLAN

After final Site Plan Approval, should you wish to make changes to the approved plans, you will be required to seek an **AMENDMENT** to the approved site plan. The procedure for seeking an amendment to the approved site plan is the same as for standard Site Plan Approval, and a formal application should be made to the Planning Services Department.

WHERE TO APPLY

Applicants must submit a completed application package to the Planning Services Department located on the 3rd Floor of Cambridge City Hall, 50 Dickson Street. Application forms are available at this location or can be obtained through the City's website at this link: www.cambridge.ca/relatedDocs/SITEAPPL.pdf

APPEAL

If the applicant disagrees with the decision of the Planning Services Department, the applicant may request that the application be referred to City Council for a decision. If the applicant disagrees with the decision of City Council, the applicant may request that the application be appealed to the Ontario Municipal Board ([OMB](#)). This must be done by a written notice submitted to the Secretary of the OMB and notification should be given to the Clerk of the City of Cambridge. The OMB's decision is final.

NOTICE

Cambridge City Council has authorized the collection of inspection fees for site plan approvals and partial releases of Letters of Credit. The fee will be collected for each additional inspection beyond the initial one performed by Planning Services Department staff or for each request made for a partial release of a Letter of Credit. If a developer requests an inspection of a site and all required site work has not been completed in accordance with the approved plan, additional fees will be required prior to any additional inspection being performed.

SITE PLAN REQUIREMENTS FOR DRAWINGS

GENERAL PAGE LAYOUT INFORMATION

- North arrow and standard scale
- Symbol key with legend
- Owner's name, site address and legal description of the property
- Leave an area for Approvals stamping and site plan number in the bottom right area of the drawing as shown on the example drawing

GENERAL SITE PLAN INFORMATION

- Dimension the site as taken from a survey
- Identify the location and use of all existing and proposed buildings and structures on the site. Please clearly distinguish between existing and proposed facilities.
- Show the traveled portions of roadways, municipal sidewalks, transit stops (if adjacent to the site) and access driveways including those of adjacent properties. Label street names.
- Parking area layout, pedestrian connections, ramps, loading areas (including minimum dimensions, typical dimensions, curbing and surface material).
- Identify accessible parking facilities per the City's accessibility policies. Also consider accessibility in the design of pedestrian facilities (e.g. connections to municipal sidewalks and internal circulation).
- Show secure bicycle parking
- Location, height and type of all proposed fencing
- Location of all existing and proposed poles (including guys), transformers, hydrants on the site and on public lands abutting the site. Include dimensions to trees and buildings for Hydro facilities.
- Identify all site lighting
- Identify the location of snow storage
- Identify all existing and proposed easements, rights-of-way and lands to be dedicated for public purposes

ZONING INFORMATION

- Include a Site Data table as shown on the example drawing
- Minimum setbacks of structures (buildings, signs, parking) from property lines
- Show amenity areas including their functional use (e.g. equipment and furniture that defines the area for recreational use)
- Landscape strips and fencing, if required
- Location and type of enclosure to be used for storage of garbage and other waste material. If waste material is stored within the building, include a note in the Site Data table.

FIRE INFORMATION

- Location of closest fire hydrant (identify as existing or proposed)
- Designated fire routes with the notation “fire route to be posted and designated under municipal by-law” (to be minimum 6.0m wide with minimum 12.0m centreline turning radius, maximum 8% slope)
- State whether or not the building is to be sprinklered
- Show location of fire department connections (standpipe/siamese)
- Identify the location of multi-unit identification sign, if applicable. Include details with the Landscape Details.

BUILDING INFORMATION

- Finished floor elevations of buildings
- Maximum dimensions of buildings and minimum distance between buildings
- Location of all building entrances

GRADING & SERVICING PLAN REQUIREMENTS

GENERAL INFORMATION

- Symbol key and legend
- Proposed and existing structures and buildings, driveways, parking areas and curbs
- Clearly identify existing services (storm, water, sanitary) and specify if existing services that are to be used
- Location, size and depth of cover of storm, water and sanitary services
- Invert of storm, sewer and water laterals at the point of connection
- Identify the type of surfacing (e.g. sod, gravel, asphalt, etc.)
- Location of all existing and proposed manholes, poles (including guys), transformers, hydrants on the site and on public lands abutting the site
- Location of existing and proposed siamese or standpipe connection
- Identify all existing and proposed easements, rights-of-way and lands to be dedicated for public purposes

GRADING

- Existing and proposed grade elevations (referenced to Benchmark elevation) include relative street grade elevations and grade at property lines
- Direction of surface drainage flow through use of drainage arrows
- If catchbasins are to be used, show proposed storm sewer hookups and storm laterals including size, location, and catchbasin rim elevation
- If storm water management design is required, state maximum detention time of pond, maximum flow and maximum storage volume for a 5 and 100 year return period storm
- Swales and drainage ditches (indicate slope and side slopes and, where required, cross-sections)
- Elevations of individual internal driveways where a depressed driveway may exist

NOTE

- Drainage must remain internal to the site unless approved by the City of Cambridge Engineering and Public Works Department

LANDSCAPE PLAN AND DETAILS REQUIREMENTS

- Show a legend with key symbol
- Proposed and existing structures and buildings (including entrances and doorways), driveways, parking areas, pedestrian connections (sidewalks, pathways etc.) and curbs
- Label existing plant material to remain
- Label vegetation to be removed
- Identify all proposed plant material, planting beds, and seeded or sodden areas
- Include a plant list showing key, numbers of plants, botanical and common names and plant size at installation date
- Include dimensions between trees and hydro facilities. Note that Cambridge & North Dumfries Hydro reviews the setback dimensions and species of trees adjacent to their facilities to ensure long-term conflicts are minimized.
- Provide details for play areas, special activity areas, open space areas
- Show the location of outdoor lighting
- Show the location and treatment of garbage collection areas;
- List type of play equipment and site furniture indicating manufacturer, model and quantity (if applicable)
- Location, height and type of proposed and existing fencing

NOTES

- The City promotes the use of low-maintenance plant materials, particularly native and drought tolerant species.
- The City promotes the consideration of CPTED (Crime Prevention through Environmental Design) principles in site design. www.cptedontario.ca
- Landscape plans must be prepared by a landscape architect (drawings must be stamped).
- There are particular landscape design guidelines for the Cambridge Business Park, Boxwood Business Park and L.G. Lovell Business Park which are outlined in the document titled [“Cambridge Industrial Design Guidelines”](#).

TREE MANAGEMENT PLAN POLICY

It is the policy of Cambridge Council that, where warranted by the presence of existing trees and other vegetative cover, proponents of draft plans of subdivision, consents and site plans are required to complete a General Vegetation Inventory and Analysis as part of the development application. This will ensure that areas of significant vegetation in development proposals are identified and accurately located in the early stages of planning and design process. In order to identify and effectively manage vegetation communities throughout the planning process, the following system of data collection and analysis will be utilized.

- General Vegetation Inventory and Analysis – required for all lots and blocks within a subdivision
- Detailed Vegetation Management Plan – only required for lots or blocks containing existing vegetation that requires further study as defined in the General Vegetation Inventory and Analysis
- Tree Preservation/Compensation Plan – only required for lots on which the developer/builder requests to build a structure that is to be located deeper on the lot than that approved on the Detailed Vegetation Management Plan and/or the revised grading will have an adverse effect on the Detailed Vegetation Management Plan where it has been identified that there are trees to be retained

BUILDING DESIGN

The City would like to see a significant degree of architectural design incorporated into industrial buildings on City-developed land. To this end, architectural control guidelines have been adopted for the Cambridge Business Park and the L.G. Lovell Industrial Park. These guidelines are specified in a separate document entitled “[Cambridge Industrial Design Guidelines](#)”. In order to evaluate the building’s design qualities, building elevation drawings are required to be submitted to the Planning Department at the site plan stage.

BUILDING/PLUMBING PERMIT AND FEE SCHEDULE

BUILDING PERMIT

A Building Permit application is to be completed for each permit along with duplicate sets of drawings. The drawings are to include a site plan, working architectural drawings, structural drawings (if applicable) and mechanical drawings (if applicable).

The drawings are examined for compliance to zoning by-laws, the Ontario Building Code, the Plumbing Code, the Fire Code and all other related documents that may be applicable to the project. If compliance has been met, the application drawings are signed for approval and the required permits completed. Applicants are advised to allot 21 working days for this approvals process.

A Building Permit is required under the Ontario Building Code prior to any construction activity on the site. Included with this permit are approvals/permits for plumbing, drainage, heating, air conditioning and ventilation.

Schedule “A” to By-law 78-98 “Classes of Permits and Building Permit Fees” was approved on February 12/96 and came into force on July 1/96. Subsequently, Report P-51-99 (Building Permit Fees) was presented to the Planning and Development Committee on April 19/99, and adopted by Council April 26/99. Fees are amended annually.

Building Permit Fees are calculated based upon the square footage of the project, not the construction value.

When applying for a Building Permit, the total Building Permit Fee will be calculated and collected when the Permit Application is submitted. When the application has been processed, and prior to the issuance of the Permit, all other fees applicable to the project will be paid (e.g. Development Charges).

NOTE: It is extremely critical that all applications bear the correct Square Footage figure of the project, or else further Building Permit Fees may be due once the plans review process has been completed. Any concerns or questions concerning the new schedule, please contact:

Hardy Bromberg (519) 740-4613, Ext. 4577
Director of Building

Paul Koch (519) 740-4613, Ext.4533
General Inspector (Residential Permits)

Tanya Gies (519) 740-4613, Ext. 4543
General Inspector (Commercial/Industrial Permits)

PLUMBING PERMIT

An application is to be completed for each permit along with a set of drawings in duplicate. With simple alterations, renovations, or repair work, drawings are not always required for a permit, nor is a permit required where there is simply a fixture being replaced.

When drawings are required for a plumbing permit, they are examined for compliance to the Building Code, Regulation 413/90, as amended to date. If the drawings are in compliance, the drawings and the application are then signed for approval and the permit completed for issuance.

NOTE: Some types of projects are subject to approval of various Ministries prior to obtaining the permit. These approvals, if applicable to the project, will be explained to you at the time of permit application. All plumbing must be done by a certified, licensed plumber, certified by the Province Ministry of Colleges & Universities) as well as licensed by the Municipality. No license will be issued by the municipality unless a current Provincial license can be shown as proof of qualifications.

Subject to all documents being signed, all approvals being completed and all standards having been met, the permit is ready to be issued. The fee for a plumbing permit is based upon fixtures, length of piping and installation of various plumbing items.



SCHEDULE AND CALCULATION OF PERMIT FEES (EFFECTIVE APRIL 1, 2011)

Class of Permit shall include:

- | | |
|---|--|
| 1. Building Permit (O.B.C.A. 8(1)) (Incl. Farm Bldg.) | 8. Plumbing Permit (O.B.C.A. 8(1))-Specific Types |
| 2. Partial Permit (O.B.C.A. 8(1)) | 9. Special Permit F1 (O.B.C.A. 7(a)) |
| 3. Special Building Permit (O.B.C.A. 7(a)) | 10. Mechanical Permit (H.V.A.C.)(O.B.C.A. 8(1))-Specific Types |
| 4. Demolition Permit (O.B.C.A. 8 (1)) | 11. Structural Sign Permit (O.B.C.2.1.2.1 (b)) |
| 5. Conditional Permit (O.B.C.A. 8 (3)) | 12. Transfer Permit (O.B.C.A. 7(h)) |
| 6. Occupancy Permit (O.B.C.A. 11(a)(b)(c)) | 13. Sewage System Permit (O.B.C.A. 8(1)) |
| 7. Change of Use Permit (O.B.C.A. 10(1)) | 14. Equivalent Permit (O.B.C.A. 9(1)) |

CLASS OF PERMIT	PERMIT FEE	
	(\$/Sq. Ft.)	Flat Fee (\$)
CONSTRUCTION		
New buildings, additions, mezzanines		
GROUP A: ASSEMBLY		
- Building Finished	2.34	
- Building Shell Only	2.06	
- Outdoor Patio		178.00
- Outdoor Public Pool		813.00
GROUP B: INSTITUTIONAL		
- Building Finished	2.49	
- Building Shell Only	2.20	
GROUP C: RESIDENTIAL		
- SFD, Semi, Row, Townhouse, Duplex	1.25	
- Garage /Carport	0.37	Min. 92.00
- Shed (residential)		Min. 92.00
- Deck (residential)		92.00
- Apartment Building (Buildings classified as Part 3 Buildings under Building Code.)	1.17	
- Hotels/Motels	1.98	
- Manufactured Homes	1.13	
- Residential Care Facility	1.75	
GROUP D: BUSINESS AND PERSONAL SERVICES		
- Office Buildings (Shell)	1.69	
- Office Buildings (Finished)	1.98	
GROUP E: MERCANTILE		
- Retail Stores (shell)	1.11	
- Retail Stores (finished)	1.40	

CLASS OF PERMIT	PERMIT FEE	
	(\$/Sq. Ft.)	Flat Fee (\$)
GROUP F: INDUSTRIAL		
Warehouse, factories (shell)	0.70	
Warehouse, factories (finished)	0.87	
Parking Garage	0.65	
Farm Building	0.45	
Foundation	0.17	
Conditional Permit	0.13	
*INTERIOR FINISHES: Interior finishes to previously unfinished area (including finishing of residential basements and major renovations).		
Groups A, B, C and D	0.40	
Groups E and F	0.40	
*Note: If a Shell Permit is issued for construction of a building, an Interior Finish Permit is required to be issued for the total gross floor area of the suite or building.		
ALTERATIONS / RENOVATIONS		
Alterations and renovations to existing finished areas, including new roof structures.		
Groups A, B, C and D	0.32	
Groups E and F	0.32	
MINOR ALTERATIONS:		
Single partitions, demising wall, washrooms, new entry.		92.00
SPECIAL CATEGORIES:		
- Air Supported Structures	0.43	
- Temporary Tents		135.00
- Portables/per site (excludes port-a-pak)		184.00
- Demolitions	0.11	163.00 min.
- Change of Use		163.00
- Shed (non-residential)	0.32	163.00 min.
- Deck (non-residential)		163.00
MISCELLANEOUS		
- Elevators, lifts & escalators		312.00
- In Rack storage systems	.38	
- Fireplace/Woodstove (each)		108.00
- Retaining Wall (per linear foot)	3.10	
- Balcony Guard (replace per linear foot)	0.63	
- Ceiling (new or replace per square foot)	0.07	
- Reclad Wall (per square foot)	0.06	
- All designated structures (except retaining walls, public pools)		312.00
- Storefront (replace)		163.00
- Sign (structural)		88.00
- Food Premise Installation		217.00

CLASS OF PERMIT	PERMIT FEE	
	(\$/Sq. Ft.)	Flat Fee (\$)
MECHANICAL WORK:		
(WORK INDEPENDENT OF BUILDING PERMIT)		
- HVAC Permit (residential per suite)		81.00
- HVAC Permit (non-residential)	0.12	
- Sprinkler System (N.F.P.A. 13)	0.05	(min. 163.00)
- Commercial Kitchen, Spray Booth, Dust Collectors		163.00
ELECTRICAL WORK:		
(Electrical work independent of building permit)		
- Fire Alarm System and Electrical Work	0.05	(min. 163.00)
- Electromagnetic Locks (Each)		43.00
- Hold Open Devices (Each)		43.00
PLUMBING WORK:		
(Plumbing Work Independent of Building Permit)		
Plumbing Permit (per fixture)		13.00
- Catchbasins/Manholes/Roofdrains (each)		13.00
Building /Site Services (per linear foot)	0.67	
Back flow Prevention Permit Fee (per device)		70.00
Certified Testing Completed Tag (per device)		35.00
SEWAGE SYSTEM WORKS:		
- New Installations		515.00
- Major Repairs		254.00
- Minor Repairs		87.00

Revision To Examined Plans:

A fee of \$0.03 per square foot of the floor area shall be charged for examination of Revised plans. A minimum fee of \$81.00 shall be charged.

Minimum Fee:

A minimum fee of \$103.00 shall be charged for any permit excluding installation of water softeners, demolitions and plumbing permits. A minimum fee of \$76.00 shall be charged for any plumbing work, and a minimum fee of \$163.00 for any demolition permit.

Transfer of Permits:

An additional fee of 10% of the original permit fee shall apply where ownership changes on a property. If there are changes to plans, contractors or professional services, a new plans review may, at the discretion of the Chief Building Official, be required and the Chief Building Official may require the issuance of a further permit and payment of applicable fees.

Extension of Permit:

When a written request has been received requesting “Permission to Extend the Permit” (O.B.C. Act, Section 8(10)), an hourly rate shall apply of \$98.00 per hour to review and process the request. The minimum fee for the extension of permit process shall be \$98.00.

Special Permit Fee:

A special permit fee with respect to construction, change of use, demolition, heating, ventilation, air conditioning, electrical, plumbing or drainage work shall be applied where any work was commenced prior to the issuance of a permit.

The special permit fee shall be the regular permit fee plus an additional fee equal to 100% of the amount calculated as the regular permit fee, but in no case shall the additional fee exceed \$7,200.00, in order to compensate the City for additional work performed as a result of commencing work prior to permit issuance.

Payment of the special permit fee does not allow construction, change of use, demolition, heating, ventilation, air conditioning, electrical, plumbing or drainage work to continue without as permit.

Permit To Occupy Unfinished Building:

A permit fee of \$108.00 per residential, industrial, commercial, retail, institutional or other unit shall be paid where occupancy of an unfinished building is requested per Subsection 2.4.3. of the Building Code.

Structural Work:

Structural repairs/alterations/upgrades shall be based upon the total construction costs of the work to be performed, including materials, system and labour. The permit fee shall be calculated at \$18.40 per \$1,000.00 of total construction cost.

Equivalent Permit:

Permit fee included as part of building permit.

Interpretation:

The following requirements are to be applied in the calculation of permit fees:

- Floor area of the proposed work is to be measured to the outer face of exterior walls and to the centre line of party walls or demising walls (excluding residential garages).
- In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
- Mechanical penthouses and floors, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations.
- Except for interconnected floor spaces, no deduction is made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc.).
- Unfinished basements for single-family dwellings (including semis, duplexes and townhouses, etc.) are not included in the floor area.

- Attached garages and fireplaces are included in the permit fee for single-family dwellings.
- Where interior alterations and renovations require relocation of sprinkler heads or fire alarm components, no additional charge is applicable.
- Ceilings are included in both new shell and finished (partitioned) buildings. The Service Index for ceiling applies only when alterations occur in existing buildings. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable.
- Where demolition of partitions to existing ceilings is a part of an alteration or renovation permit, no additional charge is applicable.
- Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major classification for the floor area on which they are located.
- The occupancy categories in the Schedule correspond with the major occupancy classifications in the Ontario Building Code. For mixed occupancy floor areas, the Service Index for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
- Temporary tent is considered to be a building that will be erected for not more than one year.
- When a building shell permit is received under one classification and a subsequent interior finishing permit is applied for under a different classification, then the following applies:
 - i. If the classification of the interior finishing permit were to be applied to the building shell, and the resulting classification of the shell would result in higher fees, then the difference between the fees which originally were paid and the fees of the reclassified portion of shell building shall apply to the finishing permit, and are payable at the time of the interior finishing permit application.
 - ii. The payment of the additional fees applies to the entire building, or portion subject to the reclassification.
 - iii. There is no reduction or rebate on fees for those shell buildings which are now classified at a lower fee structure following the interior finishing permit.
 - iv. The fees related to the shell reclassification are in addition to the interior finishing permit fee
- Fee for classes of permits not described or included in this schedule shall be determined by the Chief Building Official.

SIGNAGE STANDARDS AND PERMITS

All signage on Industrial buildings require Approval and Permits. Accordingly, there is a sign by-law in place, which regulates the size, material and mount-type.

The Sign Permit fee corresponds with the size and cost of each sign. The sign by-law is administered by the Building Division. Contact the Building Division to apply for a sign permit (519) 740-4613, Ext. 4611.

NOTE: There are special provisions for signage in Industrial Park areas, which are outlined in the [Industrial Design Guidelines](#).

OTHER APPROVAL AGENCIES

MINISTRY OF ENVIRONMENT

The Province of Ontario regulates air quality and emissions. The Ontario Standards are outlined in Section 8 of the Environmental Protection Act of Ontario. A Certificate of Approval of the discharge is required prior to start-up of a new plant.

Six to eight weeks are needed to process the Certificate by the Province. The Certificate of Approval is not required before building construction start. "Noise" is also included in the Environmental Protection Act. The Provincial air emission standards also take into consideration plant location and surrounding land use and are therefore site specific. To obtain specific information it is suggested that you deal directly with the Ministry of Environment on specific sites. All sites in Ontario will be subjected to Province of Ontario approval. The Certificate of Approval is not required prior to granting a building permit by the City of Cambridge.

Ministry of Environment: Tel: (800) 265-8658

MINISTRY OF LABOUR

Ministry of Labour approval is not required prior to issuance of a building permit, however, Staff would like to see an application in the system. Further, staff would like to see the permit prior to granting approval for occupancy at the final building inspection stage.

Ministry of Labour, Regional Office
155 Frobisher Drive, Unit G
Waterloo, ON N2V 2E1
Tel: (519) 885-3378
Toll Free: (800) 265-2468
Fax: (519) 883-5694

GRAND RIVER CONSERVATION AUTHORITY

If the project falls under Grand River Conservation Authority jurisdiction, their approval is required prior to issuance of a building permit. The Conservation Authority regulates projects depending on their location in relation to any flood plains and watercourses.

Grand River Conservation Authority Tel: (519) 621-2761

DEPARTMENT OF HEALTH

Department of Health approval is not required prior to issuance of a building permit. However, the Health Unit does have jurisdiction of the food premise (such as cafeteria, food processing operation, restaurant, etc.) once the project is completed. It is highly recommended to incorporate their requirements in your proposal prior to permit application to avoid concerns following project completion.

Department of Health (Cambridge Unit) Tel: (519) 621-6110

INDUSTRIAL ZONING BY-LAW

3.4.1 REGULATIONS APPLICABLE IN ALL INDUSTRIAL USE CLASS ZONES

1. FACTORY SALES OUTLETS

Notwithstanding the provisions of Section 3.4.3 of this by-law, any manufacturing industry established in any industrial use class zone may sell to the general public at retail the products manufactured or assembled by the establishment on the premises from a factory sales outlet located within the building in which such products are manufactured if the *gross leasable floor area* of such factory sales outlet does not exceed 20% of the total floor area of the building.

2. OFFICES IN INDUSTRIAL ZONES

The office floor area required by an industrial use specified in Section 3.4.2 for its own executive and administrative purposes or to accommodate in-house technical and professional services may be located:

- (a) in the same building as the industrial use;
- (b) in a separate building on the same *lot* as the building occupied by such industrial use provided that all buildings on the same *lot* are held in single ownership or by participants in a *condominium* corporation or cooperative;
- I in an *industrial mall*;
- (d) in an office building permitted in an M1 zone;
- (e) in a *trailer* located on the same *lot* and situated on such *lot* in accordance with the regulations prescribed in Section 3.4.3.2 of this by-law; provided, however, that any *trailer* used for the purposes of providing office accommodation for an industrial use shall be considered as an expedient and temporary use pending the completion of construction of permanent office accommodation within a building on the *lot*.

3. SPECIAL REGULATIONS FOR PUBLIC GARAGES

Notwithstanding Section 3.4.3.1I of this by-law, in an industrial use class zone no land shall be used and no building or structure shall be erected, located or used for the purposes of a *motor vehicle repair shop* or *auto body repair shop* except in accordance with the regulations prescribed in Sections 2 and 3.4.1.4. and 3.4.3.2 of this by-law and the following regulations:

- (a) no derelict motor vehicle shall be parked or stored on the lot unless screened from view by a solid fence or wall not less than 2.0 metres in height;
- (b) no fuel shall be sold at retail from a *motor vehicle repair shop* or *auto body repair shop*;
- I used motor vehicles may be sold at a *motor vehicle repair shop* or *auto body repair shop* provided
 - (i) not more than two vehicles per service bay shall be sold from the site;
 - (ii) the sale of used motor vehicles is an *accessory use* to such *motor vehicle repair shop* or *auto body repair shop*.

4. Location and Screening of Outdoor Storage Areas

- (a) Subject to clause (b), no outdoor storage of equipment, goods and material shall be provided in any M-class zone:
- (i) between the street line and regulatory building line and, if provided between the regulatory building line, and established building line, shall be screened from view along the regulatory building line;
 - (ii) within the minimum exterior side yard required by this by-law and, if provided in any part of an exterior side yard which is greater than the minimum required by this by-law, shall be screened from view along the line of the exterior side yard required by this by-law.
- (b) Any outdoor storage of equipment, goods or materials in an M7 zone shall be screened from view by one or any combination of a solid fence or wall or earth beam not less than 2.5 metres in height erected around the entire perimeter of the outside storage area.

5. Use of Vacant Industrial Lands for Non-Industrial Purposes

Notwithstanding the provisions of Section 3.4.3.1 of this by-law, vacant lands in any industrial use class zone may be used for one or more of the following purposes provided that no building or structure is erected, located or used in conjunction therewith:

- (a) farming where no intensive animal operation, fur farming or fish farming is involved;
- (b) market gardening;
- I landscape gardening;
- (d) non-commercial recreational use.

(vi) Core Areas Industrial Development

The commercial site development specifications prescribed for the C1 zone in Section 3.3.3.2 of this by-law may be substituted for the site development specifications prescribed in Section 3.4.3.2 for M-class zones where an industrial use is located in an M2, M3 or M4 zone within the area shown outlined by a heavy black line on Special Area Zoning Maps Z4, Z5 and Z6 attached to and forming part of this by-law; provided, however, that all of the other provisions of this by-law applicable to development in an M2, M3 or M4 zone shall continue to apply.

7. Front Yard and Exterior Side Yard Requirements in Industrial Use Class Zone

Subject to Section 3.4.1.6, a *front yard* and *exterior side yard* of at least 6.0 metres shall be provided in any industrial use class zone except in the following locations where a minimum *front yard* and *exterior side yard* of 12.0 metres are required:

- (a) in an M1 zone;
- (b) within the area north of Highway 401 and west of Speedsville Road;
- I within the area bounded by Highway 401, Hespeler Road, Eagle Street and the CN railway tracks;
- (d) within the area bounded by Highway 401, the easterly city limits, the proposed east-west arterial road and Hespeler road, save and except the area abutting the east side of Hespeler Road between the proposed east-west arterial road and Dunbar road;
- (f) within the area bounded by Dundas Street, Elgin Street North, Samuelson Street, Clyde Road, the easterly city limits and Moffatt Creek;
- (g) within the area bounded by the north side of Maple Grove Road on the east side of Fountain Street and south and west of Middle Creek.

8. Yards Required for Hotels

A minimum *side or rear yard* of 7.5 metres shall be provided for any *hotel* erected, located or used in an M1 zone where

- (vi) the principal entrance to such *hotel* is obtained through such *side yard* or *rear yard*;
- (b) a wall of such *hotel* contains a window to a *habitable room* facing such *side yard* or *rear yard*.

9. Auto Service Malls in Industrial Zones

- (a) Subject to clause (b) of this subsection, auto service malls may be established in the following locations:
- (b)
 - (i) the site is located in an M3, M4, M5, M6 or M7 zone;
 - (ii) the regulations prescribed in Section 3.4.3.2 shall apply to an *auto service mall* located in an industrial zone;
 - (iii) notwithstanding Section 3.4.1.9(b)(ii), the *gross leasable commercial floor area* for such auto service mall shall not be less than 500 m² or greater than 5000 m²;
 - (iv) no single establishment in an *auto service mall* shall have a *gross leasable commercial floor area* less than 75 m²;
 - (vii) off-street parking shall be provided in accordance with Sections 2.2.1;
 - (vi) planting strips and fencing shall be provided in accordance with Section 2.4.

3.4.2 INDUSTRIAL USES

For the purposes of Section 3.4.3 and the other provisions of this by-law,

1. *industrial business park uses* include

- (a) a general industrial use as described in Section 3.4.2.2 where no outdoor storage is provided and all operations are conducted within wholly enclosed buildings, but do not include a *motor vehicle repair shop*, or *auto body repair shop*, an *auto service mall*, an establishment for display, sales and service of motor vehicles and motorized equipment, a bonded customs warehouse or a courier or delivery service;
- (b) an office building having at least 1,860m² of *gross floor area* are provided for occupancy by one or more of the following uses:
 - (i) printing, publishing or broadcasting facilities
 - (ii) a data services establishment
 - (iii) a branch bank or trust company
 - (iv) a food services establishment which occupies not more than 500 m² of the *gross floor area* of the building and which is not freestanding on the site
 - (v) the offices of a professional business consultant, architectural, engineering, town planning, land surveying, market research, management, industrial design, legal services or health care services;
 - (vi) the executive and/or administrative or business offices of one or more of the following:
 - (1) an industrial enterprise whose industrial activities may be conducted off-site elsewhere but not necessarily within the City of Cambridge
 - (2) a financial, insurance or real estate establishment
 - (3) a religious or non-profit institution
 - (4) a retail/wholesale business in which no sales are offered on site; and
 - (5) a service industry specifically limited to construction, transportation, communication and utilities uses;
- (c) a *hotel* in which at least 50 guest rooms are provided.

2. *general industrial uses* include

- (a) the manufacture, processing, production, fabrication, packaging, assembly, sub-assembly, stamping, treating, finishing, refining, distilling, testing, warehousing including a bonded customs warehouse, storage and stockpiling of products, goods, materials, patterns, tools and dies, but does not include a heavy industrial use as described below, an *impounding yard*, transport terminal uses as described below, an *asphalt* or *concrete batching plant*, a *builder's* or *building contractor's yard*, a *wrecker's* or *salvage yard* or a *junk yard*;
- (b) a computer programming, data processing or other data services establishment;
- (c) an establishment for the development of and/or instruction in, computer assisted design and computer assisted manufacturing;
- (d) an establishment for the development, application and use of cybernetics, telecommunications or other advanced technological equipment, processes or programs, or in providing advanced technological services to other industry;
- (e) an establishment for industrial research and development;
- (f) a laboratory for quality control or product development;
- (g) a printing and/or publishing establishment;

- (h) a dry cleaning plant in which a depot for the receipt and delivery of dry cleaned articles may also be provided;
- (i) a *motor vehicle repair shop* or *auto body repair shop* (not permitted in an M1 or M2 zone: see Section 3.4.3.1(b));
- (j) a *caterer's establishment*;
- (k) a *lumber yard* in conjunction with which an establishment for the storage and sale of *home improvement supplies* may also be provided *as an accessory use*;
- (l) a *contractor's* establishment, which may include a plumbing, heating, air conditioning, electrical or other related general contractor's but does not include a contractor's yard or a retail sales office;
- (m) a courier or delivery service (not permitted in an M1 or M2 zone; see Section 3.4.3.1(b));
- (n) a *propane transfer facility* or *private propane transfer facility* (see Section 2.5.1);
- (o) training and recreation facilities for the employees of the industry located on the same site;
- (p) one or more of the following uses if located in an *industrial mall*; provided, however, that not more than 2500 m² of *gross leasable commercial floor area* shall be used by any single establishment in the *industrial mall* for such purposes;
 - (i) the executive and administrative offices of any industrial use located off-site elsewhere but not necessarily in the City of Cambridge, including the floor space required to accommodate the in-house technical and professional services of such industry;
 - (ii) the offices of a professional consultant such as architectural, engineering, town planning, land surveying, market research, management and industrial design;
 - (iii) the offices of a place of worship or a non-profit institution;
 - (iv) a *food services establishment*, travel agency, fitness club (including the instruction of martial arts and wrestling), bank, trust company, credit union, legal services or health care service and sports training and development but not including a commercial recreational establishment or place of amusement which all above uses may not occupy more than 25% of the *gross leasable commercial floor area* of the entire building, and must be an integral part of a building containing other permitted uses;
- (q) a trade union hall;
- (r) an establishment for the display, sales and services of industrial and commercial motor vehicles and motorized equipment having a Gross Vehicle Weight of at least 5600 kg and, as an *accessory use* to the principal use, for the retail sale of replacement parts for such vehicles and equipment, but not including the display, sales or service of, or sale of replacement parts for, a passenger vehicle, *recreational vehicle*, bus, pickup truck, panel truck, van, or other motor vehicle or motorized equipment having a Gross Vehicle Weight of less than 5600 kg (not permitted in an M1 or M2 zone; see Section 3.4.3.1(b));
- (s) training facilities for industrial trades, including employee rehabilitation facilities;
- (t) an auto service mall, but does not include an *auto body repair shop*, automobile sales, *automobile service station* or *gas bar*, in accordance with Section 3.4.1.9;
- (u) an establishment for the storage and recycling of tires which is not closer than 500 m to a residential zone and approved by the City of Cambridge Fire Department for compliance with the regulations of the Ontario Fire Code.
- (v) an establishment for the sales, rental, leasing and service of small equipment and business machines;
- (w) a landscaping and gardening centre sales and service;
- (x) a veterinary clinic, boarding, training and grooming of household pets
- (y) an establishment for the instruction in arts and crafts and a *craftsperson* shop;
- (z) a *rental establishment*;

- (aa) a security or janitorial service;
- (bb) a public beverage making establishment;
- (cc) an establishment for lease or rental of motor vehicles but does not include the lease or rental of trailers and transport trailers (not permitted in the M1 or M2 zone)
- (dd) an establishment for the sale of automotive parts and equipment parts
- (ee) a photocopying service establishment;
- (ff) a recording studio;
- (gg) a call center.

3. heavy industrial uses include

- (a) an abattoir;
- (b) an establishment for the slaughter and dressing of poultry;
- (c) a meat packing establishment, or establishment for the production or processing of sausages, smoked meat or fish;
- (d) a tannery;
- (e) a sugar refinery;
- (f) an establishment for the rendering of fat or tallow;
- (g) an establishment for curing tobacco;
- (h) an establishment for the cultivation of yeast;
- (i) an establishment for nitrating cotton or other materials;
- (j) an establishment for the storage or distribution of inorganic liquids or gases in a battery or *tank farm* at low or atmospheric pressure;
- (k) an establishment for curing rubber;
- (l) an establishment for the production or pulverizing of charcoal;
- (m) a coke oven;
- (n) an establishment for the extraction, refining or smelting of metals;
- (o) an establishment for the production of metal ingots, billets or bars;
- (p) an establishment for the extrusion or rolling of metals;
- (q) a blooming operation;
- (r) an establishment of refining, distilling, separating or cracking petroleum, tar or petrochemicals;
- (s) an establishment for the production of hydrocarbon gases;
- (t) an establishment for mixing or blending tar or petroleum products in the production of paving, roofing or water proofing materials, or for the incorporation of tar or petroleum products in roofing or water proofing materials, or for the storage of petroleum, tar or other petrochemicals in a battery or *tank farm* at low or atmospheric pressure;
- (u) an establishment for the bulk storage of fuels or fuel oils, other than an *automobile service station* or *gas bar*;
- (v) an establishment for the manufacture or processing of gypsum, lime, Plaster of Paris or calcimine;
- (w) an establishment for the manufacture of:
 - (i) beet sugar;
 - (ii) bleaching compound;
 - (iii) bricks, tiles or clay products where no *asphalt or concrete batching plant* is used on the site of the manufacturing operation;
 - (iv) calcium carbide as part of an operation for the production of acetylene gas;
 - (v) casein;
 - (vi) caustic soda or sodium hydroxide;

- (vii) coal tar distillates or products;
- (viii) coal or wood distillates;
- (ix) creosote;
- (x) explosives, fireworks, ammunition, matches, acetylene, ammonia, chlorine or hydrogen; of hydrochloric, nitric, picric or sulphuric acid or their derivatives, with the prior approval of council;
- (xi) glue or glue size;
- (xii) graphite;
- (xiii) lampblack;
- (xiv) organic fertilizers;
- (xv) paint, varnish, shellac or turpentine;
- (xvi) paper or paper board;
- (xvii) potash;
- (xviii) synthetic resins;
- (x) transport uses as described in Section 3.4.2.4.

4. *transport uses* include

- (a) a transport terminal
- (b) a cartage company;
- (c) a builder's yard or contractor's yard;
- (c) an establishment for the lease or rental of motor vehicles and/or trailers and transport trailers;
- (e) a transport driver training school;
- (f) a transportation depot.
- (g) sales and service of transport trailers.

3.4.3 REGULATIONS APPLICABLE IN M-CLASS ZONES

In an M-class zone, no land shall be used and no building or structure shall be erected, located, or used except in accordance with the provisions of Sections 1, 2 and 3.4.1 of this by-law and the following regulations

1. Permitted Uses	In Zone						
	M1	M2	M3	M4	M5	M6	M7
Uses Permitted							
(a) industrial business park uses	•						
(b) general industrial uses (<u>other than</u> a <i>motor vehicle repair shop, or auto body repair shop, an auto service mall, an establishment for the display, sales and service of motor vehicles and motorized equipment, a bonded customs warehouse or a courier or delivery service</i>) where no outside storage is provided and all operations are entirely conducted within wholly enclosed buildings	•	•					
(c) general industrial uses			•	•	•	•	•
(d) heavy industrial uses				•			
(e) transport uses including: <ul style="list-style-type: none"> • a transport terminal or terminal warehouse; • a cartage company, • a builder's yard or contractor's yard • an establishment for the lease or rental of motor vehicles and/or trailers and transport trailers • a transport driver training school • a transportation depot • sales and service of transport trailers 				•	•		
(f) an asphalt or concrete batching plant						•	
(g) a junk yard, salvage yard or wrecker's yard							•
(h) an impounding yard				•	•	•	•
(i) a public storage unit			•	•	•	•	•
(j) a factory sales outlet in accordance with section 3.4.1.1	•	•	•	•	•	•	•
(k) offices in accordance with Section 3.4.1.2	•	•	•	•	•	•	•
(l) a day nursery or day care centre	•	•	•	•	•	•	•
(m) a use permitted in all industrial zones in accordance with Section 2.1.1	•	•	•	•	•	•	•
(n) an accessory use, building or structure	•	•	•	•	•	•	•

2. Site Development Specifications	In Zone		
	M1	M2 and M3	All Other M Class Zones
(a) minimum lot frontage (metres)	50	15	15
(b) minimum lot area (square metres)	5000	450	450
(c) minimum front yard	In accordance with Section 3.4.1.7		
(d) minimum interior side yard (metres)	5	3.5	3.5
(e) minimum exterior side yard	In accordance with Section 3.4.1.7		
(f) minimum side yard abutting a residential use class zone (metres) (See Section 2.4)	7.5	7.5	14
(g) minimum rear yard (metres)	7.5	3.5	3.5
(h) minimum rear yard abutting a residential use class zone (metres) (See Section 2.4)	7.5	7.5	14
(i) minimum side or rear yard abutting Highway 401 (metres)	14	14	14
(j) minimum side or rear yard abutting a railway line or spur (metres)	Nil	nil	Nil
(k) planting strips and fencing	In accordance with Section 2.4		
(l) propane storage, transfer or dispensing facilities	In accordance with Section 2.5		

PARKING REGULATIONS

SECTION 2.2.1 REQUIRED PARKING FACILITIES

No land shall be used and no building or structure shall be erected, located or used for any purpose specified in Column A below unless off-street parking facilities are provided at grade, underground or in a parking structure in the amount prescribed in Column B below and in accordance with the other regulations prescribed in section 2.2 of this by-law:

Column A Type of Building or Use	Column B Required Number of Parking Spaces
4. Industrial Establishments	
(a) an industrial mall	2.5 spaces per 100 m ² of gross leasable commercial floor area, <u>in addition to</u> any parking spaces or parking lot used or reserved for the purposes of storing heavy vehicles, equipment, machinery, stock or the fleet vehicles of a courier or delivery service.
(b) a factory sales outlet or showroom	2.5 spaces per 100 m ² of gross floor area in the factory sales outlet or showroom.
(c) motor vehicle repair shop or auto body repair shop	1 space per 10 m ² of service floor area
(d) public storage units	five spaces
(e) a drive-thru automobile shop	five spaces <u>plus</u> provision for off-street storage of at least two motor vehicles in line per service bay
(f) an auto service mall	three spaces per 100 m ² of gross leasable commercial floor area
(g) all other industrial uses	an area equivalent to 20% of the lot area shall be provided as a parking lot and shall be provided <u>in addition to</u> any parking spaces or parking lot used or reserved for the purpose of storing heavy vehicles, equipment, machinery, stock or the fleet vehicles of a courier or delivery service

Section 2.2.2 Supplementary Parking Regulations
2.2.2.2 Deferral of Required Parking

For the purposes of sections 2.2.1.4 and 2.2.2.1 of this by-law, the required parking prescribed therein shall be shown in a site plan to be submitted for approval pursuant to section 40 of the *Planning Act, 1983* and, where the lands affected are in an industrial use class zone, may be developed in stages as required by the industry in accordance with the approved site plan; provided, however, that

- a) in the case of a lot which is located in an industrial use class zone, and has an area of less than four hectares, at least 20% of the required parking prescribed in section 2.2.1.4 shall be provided initially.

SECTION 2.4 Planting Strips and Fencing-
2.4.1 Location

No land shall be used and no building or structure shall be erected, located or used for any of the following purposes unless planting strips and fencing are provided in accordance with the regulations prescribed in Section 2.4.2:

1. For the purposes of attached one-family dwellings (row housing), attached duplexes, marionettes, mixed terraces, an apartment house or an institutional use where such lands are adjacent to lands in an R-class or RS-class zone.
2. For the purposes of any commercial or industrial use where such lands are adjacent to any residential, institutional or open space zone or to any public park, pedestrian walkway or school.

UTILITIES

ELECTRICITY

Cambridge and North Dumfries Hydro Inc. is known in the community as Energy+. This municipally-owned utility distributes electricity in the City of Cambridge and the Township of North Dumfries. Their Vision is to exceed customer and other stakeholder expectations through operational excellence. Their Mission is to deliver save, reliable, quality electricity and customer service to meet the needs of the communities. System supply is 27.6kV and the utility will supply three phase transformation up to 2MVA. Larger customer owned transformers can be connected.

The Ontario Energy Board regulates how Cambridge and North Dumfries Hydro Inc. (CNDHI) charges for connections and expansions of the electrical distribution system. Direct charges to customers must comply with the Ontario Energy Board (OEB) Distribution System Code rules with respect to capital contributions.

CNDHI conducts economic evaluations of a system expansion in order to comply with its license obligations to the OEB. The results may require a deposit prior to undertaking work required to connect a new customer or upgrade the service to an existing customer. Any deposits relating to economic evaluations may be refunded in whole or in part with interest approximately one year after a new customer begins to use electricity or one year after a service upgrade for an existing customer.

For complete details, please contact CNDHI for a copy of their Economic Evaluation Policy.

Other detailed information about the company, its structure, rates, services and Conditions of Service are available on their website or by contacting them directly at:

Cambridge and North Dumfries Hydro Inc.
1500 Bishop Street
P.O. Box 1060
Cambridge, ON N1R 5X6
Telephone: (519) 621-3530
Fax: (519) 621-7420
Email: customercare@camhydro.com
Website: www.camhydro.com

The rates are now unbundled for better disclosure and greater detail for the customer. Rates are broken into three separate categories: Local Regulated Charges, Provincial Regulated Charges and Commodity.

LOCAL REGULATED CHARGES - These are the charges that your local utility, Cambridge and North Dumfries Hydro Inc., use to operate their business.

System Access Charge – Is a fixed monthly charge to recover costs for billing, metering and other fixed costs.

Distribution Charge – This charge covers the costs of construction and maintenance of the local electrical distribution system.

Transformer Allowance – Is an allowance provided to those customers that own their own transformer.

Administration Fee – This charge only applies to those customers that have not signed a contract with a retailer. It is a fee to cover the monthly cost to bill and administer your account for standard supply service.

PROVINCIAL REGULATED CHARGES – These are the regulated provincial charges that Cambridge and North Dumfries Hydro collects and forwards on your behalf.

Wholesale Market Services – This is the charge for the services provided by the Independent Electricity Market Operator (IMO) that operates Ontario’s spot market where power is bought and sold.

Debt Retirement Charge – This charge is collected to pay down the debt of the former Ontario Hydro.

Transmission Services – This is the cost of conveying electricity from the generating station, across the province, to the local utility.

Transformation Services – This is the cost of “transforming” or “stepping down” the power from the provincial transmission system voltage to the lower voltage for local distribution.

COMMODITY – This is the actual energy or commodity portion and the competitive part of your bill.

IF YOU DID NOT SIGN A CONTRACT WITH A RETAILER:

You are a Standard Supply Service (SSS) customer with your utility. This means Cambridge and North Dumfries Hydro Inc. will supply all of your energy needs, without markup or profit and bill you based on the market price. The cost per kWh will fluctuate from bill to bill, because it is based on daily market prices.

IF YOU DID SIGN A CONTRACT WITH A RETAILER:

The name of your Retailer is printed on this bill – together with a contact number for your questions. The terms of your contract with the Retailer are between you the customer, and the Retailer. The amount your local utility bills you, on behalf of the Retailer, for commodity is based on information provided to the utility from the Retailer. The Market opened on May 1st, 2002. Cambridge and North Dumfries Hydro Inc. are not pro-rating the introduction of these unbundled rates.

**ELECTRICITY RATES
CAMBRIDGE AND NORTH DUMFRIES HYDRO
(EFFECTIVE MAY 1, 2012)**

**SMART METERS ARE INSTALLED!
NEXT UP: TIME-OF-USE PRICING**

Cambridge and North Dumfries Hydro has met our provincially-mandated goal of installing a Smart Meter at every residential and small commercial customer's property.

The next step in the program is to roll out Time-of-Use (TOU) pricing. Under TOU, the price you pay for electricity will depend on when you use it. This means that electricity will cost more during times of peak demand and less during times of lower demand.

We will be introducing Time-of-Use pricing to our customers in late 2011/early 2012. Until then, nothing changes - you will continue to be billed for electricity based on the Ontario Energy Board's approved Regulated Price Plan Rates – or – based on the rates negotiated with a Retailer contract. Rest assured that we will provide advance notice and information at least 30 days prior to TOU implementation, to help you take advantage of the new pricing model.

Want to learn more about Smart Meters and Time-of-Use pricing? Visit www.camhydro.com.

The electricity industry is changing. As a consumer of electricity and a resident of Ontario, it is important that you understand Ontario's electricity generation mix. This information will enable you to gauge the environmental factors that play a role in the generation of electricity in Ontario.

Ontario's Electricity Generation Mix*

Electricity Sources	System-Wide Electricity Generation Mix (2010)*
Nuclear Energy	55.0%
Coal	8.3%
Water Power	20.4%
Gas	13.6%
Wind	1.9%
Other (woodwaste, biogas, etc.)	0.8%

* Energy Output by Fuel Type (2010) as published on the Independent Electricity System Operator (IESO) website www.ieso.ca

**CAMBRIDGE AND NORTH DUMFRIES HYDRO INC.
STANDARD MISCELLANEOUS CHARGES**

	During Business Hours	After Business Hours
Collection of Account Charge – no disconnection	\$ 30.00	\$ 165.00
Reconnection Charges: - Reconnect at Meter	\$ 65.00	\$ 185.00
- Removal of Load Limiter	\$ 65.00	\$ 185.00
- Reconnect at Pole	\$ 185.00	\$ 415.00
Service Call – Customer-Owned Equipment	\$ 30.00	\$ 165.00
Account Set Up (plus credit agency costs, if applicable)	\$ 30.00	
Change of Occupancy (plus credit agency costs, if applicable)	\$ 30.00	
Arrears Certificate	\$ 15.00	
Statement of Account	\$ 15.00	
Account History	\$ 15.00	
Notification Charge	\$ 15.00	
Pulling Post Dated Cheque	\$ 15.00	
Duplicate Invoice for Previous Invoice	\$ 15.00	
Credit Reference Letter	\$ 15.00	
Income Tax Letter	\$ 15.00	
Easement or Legal Letter	\$ 15.00	
Certify a Cheque	\$ 15.00	
Credit Check (plus credit agency costs)	\$ 15.00	
Returned Cheque (plus bank charges) (H.S.T. exempt)	\$ 15.00	
Request for Other Billing Information	\$ 15.00	
Meter Dispute Test (plus Measurement Canada fees)	\$ 30.00	
Special Meter Reads	\$ 30.00	

Business Hours:
Monday–Friday 8:30am – 4:30pm
Except for Public Holidays

After Business Hours:
All other hours

Contacting Us
Business Hours
Customer Care: 1-519-621-3484
Main Line: 1-519-621-3530

After Business Hours
Main Line: 1-519-621-3530

Website: www.camhydro.com

Rate Schedule Effective MAY 1, 2012				
DELIVERY	50-1,000 kW Demand	1,000-5,000 kW Demand	> 5,000 kW Demand	MicroFIT Generation
Service Charges	\$ 108.83/month	\$ 904.41/month	\$ 7,747.90/month	\$ 5.25/month
Distribution kW Charge ⁽¹⁾	\$ 3.7225/kW	\$ 3.2370/kW	\$ 2.1676/kW	
Provincial Network Transmission ⁽³⁾	\$ 3.5962/kW	\$ 2.7313/kW	\$ 2.5882/kW	
Provincial Transformation Connection ⁽¹⁾	\$ 2.2128/kW	\$ 1.7366/kW	\$ 1.7677/kW	
REGULATORY CHARGES				
Admin Fee – Standard Supply Service	\$ 0.25/month	\$ 0.25/month	\$ 0.25/month	
Wholesale Market Service Charge ⁽²⁾	\$ 0.0063/kWh	\$ 0.0063/kWh	\$ 0.0063/kWh	
Debt Retirement Charge	\$ 0.0070/kWh	\$ 0.0070/kWh	\$ 0.0070/kWh	
Transformer Allowance ⁽¹⁾	\$ 0.60/kW	\$ 0.60/kW		
ELECTRICITY ⁽²⁾ Charges determined by Hourly Ontario Spot Prices (details at www.ieso.ca) for billing period or by Retailer Contract, or "two-step" Tiered (Block) pricing applies 1 st 750 kWh/month @\$0.075/kWh balance at \$0.088/kWh				
(1) Based on highest peak regardless of time of peak				
(2) Based on Loss Adjusted Usage				
(3) Applied on Peak Demand Service				
(4) Loss Adjustment Factors: < 5,000kW > 5,000kW				
	Primary Metered Customer	1.0183	1.0003	
	Secondary Metered Customer	1.0286	1.0103	

ON/OFF PEAK SERVICE TIMES

On Peak: Monday to Friday 7 a.m. – 7 p.m.
Except for Public Holidays

Off Peak: All other hours

To arrange for electrical services please contact:

Ms. Sherri Tilley-Wanklin, Service Co-ordinator
Engineering Department
Cambridge and North Dumfries Hydro Inc.
Telephone: (519) 621-3530 Ext. 2426
Fax: (519) 621-7420

For additional information on Electricity Rates please contact:

Cambridge and North Dumfries Hydro Inc.
1500 Bishop Street, PO Box 1060
Cambridge, ON N1R 5X6

Business Hours:

Monday-Friday 8:30am – 4:30pm
Except for Public Holidays

Telephone: Customer Service: (519) 621-3484
Main Line: (519) 621-3530
Fax: Customer Service: (519) 621-7420
After Business Hours Tel. (519) 621-3530
Email: customerservice@camhydro.com
Website: www.camhydro.com

NATURAL GAS

Natural Gas is distributed in the Cambridge area by Union Gas Limited, which is a wholly owned subsidiary of Westcoast Energy Inc. Union Gas is responsible for the gas distribution and transportation in southwestern and northern Ontario. Union Gas distributes gas to Cambridge through a franchise agreement with the City of Cambridge. A typical industrial user would burn 140,000 cubic meters of gas per year with the largest industry using in excess of 40,000,000 cubic meters annually.

UNION GAS RATES

COMMERCIAL AND INDUSTRIAL SALES – M2 RATES (EFFECTIVE APRIL 1, 2012)
(INDUSTRIAL CONTRACT ACCOUNTS ARE NEGOTIATED)

CHARGES	RATES at Apr. 1, 2012
Gas Commodity	9.4749 ¢/m ³
Gas Commodity Price Adjustment	-1.3253 ¢/m ³
Transportation	5.1549 ¢/m ³
Storage	0.7172 ¢/m ³
Storage Price Adjustment	0.0000 ¢/m ³
Delivery	
First 1,000 m ³	3.6843 ¢/m ³
Next 6,000 m ³	3.6054 ¢/m ³
Next 13,000 m ³	3.3703 ¢/m ³
All Over 20,000 m ³	3.0882 ¢/m ³
Delivery Price Adjustment	-0.3526 ¢/m ³
Monthly Charge	\$70.00

2012 Rates approved by the Ontario Energy Board

For additional Gas Rates refer to the Union Gas Website – www.uniongas.com

* The sale of the natural gas molecules is unregulated in Ontario and all consumers are encouraged to negotiate a contract with an independent energy broker. The cost to transport and distribute natural gas is determined by the Ontario Energy Board based on rate applications submitted by the gas utility.

If you are served by an independent gas marketer, your gas and transportation price may differ from those shown here. Please refer questions on gas and transportation rates to your energy marketer at the telephone number provided on the bill or call the Ontario Energy Marketers Association at (888) 263-3742.

Direct Purchase Option

The commodity price of natural gas (cost absent transportation) has been deregulated since October 1985. Currently, approximately 1,000 of Union's small and large industrial customers have elected to purchase their gas supply from someone other than Union and are now using Union's services to deliver gas to their end use facilities. Direct purchase gas accounts for approximately 53% of the total volumes distributed in Union's franchise area. Industrial customers account for 88% of the direct purchase volumes, but only 2.1% of the end-use locations. Union does not have a mark up on its cost of gas and therefore the margin earned for delivering "Union's gas" or the "customer's gas" is the same.

For additional information or to arrange for Gas service connections, please contact:

Union Gas Limited
603 Kumpf Drive,
Waterloo, ON N2V 1K8
Telephone: (800) 265-8807
Fax: (519) 885-7559

Business Development Clerk
Telephone: (519) 885-7453
Toll Free: (800) 265-8807

WATER AND SEWER

The water source for the City of Cambridge is a system of aquifers, which exist in abundance in the area. The Region maintains the well-heads and meters the water out to the City from regional wells. At the present time, subject to review by the Regional Municipality of Waterloo Water Department, up to 2,500 gallons per day per acre of acquisition can be provided. Beyond a capacity of 100 gallons per minute, we ask that any water used in cooling processes be recycled based on our long term prognosis for water supply. The average main pressure in the system is 68 P.S.I. and the capacity in the system is 16.0 million imperial gallons per day. The Industrial Park has a 5 million gallon resource reservoir and a 1 1/2 million gallon elevated storage tank.

Sewage in the City of Cambridge is treated in three plants, which contain both primary and secondary treatment facilities (primary clarification, lagoon activated sludge and chemical treatment for phosphorus removal). The sewage treatment plants are administered by the Ontario Ministry of the Environment.

Provincial legislation dictates that all costs of operating water and sewer systems must come from users. To accomplish this, a rate structure with both fixed service charges and variable consumption rates is in place.

WATER AND SEWER RATES

The following rates are in effect for water and sewer charges after **February 1, 2012**.

Water Rate: Total water consumed @ \$1.5466/cubic Meter plus monthly service charge.

Sewer Rate: Total water consumed @ \$1.5972/cubic Meter plus monthly service charge.

MONTHLY SERVICE CHARGES (EFFECTIVE FEBRUARY 1, 2012)

The monthly service charges are based on the size of the water meter serving your home or business. To help address the infrastructure backlog, an "Infrastructure Renewal Charge" will appear on City of Cambridge Water/Sewer customers' bills.

Meter Size	Water Service Charge per month	Sewer Service Charge per month	Infrastructure Renewal Charge per month
19 mm or less	\$5.86	\$5.46	\$0.79
25mm	\$14.66	\$13.65	\$1.35
37mm	\$29.32	\$27.31	\$2.61
50mm	\$46.92	\$43.69	\$4.20
75mm	\$102.63	\$95.57	\$9.27
100mm	\$175.94	\$163.84	\$16.63
150mm	\$366.54	\$341.33	\$36.99
200mm	\$469.17	\$436.91	\$63.37
250mm	\$674.44	\$628.05	\$100.36

If you have questions, contact the Tax and Water Division at (519) 740-4524 or email water@cambridge.ca for billing inquiries. For service or maintenance inquiries contact Transportation and Public Works at (519) 621-0740 or email tpwd@cambridge.ca.

WASTE WATER QUALITY

There are three activated sludge treatment plants in Cambridge all controlled by the Region of Waterloo. Prior to any industry connecting to the Sanitary Sewer System, they must apply to the Region for permission. Application forms are available through the Cambridge Building Division. The Industry is to deal with the Region separately and hook-up permission is not necessary for a Building Permit to be issued.

Waste water quality regulations in the Region are stipulated in the Regional Municipality of Waterloo Sewer Use By-law No. 1-90. The onus is on the Industry to meet the criteria, otherwise, enter into a special agreement with the Region. Some of these regulations for discharges into sanitary sewers are shown below.

	<u>Criteria</u>	<u>Maximum Limit</u>
i)	Temperature	65°C
ii)	Biochemical oxygen demand (BOD)	300 mg/l
iii)	Suspended Solids	350 mg/l
iv)	Solvent extractable matter of mineral or synthetic origin	15 mg/l
v)	Solvent extractable matter of animal or vegetable origin	100 mg/l
vi)	Phosphorus	10 mg/l
vii)	Kjeldahl Nitrogen	100 mg/l
viii)	Phenolic compounds	1 mg/l
ix)	Chlorides expressed as Cl	1500 mg/l
x)	Sulphates expressed as SO ₄	1500 mg/l
xi)	Aluminum expressed as Al	50 mg/l
xii)	Iron expressed as Fe	50 mg/l
xiii)	pH	No less than 5.5 nor greater than 9.5
vii)	Fuels	Prohibited
	PCBs	" "
	Pesticides	" "
	Severely Toxic Materials	" "
	Waste Radioactive Materials	" "

Please refer to the Regional Municipality of Waterloo Sewer Use By-law No. 1-90 for additional information. Copies can be obtained through the Regional Municipality of Waterloo Engineering Department 519.575.4580.

SOLID WASTE

The Cambridge Landfill Site is located at the end of Savage Drive, and is operated by the Region of Waterloo, Telephone: (519) 883-5100.

CAMBRIDGE AND WATERLOO LANDFILL SITES AND TRANSFER STATIONS SOLID WASTE FEE SCHEDULE (EFFECTIVE JULY 1, 2011)

MATERIALS	CHARGE PER TONNE
GENERAL REFUSE/GARBAGE	\$72.00
SURCHARGE LOADS (Stumps, Wire, Styrofoam) (accepted at Waterloo Landfill Site only)	\$144.00
TIRES (Maximum 16" - no rims)	\$100.00
SEGREGATED LOADS <ul style="list-style-type: none"> • All regular Blue Box Materials • Compostable Organics (leaves, yard waste, brush, etc.) • Inerts (clean fill, bricks, concrete rubble, etc.) • Appliances & Scrap Metal (refrigerators, stoves, freezers, bicycles, etc.) 	\$30.00
CFC REMOVAL CHARGE FOR APPLIANCES	
Per piece (1 to 4 pieces)	\$10.00
Each Additional Unit	\$25.00
Electronics (e-waste)	
Per piece (1 to 4 pieces)	\$10.00
Each Additional Unit	\$25.00
Commercial loads/tonne	\$2,000.00

No charge for the first 50 kg on all loads under 1/2 tonne (500 kg).
 Loads exceeding 50 kg will be charged based on the rates listed above.
 Charges less than \$1.00 will be waived. All other charges will be rounded down to nearest dollar.

SOLID WASTE GENERAL INFORMATION – For the following, please call: (519) 883-5100

Landfill/Transfer Stations Operations	Household Hazardous Waste Information
Rural Transfer Stations	Curbside Garbage/Blue Box Collection
Industrial/Commercial Waste Reduction	Backyard Composters
Composting/Residential Waste Reduction	

GENERAL BUSINESS SERVICES

TELECOMMUNICATIONS

General telephone service is provided by Bell Canada. For business requirements please contact::

Ms. S. M. Sweeney
Bell Canada, Communications Consultant
First Floor, 20 Water Street North, Kitchener, ON N2H 5A5

Tel: (519) 576-4005
or (800) 374-6426

For residential requirements, please call: (519) 310-BELL (2355)

A number of Long Distance carriers also service this area. For contact information please refer to the Telephone Directory.

FIBRE OPTICS

Cambridge is served by Fibre Optics by both Bell Canada, and Rogers Business Solutions.

Bell Canada offers voice data and image communications on FP1 electronic switches and digital switches. For additional information, please contact: Paul Axman, Bell Canada, Tel: (519) 744-0510.

Rogers Business Solutions is a business data services company offering the fastest high-dependability solutions for Internet access, point-to-point connectivity and IT continuity. With one of the most extensive fibre networks in Ontario, Rogers Business Solutions can scale immediately to meet any bandwidth requirement. Continuity services include offsite data storage, email and web security, and Internet redundancy for protection against downtime losses in revenue and productivity. Active in the community, Rogers Business Solutions provides free WiFi Internet in public libraries and invests in education and literacy.

Burnell Poole, Manager of Sales & Marketing
Rogers Business Solutions
301 Victoria St. S., PO Box 64, Kitchener, ON N2G 3W9
Ph: (888) 623-0623 ext 4304 Fax: (519) 570-2151
Email: burnell.poole@rci.rogers.com
Website: www.rogersbusinesssolutions.com

POSTAL SERVICE

Letter carrier and parcel post delivery service is provided for customers residing in "Letter Carrier Limits" of the City of Cambridge. Rental post office lock boxes are also available at the following postal outlets:

Cambridge Galt
33 Water Street N.
Telephone: (519) 621-1040

Cambridge Preston
675 King Street E.
Telephone: (519) 653-6641

Postal Code Information: (900) 565-2633
Customer Service: (800) 267-1177

DEVELOPMENT CHARGES

Development Charge by-laws have been introduced at the local and regional levels of government and by the school boards. As a result, any industry contemplating a plant expansion or constructing a new building should be aware that development charges will be calculated on the total area of the new construction and fees will be collected at the building permit stage.

NON-RESIDENTIAL DEVELOPMENT CHARGES

Non-Residential Development Charges are shown below for the City of Cambridge, the Region of Waterloo, and the school boards. These charges apply to the Industrial, Commercial and Institutional Sectors.

The City charges are adjusted semi-annually on January and July 1st in each year, in accordance with the Statistics Canada, Quarterly Construction Price, and Statistics Canada Catalog 62-007. Regional charges are adjusted annually on January 1st each year.

The Education Development Charge By-Law was implemented June 1, 2011 and has a five-year term, subject to annual adjustments.

NON-RESIDENTIAL DEVELOPMENT CHARGES			
(per square foot of gross floor area of the building)			
(Region of Waterloo - effective January 1, 2012)			
(City of Cambridge – effective January 1, 2012)			
(Education – effective June 1, 2011)			
		On Lands Originally Purchased from the City*	On Lands Purchased Privately
ON NEW CONSTRUCTION	City's Development Charge	Zero	\$1.79/ sq.ft. (approx.) \$19.28/ sq. metre
	Region's Development Charge	\$9.27/ sq. ft.	\$9.27/ sq. ft.
	Education Development Charge	\$1.23/ sq. ft.	\$1.23/ sq. ft.
	Total	\$10.50/ sq. ft.	\$12.29/ sq. ft.
ON INDUSTRIAL ADDITIONS	Up to 50% of the floor area of the existing building may be exempt from the City and Regional Development Charges. See By-laws for interpretation.		
*Certain City land sales are subject to a City Development Charge of \$1.6732 per m ² or \$0.155148/sq.ft.			

MUNICIPAL TAXATION

PROPERTY TAXES

Property taxes in Ontario are collected based on a percentage of your property's current market value assessment (CVA). Each municipality is required to collect property taxes, and set the tax rates for the various property types. Municipal tax rates vary depending on the property type. The tax rates in Cambridge for selected property types and the portions attributable to the Region, School Boards and City are shown in the following table.

Your annual tax bill is calculated by applying the tax rate against the current market value assessment of your property (Current Market Value Assessment x Tax Rate = Total annual taxes). For example, if your industrial manufacturing property has a current market value assessment of \$800,000 the annual taxes for 2011 would be - \$800,000 x 4.04630% = \$32,370.40.

Property assessment is the responsibility of the Municipal Property Assessment Corporation. For more information visit their website at www.opac.on.ca. Or you may wish to contact the local Assessment Office at (519) 623-5210 or fax (519) 623-5536.

2011 CAMBRIDGE TAX RATES

PROPERTY TYPE	CODE	CITY PORTION (Percent)	REGION PORTION (Percent)	SCHOOL PORTION (Percent)	TOTAL (Percent)
Industrial	IT/LT	0.85962	1.25668	1.93000	4.04630
Industrial New Construction	JT	0.85962	1.25668	1.93000	4.04630
Office Building/ Commercial, Warehouse/ Shopping Centre	DT/ CT/ ST	0.85962	1.25668	1.66538	3.78168
Commercial New Construction	XT	0.85962	1.25668	1.33000	3.44630
Residential	RT	0.44083	.64445	0.23100	1.31628
Multi-Residential	MT	0.85962	1.25668	0.23100	2.34730
New Multi-Residential	NT	0.44083	.64445	0.23100	1.31628

Source: City of Cambridge Tax Office, Telephone: (519) 740-4524

CONTACTS

Economic Development Division Office of the C.A.O.	Bo Densmore Leah Bozic Debbie Fee	(519) 740-4563 Ext. 4511 (519) 740-4563 Ext. 4535 (519) 740-4563 Ext. 4592	Industrial Land Sales
Planning Department	Jim Kirchin	(519) 740-4650 Ext. 4571	Site Plan Process
Zoning Division	David Grabowski	(519) 740-4650 Ext. 4521	Zoning
Building Division Building Code and Permit Information	Hardy Bromberg Rose Recine	(519) 740-4613 Ext. 4577 (519) 740-4613 Ext. 4611	Building Permits Sign Permits
Engineering and Public Works Department	Miron Docev	(519) 740-4682 Ext. 4540	Service Locates/Lot Grading
Fire Department	Mark Yantha	(519) 621-0754	Hydrants, Fire Access Routes
Cambridge and North Dumfries Hydro	Sherri Tilley- Wanklin	(519) 621-3530	Hydro Service and Easements
Union Gas		(519) 885-7453	Natural Gas Service
Bell Telephone Service		(519) 310-2355	Service and Rate Information
Fibre Optics Bell Canada Rogers Business Solutions		(519) 744-0510 (888) 623-0623	Service and Rate Information
Ministry of the Environment		(800) 265-8658	Air Emission Standards
Ministry of Labour		(800) 265-2468	Permit Information
Ontario Government Information Line		(800) 268-1153	General Government Inquiries
Department of Health Cambridge Unit		(519) 621-6110	Permit Information
Region of Waterloo Engineering		(519) 575-4550	Regional Sewer and Water Connections
Municipal Property Assessment Corporation		(866) 296-6722	Property Assessment Info.
Ministry of Transportation	London Office	(519) 873-4100	MTO Permits
Grand River Conservation Authority		(519) 621-2761	GRCA Permits



CLIENT REGISTRATION FORM

Please complete and return to the City of Cambridge, Economic Development Division - Fax: (519) 740-4512

PROJECT: _____

CLIENT:

Name: _____

Title: _____

Company: _____

Address: _____

City: _____ Prov.: _____ Postal Code: _____

Phone: (_____) _____ Fax: (_____) _____

Email: _____

AGENT:

Name: _____

Company: _____

Address: _____

City: _____ Prov.: _____ Postal Code: _____

Phone: (_____) _____ Fax: (_____) _____

Email: _____

CLIENT SIGNATURE

AGENT SIGNATURE

DATE

The agent shall have the right to exclusively represent the client and, accordingly, will be allowed access to confidential decision-making information as well as the opportunity to negotiate collectively with the client, or on behalf of the client in his absence, for a period of 60 days from the date this form is executed. This will result in a 5% commission payable upon completion and successful closing of the transaction.

When an agent or broker refers a client to the Economic Development Division, and is not directly involved with the execution of the sale, then this will constitute a referral and the City of Cambridge will agree to pay a 1% referral fee in the event of the completion and successful closing of a transaction.

“Personal information contained on this form is collected pursuant to Municipal Freedom of Information and Protection of Privacy Act and will be used to register your client and allow City Staff to contact the client or agent with regards to the Offer of Purchase and Sale. Questions about the collection of personal information should be directed to the City’s Freedom of Information and Privacy Co-ordinator in the Public Access and Council Services Department at (519) 740-4680 ext. 4079.”

DATE RECEIVED

COM/REF.

STAFF AUTHORIZATION

Staff authorization confirms a (five) / (one) percent commission is payable on the successful closing of a Purchase and Sale transaction between the client and the City.

This section to be completed by Economic Development Division staff only. This form is not legally binding unless authorized and signed by Economic Development staff. Last Revised: July 18, 2011.