

CITY OF QUINTE WEST

BY-LAW NO. 08-30

BEING A BY-LAW TO CONTROL THE DUMPING OF FILL, REMOVAL OF TOPSOIL AND ALTERATION OF GRADES.

WHEREAS section 142 of the Municipal Act, 2001, S.O., 2001, c. 25, authorizes a municipality to prohibit or regulate the dumping of fill, removal of topsoil and alteration of grades;

AND WHEREAS the Council of the Corporation of the City of Quinte West deems it expedient to pass a by-law for this purpose;

NOW THEREFORE BE IT ENACTED BY THE COUNCIL FOR THE CORPORATION OF THE CITY OF QUINTE WEST AS FOLLOWS:

1. TITLE

This By-law shall be entitled the “**Site Alteration By-law**”.

2. DEFINITIONS

In this By-law, the terms in the following lettered paragraphs shall have meanings as indicated in this section:

- i. **Applicant** shall mean each person who seeks or obtains a permit issued under the provisions of this by-law.
- ii. **City** shall mean the Corporation of the City of Quinte West and includes all areas within its territorial limits.
- iii. **Dumping** shall mean the movement and depositing of fill from one location to a different location and includes the movement and depositing of fill from one location on a property to another on the same property and “Dump” and “Dumped” in relation to fill shall have the same meaning.
- iv. **Fill** shall mean any type of material deposited or placed on lands and includes soil, stone, rock, concrete, construction materials, asphalt, sod or turf either singularly or in combination.
- v. **Director** shall mean the City’s Director of Public Works Services.
- vi. **Grade** shall mean the elevation of a ground surface and includes:
 - a. “Existing Grade”, meaning the elevation of an existing ground surface, except that where the placing or dumping of fill or the alteration of ground surfaces has occurred in contravention of this By-law, Existing Grade shall mean the grade as it existed prior to the placing or dumping of fill or alteration of the grade;
 - b. “Finished Grade”, meaning the elevation of the ground surface of land upon which fill has been placed or dumped or after alteration of the grade has occurred; and
 - c. “Proposed Grade”, meaning the proposed elevation of the ground surface or land upon which any fill is proposed to be placed or site alteration is to occur.
- vii. **“Inspector”** shall mean any of the Director or his or her designate, and such municipal staff, including municipal law enforcement officers, as may be appointed by the City from time to time.
- viii. **“Normal Agricultural Practice”** includes sod-farming, greenhouse operations and nurseries for horticultural products but does not include the sale, exchange or other disposition of Topsoil.

- ix. **“Owner”** means each registered owner of land
 - (a) for which a Permit is sought or obtained; or
 - (b) in respect of which there is or may be contravention of
 - i) this By-law;
 - ii) an order made pursuant to subsection 445(1) of the *Municipal Act, 2001*; or
 - iii) a court order made pursuant to subsection 144(18) of the *Municipal Act, 2001*.
- x. **“Permit”** means a permit issued by the Director pursuant to the provisions of this By-law.
- xi. **“Person”** includes a natural individual and their heirs, executors, administrators or other legally appointed representatives, a corporation, partnership or other form of business association.
- xii. **“Placing”** means the distribution of Fill on lands to establish a Finished Grade higher or lower than the Existing Grade and “Place” and “Placed” in relation to Fill have the same meaning.
- xiii. **“Ponding”** means the accumulation of surface water in an area not having drainage therefrom where the lack of drainage is caused by the Placing or Dumping of Fill or the alteration of the Grade.
- xiiii. **“Retaining Wall”** means a wall designed to contain and support Fill which has a Finished Grade higher than that of adjacent lands.
- xv. **“Soil”** means material commonly known as earth, Topsoil, loam, subsoil, clay, sand or gravel or any combination thereof.
- xvi. **“Swale”** means a shallow depression in the ground sloping to a place for disposal for the purpose of providing a method of drainage of surface water.
- xvii. **“Topsoil”** means those horizons in a Soil profile, commonly known as the “O” and the “A” horizons, containing organic material and includes deposits of partially decomposed organic matter such as peat.
- xviii. **“Zoning By-law”** means a City by-law passed pursuant to s. 34 of the *Planning Act* and includes the City’s Zoning By-laws, as amended or suspended.

3. GENERAL PROHIBITIONS

- i. No Person may Place or Dump Fill or cause or permit Fill to be Placed or Dumped in the City except in accordance with the By-law.
- ii. No Person may remove Topsoil or cause or permit the removal of Topsoil except in accordance with this By-law.
- iii. No Person may alter the Grade or cause or permit the Grade of any land in the City to be altered except in accordance with this By-law.
- iv. Where a Permit has been issued, no Person may, except in accordance with the provisions of that Permit,
 - (a) Place or Dump Fill or cause or permit Fill to be Placed or Dumped;
 - (b) remove Topsoil or cause or permit the removal of Topsoil; or
 - (c) alter the Grade of any land or cause or permit the Grade of any land in the City to be altered.

4. EXCEPTIONS

- i. The provisions of this By-law do not apply to the extent that the Placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land is:
 - (a) undertaken by a municipality or a local board of a municipality;
 - (b) imposed as a condition to the approval of a site plan, a plan of subdivision or a consent under sections 41, 51 or 53, respectively, of the *Planning Act* or as a requirement of a site plan agreement or subdivision agreement entered into under those sections;
 - (c) imposed as a condition to a development permit authorized by regulation made under section 70.2 of the *Planning Act* or as a requirement of an agreement entered into under that regulation;
 - (d) undertaken by a transmitter or distributor, as those terms are defined in section 2 of the *Electricity Act, 1998*, for the purpose of constructing and maintaining a transmission system or a distribution system, as those terms are defined in that section;
 - (e) undertaken on land described in a licence for a pit or quarry or a permit for a wayside pit or wayside quarry issued under the *Aggregate Resources Act*;
 - (f) undertaken on land in order to lawfully establish and operate or enlarge any pit or quarry on land,
 - i) that has not been designated under the *Aggregate Resources Act* or a predecessor of that Act, and
 - ii) on which a pit or quarry is a permitted land use under a by-law passed under section 34 of the *Planning Act*; or
 - (g) undertaken as an incidental part of drain construction under the *Drainage Act* or the *Tile Drainage Act*.
 - (h) undertaken in accordance with a licence or permission obtained under applicable provincial or federal legislation;
 - (i) undertaken in accordance with a permit issued by the City's Chief Building Official pursuant to the *Building Code Act*, for the erection or demolition of a building or structure, provided the Director and the Chief Building Official are satisfied that the permit application provides sufficient information to determine compliance with the provisions of this By-law; or
 - (i) undertaken in accordance with an order issued pursuant to the City's Property Standards By-law as from time to time amended.
- ii) The provisions of this By-law do not apply to the extent that Fill is Placed on lands zoned for residential use within the meaning of the Zoning By-law for the purpose of lawn dressing, landscaping, adding to flower beds or vegetable gardens, provided that:
 - (a) the elevation of the land within 0.6 metre of the property line is not changed;
 - (b) there is no change in the location, direction or elevation of any natural or artificial watercourse, open channel, Swale or ditch used to drain land;
 - (c) the functionality of any drainage infrastructure is not impeded; and
 - (d) the volume of such Fill does not exceed 20 cubic metres.
- iii) The provisions of this By-law do not apply to the extent that Topsoil is removed as an incidental part of a Normal Agricultural Practice.
- iv) The provisions of this By-law do not apply in an area to the extent of any

conflict with a regulation made under section 28 of the *Conservation Authorities Act* respecting the Placing or Dumping of Fill, removal of Topsoil or alteration of the Grade of land in such area.

5. **SPECIFIC PROHIBITIONS AND REGULATIONS**

- i) No Person may Place or Dump Fill or cause or permit Fill to be Placed or Dumped and no Person may remove Topsoil or cause or permit the removal of Topsoil and no Person may alter the Grade of any land or cause or permit the Grade of any land to be altered within the City in the following circumstances:
 - (a) where the Owner has not consented in writing to the Placing or Dumping of Fill or to the removal of Topsoil or to alteration of the Grade;
 - (b) where the Fill is Placed or Dumped or the Grade is altered for storage purposes and such storage is not permitted pursuant to the Zoning By-law;
 - (c) where the Placing or Dumping of Fill or alteration of the Grade will result in changing any Grade established by a grading and drainage plan approved by the City including, without limitation, a grading and drainage plan approved by the City in relation to any subdivision, re-zoning, site plan or building permit approval, and such Placing or Dumping of Fill or alteration occurs without a Permit;
 - (d) where the Fill includes material from the demolition of any structure or includes "refuse", as amended or includes toxic or hazardous materials, glass or sewage;
 - (e) where the Placing or Dumping of Fill or alteration of the Grade would result in Soil erosion or Soil pollution, blockage or siltation of any watercourse, pollution of any watercourse, flooding or Ponding on any land or detrimental effect on any environmentally significant area or wetland complex;
 - (f) where the Placing or Dumping of Fill or alteration of the Grade does not accord with City design standards;
 - (g) where the Placing or Dumping of Fill or alteration of the Grade is on any land zoned within any of the Open Space zoning designations pursuant to the Zoning By-law, unless approval therefore has been issued by the Lower Trent Region Conservation Authority and / or the Quinte Conservation Authority or a Permit has been issued pursuant to this By-law.
- ii) No Person may Place or Dump Fill or cause or permit Fill to be Placed or Dumped and no Person may alter the Grade of any land or cause or permit the Grade of any land to be altered in the City without a Permit where the volume of the Fill being Placed or Dumped or the volume of Fill involved in the alteration exceeds 50 cubic metres.

6. **ISSUANCE OF A PERMIT**

- i) The Director is hereby authorized and directed to issue a Permit where an Applicant has satisfied the requirements of this By-law.
- ii) An Applicant shall submit the following to the Director:
 - (a) a completed application in the form prescribed from time to time by the Director in accordance with the information required in this By-law;
 - (b) the Permit fee prescribed by the City's General Fees and Charges By-law as from time to time amended;
 - (c) When required by the Director in order to assess the impact of the Fill or alteration on the environment affected, a Fill-control plan,

which shall include any or all of the following as shall be specified by the Director and to the Director's satisfaction:

- i) a key map showing the location of each lot, including the nearest major intersection and north arrow;
- ii) the lot boundaries and area (expressed in hectares) of each lot;
- iii) the existing and proposed use of the land and the location and use of the buildings and other structures adjacent to each lot;
- iv) the location, dimensions and use of any building and other structures existing or proposed to be erected on each lot;
- v) the location of lakes, streams, wetlands, channels, ditches, other watercourses and other bodies of water on and within a minimum of 30 metres beyond each lot boundary;
- vi) the location of all Regulatory Flood Lines and conservation Authority Fill Regulation lines;
- vii) the location and identification of the predominant existing Soil types;
- viii) the species, Grade at base and size of all trees greater than 250 millimetres in caliper, all shrubs, trees and hedges within three (3) metre(s) of the property line and driveways on each lot and all easements and rights-of-way over, under, across or through each lot;
- ix) the location and dimensions of any existing and proposed storm water drainage systems and natural drainage patterns on and within a minimum of 30 metres beyond each lot boundary;
- x) the location and dimensions of utilities, structures, roads, highways and paving located within a minimum of 30 metres beyond each lot boundary;
- xi) the existing topography on each lot and extending a minimum of 30 metres beyond each lot boundary;
- xii) the Proposed Grades of each lot;
- xiii) the location and dimensions of all proposed land disturbance activities, including construction of access roads;
- xiv) the location and dimensions of all temporary Soil, dirt or Fill stockpiles;
- xv) the location, dimensions, design details and design calculations of all construction site erosion control measures that may be necessary to minimize the impact of the proposal;
- xvi) a schedule of the anticipated starting and completion dates of each land disturbance or land development activity;
- xvii) provisions for the maintenance of the construction site erosion control and dust control measures during construction and after as required;
- xviii) the scale of drawing, ranging from 1:250 to 1:1000 as deemed appropriate (each drawing control plan to be in metres);

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- xix) an indication on the drawing of directions of overland flow and overland flow route;
 - (d) Proposed Grades and drainage system to be used upon completion of the filling operation;
 - (e) a description of the proposed Fill, including a list of the sources and geotechnical reports as to content and quality, prepared by qualified experts in that regard;
 - (f) a certificate of the Owner, Applicant and each qualified expert referenced in paragraph (e) certifying that the Fill contains no contaminants as defined in the *Environment Protection Act*, R.S.O. 1990, c.E.19;
 - (g) a plan showing the design details to proper scale of any Retaining Wall that may be required and the dimensions of any materials to be used in construction of such Retaining Wall; and
 - (h) security in a form and amount to be determined by the Director to secure performance of the work for which the Permit is being applied.
 - (i) any other information with respect to the site required by the Director.
- (iii) The Director may draw upon the security posted pursuant to paragraph 6.2(h) to recover the cost of the City performing any required work which the Owner or the Applicant has failed to perform.
 - (iv) The issuance of a Permit does not relieve the Owner or the Applicant from the obligation to secure all other applicable approvals.

7. PERMIT REQUIREMENTS

- (i) The Director may, prior to the issuance of a Permit, require the Owner or Applicant or both to enter into an agreement which may be registered on title to the subject lands containing such requirements of this By-law as the Director considers necessary to ensure that the Placing or Dumping or removal of Fill is done in accordance with the prevailing City design standards and proper engineering principles.
- (ii) Requirements contained in an agreement may include the Owner or Applicant releasing and indemnifying the City, certifying that the Fill contains no contaminants as defined in the *Environmental Protection Act*, posting with the City the required security and where, in the opinion of the Director, extensive activities are proposed, certification by a geotechnical engineer or other similarly qualified Person, both prior to the issuance of a Permit and upon completion of the work. All such certification shall state that the Owner or Applicant can and has complied with all of the obligations and conditions contained in the applied for and issued Permit.
- (iii) The Director may, from time to time and at the Applicant's expense, require the testing of any Fill by a qualified expert retained by the City.
- (iv) The Director may require an Applicant to install such site remediation measures, including Topsoil, seeding, sodding and installation berms and landscaping, as are necessary to minimize the visual impact of Fill or Grade alteration proposals.
- (v) For the purpose of this section 7, the Director and the City Clerk may execute on the City's behalf the agreement in a form acceptable to the Director.

8. PERMIT EXPIRY

- (i) A Permit shall expire on the earliest of the following dates:

- (a) the expiry date as specified on the Permit by the Director;
- (b) the date which is twelve (12) months following the date on which the Permit was issued; and
- (c) the date on which an Owner at the time of issuance of the Permit ceases to be an Owner.

- (ii) A Permit which expires pursuant to section 8.1 of this By-law may be renewed within a two (2) month period from the date of expiry by making of written application to the Director accompanied by a payment of 50% of the original Permit fee, provided that the proposed work has not been revised.

9. PERMIT REVOCATION

- (i) It is a condition of each Permit that the Permit may be revoked by the Director under the following circumstances:
 - (a) if it was obtained on mistaken, false or incorrect information;
 - (b) if it was issued in error;
 - (c) if the Owner or Applicant requests in writing that it be revoked;
 - (d) if the terms of an agreement under this By-law have not been complied with; or
 - (e) if an Owner or an Applicant fails to comply with the provisions of the By-law or with an order requiring work to be done to correct contraventions of this By-law.

10. ENFORCEMENT

- (i) Inspectors are hereby authorized to carry out inspections in relation to this By-law and are delegated such powers as are within the jurisdiction of the City in order to administer and enforce this By-law including, without limitation, the power to make orders requiring the discontinuance of activities and requiring work to be done to correct contraventions of this By-law.

11. REMEDIES AND PENALTIES

- (i) Each Person who Places or Dumps Fill or who causes or permits Fill to be Placed or Dumped contrary to this By-law or to a Permit shall forthwith remove such Fill and restore the Existing Grade of the land.
- (ii) Each Person who removes Topsoil contrary to this By-law or to a Permit shall forthwith rehabilitate the land from which the Topsoil was removed including the replacement on the land of Topsoil and the restoration of the Existing Grade of the land.
- (iii) Each Person who alters the Grade of land or who causes or permits the alteration of the Grade of land contrary to this By-law or to a Permit shall forthwith restore the land to its original condition including the Existing Grade of the land.
- (iv) Where an Owner fails to do any work required in an order issued pursuant to this By-law within the period specified, the Director may cause the work to be done at the Owner's expense and, for this purpose, the Director, Inspectors and the City's employees and agents may enter on the Owner's land at any reasonable time.
- (v) Each Person who contravenes any provision of this By-law or an order under subsections 445(1) of the *Municipal Act, 2001*, is guilty of an offence and is liable
 - (a) on a first conviction, to a fine of not more than \$10,000; and

(b) on any subsequent conviction, to a fine of not more than \$25,000.

12. **GENERAL PROVISIONS**

- (i) The provisions of this By-law shall apply to all lands and premises within the City.
- (ii) All references to legislation in this By-law are references to legislation of the Province of Ontario as amended from time to time, including successor legislation, whether enacted prior to or subsequent to the enactment of this By-law.
- (iii) Should any section of this By-law be declared invalid by a court of competent jurisdiction, such section shall be construed as being severed from this By-law and the remainder of this By-law shall continue in full force and effect.
- (iv) The short title of this By-law shall be the “**Site Alteration By-law**”.
- (v) This By-law shall be administered by the Director.
- (vi) The provisions of this By-law shall come into force and effect on the date of its passing.

13. **INTERPRETATION**

All words and personal pronouns relating to words contained in this by-law shall be read and construed with the number and gender of the person or persons referred to in each case. Paragraph headings are inserted solely for ease of reference.

14. **SEVERABILITY**

If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof other than the section, clause or provision so declared to be invalid and it is hereby declared to be the intention of Council for the City that all remaining sections, clauses or provisions of this By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof may have been declared invalid.

15. **EFFECTIVE DATE**

This By-law shall become effective upon the date of final passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY

PASSED THIS 3RD DAY OF MARCH, 2008.

John R. Williams, Mayor

Gary W. Dyke, Deputy City Clerk