

## COUNTY OF RENFREW

### DEVELOPMENT AND PROPERTY DEPARTMENT REPORT

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**TO:** Development and Property Committee  
**FROM:** Craig Kelley, Director of Development and Property  
**DATE:** June 15, 2021  
**SUBJECT:** Department Report

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#### INFORMATION

1. **Residential and Condo Sale Statistics**

Attached as Appendix I are the statistics for the residential and condo sales for all the municipalities within the County of Renfrew.

#### RESOLUTIONS

2. **Seniors' Housing Strategy Work Plan [Strategic Plan Goal No. 3]**

**Recommendation:** THAT the Development and Property Committee approve the Development and Property Department components of the Seniors' Housing Strategy Work Plan.

**Background**

Further to County Council's receipt of the Seniors' Housing Strategy in February 2021; County of Renfrew Directors Craig Kelley, Laura LePine, Michael Nolan and Shelley Sheedy along with Chief Administrative Officer Paul Moreau have drafted a work plan for Committee's review attached as Appendix II with the applicable areas for Development and Property Committee shaded in grey. Staff recommend that this draft work plan be forwarded to County Council for their complete review and approval.

If approved, it is noted that this work plan will be included in the request for both a delegation and to present at the 2021 Association of Municipalities of Ontario Conference.

### **3. Departmental Restructure – Planning [Strategic Plan Goal No. 3]**

**Recommendation:** THAT the Development and Property Committee recommend that County Council approve the proposed Planning Division human resource business cases as presented; AND FURTHER THAT the Finance and Administration Committee be so informed.

#### **Background**

Attached as Appendix III are two separate Business Cases for recommended changes to the human resource capacity in the Planning Division. Both business cases are supported by the recently introduced Focused Strategic Review of Planning Services as referenced in priority item 8 (“Professional Development and Job Titles”) and priority item 11 (“Evaluate department structure and staff complement/capacity based on findings from an activity-based charges review; develop succession plans and explore a funded internship program”). As per policies B-03 (“Establishment of New Positions”) and B-04 (“Classification Review System”), this recommendation will be brought to the Finance and Administration Committee as information.

#### **Financial Implications**

As per the business cases presented, each recommendation has implications to the current division/departmental budget. For the year 2021 there will be a net savings to these changes. However, in 2022 when the position of Junior Planner is filled, and/or the Internship program is continued, there will be an impact to the budgetary requirements of the Division.

The annual salary increase to the Planning Division as a result of these changes will be \$20,015.

### **4. Departmental Restructure – Economic Development/Ottawa Valley Tourist Association (OVTA) [Strategic Plan Goal No. 3]**

**Recommendation:** THAT the Development and Property Committee recommend that County Council approve the proposed Economic Development Division and Ottawa Valley Tourist Association (OVTA) human resource business cases as presented; AND FURTHER THAT the Finance and Administration Committee be so informed.

## **Background**

Attached as Appendix IV are three separate Business Cases for recommended changes to the human resource capacity in the Economic Development Division and Ottawa Valley Tourist Association (OVTA). As per policies B-03 (“Establishment of New Positions” and B-04 “Classification Review System”), this recommendation will be brought to the Finance and Administration Committee as information.

## **Financial Implications**

As per the business cases presented, each recommendation has implications to the current divisional budget. For the year 2021 there will be a marginal net savings to these changes. However, in 2022 when all positions are filled and reclassified appropriately, there will be net savings to the OVTA budget of approximately \$6,560. The annual salary difference to the Economic Development Division as a result of this change will be \$0.00.

## **BY-LAWS**

### **5. Flag Protocol Policy**

**Recommendation:** THAT the Development and Property Committee recommend to County Council that By-law 59-02 Corporate Policies and Procedures for the County of Renfrew be amended to enact Policy GA-12 Flag Protocol; AND FURTHER THAT the Finance and Administration Committee be informed.

## **Background**

For several years, and on many occasions, County of Renfrew staff have sought guidance on how to respond to requests for specific flags, lowering of flags, or other ceremonial in nature requests of County-owned flag poles. Attached as Appendix V is the draft policy for a County of Renfrew flag protocol policy that is meant to provide clear guidance and direction to County staff as to the appropriate times and process for lowering flags to half-mast on County of Renfrew flagpoles.

### **6. Economic Development Division**

Attached as Appendix VI is the Economic Development Division Report, prepared by Mr. Alastair Baird, Manager of Economic Development, providing an update on activities.

7. **Ottawa Valley Tourist Association**

Attached as Appendix VII is the Ottawa Valley Tourist Association Report, prepared by Mr. Alastair Baird, Manager of Economic Development, providing an update on activities.

8. **Enterprise Renfrew County**

Attached as Appendix VIII is the Enterprise Renfrew County Report, prepared by Mr. Alastair Baird, Manager of Economic Development, providing an update on activities.

9. **Forestry and GIS Division**

Attached as Appendix IX is the Forestry and GIS Division Report, prepared by Mr. Jason Davis, Manager of Forestry and GIS, providing an update on activities.

10. **Real Estate Division**

Attached as Appendix X is the Real Estate Division Report, prepared by Mr. Craig Kelley, Director of Development and Property, providing an update on activities.

11. **Planning Division**

Attached as Appendix XI is the Planning Division Report, prepared by Mr. Bruce Howarth, Acting Manager of Planning Services, providing an update on activities.



# MLS® Residential Market Activity

## Month of April

AREA	TWP	Units Sold		% Change	5 Year Average	CDOM Average	Average Sale Price		% Change	5 Year Average
		2021	2020				2021	2020		
510	Deep River	21	6	250.0%	10.2	24.5	317,410	190,917	66.3%	227,111
511	Chalk River	10	3	233.3%	5.4	16.8	277,450	237,667	16.7%	210,811
512	Head Twps	2	0		0.8	130	144,500	-		120,250
513	Laurentian Hills North	1	1	0.0%	0	60	125,000	190,000	-34.2%	157,500
520	Petawawa	99	24	312.5%	58.6	9	419,804	347,577	20.8%	338,265
530	Pembroke	63	16	293.8%	26.6	0	261,791	218,469	19.8%	234,454
531	Laurentian Valley Twps	18	7	157.1%	11.6	103.8	380,757	360,571	5.6%	319,290
540	Renfrew	13	4	225.0%	10.8	19.6	407,054	269,600	51.0%	285,661
541	Admaston/Bromley	5	1	400.0%	2.4	13.4	568,884	345,000	64.9%	351,943
542	Great Madawaska Twp	7	3	133.3%	5.2	23.1	737,214	220,333	234.6%	366,527
544	Horton Twp	9	3	200.0%	3.4	39.2	537,000	323,967	65.8%	297,543
550	Arnprior	18	6	200.0%	17.8	12	492,036	405,400	21.4%	341,170
551	McNab/Braeside Twps	19	5	280.0%	10.6	13.9	723,892	399,960	81.0%	444,995
560	Eganville/Bonnechere	11	0		5.2	21.5	394,045	-		242,178
561	N Algona/Wilberforce Twp	7	2	250.0%	3.4	10.3	459,000	214,500	114.0%	280,412
570	Madawaska Valley	11	5	120.0%	7.6	49.6	451,091	331,200	36.2%	318,499
571	Killaloe/Round Lake	8	1	700.0%	2.6	9.9	477,588	169,000	182.6%	269,730
572	Brudenell/Lyndoch/Raglan	2	1	100.0%	2.2	23.5	475,000	323,000	47.1%	278,967
580	Whitewater Region	12	3	300.0%	4.6	9.3	365,067	216,967	68.3%	278,950
581	Beachburg	2	1	100.0%	2	26.5	575,000	210,000	173.8%	298,233
582	Cobden	4	1	300.0%	1.2	15.5	313,757	129,000	143.2%	202,586
Total		342	94	263.8%	192.8		\$408,092	\$ 295,325	38.2%	277,258

## Year - To - Date

AREA	TWP	Units Sold		% Change	5 Year Average	CDOM Average	Average Sale Price		% Change	5 Year Average
		2021	2020				2021	2020		
510	Deep River	56	22	154.5%	27.4	25.5	287,550	202,912	41.7%	210,396
511	Chalk River	32	9	255.6%	16.2	26.5	272,888	181,322	50.5%	209,283
512	Head Twps	3	0		1	91.3	197,000	-		146,500
513	Laurentian Hills North	3	1	200.0%	1.2	24.7	387,967	-		377,656
520	Petawawa	232	106	118.9%	132.8	10.5	415,286	308,950	34.4%	319,752
530	Pembroke	150	69	117.4%	79	22.9	258,481	215,528	19.9%	210,624
531	Laurentian Valley Twps	63	32	96.9%	35	17.8	354,471	305,299	16.1%	304,617
540	Renfrew	40	24	66.7%	34.6	23.1	327,717	226,525	44.7%	236,211
541	Admaston/Bromley	13	5	160.0%	8.6	17.6	394,440	181,600	117.2%	267,786
542	Great Madawaska Twp	17	14	21.4%	15	46.1	649,882	335,717	93.6%	398,794
544	Horton Twp	21	8	162.5%	10.2	35.6	630,071	386,600	63.0%	344,638
550	Arnprior	70	50	40.0%	54.4	13.3	501,226	349,643	43.4%	326,322
551	McNab/Braeside Twps	41	21	95.2%	25.4	25.5	600,435	432,407	38.9%	401,719
560	Eganville/Bonnechere	26	6	333.3%	17	17.9	379,577	205,750	84.5%	220,626
561	N Algona/Wilberforce Twp	16	6	166.7%	10.4	11.4	466,369	307,333	51.7%	303,129
570	Madawaska Valley	29	15	93.3%	21.2	48.3	407,031	323,824	25.7%	294,529
571	Killaloe/Round Lake	14	2	600.0%	4.8	31.7	401,050	264,500	51.6%	248,227
572	Brudenell/Lyndoch/Raglan	7	2	250.0%	4.6	18.9	384,271	-		261,193
580	Westmeath Twp	31	9	244.4%	16.6	13.8	444,391	202,490	119.5%	279,701
581	Beachburg	10	11	-9.1%	7.4	13.1	420,850	291,940	44.2%	288,048
582	Cobden	13	7	85.7%	7	26.6	362,233	145,571	148.8%	188,236
Total		887	425	108.7%			\$390,522	\$ 284,470	37.3%	284,785

MLS® Residential Market	April 2021	Compared to	
		April-20	Apr-19
New Listings	391	175.4%	-9.3%
Active Listings	225	-54.8%	-77.2%

## County of Renfrew Seniors' Housing Strategy

RECOMMENDATION	NEXT STEPS	LEAD	TIMELINE
Align internal planning on housing objectives	<ul style="list-style-type: none"> <li>- Develop a brochure of County of Renfrew Community Services' Supports that seniors could potentially qualify for – distribute through seniors programs</li> <li>- Provide a virtual community forum (1 or 2 sessions) regarding the development of affordable housing and invite speakers from the County of Renfrew, other municipalities, Canada Mortgage &amp; Housing Corporation (CMHC), etc. to inform the community and special interest groups of potential resources and examples of successful developments across Ontario</li> <li>- Review feasibility of re-prioritizing the Community Housing waitlist (i.e., Special Priority, then every third senior)</li> <li>- Include seniors needs regarding the disbursement of current and future funding (i.e., reserve a portion of Community Homelessness Prevention Initiative (CHPI) funding to meet a component of senior needs)</li> <li>- Determine if feasible to use a portion of Ontario Priorities Housing Initiative (OPHI) funding to provide a rent supplement for low income/vulnerable seniors</li> <li>- Update County of Renfrew website to have a 'seniors site' that would provide links to senior's information and include information on seniors housing in Renfrew County</li> <li>- Partner with Long-Term Care – any opportunities to collaborate and pool funding for creative housing/services</li> </ul>	Director of Community Services Supported by Manager of Real Estate, Development & Property	Short to medium

## County of Renfrew Seniors' Housing Strategy

RECOMMENDATION	NEXT STEPS	LEAD	TIMELINE
Seek greater flexibilities in land use regulations/ practices	<ul style="list-style-type: none"> <li>- Review County of Renfrew Official Plan updates, ensure that policies are considered for accessory dwelling units, secondary suites, etc.</li> <li>- Work with local municipalities to incorporate permissive policies into local comprehensive zoning by-laws</li> <li>- Collaborate with local municipalities including Algonquin's of Pikwakanagan, on future possibilities</li> <li>- Coordinate communications of Seniors Housing Strategy with the County Planning Group (municipal staff driven); table for future conversations and considerations</li> </ul>	Director of Development & Property	Short to medium
Broadening awareness on innovations with stakeholders	<ul style="list-style-type: none"> <li>- Collaborative approach between Health, Community Services, and Development &amp; Property Committees</li> <li>- Seek public/private partnerships to increase development opportunities</li> <li>- Set meeting schedule</li> <li>- Continue to engage key stakeholders in plans</li> </ul>	Manager of Housing & Homelessness Supported by Manager of Real Estate	Short
Establish/grow housing and service hubs in rural communities	<ul style="list-style-type: none"> <li>- Assess and evaluate municipal housing assets</li> <li>- Define areas of greatest need, priority areas</li> <li>- Identify willing host communities</li> <li>- Seek/identify funding opportunities</li> <li>- Continue to review peer best practices in Seniors' Housing Strategy opportunities</li> </ul>	Manager of Real Estate Supported by Manager of Housing & Homelessness	5-year plan  Short to medium

## County of Renfrew Seniors' Housing Strategy

RECOMMENDATION	NEXT STEPS	LEAD	TIMELINE
Expand Community Paramedicine initiatives	<ul style="list-style-type: none"> <li>- Extend Virtual Triage and Assessment Centre (VTAC) post COVID-19</li> <li>- Explore the Community Paramedicine at Clinic (CP@Clinic) model as an innovative, evidence-based, chronic disease prevention, management, and health promotion program</li> <li>- Expanding Remote Patient Monitoring to include Philips devices allows the Community Paramedicine Program to increase the number of devices available to patients, and expand the eligibility of remote patient</li> <li>- With the Community Paramedicine Long-Term Care funding we will increasing the number of Community Paramedics on each day to focus on keeping patients who are eligible or soon to be eligible for long-term care, safe in their homes</li> <li>- Expand Community Paramedicine incentives to sustain the local Ontario Health Teams: Network 24 and Four Rivers.</li> </ul>	Director of Emergency Services	Short
Facilitate continuum of care campuses adjacent to existing County Long-Term Care Homes	<ul style="list-style-type: none"> <li>- Seek Committee &amp; Council approval to hire consultant to draft 'shovel ready' proposal for operational and capital funding of affordable assistive living spaces through the 2022 budget process</li> <li>- Present proposal to Committee &amp; Council</li> </ul>	Director of Long-Term Care	Short (budget 2022)  Short (2022)
Leverage opportunities with other providers to utilize residual spaces/create additional care beds	<ul style="list-style-type: none"> <li>- Collaborate with stakeholder group</li> </ul>	Stakeholder group	Ongoing

## County of Renfrew Seniors' Housing Strategy

RECOMMENDATION	NEXT STEPS	LEAD	TIMELINE
Advocate for program funding & additional respite care services	<ul style="list-style-type: none"> <li>- Change Bonnechere Manor Long-term care respite to Adult Day Program respite to enhance response time and flexibility: seek Ontario Health approval for operational and capital funding</li> <li>- Consider space and funding for new Miramichi Lodge Adult Day Program to include respite (include in Assisted Living proposal)</li> </ul>	<p>Bonnechere Manor Administrator</p> <p>Director of Long-Term Care</p>	<p>Short (Fall 2021)</p> <p>Medium (2022)</p>
Promote private & community investment using municipal levers	<ul style="list-style-type: none"> <li>- Gauge interest / preliminary research on the need and desire for housing initiatives</li> <li>- Investigate other municipalities</li> <li>- Survey (OMAA?) of municipalities that have recently built hybrid models of Seniors Housing with Long-term care</li> <li>- Use Economic Development to determine active players in seniors housing (in/out of the County)</li> <li>- Create a marketing plan to promote the County of Renfrew as an area ready for development of affordable/attainable seniors housing</li> <li>- Engagement with all 19 municipalities including Algonquin's of Pikwakanagan</li> <li>- Investigate funding</li> <li>- AMO presentation; get on list for funding/align with other like-minded municipalities</li> </ul>	Director of Development & Property	Short to medium

## County of Renfrew Seniors' Housing Strategy

RECOMMENDATION	NEXT STEPS	LEAD	TIMELINE
Engage Ontario Health Teams to promote coordination of home and community care	<ul style="list-style-type: none"> <li>- Seniors care identified as focus for Year 1 Network 24 and Four Rivers Ontario Health Team applications</li> <li>- Municipal representation on Ontario Health Teams governance &amp; decision making (in alignment with the Association of Municipalities Ontario [AMO]/Eastern Ontario Wardens' Caucus [EOWC])</li> </ul>	Chief Administrative Officer/Elected Officials	Short
Share info to create a more collaborative, responsive and transparent system	<ul style="list-style-type: none"> <li>- Regular engagement &amp; communication with community stakeholders</li> <li>- Recommend update to the County of Renfrew Strategic Plan 2022 with Seniors' Housing Strategy</li> </ul>	All	Ongoing

June 2021

Seniors Housing Strategy

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## BUSINESS CASE - STAFFING REPORT

Date: **June 15, 2021**

Department: **Development and Property**

Report Prepared by: **Craig Kelley**

<b>PROPOSAL</b>	County Planner – Establishment of New Position/Reclassification
<b>POSITIONS</b> Union <input type="checkbox"/> Non-Union <input checked="" type="checkbox"/>	To reclassify current staff members referred to as Junior Planner role to “County Planner”, incorporating portions of duties and responsibilities of Junior Planner and Senior Planner into this new role.
<b>SUMMARY</b> <ul style="list-style-type: none"><li>• <b>Background</b></li><li>• <b>Discussion</b></li></ul>	<p>The Planning Division Services is experiencing a significant increase in planning activity, much of it stemming from much more complicated files, and from the anticipated approval of the Official Plan. Many areas in our community have increased demand from property owners (existing and potential) as a result of relocating due to the pandemic, especially into our rural areas.</p> <p>To aid in the effective movement of files through the approval process, the Director and Manager have reviewed the intake process and have determined that the creation of a hybrid Junior/Senior Planner position – to be referred to as County Planner – will allow for greater approval flexibility.</p> <p>Currently, the Junior Planner(s) are responsible for ongoing file maintenance and preliminary planning file report generation. These initial reports are then sent to the Senior Planner and Manager of Planning Services for a final review and for signature by the Manager (and/or Senior Planner) before being sent back to the client.</p> <p>In order to expedite the preliminary inquiry process, amongst other planning related functions, this new position will recognize the experience, education and ability of planning staff to be able to complete the necessary reviews and submit back to the client without a further requirement of assessment and signature of the Manager. It is noted that the Manager will retain the discretion of managing all files and, through discussion, make the final determination of the complexity of each and the level of approval required. All other approvals in the planning process will still require the Manager to sign off on the required response.</p>

	<p>The County Planner(s) will also work with our Internship program and any future considerations for Junior Planner recruitment, and will manage the triage of files along with the staff member responsible for file intake.</p> <p>Job reclassification and department structure were identified as priorities 8 and 12 respectively in the Focused Strategic Review of Planning Services (2021). While planned for Q3/2021 to Q1/2022, these have been expedited in response to recent retirements and recruitment.</p>			
<b>RECOMMENDATION</b>	<p>THAT the Development and Property Committee recommends to the Finance and Administration Committee that County Council approves the position of County Planner effective immediately, with the incumbent staff members being promoted into the role.</p>			
<b>FINANCIAL CONSIDERATIONS</b>	<p><b>Position</b></p> <p>Jr Planner</p> <p>County Planner</p>	<p><b>Current Group</b></p> <p>6-\$72,686</p>	<p><b>Proposed Group</b></p> <p>7-\$79,359</p>	<p><b>Salary Change (at Step 5)</b></p> <p>\$6,673 x 2 = \$13,346</p>



## BUSINESS CASE - STAFFING REPORT

Date: **June 15, 2021**

Department: **Development and Property**

Report Prepared by: **Craig Kelley**

<b>PROPOSAL</b>	Junior Planner / Land Division Secretary-Treasurer: Establishment of New Position/Reclassification
<b>POSITIONS</b> Union <input type="checkbox"/> Non-Union <input checked="" type="checkbox"/>	To reclassify current staff member referred to as Secretary/Treasurer Land Division to "Junior Planner/Land Division Secretary-Treasurer", incorporating portions of duties and responsibilities of Junior Planner into the current Secretary/Treasurer role.
<b>SUMMARY</b> <ul style="list-style-type: none"> <li>• <b>Background</b></li> <li>• <b>Discussion</b></li> </ul>	<p>The Planning Division Services is experiencing a significant increase in planning activity, much of it stemming from much more complicated files, and from the anticipated approval of the Official Plan. Many areas in our community have increased demand from property owners (existing and potential) as a result of relocating due to the pandemic, especially into our rural areas.</p> <p>The Secretary/Treasurer Land Division is largely responsible for the management of consent/severance files; the creation of new lots.</p> <p>To aid in the effective movement of files through the approval process, the Director and Manager have reviewed the intake process and have determined that the creation of a hybrid Junior Planner position will allow this role to expand on responsibilities, and offer further assistance to the County Planner(s) and Manager of Planning Services.</p> <p>Additional duties will enable the Junior Planner/Secretary-Treasurer Land Division to perform the technical review of consent files, assist in general inquiries and related reports as the pertain to severance files and minor variances, and assist with land division files and minor variances at the local municipal level where possible.</p> <p>Job reclassification and department structure and were identified as priorities 8 and 12 respectively in the Focused Strategic Review of Planning Services (2021). While planned for Q3/2021 to Q1/2022, these have been expedited in response to recent retirements and recruitment.</p>

<b>RECOMMENDATION</b>	THAT the Development and Property Committee recommends to the Finance and Administration Committee that County Council approves the position of Junior Planner/Secretary-Treasurer Land Division effective immediately, with the incumbent staff members being promoted into the role, and eliminate the Secretary/Treasurer Land Division from the organizational chart.			
<b>FINANCIAL CONSIDERATIONS</b>	<b>Position</b>	<b>Current Group</b>	<b>Proposed Group</b>	<b>Salary Change (at Step 5)</b>
	Sec/Treasurer-Land Division	4-\$59,466		
	Jun. Plan/Sec/Treas.-Land Division		5-\$66,135	\$6,669



## BUSINESS CASE - STAFFING REPORT

Date: **June 15, 2021**

Department: **Development and Property**

Report Prepared by: **Craig Kelley**

<b>PROPOSAL</b>	Administrative and Business Support Assistant: Reclassification of Administrative Assistant position			
<b>POSITIONS</b> Union <input type="checkbox"/> Non-Union <input checked="" type="checkbox"/>	To reclassify current position of Administrative Assistant (Economic Development / OVTA) to "Administrative and Business Development Assistant", with updated duties and responsibilities.			
<b>SUMMARY</b> <ul style="list-style-type: none"> <li>• <b>Background</b></li> <li>• <b>Discussion</b></li> </ul>	<p>The Administrative Assistant has largely been responsible for assisting the Manager in administering the affairs of Tourism, Economic Development, with a focus on database and clerical support, financial administration, communications support, sales and industry, and customer service.</p> <p>The position has had a few changes since its inception, and a recent retirement in the position offers an opportunity for the Department to review and reclassify accordingly.</p> <p>The change in title and modifications to the job description better align with the realities of the position.</p>			
<b>RECOMMENDATION</b>	THAT the Development and Property Committee recommends to the Finance and Administration Committee that County Council approves the reclassification of the Administrative Assistant position to Administrative and Business Development Assistant effective upon the retirement of the incumbent.			
<b>FINANCIAL CONSIDERATIONS</b>	<b>Position</b> Administrative Assistant Admin & Bus. Sup. Asst.	<b>Current Group</b> 4 - \$59,466	<b>Proposed Group</b> 3-\$52,906	<b>Salary Change (at Step 5)</b> (\$6,560)



## BUSINESS CASE - STAFFING REPORT

Date: **June 15, 2021**

Department: **Development and Property**

Report Prepared by: **Craig Kelley**

<b>PROPOSAL</b>	Tourism Industry Relations and Digital Marketing Coordinator: Reclassification of Tourism Communications Coordinator position			
<b>POSITIONS</b> Union <input type="checkbox"/> Non-Union <input checked="" type="checkbox"/>	To reclassify current position of Tourism Communications Coordinator to "Tourism Industry Relations & Digital Marketing Coordinator", with updated duties and responsibilities.			
<b>SUMMARY</b> <ul style="list-style-type: none"> <li>Background</li> <li>Discussion</li> </ul>	<p>The Tourism Communications Coordinator has largely been responsible for responsible for developing and delivering a broad range of digital and traditional marketing and communications, research and data management, special events, meetings and training.</p> <p>The revised description will now recognize that the position has had a few changes since its inception, and the vacancy in the position has offered the Department the opportunity to review the job description and reclassify the position accordingly.</p> <p>The change in title and modifications to the job description better align with the realities and current needs of the position.</p>			
<b>RECOMMENDATION</b>	THAT the Development and Property Committee recommends to the Finance and Administration Committee that County Council approves the reclassification of the Tourism Communications Coordinator to Tourism Industry Relations and Digital Marketing Coordinator Administrative Assistant effective immediately.			
<b>FINANCIAL CONSIDERATIONS</b>	<b>Position</b> Tourism Communications Coord. Tourism Ind. Rel/Dig. Mark. Coord.	<b>Current Group</b> 3-\$52,906	<b>Proposed Group</b> 4-\$59,466	<b>Salary Chang (at Step 5)</b> \$6,566



## BUSINESS CASE - STAFFING REPORT

Date: **June 15, 2021**

Department: **Development and Property**

Report Prepared by: **Craig Kelley**

<b>PROPOSAL</b>	Economic Development Coordinator: Reclassification of Information and Research Coordinator position
<b>POSITIONS</b> Union <input type="checkbox"/> Non-Union <input checked="" type="checkbox"/>	To reclassify current position of Information and Research Coordinator to “Economic Development Coordinator”, with updated duties and responsibilities.
<b>SUMMARY</b> <ul style="list-style-type: none"> <li>• <b>Background</b></li> <li>• <b>Discussion</b></li> </ul>	<p>The Information and Research Coordinator duties have largely included assisting the Economic Development Division with maintenance of the pertinent economic development and tourism data and databases, as well as providing research, customer services and clerical support. The position also assists with the design and publication of various press quality/web quality marketing materials and graphics for all departmental divisions.</p> <p>The position has changed from its inception to now playing an active and supportive role, being responsible for supporting various economic development initiatives and special projects to promote the growth and development of the County of Renfrew’s economic base, and assist in the retention and expansion of existing businesses.</p> <p>The change in title and modifications to the job description better align with the realities of the position.</p>
<b>RECOMMENDATION</b>	THAT the Development and Property Committee recommends to the Finance and Administration Committee that County Council approves the reclassification of the Information and Research Coordinator position to Economic Development Coordinator effective immediately.
<b>FINANCIAL CONSIDERATIONS</b>	None.

Corporate Policies and Procedures			
<b>DEPARTMENT:</b> Development and Property			<b>POLICY #:</b> GA-12
<b>POLICY:</b> Flag Protocol Policy			
<b>DATE:</b> June 2021	<b>REV. DATE:</b>	<b>COVERAGE:</b> All County-owned Facilities	<b>PAGE #:</b> 1 of 6

## POLICY STATEMENT

The County of Renfrew acknowledges that flags are a symbol of honour and pride and wishes to institute a policy which will show respect and dignity for the flags. The intent of the policy is to provide clear guidance and direction to County staff as to the appropriate times and process for lowering flags to half-mast on County of Renfrew flagpoles.

## DEFINITIONS

**Community Group** means a not-for-profit group, body, or organization established under an Ontario or Canadian statute or enactment, and that carries on activities benefitting the residents of the County of Renfrew.

**County** means County of Renfrew.

**County Flagpole** includes all flagpoles on County Property under the care or control of County staff.

**Flag(s)** includes the National Flag of Canada, Flag of the Province of Ontario and the County of Renfrew Flag or any other Flag permitted to be flown on a County of Renfrew flagpole.

**Half-mast** is the position of the Flag when flying at half-mast will depend on its size, the length of the mast and its location; but generally, the centre of the Flag should be halfway down the mast.

**Province** means the Province of Ontario.



Corporate Policies and Procedures			
<b>DEPARTMENT:</b> Development and Property			<b>POLICY #:</b> GA-12
<b>POLICY:</b> Flag Protocol Policy			
<b>DATE:</b> June 2021	<b>REV. DATE:</b>	<b>COVERAGE:</b> All County-owned Facilities	<b>PAGE #:</b> 2 of 6

## GUIDELINES

Flags will be raised, lowered, flown, maintained, and disposed of by the County of Renfrew in accordance with Canadian Heritage's guidelines on Flag Etiquette in Canada and Rules for Flying the Flag.

1. If multiple flags are flown together in a set, all the flags must be flown at the same height (i.e. full-mast or half-mast).
2. All flags flown together in a set must be the same size in their vertical dimension.
3. Flags may be flown at night (i.e. flags do not need to be raised at sunrise and taken down at sunset, daily).
4. Only the National Flag of Canada, the Provincial Flag of Ontario and/or the County of Renfrew Flag shall be flown on flagpoles owned and maintained by the County of Renfrew. Other governmental flags may be flown if the approval of the CAO/Clerk is first received.
5. Flags representing private organizations, events, and causes shall only be flown upon declaration from Council.
6. When a single flag is flown, the National Flag of Canada will be flown.
7. When two flags are flown, the National Flag of Canada and the Provincial Flag of Ontario will be flown.
8. When three flags are flown, the National Flag of Canada, the Provincial Flag of Ontario, and the Flag of the County of Renfrew will be flown.

Corporate Policies and Procedures			
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<b>POLICY:</b> Flag Protocol Policy			
<b>DATE:</b> June 2021	<b>REV. DATE:</b>	<b>COVERAGE:</b> All County-owned Facilities	<b>PAGE #:</b> 3 of 6

9. Despite sections 1-3, Canadian Heritage's guidelines on Flag Etiquette and Rules for Flying the Flag may direct that another flag takes precedence (for example, the Flag of the Sovereign). Those guidelines take precedence over anything in this Policy.
10. When dignitaries from outside of Canada are visiting the County, the Flag of the County of Renfrew may be replaced by the Flag of the dignitary's country, and the precedence of flags adjusted accordingly.

*Lowering flags in concert with Federal and Provincial governments*

*Lowering flags at all County of Renfrew County properties*

The CAO/Clerk (or designate) shall be responsible for notifying the Development and Property Department, or appropriate staff person, of the half-masting of flags, with respect to the location, the reason, and the duration that the flag will be flown at half-mast;

The Development and Property Department will be required to lower and raise the flags in accordance with the notice provided by the CAO/Clerk (or designate);

From the time of notification of death until sunset the day of the funeral or memorial service for:

- i. the Sovereign;
- ii. a member of the immediate Royal Family;
- iii. a current or former Governor General of Canada;
- iv. a current or former Prime Minister of Canada;

Corporate Policies and Procedures			
<b>DEPARTMENT:</b> Development and Property			<b>POLICY #:</b> GA-12
<b>POLICY:</b> Flag Protocol Policy			
<b>DATE:</b> June 2021	<b>REV. DATE:</b>	<b>COVERAGE:</b> All County-owned Facilities	<b>PAGE #:</b> 4 of 6

- v. a current or former Lieutenant Governor of Ontario;
- vi. a current or former Premier of Ontario;
- vii. a current or former Member of the local ridings of the Federal or Provincial Parliament;
- viii. the current Warden of the County of Renfrew;
- ix. a past Warden of Council for the County of Renfrew.
- x. a current employee of the County of Renfrew.
- xi. any other prominent public figure as determined by the Warden in consultation with the Chief Administrative Officer.

The Chief Administrative Officer may approve the lowering of flags to half-mast:

- i. to recognize the passing of a person of national or international stature who has had a significant impact on the community.
- ii. in response to a tragic or catastrophic event in the world consistent with the Department of Canadian Heritage.

From sunrise to sunset on:

- i. April 28, the National Day of Mourning (for those who have died in the workplace);
- ii. June 23, National Day of Remembrance for Victims of Terrorism;
- iii. November 11, Remembrance Day, except where a Remembrance Day ceremony involves the raising or lowering of a flag or flags as part of the ceremony;

Corporate Policies and Procedures			
<b>DEPARTMENT:</b> Development and Property			<b>POLICY #:</b> GA-12
<b>POLICY:</b> Flag Protocol Policy			
<b>DATE:</b> June 2021	<b>REV. DATE:</b>	<b>COVERAGE:</b> All County-owned Facilities	<b>PAGE #:</b> 5 of 6

- iv. December 6, National Day of Remembrance and Action on Violence Against Women.

Whenever the Prime Minister's Office or Canada Heritage have lowered the flags at all Federal properties and buildings;

Whenever the Ontario Premier's Office have lowered the flags at all Provincial properties and buildings.

The Development and Property Department will maintain an inventory of all flags flown at the Municipal buildings and facilities.

Public notice of the reason for the half-masting will be posted on the Municipal website and at the Municipal office.

11. Notwithstanding clause 11, during periods of half-mast, the flags on all County of Renfrew flagpoles must be flown at full-mast on the following legal holidays created under the Holiday Act: Victoria Day and Canada Day.

12. Council Chamber Flags

The flags in the Renfrew County Council Chambers are displayed on a flag stand with the National Flag of Canada in the centre, the Provincial Flag of Ontario to the left and the County of Renfrew Flag on the right. In determining the left and right location, the observer stands facing the flags.

13. Replacement and Disposal of flags

When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way.

Corporate Policies and Procedures			
<b>DEPARTMENT:</b> Development and Property			<b>POLICY #:</b> GA-12
<b>POLICY:</b> Flag Protocol Policy			
<b>DATE:</b> June 2021	<b>REV. DATE:</b>	<b>COVERAGE:</b> All County-owned Facilities	<b>PAGE #:</b> 6 of 6

A flag is considered to be tattered or worn when the colour has faded, it has developed a hole, or the outermost seam (fly) of the flag has become frayed. When a flag is no longer in a suitable condition for use, it should be disposed of in a dignified manner.

#### **POLICY REFERENCES**

Canada Heritage Online Guidelines: Flag Etiquette in Canada

Canada Heritage Online Guidelines: Rules for Flying the Flag

## **ECONOMIC DEVELOPMENT DIVISION REPORT**

Prepared by: Alastair Baird, Manager of Economic Development

Prepared for: Development and Property Committee

June 15, 2021

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### **INFORMATION**

**1. Report on Trail Usage in Renfrew County [Strategic Plan Goal No. 1(b)]**

Attached as Appendix ED-I is the final Report on Trail Usage in Renfrew County. This report is based on surveys of all trail user groups, trails organization leadership, and individual trail users. Surveys were distributed to provincial level organizations as well as County of Renfrew, Pontiac County and eastern Ontario organizations and individuals. The report shows the importance of trail assets to trail users and the scope of economic impact trails have in Renfrew County.

**2. Economic Impact Report: Our Lady Seat of Wisdom College [Strategic Plan Goal No. 1(b)]**

Upon request, Business Development Officer Mr. David Wybou researched and drafted an economic impact report for Our Lady Seat of Wisdom College in Barry's Bay. The report is being used in support of the College's application submission to the Ontario Ministry of Colleges and Universities for approval to offer four-year B.A. programs in History, Philosophy, Literature and Classical and Early Christian Studies. Currently the College has certificate and three-year degree programs. The development of four-year degree programs will increase the College's attractiveness and long-term sustainability, attracting more students and retaining students for longer study programs at the College, and increasing the student population in Barry's Bay. These changes will increase the positive economic impact the College already has in Barry's Bay and the Township of Madawaska Valley.

3. **Demographic and Statistical Packages Provided to Developer [Strategic Plan Goal No. 1(b)]**

Business Development Officer Mr. David Wybou, utilizing our Zoom Prospector site selection tool, developed information packages, which were provided to a developer investigating market opportunities in the County. This investor toured several targeted sites in the County with economic development staff.

4. **Canadian Nuclear Laboratories (CNL) Community Advisory Panel [Strategic Plan Goal No. 1(b)]**

As an enhancement of their community outreach and engagement, Canadian Nuclear Laboratories (CNL) is creating a Community Engagement Panel. This panel will provide a forum for local community members to interact with CNL, learn more about activities at Chalk River Laboratories and the environmental remediation projects underway and ask questions and seek further information. Twelve community representatives will be selected through an application process. Appendices ED-II and ED-III provide further information about the panel and the application process.

5. **Canadian Nuclear Laboratories (CNL) Revitalization of Supply [Strategic Plan Goal No. 1(b)]**

Business Development Officer David Wybou participated in a virtual event on May 31 hosted by CNL and the Organization of Nuclear Industries (OCNI), titled Vision 2030 – Canadian Nuclear Laboratories Revitalization of Supply. This was largely about the site revitalization and developments at CNL, particularly on developing the supply chain. This is an area where Economic Development Services has been focusing over the past decade, to integrate more local suppliers of goods and services into the CNL supply chain at Chalk River Laboratories (CRL), and into the entire national and global nuclear industry supply chain. Key presenters were Ron Oberth, President of OCNI, Joe McBrearty, President and Chief Executive Officer (CEO), Lou Riccoboni, Vice President of Corporate Affairs and Business Development and Les Anderson, Director, Commercial and Supply from CNL and Fred Dermarkar, President and CEO of Atomic Energy of Canada Ltd. (AECL).

## RESOLUTIONS

### 6. Local Leader of Maple Syrup Industry Recognized Internationally

**Recommendation:** THAT the Development and Property Committee recognize the leadership Mr. Ray Bonenberg of Mapleside Sugar Bush, Township of North Algona Wilberforce, has provided to Renfrew County, Ontario, Canadian and North American maple syrup industry.

#### **Background**

On May 15, 2021, Mr. Ray Bonenberg was inducted into the [International Maple Hall of Fame](#), located in Croghan, New York. This induction was to recognize Mr. Bonenberg's decades of service to the Maple Syrup industry here in Ontario and his influence of policy, sugar bush and maple tree management best practices, and professional development for all maple producers. Mr. Bonenberg is a long-time member of the Ontario Maple Syrup Producers Association and his many contributions to the Maple Syrup Industry in Canada and the United States include:

2004	Hosted the Annual Conference and AGM of Ontario Maple Syrup Producers Association (OMSPA) in Renfrew County, with 175 delegates attending for two days and nights.
2011-2015	President, Ontario Maple Syrup Producers Association (OMSPA).
2017-2020	President, International Maple Institute.
2020-present	Chair Communications: External and Publication (OMSPA).
2020-present	Treasurer (OMSPA).

## BY-LAWS

### 7. Letter of Agreement between the County of Renfrew and the Eastern Ontario Leadership Council (EOLC) [Strategic Plan Goal No. 1(b)]

**Recommendation:** THAT the Development and Property Committee recommend to County Council that a By-law be executed to enter into an Agreement with the Eastern Ontario Leadership Council (EOLC) to enable the County of Renfrew to conduct the Commuter Pilot Project on behalf of and with the financial support of the EOLC.



### **Background**

The County of Renfrew, in collaboration with RideShark Corporation, applied for funding to utilize the County of Renfrew commuter and rideshare platform, ShareTheRide.ca, contracted from RideShark Corporation, as a pilot project to demonstrate a commuter-focused transportation solution, focused on commuters in Renfrew County, including urban and remote rural areas, as well as the City of Pembroke and mobility connections in the City of Ottawa. The County of Renfrew will receive up to \$25,000 from the EOLC to deliver this pilot project with a targeted end date of December 31, 2021.

This pilot project dovetails with an existing project on which the County of Renfrew and RideShark Corporation are collaborating, funded by the Ontario Centre of Innovation (formerly known as Ontario Centres of Excellence Inc.) and the Autonomous Vehicle Innovation Network of Ontario. That project is the development and demonstration of a ride share platform to serve seniors and other residents in rural Ontario winter conditions.

## **8. Rural Economic Development (RED) Program Contribution Agreement [Strategic Plan Goal No. 1(b)]**

**Recommendation:** THAT Development and Property Committee recommend to County Council that a By-law be executed to enter into a Contribution Agreement for the Rural Economic Development funding program for which Economic Development Division has been approved to assist with Renfrew County Marketing, Outreach, Expansion, Retention and Investment Attraction Program Collaterals.

### **Background**

Economic Development services was successful with an application to the Ontario Government RED program for 50% project funding to support the acquisition of and collection of promotional imagery and video to support website, social media, and print and video marketing, creation of a new website and various investment attraction tools and collaterals.

# TRAIL USAGE REPORT

MAY 2021



*PREPARED BY*  
Patrick O'Connor  
CEO, Ontario Trails Council

# Trail Usage Report

Prepared for Renfrew County



County of Renfrew Economic Development  
9 International Drive, Pembroke, ON K8A 6W5

By: Patrick Connor, CEO  
The Ontario Trails Council



## Background

In November 2020, The County of Renfrew retained the Ontario Trails Council (OTC) to design and host a survey to assess the use of trails and the impact of this use in Renfrew County.

Working in partnership with the staff of the County, OTC designed a series of questions for Trail Users, Provincial Level Trail Organizations and Regional Trail Stakeholders.

The Community Survey on Trail Activity and Use in Renfrew County - an individual trail user survey, focused on users of the trail and asked users questions relevant to their trips, the trails they use, how often, and sought answers about their experience and expenditure when using Renfrew Trails. This category broke out trail users into 13 different types of use, non-motorized and motorized.

The Provincial Level Trail Organization survey was focused on determining the level of Renfrew trail use that is supported by these organizations and determining the level of use that could be attributed to marketing or club support that drew these users to Renfrew County from these sources.

The Regional Trail Stakeholder Survey was designed to offer an assessment of the overall positive impact of the Renfrew County Trail use on other businesses and services that provide a service or product to trail users of Renfrew County trails. This included an estimate by type of trail user activity. For example, cyclists would use cycling shops, motorized would use garages and fuel, and all would use a variety of restaurants and accommodation.

Overall, the response rate was strongest to the Trail User Survey with 525 responses. The second highest level of response was from the Regional Trail Stakeholder Survey, with the Provincial Level Survey offering some insight to specific activity ATV'ing.

As a result, this report will focus largely on the response of trail users to gauge the impact of Renfrew County Trails available for public use.



## Results - Community Survey on Trail Activity and Use in Renfrew County

Overall 525 respondents to 18 questions.

1. **Name** - while not required to provide a name, 283 people did provide a name. This will allow follow up if deemed of value in the future.

2. **Phone Number** - while not required to provide a telephone number, 225 people did provide a telephone number. This will allow follow up if deemed of value in the future.

3. **Email** - while not required to provide an email address, 225 people did provide an email address. This will allow follow up if deemed of value in the future.

4. **Postal Code** - **525**, or 100% of respondents did provide a Postal Code. 55 different postal codes were reported. The Postal Code Response numbers by postal code will help to generally determine the location of the respondent:

- a. K0J - 106 - Beachburg, Calabogie, Cobden
- b. K8A, K8B - 105 - Pembroke
- c. K0A - 61 - Ottawa, Casselman, Pakenham, Arnprior, Almonte, Richmond
- d. K7S - 44 - Arnprior
- e. K7V - 41 - Renfrew
- f. K8H - 39 - Petawawa
- g. K0G - 13 - Lanark, Kemptville, McDonald's Corners
- h. K2G, K2J, K2E, K2H - 9 - Nepean
- i. K2W, K2K, K2L, K2M, K2T - 8 - Kanata
- j. K1H, K1L, K1N, K1S, K1Y, K2A, K2C - 8 - Ottawa
- k. K7C - 8 - Carlton Place
- l. K0C - 6 - Ingleside, Winchester
- m. K0E - 6 - Cardinal, Spencerville, Toledo, Mallorytown
- n. K7A - 5 - Smiths Falls
- o. J0X - 4 - Oxford, London
- p. K6V - 4 - Brockville
- q. K7H - 4 - Perth
- r. K7P, K7K, K7M - 4 - Kingston
- s. K0H - 3 - Elginburg, Glenburnie, Maberly
- t. K0K - 3 - Marmora, Madoc, Baltimore
- u. K0L - 3 - Bancroft
- v. K2S - 3 - Stittsville
- w. K0B - 2 - Curran
- x. K4A - 2 - Orleans
- y. K4P - 2 - Greely
- z. K7G - 2 - Gananoque
- aa. K0M - 1 - Cameron



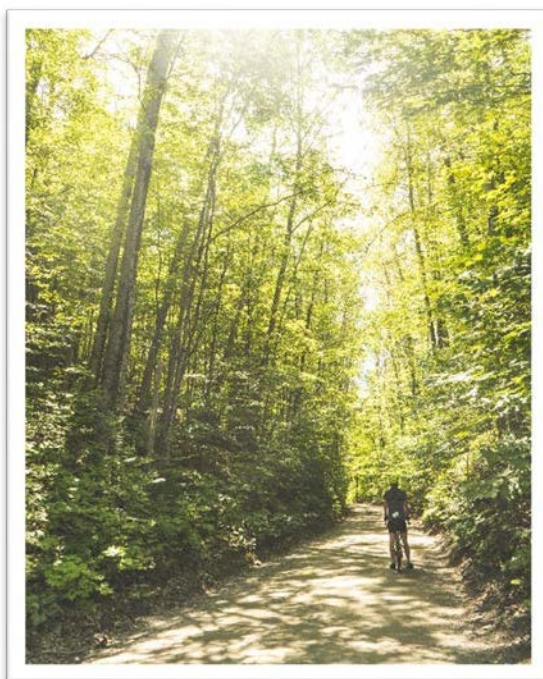
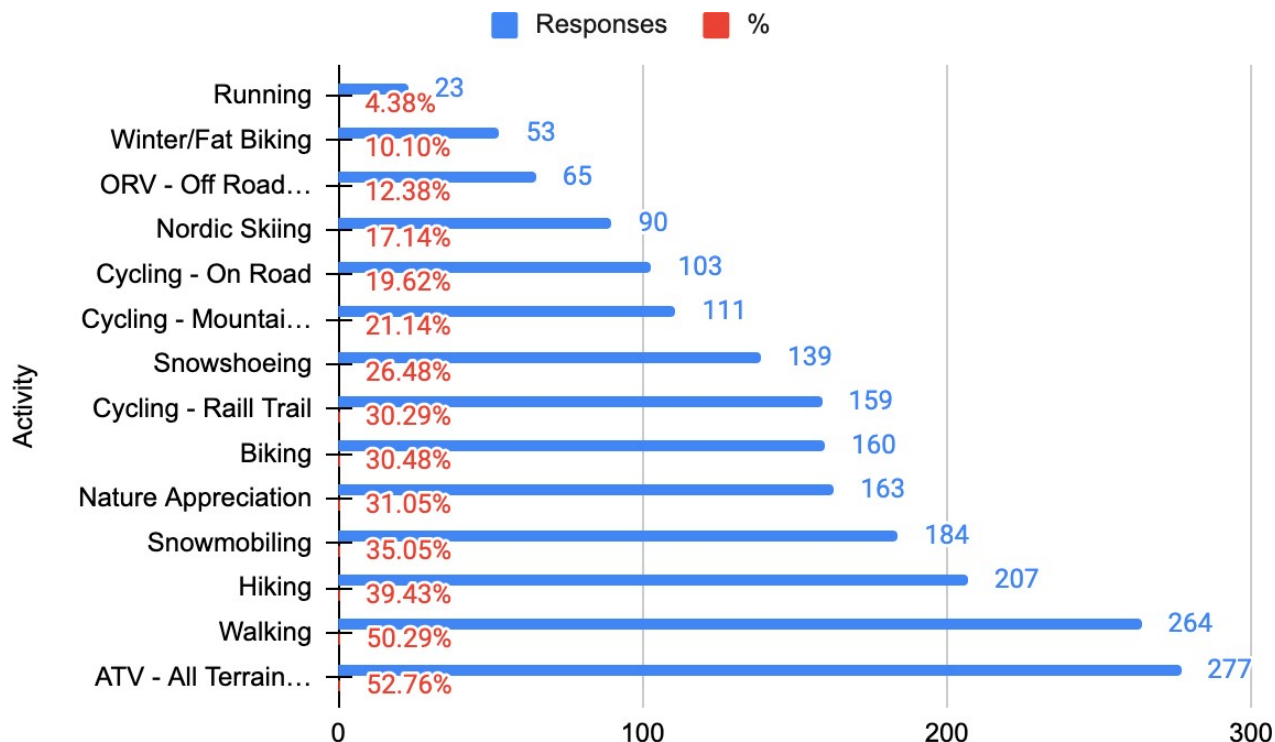
- bb. K1B - 1- Gloucester
- cc. K4M - 1- Manotick
- dd. K4R - 1 - Russell
- ee. K6T - 1 - Unknown
- ff. K8N - 1- Belleville
- gg. K9H - 1- Peterborough
- hh. L0B - 1- Orono
- ii. N0B - 1- Ballinafad
- jj. N5W - 1- London
- kk. P1B - 1 - North Bay

438 of the postal codes reporting are within 60 kilometers of the trail, along various points of the trail. This represents 83.4% of all respondents, who could be considered trail local.



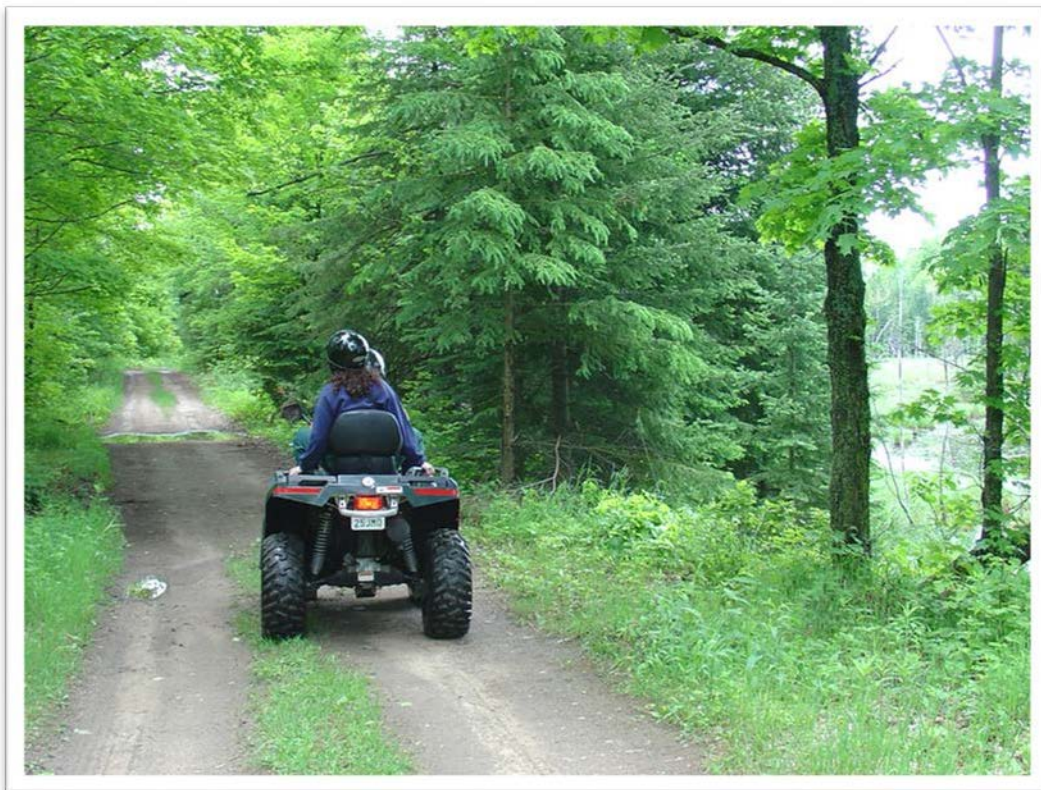
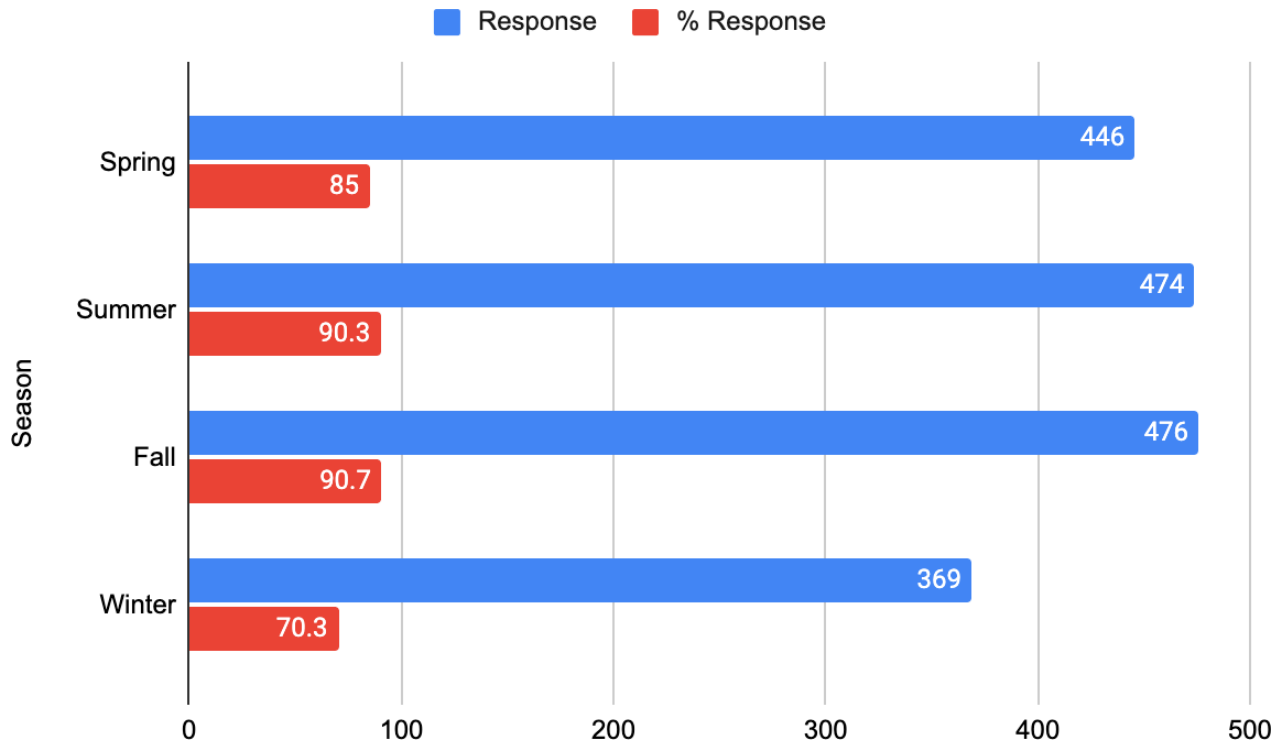
## 5. What trail activities do you do on Renfrew County trails? Number of responses: 525

The survey targeted 14 different trail use activities. All 14 uses are engaged on Renfrew County trails. The largest use group is pedestrians with a multi-season total of 412 responses. All Terrain Vehicle (ATV) and Off-Road Vehicle (ORV) with 343 respondents, all types of Cycling see 330 responses.



## 6. What seasons do you use Renfrew County Trails?

Overall the trails in Renfrew County are used in all four seasons. The users report using the trails most in the Fall, followed by Summer, then Spring and then Winter.





## 7. Do you belong to a Renfrew County trail organization or trail user group? If so, which one(s) do you support? 525 responses

275 respondents indicated that they do not belong to a trail organization or trail user group. 59 respondents indicated that they support a provincial level organization, 25 Ontario Federation of ATV Clubs (OFATV), 33 Ontario Federation of Snowmobile Clubs and 1 indicating they support The Ontario Federation of Trail Riders (OFTR). 31 local clubs support activity on Renfrew County Trails. The breakout of support by respondents by group is as follows:

- ATV - 118
- Snowmobile - 95
- Cycling - 41
- Cross Country Ski - 6
- Trail Development or Management Organization - 6
- Dirt Bike - 3
- Field Naturalists - 1
- No Affiliation - 275

The 31 Clubs supporting Renfrew County Trails responding to the survey are:

### **Motorcycle/Dirt Bike**

- Baytown Motorcycle Club
- Algonquin Trail Riders

### **Cycling/Mountain Biking**

- Ottawa Valley Cycling and Active Transportation Alliance
- Beachburg Off-road Cycling Association (BORCA)
- Free the Woods MTBC
- LCMBA
- OMBA

### **Snowmobiling**

- Bonnechere Valley Snodrifters
- Bonntae Snowmobile Clubs
- Calabogie & District Snowmobile Club
- Eganville Sno Drifters
- Griffith Madawaska Snowmobile Club
- Missing Link Snowmobile Club
- North Renfrew Snowmobile Assoc.
- Opeongo Snowbirds
- Halliburton, Bancroft, Ottawa Valley Snowmobile Districts
- Timberline Snowmobile Club
- WCSTA
- White Water Sno Goers
- Riverside Snowmobile Club
- Snow country snowmobile region
- Snowmobile Clubs Missing Link

### Cross Country Skiing

- Deep River XC
- Forest Lea Trails
- Madawaska Nordic
- Pembroke Cross Country Ski Club

### Trail Development and Management Organizations

- EOTA
- MVT
- Four Seasons Conservancy

### ATV/ORV

- KATVA
- Napanee ATV
- Nation Valley ATV
- Ottawa Valley ATV Club
- RCATV
- Rideau Lakes ATV
- Thousand Islands ATV Club

### Naturalist

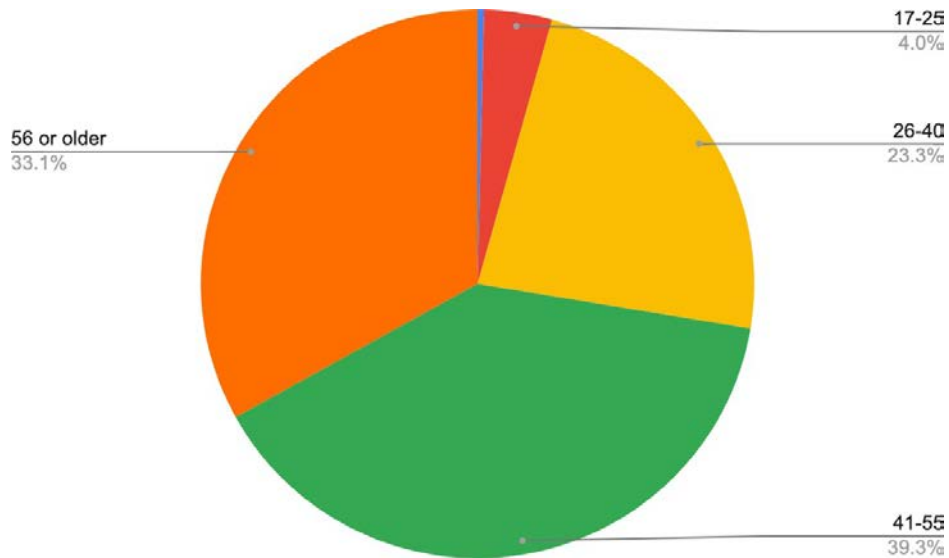
- Macnamara Field Naturalists



12 + kms of Groomed Classic & Skate Trails – Snowshoe Trails  
1.5kms of Lighted Ski Trails  
**Pembroke Area Cross Country Ski Club**  
1867 Forest Lea Road, Pembroke, ON  
Memberships, Day Passes, Donations and Volunteers Make Our Club Successful!

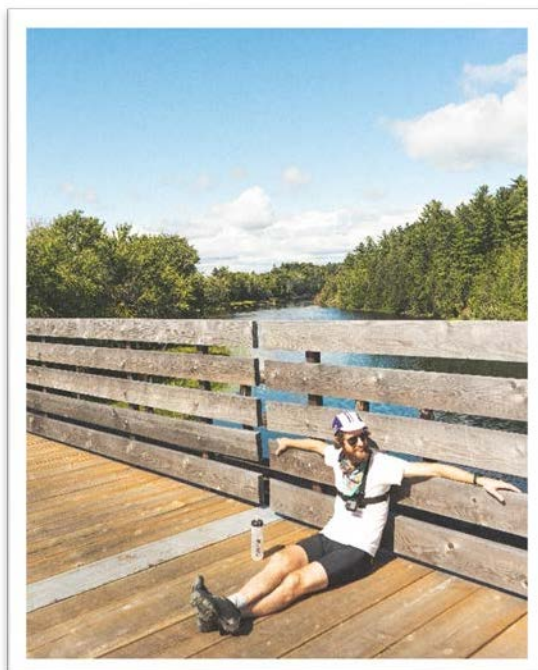


## 8. What is your Age?

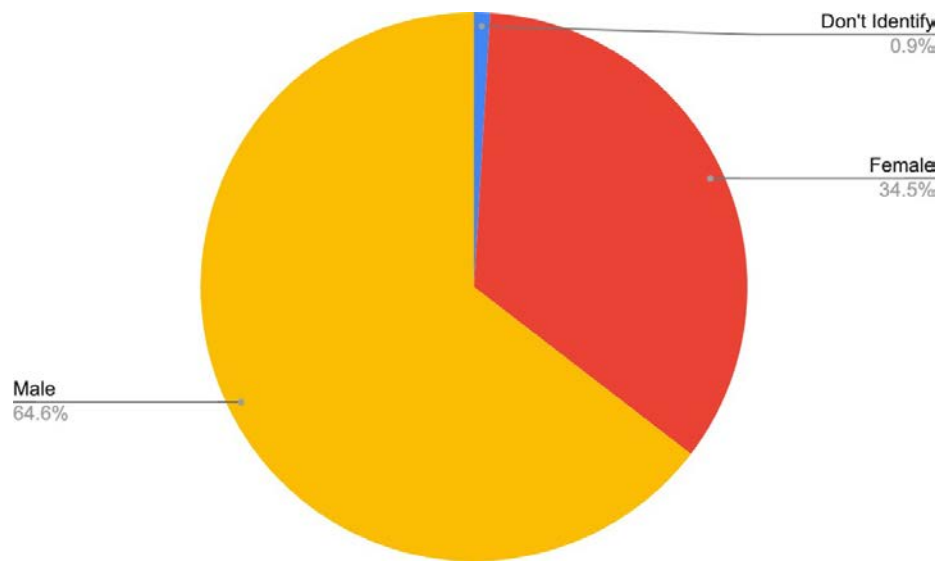


The largest respondent group is aged 41-55 (207 or 39.5%) of all responses. The second largest respondent group is aged 56 or older (171 or 32.6%) of all responses. The third largest response group is aged 26-40 (123 or 23.5%) of all responses. The fourth group 17-25 represents (21 or 4%) of all responses. Only 2 responses were 16 or under.

Significantly, 72.1% of all users are 41 or older and this population demographic has both the time and the dollars to spend on trail use and trail support through tourism.



## 9. What is your gender?

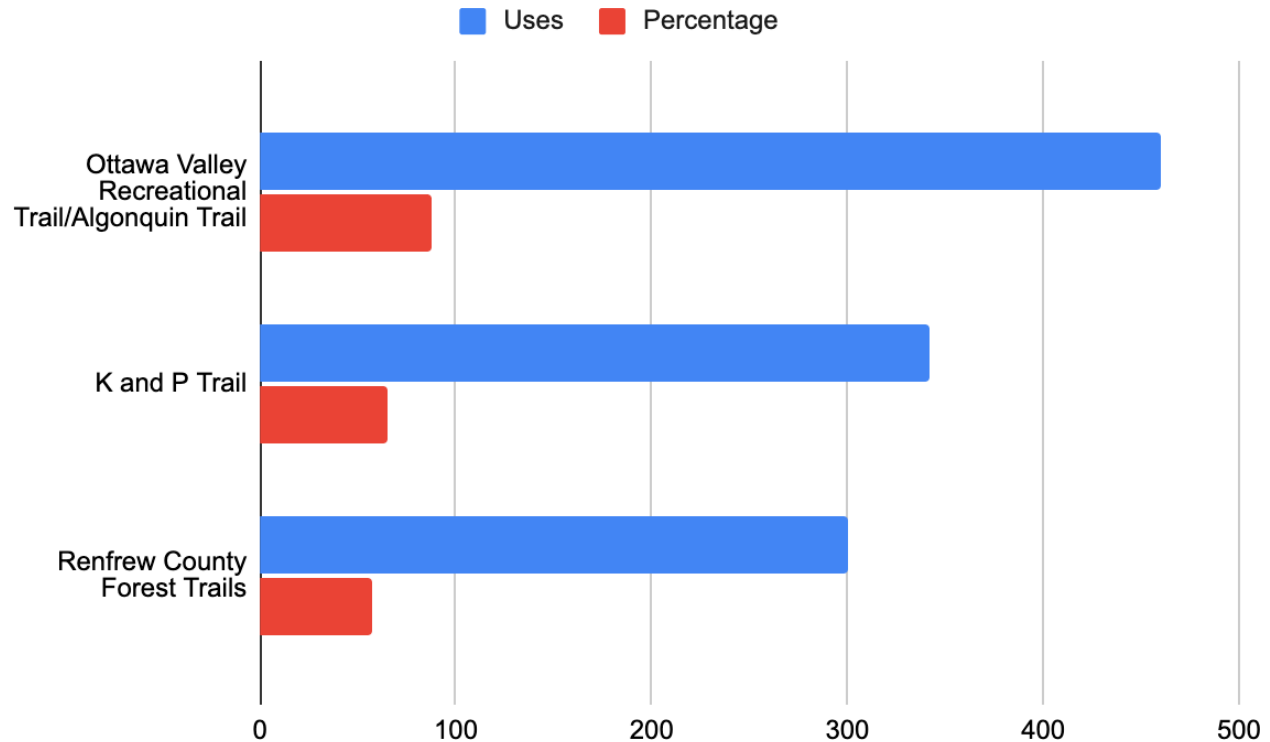


There is clearly a larger male use of the Renfrew County Trails than female. The male use is nearly 2 times greater than female use. The total number of male responses was 338 to 180 female, with 5 users not identifying. There may be a correlation between this representative population use and the activity use on the trail.



**10. Have you used the Renfrew County owned Ottawa Valley Recreational Trail/Algonquin Trail, K and P Recreational Trails? Or have you used trails in Renfrew County forests?**

525 responses.



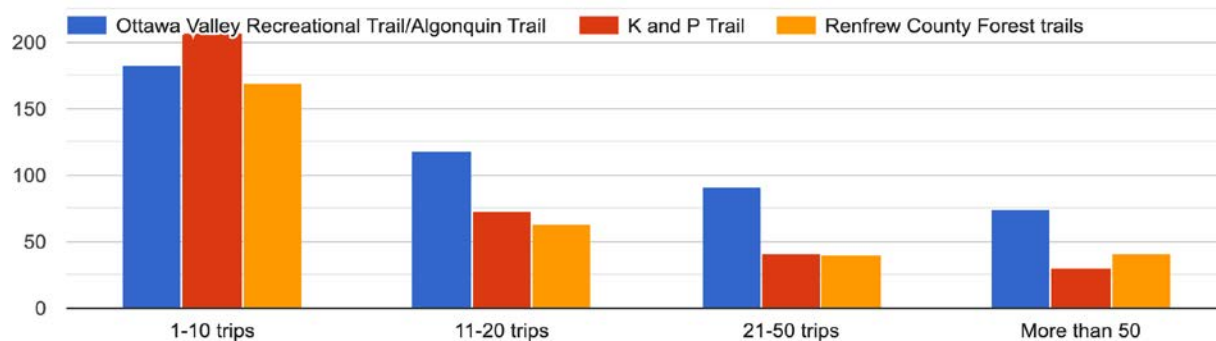
The survey shows that most, 460 (87.6%) of respondents use the Ottawa Valley Recreational Trail/Algonquin Trail, followed by 342 (65.1%) using the K and P Trail. Nearly 300 (60%) also use the Renfrew County Forest trails.





## 12. Estimated number of trail trips per season, please check the trails and then provide an estimated number of trips per trail.

Estimated number of trail trips per season, please check the trails and then provide an estimated number of trips per trail.



### I. *Ottawa Valley Recreational Trail/Algonquin Trail Use*

- 178 people indicate they use this trail 1-10 times a year, which represents a minimum of 178 to a maximum of 1,780 trips per year.
- 118 people indicate they use this trail 11-20 times per year for a minimum number of trips of 1,298 to a maximum of 2,360 trips per annum.
- 83 people indicate they use this trail 21-50 times per year for a minimum number of trips equaling 1,743 to a maximum of 4,150 trips per year.
- 74 people indicate they use this trail more than 50 times per year for a minimum number of trips of 3,700.

As a result, a minimum number of trips per year on the Ottawa Valley Recreational Trail/Algonquin Trail could be stated as 6,929. A maximum estimate based upon the survey is in excess of 11,990 trips per year.

### li. *K and P Trail Use*

- 208 people indicate they use this trail 1-10 times a year, which represents a minimum of 208 to a maximum of 2,080 trips per year.
- 73 people indicate they use this trail 11-20 times per year for a minimum number of trips of 803 to a maximum of 1,460 trips per annum.
- 39 people indicate they use this trail 21-50 times per year for a minimum number of trips equaling 819 to a maximum of 1,950 trips per year.
- 25 people indicate they use this trail more than 50 times per year for a minimum number of trips of 1,250.

As a result, a minimum number of trips per year on the K and P Trail could be stated as 3,080. A maximum estimate based upon the survey is in excess of 6,740 trips per year.

### iii. *Renfrew County Forest Trails Use*

- 170 people indicate they use this trail 1-10 times a year, that represents a minimum of 170 to a maximum of 1,700 trips per year.
- 55 people indicate they use this trail 11-20 times per year for a minimum number of trips of 605 to a maximum of 1,100 trips per annum.
- 38 people indicate they use this trail 21-50 times per year for a minimum number of trips equaling 651 to a maximum of 1,900 trips per year.
- 40 people indicate they use this trail more than 50 times per year for a minimum number of trips of 2,000.

As a result, a minimum number of trips per year on the Renfrew County Forest Trails could be stated as 3,426. A maximum estimate based upon the survey is in excess of 6,700 trips per year.

Over the entire Renfrew County Trail environment the survey indicates a minimum of 13,435 trail trips to a maximum in excess of 20,338 trail trips per year. Based on 525 respondents for an average number of trips of 39 per person per year.



Photo Credit: John Butler Photography

### 13. What other Renfrew County trails do you use? Please list up to 3 in order of most to least use.

525 responses

- 307 respondents supplied at least 3 other trails or trail types that they used in addition to the OVRT/Algonquin or Renfrew County Forest Trails.
- 205 respondents replied that they use no other trails in Renfrew County.
- 43 respondents reported that they used OVRT/Algonquin Trail.
- 34 respondents replied that they used other trails but they did not know the names of them, and or other non-area trails.
- 116 trails by name or by type were identified: ATV, Beachburg, Calabogie, Snowmobile, Shaw Woods, Provincial Park and Crown Forest trails had multiple trails identified within the catchment, i.e. Snowmobiling Top and B for example.

#### Responses by type - highest to least use mentioned

Snowmobiling OFSC - 58 incl. G, B, North Renfrew, Missing Link, Top A, Top B, Top E, 103R, 101 24 22, E105A, B101A, E102, B, 101, 106, 106A, A100, A103, B101a, 127, 126

ATV trails - 31, incl. Dacre, RCATV, OFATV, Nation Valley, Ottawa Valley ATV Club trails

Forest Lea – 30

Petawawa - 25, incl Terrace Trail, Research Forest, Centennial, Garrison, Fish Hatchery, Emerald Trail

Roads - 22 incl. Unmanaged, ROW, logging, bush, gravel, Crown Land

Beachburg County Forest - 18, incl. Lavallee Loop, Brewery and Forest

Shaw Woods – 18

Algonquin Park - 16 incl. Barron Canyon and Algonquin Pass

BORCA trails other than County Forest - 16, incl. Algonquin Pass, Pappin, Lorne, Chuckamoon

Calabogie - 14 incl. Ski, hiking, cycling

Eagles Nest – 13

Crown Land – 13

Griffith – 11

Greater Madawaska Trails – 10

Pembroke - 10 incl. Waterfront, Emerald Necklace, Kiwanis Park, Terrace Park and PAXC

Manitou Mountain – 8

Private Property – 7

Bennies - 5, incl. Bennies 2, and Bennies Corners, 2

Grove in Arnprior – 5

Ma-Te-Way Trail – 5

Madawaska Valley Trail - 5, Incl 1- Almonte River and 2 –Sugarbush

Provincial Parks Trails - 5 incl. Foy PP, and Petawawa PP

Hydro Lines – 4

RC Forest Trails – 4



CN Rail – 4
Rail Bed - unidentified by name – 4
Arnprior - 3, to Renfrew, to Pakenham, to Almonte
Deep River - 3, incl. 1 - Silverspoon, and 1 - The Four Season
Golden Lake Area – 3
Lake St. Pierre Dirt Bike Trails – 3
Pakotina – 3
Westmeath - 3, incl. Loop and PP
Perth -2
Black Bay – 2
Alice Tract – 2
Eastern Ontario – 2
Egan Trail - 2, incl. 1- Geoheritage Trail
Gatineau Park – 2
Chalk River – 2
Barry's Bay/Wilno Area – 2
McNamara Trail – 2
Cobden - 2, incl. 1, Cobden Marsh Trail
Pappin – 2
Silver Spoon – 2
Town of Renfrew Trails - 2, 1-Millennium
Dacre Heights Trails – 1
Chippior's Tract – 1
Crazy Horse – 1
Fraser Area Tracts – 1
Horton Trail – 1
"Gravel Guys" – 1
Inspiration Trail – 1
Driftwood Park Trails – 1
Laurentian Valley Skating Trail – 1
Loggers Loop – 1
McNab/Braeside – 1
Opeongo – 1
Paugh Lake Trail – 1
Blueberry Mountain – 1
Bob Daze Trail – 1
Bonnechere Falls – 1
Petite Nation – 1

Bass Lake – 1
Trans Canada Trail – 1
Waban Lake – 1

The greatest number of trails mentioned other than the OVRT/Algonquin, K & P Trail and Renfrew County Trails are snowmobiling at 58, followed by ATV at 31, and then Forest Lea cross-country ski, hike, mountain bike, snowshoe at 30.

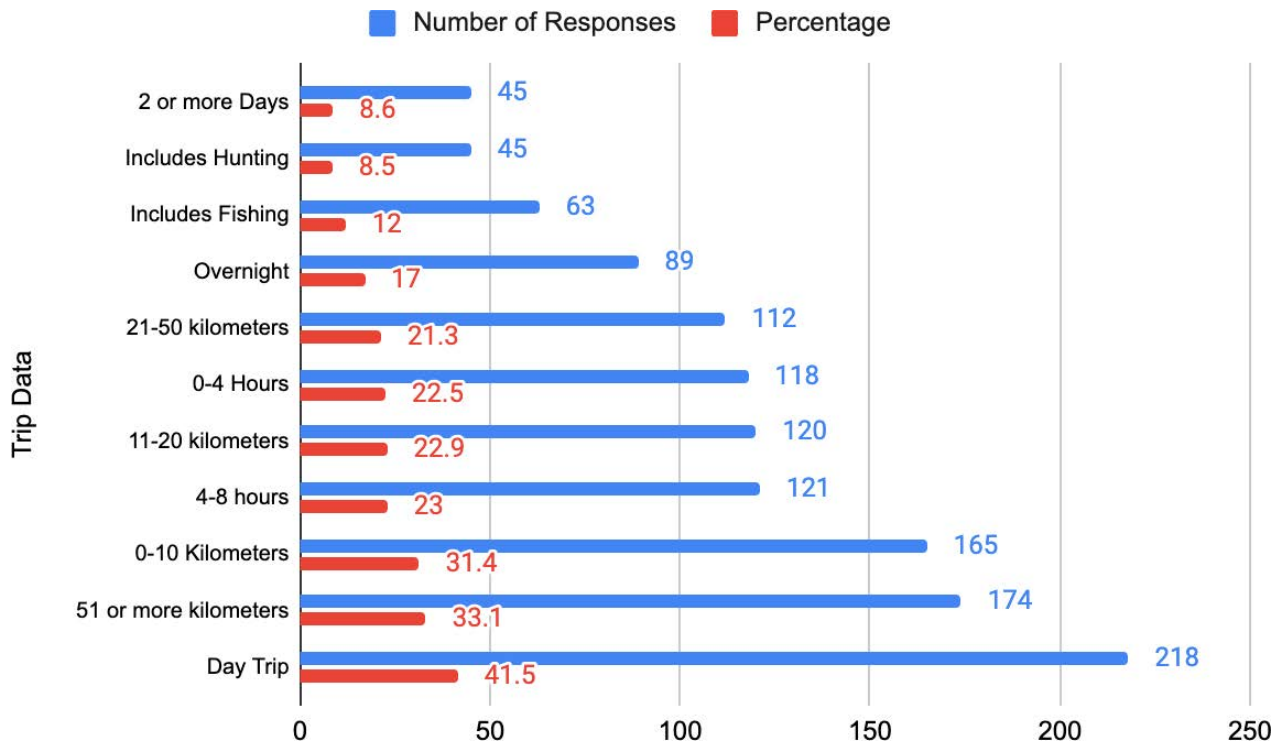
These are the top 3 responses as to other trails that people use in Renfrew County. It is important to note that the survey caught a large number of other trails that respondents were aware of and used.

When summed to the OVRT/A, K and P and RCF, this leaves a strong impression that approximately 60% of survey respondents are aware of at least 6 trails each, and that they are aware through use.



## 15. Please tell us about your trail trips.

525 responses.



### Duration of Trip

The survey tells us that 41.5% percent of all trips on Renfrew County Trails are day trips. 17% of trips are overnight. 23% are 4-8 hour trips, 22.5% are 0-4 hour trips and 8.6% are 2 or more days. So people using the trail tend to use it for single or partial day use, 87% of the time. This is a strong indicator of local use.

25.6% of respondents indicate that they use the trail for an overnight 17% and a further 8.6% travel two or more days. With 25.6% of all users of the three trail systems staying overnight or more, this is a strong indicator that the trail is supported by trail tourism. In fact, 20.5% of trail users indicate that they are using Renfrew Trails to support hunting and fishing.

### Trip Distance

Respondents indicate that they travel 51 or more kilometers on their trips 33.1% of the time, another 31.4% of the time people are travelling 0-10 kilometers, 22.9% of people travel 11-20 kilometers and 21.3% travel 21-50 kilometers.

The long distance trips are likely including the overnight stays, the shorter duration trip of 0-10 kilometers are local use. The 11-50 kilometer trips are most likely cycling.

#### 18. Estimated number of multi-day trips per season.

525 responses

235 respondents indicate they do not do multi day trips = 235 trips  
39 people indicate they do 1 multi-day trip per year = 39 trips  
65 people indicate they do 2 multi-day trips per year =  $65 \times 2 = 130$  trips  
30 people indicate they do 3 multi-day trips per year =  $90 \times 2 = 180$  trips  
33 people indicate they do 4 multi-day trips per year =  $132 \times 2 = 264$  trips  
15 people indicate they do 5 multi-day trips per year =  $75 \times 2 = 150$  trips  
25 people indicate they do 1-5 multi-day trips per year =  $62.5 \times 2 = 125$  trips  
6 people indicate they do 6 multi-day trips per year =  $36 \times 2 = 72$  trips  
2 people indicate they do 7 multi-day trips per year =  $14 \times 2 = 28$  trips  
2 people indicate they do 8 multi-day trips per year =  $16 \times 2 = 32$  trips  
18 people indicate they do 10 multi-day trips per year =  $180 \times 2 = 360$  trips  
3 people indicate they do 12 multi-day trips per year =  $36 \times 2 = 72$  trips  
1 person indicates they do 14 multi-day trips per year =  $14 \times 2 = 28$  trips  
4 people indicate they do 15 multi-day trips per year =  $60 \times 2 = 120$  trips  
1 person indicates they do 16 multi-day trips per year =  $16 \times 2 = 32$  trips  
3 people indicate they do 18 multi-day trips per year =  $54 \times 2 = 108$  trips  
17 people indicate they do 20 multi-day trips per year =  $340 \times 2 = 680$  trips  
6 people indicate they do 10-20 multi-day trips per year =  $90 \times 2 = 180$  trips  
1 person indicates they do 30 multi-day trips per year =  $30 \times 2 = 60$  trips  
2 people indicate they do 50 multi-day trips per year =  $100 \times 2 = 200$  trips

1 person indicates they do 120 multi-day trips per year =  $120 \times 2 = 240$  trips

1 person indicates they do 150 multi-day trips per year =  $150 \times 2 = 300$  trips



2 People indicate they do 200 multi-day trips per year. (may exceed the total number of days in a year).

11 no target, just use a lot. =  $11 \times 2$  for 22 trips.

In sum, a low estimate (only counted 2 days as a minimum duration of a multi-day trip) of the number of trips, by the 486 respondents, on Renfrew County Trails would be 3,657 trips.

## 20. Estimated average expenditures per trail trip.

142 people indicate they spend 0, x 51 multiple day or single day trips = 0

7 people indicate they spend \$1, x 23 multiple trips = \$23.00

3 people indicate they spend \$2, x 21 multiple trips = \$42.00

3 people indicate they spend \$3, x 14 multiple trips = \$42.00

1 person indicates they spend \$4, x 2 multiple trips = \$8.00

6 people indicate they spend \$5, x 20 multiple trips = \$100.00

1 person indicates they spend \$7, x 3 multiple trips = \$21.00

17 people indicate they spend \$10, x 24 multiple trips = \$240.00

17 people indicate they spend \$20, x single trips =  $\$20.00 \times 17 = \$340.00$

9 people indicate they spend \$25, x 20 multiple trips = \$500

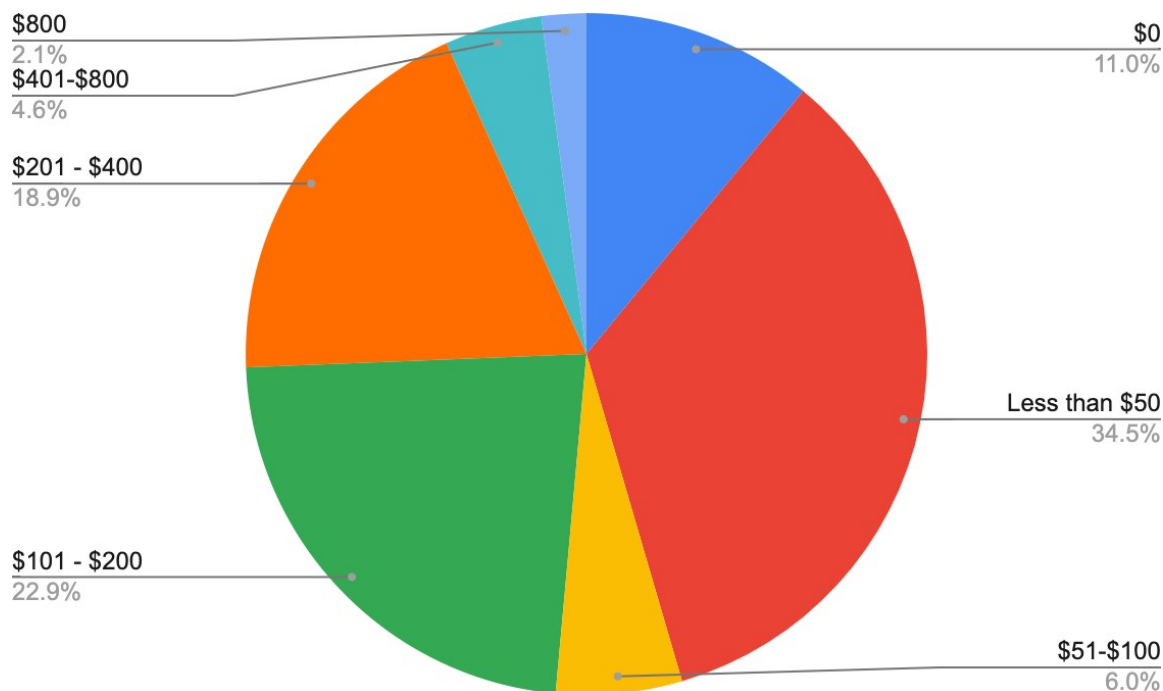
25 people indicate they spend \$30, x 11 multiple trips = \$330.00



2 people indicate they spend \$35, x 2 single trips = \$70  
 17 people indicate they spend \$40, x 123 multiple trips = \$4,920  
 30 people indicate they spend \$50, x 84 multiple trips = \$4,200 + (11 single trips = \$550) = \$4,750  
 5 people indicate they spend \$60, x 47 multiple trips = \$4,620  
 5 people indicate they spend \$75, x 16 multiple trips = \$5,955 + (2 single trips = \$150) = \$6,105  
 5 people indicate they spend \$80, x 13 multiple trips = \$5,200 (1 single trips = \$80) = \$5,280  
 1 person indicates they spend \$90, x 1 multiple trip = \$90.00  
 76 people indicate they spend \$100, x 169 multiple trips = \$16,900 + (28 single trips = \$2,800) = \$19,700  
 3 people indicate they spend \$120 per trip x 22 trips = \$2,640  
 1 person indicates they spend \$125 for one trip = \$125  
 13 people indicate they spend \$150 per trip x 83 trips = \$12,450  
 21 people indicate they spend \$200 per trip x 82 trips = \$16,400  
 5 people indicate they spend \$250 x 21 trips = \$5,250  
 10 people indicate they spend \$300 x 60 trips = \$18,000  
 2 people indicate they spend \$350 x 12 multiple trips = \$4,200  
 4 people indicate they spend \$400 x 14 multiple trips = \$5,600  
 1 person indicates they spend \$425 = \$425  
 2 people indicate they spend \$450 on 6 multiple trips = \$2,700  
 16 people indicate they spend \$500 on 56 multiple trips = \$28,500  
 2 people indicate they spend \$600 on 14 multiple trips = \$8,400  
 2 people indicate they spend \$800 on 4 multiple trips = \$3,200  
 1 person indicates they spend \$900 on 2 multiple trips = \$1,800  
 4 people indicate they spend \$1,000 on 18 multiple trips = \$18,000  
 2 people indicate they spend \$2,000 on 18 multiple trips = \$36,000

The survey indicates the 319 people reporting spending money on their trail trips. They spent \$215,071 on 1,202 reported trips of single or a minimum of 1 day. Therefore, a minimum estimate would be an average expenditure of \$178.93 per trip per person.

**21. If you purchase a trail pass/permit, or pay for parking or an access fee when you are on a Renfrew County trail, how much do you spend per year?**



Moving from highest individual expenditure to lowest shows that

- 11 respondents indicate they spend more than \$800 per year for a minimum total of \$8,800
- 24 respondents indicate they spend between \$401-\$800 per year on fees for trail use. This is a minimum of \$8,820 to a maximum of \$19,200.
- 98 people (18.7%) spend \$201-\$400 per year on fees for trail use. This is a minimum of \$19,968 to a maximum of \$36,200.
- 119 people (22.5%) spend \$101-\$200 per year on fees for trail use. This is a minimum of \$12,118 to a maximum of \$23,800.
- 31 respondents indicate they spend between \$51-\$100. This represents a minimum of \$1,581 to a maximum of \$3,100.
- 179 people (31.4%) spend less than \$50 per year on fees for trail use. This is an estimated total of \$5,950.
- 57 people indicate they do not purchase a permit or pass or fund.

The survey indicates a minimum expenditure by the 468 people of \$48,437 or \$103.50 per person per year. The survey indicates a maximum expenditure by the 468 people of \$97,050 or \$207.37 per person per year.

## 22. There are many trail benefits. Which of these benefits apply to you by using Renfrew County trails?

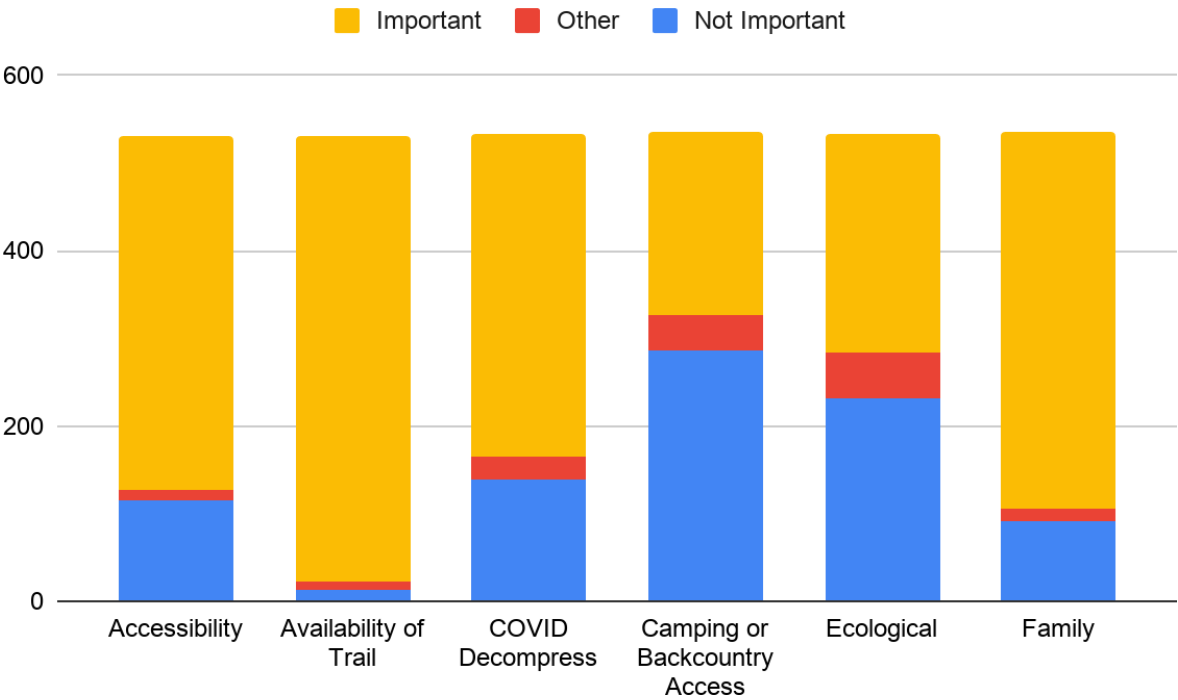
The survey asked respondents to report on the additional benefits they think accrue to them by having Renfrew County Trails. The benefits of the trail are, Accessibility, Availability, Covid

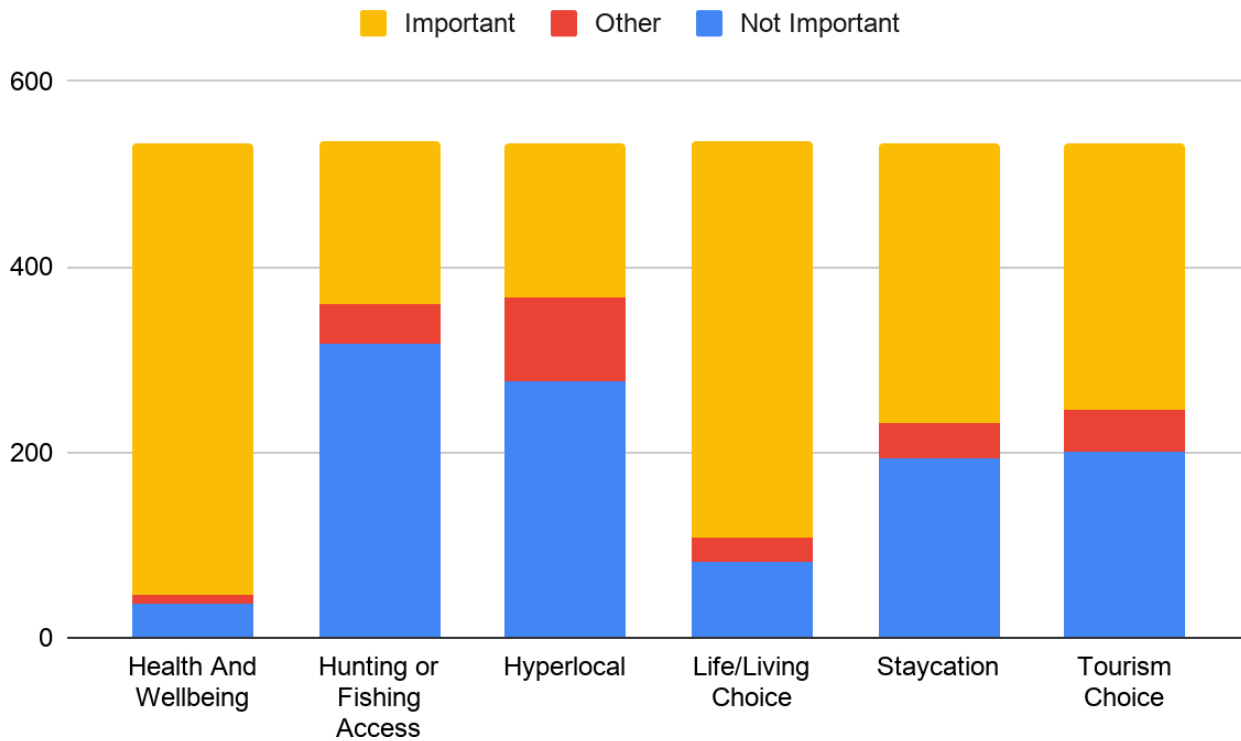


Decompress, Camping or Backcountry access, Ecological benefits, Benefits for Family, Health and Wellbeing, Hunting or Fishing Access, Hyperlocal Use, Life/Living Choice, Staycation Opportunity, or for use as a Tourism Choice.

The respondents indicate that the benefits of the trail that matter most are:

- 1. Availability of the Trail
- 2. Health and Well-Being
- 3. Family
- 4. Life Living Choice
- 5. Accessibility
- 6. COVID Decompress
- 7. Staycation
- 8. Tourism Choice
- 9. Ecological
- 10. Camping or Backcountry
- 11. Hunting or Fishing
- 12. Hyperlocal





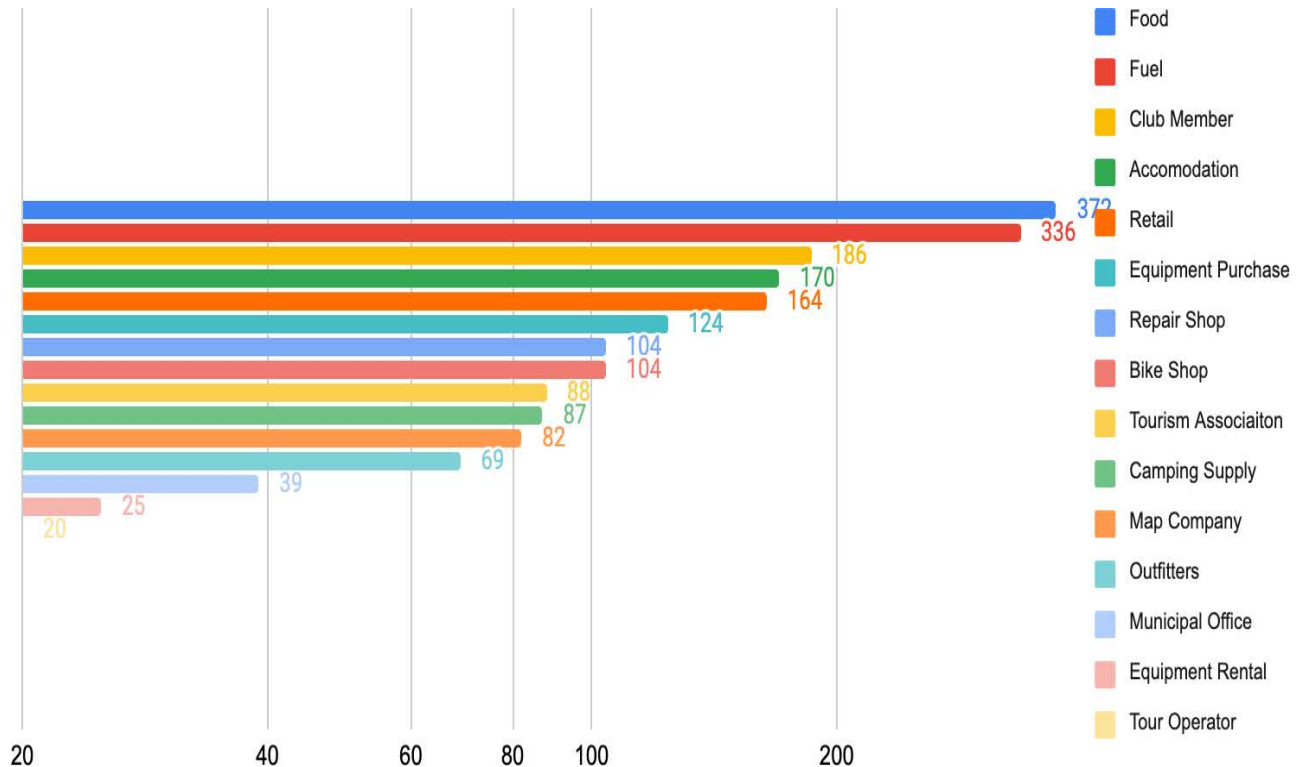
The Availability of the Trail is the most important value to the respondents. The top 6 identified benefits of the trails are all about quality of life impacts. There is a correlation between trail availability, people's health and well-being, and that there are life and living impacts that people value and are able to express by having trails.

The positive impacts of the trails are also expressed through the valuation of the trails in COVID Decompress reporting. Clearly, the local value of trails is reported in the top 50% of response categories, the value of the trail to the economy and travel activity make up 50%, but the lesser 50%. Therefore, the local value of the trail offers a tourism product that supports the local use.



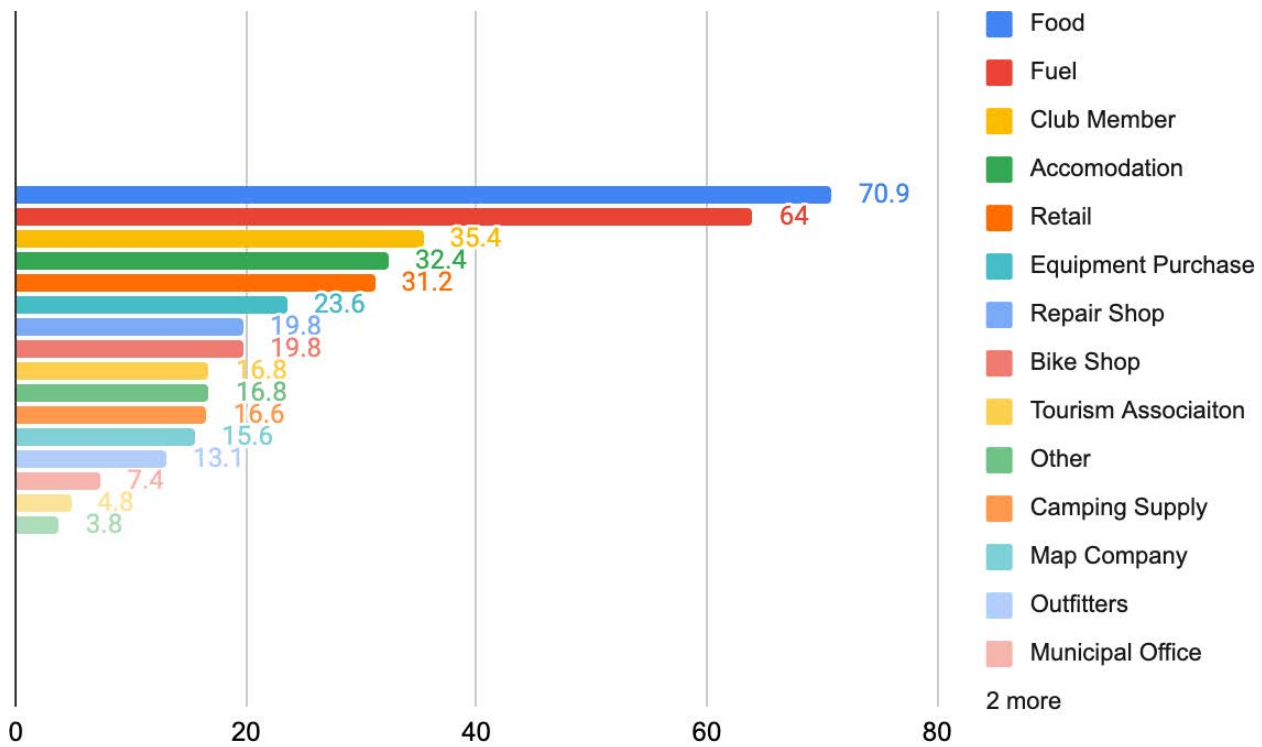
**23. There are a wide range of support groups that make trails available to the public. Do you use any of these to plan your trail activity or when you go for your trail trip?**

Total Number of Responses ranked highest to lowest used support service.



- Food - this is the largest single volume of retail purchases at 372 (70.9%) respondents reporting the purchased food.
- Fuel - this is the second largest volume of retail purchases at 336 (64%) respondents reporting they purchase fuel.
- Accommodation - 170 respondents report using accommodation in support of their trail trips.
- Merchandise Support - 25 respondents indicate they rent equipment for their trail trips, a further 124 indicate that they purchase equipment for their trip, 87 purchase camping gear or supplies and 104 trail users supported a local bike shop. Lastly, 164 people went to a Retail Outlet for supplies of some sort. This is 524 of 2058, or 25% of all answers.
- Repair - 104 people went to a bike shop, another 104 went to a repair shop, and this is 208 trips.
- Information - 186 (35%) people use a club, 104 use a bike shop, 88 use a tourism association, 82 use a map or map company, 69 use an outfitter and 20 a tour operator for support. This category represents 529 uses of this type of services.

Total Number of Responses ranked as a percentage of all services used highest to lowest used by support service.



Therefore, the survey reports 2,058 trips to a support service against a total of 3,657 trail trips.



This means that more than 56.7% of the time a person takes a trail trip in Renfrew they are also using a support service. Nearly 71% of the time they purchase food, 64% of the time they purchase fuel,

35% of the time they support a club and 32% of the time they use accommodation.

## SUMMARY

The 3 trails surveyed; the Ottawa Valley Recreational Trail/Algonquin Trail, K and P Trail and the Renfrew County Forest trails are a multi-season trail system. Used in the majority by men, but not exclusively so.

The survey shows that most, 460 (87.6%) of respondents use the Ottawa Valley Recreational Trail/Algonquin Trail, followed by 342 (65.1%) using the K and P Trail. Nearly 300 (60%) also use the Renfrew County Forest trails.

The survey discovered that overall the respondents are aware of 61 different trails or trail systems in the County, and that they are aware of over 31 clubs and organizations that support their trail activities.

The community understands and appreciates the community health, economic and community benefit the trails provides. With an overwhelming number of respondents indicating that they appreciate the availability of the trails the most. Significantly, 72.1% of all users are 41 or older and this population demographic has both the time and the dollars to spend on trail use and trail support through tourism.

The majority of respondents identified as being within 60 kilometers of some point of the trail. 41.5% of all trips on the trail are day trips, with 44.5% of those trips lasting between 0-8 hours. Another 17% of trail trips are overnight trips.

Over the entire Renfrew County Trail environment the survey indicates a minimum of 13,435 trail trips to a maximum in excess of 20,338 trail trips per year. Based on 525 respondents for an average number of trips of 39 per person per year.

Additionally, the survey indicates a minimum expenditure on passes or permits by the 468 people of \$48,437 or \$103.50 per person per year. The survey indicates a maximum expenditure by the 468 people of \$97,050 or \$207.37 per person per year.

The survey indicates the 319 people reporting spending money on their trail trips. They spent \$215,071 on 1,202 reported trips of single or a minimum of 1 multiple days. Therefore, a minimum estimate would be an average expenditure of \$178.93 per trip per person.

While the survey does not track dollar expenditures at services related to trails, 74% of trail users purchase food, 64% purchase fuel, 35% support a club and 25% use some form of retail, with 10% using a repair service.

So in trying to determine a valuation of expenditures on the trails we know:

- A minimum pass/permit expenditure on average is \$103.50 and the minimum trip expenditure is \$178.93 for a total \$281.43. The survey reports a minimum of 13,435 trail trips for a total

minimum trail use economy of \$3,775,235.00

- We believe the number of trail trips taken to be underreported. This is because the sample of 525 is only .006% of the population of 88,512 in Renfrew County. Additionally, we used a factor of 2 days maximum for all multi day trips, which in some cases could be much larger than 2 days. Therefore, it is not unreasonable to use the maximum number of trail trips as 20,338, which creates a Renfrew Trail Use economy of \$5,723,723.00 per year.

In closing, more accurate counting of the number of trail trips, perhaps even at every trail would enable a better overall assessment of the full expenditure on Renfrew County Trails.





# Your Opinion Matters

## Canadian Nuclear Laboratories' Community Advisory Panel Application

Canadian Nuclear Laboratories (CNL) is seeking interested local residents of Renfrew and Pontiac Counties to participate in a forum to exchange information and ideas about CNL's proposed and ongoing activities and projects in the Ottawa Valley region with CNL staff. The independent selection process is designed to ensure that a wide range of interests and perspectives is represented within the Community Advisory Panel (CAP).

The CAP will have a direct role in affecting how CNL engages with our communities and seeks to increase understanding. Through the CAP, we hope to grow our appreciation of the diverse perspectives in our communities and enable a representative cross-section of people to access first-hand knowledge about CNL.

Elected officials, current employees of CNL, current contractors to CNL, and the members of their immediate families are excluded from participation as members of the CAP. Former employees of either CNL or a contractor to CNL are welcome but must self-identify in their application.

Members will serve on the CAP solely as citizens, and not as representative of any agency, business, interest group or organization. No background knowledge of CNL or the nuclear industry is required.

Information shared by CAP members will be considered by CNL help to guide and inform decision-making; however, CAP members hold no formal role or responsibility in CNL's operations.

All memberships are for two-year terms and may be renewed for two additional one-year terms.

Members may attend an orientation session and four independently facilitated meetings per year, CNL is anticipating hosting the first meeting the week of September 6, 2021, and the second meeting the week of December 6, 2021. Meetings will involve reading materials that are presented during the session and providing comments, sometimes in writing.

### **Selection Process**

All applications will be evaluated by a review committee led by CNL and including the third-party facilitators, according to established criteria. Applicants may be asked to participate in an interview as part of the selection process. The review committee will make appointments to the CAP, considering the individual qualifications of the candidates and the range of expertise and diversity of experience in the composition of the committee overall.

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Those selected will be contacted by CNL.



- Name:
- Address:
- Email address:
- Phone:
- Employer (For reasons of conflict of interest.):

\*Must be a full-time resident of Renfrew County or Pontiac County.

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How concerned are you with work Canadian Nuclear Laboratories (CNL) is doing in the area? Select one.

- ☐ Not at all concerned
- ☐ Slightly concerned
- ☐ Somewhat concerned
- ☐ Moderately concerned
- ☐ Extremely concerned
- ☐ I'm not familiar with CNL
- ☐ Prefer not to answer

Why are you interested in being a member of the CAP?

Areas of personal or professional interest (check as many as relevant):

- |                                                  |                                                      |
|--------------------------------------------------|------------------------------------------------------|
| <input type="radio"/> Business / industry        | <input type="radio"/> Public health / medical        |
| <input type="radio"/> Post-secondary education   | <input type="radio"/> Tourism / recreation           |
| <input type="radio"/> First Nations              | <input type="radio"/> Seniors / youth                |
| <input type="radio"/> Service clubs              | <input type="radio"/> Former employees of CNL / AECL |
| <input type="radio"/> Environment / conservation | <input type="radio"/> Agriculture                    |
| <input type="radio"/> Citizens' associations     |                                                      |

Other: \_\_\_\_\_

How would you share what you learn with others in the community?





- By checking this box, I confirm that I am not a currently elected municipal, provincial or federal representative, nor am I an employee of, or contractor to, CNL.
- By checking this box, I commit to attend the orientation for new members and at least three of the four meetings each year of my term.
- By checking this box, I consent to the use of my name and/or photograph as part of the Community Advisory Panel, if I am chosen as a member, and agree to its use in print, as well as CNL's website and social media accounts.

Applicant Signature: \_\_\_\_\_

**Return your signed application to [ERMstakeholder@cnl.ca](mailto:ERMstakeholder@cnl.ca) by June 30, 2021.**

*Note: CNL may contact nominees if additional information is required.*

*If you have questions about the CAP or the appointment process, please e-mail [ERMstakeholder@cnl.ca](mailto:ERMstakeholder@cnl.ca).*

The information collected on this application is for the purpose of recruitment for Canadian Nuclear Laboratories' Community Advisory Panel and related activities. This information is not for sale and will be used only by CNL or other agencies working in concert with CNL, including a third party facilitator.



## Canadian Nuclear Laboratories' Community Advisory Panel

### Frequently Asked Questions

#### What is the Community Advisory Panel?

The Community Advisory Panel (CAP) is a new group for local residents of Renfrew and Pontiac Counties to participate in a forum to exchange information and ideas about CNL's proposed and ongoing activities and projects in the Ottawa Valley region with CNL staff.

#### What is the CAP's role?

The CAP will have a direct role in affecting how CNL engages with our communities. Through the CAP we hope to increase understanding, grow our appreciation of the diverse perspectives in our communities and enable a representative cross-section of people to access first-hand knowledge about CNL.

#### Who can apply?

Membership is open to any local resident of the Renfrew and Pontiac Counties over the age of 18 and who is not currently employed by CNL or currently affiliated with CNL in another way, such as working for a contractor at CNL or a current member of the CNL Environmental Stewardship Council.

A maximum of 12 volunteer members will be selected based on applications submitted to CNL.

#### How do I apply?

Email [ermstakeholder@cnl.ca](mailto:ermstakeholder@cnl.ca) for an application, submit your application by **June 30, 2021**.

#### Do I have to know a lot about Canadian Nuclear Laboratories and the nuclear industry to apply?

No, members may participate in an orientation session and may access resources to participate. No special knowledge about CNL is required to apply.

#### What is the time commitment to be a member?

Once selected, memberships are for two-year terms and may be renewed for two additional one-year terms.

Members may attend an orientation session and four independently facilitated meetings per year, CNL is anticipating hosting the first meeting the week of September 6, 2021, and the second meeting the week of December 6, 2021.

#### How is the CAP different than the Environmental Stewardship Council (ESC)?

The ESC's membership are representatives of specific interest groups, local organizations, Indigenous communities as well as local elected officials, and have specific insight and expertise to share with CNL.

The CAP is a related forum, with a few key differences. Its volunteer members, representing the general public, will bring new perspectives from our local communities. What kind of topics will the CAP discuss?



The CAP will bring new voices into important conversations on science, technology, environmental stewardship and remediation at the Chalk River Laboratories site.

#### Who is running the CAP?

CNL's Environmental Remediation Management (ERM) Stakeholder Relations team is working with an independent facilitator to run the CAP. For more information on ERM projects, visit our website:

<https://www.cnl.ca/environmental-stewardship/environmental-remediation-projects/>.



**COUNTY OF RENFREW**

**BY-LAW NUMBER**

**A BY-LAW TO EXECUTE A LETTER OF AGREEMENT WITH THE EASTERN ONTARIO  
LEADERSHIP COUNCIL (EOLC)**

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WHEREAS the County of Renfrew has established an partnership with the Eastern Ontario Leadership Council (EOLC) for a commuter-focused transportation Pilot Project (Commuter Pilot Project);

AND WHEREAS it is deemed necessary and desirable that the Council of the Municipal Corporation of the County of Renfrew enacts a By-law authorizing the Corporation to enter into an agreement with the Eastern Ontario Leadership Council (EOLC) in order to participate in the Commuter Pilot Project;

AND WHEREAS the County of Renfrew Warden and Chief Administrative Officer under delegated authority have reviewed the Letter of Agreement between the Eastern Ontario Leadership Council (EOLC) and the County of Renfrew.

NOW THEREFORE, the Council of the Municipal Corporation of the County of Renfrew hereby enacts as follows:

1. That the Warden and Clerk are hereby authorized to sign and seal all things, papers and documents necessary for the attached Letter of Agreement identified as Schedule "I" with Eastern Ontario Leadership Council (EOLC) for the approved funding under the Commuter Pilot Program in the amount of \$25,000.
2. That the Municipal Corporation of the County of Renfrew commits to implementing the Commuter Pilot Program and spending the funding in accordance with all provisions specified in the Agreement.
3. That the Agreement attached hereto and annotated as Schedule "I" is hereby deemed to be a schedule to this By-law.
4. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of June 2021.

READ a second time this 29th day of June 2021.

READ a third time and finally passed this 29th day of June 2021.

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DEBBIE ROBINSON, WARDEN

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PAUL V. MOREAU, CLERK

## LETTER OF AGREEMENT

Between:

**The Eastern Ontario Leadership Council (EOLC)**

And

**The County of Renfrew**

1. **Purpose of the Agreement:** The purpose of this agreement is to set out the mutual understanding of the Parties noted above with respect to a commuter-focused transportation Pilot Project (Commuter Pilot Project) focused on commuters in the County of Renfrew, including urban and remote rural areas, as well as the City of Pembroke and mobility connections in the City of Ottawa.
2. **Scope of Activity Covered by this Agreement:** This Agreement covers funding and other mutual commitments, as detailed herein, that are associated with the Application made by lead proponent County of Renfrew on February 12, 2021 in response to a Request for Applications issued by the EOLC on January 14, 2021. The Application is attached to this Agreement as Appendix A.
3. **Start and End Dates of the Agreement:** The Agreement covers the period beginning at the date of signing and extends to December 31, 2021, unless the timeframe is otherwise amended by mutual consent of the parties and agreed to by the funder.
4. **Roles and Responsibilities of the Parties**
  - 4.1 **Eastern Ontario Leadership Council:** The roles and responsibilities of the EOLC are to:
    - a) provide funding to the lead proponent to assist with upfront or other operating costs of the Commuter Pilot Project (to the maximum set out in this Agreement);
    - b) provide any data to which it has rightful access and may share with other parties, that may be helpful to the lead proponent and their partners in executing a successful Commuter Pilot Project;
    - c) contact the lead proponent on a regular basis during the term of the Agreement to ascertain progress, operating performance, and lessons learned through a period of six months; and

d) conduct a comprehensive evaluation of the Commuter Pilot Project after six months of operations.

The EOLC is also responsible for providing regular financial and activity reports to the Ministry of Labour, Training and Skills Development (MLTSD) as well as providing an evaluation report on any/all Commuter Pilot Projects that may be approved and funded under the EOLC's *Commuter Analysis and Transportation Business Case Development Project*.

The EOLC is not responsible for any aspects of day-to-day operations, agreements between the lead proponent and any partners, suppliers, employees, contractors or other stakeholders. Further, the EOLC is not responsible for any financial commitments made by the Lead Proponent or other parties involved in the Commuter Pilot Project, before, during or following the six-month period of operations for which financial support is provided, and makes no commitment to the availability of funding beyond that confirmed by this Agreement.

**4.2 Lead Proponent:** The roles and responsibilities of the Lead Proponent for this Commuter Pilot Project, The County of Renfrew, are:

- a) To implement the Commuter Pilot Project as described in Appendix A in a professional manner, and to advise the EOLC of any circumstance, legal or other regulatory reason that would require either a change in the proposed operating model or Pilot Project timeframe (six months).
- b) To work collaboratively with the EOLC over the six-month Pilot Project period to share information about progress in implementing, operating and managing the Commuter Pilot Project, with the shared objective of identifying factors that contribute to success or lack thereof, and lessons learned that would be of value to other communities exploring solutions to commuter transportation challenges.
- c) To document and share with the EOLC, the uses for which Pilot Project funding has been deployed, and to supply upon request, documentation suitable for review by auditors responsible for the EOLC's *Commuter Analysis and Transportation Business Case Development Project*.
- d) To participate actively in the evaluation of the Commuter Pilot Project and the *Commuter Analysis and Transportation Business Case Development Project* as a whole, including but not limited to reviewing evaluation reports or other documentation that will be provided to MLTSD and/or shared in the public domain.

**4.3 Partners:** The roles and responsibilities of any partners working with the Lead Proponent on managing or operating the Commuter Pilot Project, including any contributions and/or payments to/from the Lead Proponent, will be negotiated and executed with the Lead Proponent, under such terms and conditions as the Lead Proponent and partners may establish. The EOLC will not negotiate, sign contracts or agreements directly with, or fund a partner for a Commuter Pilot Project. All such arrangements will take place through the Lead Proponent organization.

**4.4 Operators and/or Service Providers:** The roles and responsibilities of any operators, service providers or technology platform services, including any payments to/from the Lead Proponent, will be negotiated and executed with the Lead Proponent, under such terms and conditions as the Lead Proponent may establish. The EOLC will not negotiate, sign contracts or agreements directly with, or fund an operator or service provider for a Commuter Pilot Project. All such arrangements will take place through the Lead Proponent organization.

**4.5 Ontario Ministry of Labour, Training and Skills Development:** The Ontario Ministry of Labour, Training and Skills Development (MLTSD) is the funder for the entire *Commuter Analysis and Transportation Business Case Development Project*, including but not limited to the Commuter Pilot Projects. MLTSD is not responsible for any aspects of day-to-day operations, agreements between the lead proponent and any partners, suppliers, employees, contractors or other stakeholders. Further, the EOLC is not responsible for any financial commitments made by the Lead Proponent or other parties involved in the Commuter Pilot Project, before, during or following the six-month period of operations for which financial support is provided, and makes no commitment to the availability of funding beyond that confirmed by this Agreement.

## **5. Funding Allocation and Payment Schedule**

**5.1 Total Amount of Funding:** The EOLC will provide to The County of Renfrew a total of \$25,000 CAD. If the Lead Proponent uses these funds for purchases to which HST applies, the HST must be paid for from the funding provided; the EOLC will not provide additional funds for HST.

**5.2 Schedule for Transfer of Funds:** The EOLC will provide a portion of the funds to the Lead Proponent at the outset of the Commuter Pilot Project to assist with upfront costs (ex. funds to underwrite service provider costs, PPE, marketing and outreach). The



portion of the funds transferred to the proponent at the outset will not exceed 25 per cent of the total funding commitment.

The EOLC will provide the balance of the funding to the Lead Proponent on a schedule to be negotiated between the EOLC and the Lead Proponent but the schedule of payments will be no more frequently than monthly, and will be fully paid out by the beginning of the sixth month of Commuter Pilot Project operations.

The only exception to the negotiated payment schedule would be if the Commuter Pilot Project must be suspended for a time, for any reason, if there is a breach of this Agreement, or any of the conditions attached hereto. In these instances, the EOLC reserves the right to suspend payments until the circumstance that caused the suspension, breach or violation of conditions has been resolved, and the original --- or amended --- plan for the Commuter Pilot Project have been resolved. The decision to suspend payments would be made only after discussion with the Lead Proponent.

Upon signing this Agreement, the Lead Proponent will provide to the EOLC banking information sufficient to allow Electronic Funds Transfer.

## **6. Mandatory Requirements in this Agreement:**

**6.1 Commuters as primary service users/riders:** By signing this Agreement, the Lead Proponent acknowledges that commuters --- those individuals travelling back and forth to work, or to training or an internship that would prepare a person for work, is and will remain the primary focus of the transportation service. Alignment with this provision will be included in monthly check-in meetings and assessed at the completion of the pilot project period through evaluation criteria such as stakeholder satisfaction (especially employers) and contribution to economic recovery.

**6.2 Waiver releasing the EOLC from liability for project risks:** By signing this Agreement, the Lead Proponent agrees to sign a waiver releasing the EOLC from liability from any/all risks associated with the Pilot Project.

**6.3 Ability and willingness to participate in an evaluation of the Commuter Pilot Project (first six months):** By signing this Agreement, the Lead Proponent agrees to participate in an evaluation of the Commuter Pilot Project, including but not limited to a) participating in monthly discussions with the EOLC to share progress on implementation/operations, utilization/ridership, challenges, recommended adaptations and improvements or other developments, and lessons learned.

**6.4 Agreement that any and all services will be offered by qualified personnel and within the legal and other regulations associated with provision of transit or commercial passenger transportation services in the Province of Ontario:** By signing this Agreement, the Lead Proponent confirms that any and all aspects of its Commuter Pilot Project will be organized, launched and operated in compliance with all legal and other regulations associated with the provision of transit or commercial passenger transportation services in the Province of Ontario, and in the municipalities in which the project will be undertaken. This confirmation includes the use/hiring of only qualified personnel and in-force insurance coverage for the operator(s)/service provider(s) as well as for the Lead Proponent (if the Lead Proponent is not the operator(s)/service provider(s)).

This provision is not intended to preclude the deployment of ride-sharing services if these services are legally permitted in the geographic area associated with the Commuter Pilot Project.

**6.5 Ability and willingness to implement required protocols related to COVID-19 health and safety:** By signing this Agreement, the Lead Proponent agrees to implement on a continuous basis, any and all protocols related to health and safety of operators, passengers, users, riders and any other personnel who may be directly involved in the Commuter Pilot Project.

## **7. Special Provisions Due to COVID-19 Pandemic**

The parties agree that if public health measures, restrictions or lockdown provisions change during the course of the six months in which the pilot project is expected to operate, or pandemic protocols require the closure of one or more workplaces to which service providers would normally be offering transportation services, the lead organization and/or the service provider(s) will so notify the EOLC and advise of appropriate changes to the project (ex. Service suspension, route modifications, additional/different protective measures and/or policies) to ensure public safety while maximizing the opportunities to provide service to commuters and employers as set out in the approved project proposal.

## **8. Process and Criteria for Evaluation of Pilot Projects**

### **8.1 Evaluation Process for An Individual Pilot Project:**

A Commuter Pilot Project will be evaluated by the EOLC no later than the six-month mark after the start of operations and will include but may not be limited to the following criteria:

- ☐ Total ridership/user volumes, as compared to pre-launch targets and growth projections;
- ☐ Stakeholder satisfaction information (from employers, riders/commuters and potentially other stakeholders with direct involvement in the Pilot Project);
- ☐ Evidence of Pilot Project's contribution to addressing a commuter transportation challenge, economic recovery and/or efficient operation of the local/regional labour market;
- ☐ Overall financial performance over the first six months, in comparison to projection(s);
- ☐ Degree to which proponents learned and adapted (if required) throughout the six-month pilot period;
- ☐ Quality of governance, operational and financial management, including being able to sustain partnerships or collaborations that were the basis for Pilot Project design; and
- ☐ Ability to articulate lessons learned and/or best practices that would be useful to others seeking to address commuter transportation services.

Note that the EOLC will be responsible for providing the funder with a consolidated report on all pilot projects, as part of a comprehensive project report.

## **9. Expectations Related to Ability and Willingness to Participate in Pilot Project Evaluation**

As part of the funding agreement between the EOLC and MLTSD, all funded pilot projects will be evaluated by the EOLC. Acting as a representative of the EOLC, the Project Coordinator will be in touch with funded projects, to track pilot projects' progress, at the beginning of the pilot phase (six months) and no less frequently than every 60 days as the pilot unfolds. Lead Proponents should anticipate contact roughly once a month.

After six (6) months, the Project Coordinator will work with project proponents to undertake a formal (written) evaluation. The formal evaluation will be shared with the funder (MLTSD) with a summary posted in the public domain for the purpose of helping other communities learn from Eastern Ontario's efforts. Proponents will be required to share basic statistics associated with their pilot project and will be able to view and comment on the formal evaluation and summary before these documents are shared with others.

Note: To enable pilot project evaluations to take place if Public Health protocols and/or restrictions (for COVID-19) change during the six-month pilot period, and pilot projects must alter their services or suspend service for a period of time, the EOLC will --- if it is the only option --- use information provided by Lead Proponents on a monthly basis to complete the evaluation of individual pilot projects and the summary report.

#### **10. Public Communications Regarding Commuter Strategy Pilot Projects**

The EOLC reserves the right to issue Commuter Pilot Project-focused public communications, media releases or make postings on its website ([www.eolc.info](http://www.eolc.info)) or on various social media channels but will not identify any Lead Proponent, partner(s) or operator(s)/service provider(s) unless and until those organizations have an opportunity to review and comment on the content of these communications. Similarly, the EOLC reserves the right to review and comment on any communications to be issued by a Lead Proponent, partner(s) or operator(s)/service provider(s) with respect to a funded Commuter Pilot Project. The EOLC commits to timely attention to these communications and expects the same from Lead Proponent, partner(s) or operator(s)/service provider(s).

## 11. Signature Page

This Agreement is hereby signed on the dates noted below by:

\_\_\_\_\_ Date: \_\_\_\_\_, 2021

**Signature of Warden of Renfrew County**

**Name:** \_\_\_\_\_ Debbie Robinson \_\_\_\_\_

**Position/Title:** \_\_\_\_\_ Warden \_\_\_\_\_

**Organization:** \_\_\_\_\_

☐ I have the authority to commit the organization

\_\_\_\_\_ Date: \_\_\_\_\_, 2021

**Signature of Chief Administrative Officer/Clerk of Renfrew County**

**Name:** \_\_\_\_\_ Paul Moreau \_\_\_\_\_

**Position/Title:** \_\_\_\_\_ Chief Administrative Officer/Clerk \_\_\_\_\_

**Organization:** \_\_\_\_\_ County of Renfrew \_\_\_\_\_

☐ I have the authority to commit the organization

\_\_\_\_\_ Date: \_\_\_\_\_, 2021

**Signature of Representative of Eastern Ontario Leadership Council**

**Name:** \_\_\_\_\_ Kathryn Wood \_\_\_\_\_

**Position/Title:** \_\_\_\_\_ Project Coordinator \_\_\_\_\_

**Organization:** \_\_\_\_\_ Eastern Ontario Leadership Council \_\_\_\_\_

☐ I have the authority to commit the organization

## Appendix A:

### Commuter Transportation Services Pilot Project Application

#### A. Summary of Project and Name

**Project Name:** Renfrew County Carpooling and Ride Share System (RideShark)

**Lead Proponent:** County of Renfrew

**Contact Person:** Alastair Baird

**Contact Person Email Address:** [abaird@countyofrenfrew.on.ca](mailto:abaird@countyofrenfrew.on.ca)

**Summary of Project** ShareTheRide.ca is our project that will deliver to the entire County of Renfrew, urban and remote rural areas, a carpooling system to provide residents with a ride share option for travelling to and from places of employment. It will also fill another gap for students, residents with no access to an automobile, seniors, young, seasonal, tourism and agricultural workers with rides to and from recreation and culture sites, shopping, medical/dental, and travel to transportation hubs rail, inter-city bus, air. All employers and our major military site (8,000 soldiers/contractors) are supportive of a system to accommodate staff and to reduce greenhouse gas emissions, which a carpooling system will achieve. RideShark is a proven Canadian- Ottawa HQ- system deployed globally and across Canada. Our intention is to demonstrate this in Renfrew County to solve commuter challenges, solve other rural travel issues, connect to Ottawa and other major centres, and encourage other eastern Ontario municipalities to adopt the system and further encourage carpool commuting broadly. Users in neighboring regions help all our employers and workers who cross municipal boundaries daily.

#### B. Description of Commuter Transportation Challenge to Be Addressed

Commuter Transportation Challenge to Be Addressed: No public transit. No ride share system operating. Many military, student and recent graduate nuclear laboratories workers, retail, tourism, manufacturing and youth workers with no access to automobiles. Many jobs unfilled as suitable candidates cannot find a way to commute to work, especially in entry-level positions. This hampers our youth retention and our employers operations and competitiveness.

Canadian Nuclear Laboratories (CNL) has in place a car pool system, but it is old and under-utilized, especially by young employees. CNL and all employers will be able to create their own portal within our county system, to serve directly their workforce with what will appear to be

their own system. RideShark will match any willing driver, from any workplace, to fulfill a carpool ride request, which shares start, and end points or is enroute for the driver.

Transportation Infrastructure and Services

We have no public transportation system in Renfrew County, the largest county in Ontario at 7,600 square kilometres, or the City of Pembroke, which will also be served by this proposed system.

### **C. Evidence that Commuter Transportation is a Barrier to Efficient Labour Market Operation**

#### **Evidence Supporting Challenge Description and Solution Options**

CNL, Garrison Petawawa, KI Industries, Roseburg MDF, Pembroke Regional Hospital, Heideman & Son Lumber, St. Francis Herb Farm, Wilderness Tours, and many other employers have expressed a desire for some form of public transport, and have been excited by the prospect of this no cost carpooling system as one potential solution. CNL community relations staff specifically comment on the need for a modern, on-line carpool system to serve their 2,700-person workforce. Moreover, the added benefit of being able to track GHG emission reductions from their operations.

All these firms have challenges attracting and keeping workers who have no personal motorized transportation access and long commuting distances. This is the largest county in Ontario with widely dispersed population centres and places of employment. RideShark representatives discussed with us during consultations, the similarities their clients in Manitoba, Yukon, rural US southeast, New Zealand have in many instances to our geography and population density. The fact the EOLC is seeking commuter solutions is further evidence of the scale and scope of the challenge we and all Eastern Ontario face regarding work commuting.

Sources of Information, Data or Solution Ideas: As the economic team from the county and manager of the local tourism destination marketing organization (OVTA), coordinators of the Renfrew County Manufacturers Network, we are aware from direct consultation with employers of their challenges. As hosts of many local career fairs, and events in Ottawa and the GTA, we know workers too face challenges getting to and from places of work, which limits our capacity to attract young and new Canadian workers to Renfrew County. Indigenous youth from Algonquins of Pikwakanagan cite lack of transportation as a primary obstacle to their opportunity to work in the urban and more distant places of employment, with very few employment opportunities near the reserve.

## D. Demand and Service Design Analysis

### Analysis Undertaken to Determine Potential Demand

Discussions with employers. Anecdotal sharing of inability to get to a workplace and new job from workers and, in some cases, parents of young workers still living at home. Specific requests for some commuter solution from manufacturers and some tourism operators. Discussions with Hastings, Gananoque and Lanark County economic development colleagues. Garrison Petawawa and Town of Petawawa years' long issues of rush hour congestion and young soldier difficulties getting to and from base and home (when not in on-base housing) with an 8,000 person workforce. Direct consultation with CNL leadership and their challenges and limited parking space- largely for single occupant commuters. In addition, the challenges their co-op, graduate student and new Canadian employees face getting to and from a remote, isolated rural secure workplace with 2,700 employees. Consultation with Seniors groups across the county for their travel to social, medical, dental, transportation hubs, shopping and recreation sites- not commuter issues but similar challenges of no access or ability to drive automobiles and not transit system.

### Analysis in Support of Commuter Transportation Service Design

Survey of global non-transit systems available and deployed (how we found RideShark deployed in New Zealand, and did not know they were Ottawa-based until actually speaking to them). Failed applications for transit system development funding by our municipalities to upper tier government.

Additionally, this project has been accepted by the **Ontario Centres of Excellence, Autonomous Vehicle Innovation Network (AVIN)**, as a pilot demonstration for a Winter On-demand Community Transit Network pilot demonstration. The demonstration will support the development of new technology to connect commuters and drivers, integrating weather and road condition information, to test the RideShark Corporation system in a rural environment, under winter road and weather conditions, managing connectivity challenges for communications, prevalent in rural areas across Ontario. We anticipate this AVIN test will help launch Renfrew County and eastern Ontario into the smart vehicle and autonomous vehicle and road systems milieu and technology business sector.



## **E. Transportation Services and/or Labour Market Experience**

### **Experience Designing, Operating or Funding Transportation Services**

None within the County of Renfrew. Relying on the experience, evolving, and expanding technology of RideShark Corporation and what they have learned over ten years operating globally in urban and rural environments.

### **Experience in/Understanding of Labour Market Issues**

We are very well attuned to labour market issues from our daily work and information from Renfrew Lanark Labour Market Group. Discussions at Economic Developers Council of Ontario (EDCO) as board member on rural transportation challenges from Kenora to Hawkesbury. We have delivered 5 local career fairs ourselves, participated in 1 international virtual career fair in 2017, 5 annual career fairs for new Canadians in the GTA.

### **Other Experience Deemed Relevant to Pilot Project Success**

We are working with a company specifically focused, experienced and deployed globally in this area of carpooling for commuting. They are expanding their system to also accommodate seniors, vanpooling, single trips trans-regional, and tourist access to areas like ours with very limited and shrinking inter-city coach service and no rail or scheduled air service.

## **F. Proposed Solution to Commuter Transportation Needs**

### **Description of Model/Solution and Services to Be Offered**

RideShark model is off the shelf; our challenge will be some level of customization for our circumstances and the design of individual workplace portals, for all participating employers. Deploying the system effectively will be another challenging area of work to ensure success and broad local engagement and sustainability. Marketing, engagement, community relations, willing driver recruitment, promotions, workplace training, etc. Employers will assist very directly with this in their workplaces. CNL has their draft launch plan standing ready. We will be providing portals to all employers free of charge- hospitals, colleges, schools, retail, manufacturing, government services/DND, tourism, etc. to foster broad engagement and develop an extensive network of willing drivers to effectively cover our challenging geography and dispersed workplaces. Much of this will be in-kind by County staff.

### **Operator(s) or Other Third Parties Engaged**

We have had discussions with employers first and now seniors groups.

**Request for Applications - EOLC Commuter Transportation Services Pilot Projects** and also with organized and funded local social services transportation systems - Carefor and Sunshine Coach. Outreach and promotions will be key to success, but quality materials are essential and will be an expense.

## G. Proposed Financial Plan and First-Year Budget

### Description of Operating Costs and any Capital Costs for the First Year of Service

(indicate which costs that EOLC financial support might be used to address) Annual Fee to RideShark: \$7,500.

Public Communications, Employer and Driver Engagement Campaign:

- 1- Creation of an information, awareness building, promotional video for schools, college, places of employment, DND, social media, municipal councils, television news- \$4,700.
- 2- Print media, poster campaign, community halls, workplace bulletin boards- \$3,600.
- 3- Travel costs: county staff- Year 1: \$3,200.
- 4- Public meeting venues and/or virtual forums- \$ 1,950.
- 5- Website, portal design and fees- \$4,350
- 6- Communications systems, cell phones, vehicle COVID fit-ups- \$19,000

### Description of Anticipated Revenue Source(s) and Other Financial Contributors

County of Renfrew Cash support Annually- \$5,000

Sponsorships, portal fees optional contributions- \$200-\$2,000 annually

City of Pembroke (separated) participation- \$1,000 annually

Projection of Time to Breakeven-

Unknown, completely new territory for the county. If successful likely county will continue to support at \$5,000 level over the long-term from economic development budget. After year 1 much lower communications costs are anticipated and employers will do bulk of promotions and communications to their workforces.

### Identify Ridership Segments to Contribute to Revenues

Service is intended, designed, and planned to be no charge to commuters. The RideShark system enables riders to contribute to the driver up to the approved CRA rate of compensation per kilometre driven, as the rider and driver determine they wish to or not. As a true commuter/carpool system, for example, a group could take turns weekly to be the drivers, each bearing the costs for their week, with no cash ever being exchanged.

### Financial Host/Sponsor

County of Renfrew will manage all financial matters and will be responsible for required reports to EOLC and for all expenses and costs.

## H. Marketing and Promotion

### Profiles of Anticipated Service Users

Young and new workers  
New Canadians  
Environmentally conscious workers  
Environmentally conscious employers  
School age workers  
Part-time and seasonal workers

### Marketing Outreach and Promotion Tactics

Traditional media  
Social media  
Economic and business networks  
Community organizations, Chambers of Commerce  
Seniors groups  
Employers  
User generated content  
Feature community leaders and local celebrities as commuters on regular basis

### Timing and Duration of Marketing Efforts

2021- Launch, intense from spring launch to end of year.  
2022- Reduced, regular, on-going- social media constant.

## I. Pilot Project Management

### Description of Governance Structure

County of Renfrew will manage all aspects of the system and financial aspects within our domain of prudent municipal financial management, limits of authority and multiple layers of oversight and final approvals by elected leaders of County Council.

RideShark Corporation will be closely involved with the County for development, launch and delivery applying and sharing the best practices they have developed and those their clients have developed.

### Partnerships, Collaborations and Senior Management Support

Supported by County Council- representing 17 municipalities. Oversight by Finance and Admin staff. Annual audit of all County financial transactions, policies, and procedures.

### Description of Operational Management, Roles and Responsibilities

Manager of Economic Development will be manage program for the long-term with oversight be

Director of Development and Property, Director Finance and Administration by CAO/Clerk. KPIs to be developed to measure success, evaluate uptake and determine ROI and validity.

### **Mandatory Requirements:**

Proponents should check the boxes beside each mandatory requirement and initial each one to signify understanding of and agreement with these requirements. The completed mandatory requirements form (this page) must be included in/attached to the formal application.

**X Ability and willingness to sign a waiver releasing the EOLC from liability for any/all risks associated with the pilot project** Initial: \_\_AB\_\_

**X Ability and willingness to implement required protocols related to COVID-19 health and safety**

Initial: \_AB\_\_\_\_\_

**X Ability and willingness to ensure that any and all services offered will be provided by qualified personnel and within the legal and other regulations associated with provision of passenger transportation services in the Province of Ontario**

Initial: \_AB\_\_\_\_\_

**X Ability and willingness to participate in an evaluation of the pilot project (first six months)**

Initial: \_AB\_\_\_\_\_

**Initialed by:     Alastair Baird**

**Organization: County of Renfrew Economic Development Services**

**Role/Title/Position Manager**

## **Additional Background:**

### **Ability and Willingness to Participate in Pilot Project Evaluation**

All funded pilot projects will be evaluated by the EOLC as part of the funding agreement with the Ministry of Labour, Training and Skills Development (MLTSD). Acting as a representative of the EOLC, the Project Coordinator will be in touch with funded projects, to track pilot projects' progress, at the beginning of the pilot phase (six months) and no less frequently than every 60 days as the pilot unfolds,

After six (6) months, the Project Coordinator will work with project proponents to undertake a formal (written) evaluation. The formal evaluation will be shared with the funder (MLTSD) with a summary posted in the public domain for the purpose of helping other communities learn from Eastern Ontario's efforts. Proponents will be required to share basic statistics associated with their pilot project and will be able to view and comment on the formal evaluation and summary before they are shared with others.

**The evaluation of the pilot project at the six-month mark** will include but may not be limited to these criteria:

- ☐ Ridership/User volumes, as compared to pre-launch targets and growth projections
- ☐ Stakeholder satisfaction information (from employers, riders/commuters and potentially other stakeholders with direct involvement in the pilot project)
- ☐ Evidence of pilot project's contribution to addressing a commuter transportation challenge, economic recovery and/or efficient operation of the local/regional labour market
- ☐ Overall financial performance over the first six months, in comparison to projection
- ☐ Degree to which proponents learned and adapted (if required) throughout the six-month pilot period
- ☐ Quality of governance, operational and financial management, including being able to sustain partnerships or collaborations that were the basis for pilot project design
- ☐ Ability to articulate lessons learned and/or best practices that would be useful to others seeking to address commuter transportation services.

Note that the EOLC will be responsible for providing the funder with a consolidated report on all pilot projects, as part of a comprehensive project report.

**COUNTY OF RENFREW**

**BY-LAW NUMBER**

**A BY-LAW TO EXECUTE AN AGREEMENT WITH HER MAJESTY THE QUEEN IN  
RIGHT OF THE PROVINCE OF ONTARIO AS REPRESENTED BY THE MINISTER OF  
AGRICULTURE, FOOD AND RURAL AFFAIRS – RURAL ECONOMIC DEVELOPMENT  
(RED) PROGRAM**

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WHEREAS the County of Renfrew has applied for funding with the Rural Economic Development (RED) Program to assist with Renfrew County Marketing, Outreach, Expansion, Retention and Investment Attraction Program Collaterals;

AND WHEREAS it is deemed necessary and desirable that the Council of the Municipal Corporation of the County of Renfrew enacts a By-law authorizing the Corporation to enter into an agreement with Her Majesty the Queen in Right of the Province of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs in order to participate in the program.

AND WHEREAS the County of Renfrew Warden and Chief Administrative Officer under delegated authority have reviewed the Rural Economic Development Program Agreement to assist with Renfrew County Marketing, Outreach, Expansion, Retention and Investment Attraction Program Collaterals.

NOW THEREFORE, the Council of the Municipal Corporation of the County of Renfrew hereby enacts as follows:

1. That the Warden and Clerk are hereby authorized to sign and seal all things, papers and documents necessary for the attached Transfer Payment Agreement identified as Schedule "I" with Her Majesty the Queen in Right of the Province of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs for the approved funding under the Rural Economic Development (RED) Program.
2. That the Municipal Corporation of the County of Renfrew commits to providing funding equivalent to 50% to a maximum amount of \$29,350 to be used by 2023 provided to the Municipal Corporation of the County of Renfrew under the RED Program.

3. That the Municipal Corporation of the County of Renfrew commits to implementing projects and spending the RED Program funding in accordance with all provisions specified in the Agreement.
4. That the Municipal Corporation of the County of Renfrew commits to spending the RED Program funding only to assist with Renfrew County Marketing, Outreach, Expansion, Retention and Investment Attraction Program Collaterals.
5. That the Municipal Corporation of the County of Renfrew commits that it will obtain all required approvals for each project prior to use of the RED Program funding.
6. That the Agreement attached hereto and annotated as Schedule "I" is hereby deemed to be a schedule to this By-law.
7. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of June 2021.

READ a second time this 29th day of June 2021.

READ a third time and finally passed this 29th day of June 2021.

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DEBBIE ROBINSON, WARDEN

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PAUL V. MOREAU, CLERK

## **OTTAWA VALLEY TOURIST ASSOCIATION REPORT**

Prepared by: Alastair Baird, Manager of Economic Development

Prepared for: Development and Property Committee

June 15, 2021

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### **INFORMATION**

#### **1. Travel Trade [Strategic Plan Goal No. 1(b)]**

Travel Trade market development continues, maintaining important connections and momentum built over recent years with international travel trade industry in anticipation of COVID-19 restrictions easing. The local industry members collaborating with the Ottawa Valley Tourist Association (OVTA) on growing international travel markets are focusing on expanding their local and domestic markets during the pandemic recovery period until international markets open fully.

#### **2. Ottawa Valley Road Map [Strategic Plan Goal No. 1(b)]**

Thirty thousand Ottawa Valley Road Maps have been received at the County Administration Building for distribution to OVTA members, local businesses, local Visitor Information Centres that are open for the season, and for general inquiries. A further 45,000 are scheduled for distribution through Canada Post to all households in Renfrew County, the City of Pembroke and some neighbouring communities beginning June 21, 2021. This 2021 issue of the Ottawa Valley Road Map has been specifically designed and focused on our local and nearby tourism market, reflecting the reality of the pandemic precautions and the need for our local tourism sector to engage fully with local residents.

#### **3. Ottawa Valley Cycling Map [Strategic Plan Goal No. 1(b)]**

Twenty thousand of the Ottawa Valley Cycling Maps 2021/22 edition have been received at the County Administration Building for distribution to OVTA members, local businesses and Visitor Information Centres, and for general inquiries. This is an updated version of our first Cycling Map produced in 2017, and is also intended to have a multi-year shelf life. The Cycling Map will also be available on our [OVTA website](#).



#### **4. OVTA Annual General Meeting [Strategic Plan Goal No. 1(b)]**

The Ottawa Valley Tourist Association Annual General Meeting was held virtually on May 31, 2021 with 50 people in attendance. The 2020 year-end financials and marketing highlights were reviewed. Stefani Van Wijk from Madawaska Kanu Centre was the successful candidate elected by the membership for an open position on the Board of Directors. The 2021-2022 Directors are:

- Mayor David Bennett, Township of Horton
- Reeve Glenn Doncaster, Town of Deep River
- Marc Bru, Square Timber Brewing Co
- Victoria Charbonneau, Town of Renfrew
- Sean Dennison, Ry-J's Climbing Adventures
- Chris Hinsperger, Bonnechere Caves
- Meghan James, Best Western Pembroke Inn and Conference Centre
- Lauren McIlffaterick, Heliconia
- Elijah McKeown, City of Pembroke
- Chris Melmoth, Algonquin College
- Geoff Patterson, Township of McNab/Braeside
- Angela Siebarth, Champlain Trail Museum & Pioneer Village
- Stefani Van Wijk, Madawaska Kanu Centre

#### **5. Ottawa Valley Tourism Awards [Strategic Plan Goal No. 1(b)]**

The winners of the Ottawa Valley Tourism Awards, which were announced following the Annual General Meeting (AGM) were presented for events and merit taking place in 2020. In a year with so many events cancelled due to the COVID-19 pandemic, Ottawa Valley Tourism stakeholders showed their resilience by having eight nominees for the Special Event of the Year Award:

- Bonnechere Cave's Parking Lot Picnic
- Bonnechere Cave's Underground Concerts
- Eganville Curling Club's Rock the Rings
- Farm to Fork Dinner Series-Whitewater Inn
- Light up the Valley
- ON Festival of Small Halls

- Opeongo Hills Ski Loppet
- Tour de Bonnechere Ghost Tour

The winners in the three different categories are:

- Preston O'Grady - Marilyn Alexander Tourism Champion Award
- Pembroke and Area Cross Country Ski Club (PAXC) - Business of Distinction Award
- Farm to Fork Dinner Series at The Whitewater Inn - Special Event of the Year

The virtual AGM was very well received and attended. The meeting was engaging and the exciting presentation of the OVTA Tourism Awards by board members Meghan James and Chris Hinsperger was a highlight.

## **ENTERPRISE RENFREW COUNTY REPORT**

Prepared by: Alastair Baird, Manager of Economic Development

Prepared for: Development and Property Committee

June 15, 2021

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### **INFORMATION**

#### **1. Food Venture Program [Strategic Plan Goal No. 1(b)]**

Enterprise Renfrew County collaborated with Invest Ottawa Entrepreneurship Centre and the Small Business Advisory Centre, Smiths Falls to offer 20 seats in a 12-week Food Venture Program for local entrepreneurs. The training program helped the participants learn more about food and beverage production, processing, packaging, marketing and sales, and legislation.

Four participants from Renfrew County completed the Food Venture Program, a value of \$5,000 per participant. At the completion of the program, participants took part in a video pitch for monetary prizes in the following categories

- Best Overall Pitch - \$500
- Promotes Tourism/Shop Local - \$300
- Most Circular and Sustainable Product and Message - \$200

Amanda Welk of The Cottage Cup, Golden Lake, Township of North Algona Wilberforce was the winner for the best tourism component.

#### **2. Starter Company Plus [Strategic Plan Goal No. 1(b)]**

Twelve out of our eighteen Starter Company Plus participants have completed their required business training during the month of May. These participants are now able to move forward to present to the Grant Review Committee in June for the Business Plan Pitch Competition for an opportunity to win up to \$5,000 grant to use towards the operation of their business.

**3. Summer Company [Strategic Plan Goal No. 1(b)]**

Four Summer Company students will participate in the Summer Company program for 2021. The following two student entrepreneurs are approved formally:

Hannah Summers – Summers Signature Designs, Township of Killaloe, Hagarty and Richards: Custom design of graphics and production of promotional messages on clothing and accessories. Marketing to tourists, residents, businesses and municipalities.

Paige Neuman – Good Times Media, Township of Laurentian Valley: Social media service provider for small businesses – a social media guru on call. Addressing a market opportunity presented by small businesses too busy to focus attention on vital social media marketing.

**4. Riverwood Acoustics Starter Company**

Ben Seaman and Scott Rathwell of Riverwood Acoustics, Renfrew, were featured on a report on CTV News Ottawa, special edition of Regional Contact hosted by Joel Haslam. The [story](#) featured Renfrew-based [Riverwood Acoustics](#) who manufacture high-end high fidelity speakers from wood salvaged from the Ottawa River. Riverwood Acoustics is a Starter Company Plus client and was the winner of the first Renfrew County Community Futures Development Corporation RC 100 Innovative Investment program.

## **FORESTRY AND GIS DIVISION REPORT**

Prepared by: Jason Davis, Manager of Forestry and GIS

Prepared for: Development and Property Committee

June 15, 2021

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### **INFORMATION**

#### **1. Forestry Activities**

(a) Attached as Appendix FORGIS-I is the summary of Forestry activities from March to May 2021:

(b) As directed by Committee, attached as Appendix FORGIS-II, are comments issued to the Province for early engagement on the protection and recovery approach on Black Ash similar to previous responses by the County of Renfrew to the Province concerning restrictive Butternut regulations. **[Strategic Plan Goal No. 1]**

(c) Attached as Appendix FORGIS-III is a letter of acknowledgement and appreciation from the Premier of Ontario in follow-up to a letter of gratitude sent by the Warden on behalf of the County of Renfrew to the Provincial Ministers for the support of the forest sector during the past year.

#### **2. GIS Activity Tracker**

Attached as Appendix FORGIS-IV is the summary of GIS Activities from January to June 2021. GIS staff worked on a total of 433 GIS projects.

### **RESOLUTIONS**

#### **3. Draft Forest Biomass Action Plan [Strategic Plan Goal No. 1]**

**Recommendation:** THAT the Development and Property Committee recommend that County staff provide comments before the June 21, 2021 deadline to the Draft Forest Biomass Action Plan consistent with the feedback from the local forest industry.

### **Background**

On May 6, 2021 the Ontario Government released the Draft Forest Biomass Action Plan to help create jobs and reduce waste by unlocking the potential forest biomass. The Ontario government is promoting economic development and sustainable forest management by releasing a draft Forest Biomass Action Plan for public review and comment. Ontario's action plan examines innovative uses of forest biomass: mill by-products and other wood matter with applications from heat and power generation to sustainable, low-carbon consumer products.

#### **4. Invasive Phragmites**

**Recommendation:** THAT the Development and Property Committee recommend that County Council support the Township of The Archipelago in requesting that the Ontario Ministry of Transportation (MTO) communicates their strategy on mapping (detecting sites) and controlling invasive Phragmites on provincial highways, the specific highway management plans and results by each MTO region and each highway in the region and work in coordination with the Township of The Archipelago to help try to manage the effect of the invasive Phragmites;

AND FURTHER THAT staff be directed to forward a copy of this resolution to the Ontario Minister of Transportation, the Ontario Minister of Environment, Conservation and Parks and the Minister of Environment and Climate Change Canada.

### **Background**

Attached as Appendix FORGIS-V is a resolution from the Township of The Archipelago, along with supporting correspondence from the Town of Fort Erie and the Township of Huron-Kinloss, regarding road management action on invasive Phragmites which has been identified as Canada's worst invasive plant species by Agriculture and AgriFood Canada.

Phragmites australis (Phragmites) is an invasive perennial grass that continues to cause severe damage to wetlands and beaches in areas around the province and grows and spreads rapidly, allowing the plant to invade new areas and grow into large monoculture stands in a short amount of time, and is an allelopathic plant that secretes toxins from its roots into the soil which impede the growth of neighboring plant species;

and *Phragmites australis* results in loss of biodiversity and species richness, loss of habitat, changes in hydrology due to its high metabolic rate, changes in nutrient cycling as it is slow to decompose, an increased fire hazard due to the combustibility of its dead stalks, and can have an adverse impact on agriculture, particularly in drainage ditches. The Ontario government has made it illegal to import, deposit, release, breed/grow, buy, sell, lease or trade invasive *Phragmites* under the Invasive Species Act; but has not included this plant under the Weed Control Act list of noxious weeds.

## Forestry Activity

March 2021

Summary	County Forester		Forestry & Trails Tech.	
	Hours	%	Hours	%
Management of County Forests	154	96	18	13
Industry Support	2	1	0	0
Species at Risk	0	0	0	0
Trails	0	0	121	85
GIS		0	0	0
Municipal Support	0	0	0	0
Education & Public/Forest Health	0	0	0	0
Meeting/Conference/Workshop	3	2	0	0
Admin/Other	2	1	3	2
<i>Total</i>	161	100	142	100

April 2021

Summary	County Forester		Forestry & Trails Tech.	
	Hours	%	Hours	%
Management of County Forests	154	96	18	13
Industry Support	2	1	0	0
Species at Risk	0	0	0	0
Trails	0	0	121	85
GIS		0	0	0
Municipal Support	0	0	0	0
Education & Public/Forest Health	0	0	0	0
Meeting/Conference/Workshop	3	2	0	0
Admin/Other	2	1	3	2
<i>Total</i>	161	100	142	100

May 2021

Summary	County Forester		Forestry & Trails Tech.	
	Hours	%	Hours	%
Management of County Forests	105	83	10	8
Industry Support	4	3	0	0
Species at Risk	0	0	0	0
Trails	0	0	123	92
GIS		0	0	0
Municipal Support	0	0	0	0
Education & Public/Forest Health	13	10	0	0
Meeting/Conference/Workshop	2	2	0	0
Admin/Other	2	2	0	0
<i>Total</i>	126	100	133	100



Department of Development &  
Property



9 INTERNATIONAL DRIVE  
PEMBROKE, ON, CANADA  
K8A 6W5  
613-735-3204  
FAX: 613-735-2081  
[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)

May 27, 2021

Appendix FORGIS-II

Kate Pitt

Submitted via email to [ESAREg@ontario.ca](mailto:ESAREg@ontario.ca)

**Re: ERO 019-3524 The Committee on the Status of Species at Risk in Ontario's Annual Report on Species Assessments**

Emerald Ash Borer (EAB), an invasive wood-boring beetle that attacks all species of ash, has arrived in Renfrew County, but has not yet spread throughout. First recorded in the County in 2013, EAB impacts can be seen in towns such as Arnprior and Renfrew, along the south part of Highway 17 and recently along Highway 60 as far as Deacon. However, evidence of ash decline due to EAB has not been observed in many forest settings in Renfrew County, and ash persists in swale and lowland ecosystems and as a minor component of many stands, as seedlings, saplings and mature trees. Black ash is a common species in Renfrew County, and is abundant in roadside ditches, low-lying areas and surrounding water features.

The Committee on the Status of Species at Risk in Ontario (COSSARO) assessed and classified Black Ash (*Fraxinus nigra*) as endangered in its 2019-2020 annual report. Upon listing under the Endangered Species Act (ESA), species that are classified as endangered or threatened are automatically protected from being killed, harmed or harassed. These protection measures also extend to the species' habitat plus include prohibitions on the possession, transportation, purchase and sale of endangered or threatened species. This decision has the potential to have detrimental implications for forestry, trails, public works and development in Renfrew County.

The County of Renfrew will be impacted by Black Ash being listed as Endangered under the ESA:

- **On Renfrew County Forests:**

- Black Ash is rarely targeted as a tree to harvest, because although abundant, it is not often merchantable, generally occurs in difficult to access areas, and is not a commercially in-demand species. However, it is rare that there would *not* be incidental felling or knocking over of ash to make a skid trail, brush or build a road, or when harvesting adjacent to water or wet areas of concern.
- Only about 90 hectares of forest is identified in the Renfrew County Forest inventory with Black Ash as greater than 40% of species composition, but it very commonly occurs as a minor component, which has greater implications. It is impossible to avoid ash in the overstory and as regeneration during regular forest management activities.
- Because of the impending mortality of ash as EAB spreads, if it does occur as a merchantable tree in managed areas, it is preferentially removed (but not eliminated) to encourage regeneration of other species. If it must remain standing or be assessed before felling to meet ESA requirements, these proactive management activities would likely halt and forest diversity and resilience would be negatively impacted. There are also significant potential economic

implications of creating more reserves from harvesting and bypassing areas where Black Ash is present.

- Listing under the ESA will directly contradict the MNRF-supported “Preparing for Emerald Ash Borer, a Landowners Guide to Managing Ash Forests”, published in 2012 to provide advice for landowners to diversify and preserve ash-dominated forests prior to EAB-induced mortality. If these forests are allowed to succumb to EAB-induced mortality without proper management, the resulting drastic reduction in forest canopy will lead to forest and treed wetland loss through changes in water tables, flooding, and the proliferation of invasive species.
- **On County Roads and Trails:**
  - Black Ash is common and abundant in road and trail ditches, which are subject to frequent brushing for safety and maintenance.
  - Death and decline due to EAB has lead to necessary removal of ash along public roadways and in semi-urban environments and parks, as a matter of public safety. If it became necessary to go through an assessment process similar to Butternut to do this work, the workload and cost would be stifling. If the dead or dying trees are left uncut because of process, trails would have to be closed as a matter of public safety.
- **In Development of Private Land:**
  - Many rural lots have low areas that provide excellent habitat to Black Ash. During building and development, it is inevitable that some of this area needs to be filled or cleared. Requiring a permit or overall benefit under the ESA would be detrimental to the now-increasing demand for severances, building and expansion on rural land.

Protecting Black Ash from being harmed, killed or harassed during forestry, roads or development will not protect the trees from EAB. On the contrary, listing Black Ash as endangered will inevitably lead to its pre-emptive removal on private land to avoid future persecution, reduce the ability to manage forests for resilience against EAB and other invasive species, and will lead to increased human safety hazards because of hesitancy or inability to meet ESA requirements for removal of EAB affected ash. Putting an “assessor”-type system in place similar to Butternut would be unachievable on the scale that ash exists.

Our advice would be to *not* list Black Ash as an endangered species, as it is unclear how this designation will help the species recover, whereas it is known that the impact to many sectors and industries would be great in areas where EAB is not yet fully established and Black Ash is common. A better use of resources that would be necessary for policing, evaluating and permitting for inevitable Black Ash removal would be the expedition of parasitic wasp trials for biocontrol of EAB.

Please do not hesitate to contact us for further information.

Sincerely,



Lacey Rose, RPF

County Forester, County of Renfrew

[lrose@countyofrenfrew.on.ca](mailto:lrose@countyofrenfrew.on.ca)

613-602-1911



**Premier of Ontario**  
**Le premier ministre**  
**de l'Ontario**

**Legislative Building**  
**Queen's Park**  
**Toronto, Ontario**  
**M7A 1A1**  
**Édifice de l'Assemblée législative**  
**Queen's Park**  
**Toronto (Ontario)**  
**M7A 1A1**

## **Appendix FORGIS-III**

March 31, 2021

Ms. Debbie Robinson  
Warden  
County of Renfrew  
9 International Drive  
Pembroke, Ontario  
K8A 6W5

Dear Warden Robinson:

Thanks for your letter on behalf of the County of Renfrew expressing your gratitude for our government's support of the local forest industry. I appreciate hearing your words of support.

The people of this province trust our government to protect Ontario's biodiversity while promoting economic opportunities in the resource sector. Our government is proud that we've developed a forest sector strategy to reduce barriers, create jobs and promote economic growth in the industry, while ensuring that Ontario's forests are managed sustainably now and for future generations.

Working with the people of this great province, we'll build a brighter future for Ontario.

Thanks again for sharing your views.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Ford".

Doug Ford  
Premier



DEVELOPMENT AND  
PROPERTY DEPARTMENT

# GIS ACTIVITY TRACKER SUMMARY

Appendix FORGIS-IV

**TIME PERIOD - January to June 2021**

	Arnprior	Deep River	Laurentian Hills	Petawawa	Renfrew	Admaston / Bromley	Bonnechere Valley	Brudenell Lyndoch & Raglan	Greater Madawaska	Head, Clara & Maria	Horton	Killaloe, Hagarty & Richards	Laurentian Valley	Madawaska Valley	McNab / Braeside	North Algonia Wilberforce	Whitewater Region	County-wide / Pembroke	TOTAL
<b>GIS Data &amp; Systems</b>																			
Database Maintenance	2	0	0	0	0	0	0	0	2	0	0	0	2	0	1	0	1	26	34
Internet GIS Maintenance	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	16	17
Internet GIS Enhancements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	7
Internet Web Mapping Support	4	0	1	1	0	0	1	0	1	0	1	0	0	1	1	0	0	14	25
Metadata Creation & updates	4	0	0	1	0	0	1	0	1	0	1	0	0	1	1	0	0	9	19
Data Distribution/ Contracts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Conferences, Courses & User Groups	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	9
Training, Reports & Presentations Delivered	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Technical Support	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	8
Map document conversions & updates	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Policies & Procedures	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Research, Funding Applications & Budgets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	51	51
RFP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Internal D&amp;P Dept</b>																			
Economic Development & Tourism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2
Forestry & Trails	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	8
Planning	1	0	0	3	0	0	1	0	0	0	5	0	3	4	2	0	2	37	58
Real Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	4
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>County Departments</b>																			
Administration, Finance & Information Technology	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2
Community & Social Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	6
Emergency Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Human Resources	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2
Public Works & Engineering	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	11
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2
<b>External Inquiries &amp; Requests</b>																			
Municipal Inquiries	1	0	0	8	3	0	0	0	1	0	1	1	3	3	1	1	1	0	24
Agencies & Institutions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3
General Public & Businesses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	27	27
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Special Projects</b>																			
911/Civic Addressing	10	0	0	2	1	1	0	2	13	0	4	0	3	2	3	1	18	51	111
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>22</b>	<b>0</b>	<b>1</b>	<b>15</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>19</b>	<b>0</b>	<b>12</b>	<b>1</b>	<b>11</b>	<b>11</b>	<b>9</b>	<b>2</b>	<b>22</b>	<b>298</b>	<b>433</b>



**The Corporation of the Township of Huron-Kinloss**

P.O. Box 130  
21 Queen St.  
Ripley, Ontario  
N0G2R0

Phone: (519) 395-3735

Fax: (519) 395-4107

E-mail: [info@huronkinloss.com](mailto:info@huronkinloss.com)

Website: <http://www.huronkinloss.com>

**Appendix V**

June 1, 2021

The Honourable Caroline Mulroney  
Minister of Transportation  
5th Floor, 777 Bay Street  
Toronto,  
ON M7A 1Z8  
[caroline.mulroney@pc.ola.org](mailto:caroline.mulroney@pc.ola.org)

Dear Honourable Caroline Mulroney;

Re: Copy of Resolution #373

Motion No. 373

Moved by: Jeff Elliott   Seconded by: Jim Hanna

THAT the Township of Huron-Kinloss Council hereby supports The Township of The Archipelago in requesting that the Ontario Ministry of Transportation (MTO) communicates their strategy on mapping (detecting sites) and controlling invasive Phragmites on provincial highways, the specific highway management plans and results by each MTO region and each highway in the region and work in coordination with the Township of The Archipelago to help try to manage the effect of the invasive Phragmites AND further direct staff to forward a copy of this resolution to the Ontario Minister of Transportation, the Ontario Minister of Environment, Conservation and Parks and the Minister of Environment and Climate Change Canada.

Sincerely,

Kelly Lush  
Deputy Clerk



---

**The Corporation of the Township of Huron-Kinloss**

P.O. Box 130  
21 Queen St.  
Ripley, Ontario  
N0G2R0

Phone: (519) 395-3735

Fax: (519) 395-4107

E-mail: [info@huronkinloss.com](mailto:info@huronkinloss.com)

Website: <http://www.huronkinloss.com>

c.c The Honourable Jeff Yurek, Minister of Environment, Conservation and Parks  
[jeff.yurekco@pc.ola.org](mailto:jeff.yurekco@pc.ola.org) , The Honourable Jonathan Wilkinson, Minister of Environment and  
Climate Change Canada [ec.ministre-minister.ec@canada.ca](mailto:ec.ministre-minister.ec@canada.ca) , Maryann Weaver, Municipal Clerk,  
Township of The Archipelago [mweaver@thearchipelago.on.ca](mailto:mweaver@thearchipelago.on.ca) , and All Ontario Municipalities

## **REAL ESTATE DIVISION REPORT**

Prepared by: Craig Kelley, Director of Development and Property

Prepared for: Development and Property Committee

June 15, 2021

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### **INFORMATION**

1. **Real Estate – Projects Update [Strategic Plan Goal No. 2 (a)]**

Attached as Appendix RE-I is a summary report of all projects currently underway that involve the Real Estate Division. Details on each project are included in the comments section.

2. **Real Estate – 2021 Capital and Capital Under Threshold Projects [Strategic Plan Goal No. 2 (a)]**

Attached as Appendix RE-II is a summary report of capital and capital under threshold projects approved in the 2021 budget.

3. **Building Renovations [Strategic Plan Goal No. 3 (b)]**

Background to the Service Delivery Improvement Project (SDIP)

At the June 26, 2019 County Council meeting, the following resolution was adopted:

**THAT County Council direct that staff advance the implementation of the Service Delivery Improvement Project; AND FURTHER THAT staff is directed to proceed with the architectural services by the Ventin Group (+VG) for County Administration Building design and renovations, as conceptually presented to County Council on June 26, 2019.**

This decision was based upon a Request for Proposal (RFP) that was issued for Architectural Fees for the SDIP project. The successful bidder was +VG Architects. Their fee proposal was:

- a. \$48,500 plus a disbursement limit of \$3,900 for Phase I to provide a scope of work and budget for the Service Delivery Improvement Project. Completed in 2019.
- b. An Architectural fee of 6.4% of construction cost plus HST for Phase II plus disbursements to an upset limit of 8% of Architectural Fee. (As per signed Standard Form of Contract for Architect' Services). Costs to date are \$359,618.35 (inclusive of Additional Scope Fees), plus HST.

There were five additional scopes of work added to the original contract.

- Expanded Scope Health Unit
- General Contractor (GC) Prequalification Summary
- Design Layout Changes/Millwork
- Paramedic Area Renovation
- Council Chambers
- Furniture Package

At the May 27, 2020 County Council meeting, the following resolution was adopted:

**THAT Contract DP-2020-04 submitted by Jumec Construction Incorporated, Ottawa, Ontario for the renovation of the County Administration Building at 9 International Drive, Pembroke, Ontario, including the renovation to accommodate the new Emergency Services space, in the amount of \$3,417,307.00 plus HST be approved; AND FURTHER THAT the funds in the amount of \$3,087,962.00 be allocated from the Working Capital Reserve Fund to complete this project; AND FURTHER THAT \$725,000.00 be allocated from the Provincial Service Modernization Fund to complete this project; AND FURTHER THAT \$300,000.00 be allocated from the Social Services budget to complete this project; AND FURTHER THAT upon completion of the project, the Emergency Operations Centre be located in the newly dedicated area; AND FURTHER THAT County Council pass a By-Law to Authorize Execution of the Contract.**

Further, at the September 30, 2020 County Council meeting, this resolution was adopted:



**THAT County Council amend the resolution from May 27, 2020 to reallocate the funds reserved for the Renfrew County Economic Task Force to the Service Delivery Improvement Project (SDIP); AND FURTHER THAT \$300,000 from the COVID-19 Emergency Funding Assistance Program be reallocated to the Provision for Unallocated Funds; AND FURTHER THAT County Council provide the Service Delivery Improvement Project (SDIP) with up to \$300,000 from the Provision for Unallocated Funds for necessary upgrades to the County Council Chambers to react to the realities of the COVID-19 pandemic, including social distancing and audio/visual requirements that were not part of the SDIP project contract.**

Therefore, County of Renfrew staff were working to complete the project with this budget in mind:

Original Contract:	\$3,417,307
Soft costs (fees, moving, furniture)	<u>\$695,654</u>
Sub-total	\$4,112,961
 Council Chambers Contract	 \$300,000
Furniture Overage	\$130,000
Phone Upgrades	\$60,000
Additional Fees	\$35,000
Misc. + HST	\$38,552
Change Orders	<u>\$220,000</u>
Total Projected Budget:	\$4,896,513

Over the course of construction and due to a number of factors, change orders were issued to address these issues. To date, 93 change orders have been issued, with many of the more significant change orders being issued as the project nears completion. Some examples of these change orders include:

Sneeze Guards at Reception areas	\$40,024
Data Cabling Upgrades to original building	\$50,283
Reception Flooring Upgrades	\$29,475

Showers (Emergency Operating Centre (EOC) and Paramedic staff)	\$55,197
-------------------------------------------------------------------	----------

Since the project began, we have been keeping the Development and Property Committee updated with monthly reports with actuals to date, including the effect on the contingency budget. Unfortunately, design changes necessitated by a number of factors have increased the budget. However, the effect on the levy and the terms of repayment have not changed. As presented to Committee last month, the \$466,000 in annual efficiency savings achieved through our consolidation efforts will repay all construction costs by 2028.

Staff are looking forward to the grand opening and to having the opportunity to demonstrate to the community our enhanced service delivery model.

Mr. Kelley and Mr. Foss will be providing an update to Committee on the to-date budget and current financial situation.

## Real Estate - Projects Update

Location	Work Description	Status			Comments
		Budget	Quote	Status	
County Admin Building	CAB Service Delivery Project			In Progress	Architectural Design for tendering in spring
	RFP - New Pylon Sign			In Progress	Final Sign Installation May 2021
	Archive Storage	\$70,000		In Progress	Installation Started to be completed June 2021
	Security System & Cameras	\$40,000			
Renfrew County Place	Caulking around windows	\$50,000			
	Lighting upgrade - Paramedic Garage	\$10,000			
	A/C Coil Repairs	\$10,000			
	Parking Lot -Paving	\$50,000			
80 McGonigal					
Leases	Child's Paradise - 450 O'Brien				Expired Feb 28, 2019. Renewal Outstanding
	169 Lake Street (Storage)				Expires July
Facilities	Asset Management			On Going	Annual Building Condition Assess. 2021 submitted.
	Green Energy Act 507/18			On Going	2021 Reporting requirement to Ministry for October
	Building Lockdown Policy			Deferred	
	Energy Management Plan			Deferred	
Paramedic Bases					
OPP					

## Real Estate 2021 Capital Projects

Project - Capital	Building	Budget	Start Date	Final Cost	Status
Service Delivery Improvement Project	County Admin Building	\$4,112,961	June 1, 2020		In Construction
Electronic Sign	County Admin Building	\$50,000	January 1, 2021		In Progress
Archive Storage	County Admin Building	\$70,000	March 1, 2021		In Progress
Security System & Cameras	County Admin Building	\$40,000			
Caulking around Windows	Renfrew County Place	\$50,000			
Lighting Upgrade - Paramedic Garage	Renfrew County Place	\$10,000			
A/C Coil Repairs	Renfrew County Place	\$10,000	July 1 2021		Parts ordered
Parking Lot - Paving	Renfrew County Place	\$50,000			
Total		\$4,392,961			

## **PLANNING DIVISION REPORT**

Prepared by: Bruce Howarth, MCIP, RPP, Acting Manager of Planning Services

Prepared for: Development and Property Committee

June 15, 2021

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### **INFORMATION**

#### **1. Planning Division Activity Tracker [Strategic Plan Goal No. 3]**

Attached as Appendix PLAN-I is the Activity Tracker for January-May 2021. To date, the Planning Division has received 82 new consent applications and has approved 51 consent applications. Final approval has been given for 257 subdivision lots and 90 lots have been draft approved, and an additional 27 units have been approved through part lot control. The total amount of residential lots approved to date is 374 compared to 391 in 2020.

Two new subdivision applications have been submitted this year that propose to create 322 new units. In 2020, the County received subdivision applications that proposed a total of 80 new units.

The County has received 134 requests for formal pre-consultation in addition to 396 other inquiries.

#### **2. Tribunals Ontario Update**

Previously, Ontario's five land tribunals were part of a cluster of tribunals known as Tribunals Ontario and prior to that, the Environment and Land Tribunals Ontario cluster.

The [Ontario Land Tribunal](#) (OLT) hears and decides appeals and matters related to land use planning, environmental and natural features and heritage protection, land valuation, land compensation, municipal finance, and related matters. The OLT was established on June 1, 2021 under the authority of section 2 of the Ontario Land Tribunal Act, 2021. The Act amalgamates the Board of Negotiation under the Expropriations Act, and continues the Conservation Review Board, the Environmental Review

Tribunal, the Local Planning Appeal Tribunal and the Mining and Lands Tribunal, as the Ontario Land Tribunal.

Osler Legal Firm in an [online article](#) highlights implications of the Act and the establishment of the OLT, which received Royal Assent in early May through its inclusion in omnibus Bill 245, Accelerating Access to Justice Act, 2021 (Bill 245).

## **RESOLUTIONS**

### **3. Official Plan Amendment (OPA) No. 31**

**Recommendation:** THAT the Development and Property Committee recommend that County Council approve the draft Official Plan Amendment (OPA) No. 31 for public consultation subject to revisions related to the TransCanada Pipeline and consolidation of the approved OPA No. 17; AND FURTHER THAT staff be directed to proceed with organizing a public meeting in accordance with the requirements of the Planning Act for the draft revised OPA No. 31.

#### **Background**

As directed by County Council, Planning staff circulated a draft of OPA No. 31 to public agencies, including the Ministry of Municipal Affairs and Housing (MMAH), and requested that comments be returned by May 17, 2021. Attached as Appendix PLAN-II are the two responses that were received, one from the Town of Arnprior and the other on behalf of the TransCanada Pipeline.

The Town of Arnprior provided comments related to the population projections versus allocations, the urban community designation, and the development within one kilometre of a settlement area policy. The Town did not request any changes to the amendment and therefore staff do not recommend any changes to the draft OPA No. 31 as a result of the comments received from the Town.

The TransCanada Pipeline (TCPL) requested several updates including requesting to be circulated for comment when development is proposed within 750 metres of a compressor station. Staff recommend that Section 3.3(22) of the Official Plan be amended as requested by the TCPL.

Since the first draft of OPA No. 31, the Ministry of Municipal Affairs and Housing approved OPA No. 17 (Calabogie Motorsports Track), it is recommended that the approved amendment be consolidated into OPA No. 31.

## **BY-LAWS**

### **4. Official Plan Amendment (OPA) No. 32**

**Recommendation:** THAT the Development and Property Committee recommend that a By-law be passed to Adopt and Approve Amendment No. 32 to the Official Plan of the County of Renfrew.

#### **Background**

County of Renfrew Official Plan Amendment No. 32 (Part of Lot 9, Concession 13(B), in the geographic Village of Braeside, in the Township of McNab/Braeside); Applicant: 629995 Canada Inc. (Eric Draper).

The Official Plan of the County of Renfrew was adopted by the Council of the County of Renfrew on March 27, 2002 and approved by the Minister of Municipal Affairs and Housing on June 16, 2003.

The proposed Official Plan Amendment (OPA), attached as Appendix PLAN-III, would re-designate the lands from Rural-Exception Thirteen to the Rural-Exception Nineteen designation to permit future development on the lands, in accordance with the Rural policies of the County of Renfrew Official Plan. The application also requests that the legal description for lands designated Rural-Exception Thirteen be amended to remove reference to the subject lands (Lot 9, Concession 13(B)).

The Provincial Policy Statement (PPS) requires the submission of a comprehensive review whenever employment lands are proposed to be converted to residential uses. The municipality is to ensure any reduction of employment areas does not negatively impact the future employment potential within the municipality.

Accordingly, the applicant has submitted the comprehensive review required by Section 1.3.2.4 of the PPS to support this proposed

amendment. The Comprehensive Review of Employment Lands in the Township of McNab/Braeside, was prepared by Jp2g Consultants Inc.

The application was circulated in accordance with the Planning Act and a public meeting was held on April 20, 2021. The only comments received were from the Town of Arnprior and an adjacent property owner of an aggregate pit. Any future residential proposal will require additional planning applications (subdivision/site plan/zoning amendment). These applications will require the submission of studies to address land use compatibility including any potential concerns with the landfill and aggregate use.

It is staff's opinion that the application to re-designate the subject lands from Rural-Exception Thirteen to Rural-Exception Nineteen conforms to the Provincial Policy Statement and the County of Renfrew Official Plan.

The Township supports the proposed Official Plan amendment as indicated in the Township's resolution dated May 4, 2021.





# DEVELOPMENT AND PROPERTY DEPARTMENT PLANNING DIVISION ACTIVITY TRACKER

TIME PERIOD - January - May 2021

	Arnprior	Deep River	Laurentian Hills	Petawawa	Renfrew	Admaston/Bromley	Bonnechere Valley	Brudenell, Lyndoch & Raglan	Greater Madawaska	Head, Clara & Maria	Horton	Killaloe, Hagarty & Richards	Laurentian Valley	Madawaska Valley	McNab / Braeside	North Algona Wilberforce	Whitewater Region	County-wide	JANUARY-MAY TOTAL	2020 YEAR-END TOTAL
<b>APPROVALS</b>																				
Local Official Plan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Local Official Plan Amend.	0	0	0	0	1	0	0	0	0	0	0	0	3	0	0	0	0	0	4	2
Subdivision Draft Approval	1	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	3	0
No. of Draft Approved Units	88	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	90	0
Subdivision Final Approval	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	6
No. of Final Approved Units	193	0	0	64	0	0	0	0	0	0	0	0	0	0	0	0	0	0	257	140
Part Lot Control By-laws	0	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	1	0	4	8
No. of Part Lot Control Units	0	0	0	6	9	0	0	0	0	0	0	0	0	0	0	0	12	0	27	163
Severances	0	1	0	0	0	3	10	3	11	0	2	3	2	1	2	5	8	0	51	88
<b>TOTAL FINAL &amp; DRAFT APPROVED LOTS</b>	<b>281</b>	<b>0</b>	<b>0</b>	<b>70</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>374</b>	<b>391</b>
<b>APPLICATIONS (Review &amp; Preparation of Documents)</b>																				
Official Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0
OPAs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0
Comprehensive Zoning By-laws	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Zoning By-law Amend.	0	0	0	3	0	1	5	0	0	0	1	0	0	9	6	0	0	0	25	49
New Severance Apps (Cty)	0	0	2	12	0	6	6	10	6	2	6	3	11	9	0	3	6	0	82	106
Severance Rpts to Mun.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	0	0	0	11	22
Minor Variance Rpts to Mun.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	3	6
Plan of Subdivision Apps.	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	2	4
No. of Subd Units	272	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0	322	80
Site Plans/Agreements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5
LPAT Hearings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>PRELIMINARY REVIEW</b>																				
Planning Checklists	1	0	1	8	0	16	9	4	9	4	13	8	4	17	26	7	7	0	134	215
Other Inquiries	11	9	17	8	3	36	46	12	36	3	11	39	23	26	68	29	16	3	396	768
<b>TOTAL ACTIVITY</b>	<b>15</b>	<b>10</b>	<b>20</b>	<b>34</b>	<b>6</b>	<b>62</b>	<b>76</b>	<b>29</b>	<b>62</b>	<b>9</b>	<b>33</b>	<b>53</b>	<b>43</b>	<b>64</b>	<b>117</b>	<b>44</b>	<b>39</b>	<b>5</b>	<b>721</b>	
<b>2020 YEAR END ACTIVITY</b>	<b>30</b>	<b>16</b>	<b>26</b>	<b>59</b>	<b>14</b>	<b>80</b>	<b>110</b>	<b>43</b>	<b>134</b>	<b>14</b>	<b>71</b>	<b>83</b>	<b>63</b>	<b>118</b>	<b>244</b>	<b>73</b>	<b>100</b>	<b>1</b>		<b>1279</b>

82 severances received January-May 2021 versus 34 severances received January-May 2020

51 severance decisions January-May 2021 versus 24 severance decisions January-May 2020



ARNPRIOR

## Town of Arnprior Staff Report

**Subject:** County Official Plan Amendment No. 31

**Department:** Community Services Branch

**Report Number:** 21-05-10-01

**Report Author:** Megan Rueckwald, Town Planner

**Meeting Date:** May 10, 2021

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### Recommendations:

**That** Council receives report 21-05-10-01 County Official Plan Amendment No. 31;

**And That** Council directs staff to provide a copy of the report to the County of Renfrew to serve as preliminary comments on the proposed draft Official Plan Amendment No. 31.

### Background:

The County of Renfrew is considering an amendment to its Official Plan under sections 17 and 22 of *The Planning Act* (OPA 31). The County of Renfrew Official Plan was recently updated and approved by the Province under the five-year review process (OPA 25).

The purpose of OPA 31 is to make changes to the Official Plan to address the unique geography of the County and reflect local context as provided for in the Provincial Policy Statement. The County of Renfrew is exempt from ministerial approval of Official Plan Amendments.

On April 7, 2020, the CAO received an email from the County, requesting preliminary comments on the draft OPA by May 17, 2021. A formal circulation of Notice of Public Meeting and Notice to Agencies will be received later in the spring/early summer.

### Discussion:

All planning decisions in the Town of Arnprior are required to be in conformity with the County of Renfrew Official Plan. The County Official Plan is a guiding planning document that is used by many lower-tier municipalities throughout the County, as their Township Official Plan. With the Town of Arnprior, having its own Official Plan, many of the policies in the County Official Plan are less relevant or not applicable to the Town.

The following amendments are being considered:

## **Population Projections vs Allocations**

Appendix 'A' of the County Official Plan contains population projections for the entirety of the County. The current version of the Official Plan states that these population projections are allocations for each of the lower-tier municipalities. OPA 31 removes the term allocation throughout the document and instead refers to the numbers as projections.

The diversity and geography of the lower-tier municipalities pose challenges when it comes to the County determining population allocations. Arnprior will continue to update the Town's growth projections and create policy to support the provincial growth directive, while recognizing the local context.

## **Urban Community**

The County of Renfrew Official Plan covers the majority of the lands within the County, generally designating the lower-tier municipalities as local municipalities or urban communities. The Town of Arnprior is identified as urban community with only Section 3 Urban Community of the Plan being proposed to be applicable to the Town.

Many of the lower-tier municipalities in the County rely on the County Official Plan as their lower-tier official plan as well. Arnprior has its own Official Plan, and as such, many of the policies in the County Official Plan, are duplicates to what is found in the Town Official Plan. Section 3 Urban Community is applicable to the Towns of Arnprior, Renfrew, Petawawa and Deep River. The section broadly defines permitted uses and contains policy direction for the local official plan. Policy direction and guidance is also provided for Settlement Area expansion.

The proposed amendment would recognize areas of the County shown on Schedule 'A' as being covered by a local Official Plan and not covered by this Official Plan, only policies of Section 3 Urban Community are applicable. This amendment would restore the policy that was previously in place, prior to the Province's modification to OPA 25.

## **Development within one Kilometre of a Settlement Area**

The Provincial Policy Statement, 2020, states that settlement areas shall be the focus of growth and development. Settlement areas are defined as urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets) that are: a) built-up areas where development is concentrated and which have a mix of land uses; and b) lands which have been designated in an official plan for development over the long-term planning horizon. The PPS requires settlement areas to contain sufficient land to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 25 years. Within settlement areas, sufficient land shall be made available through intensification and redevelopment and, if necessary, designated growth areas (e.g. greenfield development).

The draft County Official Plan contains a policy that states: generally a plan of subdivision or condominium in a rural area should not be closer than 1 kilometre to a settlement area serviced with municipal infrastructure (water and/or sewer).

The policy, as written, will encourage growth to be directed to serviced settlement areas, creating efficient land use patterns. Land use patterns within settlement areas should be based on densities and a mix of land uses which efficiently use land and resources and are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or economic expansion. Permitting development in such close proximity will result in development “leap-frogging” over the settlement area boundaries, not resulting in an efficient use of land.

In order to support the efficient use of land and plan for services and infrastructure, settlement areas should be appropriately sized to accommodate new growth. Any development within 1 kilometer of a settlement area should not be supported, and instead opportunities for directing growth into the settlement area shall be explored. Further, the PPS states that planning for sewage and water services shall accommodate forecasted growth in a manner that promotes the efficient use and optimization of municipal sewage and water services. The PPS identifies municipal sewage services and municipal water services as the preferred form of servicing for settlement areas to support the protection of the environment and minimize potential risks to human health and safety. Permitting development in close proximity to serviced settlement areas, will not result in an efficient use of land and will not be consistent with the PPS which both directs development to the settlement area and identifies municipal servicing as the preferred form of servicing.

Staff recommend that the policy, as worded, remain in the County Official Plan.

### **Options:**

The County of Renfrew circulated the Town of Arnprior requesting preliminary comments on proposed OPA 31. Council may elect to withhold providing comments until formal notice is provided in late spring/early summer.

Nothing will prevent Council from providing additional or modified comments in the future, should preliminary comments be provided at this time.

### **Policy Considerations:**

The Provincial Policy Statement sets the policy foundation for regulating the development and use of land. The PPS also supports the provincial goal to enhance the quality of life for all Ontarians.

All planning decisions in the Town of Arnprior must conform to the County Official Plan.

### **Financial Considerations:**

No financial considerations.

### **Meeting Dates:**

1. A future public meeting will be held by the County to consider the amendment. Any members of the public interested in attending the meeting, should contact the County and submit a formal request to be notified ([officialplan@countyofrenfrew.on.ca](mailto:officialplan@countyofrenfrew.on.ca)).

**Consultation:**

- Not applicable.

**Documents:**

- None.

**Signatures**

**Reviewed by Department Head:** Robin Paquette

**Reviewed by General Manager, Client Services/Treasurer:** Jennifer Morawiec

**CAO Concurrence:** Robin Paquette

**Workflow Certified by Town Clerk:** Maureen Spratt

May 17, 2021

Mr. Charles Cheesman, MCIP RPP  
Manager of Planning Services  
County of Renfrew  
9 International Drive  
Pembroke, ON  
K8A 6W5

Via email: [officialplan@countyofrenfrew.on.ca](mailto:officialplan@countyofrenfrew.on.ca)

Dear Mr. Cheesman:

**RE: County of Renfrew's Official Plan Amendment 31 (OPA 31)**  
**Our File No. PAR 44246**  
**Comments from TransCanada PipeLines Limited**

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We are the planning consultants for TransCanada PipeLines Limited (TCPL), an affiliate of TC Energy Corporation (TC Energy). This letter is in response to notification of the County's Official Plan Amendment 31.

TCPL has two high-pressure natural gas pipelines within its rights-of-way crossing the County as well as two Industrial Compressor Stations. TCPL's pipelines and related facilities are subject to the jurisdiction of the Canada Energy Regulator (CER) – formerly the National Energy Board (NEB). As such, certain activities must comply with the Canadian Energy Regulator Act (Act) and the National Energy Board Damage Prevention Regulations (Regulations). The Act and the Regulations noted can be accessed from the CER's website at [www.rec-cer.gc.ca](http://www.rec-cer.gc.ca).

### ***Policy Context***

TCPL's pipelines are defined as Infrastructure in the Provincial Policy Statement (PPS). Section 1.6.8.1 of the PPS states that '*planning authorities shall plan for and protect corridors and rights-of-way for infrastructure, including transportation, transit and electricity generation facilities and transmission systems to meet current and projected needs.*' The Growth Plan (2020) also references the importance of protecting and maintaining planned infrastructure to support growth in Ontario.

TCPL requests the following additional policies be included under Section 2.2 (22) as part of the OPA:

1. Within 750m of a fenceline of a TransCanada TCPL pipeline compressor station, consultation with TCPL is required early in development planning when undertaking the technical review of any such development that requires approval under the Planning Act;

- a) Development within 750 m of a TCPL TransCanada Pipeline compressor station shall not be permitted approved unless it can be demonstrated that the developer can mitigate any adverse impacts that might result from land use incompatibility issues such as noise or vibration can be achieved; and
  - b) Proponents of a development may be required to carry out noise and vibration studies and mitigation measures identified by those studies shall be included by the County as a condition of development approval.
2. TCPL is regulated by the Canada Energy Regulator (CER), which has a number of requirements regulating development in proximity to its pipelines, including approval for activities within 30 metres of the pipeline centreline.
3. Subject to consultation with TCPL, TCPL's pipeline rights-of-way may be designated for use as passive open space.
4. No permanent building or structure shall be located within 7 metres of the limit of the pipeline right-of-way. Accessory structures shall have a minimum setback of at least 3 metres from the limit of the right-of-way.
5. In addition to the requirements for the above setbacks, the following may need to be setback a minimum of 7 metres from the limit of the pipeline right-of-way:
  - a) road rights-of-way (paralleling pipeline rights-of-way), paved private driveways, parking spaces and parking areas; and,
  - b) stormwater management facilities.

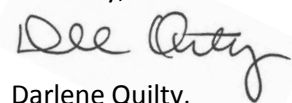
Additional policies related to Open Space land use designations shall include references to TCPL's pipeline right-of-way and restrictions on uses.

TCPL should be notified of the following that may impact TCPL's facilities:

- Land use changes within 200 m of the pipelines;
- Changes to transportation policies or road crossings of the right-of-way; and
- Recreational open space uses, parks and trails in proximity to the pipeline right-of-way.

Thank you for the opportunity to comment. Please forward a copy of the updated Plan. If you have any questions, do not hesitate to contact our office.

Sincerely,



Darlene Quilty,  
Planning Co-ordinator  
on behalf of TransCanada Pipelines Limited

**COUNTY OF RENFREW**

**BY-LAW NUMBER**

**A BY-LAW TO ADOPT AMENDMENT NO. 32  
TO THE OFFICIAL PLAN OF THE COUNTY OF RENFREW**

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WHEREAS the Council of the Corporation of the County of Renfrew, in accordance with the provisions of Sections 17 and 22 of the *Planning Act*, as amended hereby enacts as follows:

1. That Amendment No. 32 to the Official Plan of the County of Renfrew, consisting of the attached text and Schedule “A” is hereby adopted.
2. That the Clerk is hereby authorized and directed to make application to the Minister of Municipal Affairs and Housing for approval of Amendment No. 30 to the Official Plan of the County of Renfrew.
3. That this By-law shall come into force and take effect on the day of final passing thereof.

READ a first time this 30th day of June, 2021.

READ a second time this 30th day of June, 2021.

READ a third time this 30th day of June, 2021.

---

DEBBIE ROBINSON, WARDEN

---

PAUL V. MOREAU, CLERK



**AMENDMENT NO. 32**  
**TO THE**  
**OFFICIAL PLAN**  
**OF THE**  
**COUNTY OF RENFREW**

Prepared For: The Corporation of  
the Township of McNab/Braeside

Prepared By: Development & Property Department  
(Planning Division)  
County of Renfrew  
9 International Drive  
Pembroke, Ont.  
K8A 6W5

March 23, 2021

AMENDMENT NO. 32 TO THE OFFICIAL PLAN FOR  
THE COUNTY OF RENFREW

<u>INDEX</u>	<u>PAGE</u>
The Constitutional Statement	1
<u>Part A - The Preamble</u>	2
<u>Part B - The Amendment</u>	8
Schedule "A" Land Use Plan	

**THE CONSTITUTIONAL STATEMENT**

PART A - THE PREAMBLE does not constitute part of this amendment.

PART B - THE AMENDMENT consisting of the following text and Schedule "A" constitutes Amendment No. 32 to the Official Plan for the County of Renfrew.

## **PART A - THE PREAMBLE**

### **Purpose**

To redesignate the lands shown on Schedule "A" attached hereto from Rural-Exception Thirteen to Rural-Exception Nineteen, in the County of Renfrew Official Plan. The Rural-Exception Nineteen designation will require that any future application for development on the subject lands, be in accordance with the Rural policies of the County of Renfrew Official Plan and be supported by any studies necessary to ensure future development is consistent with both the Provincial Policy Statement and the County of Renfrew Official Plan.

### **Location**

The lands affected by this amendment are described as part of Lot 9, Concession 13 (B), in the geographic Village of Braeside, located on Osborne Street, as shown on the Key Map found in Appendix A.

### **Basis**

The Official Plan for the County of Renfrew was adopted by the Council of the County of Renfrew on March 27, 2002, and approved by the Minister of Municipal Affairs and Housing on June 16, 2003. The Official Plan was recently updated by Official Plan No. 25, under Section 26 of the Planning Act, and approved by the Minister of Municipal Affairs and Housing on March 26, 2020. This amendment represents the thirty-second amendment to the Official Plan.

### **Proposal**

The subject lands are approximately 6.3 hectares in area with road frontage on Osborne Street. The property is designated as Rural-Exception Thirteen in the County of Renfrew Official Plan. 629995 Canada Inc. has applied to re-designate all of the lands from Rural-Exception Thirteen to the Rural-Exception Nineteen designation to permit future development on the lands, in accordance with the Rural policies of the County of Renfrew Official Plan. The application also requests that the legal description for lands designated Rural-Exception Thirteen be amended to remove reference to the subject lands (Lot 9, Concession 13(B)).

### **Surrounding Land Uses**

The site is located between two residential areas within the Township, near the Ottawa River. Braeside, to the northwest, is a long-established settlement area consisting largely of single residential development with some commercial uses and community facilities serving the local population. Southwest of the subject lands is an area within the Township known as Mansfield-Sandy Beach-Sandy Hook that consists of long-existing single residential development adjacent to the Town of Arnprior. The land uses in the vicinity of the property are varied. Near the subject lands are large rural properties of farm land and natural bush, some with dwellings. There are a few small rural residential lots in the area as well as built up residential areas. Waterfront lands across Osborne Street, from the subject lands, were recently redesignated in the Official Plan to permit future residential subdivision development. The lands immediately west of the subject lands are currently licensed by the Ministry of Natural Resources and Forestry for aggregate pits. Northwest of the

subject lands is an active municipal waste disposal site owned and operated by the Town of Arnprior. The lands immediately east of it and north of the subject lands are the attenuation area for the waste disposal site. The attenuation lands, the subject lands and the lands southeast of the subject lands are all designated for industrial use. The subject lands fall just beyond 500 metres from the perimeter of the licensed fill area of the Town of Arnprior's waste disposal site.

### **Provincial Policy Statement 2020 (PPS)**

Section 3 of the *Planning Act* requires that, in exercising any authority that affects a planning matter, the council of a municipality "shall be consistent with" policy statements issued under the *Act* that are in effect. The Provincial Policy Statement guides the overall direction of land-use matters as they are declared to be a matter of Provincial interest.

While the Provincial Policy Statement is required to be read in its entirety, a number of policies have specific bearing on this amendment and are outlined below:

Section 1.3 – Employment of the Provincial Policy Statement (PPS) includes policies for promoting economic development and competitiveness (1.3.1) and policies for planning, protecting and preserving employment areas (1.3.2).

Section 1.3.1 of the PPS states that planning authorities shall promote economic development and competitiveness by providing for an appropriate mix and range of employment lands to meet long-term needs; maintaining a range and choice of suitable site for employment uses; taking into account the needs of existing and future businesses; encouraging compact, mixed-use development that incorporates compatible employment uses to support livable and resilient communities; and ensuring the necessary infrastructure is provided to support current and projected needs.

Section 1.3.2.1 of the Employment Areas policies state that planning authorities shall plan for, protect and preserve employment areas for current and future uses and ensure that the necessary infrastructure is provided to support current and projected needs.

Section 1.3.2.3 of the Employment Areas policies state that planning authorities prohibit residential uses and prohibit or limit other sensitive land uses that are not ancillary to the prime employment uses. Also, employment areas for industrial and manufacturing uses should include appropriate transition to adjacent non-employment areas.

Section 1.3.2.4 of the Employment Areas policies state that planning authorities may permit conversion of lands within employment areas to non-employment uses through a comprehensive review, only where it has been demonstrated that the land is not required for employment purposes over the long-term and that there is a need for the conversion.

Section 1.3.2.6 states that planning authorities shall protect employment areas in proximity to major goods movement facilities and corridors for employment uses that require those locations.

### **County of Renfrew Official Plan**

The County of Renfrew Official Plan designates the property Rural Exception-Thirteen. Schedule B-Map 1– Hazards Map identifies the active waste disposal site to

the northeast of the subject lands and wildland fire risk (pine) on the lands. Schedule B-Map 2-Infrastructures identifies the recreational trail immediately to the west of the subject lands. Schedule B-Map 3-Mineral Aggregate and Mining Resources identifies active aggregate licenses immediately to the west of the subject lands.

Section 5.3(1) of the Rural policies of the Official Plan permits a range of rural uses including limited low density residential, commercial, recreational, institutional, resource recreational uses and industrial uses. The Rural-Exception Thirteen designation applies to all industrial lands within the Township, including the subject lands. The policies permit a full range of industrial uses. Intensive uses are encouraged to locate away from residential areas, meeting the Ministry of Environment and Climate Change separation distances for incompatible lands uses. Industrial uses are encouraged in close proximity to one another near highways and arterial roads. Specifically, Section 5.4(M)(1)(i) identifies lands in part of lots 9, 10 and 11, Concession 13(B) as being the contamination attenuation area around the Town of Arnprior landfill site. They may be used for industrial purposes but the groundwater is not to be used.

Sections 7.3(5) and (6) of the Mineral Aggregate policies reference aggregate resources and operations and areas of influence for incompatible lands uses. For pits, a 300 metre area of influence applies and any incompatible development proposed within this area is to be supported by an aggregate impact study that justifies the proposed use and that the aggregate resource is either not suitable for extraction or that there will be no negative impacts on the ability to extract the resource, as a result of the proposed use. The study must recommend an appropriate separation distance for the use from the resource and/or operation.

Section 12.3(3) of the Waste Disposal policies identifies that all development proposals within 500 metres of the licensed perimeter of an existing or closed disposal site be assessed to ensure compatibility with regards to soil and groundwater conditions and no adverse impacts. The assessment study is to be completed in accordance with Ministry guidelines.

Several of the General Development Policies in Section 2 also apply to the proposed use of the subject lands.

Section 2.2(1) Housing requires municipalities to maintain a minimum 10-year supply of land designated and ready for new residential development and to maintain a minimum 3-year supply of residential units in draft approved plans.

Section 2.2(3) sets out requirements for ensuring land use compatibility between different land uses. Separations are required between residential uses which are considered sensitive and land uses such as landfills, aggregate resources, pits and quarries. Various legislation and Ministry guidelines must be applied to ensure compatibility.

Section 2.2(4) sets out considerations and requirements for commercial, industrial and institutional uses such as access, parking, compatibility, buffering and servicing.

Section 2.2(6) requires that archaeological assessment is required for development that is proposed within an area of high archaeological resource potential. This

assessment must be done in accordance with Ministry of Citizenship, Culture and Recreation guidelines by a qualified, licensed archaeologist.

In Section 2.2(7) for development on lands known or suspected of contamination related to industrial land uses, Council may require a Phase 1 Environmental Site Assessment (ESA). The ESA is to be prepared as required by the Environmental Protection Act and relevant guidelines. Additional work may be required depending on the outcome of the ESA. A Record of Site Condition is required to be filed with the Registry.

Section 2.2(8)(a) states that Council will ensure, in reviewing development applications, that threatened and endangered species mapping by the Ministry of Natural Resources and Forestry (MNR) is considered. The Official Plan does not identify habitat of threatened and endangered species.

Section 2.2(8)(f) references Significant Valleylands as identified on Schedule B-Map 4-Natural Heritage Features, related to watercourses. Any development located in or within 120 metres of these features are to be supported by an Environmental Impact Study (EIS) that development will not negatively impact the feature or its function as part of a natural heritage system.

Section 2.2(9)(d) references Wildland Fire risk as identified on Schedule B-Map 1-Hazards associated with hazardous forest types. Development should be directed outside of these areas, but if proposed within these areas, risk should be mitigated in accordance with Provincial guidelines.

Section 2.2(12) sets out the Provincial serving hierarchy requirements for development. Development on individual on-site water and sewage disposal systems may be considered if site conditions are shown to be favourable over the long term with no negative impacts. Section 2.2(12)(f) describes negative impacts as being degradation to the quality and quantity of water, sensitive water and sensitive groundwater features and related hydrologic functions as a result of development. A hydrogeological assessment is required where development would produce more than 4500 litres per day of effluent and would confirm a suitable water source both in terms of quality and quantity. It would include a nitrate impact assessment and confirm the site is suitable for septic systems.

Stormwater policies are set out in Section 2.2(30). Stormwater management plans, prepared in accordance with Ministry of Environment guidelines shall be required for all development consisting of more than three lots or for commercial or industrial developments. The policies set out general methods and intended outcomes of stormwater management for developments.

For development fronting on and proposing access to municipal public roads, Section 13.3(3) of the Transportation policies requires the local municipal requirements to be satisfied. This includes new road construction and design which may include active transportation features.

### **Township Zoning By-law 2010-49**

The subject lands are zoned General Industrial-Exception One-holding (GM-E1-h) in the Township's Zoning By-law. Sections 15.4(a) and (b) permit existing uses, open space and passive recreation and set out the criteria required to be fulfilled prior to

the holding (-h) being lifted and development occurring. The underlying GM-E1 Zone prohibits the use of the groundwater.

Section 3.0 includes various General Provisions that would apply to a new proposed use of the lands.

### **Analysis**

The PPS requires the submission of a comprehensive review whenever employment lands are proposed to be converted to residential uses. The municipality is to ensure any reduction of employment areas must not negatively impact the future employment potential within the municipality.

Accordingly, the applicant has submitted the comprehensive review required by Section 1.3.2.4. of the PPS to support this proposed amendment. The Comprehensive Review of Employment Lands in the Township of McNab/Braeside, was prepared by Jp2g Consultants Inc., and is dated March 1, 2021.

The Review identified and analyzed the lands, uses and growth within the Township's employment nodes. The four nodes include Braeside where the subject lands are located, east of Glasgow Station, west of Pine Grove on Russett Drive and east of Pine Grove along Highway 17. There are 190.1 hectares of vacant employment lands that are designated within the Township. Building permit activity within the nodes over the last five years was found to be limited. The Review estimates the employment land growth requirements, for the next 20 years, based on commercial/industrial growth rates taken from the Township's 2009 and 2013 Development Charges Background studies and lot coverage requirements in Zones where employment lands are located. The Review concluded the maximum amount of land required, within the Township, for employment purposes over the next 20 years would be 36.1 hectares. By removing the 6.3 hectares, being the subject lands and the 36.1 hectares required for growth over the next 20 years, the Review concluded that there would still be 147.7 hectares of available employment lands.

The Review goes on to identify opportunities and constraints for the Township's employment nodes. Municipal servicing is currently not available to any Township lands and no capacity is available from the Town of Arnprior's municipal services.

The Review finds that the greatest assets for employment lands are proximity to the Town of Arnprior and the recently 4-laned Highway 17 where the employment node east of Pine Grove is located. On the contrary, the Gillies site is located away from the Hwy 17 corridor, rail access has been removed and it is not located near municipal services.

The Review concludes that the loss of the subject lands from the Township's employment lands inventory will not negatively impact the Township's employment land requirements over the long term. The lands are appropriate for residential development.

The Comprehensive Review satisfies the employment area policies of the PPS in supporting the conversion of the subject lands from Rural-Exception Thirteen to the Rural-Exception Nineteen designation. It confirms the Township's remaining supply of employment lands will be more than enough to support future growth of employment uses.



The redesignation of the subject lands to from Rural-Exception Thirteen to Rural-Exception Nineteen to permit future development in accordance with the Rural policies of the County of Renfrew Official Plan, subject to the submission of any supporting studies and reports deemed necessary by the municipality, to support a future development application conforms to the Provincial Policy Statement and the County of Renfrew Official Plan.

## **PART B - THE AMENDMENT**

All of this part of the document entitled Part B - The amendment, consisting of the following text and Schedule "A" constitutes Amendment No. 32 to the Official Plan for the Township of McNab/Braeside.

### **Details of the Amendment**

The Official Plan is amended as follows:

- (a) Schedule "A" of the Official Plan is hereby amended by redesignating those lands described as part of Lot 9, Concession 13(B), geographic Village of Braeside, in the Township of McNab/Braeside, from Rural-Exception Thirteen to Rural-Exception Nineteen, as shown on the attached Schedule "A".
- (b) By adding the following subsection to section 5.4 – Special Policy Exceptions, immediately following section 5.4(R):

#### **"(R) McNab/Braeside**

Rural-Exception Nineteen (Part of Lot 9, Concession 13(B), geographic Village of McNab/Braeside)

Notwithstanding any policies of this Plan to the contrary, for those lands described as part of Lot 9, Concession B(13), geographic Village of Braeside and delineated as Rural-Exception Nineteen on the Land Use Schedule to this Plan, future development shall be permitted in accordance with the Rural policies of the County of Renfrew Official Plan, subject to the submission of any supporting studies and reports deemed necessary by the municipality.

- (c) By amending the legal description in Section 5.4(M)(1)(i) Rural-Exception Thirteen to delete "9," after the word "lots" in the first sentence."

### **Implementation and Interpretation**

The implementation and interpretation of this Amendment shall be in accordance with the respective policies of the Official Plan for the County of Renfrew.

**SCHEDULE 'A'**  
(Part of Lot 9, Concession 13 (B) in the  
Geographic Village of Braeside)

COUNTY of RENFREW OFFICIAL PLAN  
LEGEND

- Note: This schedule forms part of Amendment No. 32 to the Official Plan of the County of Renfrew and must be read in conjunction with the written text.