

COUNTY OF RENFREW

DEVELOPMENT AND PROPERTY DEPARTMENT REPORT

TO: Development and Property Committee
FROM: Craig Kelley, Director of Development and Property
DATE: October 12, 2021
SUBJECT: Department Report

INFORMATION

1. **Residential Market Activity**

Attached as Appendix I is the residential market activity for the month of September and year-to-date for all the municipalities within the County of Renfrew.

RESOLUTIONS

2. **Business Case – Junior Planner [Strategic Plan Goal No. 3]**

Recommendation: THAT the Development and Property Committee recommend that County Council approve the addition of one Junior Planner position in the Planning Division.

Background

Attached as Appendix II is a business case to increase Planning staff capacity by hiring a new Junior Planner. The Planning Division is experiencing a significant increase in activity, much of it stemming from more complicated files, and increase in development applications, an increase in general inquiries, and an increase in the amount of planning review on behalf of local municipalities. In addition, it is anticipated that the County will undertake a number of long-term special projects to update local Comprehensive Zoning By-laws. The Planning Division is also working towards digital modernization of the planning process. The successful

applicant will need to be familiar with ArcGIS software, data editing and GIS concepts for assistance with the zoning updates and the digital modernization of the planning process.

3. **Economic Development Division**

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

4. **Ottawa Valley Tourist Association**

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

5. **Enterprise Renfrew County**

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

6. **Forestry and GIS Division**

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

7. **Real Estate Division**

Attached as Appendix VII is the Real Estate Division Report, prepared by Mr. Kevin Raddatz, Manager of Real Estate, providing an update on activities.

8. **Planning Division**

Attached as Appendix VIII 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 September										
AREA	TWP	Units Sold		% Change	5 Year Average	Average Sale Price		% Change	5 Year Average	DOM Average
		2021	2020			2021	2020			
541	Admaston/Bromley	2	5	-60.0%	2.8	422,450	372,160	13.5%	278,746	20.5
550	Arnprior	22	26	-15.4%	17.4	476,547	406,262	17.3%	341,404	27.5
581	Beachburg	2	1	100.0%	2.8	279,950	275,000	1.8%	265,490	21.5
572	Brudenell/Lyndoch/Raglan	3	3	0.0%	1.6	357,333	354,167	0.9%	284,125	35
511	Chalk River	7	3	133.3%	3.4	349,114	169,300	106.2%	215,621	39
582	Cobden	3	4	-25.0%	2.2	289,167	277,500	4.2%	194,633	24
510	Deep River	12	20	-40.0%	12.2	382,799	287,300	33.2%	250,427	19.4
560	Eganville/Bonnechere	11	6	83.3%	6.6	361,473	279,100	29.5%	241,803	21.4
542	Great Madawaska Twp	7	8	-12.5%	7.4	626,414	503,700	24.4%	422,181	44.1
512	Head Twps	0	1	-100.0%	0.4	-	445,000	-100.0%	252,500	0
544	Horton Twp	6	4	50.0%	4.2	419,167	310,950	34.8%	274,537	56.2
571	Killaloe/Round Lake	4	6	-33.3%	2.8	351,225	273,408	28.5%	287,658	74.3
513	Laurentian Hills North	2	4	-50.0%	1	219,500	329,250	-33.3%	274,375	17.5
531	Laurentian Valley Twps	12	11	9.1%	10.4	469,533	309,864	51.5%	327,998	26
570	Madawaska Valley	11	12	-8.3%	11.2	635,091	308,475	105.9%	355,842	43.5
551	McNab/Braeside Twps	10	15	-33.3%	13	559,410	507,900	10.1%	395,856	36.3
561	N Algona/Wilberforce Twp	6	3	100.0%	4.8	465,067	452,633	2.7%	352,920	36.8
530	Pembroke	32	34	-5.9%	22.4	293,305	229,000	28.1%	217,592	16.3
520	Petawawa	16	18	-11.1%	20	417,125	330,101	26.4%	307,530	13.2
540	Renfrew	17	16	6.3%	13.2	341,835	288,000	18.7%	253,661	25.4
580	Whitewater Region	12	9	33.3%	6.8	365,817	271,656	34.7%	261,172	24.5
Total		197	209	-5.7%	166.8	\$ 410,413	\$ 326,900	25.5%		27.5
Year To - Date										
AREA	TWP	Units Sold		% Change	5 Year Average	Average Sale Price		% Change	5 Year Average	DOM Average
		2021	2020			2021	2020			
541	Admaston/Bromley	22	20	10.0%	22.8	407,528	263,690	54.5%	283,002	20.8
550	Arnprior	160	161	-0.6%	150.6	488,696	380,200	28.5%	335,148	17.6
581	Beachburg	18	24	-25.0%	20	383,739	298,700	28.5%	278,683	17.1
572	Brudenell/Lyndoch/Raglan	20	11	81.8%	13.6	406,990	312,200	30.4%	276,426	34.9
511	Chalk River	69	47	46.8%	53.8	288,542	194,500	48.4%	209,059	26.6
582	Cobden	32	27	18.5%	19.8	359,368	238,059	51.0%	216,942	33.1
510	Deep River	127	124	2.4%	90	308,992	231,084	33.7%	225,923	23.3
560	Eganville/Bonnechere	68	52	30.8%	54.4	339,365	244,900	38.6%	228,718	20.4
542	Great Madawaska Twp	56	59	-5.1%	49.8	584,595	378,900	54.3%	394,088	30.9
512	Head Twps	7	1	600.0%	2.8	330,214	445,000	-25.8%	214,189	61.4
544	Horton Twp	45	30	50.0%	31.2	579,029	370,450	56.3%	361,406	28.5
571	Killaloe/Round Lake	35	38	-7.9%	24.2	430,049	326,000	31.9%	274,471	31
513	Laurentian Hills North	9	10	-10.0%	5.6	413,822	384,050	7.8%	371,791	15.9
531	Laurentian Valley Twps	130	121	7.4%	105	393,728	331,323	18.8%	312,716	19.3
570	Madawaska Valley	80	72	11.1%	74.2	446,324	308,600	44.6%	308,794	36.8
551	McNab/Braeside Twps	81	95	-14.7%	84.4	592,179	453,600	30.6%	393,616	26.5
561	N Algona/Wilberforce Twp	54	38	42.1%	39.2	472,997	347,400	36.2%	320,717	19.9
530	Pembroke	324	253	28.1%	221	280,695	214,800	30.7%	211,793	22
520	Petawawa	377	367	2.7%	361	413,860	321,738	28.6%	320,261	11.2
540	Renfrew	107	96	11.5%	102	356,606	259,200	37.6%	247,856	20.9
580	Westmeath Twp	83	75	10.7%	56	446,379	296,500	50.5%	292,401	19.8
Total		1904	1721	10.6%		\$ 398,313	\$ 303,400	31.3%	290,804	21



BUSINESS CASE - STAFFING REPORT

Date: **October 12, 2021**

Department: **Development and Property**

Report Prepared by: **Craig Kelley**

PROPOSAL	Junior Planner – increase in planning staff capacity
POSITIONS Union <input type="checkbox"/> Non-Union <input checked="" type="checkbox"/>	To assist in Planning Services Division.
SUMMARY <ul style="list-style-type: none"> • Background • Discussion 	<p>The Planning Division Services is experiencing a significant increase in planning activity, much of it stemming from much more complicated files. With the impending updates to the comprehensive zoning by-laws in many local municipalities, there will be increased pressure on our limited staffing resources to review applications for rural severances and subdivisions. We have also been asked to increase our Land Division/Committee of Adjustment services for select municipalities. In addition, the Planning Division is working towards digital modernization of the planning process and the successful applicant will need to be familiar with ArcGIS software, data editing and GIS concepts.</p> <p>This proposal aims to bring one more planning professional onboard who will work with municipalities, in concert with the Manager of Planning and the County Planners, to provide initial triaging, categorization, and preparation of General Inquiries, and to begin to institute the work plans that have been developed to update local Comprehensive Zoning By-laws. They will also be required to assist in areas of:</p> <ul style="list-style-type: none"> • Triage of General Inquiries • Consent Applications, Zoning applications, site plans, subdivision etc. • Scanning/digitizing of older plans • Organizing files, where necessary, including database development and archiving • Working on solutions for digital modernization for the planning process <p>A new Junior Planner will play a very important role in succession planning for the County of Renfrew.</p>

RECOMMENDATION	THAT the Development and Property Committee recommend that County Council approves the addition of one Junior Planner position in the Planning Division.						
FINANCIAL CONSIDERATIONS	<p>Savings from the vacant Asset Management Coordinator will be used to fund this position.</p> <table><tr><td>Remove Asset Management Coordinator (7/5)</td><td>(\$79,359)</td></tr><tr><td>Add Junior Planner (6/5)</td><td><u>\$72,686</u></td></tr><tr><td>Net Salary Savings</td><td>(\$6,673)</td></tr></table>	Remove Asset Management Coordinator (7/5)	(\$79,359)	Add Junior Planner (6/5)	<u>\$72,686</u>	Net Salary Savings	(\$6,673)
Remove Asset Management Coordinator (7/5)	(\$79,359)						
Add Junior Planner (6/5)	<u>\$72,686</u>						
Net Salary Savings	(\$6,673)						

ECONOMIC DEVELOPMENT DIVISION REPORT

Prepared by: Alastair Baird, Manager of Economic Development

Prepared for: Development and Property Committee

October 12, 2021

INFORMATION

1. Application to Rural Economic Development Fund to Support Film and Video Production Business Retention and Expansion [Strategic Plan Goal No. 1]

Economic Development Services has applied to the Rural Economic Development (RED) Program from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) for matching funding to support our planned program to maintain and expand this area of business across the County. Since the production of the Best Damn Fiddler from Calabogie to Kaladar in 1968 for the National Film Board of Canada, the movie industry has had a foothold in Renfrew County. This has grown in recent years with our heritage towns, architecture, rural settings and willing host businesses and municipalities accommodating the needs of production companies. Even through COVID-19 we hosted productions for the Oprah Winfrey Network, Hallmark and other production companies. We were under consideration for scenes for a major Netflix production which was seeking wilderness and rock-climbing locations. Funding will assist us to build the relevant image bank of our many sites, residences, stores, restaurants, institutions, streetscapes, landscapes and unique features. It also may assist as we foster the required services, equipment and skilled labourers amongst our existing businesses and entrepreneurs. This project is supported by our Ottawa Valley Economic Development Partners Group.

2. Manufacturing Investment by German Companies to McNab/Braeside [Strategic Plan Goal No. 1]

Manager Alastair Baird and Business Development Officer David Wybou supported the Township of McNab/Braeside and the new industrial investors to Renfrew County at a first information sharing meeting with company leadership on Friday, October 8, 2021. The Economic Development Division also engaged key Ontario and Federal

representatives to present an overview of support and funding programs available.

3. **Taste of the Valley Video Shows: Local Chefs and Foods [Strategic Plan Goal No. 2]**

To maintain and expand the brand of our very successful Taste of the Valley events, Business Development Officer David Wybou, with support from the Township of Laurentian Valley Community Development Officer Katie Tollis-Flabbi, has worked with several local food producers and five local chefs to produce five videos. Each video features a different chef preparing a specific item and meal from local foods and will be shared on social media, with local television outlets, at future Taste of the Valley events and other local food and agri-business events. A portion of one video will be screened at Development and Property Committee.

4. **Agriculture Week**

Attached as Appendix ED-I is a letter of appreciation from the Honourable Lisa Thompson, Minister of Agriculture, Foods and Rural Affairs commending all the agri-food heroes across the Province who continue to grow, raise, process and distribute Ontario foods and for keeping the food supply chain operating.

5. **Ottawa Business Journal and Great River Media Campaign 2021 [Strategic Plan Goal No. 2]**

Great River Media produces several print publications supported by a number of web and social media platforms and networks. The Ottawa Business Journal is their primary publication in print to 10,000 subscribers, business and community leaders from Ottawa, Gatineau, eastern Ontario, and the Greater Toronto Area (GTA). It is also distributed to 25,000 e-news subscribers. Renfrew County has a full-page colour advertisement featuring quotes from residents working from home with clients and colleagues from across Ontario and Canada. This content will be shared across web and social media platforms as well over the next four months.

The Eastern Ontario Regional quarterly print publication is included in the monthly Ottawa Business Journal print edition and the current issue

features profiles of business leaders from across Eastern Ontario in several sectors of the economy.

6. Eastern Ontario Innovation Information Forum [Strategic Plan Goal No. 2]

Economic Development Division, in collaboration with Public Works and Government Services Canada (PWGSC) Office of Small and Medium Enterprises Ontario engaged eight of our local companies in the first ever Eastern Ontario Innovation Information Forum, on Thursday, September 23, 2021. Representatives of several federal agencies and departments presented the opportunities they provide to Canadian business for supporting innovation and industry development, and as potential customers, including:

- Canada Revenue Agency (CRA)
- Canadian Intellectual Property Office (PIPO)
- Department of National Defence (DND)
- FedDev Ontario-Industrial and Technological Benefits
- National Research Council-Industrial Research Assistance Program (NRC-IRAP)
- Natural Science and Engineering Research Council (NSERC)
- Public Service Procurement Canada (PSPC)

The eight local companies that participated in the Forum are:

- Competition Composites
- CyberStockRoom.com
- ETM Industries
- Glass House Botanics
- Med-Eng
- Pacific Safety Products
- SRB Technologies
- Warrior Gear

7. Ontario East Municipal Conference and New Regional Reception in Renfrew County

A reminder to register for the upcoming virtual [Ontario East Municipal Conference](#) to be held on October 20-21, 2021. A unique feature this year,

in this COVID-19 environment, is a series of five live and in-person regional receptions across Eastern Ontario. The County of Renfrew is hosting our own in person Ontario East Regional Reception on Wednesday, October 20, 2021 from 4:00 p.m. to 7:00 p.m. The site for this reception is yet to be determined as we ensure we select a venue that facilitates all required COVID-19 precautions.

**Ministry of Agriculture,
Food and Rural Affairs**

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
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**Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales**

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO



Ontario

October 4, 2021

Debbie Robinson
Chair
Eastern Ontario Warden's Caucus
pmoreau@countyofrenfrew.on.ca

Dear Debbie Robinson:

I want to take this opportunity during Agriculture Week to express my gratitude and admiration for the work you do. Thank you for your unwavering dedication to our communities by bringing high quality food to our tables.

The last year and a half have been challenging and I want to commend all the agri-food heroes across our province who have continued to grow, raise, process and distribute Ontario foods and have done incredible work keeping our food supply chain operating.

As Minister of Agriculture Food and Rural Affairs and a farmer myself, I am proud to support our sector by focusing on creating the opportunities that ensure rural communities and agriculture businesses are competitive at home and abroad, and that rural economies, of which agriculture is key, are respected and protected.

I believe that our sector should be proud of what we contribute to the province – not just the great food that we produce, but to the hundreds of thousands of jobs we create and the billions of dollars we contribute to the provincial economy.

.../2

Your dedication deserves our thanks every day, not just during Agriculture Week. Please know that I am as passionate as you are about our sector and I will continue to listen to your needs and concerns as we build on our successes together.

Sincerely,

A handwritten signature in blue ink that reads "Lisa M. Thompson". The signature is fluid and cursive, with the first name "Lisa" and last name "Thompson" clearly distinguishable.

Lisa M. Thompson
Minister of Agriculture, Food and Rural Affairs

COVID-19 Reminders

- For vaccination booking details visit: <https://covid-19.ontario.ca/book-vaccine/>
- Follow your local public health/safety measures: <https://covid-19.ontario.ca/zones-and-restrictions>
- Practice physical distancing – stay 2 metres away from others in public
- Get the facts - www.ontario.ca/page/covid-19-stop-spread

OTTAWA VALLEY TOURIST ASSOCIATION REPORT

Prepared by: Alastair Baird, Manager of Economic Development

Prepared for: Development and Property Committee

October 12, 2021

INFORMATION

1. Ride the Highlands Instameet [Strategic Plan Goal No. 3]

The Ottawa Valley Tourist Association (OVTA), in collaboration with Ontario's Highlands Tourism Organization (OHTO) and Destination Ontario, held a Ride the Highlands Instameet from September 19-21, 2021 that included seven motorcycle influencers from the Greater Toronto Area (GTA) and Southern Ontario. The purpose of the Instameet was to generate awareness on Instagram of the motorcycle touring routes in the Ottawa Valley and Ontario's Highlands and gather content for future marketing purposes.

The group rode more than 500 kms over two days, travelling through the Townships of Bonnechere Valley, Killaloe, Hagarty and Richards, Madawaska Valley, Brudenell, Lyndoch and Raglan, Greater Madawaska and Horton.

Special highlights of the tour included enjoying a Beavertail in Killaloe, meeting Caveman Chris Hinsperger and touring the Bonnechere Caves, discovering some of the Valley's top motorcycle roads including Centennial Lake, Letterkenny, Rockingham, Red Rock and Siberia Roads, to name a few.

One article, "[Exploring Ontario's Highlands](#)" has already been published about riding in the Ottawa Valley by Canada Moto Guide

Attached as Appendix OVTA-I is an article about motorcycle touring in the Ottawa Valley and Ontario's Highlands region which appeared in the fall issue of [Revolution Motorcycle Magazine](#) and is on newsstands now.

2. Author Ron Brown Completes Research [Strategic Plan Goal No. 3]

Historical author, Ron Brown, recently completed his research work for the sixth edition of his book “Backroads of Ontario” which will highlight a scenic driving/cycling route between Arnprior and Pembroke following the Ottawa River. The book is expected to be published in the Spring of 2022.

3. Marketing Campaign with Time in the Valley [Strategic Plan Goal No. 3]

The OVTA has engaged local blogger, Sara Bjornson with [Time in the Valley](#), to create itinerary-style blogs promoting the various communities and municipalities and things to do throughout Renfrew County. The first post focussed on [late summer adventures](#) in the Townships of Whitewater Region, Admaston/Bromley and Horton. The second post was about the [Madawaska Valley Studio Tour](#) and spending time in the Townships of Bonnechere Valley, Madawaska Valley, North Algona Wilberforce and Killaloe, Hagarty and Richards.

4. Fall Marketing Campaign Promoting ATVing [Strategic Plan Goal No. 3]

The OVTA has partnered with OHTO and Destination Ontario on a fall marketing campaign promoting ATV touring in Renfrew County. The campaign will be featured across all three organization’s social media channels, as well as other earned and paid media targeting the Ontario market. Various tourism operators catering to the ATV market, including Tom Irwin’s Adventure Tours, Urban Sports, Renfrew County ATV Club, Sands on Golden Lake, Pinewood Inn, Wilno Tavern, Holiday Inn Express, Deacon Escarpment Cabins and Spectacle Lake Lodge will be included in the campaign.

THE FIRST CANADIAN CUSTOM BIKE MAGAZINE

Appendix OVTA-I
ISSUE 58 // AUTUMN 2021

REVOLUTION

INTERNATIONAL
A QUICK 50 HOUR TRIP

FROM
COAST
TO
COAST

MOTORCYCLE MAGAZINE

TENNESSEE
MOTORCYCLES
AND
MUSIC
Revival!



ON THE ROAD

THE HIGHLANDS

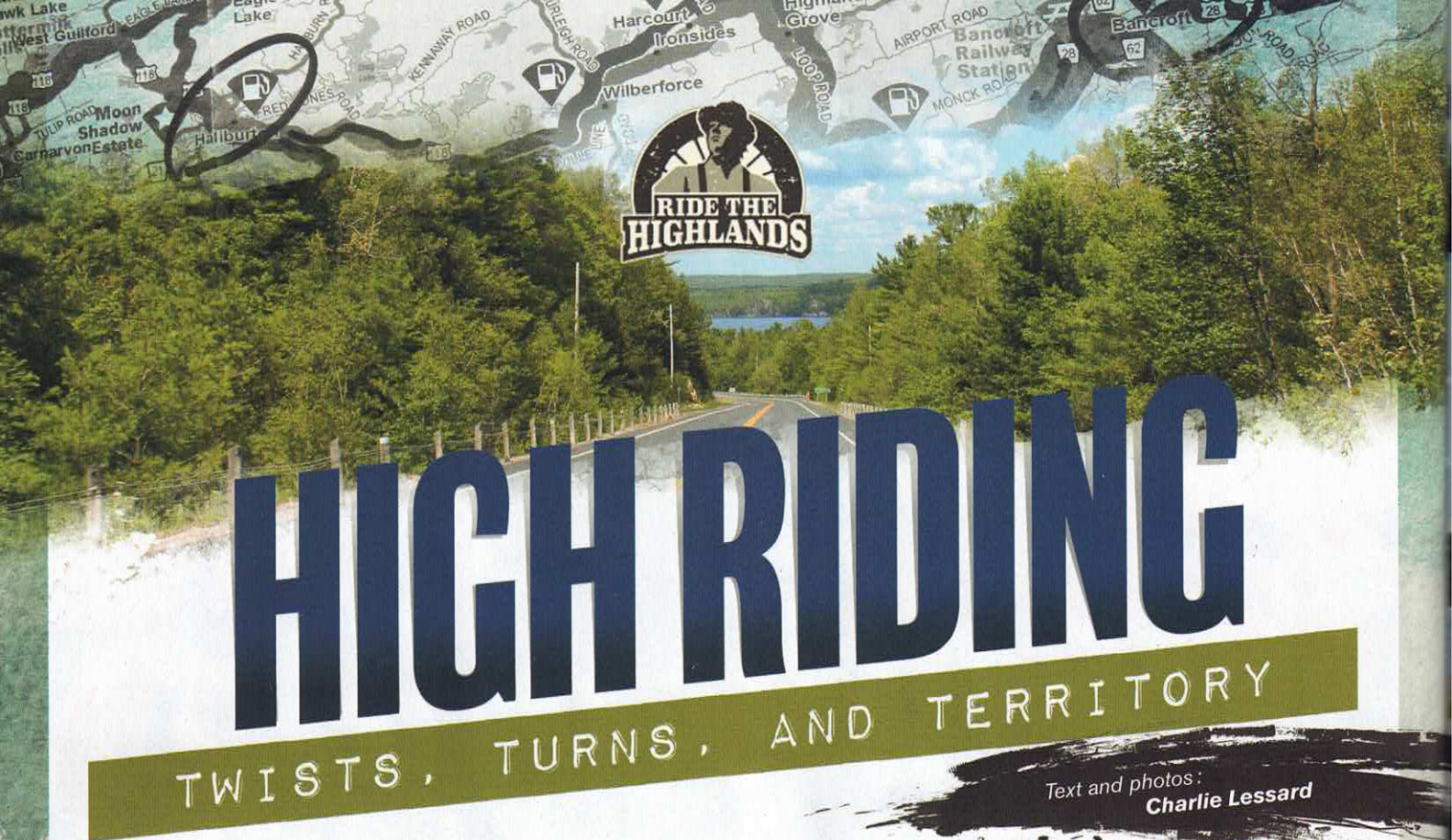
ONTARIO — TWISTS, TURNS AND TERRITORY

JOHNNY &
THE BLIZZARD
OF NOS



CAN 8,95 \$ // USA 9,95 \$





HIGH RIDING

TWISTS, TURNS, AND TERRITORY

Text and photos:
Charlie Lessard

I love riding up here! I've been exploring the area for about four years now and I just can't get enough of it. I first heard about riding Ontario's Highlands back in 2017 when I attended the Montreal International Motorcycle Show. The fine people that were manning the Ride the Highlands booth were very welcoming and generous with their time while answering my questions. Plus they handed me a free map to take home. The Ride the Highlands team really caught my attention and I made a mental note that I would definitely make a run towards the hills in the near future. Well I did, and more than once! I got to give credit to this group of individuals. Part of the Ontario's Highlands Tourism Organisation 'Ride the Highlands' is a promotional program geared towards motorcyclists. They get it: motorcycle tourism! Free maps that indicate gas stops, motorcycle repair shops, rest areas and of course attractions. Hundreds of kilometres of roads that include single and multiple day planned routes. Spots where hungry bikers can indulge in great food and cold beer, in an area of Ontario where there is plenty of camping, cabin rentals by the lakes, and accommodations. Not to mention friendly people who generally have no issues with the rumble of two-wheeled iron horses. Like I said... I love riding up here!

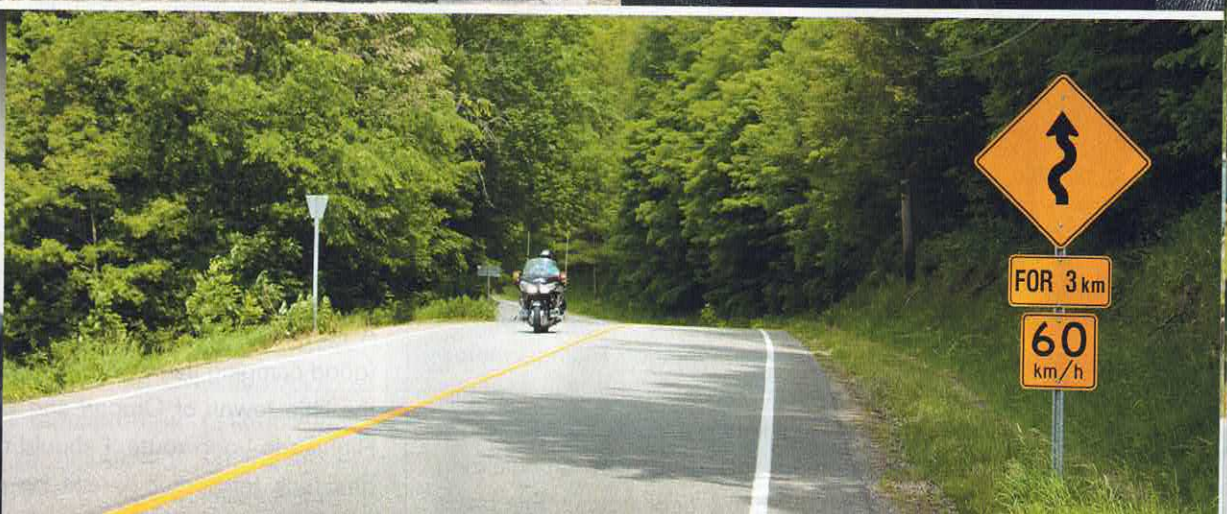
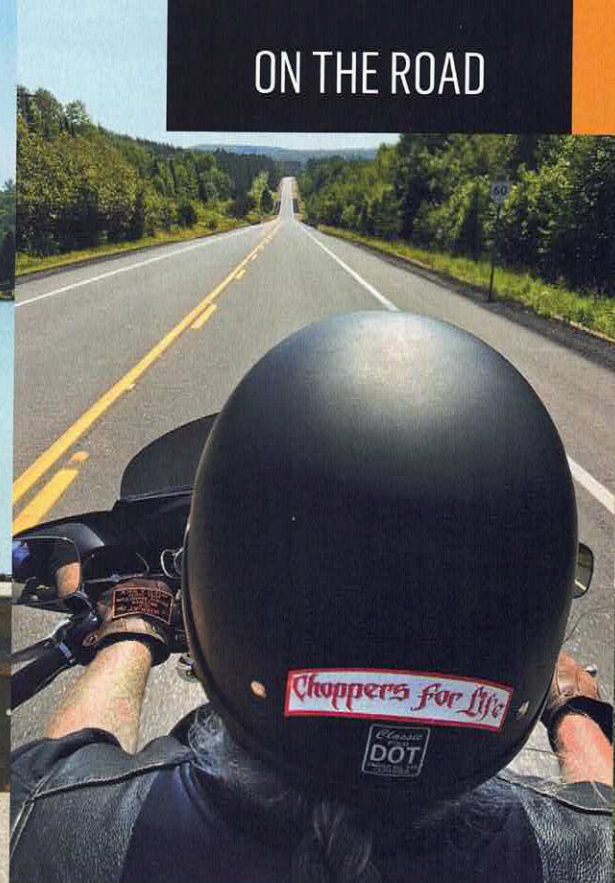
Motorcycles are hot! Motorcycle manufacturers have seen an increase in demand in the past five years and with a

3.5% CAGR (Compound Annual Growth Rate) estimated for the next ten years, it's safe to say that people are enjoying motorcycling more than ever before. To me that's great news, the more bikers the better to keep our industry prosperous. And it's without a doubt that the planners of Ride the Highlands (RTH) are very aware of this fact. Biker bucks mean better business and I'm all for that!

Ok, so it's big! You can easily spend a week or more touring around the Highlands and visiting the different sights. You can follow the planned routes on the free maps or you can visit the RTH interactive website (<https://ridethehighlands.ca/>) that is available in both official languages. Personally, I try to visit the recommended stops, food spots and services. This way I know these areas have been inspected by the RTH team and the people who work at these places are very welcoming. So, for this adventure I decided on a 3-day run. Like I mentioned, with an area of 23,840 square kilometres of unspoiled territory, there's a lot to experience so I'll keep this article based on the routes I took and highlight some of the things I really enjoyed seeing. I hope you get to enjoy this part of our country sometime. The Highlands are really worth it. The perimeter is situated 30 minutes west of Ottawa, two hours and a half east of Toronto and a little over 3 hours west of Montreal.



DENBIGH LAKE



RY'S BAY



HALIBURTON



DEMBURY

DAY 1 // So, I left home Friday morning and made my way to exit 645 off the 401 in Gananoque. From there I headed north up the 32 and 15 to hook up on the 42 in Crosby. Did I mention how nice the roads are in Ontario? Riding a motorcycle in these parts is a dream. From Crosby, Newboro is a nice little town where one highlight is a store called Kilborn's. Ladies if you like shopping, this is a must. Specializing in country style clothing and home accessories, this place has a great leather cowboy boot selection, and ladies, you know everybody loves a cowgirl! Next stop was Westboro. Situated right by Upper Rideau Lake this makes for a great pit stop. Plenty of places to eat and have a drink but if you like your treats, Vanilla Bean's Café Creamery is a good choice. Specialty coffees and ice cream make this place a hot spot and the plus is that you can walk directly across the street and enjoy the public park by the lake. Leaving Westport, I headed up Mountain Road (36) towards Maberly. Now as far as giving you an idea of what's to come while riding the Highlands this would be it. Nice twisties where you really must slow down at times. I'd keep an eye on the road signs here in the Highlands – they tend not to lie! If you look at the RTH map this is part of the Rideau

Ridge planned route. The 36 is listed as one of the top-ten roads on the map.

A little jaunt west on the 7 brought me to Sharbot Lake (good camping there!), where I then took Road 509 towards the little towns of Ompah and Plevna on a section of the Highlands Loop route. I should mention that keeping your gas tank topped-up would be a wise decision. You will usually find gas stations along these routes but depending on the time of day, they may not always be open, and at times you may find that they are shut down completely! This is the hills, remember? "Why take a chance," I always say. That and the fact that you may not always have cell phone reception... been there, done that! In Plevna I stopped at the Shamrock Cafe. I suggest you get there early if you want to enjoy the freshly baked goodies. They go fast! I did manage to grab a couple of sausage rolls and coffee as well as get my 2021 RTH patch. Every year the RTH organizers offer – for free – small collectables. This year it's a patch, but in the last few years I've seen a bottle opener shaped like a railroad spike and a wooden kickstand pad. Nice touch and fun memorabilia for the garage. At the rear

of the café you will find The Free Spirit Gallery. It's a little art and jewellery shop. Stop in and say hello to Jim; he's a biker too!

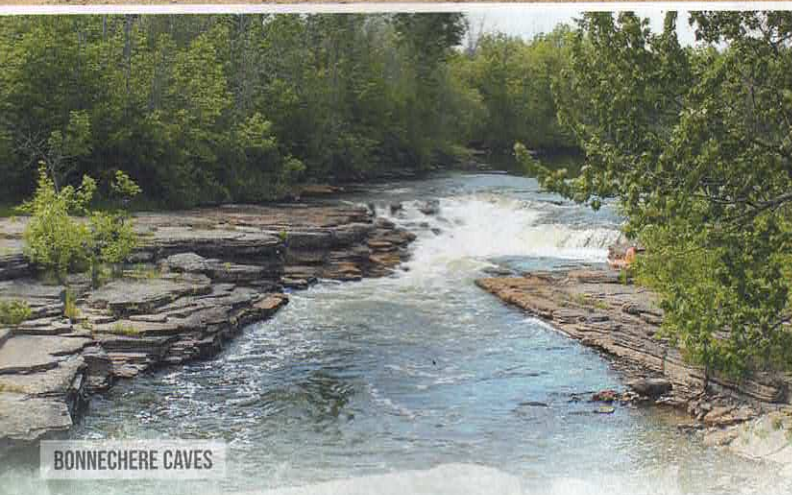
From Prevena I stayed on the 506 to hook up with the 41 and passed by Bon Echo Provincial Park and up to Denbigh. The roads are amazing and have interesting little facets that can make you laugh. I've heard of a one-horse town but never a one-gas-pump town! That's what you will find at Rosie's Café & General Store in Denbigh. As I mentioned, best to keep that gas tank topped up. Denbigh Lake is beautiful and offers a nice little beach – free of charge! On the road again I hit the 28 (RTH – Deep Valley Run) towards Bancroft where I would base for a couple of nights. I reserved a room at the RTH recommended motel, the Sword Inn. It's not the greatest, but the price was reasonable. The Wi-Fi sucked and my "non-smoking" room smelled of, yep, cigarette smoke! I don't often bitch but I do believe you should get what you ask for and pay for! "Sui-vant-Next!" The pizza is good at Vito's and the LCBO was three minutes to the north of the motel. A little over 450 clicks on the odometer this day. You will find anything you need in Bancroft. The population is registered at 3881 but this grows substantially in the summer months as it's a well-known tourist town.

DAY 2 // I got up early, checked over the bike, fueled up at the ESSO and hit the road. The day was a cloudy one with heavy rain predicted for late afternoon. But that wasn't going to deter me from heading south on the 62 and 46 to work my way to the town of Buckhorn. This is a section of the RTH route named Dynamite Alley. Although this loop has a total of 508 km (316 miles), I really was interested in venturing north on the 507 to Haliburton. Nicknamed "The Buckhorn" this section of road is considered the "Picasso!" Well things don't always go as planned! Coe Hill is a fine little town, with again a free public beach, and Glen Alda has a nice place to eat called the Border Town Market Café. I was going to follow the RTH route south on the 504 but to my surprise it was closed for reasons unknown (to me). So, I took the 620 towards Apsley and then the 8 to Woodview. All things happen for a reason as this slight detour brought me two more great roads. From here I pointed the front wheel towards Buckhorn, again, a beautiful spot with lots to offer. If you're hungry you can grab some grub and go park by the Trent-Severn Waterway. Look for Fire Route 24 beside the Home Hardware. There's a lot of fishing going on there too.





KAMANISKEG LAKE



BONNECHERE CAVES



LOON LAKE

From Buckhorn I made my way to Flynn's Turn to catch the "Picasso!" My anticipation was quickly shot down thanks to ruts, potholes, patches and 5-km of construction gravel and sand, it sucked! Well maybe not for you if you happen to ride an adventure touring motorcycle such as a KTM Super Adventure, a Honda Africa Twin, or a BMW GS Adventure, but for me on my Ultra-Glide with Pirelli Night Dragon tires, not a good combo! And if you're like me, don't bother; it's 61 km of "Not-So-Picasso!" The only good thing about the 507 is that it brings you to Haliburton. It's another popular tourist town with plenty of nice places to eat, drink and chill as well as a big park to stretch your legs. Haliburton even has its own Sherman Tank dedicated to our Canadian heroes. There were quite a few bikers in town. From the town of Haliburton, I headed east on the 118. Now that's more like it! What a rip! Coming up on Loon Lake is impressive, there are nice curves on this 62-km stretch. Finally I arrived to Bancroft where a good meal and a cold beer awaited me before the rain. All-in-all another good 265-klick-day and my NTC-Twin-Cam powered bagger chugged-along nicely!

DAY 3 // The 62 north to Maynooth. I wished it wasn't so early, I would have had breakfast there, but nothing was

opened at that time of day. The Highlands are dotted with picture-perfect little towns and Maynooth is definitely one of them. Following the 62 will bring you through Maple Leaf and Purdy. "No Gas Here!" It's barren in this neck of the woods but the road is OK and the smell of the forest after the night's rain really accented the ride. I was planning to take Old Barry's Bay Road to, yes you guessed it, Barry's Bay and the Avro Arrow Monument (for you Canadian Aviation buffs). But I decided to take one of the Top-10 RTH suggested roads. It's named the Siberia Road. Before I did that though, I took a few minutes to visit the Kamanisseg Lookout. The little road to the top is rough, but it isn't long before you reach the lookout where you can park and take in a great view of the lake as well as get a little history lesson about a boat called The Mayflower. From the lookout I backtracked on the 62 and turned onto Centreview Road. There are no signs for the Siberia Road (69), I'm glad my phone worked so I could use Google Maps or I would not have found it. Luckily this time "this" RTH Top-10 was worth the detour. "What a ride!" It's like a rollercoaster with many ups-and-downs! Crossing the beautiful Madawaska River is also impressive. The water is pure. You can easily see

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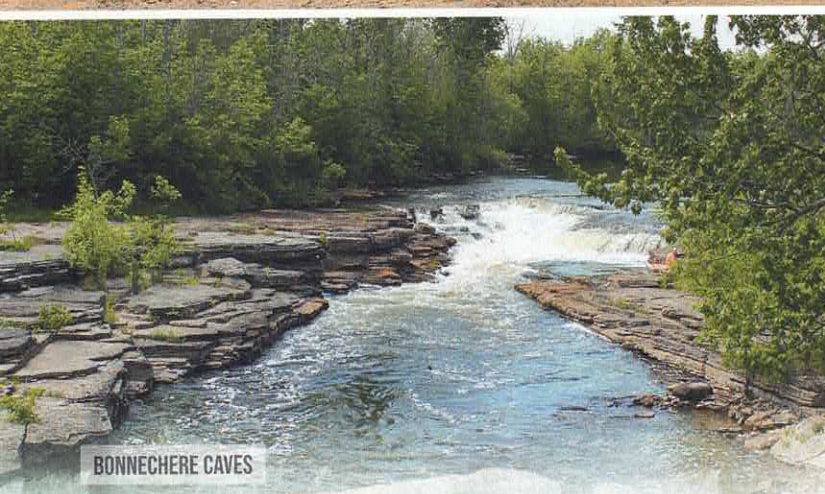
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KAMANISKEG LAKE



BONNECHERE CAVES



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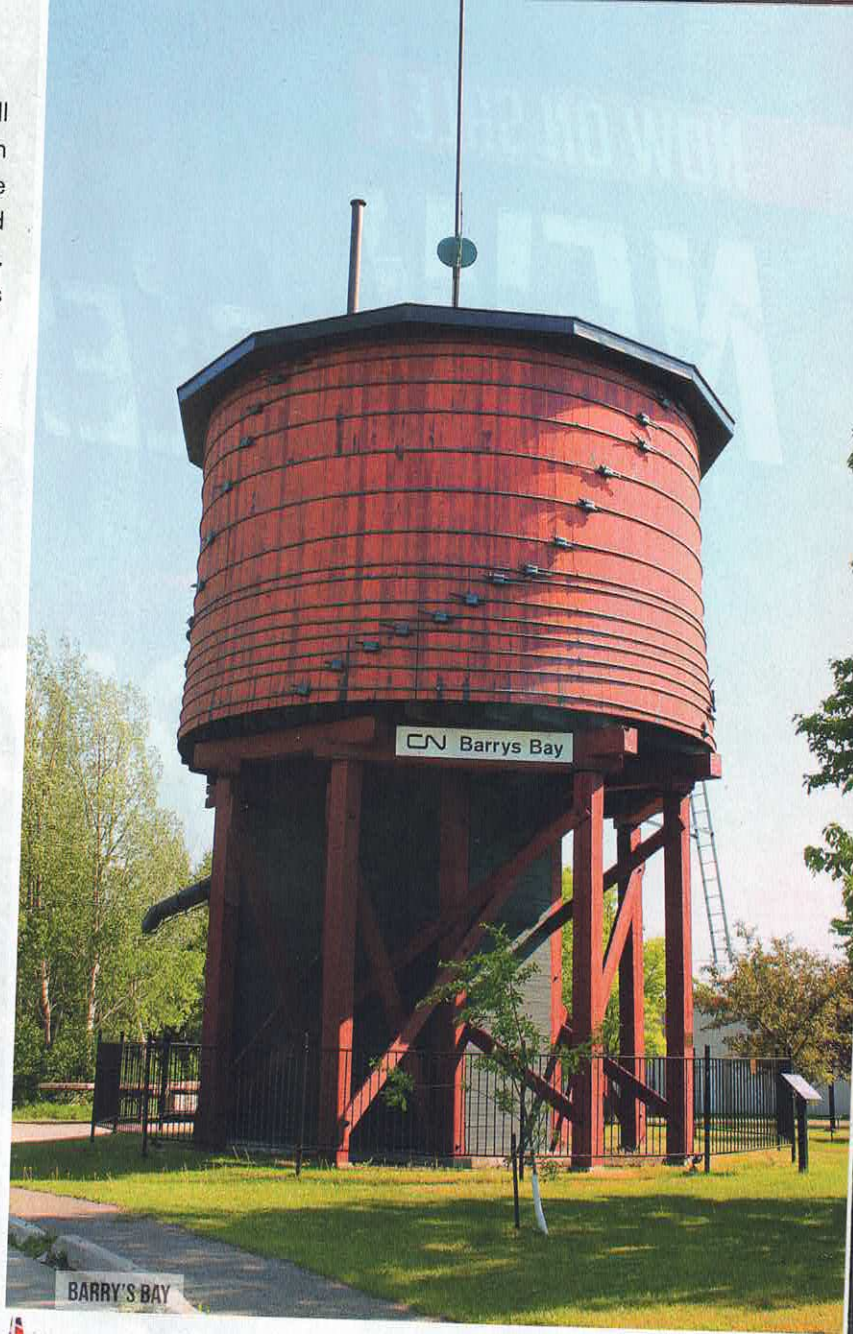
the bottom of the riverbed. The top of the Siberia will pull you into Barry's Bay. I like this town. If you like aviation history, stop at the Avro Arrow monument. There's some good history to read and from there you can walk around town. Don't forget "Charlie D's" if you like cheesy fries. A poutine stop is always tasty. Barry's Bay is a biker's favourite stop.

East on the 60 will bring you to Wilno, Canada's first Polish settlement. Lunch at the Wilno Tavern was a pleasure with such a friendly staff and a clearing sky. Across the road you'll find Kashub Memorial Park showing some of the area's history. Well done! So, on my third day of riding I hit the jackpot. Opeongo Road! Taking the Wilno South Road (66) it turns into the Opeongo. What a great motorcycle road with lots of twists and turns and exceptional views! Another Top-10 road and this time they are not kidding! I'll definitely return here to do it again.

From the bottom of the Opeongo I took the 41 north towards Eganville and the Bonnechere Caves. If you have never visited the caves, it's worth the admission fee. The site is only open during the summer months (because the caves fill with water any other time of the year). You can enjoy a guided decent 90-feet underground. The guides are very knowledgeable and will answer all your questions. Don't forget to stop at the river right by the bridge; it's great for pictures. Eganville is also a nice place that includes a pedestrian suspended bridge. Just look for the tourist information office where you'll find lots of parking.

From Eganville I took the 41 south back to Griffith and then the 71 towards Calabogie. The 71 is another Top-10 road and part of the RTH Deep Valley Run. From Calabogie I hooked the 511 into Perth. I had done this section before and I can truly say, "It's a blast!" Calabogie is also a favourite for many bikers. This is where you'll find the Calabogie Motorsport Park, a well-liked track by many riders. The biker friendly Redneck Bistro makes a popular pit stop as well.

From Perth I headed home to East Hawkesbury, my odometer marked 517 km for this Sunday. I get a lot of pleasure out of riding my Harley and this little three-day trip did me good. I highly recommend you try riding in this part of Ontario. Summers are great but remember riding in the autumn months are just as grand. Seeing a change of tree colours is spectacular. It is truly an outstanding motorcyclist's playground that takes more than one trip to fully enjoy and for that reason I know I will return! By-the-way watch for deer... and turtles!



ENTERPRISE RENFREW COUNTY REPORT

Prepared by: Alastair Baird, Manager of Economic Development

Prepared for: Development and Property Committee

October 12, 2021

INFORMATION

1. Starter Company Plus – Fall/Winter Intake [Strategic Plan Goal No. 1]

The final intake for Starter Company Plus program has 14 entrepreneurs registered under our 2021/2022 provincial funding envelope. Our next provincial funding for the 2022/2023 budget cycle to support Starter Company Plus is expected to be announced early in 2022.

2. Interim and Final Reports [Strategic Plan Goal No. 1]

Summer Company final reports have been submitted to the Province of Ontario. Three interim reports for Core Funding and Starter Company Plus funding are in process and one final report for our Virtual Business Digital Advisory program is in process.

3. Summer and Starter Company Clientele Locations

As requested at the September meeting of the Development and Property Committee, attached as Appendix ERC-I is a list of the geographic dispersion of the Summer Company and Starter Company clients.

Appendix ERC-I

Summer and Starter Company Clientele Locations

Intake Sessions		First Name	Last Name	Business Name	Location	Industry	Business Started	Business Expanded
Intake- Sept 2019	1	Amber	Sweeney	Sweeney Curations	Renfrew	54- Graphic Design	1	
		Angele	Belisle		Renfrew	23- Residential Painting		
	1	April	Harrison	SunnySideUp Breakfast Buffet	Petawawa	72- Foods	1	
	1	Bailey	Clouthier	Fields of Green Consulting	Pembroke	54- Accounting	1	
	1	Bailey	Rogers	Nails By Bails	Renfrew	81- Pet Grooming	1	
	1	Carly	Chicquen	Nature Hill Farm	Renfrew	71- Kids Day Camp	1	
	1	Christine	Bidgood-Henderson	Christine's Kitchen	Arnprior	72- Foods		1
	1	Jenna	Horth	Prairie and Luna	Petawawa	44-45- Retail	1	
	1	Kathleen	Hartly	operates under personal name	Renfrew	72- Foods	1	
	1	Kayla	McTimoney	Kayla McTimoney Photography	Pembroke	81- Photography	1	
	1	Kelly	Hollihan	Ottawa Valley PowerPlay Corp.	Pembroke	71- Virtual Archade	1	
	1	Kim	Tremblay	Lyme Defenses Inc.	Deep River	31-33- Manufacturing	1	
	1	Manuela	Zeitlhofer	Creekside Inspirations	Eganville	54- Technical Services	1	
	1	Melinda	Reith	Black Spruce Co Inc. (TobbyandBellas)	Mackey	31-33- Manufacturing	1	
	1	Ryan	Schmidt	Valley Eats	Pembroke	48-49- Food Delivery Service	1	
	1	Stacy	Taylor	Little Things Canning Company	Pembroke	72- Foods		1
	1	Travis	Richards	Travis Richards Office	Barry's Bay	54- Social Media Consulting	1	
Total Trained		16					14	2
Intake Spring 2020	1	Akosua	Asare	Essence Luxe Couture	Deep River	31-33- Manufacturing		1
	1	Ben	Shearer	Great Blue Wildlife Consulting	Arnprior		1	
	1	Cameron	Montgomery	Studio Dream Share	Pembroke			1
	1	Kamila	Imbir	Paradisio Bees Ltd	Killaloe	11- Agriculture		1
	1	Kristen	Glowa	Thrive Experiences	Deep River		1	
	1	Laura	Hanek	Swoop Media	Petawawa			1
	1	Leigh	Hann		Arnprior			
	1	Melanie	Dick		Dacre		1	
	1	Shinea	Kelly	bra love co.	Petawawa	31-33- Manufacturing	1	
	1	Tierney	Cartman	Tierney's Hair & Esthetics	Eganville	81- Hair Salon	1	
	1	Vern	Barr	Vern Barr Enterprises	Renfrew		1	
	1	Veronica	Salvati	Curandera's Garden	Pembroke		1	
Total Trained		12					7	4
Intake Fall 2020		Alecia	O'Brien		Palmer Rapids			
	1	Amanda	Schauer		Pembroke	81- Dog Grooming	1	
	1	Ashley	Brazeau		Pembroke	11- Market Garden	1	
	1	Ben	Seaman	Riverwood Acoustics	Renfrew	31-33- Manufacturing		1
	1	Cari-Lynn	Reid	Bootlegger Imports(Retail Grocery Liquor Store)	Braeside	44-45- Retail		
		Caroline	Royer	Saije Care	Laurentian Valley	61- Meditation coach		
	1	Crystal	Sheldrick		Arnprior	31-33- Cleaning & Skin Care Products	1	
	1	Deanna	Wu	Rescue Silk	Deep River		1	
	1	Erin	Curtis	Dragonfly Family and Learning Services	Killaloe	62- Counselling Services		1
	1	Erin	Thomson	Bug and Bean Décor	Deep River	31-33- Nursery Décor		1
	1	Hillary	O'Neil	H. Elaine Design Co	Eganville		1	

Intake Spring 2021		Ian	Grosleg	SideLine Athletic Therapy	Golden Lake		1		
	1	Jennifer	Buckland	Pickling Dixie	Cobden	11- Farming and Preserves		1	
		Jessica	Lafond		Renfrew	71- Artist	1		
	1	Jim	Butterworth	Food Yard	Beachburg	11- Market Garden	1		
		Lyle	Schultz		Pembroke	23- Construction			
	1	Natalie	St Martin	White Water Virtual Assistance	Pembroke	54- Virtual Assistant			
	1	Ruth	Elliffe	46 Degrees North	Deep River	62- Health and Wellness	1		
	1	Sean	Mallard		Ottawa/Arnprior	Craft Brewery and Micro creamery			
	Total Trained	14					9	4	
		1	Alison	Jones	Pembroke	44-45- Retail			
		1	Alisha	Hudson	Hudson and Oak Photography	Petawawa	81- Photography	1	
		1	Emily	Behm	Time to Eat	Pembroke	72- Foods		
		1	Jessica	Tapp	Looner Farms	Arnprior	11- Agriculture		
		1	Kiana	Fawcwt-Paul		Petawawa	62- Social Services	1	
		1	Krystle	Tachynsky		Renfrew	81- Medical Esthetics	1	
	1	Kyle	Tremblay	Next Level Innovations	Deep River	31-33- Manufacturing	1		
	1	Lisa	MacQueen	Sugar Cove Cottages	Pembroke	72- Accomodations	1		
	1	Mohamed	Omar	Survival Squad	Pembroke	61- Survival School Training	1		
	1	Nathalia	Alexandre	Pick Me Canada	Eganville	44-45- Retail	1		
	1	Robert	Van Vlaenderen		Killaloe	72- Accomodations			
	1	Sara	Lahaie	Reborn Dolls by Sara	Arnprior	44-45- Retail	1		
	1	Sherry	Kerr	Audrey's Fashions	Arnprior	44-45- Retail		1	
	1	Stephanie	Hewitt	Ottawa Valley LOHAS	Pembroke	44-45- Retail			
	1	Tara	Tennant	Working with Tara	Cobden	54- Financial Literacy Coaching	1		
		William	Ball		Pembroke	31-33- Cabinet Making			
Total Trained	15						9	1	
Summer Company 2021	1	Hannah	Summers	Summers Signature Designs	Killaloe		1		
	1	Paige	Neuman	Good Times Media	Laurentian Valley		1		
	1	Winter	Biffert	Sewn Grown	Barry's Bay		1		
	1	Wren	Rauliuk	KayakHer	Deep River		1		
Total Trained	4						4	0	

FORESTRY AND GIS DIVISION REPORT

Prepared by: Jason Davis, Manager of Forestry and GIS

Prepared for: Development and Property Committee

October 12, 2021

INFORMATION

1. Forestry Activities [Strategic Plan Goal No. 1]

The Ministry of the Environment, Conservation and Parks has proposed a regulation that would temporarily suspend protections for Black Ash afforded under the Endangered Species Act for a period of two years from the time the species is added to the Species at Risk in Ontario (SARO) list.

Black Ash trees are found throughout Ontario and protecting the species is likely to result in social and economic implications for Ontarians. This pause will allow the Ministry time to gather scientific and socioeconomic information to develop an approach that balances the protection of the species with social and economic considerations. This includes impacts related to forestry, development, infrastructure, and agriculture industries because Black Ash trees are broadly distributed and may not be easily avoided when undertaking these activities. The Ministry plans to develop a recovery strategy for Black Ash within a year of its listing on the SARO list, and to develop species-specific policy direction for species recovery within nine months of the publication of the recovery strategy.

County staff will submit feedback prior to the November 7, 2021 deadline, aligning with the feedback previously provided on the listing of the species in Environmental Registry of Ontario (ERO) No. 019-3524 “The Committee on the Status of Species at Risk in Ontario’s annual report on species assessments,” which is attached as Appendix FORGIS-I.

2. Trail – Ontario Trillium Foundation-The Community Building Fund [Strategic Plan Goal No. 3]

The Community Building Fund – Capital stream provides support for non-profits, Indigenous communities and Municipalities in the community sport and recreation sectors. The fund will help strengthen communities by

supporting the repair, renovation or retrofitting of existing sport and recreation facilities to address:

- local community need by extending the life and maximizing the use of existing facilities (e.g. playgrounds, splashpads, etc.); or,
- COVID-19 related public health requirements now that support future preparedness.

County staff submitted an application for a 3.5 kilometre improvement to the K&P Recreational Trail with a project total cost of \$78,500. The Community Building Fund will provide 80% of the project cost while the County is required to fund the remaining 20%.

3. **Virtual Tour of a Sustainably Managed Forest [Strategic Plan Goal No. 3]**

The County of Renfrew Forester in her outreach and education role for the forest sector supported Forest Product Association of Canada (FPAC) in the creation of a video "[From Zero Waste to Net-Zero.](#)" See how Canadian forestry is supporting a more sustainable future as Canada is recognized as a global leader in managing forests.

4. **Shaw Woods – Mountain Trike**

Attached as Appendix FORGIS-II is a letter from Fred Blackstein with regards to the County of Renfrew Paramedics receiving wilderness survival training at Shaw Woods along with an article published in the September 29, 2021 edition of the Eganville Leader regarding a new all-terrain mountain trike (wheelchair) that has been purchased by the Shaw Woods Outdoor Education Centre. This trike will allow those individuals with mobility issues to enjoy the 13 km trails and experience nature.

Department of Development &
Property



9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
K8A 6W5
613-735-3204
FAX: 613-735-2081
www.countyofrenfrew.on.ca

May 27, 2021

Appendix FORGIS-I

Kate Pitt

Submitted via email to 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 led 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

613-602-1911

From: Fred Blackstein

Date: September 30, 2021 at 5:22:34 PM EDT

To: James Brose

Cc: Dana Shaw, John Collins, Steven P. Boland

Subject: TODAY

James,

Thanks for coming out and lending an official-air to the public launch of our Mountain Trike.

It turns out to be a very small world indeed. Brie was severely injured, just two years ago during a hike in Algonquin Park at High Falls. This was on one the very trails that I maintained for almost twenty years, as a volunteer, until five years ago.

What's more interesting in terms of your role on County Council, is that her life was saved by Renfrew County Paramedics. And even more interesting, it was the Paramedic's "Sierra Team" that received their wilderness survival training at Shaw Woods in North Algonquin Wilberforce.

Brie only contacted us because she saw the Trike story from Sept 23rd, having no idea whatsoever of the various connections. I'll be sharing this amazing coincidence with Mike Nolan (and perhaps the Warden?) but thought you'd find this personally interesting. Small world indeed.

Regards,

Fred

Special trike opens Shaw Woods to those with mobility issues

New all-terrain mountain trike (wheelchair) purchased with the support of sponsors mainly for children but can be used by adults too



On hand for the unveiling of the Dean Burchart, Fred Blackstein, Peter Arbour, Colette Stitt, James Scott and Carol Campbell;

front row, from left: Damien Solar, Ian Pineau, Herb Shaw, Megan McGrath, Kayla Menkhorst,



REAL ESTATE DIVISION REPORT

Prepared by: Kevin Raddatz, Manager of Real Estate
Prepared for: Development and Property Committee
October 12, 2021

INFORMATION

1. Real Estate – Snow Plowing Services [Strategic Plan Goal No. 3]

(a) Contract Extension – RFP-2018-18 Snow Plowing Services, Arnprior Paramedic Base and 80 McGonigal Street.

Milliken Landscaping Ltd. has provided quality service at Arnprior Paramedic Base, 91 Meehan Street and at 80 McGonigal Street, Arnprior, Ontario over the past three years. The existing contract included an option for an additional three-year extension providing that a suitable price can be negotiated.

Article 7. Option to Extend of RFP-2018-18 states:

“In the sole opinion of the County, should the Contractor performance and diligence be of an acceptable level, the County may enter into an extension of the original Contract. The extension of the original Contract will be of a term not exceeding the original Contract duration. The extension will be of the same terms and conditions of the original Contract excepting only the Contract price, which will be negotiated between the County and the Contractor. Should an agreement on price not be reached, then the Contract extension will not proceed.”

In a discussion with Mr. John Milliken (President/Owner) on September 22, 2021 he has agreed to extend the contract for another three years for the same cost which is as follows:

\$18,750 per year for a three-year total of \$56,250 plus HST.

- Paramedic Base: \$11,250 per year
- 80 McGonigal: \$7,500 per year

A Contract extension for a three-year period effective October 31, 2021 to October 30, 2024 has been awarded to Milliken Landscaping Limited, Braeside, Ontario.

(b) A Request for Quotation (RFQ) was issued on September 24, 2021 for Snow Plowing Services at the Petawawa Paramedic Facility at 170 Civic Road, Petawawa, Ontario. The RFQ closed on October 7, 2021.

BY-LAWS

2. Enabling Accessibility Fund (EAF) Agreement [Strategic Plan Goal No. 3]

Recommendation: THAT the Development and Property Committee recommend that County Council enter into an Agreement with the Government of Canada for the Enabling Accessibility Fund (EAF); AND FURTHER THAT County Council pass a By-law to execute an Agreement between Municipal Corporation of the County of Renfrew and Employment and Social Development Canada (ESDC).

Background

The County of Renfrew in 2020 applied for funding requesting in the amount of \$55,000 under the Enabling Accessibility Fund (EAF) with Employment and Social Development Canada (ESDC) for upgrades to existing barrier free doors to assist with the renovation of four existing doors, the construction of two new accessible interior doors and two new accessible exterior doors.

The County of Renfrew received confirmation via email on September 29, 2021 regarding project number 017654401 that funding was approved in the amount of \$59,385. This grant will be paid in one installment. The approved project must comply with accessibility guidelines and regulations – National Building Code 2015 with precedent from the CSA B651-18 Accessible Design for the Built Environment Standard. The timeline for completion indicated in the Agreement is October 12, 2023 and the project will be tendered mid 2022. A final report along with photos are to be sent to ESDC within 30 days of completion of the project.

COUNTY OF RENFREW

BY-LAW NUMBER

**A BY-LAW TO EXECUTE AN AGREEMENT WITH HER MAJESTY THE QUEEN IN
RIGHT OF CANADA AS REPRESENTED BY THE MINISTER OF EMPLOYMENT AND
SOCIAL DEVELOPMENT**

WHEREAS the County of Renfrew has applied for funding with the Enabling Accessibility Fund (EAF) to assist with the renovation of four existing doors, the construction of two new accessible interior doors and two new accessible exterior doors;

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 Canada as represented by the Minister of Employment and Social Development in order to participate in the program.

AND WHEREAS the County of Renfrew Warden and Chief Administrative Officer under delegated authority have reviewed the Enabling Accessibility Fund Agreement to assist with the renovation of four existing doors, the construction of two new accessible interior doors and two new accessible exterior doors.

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 Articles of Agreement identified as Schedule "I" with Her Majesty the Queen in Right of Canada as represented by the Minister of Employment and Social Development for the approved funding under the Enabling Accessibility Fund (EAF).
2. That the Municipal Corporation of the County of Renfrew commits to providing funding to a maximum amount of \$59,385.
3. That the Municipal Corporation of the County of Renfrew commits to implementing projects and spending the EAF 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 EAF Program funding only to assist with the renovation of four existing doors, the construction of two new accessible interior doors and two new accessible exterior doors.
5. That the Agreement attached hereto and annotated as Schedule "I" is hereby deemed to be a schedule to this By-law.
6. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 27th day of October, 2021.

READ a second time this 27th day of October, 2021.

READ a third time and finally passed this 27th day of October, 2021.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK



Schedule I

ARTICLES OF AGREEMENT

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF CANADA

(HEREINAFTER REFERRED TO AS "CANADA"), AS REPRESENTED BY

THE MINISTER OF EMPLOYMENT AND SOCIAL DEVELOPMENT

AND

The Municipal Corporation of the County Of Renfrew

(HEREINAFTER REFERRED TO AS "THE RECIPIENT")

HEREINAFTER COLLECTIVELY REFERRED TO AS "THE PARTIES"

Whereas the Recipient has applied to Canada for funding to carry out the project;

Whereas Canada has determined that the Recipient is eligible for a grant under the Program mentioned in Schedule A - Project Description and Signatures and that the Project qualifies for support; and

Whereas Canada has agreed to provide a grant to the Recipient to help it to implement the project;

Now, therefore, the Parties agree as follows:

1.0 AGREEMENT

1.1 The following documents, and any amendments thereto, constitute the entire agreement between the Parties with respect to its subject matter and supersedes all previous understandings, agreements, negotiations and documents collateral, oral or otherwise between them relating to its subject matter:

- (a) These Articles of Agreement
- (b) Schedule A - Project Description and Signatures



2.0 INTERPRETATION

2.1 Unless the context requires otherwise, the expressions listed below have the following meanings for the purposes of this Agreement:

"Eligible Expenditures" means the expenditures listed in the Project budget in *Schedule A - Project Description and Signatures*;

"Fiscal Year" means the period commencing on April 1 in one calendar year and ending on March 31 in the next calendar year;

"Grant" means the grant funds provided by Canada under this Agreement;

"Project" means the project described in *Schedule A - Project Description and Signatures*;

"Project Period" means the period beginning on the Project Start Date and ending on the Project End Date specified in *Schedule A - Project Description and Signatures*; and

"Working Day" means Monday through Friday except statutory holidays.

3.0 EFFECTIVE DATE AND DURATION

3.1 This Agreement shall come into effect on the date it is signed by both Parties and, subject to section 3.2, shall expire at the end of the Project Period unless the Agreement is terminated on a prior date in accordance with the terms of this Agreement.

3.2 Notwithstanding section 3.1, the rights and obligations of the parties, which by their nature, extend beyond the expiration or termination of this Agreement shall survive such expiration or termination.

4.0 PURPOSE OF THE GRANT

4.1 The purpose of the funding granted by Canada according to the terms of this Agreement is to enable the Recipient to carry out the Project. The Recipient shall use the grant for paying the Eligible Expenditures of the Project.

5.0 PAYMENT OF THE GRANT

5.1 Canada will pay the Recipient a grant in the amount specified in *Schedule A - Project Description and Signatures*. The grant will be paid in instalments in accordance with the instalment schedule set out under Payment Method *Schedule A - Project Description and Signatures*.

6.0 APPROPRIATION

6.1 Any payment under this Agreement is subject to the appropriation of funds by Parliament for the Fiscal Year in which the payment is to be made.

7.0 REDUCTION OR TERMINATION OF FUNDING

7.1 Canada may, upon not less than ninety (90) days' notice, reduce its funding under this Agreement or terminate the Agreement as per article 15.0 if:

- (a) the level of funding for the Program named in this Agreement for the Fiscal Year in which the payment is to be made under the Agreement is reduced as a result of a governmental or departmental spending decision, or
- (b) Parliament reduces the appropriation of funds for grants under the Program named in this Agreement.

7.2 Where, Canada gives notice of its intention to reduce its funding pursuant to section 7.1, and the Recipient is of the opinion that it will be unable to complete the Project in the manner desired by the Recipient, the Recipient may terminate the Agreement upon not less than thirty (30) days notice to Canada.



8.0 RECIPIENT DECLARATIONS

8.1 The Recipient

- (a) declares that it has provided Canada with a true and accurate list of all amounts owing to the Government of Canada under legislation or funding agreements which were past due and in arrears at the time of the Recipient's Application for Funding under the Program named in this Agreement;
- (b) agrees to declare any amounts owing to the Government of Canada under legislation or funding agreements which have become past due and in arrears following the date of its Application for Funding,
- (c) recognizes that Canada may recover any amounts referred to in paragraph (a) or (b) that are owing by deducting or setting off such amounts from any sum of money that may be due or payable to the Recipient under this Agreement; and
- (d) declares to use a fair, accountable and transparent process when procuring goods and/or for services in relation to the Project.

8.2 The Recipient declares that any person who has been lobbying on its behalf to obtain the grant that is the subject of this Agreement was in compliance with the provisions of the *Lobbying Act (R.S.C., 1985, c. 44 (4th Supp.))*, as amended from time to time, at the time the lobbying occurred and that any such person to whom the Lobbying Act applies has received, or will receive, no payment, directly or indirectly, from the Recipient that is in whole or in part contingent on obtaining this Agreement.

9.0 PROJECT RECORDS

9.1 The Recipient shall keep proper books and records of the grant received and of all expenditures made using the grant relating to the Project.

9.2 The Recipient shall retain the books and records referred to in section 9.1 for a period of three (3) years following the Project Period.

9.3 During the period of the project as well as the period referred to in section 9.2, the Recipient shall give access to its files, books and records related to the project, upon request and within a reasonable time, to representatives of Canada for the purpose of verifying the use of the grant and compliance with the terms and conditions of this Agreement. The Recipient shall permit Canada's representatives to take copies and extracts from such books and records. The Recipient shall also provide Canada with such additional information as Canada may require with reference to such books and records.

10.0 INQUIRY BY THE AUDITOR GENERAL OF CANADA

10.1 If, during the Project Period or within the period referred to in 9.2, the Auditor General of Canada, in relation to an inquiry conducted under subsection 7.1(1) of the *Auditor General Act (R.S.C., 1985, c. A-17)*, requests that the Recipient provide him or her with any records, documents or other information pertaining to the utilization of the funding provided under this Agreement, the Recipient shall provide the records, documents or other information within such period of time as may be reasonably requested in writing by the Auditor General of Canada. (Not applicable to municipalities or other recipients excluded by the application of the Act)

11.0 REPORTING

11.1 The Recipient shall submit to Canada, a complete final report acceptable to Canada that outlines the results of the Project within thirty (30) days following the Project Period.

12.0 CONTINUOUS ELIGIBILITY

12.1 The Recipient must, during the Project Period, continue to meet the eligibility requirements of the Program named in this Agreement which were effective upon signature of the agreement. As such, the Recipient agrees to promptly notify Canada should a change in the Recipient's status or a change in Project activities result in the Project no longer meeting the eligibility criteria of the Program which were effective upon signature of this Agreement.

13.0 EVALUATION

13.1 The Recipient recognizes that Canada is responsible for the evaluation of the Program named in this Agreement. The Recipient agrees to cooperate with Canada for the duration of the Project and within a period of three (3) years thereafter by providing access to the information required to carry out the evaluation.



14.0 TERMINATION OF AGREEMENT

Termination for Default

14.1 (1) The following constitute Events of Default:

- (a) the Recipient becomes bankrupt, has a receiving order made against it, makes an assignment for the benefit of creditors, takes the benefit of a statute relating to bankrupt or insolvent debtors or an order is made or resolution passed for the winding up of the Recipient (section 14.1(1)(a) not applicable to municipalities or school boards);
- (b) the Recipient ceases to operate (section 14.1(1)(a) not applicable to municipalities or school boards);
- (c) the Recipient is in breach of the performance of, or compliance with, any provision of this Agreement;
- (d) the Recipient, in support of its Agreement, has made materially false or misleading representations, statements or declarations, or provided materially false or misleading information to Canada; or
- (e) in the opinion of Canada, the risk in the Recipient's ability to complete the Project has changed substantially and unfavorably.

(2) If

- (a) an Event of Default specified in paragraph (1)(a) or (b) occurs (section 14.1(1)(a) not applicable to municipalities or school boards); or
- (b) an Event of Default specified in paragraphs (1)(c), (d) or (e) occurs and has not been remedied within thirty (30) days of receipt by the Recipient of written notice of default or within such longer period as Canada may specify, or a plan satisfactory to Canada to remedy such Event of Default has not been put into place within such time period

Canada may terminate the Agreement immediately by written notice. Effective on that date, Canada has no more obligations to pay any remaining instalments of the grant as specified in the Agreement.

(3) Pursuant to paragraph 14.1 (2)(b), Canada may suspend payment of any further instalment of the grant under this Agreement.

(4) The fact that Canada refrains from exercising a remedy it is entitled to exercise under this Agreement shall not be considered to be a waiver of such right and, furthermore, partial or limited exercise of a right conferred upon Canada shall not prevent Canada in any way from later exercising any other right or remedy under this Agreement or other applicable law.

14.2 Either Parties may also terminate this Agreement at any time without cause upon not less than ninety (90) days written notice of intention to terminate.

15.0 REPAYMENT REQUIREMENTS

15.1 (1) When a written notice is provided by either one of the Parties pursuant to section 7 or section 14:

- (a) the Recipient must not make any new commitment related to the project which may generate eligible expenditures and must cancel any ongoing commitments, or where possible, reduce the amount of such expenditures arising from any commitment; and
- (b) all eligible expenditures incurred by the Recipient up to the date of termination will be paid by Canada, including direct costs and incidentals related to the cancellation of obligations of the Recipient for the termination of the agreement; a payment or a reimbursement will be made under this paragraph only if it has been demonstrated to the satisfaction of Canada that the Recipient has actually incurred the expenses and they are reasonable and related to the termination of the agreement.

(2) If this Agreement is terminated by the Recipient in accordance with section 14.2, the latter shall reimburse Canada the unused grant funds in its possession or under its control within thirty (30) days.

15.2 Notwithstanding section 15.1, if the Agreement is terminated under section 14.1 by Canada because the Recipient uses the grant for a purpose or expenditures not agreed upon under this Agreement, Canada may in addition to the rights conferred upon it under this Agreement or in law or in equity, demand from the Recipient the repayment of the grant funds that were used by the Recipient for purposes other than the Project or used for costs that were not Eligible Expenditures.

15.3 If Canada demands the repayment of any part of the grant pursuant to section 15.1 or section 15.2, the amount demanded shall be deemed to be a debt due and owing to Canada and the Recipient shall pay the amount to Canada immediately unless Canada directs otherwise.



15.4 Interest shall be charged on overdue repayments owing under this Agreement in accordance with the *Interest and Administrative Charges Regulations (SOR/96-188)* (the "Regulations") made pursuant to the *Financial Administration Act (R.S.C., 1985, c. F-11)*. Interest is calculated and compounded monthly at the "average bank rate", within the meaning of such expression as contained in the Regulations, plus three per cent (3%) during the period beginning on the due date specified in the notice to repay and ending on the day before the day on which payment is received by Canada.

16.0 INDEMNIFICATION

16.1 The Recipient shall, both during and following the Project Period, indemnify and save Canada harmless from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury or death of a person, or loss or damage to property caused or alleged to be caused by any wilful or negligent act, omission or delay on the part of the Recipient or its employees or agents in connection with anything purported to be or required to be provided by or done by the Recipient pursuant to this Agreement or done otherwise in connection with the implementation of the Project. It is understood that Canada cannot claim compensation under this section in case of accident, loss or damage caused by Canada or its employees.

17.0 RELATIONSHIP BETWEEN THE PARTIES AND NON-LIABILITY OF CANADA

17.1 The management and supervision of the Project are the sole and absolute responsibility of the Recipient. The Recipient is not in any way authorized to make a promise, agreement or contract on behalf of Canada. This Agreement is a funding agreement only, not a contract obtaining services or a contract of service or employment. Canada's responsibility is limited to providing financial assistance to the Recipient in support of the Project. The parties hereto declare that nothing in this Agreement shall be construed as creating a partnership, an employer-employee, or agency relationship between them. The Recipient shall not represent itself as an agent, employee or partner of Canada.

17.2 Nothing in this Agreement creates any undertaking, commitment or obligation by Canada respecting additional or future funding of the Project beyond the Project Period, or that exceeds the amount of Canada's funding as indicated in the Agreement. Canada shall not be liable for any loan, capital lease or other long-term obligation which the Recipient may enter into in relation to carrying out its responsibilities under this Agreement or for any obligation incurred by the Recipient toward another party in relation to the Project.

18.0 CONFLICT OF INTEREST

18.1 No current or former public servant or public office holder to whom the *Conflict of Interest Act (S.C. 2006, c. 9, s. 2)*, the *Policy on Conflict of Interest and Post-Employment* or the *Values and Ethics Code for the Public Sector* applies shall derive a direct benefit from the Agreement unless the provision or receipt of such benefit is in compliance with the said legislation or codes.

18.2 No member of the Senate or the House of Commons shall be admitted to any share or part of the Agreement or to any benefit arising from it that is not otherwise available to the general public.

19.0 INFORMING CANADIANS OF THE GOVERNMENT OF CANADA'S FUNDING

19.1 The Recipient shall allow Canada sixty (60) days from the date of signature of the Agreement to announce the Project. The parties will collaborate for the first public announcement of the project, including all communication, event or ceremony used to promote the project. The time, place and agenda for such communication activities must be appropriate for Canada.

19.2 To enable Canada's participation in any subsequent communications activities about the project the Recipient will inform Canada no later than twenty (20) calendar days preceding such communication activities.

19.3 The Recipient shall ensure that all communication activities, publications and advertising (including on social media or websites) relating to the project include the recognition of Canada's financial assistance to the satisfaction of Canada.

20.0 ACCESS TO INFORMATION

20.1 The Recipient acknowledges that Canada is subject to the *Access to Information Act (R.S.C., 1985, c. A-1)*, and information obtained by Canada pertaining to this Agreement may be disclosed by Canada to the public upon request under the aforementioned act.

21.0 PROACTIVE DISCLOSURE

21.1 The Recipient acknowledges that the name of the Recipient, the amount of Canada's funding and the general nature of the Project may be made publicly available by Canada in accordance with the Government of Canada's commitment to proactively disclose the awarding of grants and contributions.



22.0 NOTICES

22.1 Any notices to be given and all reports, information, correspondence and other documents to be provided by either party under this Agreement shall be given or provided by personal delivery, mail, courier service, fax or email to the postal address, fax number or email address, as the case may be, of the receiving party. If there is any change to the postal address, fax number or email address or contact person of a party, the party concerned shall notify the other in writing of the change as soon as possible.

22.2 Notices, reports, information, correspondence and other documents that are delivered personally or by courier service shall be deemed to have been received upon delivery, or if sent by mail five (5) working days after the date of mailing, or in the case of notices and documents sent by fax or email, one (1) working day after they are sent.

23.0 ASSIGNMENT OF THE AGREEMENT

23.1 The Recipient shall not assign this Agreement or any part thereof without the prior written consent of Canada.

24.0 SUCCESSORS AND ASSIGNS

24.1 This Agreement is binding upon the parties and their respective successors and assigns.

25.0 COMPLIANCE WITH LAWS

25.1 This Agreement shall be governed by and interpreted in accordance with the applicable laws of the province or territory where the Project will be performed. The parties agree that the Court of the province or territory where the Project will be performed is competent to hear any dispute arising out of this agreement.

25.2 The Recipient shall carry out the Project in compliance with all applicable laws, by-laws and regulations, including any environmental legislation and any legislation regarding protection of information and privacy. The Recipient shall obtain, prior to the commencement of the Project, all permits, licenses, consents and other authorizations that are necessary to the carrying out of the Project.

26.0 AMENDMENT

26.1 This Agreement may be amended, with respect to applicable laws, by mutual consent of the parties. To be valid, any amendment to this Agreement shall be in writing and signed by the parties.

27.0 UNINCORPORATED ASSOCIATION

27.1 If the Recipient is an unincorporated association, it is understood and agreed by the persons signing this Agreement on behalf of the Recipient that in addition to signing this Agreement in their representative capacities on behalf of the members of the Recipient, they shall be personally, jointly and severally liable for the obligations of the Recipient under this Agreement, including the obligation to pay any debt that may become owing to Canada under this Agreement.

28.0 COMMUNICATION WITH THE PUBLIC

28.1 The Recipient shall clearly identify the project's clientele, and shall take the appropriate steps to communicate with the target audience

29.0 AGREEMENT WITHOUT PREJUDICE [clause applicable only in Québec]

29.1 This Agreement is without prejudice to discussions underway between the Quebec Government and Canada for the purpose of establishing new standard agreements for the application of *An Act respecting the Ministère du Conseil exécutif* (CQLR, chapter M-30) in regards to Funding Agreements related to the programs of the Department of Employment and Social Development.

SECTION C Schedule A - Project Description and Signatures (to be completed by ESDC)

Common System for Grants and Contributions (CSGC) File Number: 017654401

Project Title: UPGRADES TO EXISTING BARRIER FREE PUBLIC DOORS

Program Name: Enabling Accessibility Fund - Grants

This Application is: ☒ Approved ☐ Not Approved

Grant Amount:



Amount Requested: \$ 55000

Amount Approved: \$ 59385

Project description and Budget adjustments:

Activities and Timelines:

the proposed project consists of the renovation of 4 existing doors, the construction of 2 new accessible interior doors, and the construction of 2 new accessible exterior doors.

Budget:

The amount recommended and approved was increased to match the flat rate calculation.

Other Conditions:

Condition related to the Official Languages Act :

The Recipient acknowledges that Canada is subject to the Official Language Act and, as such, must actively offer project-related services, make project-related documentation and announcements in both official languages.

Specific Obligations Related to the Project:

i.e.: publication or research, or other tool printed or published in both languages.

Please note that projects funded by EAF must comply with accessibility guidelines and regulations. Please refer to the fact sheet provided by ESDC for more information.

Project Period:

From: 2021/10/13

To: 2023/10/12

Payment Method:

Number of Installment(s): 1

1st Installment Amount: \$ 59385

1st Installment Date: 2021/10/13

Date of Approval: 2021/08/11

Canada signing authority on behalf of the Minister of Employment and Social Development

CANADA

Date (yyyy-mm-dd)



FOR THE RECIPIENT (to be completed by the recipient)

- I certify that I have the capacity and that I am authorized to sign the Articles of Agreement of this grant on behalf of the "Recipient" organization;
- I have read, understand and agree to these Articles of Agreement and I agree that once approved and signed by both parties, these Articles of Agreement will be effective immediately and shall constitute a legally binding agreement.

Signatory Name (please print)

Title (please print)

Signature

Date (yyyy-mm-dd)

Signatory Name (please print)

Title (please print)

Signature

Date (yyyy-mm-dd)

Signatory Name (please print)

Title (please print)

Signature

Date (yyyy-mm-dd)

SIGNING OFFICERS FORM GRANT AGREEMENT

Name of organization: _____ Effective date: _____

NOTICE TO SIGNATORIES

The information provided is collected under the authority of the *Department of Employment and Social Development Act*. The information in this Signing Officers Form will be used and may be disclosed for the purposes of validating the identity of individuals within the applicant organization having the authority to sign agreements, cheques and reports. Signatories to this form may be asked to provide additional information and/or documentation confirming their respective identities and roles within the recipient organization.

Completion of this form is voluntary; however, refusal to provide information will result in the applicant not being considered for funding.

The information provided may be shared with external consultants, review committee members, officials in other departments, federal, provincial and/or territorial governments or Members of Parliament for the purpose of review and verification.

The information provided may be used and/or disclosed for policy analysis, research and/or evaluation purposes. In order to conduct these activities, various sources of information under the custody and control of Employment and Social Development Canada (ESDC) may be linked. However, these additional uses and/or disclosures of personal information will never result in an administrative decision being made about an individual.

Personal information gathered in this form and/or made available to ESDC for further identification purposes, will be administered in accordance with the *Privacy Act* and the provisions governing the protection of personal information that are set out in the *Department of Employment and Social Development Act*, as applicable. The *Privacy Act* provides every person with a right to the protection of, and access to their personal information, which is described in Personal Information Bank(s) ESDC PPU 298. Instructions for obtaining this information are outlined in the government publication entitled Info Source, which is available at the following web site address: <http://www.infosource.gc.ca>. Info Source may also be accessed on-line at any Service Canada Centre.

CERTIFICATION

The Persons providing a specimen signature within this form, in so signing certify as follows:

- a) that I am the person with the name indicated alongside my specimen signature;
- b) that I will make available to Employment and Social Development Canada, upon their request, the necessary documentation for the purposes of further identification; and,
- c) that I hold the title listed below and, in this capacity, am authorized to sign on behalf of the applicant organization in accordance with the organization's incorporating documents, by-laws, or other relevant documents.

Section 1: Signing Officers for Agreement Purposes

(According to Letters, Patents or Other Incorporating Documents)

Please provide the name, title and specimen signature of the person(s) authorized to sign.

Title	Name	Specimen Signature

How many of the above signatures are required to bind your organization onto a legal agreement?

Section 2: Signing Officers for Cheque purposes on behalf of your organization.

Please provide the name, title and specimen signature of the person(s) authorized to sign.

Title	Name	Specimen Signature

How many signatures are required to sign a cheque on behalf of your organization?

Section 3: Signing Officer for Reports submitted to ESDC.

Please provide the name, title and specimen signature of the person(s) authorized to sign.

Title	Name	Specimen Signature

How many signatures are required to sign a report submitted to ESDC?

- ❖ Please note that it is the organization's responsibility to provide an updated Signing Officers Form to the Department if changes occur.

PLANNING DIVISION REPORT

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

Prepared for: Development and Property Committee

October 12, 2021

RESOLUTIONS

1. Local Zoning By-law Projects [Strategic Plan Goal No. 3]

Recommendation: THAT the Development and Property Committee recommend to County Council that staff be directed to approach the 12 local municipalities that utilize the County of Renfrew Official Plan regarding updates to the Comprehensive Zoning By-laws.

Background

The County Planning Division provides planning services under three categories:

- (a) County Approvals – consents, subdivisions, part lot control, Official Plan Amendments.
- (b) Local Support – at the request of local municipalities Zoning amendments, minor variances, site plans, meetings with applicants, Official Plan Amendments.
- (c) Special Projects – examples include the cannabis study, Official Plan projects, and Comprehensive zoning amendments.

Attached as Appendix PLAN-I is a draft work program that, if directed by Council, staff will send out as a proposal to local municipalities. The County of Renfrew recently updated the Official Plan (Official Plan Amendment 25, and subsequent Official Plan Amendment 31). In accordance with Section 26(9) of the Planning Act, a municipality is required to update its Comprehensive Zoning By-law within three years to ensure it conforms with the revised Official Plan.

The County Official Plan is applicable to 12 of the local municipalities within the County and therefore many municipalities will be undertaking a zoning review at the same time. To efficiently process many concurrent projects, staff propose to create a template Zoning By-law as a base document. This

base document would then be tailored to take into consideration unique local circumstances. This approach would not only save the municipality and County time, it would also reduce the costs of these projects, and most importantly provide consistent zoning provisions across large areas of the County which is beneficial to developers and property owners.

The proposal also includes updated, digitized mapping of zoning schedules. Where funds are expected to be saved by having a template zoning text, the mapping is expected to have an increased cost. The digitized mapping will be able to be integrated into web-based mapping, allowing property owners and developers to “click” on their property to find the zoning of their property. This is expected to result in long-term savings for the County and local municipalities as it relates to zoning and planning inquiries.

Also included in the County proposal is long-term maintenance of the Zoning By-law text and map schedules. As the municipality updates or passes amendments to the Zoning By-law, the County will keep a consolidated version of the text and mapping up to date.

When undertaking a comprehensive zoning update, the County offers local municipalities a 60/40 split on costs--60% of the cost would be covered by the County with the local municipality being responsible for 40%.

The anticipated cost to the individual municipalities is indicated below. The variation is attributed to factors such as the size of the municipality and the anticipated complexity of zoning issues (price indicated below is already reduced to the 40%).

- Township of Admaston/Bromley - \$15,000
- Township of Bonnechere Valley - \$23,000
- Township of Brudenell, Lyndoch and Raglan - \$18,000
- Township of Greater Madawaska - \$19,000
- United Townships of Head, Clara and Maria – \$8,000
- Township of Horton - \$15,000
- Township of Killaloe, Hagarty and Richards - \$16,000
- Township of North Algona Wilberforce - \$18,000
- Town of Laurentian Hills - \$15,000

- Township of Madawaska Valley - \$19,000
- Township of McNab/Braeside - \$16,000
- Township of Whitewater Region - \$23,000

It is anticipated that Planning staff would be able to start working on updates starting in January. The County is in the process of completing a Comprehensive Zoning By-law update for the Town of Petawawa. The Division currently has a vacancy which will be filled when Alex Benzie, our summer intern, joins the Planning Division in January/February as a Junior Planner. Depending on the uptake by local municipalities, the Division would undertake up to three projects within a given year.

2. Renfrew County Cannabis Study Update [Strategic Plan Goal No. 3]

Recommendation: THAT the Development and Property Committee accept the Final Recommendation Planning Study Report with respect to cannabis received from WSP as information; AND FURTHER THAT the Report be circulated to all local municipalities; AND FURTHER THAT in accordance with the approved work plan, staff be directed to schedule two separate one-hour workshop sessions with WSP for local municipalities and councillors to attend.

Background

Using funds from the Cannabis Reserve Fund, WSP was retained to prepare a Planning Study with respect to Cannabis. Attached as Appendix Plan-II is the “Draft Final Recommendation Report”. In accordance with the approved work program, the WSP project team will present the final Recommendation Report in two separate one-hour workshops for local municipalities, including participating Councillors, prior to Council consideration of the Final Report.

The WSP Project Team will then present the Final Recommendations, including any amendments to the Official Plan, Zoning By-laws, Site Plan Control By-laws, and building regulations to County Council.

COMPREHENSIVE ZONING BY LAW UPDATE

DATE, 2021

Prepared By: County of Renfrew
Planning Division
9 International Drive
Pembroke, Ontario
K8A 6W5

BACKGROUND

The County of Renfrew recently updated the Official Plan (Official Plan Amendment 25, and subsequent Official Plan Amendment 31). In accordance with Section 26(9) of the Planning Act, the municipality is required to update its Comprehensive Zoning By-law within 3-years to ensure it conforms with the revised Official Plan. The County of Renfrew is able to provide this service to local municipalities who are undertaking this process as required under the Planning Act for the update. When undertaking a comprehensive zoning update, the County offers local municipalities a 60/40 split on costs. 60% of the cost would be covered by the County with the local municipality being responsible for 40%.

COUNTY OF RENFREW PROPOSAL

The County Official Plan is applicable to 12 of the local municipalities within the County and therefore many municipalities will be undertaking a zoning review at the same time. To efficiently process many concurrent projects, we propose to create a template zoning by-law as a base document. This base document would then be tailored to take into consideration unique local circumstances. This approach would not only save the municipality /County time, it would reduce the costs of these projects, and most importantly provide consistent zoning provisions across large areas of the County which is beneficial to developers and property owners.

The proposal also includes updated, digitized mapping of zoning schedules. Where funds are expected to be saved by having a template zoning text, the mapping is expected to have an increased cost. The digitized mapping will be able to be integrated into web-based mapping, allowing property owners and developers to “click” on their property to find the zoning of their property. This is expected to result in long-term savings for the County and local municipalities as it relates to zoning/planning inquiries.

Also included in the County proposal is long-term maintenance of the Zoning By-law text and map schedules. As the municipality updates or passes amendments to the zoning by-law, the County will keep a consolidated version of the text and mapping up to date.

PHASES

The following phases are proposed for this project.

Phase 1 - Initial Consultation – December/January 2022

Meet with municipal staff to develop a preliminary list of zoning matters to be addressed as a result of the Five Year Review of the Official Plan and to review the list of unique or specific Zoning By-law provisions.

Phase 2 - Preparation of the Draft Zoning By-law Amendment – November 2021 – May 2022

County Planning staff will begin to work on the template zoning by-law which is anticipated could be ready by November. The municipal specific provisions would be incorporated into the zoning by-laws and it is anticipated the text portion of the zoning by-law could be initially presented to the municipality around March.

The mapping component of the zoning schedules would be available around April, when a presentation of the complete draft document could be made to the municipality.

Staff would produce a working draft of the Zoning By-law Amendment for presentation to staff and Council in a special meeting of Council and would make any revision, as required.

Staff would then prepare a final draft of the updated Zoning By-law for presentation to the public and circulation to agencies.

Phase 3 - Public Review and Agency Circulation – May to July 2022

County staff would prepare notices of open house and public meeting and circulate the zoning by-law in accordance with the requirements of the Planning Act.

The notice and draft Zoning By-law Amendment to be posted on the Town’s website and circulation is required in the local paper. The municipality may wish to consider including a notice in tax bills or other circulation to property owners.

The Planning Act requires a minimum of one open house and at least one public meeting to seek public input and comments on the draft Zoning By-law Amendment.

The County would review and tabulate all public and agency comments and make recommendations to the municipality.

County staff would modify the draft Zoning By-law Amendment, as required, in consultation with the municipality.

Phase 4 - Approval and Circulation – August - September 2022

County Staff would prepare a final version of the Zoning By-law Amendment for Council's adoption.

Pending adoption, we would prepare a Notice of Passing and explanatory note. The notice of passing and adopted Zoning By-law Amendment to be posted on the Town's website a local newspaper, and to any ratepayers who requested notice.

COSTING

Please note that these prices already reflect the calculated Renfrew County/municipal 60/40% split

Template Zoning Text (same rate to each participating municipality) - \$4,000

Municipality specific anticipated costs* for the zoning text including consolidation of future amendments: (variation is attributed to factors such as the size of the municipality and complexity of zoning issues)

Admaston/Bromley - \$7,000

Bonnechere Valley - \$13,000

Brudenell Lyndoch Raglan - \$8,000

Greater Madawaska - \$9,000

Head Clara Maria – \$3,000

Horton - \$7,000

Killaloe Hagarty Richards - \$8,000

North Algona Wilberforce - \$9,000

Laurentian Hills - \$7,000

Madawaska Valley - \$9,000

McNab/Braeside - \$8,000

Whitewater Region - \$13,000

Municipality specific anticipated costs for mapping, including consolidation of map schedules and inclusion on future County based web-mapping: (variation is attributed to factors such as the size of the municipality and complexity of zoning issues)

Admaston/Bromley - \$4,000

Bonnechere Valley - \$6,000

Brudenell Lyndoch Raglan - \$6,000

Greater Madawaska - \$6,000

Head Clara Maria – \$1,000

Horton - \$4,000

Killaloe Hagarty Richards - \$4,000

North Algona Wilberforce - \$5,000

Laurentian Hills - \$4,000

Madawaska Valley - \$6,000

McNab/Braeside - \$4,000

Whitewater Region - \$6,000

Totals

Admaston/Bromley - \$15,000
Bonnechere Valley - \$23,000
Brudenell Lyndoch Raglan - \$18,000
Greater Madawaska - \$19,000
Head Clara Maria – \$8,000
Horton - \$15,000
Killaloe Hagarty Richards - \$16,000
North Algona Wilberforce - \$18,000
Laurentian Hills - \$15,000
Madawaska Valley - \$19,000
McNab/Braeside - \$16,000
Whitewater Region - \$23,000

The estimates include costs related to:

- Travel to attend meetings with local municipal staff and Council as needed (and as covid restrictions allow).
- County staff attendance at the statutory Open House and Public Meeting
- Expenses/Materials
- Long-term consolidation of the zoning by-law as amendments are approved and inclusion of the zoning maps into web-based mapping

In accordance with the Corporation of the County of Renfrew User Fees and Charges hourly wages are as follows:

- Manager of Planning - \$100 / h
- County Planners - \$75 / h
- GIS specialist - \$75 /h
- Clerical - \$55 /h

* This price reflects the meeting the minimum standards of the Planning Act, holding one public open house and one public meeting. Projects that result in significant consultation may result in an increased fee. Costs related to a special study are not included included. Costs related to an appeal of the zoning by-law are not included.

DELIVERABLES

Upon completion of the project, the municipality will be provided with 3 hard copies of the Zoning By-law and map schedules and an accessible version of the Zoning By-law text, and .pdf version of map schedules.

FINAL NOTES

Under the Planning Act municipalities have 3 years to update the zoning by-law. Due to the number of potential projects and staffing levels at the County of Renfrew, we are not anticipating to be able to undertake more than 3 by-law updates at a time. In addition, we are aware that 2022 is an election year and this may impact timing of the

phases and potential delay. If your municipality would like the County to undertake a zoning review, or is interested in more information or details, please contact Bruce Howarth at the County of Renfrew and also indicate a preference for timing of the update. The project cost estimate contained in this work plan will be valid for a 3-year timeframe to facilitate the review of zoning by-laws as a result of the updated Official Plan.

Contact Information:

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CANNABIS OPERATIONS STUDY RECOMMENDATIONS REPORT

October 2021

DRAFT



County of

Ontario . Canada

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INTRODUCTION

The County of Renfrew (the “County”) is undertaking a Cannabis Operations Study (the “Study”) to inform a land use planning framework to regulate cannabis operations and provide direction to local municipalities. The Study is being undertaken in three phases. Phase 1 of the Study reviewed the legislative and policy context related to cannabis operation facilities and uses, and detailed associated land use implications. A total of twelve municipalities are also reviewed to inform a best practice approach. Phase 2 of the study included a discussion of the policy, zoning and building regulatory options.

This report represents Phase 3 of the Study, which is the Final Recommendations Report based on the research from the previous phases and the direction provided by the County.

The recommendations for regulating cannabis will cover the following options:

- Official Plan Amendment;
- Zoning by-law Amendment;
- Site Plan Control by-law;
- Nuisance by-laws; and
- Licensing by-law.

General recommendations for policy approaches will also be included for consideration by the County and its local municipalities. For each recommendation, the language will be kept general so they may be adapted as needed by the municipalities based on their local context.

SESSION WITH LOCAL MUNICIPALITIES

The County and the project team held a session with representatives from the local municipalities on September 7, 2021. The purpose of the session was to discuss various regulatory options to obtain feedback from municipal stakeholders. During the discussions, the following key points were expressed by the municipal stakeholders:

- Municipalities would prefer to have generalized OP policies so that the local municipalities can implement various options, either through the Zoning By-Law or other tools, that suits their individual needs
- The lack of clarity in existing Zoning By-Laws causes issues with interpretation and result in cannabis production and cultivation facilities being permitted where land use conflicts exist
- A consistent policy approach would assist with implementation and with growers who would like to operate in the County

OFFICIAL PLAN

As discussed in the options report, the current County OP contains sufficient policies for general regulation of cannabis-related uses, specifically as it relates cannabis production and cultivation. However, the current policies provide limited guidance when it comes to options for mitigation that can be implemented, including issues presented through the site plan approval process. In addition, the OP also does not differentiate cannabis production and cultivation in an agricultural context from an industrial context.

Given the diversity of municipalities across the County and their associated needs based on the input provided, it is understood that the local municipalities would prefer to have additional guidance in the OP related to cannabis production and cultivation as a specific use and higher-level guidance on how and where it may be accommodated. However, it is also recognized that some level of consistency across the County would be beneficial for economic development as it will be easier for the potential cannabis growers to navigate.

As such, it is our recommendation that the OP be amended in the following manner:

- Cannabis production and cultivation should be defined and considered as an agricultural use. This would include any processing of cannabis, which would be considered an agriculture-related use, in accordance with the current policy framework and best practices among the case studies. On agricultural lands, permit both indoor and outdoor cultivation, but permit only indoor storage and processing.
- Cannabis production and processing independent from any cultivation operation should be defined and considered as an industrial use. If production and cultivation is permitted indoors as an industrial use, cultivation should be secondary to the processing and production of cannabis. This should also be determined on a site-specific basis through a Zoning By-Law Amendment.
- Complete application requirements for Zoning By-Law Amendment and Site Plan Control should be included, as needed and applicable, to require details relating to lighting, fencing and security, and odour control/ventilation to address nuisance issues.
- Limit cannabis production and cultivation facilities to purpose-built facilities only, thus preventing any retrofit or use of existing agricultural buildings or structure to ensure that the buildings are up to standard in order to minimize land use impacts.

Appendix A of the subject report includes a draft of the recommended Official Plan Amendment.

ZONING BY-LAW

Zoning By-laws are commonly used to regulate land uses and mitigate or eliminating land use conflicts. Zoning By-laws are controlled and implemented at the local level, resulting in a variety of different provisions that may apply to cannabis operations throughout the County. As discussed in the background and options report, there are approximately 20 separate Zoning By-laws in effect throughout the County, and many of them could be interpreted to permit cannabis related activities under existing regulations and provisions. However, existing provisions may not provide the necessary clarity, nor address land use conflicts that arise specifically from cannabis related activities. In addition, most of the local Zoning By-laws predate the legalization of cannabis and did not contemplate cannabis related activities.

As per findings of the Background Report and the Options Report, it is our recommendation that personal growth of cannabis not be regulated by the Zoning By-Law as it is beyond the scope of Zoning given that it is a permitted under federal legislation. In addition, it is also recommended that retail cannabis will be permitted through existing retail store provisions within the By-Law. As such, the subsequent sections will focus on cannabis production and cultivation.

In general, performance standards for cannabis production and cultivation facilities covers the following provisions:

- Defining cannabis-related terms;
- Permitting cannabis-related activities in specific zones;
- Including special provisions for mitigating measures;
- Including special provisions regulating the type of structure

Appendix B of the subject report includes a draft of the recommended Zoning By-Law Amendment.

DEFINING CANNABIS PRODUCTION AND CULTIVATION

As per the Options report, municipalities may choose to define cannabis-related terms in the following manner:

- No definition
- Single definition
- Multiple definitions based on scale
- Definitions that correspond with federal licensing classes

Depending on how the terms are defined, the related performance standards will have to reflect that choice. To keep a balance between ease of interpretation and functionality, it is our recommendation that cannabis production and cultivation be covered under single definition in most cases. Issues regarding large scale production, such as outdoor storage, water use, electrical use, shipping and receiving or other issues can be addressed through general provisions. As such, a single definition will be able to cover different scale of facilities and different federal licensing classes, provided that the necessary provisions are in place to address performance standards based on scale. The definition can be the same definition from the Official Plan. The local municipalities may choose to vary it depending on where they chose to permit the facilities. A sample definition is as follows:

A Licensed Cannabis Cultivation and Production Facility shall mean any building or structure, licensed and/or authorized to grow, process, sell, provide, ship, deliver, transport, destroy, test, produce, export and/or import cannabis for medical or non-medical purposes, including related research as defined in applicable Federal Regulations as amended from time to time.

For the purpose of describing a Licensed Cannabis Cultivation and Production Facility, cultivation refers to the growing of cannabis, whereas production refers to the processing and producing of cannabis and cannabis related products.

CANNABIS RELATED EQUIPMENT AND FACILITIES DEFINITIONS

In addition to defining cannabis and cannabis production and cultivation, some municipalities have also defined equipment and features associated with cannabis production and cultivation facilities in the Zoning By-law to clarify direction for setbacks and minimum separation distances. It is recommended that the municipalities define those terms in order to implement performance standards for those items. In particular, regulating air filtration systems and security fencing can help to reduce land use impacts and maintain the character and landscape of the rural and agricultural zones. The features can be defined as follows:

SECURITY FENCE

Security fence refers to fencing that is required by Health Canada as part of its licence requirements under the Cannabis Act.

AIR FILTRATION SYSTEMS

Air Filtration Systems refers to a system designed, approved and implemented in accordance with a license issued by Health Canada as part of its requirements under the Cannabis Act, for the purposes of controlling emissions, including odour, of a licensed cannabis cultivation and production facility.

PERMITTING CANNABIS PRODUCTION AND CULTIVATION IN SPECIFIC ZONES

The majority of existing local Zoning By-laws within the County do not provide direction as to where cannabis production and cultivation activities are permitted. For municipalities without provisions for cannabis production and cultivation, interpretations of the Zoning By-law can lead to inconsistent implementation and unintended consequences in areas resulting in real or perceived adverse impacts.

It should be noted that each option presented below should be considered with the performance standards presented in the later section of this report as it is intended to mitigate the impact the use may have in its permitted zone.

PERMIT CANNABIS PRODUCTION AND CULTIVATION IN AGRICULTURAL ZONES

In general terms, cannabis is an agricultural crop and is therefore interpreted as an agricultural use as contemplated by the Provincial Policy Statement (PPS). A permissive reading of the PPS would permit cannabis cultivation in agricultural areas and rural areas where farming is a permitted. As such, a prohibition of cannabis production and cultivation in agricultural areas could be interpreted as being inconsistent with the PPS. However, the municipality reserves the right to implement performance standards to regulate how the use can occur. Given the above, it is our recommendation that municipalities permit cannabis production and cultivation as-of-right in agricultural zones. If the municipalities chose not to implement it as-of-right, it can be considered on a case-by-case basis through a Zoning By-Law Amendment under the provisions proposed in the Official Plan section of this report. As such, the following is recommended:

- Cannabis cultivation should be permitted as-of-right in Agricultural Zones.
- Cannabis processing should be permitted as-of-right in the Agricultural Zones as an Agriculture-related use, provided it is associated with cultivation. It is recommended that a limited amount of processing and related activities be permitted in the context of an agricultural-related use in conjunction with any cannabis cultivation use. Large-scale operations involving the processing of cannabis products from off-site sources should not be permitted as-of-right and should require a Zoning By-law amendment to evaluate the use.
- Indoor cultivation and production only be permitted in purpose-built facilities and prohibited in retrofit facilities.

PERMIT CANNABIS PRODUCTION AND CULTIVATION IN INDUSTRIAL ZONES

Cannabis production and cultivation facilities may contain several activities in a single location, and these types of activities are well suited for industrial zones where similar types of activities also occur. Typically, industrial zones are already established in a location away from sensitive land uses within the municipality and would also have existing performance standards intended to mitigate industrial land use impacts. However, cultivation of cannabis is a use not generally contemplated or considered as an employment use. As such, it is recommended that cultivation in the industrial zones be considered on a case-by-case basis through a Zoning By-Law Amendment application depending on the scope and scale of the proposed facility, whereas industrial activities associated with production can be permitted as-of-right. The criteria for considering the Zoning By-Law Amendment has been recommended in the Official Plan section of this report.

CANNABIS PRODUCTION AND CULTIVATION PERFORMANCE STANDARDS

The following section provides a review of performance standards that are often used to regulate cannabis production and cultivation studies as per the cast study review.

MINIMUM SETBACKS

Minimum setbacks are a standard zoning tool and are already established in Zoning By-laws with the intent of mitigating land use impacts and conflicts. For cannabis production and cultivation, setbacks may potentially address odour, lighting, and noise impacts. Setbacks can also be desirable to address concerns related to visual impacts related to security features or building design. Combined with the additional definition for those features, setbacks may be able to reduce impacts on the rural and agricultural landscape.

MINIMUM SETBACKS - AGRICULTURAL ZONES

A greater minimum setback is recommended for agricultural zones. As previously described, cannabis production and cultivation facilities may have characteristics that are not contemplated in an agricultural zone. To preserve the agricultural landscape and characteristics, it is recommended that municipalities implement a greater setback from the lot line to mitigate those impacts. Additional provisions may be applied to ensure the setback yards are adequately landscaped to serve as a buffer. If security fencing and air filtration systems are defined term, setbacks can also be introduced to those features.

A sample setback could be as follows:

A Licensed Cannabis Cultivation and Production Facility

Minimum Yard Requirements for Buildings or Structures:

- a) Front Yard – 30 metres
- b) Exterior Side Yard – 30 metres
- c) Interior Side Yard – 30 metres
- d) Rear Yard – 30 metres

MINIMUM SETBACKS - INDUSTRIAL ZONES

As previously described, industrial zones are typically already established in a location away from sensitive land uses within the municipality and would also have existing performance standards intended to mitigate industrial land use impacts. Depending on the existing setbacks in the Zoning By-Law, a municipality could choose not to implement additional setbacks for cannabis production given that a cannabis production facility would not be out of character in those areas. Where cultivation is proposed within the production facility, it can be considered on a case-by-case basis. If a municipality chose to implement additional setbacks on cannabis production and cultivation facilities in industrial zones, a standard similar to the agricultural zone setback can be implemented.

MINIMUM LOT AREA

Minimum Lot Area is a standard zoning tool that is already established in Zoning By-laws with the intent of ensuring the size of the lot can adequately accommodate the permitted uses of the zone. In the case of cannabis production and cultivation, a larger minimum lot area can ensure greater ability to accommodate large setbacks, accommodating site plan requirements, and maintaining rural and agricultural character. However, larger lot sizes may limit the feasibility of smaller facilities. Based on our case study review, other municipalities have incorporated a minimum lot area ranging from 8 - 10 hectares.

MINIMUM LOT AREA - AGRICULTURAL ZONES

A greater minimum lot area is recommended for agricultural zones. As previously described, cannabis production and cultivation facilities may have characteristics that are not contemplated in an agricultural zone. It was previously recommended that municipalities implement a greater setback from the lot line to mitigate those impacts. As such, a greater minimum lot area would be required to ensure that a site would be able to implement those setbacks. In addition, a larger minimum lot area can ensure greater ability to accommodating site plan requirements A minimum lot area ranging from 8 - 10 hectares are recommended.

MINIMUM LOT AREA - INDUSTRIAL ZONES

As previously described, industrial zones typically already have existing performance standards suitable for industrial activities. As such, a greater minimum lot area may not be required in industrial zones. Depending on the existing provisions in the Zoning By-Law, a municipality could choose not to implement changes for cannabis production facilities. Whereas cultivation is proposed with the production facility, it can be considered on a case-by-case basis.

MINIMUM SEPARATION DISTANCES

Many case study municipalities have minimum separation distance (MSD) provisions for cannabis production and cultivation facilities. MSDs are a conventional tool that is used to reduce potential compatibility conflicts by standardizing the separation of specific noxious uses from sensitive land uses. In the case of cannabis production and cultivation facilities, the distance can reduce the potential impacts of noise, odours and light on sensitive land uses. The Province's draft *Land Use Compatibility Guideline* considers indoor cannabis production and cultivation facilities that are located in a settlement area on lands that are zoned for industrial uses to have an area of influence of 2,000 m and recommends a minimum separation distance of 500 metres. However, minimum separation distance can vary based on the size and scale of the facility, mitigating features such as an air infiltration system, and compatibility studies that are produced on a case-by-case basis. As such, a minimum separation distance of less than 500 metres can be considered when there are appropriate mitigation features or through a Zoning By-Law Amendment. Through the best practice review, several municipalities have implemented different MSDs based on the scale of the facility. A sample is as follows:

	Setback to any residential, commercial, institutional or open space use/zone
A cannabis production and cultivation facility with a total gross floor area less than 7,000 square metres and with an air treatment control system	150 metres
A cannabis production and cultivation facility with a total gross floor area greater than 7,000 square metres and less than 10,000 square metres and with an air treatment control system	200 metres
A cannabis production and cultivation facility with a total gross floor area greater than 10,000 square metres and with an air treatment control system	250 metres
A cannabis production and cultivation facility of any size where an air treatment control system is not provided	300 metres

LIMITED ACCESSORY ACTIVITIES FOR A PERMITTED CANNABIS PRODUCTION AND CULTIVATION FACILITY

As previously described, cannabis production and cultivation can include a diverse range of activities, many of which may have not been contemplated in rural and agricultural areas. Some level of processing is typically permitted as an agriculture-related use, which is characterised in the PPS as follows:

- Farm-related commercial and farm-related industrial use;
- Shall be compatible with, and shall not hinder, surrounding agricultural operations;
- Directly related to farm operations in the area;
- Supports agriculture;
- Provides direct products and/or services to farm operations as a primary activity; and
- Benefits from being in close proximity to farm operations.

One of the examples in the Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas includes the processing of produce grown in the area. Given the above, accessory processing is contemplated and permitted by the PPS provided that it meets the above-noted criteria. As such, provisions should be provided in the Zoning By-Law to ensure cannabis production and cultivation facilities in agricultural zones meet the above criteria for agriculture-related uses. A sample is as follows:

A building or structure used for a cannabis production (processing, testing, destruction, packaging and/or shipping) in an Agricultural zone shall be limited to a maximum ground floor area of 500 m².

An alternative is as follows:

The maximum gross floor area for cannabis production (processing, testing, destruction, packaging and/or shipping) within a Licensed Cannabis Cultivation and Production Facility in an Agricultural zone shall be limited to 15% of the gross floor area of the facility.

A similar provision can be implemented to the industrial zones where cultivation will be limited within the facility. However, it is our recommendation that those uses be considered on a case-by-case basis.

OTHER ZONING CONSIDERATIONS

In addition to the performance standards described above, there are other zoning considerations that a municipality may choose to implement if the existing Zoning By-Law does not already have provisions in place. The issues are as follows:

- Outdoor storage
- Loading space
- Parking

OUTDOOR STORAGE

Federal regulations prohibit any outdoor storage for cannabis products. However, municipalities may choose to prohibit outdoor storage for packaging materials and production supplies associated cannabis production and cultivation facilities, specifically when it is proposed in an agricultural zone. A sample is as follows:

Outdoor storage is prohibited

Alternatively, municipalities may also choose to permit outdoor storage, subject to setbacks and screenings. A sample is as follows:

Outdoor storage shall be only permitted within a rear yard and is subject to the setbacks of a cannabis production and cultivation facility. Outdoor storage area shall be so located that it is not visible from a street along any line that is perpendicular to such street. Outdoor storage areas shall be screened on all sides with an opaque fence or landscaping or a combination of both.

LOADING SPACE

If the municipality does not have existing loading space provisions, municipalities may implement performance standards for loading spaces for the loading of packaging materials and production supplies associated with cannabis production and cultivation. To preserve the character of the agricultural area, then performance standards should be implemented to mitigate any impacts caused by loading and shipping. A sample is as follows:

All loading and shipping spaces must be located in an enclosed building.

Alternatively, loading spaces can be permitted outside of the building. A sample is as follows:

No loading space shall be permitted in the front yard and is subject to the same setbacks as a cannabis production and cultivation facility. Loading areas shall be screened on all sides with an opaque fence or landscaping or a combination of both.

PARKING SPACE

Municipalities may apply existing parking standards. For example, for cultivation uses parking rates may be applied based on existing parking provisions for farm or greenhouse uses, while parking rates for production uses can be considered under existing provisions for industrial uses. Municipalities may also implement provisions specifically for cannabis production and cultivation facilities. A sample is as follows:

1.0 space per 100 m² GFA up to 3,000 m² GFA, plus 0.5 spaces per 100 m² GFA over 3,000 m² GLFA

SITE PLAN CONTROL

Site Plan control is a tool that can be used to mitigate and/or eliminate land use compatibility conflicts and is included in the County's OP as a tool that should be used to address cannabis production facilities. Section 41 of the *Planning Act* gives planning authorities the ability to control various aspects of how a particular property is developed and to regulate various features on a specific site. To use site plan control, the OP must include policies defining the site plan control area, which can be all or part of a municipality, and a Site Plan Control By-law must be developed in accordance with the *Planning Act*. Site plan control offers the ability to control certain external building, site and boulevard design matters, and requires drawings to be completed that include the location, design and shape (massing) of buildings, the layout of parking and service areas, public access areas, landscaping, paving materials and street furniture. It can also include conditions of approval, such as requiring mitigation measures to protect adjoining lands. They can also use conditions of approval to require agreements to ensure that the conditions described above are implemented, and which may be registered on title.

The existing County Official Plan contains provisions for site plan control for 'marijuana production facilities', which are expected to specifically address security fencing and requirements for buffer landscaping. As per our recommendations, it is proposed that an OP amendment be implemented to provide additional guidance for site plan control requirements. It is common for site plan control by-laws to exclude rural and agricultural development from requiring site plan control as a method of encouraging and supporting agricultural uses. Where this occurs, it is recommended that local site plan control by-laws be amended to exclude cannabis cultivation and production facilities from any exceptions for site plan control approval and include it as a form of development regulated by the site plan control by-law. In addition, required submissions to support the application can also be included in the by-law. A sample for a site plan by-law amendment is provided in Appendix C. Appendix C also includes Table 1, which provides an outline of the various factors to be considered as part of a Site Plan Control application.

OTHER MUNICIPAL BY-LAWS

NUISANCE BY-LAW

The *Municipal Act* section 129 gives municipalities the authority to prohibit and regulate public nuisances, including odours, noise, and illumination that can be seen from outdoors. Under this authority, local municipalities in the County can pass nuisance By-laws that regulate odours, noise, lighting, and undesirable property standards caused by cannabis production and cultivation facilities and cannabis growing for personal use. This option can require source of nuisance activities to limit and control odour, lighting, and noise, and document and report complaints concerning the nuisance. It also can give the By-law enforcement officials to enter and inspect facilities for compliance and issuance of fines and penalties.

Nuisance by-laws can be implemented in different ways depending on the context and the wishes of the local municipality. Some municipalities may have existing by-laws that deal with specific nuisances, such as a property standards by-law, noise by-law, or odour by-law. Where there are existing by-laws that deal with nuisances that are similar to those that may be caused by cannabis related activities, the by-laws can be amended to speak directly to cannabis related concerns. The local municipality may also choose to implement a nuisance by-law specifically addressing cannabis related activities.

It should be noted that enforcing a nuisance by-law of any form will require resources and commitment from the municipality. Staff resources will be required to receive, investigate and monitor complaints. Additional equipment may also be necessary for the purpose of objectively measuring the intensity of nuisances, such as olfactometers to measure odour units, and equipment to measure light or noise impacts in order to determine whether enforcement action is necessary.

For the purpose of this report, a sample text has been provided for a general nuisance by-law that specifically addresses cannabis related activities. A sample of a cannabis nuisance by-law is provided in Appendix D.

CONCLUSION

This report includes general recommendations for a policy and regulatory approach to be implemented by the County and its local municipalities regarding the following matters:

- Official Plan Amendments;
- Zoning by-law;
- Site plan control;
- Other municipal by-laws;

Sample provisions have been provided where appropriate. For each recommendation, provisions and policy language have been kept general as to be adapted by the municipalities based on its local context and desires.

Licensed Cannabis Cultivation and Production Facility

A Licensed Cannabis Cultivation and Production Facility means a building or land used for the cultivation, processing, testing, destruction, packaging and/or shipping of cannabis in accordance with the Cannabis Act. A Licensed Cannabis Cultivation and Production Facility is subject to other pertinent policies of this Plan and may be permitted by a local municipality in the Rural, Agricultural, Urban Community or Village Community designations.

A Licensed Cannabis Cultivation and Production Facility may be subject to site plan control pursuant to the Planning Act, R.S.O. 1990, c.P. 13. Upon receipt of an application for site plan control to permit a Licensed Cannabis Cultivation and Production Facility, local municipalities shall be satisfied that the following criteria are met:

- i. Only new purpose-built facilities will be permitted, and any retrofit or use of existing agricultural buildings or structure is prohibited;
- ii. That mitigation measures be taken to reduce adverse impacts on nearby residential, institutional, recreational and other sensitive land uses, and to determine the appropriate separation distance of the proposed facility to existing sensitive land uses and zones, including commercial, institutional and recreational land uses frequented by members of the public; A minimum setback of 150 metres is recommended from a sensitive land use.
- iii. Any adverse impacts generated by noise, dust, odour, light and traffic be appropriately mitigated, as demonstrated by the required studies identified in this section.
- iv. That a waste management plan will be submitted demonstrating that waste generated from the use can be appropriately managed;

Where processing, testing, destruction, packaging and/or shipping of cannabis is proposed as an agricultural use, it must be demonstrated that the Licensed Cannabis Cultivation and Production Facility meets the Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas as prepared by the Ontario Ministry of Agriculture, Food and Rural Affairs by satisfying the following criteria:

- i. Farm-related commercial and farm-related industrial use.
- ii. Shall be compatible with, and shall not hinder, surrounding agricultural operations.
- iii. Directly related to farm operations in the area.
- iv. Supports agriculture.
- v. Provides direct products and/or services to farm operations as a primary activity
- vi. Benefits from being in close proximity to farm operations

Where the cultivation of cannabis is proposed as an industrial use, it must be demonstrated that the proposed cultivation use is secondary to the industrial use, including but not limited to processing, testing, destruction, packaging and/or shipping. The proposed Licensed Cannabis Cultivation and Production Facility is required to demonstrate conformity to the Land Use Compatibility Guidelines as prepared by the Ministry of the Environment, Conservation and Parks.

The following studies should be submitted as part of a Zoning By-Law amendment application to the satisfaction of the local municipality:

- i. Odour Impact Assessment and an Odour Mitigation Plan
- ii. Light Mitigation Plan
- iii. Agricultural Impact Assessment
- iv. Traffic Impact Study
- v. Noise and Vibration Impact Assessment

The following studies should be submitted as part of a site plan control application to the satisfaction of the local municipality:

- vi. Odour Impact Assessment and an Odour Mitigation Plan
- vii. Light Mitigation Plan
- viii. Agricultural Impact Assessment
- ix. Traffic Impact Study
- x. Noise and Vibration Impact Assessment

The municipal may retain, at the applicant's expense, a qualified consultant to peer review the above noted submissions and provide professional conclusions and recommendations to the municipality.

Existing Licensed Cannabis Cultivation and Production Facility

Where there is an existing Licensed Cannabis Cultivation and Production Facility, it is a policy of this Plan to require a site plan approval for any additional floor area beyond the existing facility on the effective date of [date].

DEFINITIONS is hereby amended by adding the following new subsection and renumbering all subsequent sections:

A Licensed Cannabis Cultivation and Production Facility shall mean any building or structure, licensed and/or authorized to grow, process, sell, provide, ship, deliver, transport, destroy, test, produce, export and/or import cannabis for medical or non-medical purposes, including related research as defined in applicable Federal Regulations as amended from time to time. A Licensed Cannabis Cultivation and Production Facility in the Agricultural or Rural Zone is subject to Section (X.X) (general provisions section). A Licensed Cannabis Cultivation and Production Facility in the industrial zone.

For the purpose of describing a Licensed Cannabis Cultivation and Production Facility, cultivation refers to the growing of cannabis, whereas production refers to the processing and producing of cannabis and cannabis related products.

SECURITY FENCE shall mean fencing that is required by Health Canada as part of its licence requirements under the Cannabis Act.

AIR FILTRATION SYSTEMS shall mean a system designed, approved and implemented in accordance with a license issued by Health Canada as part of its requirements under the Cannabis Act, for the purposes of controlling emissions, including odour, of a licensed cannabis cultivation and production facility.

GENERAL PROVISIONS is hereby amended by adding the following new subsection and renumbering all subsequent sections:

LICENSED CANNABIS CULTIVATION AND PRODUCTION FACILITY

Where permitted as an Agricultural Use:

- a) Minimum Lot Frontage - 100 metres
- b) Minimum Lot Area - 8 hectares
- c) Minimum Yard Requirements for Buildings and Structures:
 - i. Front Yard - 30 metres
 - ii. Exterior Side Yard - 30 metres
 - iii. Interior Side Yard - 30 metres
 - iv. Rear Yard - 30 metres
- d) Maximum Building Height - 11 metres
- e) The maximum gross floor area for cannabis production (processing, testing, destruction, packaging and/or shipping) within a Licensed Cannabis Cultivation and Production Facility in an Agricultural zone shall be limited to 15% of the gross floor area of the facility.
- f) A licensed cannabis cultivation and production facility shall not be permitted on any lot containing a dwelling unit
- g) All buildings or structures or portions of land thereof used for a licensed cannabis cultivation and production facility shall be located as per the Table below:

	Setback to any residential, commercial, institutional or open space use/zone
A cannabis production and cultivation facility with a total gross floor area less than 7,000 square metres and with an air treatment control system	150 metres
A cannabis production and cultivation facility with a total gross floor area greater than 7,000 square metres and less than 10,000 square metres and with an air treatment control system	200 metres
A cannabis production and cultivation facility with a total gross floor area greater than 10,000 square metres and with an air treatment control system	250 metres
A cannabis production and cultivation facility of any size where an air treatment control system is not provided	300 metres

- h) A security fence associated with a Licensed Cannabis Cultivation and Production Facility shall be setback a minimum of 10 metres from all lot lines.
- i) Outdoor storage is prohibited.
- j) All loading and loading spaces must be located in a wholly enclosed building
- k) Existing structures may not be converted or retrofitted for a Licensed Cannabis Cultivation and Production Facility cannabis production facility.

Where permitted as an Industrial Use:

- a) All buildings or structures or portions of land thereof used for a licensed cannabis cultivation and production facility shall be located as per the Table # below:

	Setback to any residential, commercial, institutional or open space use/zone
A cannabis production and cultivation facility with a total gross floor area less than 7,000 square metres and with an air treatment control system	150 metres
A cannabis production and cultivation facility with a total gross floor area greater than 7,000 square metres and less than 10,000 square metres and with an air treatment control system	200 metres
A cannabis production and cultivation facility with a total gross floor area greater than 10,000 square metres and with an air treatment control system	250 metres
A cannabis production and cultivation facility of any size where an air treatment control system is not provided	300 metres

APPENDIX C – DRAFT SITE PLAN BY-LAW AMENDMENT & GUIDE

For municipalities with Site Plan Control By-laws, ensure the items identified below are included within the By-law as it will allow the municipality to require mitigation of certain issues. Further, should the local municipality not have the expertise in-house to review the reports or plans, then a third party could be engaged to undertake a peer review.

Example Site Plan By-law text:

No person shall undertake the following development unless and until the Council of the municipality, has approved the plans and/or drawings for such development in accordance with Section 41 of the *Planning Act*:

a) Licensed Cannabis Cultivation and Production Facility

A complete application for a Licensed Cannabis Cultivation and Production Facility shall include but is not limited to the following plans and/or drawings:

- a) Odour Impact Assessment and an Odour Mitigation Plan
- b) Light Mitigation Plan
- c) Traffic Impact Study
- d) Noise and Vibration Impact Assessment

TABLE 1 SITE PLAN CONSIDERATIONS

	Required Studies	Principles	Implementation	Sample Site Agreement Clause
Odour	Odour Impact Assessment Odour Mitigation Plan	<p>Pursuant to section 85 of the <i>Cannabis Regulations</i>, any building or part of a building where cannabis or anything that will be used as an ingredient is produced, packaged, labelled, stored or tested must be equipped with a system that must be able to:</p> <ul style="list-style-type: none"> Filter air to prevent the escape of cannabis odours associated with cannabis plant material to the outdoors. Provide natural or mechanical ventilation with sufficient air exchange to provide clean air and to remove unclean air in order to prevent the contamination of the cannabis or thing that will be used as an ingredient, except in the case of any building or part of a building where the only activities being conducted in respect of cannabis and anything that will be used as an ingredient are its cultivation, propagation or harvesting. Be accessible and, if necessary, for its cleaning, maintenance or inspection, be disassembled, except in the case of any building or part of a building where the only activities being conducted in respect of anything that will be used as an ingredient are its cultivation, propagation or harvesting; 	<p>System – filtration and ventilation</p> <ul style="list-style-type: none"> Any building or part of a building used for the production, packaging, labelling, storage, or testing of cannabis is equipped with an adequate system that is capable of maintaining air quality within it. Is designed in a manner in which the air exchange is sufficient for maintaining the air quality of the building or any area of the building with the exception of any building or part of a building where the only activities being conducted are the cultivation, propagation and harvesting of cannabis or anything that will be used as an ingredient. Prevents the accumulation of heat, steam, condensation or dust. Is equipped with close-fitting screens or filters to prevent the entry of dust, smoke, steam, odours, and contaminated air. <p>Maintenance program</p> <ul style="list-style-type: none"> Ventilation and air filtration should be maintained in accordance with a schedule. Maintenance operations are carried out in a manner that do not present any risk to the quality 	<ul style="list-style-type: none"> The Developer agrees that the Air Filtration and Ventilation system shall be maintained in accordance with the Air Filtration and Ventilation Maintenance Schedule. The Developer shall monitor and respond to odours surrounding the building or part of a building in accordance with the Odour Mitigation Plan.

	Required Studies	Principles	Implementation	Sample Site Agreement Clause
		<ul style="list-style-type: none"> Withstand repeated cleaning, except in the case of any building or part of a building where the only activities being conducted in respect of anything that will be used as an ingredient are its cultivation, propagation or harvesting; and Function in accordance with its intended use, except in the case of any building or part of a building where the only activities being conducted in respect of anything that will be used as an ingredient are its cultivation, propagation or harvesting. <p>Odour Mitigation Plan should address the following</p> <ul style="list-style-type: none"> Sources of Odour Emission; Handling and Storage of Waste during Normal Operations; Preventative and Control Measures at the Facility; Implementation Schedule; Inspection Frequency and Checklists; and Monitoring Plan. 	<p>of the cannabis or anything that will be used as an ingredient.</p> <ul style="list-style-type: none"> The presence of odours surrounding the building or part of a building are monitored in accordance to a schedule and responded to if necessary. Inspection and repair activities occur when required. 	
Light	Light Mitigation Plan Photometric Plan	Pursuant to section 85.2 of the <i>Cannabis Regulations</i> , any building or part of the building where cannabis or anything that will be used as an ingredient is produced, packaged, labelled, stored or tested must be equipped with natural or artificial lighting	<p>Natural or artificial lighting:</p> <ul style="list-style-type: none"> The lighting used within the building or part of a building is appropriate in terms of placement and intensity for the cannabis or thing that will be used as an 	<ul style="list-style-type: none"> The Developer shall install and maintain such lighting as the municipality may reasonably require and in such location as approved by the municipality so as to suitably and adequately illuminate same and so as not to

	Required Studies	Principles	Implementation	Sample Site Agreement Clause
		<p>that is appropriate for the activity being conducted.</p> <p>Furthermore, any lighting fixtures in the building or part of the building where these activities are being conducted must be capable of withstanding repeated cleaning and, if necessary, to prevent the contamination of the cannabis or thing that will be used as an ingredient, repeated sanitizing. The lighting fixture must not present a risk of contamination of the cannabis or thing that will be used as an ingredient in the event of a breakage.</p> <p>Exterior site lighting should be Dark Sky Friendly, with minimize glare while reducing light pollution, light trespass and skyglow. Light Mitigation Plan and/or Photometric Plan should ensure lighting will not interfere with any development on, or use of, adjacent, abutting or, nearby lands.</p>	<p>ingredient and the activity being conducted (e.g., areas where cannabis, ingredients or packaging materials are inspected, may require a higher intensity of light than storage areas).</p> <ul style="list-style-type: none"> • The lighting used does not alter the natural colour, affect the quality, result in the production of natural toxins and microorganisms of cannabis or anything that will be used as an ingredient, or cause them to deteriorate. • The effectiveness of chemical sanitizers is unaffected, as applicable (e.g., certain chemical sanitizers deteriorate during storage and exposure to light, such as chlorine dioxide and sodium hypochlorite). <p>Light fixtures are:</p> <ul style="list-style-type: none"> • Constructed from shatter-resistant materials. • Shielded with safety covers when they have materials like glass that could break, so as to contain broken materials. • Constructed from material that can be repeatedly cleaned and, if necessary, sanitized. • Installed in a manner that permits for routine cleaning. 	<p>interfere with any development on, or use of, adjacent, abutting or, nearby lands.</p>

	Required Studies	Principles	Implementation	Sample Site Agreement Clause
			<ul style="list-style-type: none"> Cleaned, sanitized, and maintained in accordance with approved SOPs <p>Exterior lighting:</p> <ul style="list-style-type: none"> Lighting shall normally be Full Cut-off Dark Sky compliant LED Edge slim low-profile fixtures. Lighting shall be designed and/or shielded in such a way that all of the light rays emitted by the fixture are projected below the horizontal plane. Light fixtures should be positioned to give a uniform distribution of light to avoid the creation of “hot spots” (areas of over-illumination that make adjacent areas seem darker). 	
Agricultural Impact	Agricultural Impact Study/Assessment	<p>Where non-agricultural development is proposed on agricultural lands, an Agricultural Impact Study can be utilized to recommend ways to avoid or, if avoidance is not possible, minimize and mitigate adverse impacts.</p> <p>Can be utilized in situations where cannabis production is proposed on agricultural lands.</p>	<p>The following should be addressed per the Agriculture Impact Study/Assessment:</p> <ul style="list-style-type: none"> Identifies and assesses potential impacts from development on agriculture (including impacts to farmland, farm operations and the surrounding area) Recommends measures or strategies to avoid impacts (e.g. consider alternative locations where possible) Recommends measures to minimize or mitigate impacts (e.g. through design, use of buffers, etc.) 	<p>Agreement to include recommendations per the Agricultural Impact Study/Assessment, where appropriate.</p> <ul style="list-style-type: none"> The Developer shall implement the recommendations of the Agricultural Impact Study.

	Required Studies	Principles	Implementation	Sample Site Agreement Clause
			<ul style="list-style-type: none"> Addresses site rehabilitation for agriculture, where applicable 	
Traffic	Traffic Impact Study	<p>Where a proposed development will generate an increase in peak hour trips to or from the site or traffic concerns that is deemed significant as determined by the municipality.</p> <p>The onus is on the applicant to demonstrate that a Traffic Impact Study is not required.</p>	<p>The following should be addressed as per the Traffic Impact Study:</p> <ul style="list-style-type: none"> Assess potential impacts of traffic changes caused by proposed development on municipal roads identify any infrastructure improvements or mitigation measures needed to ensure the road network will operate acceptably and safely upon completion of the proposed development 	<p>Agreement to include recommendations as per the Traffic Impact Study, where appropriate.</p> <ul style="list-style-type: none"> The Developer shall implement the recommendations of the Traffic Impact Study.
Noise	Noise and Vibration Study Noise Impact Assessment	<p>The Ministry of the Environment Conservation and Parks (MOECP) is responsible for protecting clean and safe air, land and water to ensure healthy communities, ecological protection and sustainable development for present and future generations. The MOECP fulfils these responsibilities, in part, by ensuring the sources of emissions to the environment are adequately controlled to prevent the potential for adverse effects, including the proper control of sources of noise emissions to the environment.</p> <p>Sound level limits that are applied by the MOECP to stationary sources, such as industrial and commercial establishments and auxiliary transportation facilities. Compliance with the sound level limits is required for existing, planned, new, expanded, or modified stationary sources of</p>	<p>Noise impact studies are to be prepared by qualified individuals with experience in environmental acoustics, preferably Professional Engineers. Noise impact studies are required by the MOECP in the context of an application for an MOECP approval. The MOECP guidance for applying for approvals includes the requirements for noise impact studies. Other approval authorities may have similar requirements.</p> <p>The impact assessment of noise produced by stationary sources is done by either prediction or measurement, or a combination of both. The noise impact assessment descriptor is the One-Hour Equivalent Sound Level (Leq), and the noise impact is evaluated at representative points of reception.</p>	<p>Agreement to include recommendations as per the Noise and vibration Study, where appropriate.</p> <ul style="list-style-type: none"> The Developer shall implement the recommendations of the Noise and Vibration Study. The Developer shall provide Certification by the Acoustical Consultant that the mitigation measures noted in the Noise Control and Vibration Study have been satisfied.

	Required Studies	Principles	Implementation	Sample Site Agreement Clause
		sound through an Environmental Compliance Approval issued under Part II.1 of the <i>Environmental Protection Act</i> , or a Renewable Energy Approval issued under section 47.3 of the <i>Environmental Protection Act</i> , Reference 7.		
Security Measures		<p>Pursuant to section 63 of the <i>Cannabis Regulations</i>, the site must be designed in a manner that prevents unauthorized access.</p> <p>It is up to the licence holder to indicate the proposed perimeter of the site, whether it be the fence line, the exterior building walls, or by any other means. However, defined, the perimeter must be clearly indicated on the site plans.</p> <p>The perimeter of the site must be monitored at all times by visual recording devices to detect any attempted or actual unauthorized access to the site.</p>	<p>Walls</p> <ul style="list-style-type: none"> Walls are strong and sturdy enough to be considered an inefficient point of entry. <p>Doors</p> <ul style="list-style-type: none"> Doors, door locks and door frames are solid and strong enough to prevent easy breaching. Ceiling or service hatches are secured with a lock. Hinge pins are located on the inside of the secured area. If door hinges are exposed to the exterior, security hinges are used to prevent the removal of the door. <p>Windows</p> <ul style="list-style-type: none"> Windows are strong and sturdy enough so that breaching presents a challenge. Overall window construction such as window thickness, number of panes and window material (e.g., wire glass, laminated glass, polycarbonate, composite, etc.) results in a sturdy barrier. 	<ul style="list-style-type: none"> The Developer agrees provide for fencing to be erected in the locations to the satisfaction of the municipality as illustrated in Schedule _____.

	Required Studies	Principles	Implementation	Sample Site Agreement Clause
			<ul style="list-style-type: none"> Bars, steel grills and other window coverings may also be used to secure windows. Window locks are located on the inside of the secured area. <p>Fences</p> <ul style="list-style-type: none"> Fences are continuous without breaks and well maintained. The bottom of the fence is close enough to the ground to prevent entry underneath the fence. If the fence passes over a trench or culvert, the opening is secured with fencing, metal grills or other barriers. The fence is constructed in a manner that prevents someone from easily jumping or climbing over it. <p>Vent openings</p> <ul style="list-style-type: none"> Vent openings are constructed to prevent an individual from crawling through. Large accessible vent openings are secured with protective coverings such as metal grills, bars or expanded metal mesh to prevent entry by crawling through. 	
Supply of Water		Pursuant to section 85.1 of the <i>Cannabis Regulations</i> , any system that supplies water to a site must be appropriate for the activities being conducted with cannabis and anything that will be used as an ingredient.	<p>Water supply</p> <ul style="list-style-type: none"> The water supply is appropriate for the intended use and is of a quantity and pressure sufficient 	Standard water service clauses per the municipality.

	Required Studies	Principles	Implementation	Sample Site Agreement Clause
		In addition, any system that supplies potable water to a site must not be cross-connected with any other system, unless measures are taken to eliminate any risk of contamination of the cannabis or anything that will be used as an ingredient, resulting from the cross-connection.	<p>for the operational needs of the site.</p> <ul style="list-style-type: none"> Measures to eliminate the risk of contamination of the cannabis or anything that will be used as an ingredient are in place, such as filtration or UV lights. If water is reclaimed or reused, the water is treated and maintained in a manner that will not increase the risk of contamination of cannabis or anything that will be used as an ingredient. Monitoring, including chemical and microbiological testing, is conducted on a periodic basis. <p>Cross-connections:</p> <ul style="list-style-type: none"> Cross-connections only exist between potable water systems that are protected against contamination, or water systems that do not present a risk of contamination of cannabis or anything that will be used as an ingredient. Hoses, taps and other similar sources of possible contamination are designed to prevent back-flow or back-siphonage and have prevention devices installed as applicable. Visual inspection of non-mechanical (air gaps) and mechanical prevention devices 	

	Required Studies	Principles	Implementation	Sample Site Agreement Clause
			and testing of back-flow preventers are conducted on a periodic frequency.	
Storage Area		<p>Pursuant to section 67 of the <i>Cannabis Regulations</i>, each storage area must be located within an area that satisfies the security measures set out in:</p> <p>Pursuant to subsection 68(1) of the <i>Cannabis Regulations</i>, access to each operations area and storage area must be restricted to individuals whose presence in the area is required by their duties.</p> <p>Pursuant to section 69 of the <i>Cannabis Regulations</i>, each operations area and storage area must be surrounded by a physical barrier that prevents unauthorized access for standard cultivation, standard processing and sale for medical purposes with possession licence classes.</p>	Examples provided in the 'Security Measures' section.	Examples provided in the 'Security Measures' section.
Building Design		The building or part of the building must be designed, constructed, and maintained in a manner that permits it to be kept clean and orderly, permits effective cleaning of all its surfaces, prevents the contamination of cannabis or anything that will be used as an ingredient and prevents the introduction of extraneous substances to the cannabis or anything that will be used as an ingredient.	<p>Design and construction of the building or part of building (e.g., doors, windows, ceilings, floors, pipes, light fittings, ventilation points):</p> <ul style="list-style-type: none"> The building or part of the building is designed or constructed in a manner that facilitates maintenance, cleaning and sanitary operations, which includes the repeated application of cleaning and disinfecting agents. Brick, cement block and other porous materials are sealed and surface materials that shed 	N/A

	Required Studies	Principles	Implementation	Sample Site Agreement Clause
			<p>particles are not used. Joints between walls, ceilings and floors are sealed.</p> <ul style="list-style-type: none"> • There are no holes or cracks in doors, windows, walls, ceilings and floors (other than those intended by design). • The building or part of the building prevents entry of insects and other animals or extraneous substances (or from one area to another), facilitates waste treatment and disposal, and prevents mix-ups and cross-contamination. • Floor plans and the building or part of the building design are laid out to allow production to take place in areas connected in a logical order, corresponding to the sequence of the operations and to the requisite cleanliness levels. • Doors that give direct access to the exterior from manufacturing and packaging areas are used for emergency purposes only and these doors are properly sealed. • Receiving and shipping areas do not allow direct access to production areas. • Mechanical areas such as boiler rooms, generators, and other engineering areas are segregated from production areas. 	

	Required Studies	Principles	Implementation	Sample Site Agreement Clause
			<ul style="list-style-type: none"> Screen and trap floor drains. Drains do not cause water to pool. <p>Maintenance program</p> <ul style="list-style-type: none"> The building or part of the building is regularly monitored and carefully maintained. Regular maintenance is performed to prevent deterioration of the building or part of the building. Repair and maintenance operations do not present any hazard to the quality of the cannabis. 	
Waste Management	Waste Management Plan	<p>Pursuant to subsection 88.9(1) of the <i>Cannabis Regulations</i>, a holder of a licence for processing must ensure that any building or part of a building where cannabis or anything that will be used as an ingredient is produced, packaged, labelled or stored has available the means for the removal and disposal of contaminated materials and waste and, if necessary to prevent contamination of the cannabis or anything that will be used as an ingredient, that the building or part of the building is equipped with a drainage, sewage and plumbing system that functions in accordance with its intended use.</p> <p>In addition, the licence holder must ensure that contaminated materials and waste are removed and disposed of at a frequency that is sufficient to prevent contamination of the cannabis or anything that will be used as</p>	<ul style="list-style-type: none"> Waste and contaminated materials are removed at a set frequency, or more often if necessary, so they do not overflow. Removal of contaminated materials and waste is done using predetermined routes (e.g., effluent or sewage lines are constructed so they do not pass directly over or through production areas, unless measures are taken to prevent risk of contamination of cannabis or anything that will be used as an ingredient, and the employees who remove the contaminated material and waste wear appropriate clothing, such as overalls, gloves and boots, when 	<p>Agreement to include recommendations per the Waste Management Plan, where appropriate.</p> <ul style="list-style-type: none"> The Developer shall implement the recommendations of the Waste Management Plan.

	Required Studies	Principles	Implementation	Sample Site Agreement Clause
		<p>an ingredient and in a manner that does not present a risk of contamination of the cannabis or anything that will be used as an ingredient.</p> <p>Waste Management Plan should address the following:</p> <ul style="list-style-type: none"> • Identify the streams of waste • Determine the waste storage area • Determine the procedure and handling of waste • Creation of a waste management program • Creating a waste management maintenance schedule 	<p>removing the contaminated materials and waste).</p> <ul style="list-style-type: none"> • Storage of contaminated materials and waste is separate from the production, packaging, labeling, storage (non-contaminated materials, such as cannabis products or ingredients) and testing of cannabis and ingredients. • The building or part of the building prevents entry of insects and other animals or extraneous substances (or from one area to another), facilitates waste treatment and disposal, and prevents mix-ups and cross-contamination. • Conveyances and equipment are identified for the specific purpose of handling contaminated materials or waste by the use of labelling or colour coding and are segregated from conveyances and equipment not intended for that purpose, to prevent the contamination of cannabis or anything that will be used as an ingredient. 	

APPENDIX D – NUISANCE BY-LAW

Being a By-law to Prohibit and Regulate Public Nuisances related to light, noise, and odour from the cultivation of Cannabis within the Municipality and to create certain penalties related thereto.

Part I - Interpretation

Definitions:

In this By-law:

"Cannabis" means cannabis as defined in the Cannabis Act (Canada).

"Cannabis Plant" means a plant that belongs to the genus Cannabis and, in the absence of evidence to the contrary, includes any plant described as cannabis or by a name that is commonly applied to cannabis;

"Cannabis Products" means any product for which cannabis is one of the principal ingredients, including cannabis derivatives.

"Cannabis Related Activities" means growing, processing, extracting, packaging or otherwise making ready for sale, testing, destroying, storing, shipping, permitting consumption or sale of cannabis or cannabis products.

"Council" means the Council of the Municipality.

"Cultivation" means the growing of cannabis.

"Officer" means a Municipal By-Law Enforcement Officer appointed under Town By-law or any other person assigned or appointed by the Town to administer or enforce this By-Law, including a person employed by the Town whose duties are to enforce this By-Law;

"Light Trespass" means the shining of light by a luminaire beyond the boundaries of a property on which it is located.

"Municipality" means The Corporation of the Town.

"Noise" means unwanted sound;

"Nuisance Odour" means an odour of cannabis or an odour from a cannabis production facility emanating from a premise that is persistent or continuous and is likely to interfere with the ordinary enjoyment of other property in the vicinity of the premises.

"Process" means the operation where cannabis is transformed by the application of manual, mechanical or chemical methods into another form, but does not include the application or use of a dangerous substance or method.

"Sensitive Use" means a school, day care, playground, sporting venue or any other place which has as its primary purpose of being a place where persons under the age of 18 years comprise the majority of persons present or intended to be present, a residential use, a place of worship, or a community center.

Part II - Prohibitions

No person shall:

- a) Cause, create or permit light, noise, and odour Nuisances from the Cultivation of cannabis upon the land of others so as to be or to cause a Nuisance to any person or to the public generally.
- b) Operate a cannabis production facility and process cannabis using substances dangerous or noxious to the public except in accordance with the provisions of this By-Law;

Lighting & Light Trespass

- a) No cannabis related activities shall cause a Light Trespass within the Municipality from one property, impacting another property to the level of a Nuisance.
- b) All security and parking lot lighting shall be shielded, directed downward and shall not spill onto adjacent properties or create light trespass or glare so as to cause a nuisance to adjacent properties;
- c) Cannabis cultivation in greenhouse structures that require interior lighting for the growing of cannabis shall employ a light control plan and light blocking systems as to not cause a nuisance to the public generally;

Noise

- a) No cannabis related activities shall cause the emission of Noise which is Persistent or Continuous and clearly audible at a Point of Reception in a Sensitive Use, which has a difference between dB(A) and dB of greater than 15 decibels

Odour

- a) No person shall cause, create or permit the emission of an Nuisance odour from their property so as to be or to cause a Nuisance to any person or to the public generally and discernable on another property.
- b) Nothing within this By-law shall contradict those practices deemed to be part of normal farm practice as identified and accepted within the *Normal Farm Practices Protection Act* and the Ontario Ministry of Agriculture, Food and Rural Affairs.

PART III – Enforcement & Orders

As per the municipality's choice of enforcement.