



## **DEVELOPMENT AND PROPERTY COMMITTEE**

**Monday, September 12, 2022**

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A meeting of the Development and Property Committee was held on Monday, September 12, 2022, at 1:00 p.m. at the County of Renfrew Administration Building, Pembroke, Ontario.

Present were: Chair Robert Sweet  
Warden Debbie Robinson  
Vice-Chair Cathy Regier  
Councillor Peter Emon  
Councillor Sheldon Keller  
Councillor Daniel Lynch  
Councillor John Reinwald (attended virtually)

Regrets: Councillor Janice Tiedje

Staff Present: Craig Kelley, Chief Administrative Officer/Clerk  
Jason Davis, Director of Development and Property  
Laura LePine, Director of Community Services  
Bruce Howarth, Manager of Planning Services  
Melissa Marquardt, Manager of Economic Development Services  
Kevin Raddatz, Manager of Real Estate  
Lacey Rose, County Forester  
Scott Hamilton, Economic Development Specialist  
Rosalyn Gruntz, Deputy Clerk  
Tina Peplinskie, Media Relations and Social Media Coordinator  
Evelyn VanStarkenbug, Administrative Assistant

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Chair Sweet called the meeting to order at 1:00 p.m. A moment of silent reflection was held in remembrance of the late monarch Queen Elizabeth II. The

land acknowledgement identifying that the meeting was being held on the traditional territory of the Algonquin People was recited. The roll was called, and no pecuniary interests were disclosed.

**RESOLUTION NO. DP-C-22-09-81**

Moved by Councillor Keller

Seconded by Councillor Lynch

THAT the minutes of the August 9, 2022 meeting be approved. CARRIED.

Mr. George Gilfillan and Ms. Cyndy Phillips, Renfrew County Community Futures Development Corporation were welcomed to the meeting to make a presentation from Provost Lorraine Cameron of Renfrewshire, Scotland. Mr. Gilfillan advised that he had the opportunity to go to Renfrewshire and meet with Provost Cameron to strengthen relationships and provide a gift of friendship. In return, Provost Cameron provided Mr. Gilfillan with gifts of friendship which he presented to Warden Robinson and Chair Sweet.

**Development and Property**

Mr. Davis overviewed the Development and Property Department Report which is attached as Appendix A.

Mr. Davis expressed appreciation to Mr. Kevin Raddatz and the Real Estate Division staff, Ms. Tina Peplinskie and Mr. Kelley for the extra work completed with ensuring the protocols were in place with the passing of Queen Elizabeth II.

**Economic Development**

Ms. Marquardt overviewed the Economic Development Division Report, which is part of the Development and Property Department Report.

Committee was advised that the Farms Open Event will be held on September 18, 2022 from 10:00 a.m. until 3:00 p.m.

**Ottawa Valley Tourist Association**

Ms. Marquardt overviewed the Ottawa Valley Tourist Association (OVTA) Report, which is part of the Development and Property Department Report.

Committee was advised that getting workers within the tourism industry is a challenge, like all sectors. Ms. Marquardt noted there is a great demand for what

the County has to offer for visitors and tourism in the area. She noted that late fall and spring continue to be a challenge for tourism in the area and the OVTA and their partners are looking for ways to increase awareness of the region and create more opportunities for visitors.

### **Enterprise Renfrew County**

Ms. Marquardt overviewed the Enterprise Renfrew County Report, which is part of the Development and Property Department Report.

Mr. Scott Hamilton, Economic Development Specialist was introduced and welcomed by the Committee.

### **Forestry and GIS**

Ms. Rose overviewed the Forestry and GIS Division Report, which is part of the Development and Property Department Report.

### **RESOLUTION NO. DP-C-22-09-82**

Moved by Councillor Keller

Seconded by Councillor Regier

THAT the Development and Property Committee directs staff to enter into a short-term Land Use Agreement with the Beachburg Off Road Cycling Association (BORCA) to allow a small storage container on the Beachburg Tract pending local approval; AND FURTHER THAT staff review the need of the storage container on an annual basis. CARRIED.

### **RESOLUTION NO. DP-C-22-09-83**

Moved by Councillor Lynch

Seconded by Councillor Emon

THAT the Development and Property Committee directs staff to submit an application to the Natural Resources Canada (NRCan) Flood Hazard Identification and Mapping Program (FHIMP); AND FURTHER THAT staff bring back to Committee for their review and acceptance if successful. CARRIED.

**Real Estate**

Mr. Raddatz overviewed the Real Estate Division Report, which is part of the Development and Property Department Report.

Mr. Raddatz advised that staff continue to hear feedback from Contractors that there are supply chain challenges and that labour shortages are also becoming a concern.

Mr. Raddatz advised that since the writing of the Real Estate Division Report, he has been advised that Mr. Dillon Derby has declined the Building Infrastructure Coordinator one-year contract position.

**Planning**

Mr. Howarth overviewed the Planning Division Report, which is part of the Development and Property Department Report.

Mr. Howarth advised that the legislative change to the Planning Act that provides the ability to revive Plan of Subdivisions that have lapsed in the last five years will be minor and an insignificant change to the Planning Act for the County. He noted he is unaware of any Plan of Subdivisions that have lapsed. He noted that deeming by-laws where subdivisions are deemed to not exist would not be impacted by this change.

Mr. Howarth advised that the government also passed Bill 13 Supporting People and Businesses Act, 2021, which allows certain approvals to be delegated to staff and this has been included in the draft document.

Mr. Howarth advised that the proposed Section 17.17 General Inquiry, Pre-consultation Review, and Complete Application will be defined at the onset of discussions with potential developers. He noted that the approval process for development plans will not be delayed but there will be changes on how the process is completed as the review component will be required in the pre-consultation review instead of after the application has been submitted.

Mr. Howarth noted that currently there are no terms of reference or guidelines in place. The revised policy will permit the County and local municipality to set the terms of reference, i.e., requirement for a Hydrogeological study and advise the developer of this requirement in advance.

Mr. Howarth advised that the municipalities would have the ability to require a consultation strategy to be submitted with an application. This would be used where there may be significant amount of controversy or concerns from the public and in order to meet the Planning Act requirement and not refund money. Staff may require the developer to engage with the community to see what the concerns are in advance of it coming to Council for approval.

Mr. Howarth advised that staff track all decisions and planning activity through the year and provide Committee and Council an annual summary.

**RESOLUTION NO. DP-C-22-09-84**

Moved by Councillor Emon

Seconded by Councillor Lynch

THAT the Development and Property Committee recommend to County Council that staff be directed to initiate the application to consider the draft Official Plan Amendment (OPA) No. 35 in accordance with the requirements of the Planning Act. CARRIED.

**RESOLUTION NO. DP-C-22-09-85**

Moved by Warden Robinson

Seconded by Councillor Keller

THAT the Development and Property Department Report attached as Appendix A be approved. CARRIED.

**New Business**

**Queen Elizabeth II Memorial**

Mr. Kelley expressed appreciation to the staff on the extra efforts made to ensure protocols were followed following the passing of Queen Elizabeth II. He noted that the County flags were lowered to half-mast in honour of the passing of Queen Elizabeth II, raised on Saturday in honour of King Charles III's ascension to the throne, and lowered on Sunday in recognition of the mourning period. Mr. Kelley advised that the County of Renfrew is providing an opportunity for council, staff and area residents to pay their respects to the monarch by signing the book of condolences which will be available until Monday, September 19, 2022 at the County Administration Building.

**RESOLUTION NO. DP-C-22-09-86**

Moved by Councillor Regier

Seconded by Councillor Keller

THAT this meeting adjourn and the next regular meeting be held on October 11, 2022. Time: 2:08 p.m. CARRIED.

**COUNTY OF RENFREW**

**DEVELOPMENT AND PROPERTY DEPARTMENT REPORT**

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**TO:** Development and Property Committee  
**FROM:** Jason Davis, Director of Development and Property  
**DATE:** September 12, 2022  
**SUBJECT:** Department Report

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**1. Economic Development Division**

Attached as Appendix I is the Economic Development Division Report, prepared by Ms. Melissa Marquardt, Manager of Economic Development, providing an update on activities.

**2. Ottawa Valley Tourist Association**

Attached as Appendix II is the Ottawa Valley Tourist Association Report, prepared by Ms. Melissa Marquardt, Manager of Economic Development, providing an update on activities.

**3. Enterprise Renfrew County**

Attached as Appendix III is the Enterprise Renfrew County Report, prepared by Ms. Melissa Marquardt, Manager of Economic Development, providing an update on activities.

**4. Forestry and GIS Division**

Attached as Appendix IV is the Forestry and GIS Division Report, prepared by Mr. Jason Davis, Director of Development and Property, providing an update on activities.

5. **Real Estate Division**

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

6. **Planning Division**

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



## **ECONOMIC DEVELOPMENT DIVISION REPORT**

Prepared by: Melissa Marquardt, Manager of Economic Development

Prepared for: Development and Property Committee

September 12, 2022

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### **INFORMATION**

#### **1. Taste of the Valley [Strategic Plan Goal No. 1]**

The first two Taste of the Valley events were successfully held on August 19 in Barry's Bay and August 26 in Eganville, respectively. Approximately 2,500 visitors attended the Barry's Bay event with 44 vendors. Approximately 1,000 visitors attended the Eganville event with 14 vendors. Unfortunately, due to poor weather in the morning, 5 vendors cancelled their participation.

Future dates and locations include:

- September 24 in Renfrew
- October 1 in Deep River
- October 2 in Arnprior
- October 15 in Cobden

#### **2. Farms Open Event [Strategic Plan Goal No. 1]**

Farms Open, a new agri-tourism event taking place on September 18, has nine locations participating including:

- Forest Cove Alpacas (Chalk River)
- Shulist Family Farm (Combermere)
- Sernoskie's Tree Farm (Golden Lake)
- Alder Creek Farm (Golden Lake)
- Mapleside Sugar Bush (Rankin)
- Cardaleacres (Dacre)
- Ottawa Valley Farm to Fork (Dacre)
- Pinnacle Haven Farm (Renfrew)
- Calabogie Rustic Farm & Market (Calabogie)



The Economic Development Division and Ottawa Valley Tourist Association (OVTA) are providing additional marketing with support through radio and digital advertising. Attached as Appendix ED-I is a bio of the participating hosts along with a poster and location map of the event.

3. **Ontario East Municipal Conference [Strategic Plan Goal No. 1]**

David Wybou, Business Development Officer and Melissa Marquardt, Manager of Economic Development will be attending the Ontario East Municipal Conference in Cornwall with Chief Administrative Officer, Craig Kelley, from Sept 14-16, 2022. Warden Robinson and Councillor Peckett are also attending.



# Farms Open Hosts 2022



#	FARM NAME & ADDRESS	BIO	OFFERINGS
1	 <p><b>FOREST COVE ALPACAS</b></p> <p>32129 Hwy 17, Chalk River, ON</p>	<p>We are an alpaca farm located in chalk river with a country market store where we sell there fleece and other hand made products. We are a family operated business - a Mom and Daughter duo! Forest Cove was started December 2018. Although our store is open year round with a seasonal ice cream shop, we offer various workshops, alpaca tours &amp; trekking, events and programs throughout the year as well!</p>	<ul style="list-style-type: none"> <li>• Guided farm tour</li> <li>• non-guided farm tour</li> <li>• demonstrations</li> <li>• preserves, baking and crafts/art for sale</li> </ul> <p>cash, debit, credit</p>
2	 <p><b>SHULIST FAMILY FARM</b></p> <p>2248 Dafoe Rd, Combermere, ON</p>	<p>We are a mixed family farm that has been in the family for 5 generations. We raise beef, pork, chicken and lamb without the use of chemicals, anti-biotics, growth hormones on pasture and organic feed. We have a large chemical free, composted vegetable garden that we market at 2 farmers' markets in the Valley as well, and have brisk farm gate sales. We believe in growing and marketing our food locally to maximize freshness, sustainability, and profitability. We were the founding members of the Combermere Farmers' Market in 1989-90. We took over the farm in 1986, after Paul returned from University of Guelph in the Agricultural Program, and have been farming since. Paul operates a woodlot management business in the winter months. Halinka has worked off the farm as an elementary school teacher in the area. Our son now lives next door in the homestead, with his wife and 4 sons. He hopes to continue the meat and produce sales and also fruits in the future.</p>	<ul style="list-style-type: none"> <li>• fresh produce and frozen meats for sale</li> <li>• hot/ready to eat food sales</li> <li>• Guided farm tour</li> <li>• demonstrations</li> <li>• crafts/art for sale</li> </ul> <p>cash only</p>


# Farms Open Hosts 2022



#	FARM NAME & ADDRESS	BIO	OFFERINGS
3	 <p><b>SERNOSKIE'S TREE FARM</b></p> <p>760 Griffith Wagner Rd, Golden Lake, ON</p>	<p>Sernoskie's Tree Farm is a small Christmas tree farm that grows scotch pine, balsam fir and white spruce trees. We first planted in 2014 and we will be in our third year of harvesting trees. We have been involved in beef farming and growing our own food throughout our lives. A love for watching things grow and spreading joy during the Christmas season keeps us persevering when it comes to growing quality trees, which is full of challenges and hard work, like all forms of farming. In addition to offering choose &amp; cut Christmas trees, we are also a venue for family photography sessions.</p>	<ul style="list-style-type: none"> <li>• pre-selection of Christmas trees for coming holiday season</li> <li>• guided farm tour</li> <li>• non-guided farm tour</li> <li>• preserves and crafts/art for sale</li> </ul> <p>cash, credit</p>
4	 <p><b>ALDER CREEK FARM</b></p> <p>620 Roesler Rd, Golden Lake, ON</p>	<p>Alder Creek Farm has been in our family for 5 generations now. Our grandparents milked cows for their cream. A small beef operation followed. For the past 20 years, we have focused on producing quality lamb. Today, we operate a flock of 80 ewes mostly comprised of Dorset sheep that have been born and raised on the property. The farm is approximately 80 hectares in size – some wood lot and the rest tillable fields and/or pasture. Sheep are very unique in that they require guardians and shepherds to ensure their safety. The flock is trained to stay in the barnyard at night and during the day, we have a guardian llama (Gus) that keeps a watchful eye.</p>	<ul style="list-style-type: none"> <li>• handfeed the lambs, meet the animals</li> <li>• guided farm tour</li> <li>• non-guided farm tour</li> <li>• frozen meats and crafts/art for sale</li> </ul> <p>cash only</p>



# Farms Open Hosts 2022



#	FARM NAME & ADDRESS	BIO	OFFERINGS
5	<b>MAPLESIDE SUGAR BUSH</b>  166 Reiche Rd, Pembroke, ON	<p>We have been producing maple syrup and specialty products since 1998. We currently have 1500 taps at 2 locations. Our entire operation is Forest Stewardship Council (FSC) certified which covers an approved forest plan, chain of custody tracking and sanitation and operations. The property, once an abandoned pasture land farm, has been planted with 9,000 trees over 30 years and now has an 8 acre maple plantation (orchard) planted in 1999 and 2,000. we have a 4x12 wood fired evaporator, reverse osmosis system and modern filtering and bottling capability. We also produce maple butter, maple sugar and candy and approximately 10 other value added maple products. We have been Rural Ramble participants, and have hosted "Maple Weekend" for 4 years now.</p>	<ul style="list-style-type: none"> <li>• maple syrup and maple products for sale</li> <li>• guided farm tour</li> <li>• non-guided farm tour</li> <li>• demonstrations</li> </ul> <p>cash, debit, credit</p>
6	  <b>CARDALEACRES</b>  1317 Scotch Bush Rd, Douglas, ON	<p>We are showcasing three Caspian horses, and have been hobby horse farming for 7 years. Learn about the amazing rediscovery of a small horse breed thought to be extinct for 1300 years.</p>	<ul style="list-style-type: none"> <li>• Calabogie Animal Rescue table and information</li> <li>• demonstrations</li> <li>• hand-knit items for sale</li> </ul> <p>cash only</p>

# Farms Open Hosts 2022



#	FARM NAME & ADDRESS	BIO	OFFERINGS
7	 <p><b>OTTAWA VALLEY FARM TO FORK</b></p> <p>1320 Scotch Bush Rd, Douglas, ON</p>	<p>We purchased a 50 acre farm with small fields and rough pasture in 2000. Marshall is a Registered Professional Forester &amp; Kathleen is a nutritionist so the importance food &amp; ecological health was always a priority. We bought 4 Scottish Highland cattle in 2003 and added chickens, goats and sometimes turkeys as we explored farm life. In 2012 we bought another 75 acres, set up a commercial kitchen and started a making gourmet prepared foods. In 2018 we hosted our first Farm to Table dinner. We hope to continue to use our farm to host events, weddings, promote local food &amp; run educational tours.</p>	<ul style="list-style-type: none"> <li>• supervised meet the animals</li> <li>• tastings of our gourmet sausage rolls in our 1860's log barn event hall (available for rent)</li> <li>• get your picture on a tractor</li> <li>• veg. garden tour</li> <li>• discuss regenerative agriculture</li> <li>• buy fresh carrots, beets, frozen pierogies, sausage rolls and butter tarts</li> </ul> <p>cash, credit</p>
8	 <p><b>PINNACLE HAVEN FARM</b></p> <p>865 Garden of Eden Rd, Renfrew, ON</p>	<p>We bought our farm in 2010 and started our flock of Dorset sheep from Shanna's parent's flock. We raise our sheep on grass for 7-8 months per year and have lambs 3 times per year in order to supply lamb to our customers year-round. We sell at local farmers' markets in Renfrew County as well as online. Tyler also shears sheep all over the region. We also sell our wool products from our sheep. Our three kids have begun raising chickens so we have eggs and chicken available as well.</p>	<ul style="list-style-type: none"> <li>• sheep shearing demonstration</li> <li>• guided farm tour</li> <li>• hot/ready to eat food sales</li> <li>• frozen meats, preserves, baking and wool products for sale</li> </ul> <p>cash, debit, credit</p>

# Farms Open Hosts 2022



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**FARM NAME &  
ADDRESS****BIO****OFFERINGS**

9

**CALABOGIE  
RUSTIC FARM &  
MARKET**5258 Murphy Rd,  
Calabogie, ON

We are a small family run organic fruit and vegetable farm in Calabogie. We have planted a permaculture style orchard and have a team of percheron horses that I use in the woodlot to harvest and mill lumber with. Along with this we have an on farm store that we sell our products from as well as a number of other producers and artisan crafts from around the valley.

- possible horse-drawn logging demonstrations
- guided farm tour
- fresh produce, frozen meats, preserves, baking and crafts/art for sale

cash, debit, credit





# Visit Farms in Renfrew County

## Farms Open 2022

- Go for a Sunday drive, bring your camera!
- Take a garden tour
- Taste artisanal foods
- Meet the animals

One Day  
Open-House  
Event:

September 18th  
10am - 4pm



← SCAN TO GO TO WEBSITE  
visit [OVFC.ca](http://OVFC.ca) for more information,  
and addresses of participating  
farms

BRING THE FAMILY  
MEET LOCAL FARMERS  
MAKE CONNECTIONS







## OTTAWA VALLEY TOURIST ASSOCIATION REPORT

Prepared by: Melissa Marquardt, Manager of Economic Development

Prepared for: Development and Property Committee

September 12, 2022

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### INFORMATION

#### 1. **Ontario Tourism Industry Health Check [Strategic Plan Goal No. 1]**

Destination Ontario has started providing [Industry Health Check Reports](#) that include up-to-date data about border crossings, visitation, occupancy rates and spending with comparisons to 2019-2021. The purpose of these reports is to track the tourism industry's recovery efforts from the pandemic.

While the information is not broken down at the County level, it is broken down by region providing current data for Ontario's Highlands, which includes Renfrew County.

Interestingly, the occupancy data now includes a breakdown of the Short-Term Rental and Hotel occupancy rates, which supports the growing demand and use of short-term rental accommodations.

Attached as Appendix OVTA-I is the Industry Health Check Report ending June 30, 2022.

#### 2. **Ottawa Valley Featured in Guidebooks [Strategic Plan Goal No. 1]**

Over the past year and a half, the Ottawa Valley Tourist Association (OVTA) has provided media support to two Ontario authors who have written various guidebooks about travelling in Ontario.

Laura Byrne Paquet, author and influencer with [OttawaRoadTrips.com](#), has published two books: *Your 100-km Getaway Guide* and *Your Weekend Getaway Guide*. Each book includes chapters about various Ottawa Valley communities within a 100-400 km driving distance from Ottawa, including:

- Arnprior, White Lake and Burnstown
- Renfrew

- Calabogie and Eganville
- Pembroke
- Petawawa and Deep River
- Barry's Bay

Author Ron Brown has published the sixth edition of Backroads of Ontario and the first edition of Top 170 Unusual Things To See in Ontario which features various driving routes and attractions, including:

- Along the Ottawa River: Arnprior to Pembroke
- Tripping the Mighty Madawaska River
- The Opeongo Pioneer Road
- Newfoundout
- Bonnechere Caves
- Rockingham Church

Hard copies will be available for viewing at the meeting.

### 3. **Culinary Strategy Development [Strategic Plan Goal No. 1]**

The OVTA has received additional funding support in the amount of \$58,000 from the Ontario's Highlands Tourism Organization for the development of the culinary tourism strategy. The total funding received now covers 100% of the project cost.

### 4. **Happy Hour and Bonfire Member Event [Strategic Plan Goal No. 1]**

The OVTA is hosting a Happy Hour BBQ and Bonfire networking event for members on Wednesday, September 28, from 5-8pm at Wilderness Tours. This will be the first in-person event the OVTA has held since 2019 and will be an opportunity for members to network and unwind after a busy summer tourism season.

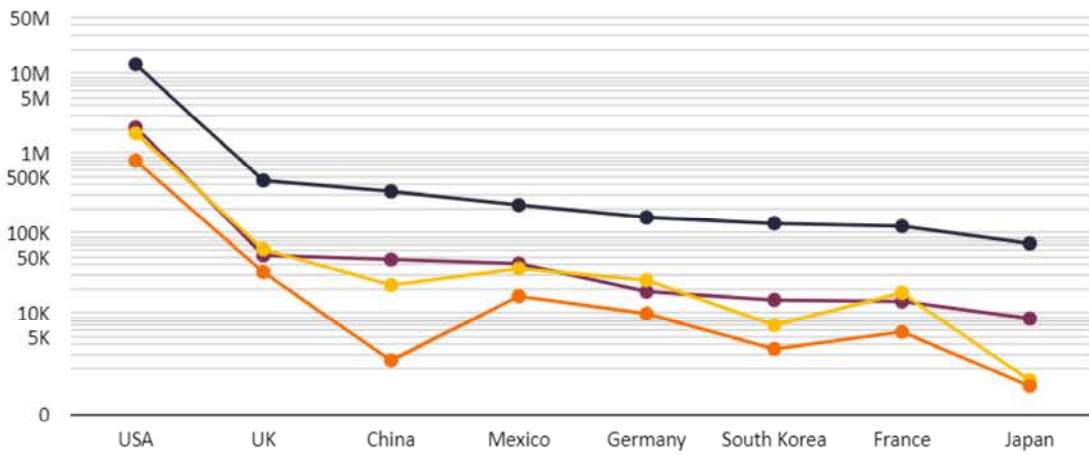
Attendance is free and members are asked to RSVP at <https://guestli.st/725655>.

# Ontario Tourism

## Industry Health Check

### ONTARIO'S BORDER CROSSINGS FOR KEY MARKETS<sup>1</sup>

Markets	Border Crossings (2019) ▾	Border Crossings (2020)	%Change (2019 vs 2020)	Border Crossings (2021)	%Change (2020 vs 2021)	Border Crossings (June 2022)	% Change (June 2021 vs June 2022)	% Change (June 2019 vs June 2022)
USA	13.2M	2.1M	-83.8%	1.8M	-16.9%	804.5K	1,044.2%	-47.9%
UK	453.2K	52.9K	-88.3%	63.1K	19.3%	32.7K	2,252.9%	-34.4%
China	331.7K	46.9K	-85.9%	22.4K	-52.1%	2.5K	166.0%	-92.5%
Mexico	223.2K	41.7K	-81.3%	36.1K	-13.5%	16.4K	1,178.7%	-31.3%
Germany	157K	18.6K	-88.2%	25.8K	38.4%	9.9K	1,871.3%	-44.0%
South Korea	132.4K	14.7K	-88.9%	7.1K	-51.8%	3.5K	1,424.1%	-76.5%
France	122.2K	14.1K	-88.5%	17.9K	27.5%	5.8K	1,663.2%	-41.4%
Japan	74.3K	8.6K	-88.4%	1.4K	-83.4%	1.2K	1,204.3%	-82.0%

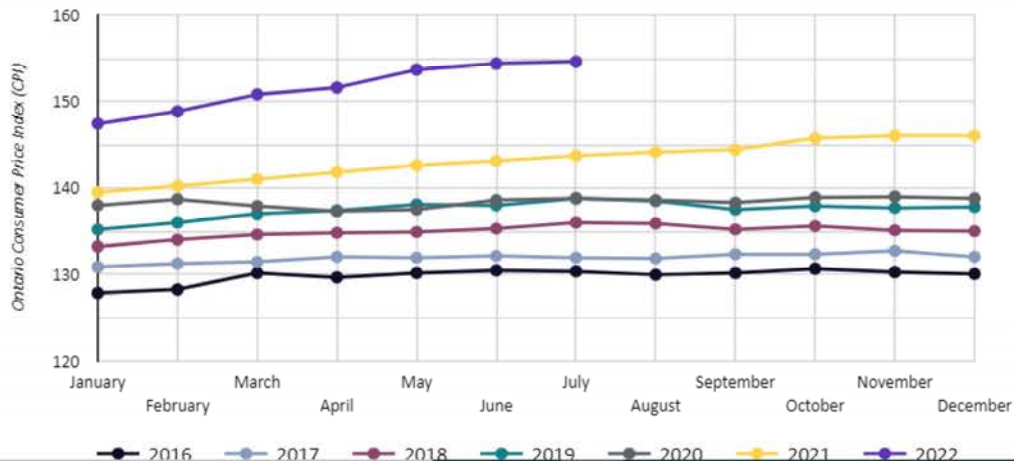


#### KEY TAKEAWAYS:

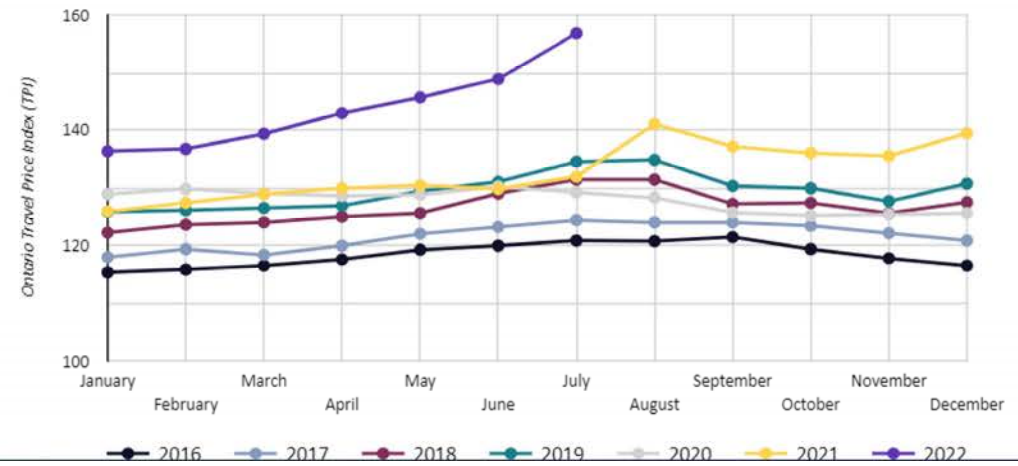
Border crossings for all key markets in June 2022 surpassed June 2021 levels, but would have to increase an average of 48% to reach June 2019 levels.

The key markets with the highest increase in May 2022 compared to May 2021 came from Europe and were UK (+2589.7%), Germany (+2419.4%) and France (+1753.7%).

#### ONTARIO CONSUMER PRICE INDEX <sup>2</sup>



#### ONTARIO TRAVEL PRICE INDEX <sup>2</sup>



## KEY TAKEAWAYS:

Ontario's consumer price index (CPI) increased by 7.6% in June 2022 mainly due to gasoline prices increasing.<sup>3</sup>

Since January 2022, the CPI has been slowly increasing each month with rates above 5%. These increased rates have been the largest yearly changes since 1983.

This increase can be contributed to global supply chain disruptions and geopolitical tensions which has affected all sectors but has greatly impacted the food and energy sector.

The travel price index (TPI) grew 14.7% in June 2022 compared to June 2021.

This can be contributed to an easing of public health measures and increase in tourism, leading to higher demand for travel-related services.

An increase in the TPI results in higher prices for tourism-related goods and services such as food, transportation, recreation and travel accommodation.

This will impact middle income households and families looking to travel.

## SHORT TERM OCCUPANCY AND RENTAL RATES<sup>5</sup>

### Ontario Short Term Rental Rate 2021

Occupancy Rate:	57%	↑	16.3 point change
Avg. Daily Rate	\$149.72		18%

**Short Term Rentals** - accommodations that are rented out for a short period of time including those booked from AirBnB and other rental companies



	Occupancy Percentage								Average Daily Rate							
Region	2019	2020	2021	Point Change 2019 vs 2020	Point Change 2020 vs 2021	Point Change (2019 vs 2021)		May 2022	2019	2020	2021	% Change (2019 vs 2020)	% Change (2020 vs 2021)	% Change (2019 vs 2021)		May 2022
ONTARIO	53.9%	40.8%	57.0%	-13.2	16.3	3.1	↑	56.9%	\$108.63	\$122.75	\$149.72	11.5%	18.0%	27.4%	↑	\$155.33
Region 1 (Southwest Ontario)	53.7%	44.9%	57.8%	-8.8	12.9	4.1	↑	58.9%	\$89.41	\$105.45	\$128.36	15.2%	17.8%	30.3%	↑	\$137.66
Region 2 (Niagara Canada)	49.1%	37.5%	50.8%	-11.6	13.3	1.6	↑	50.2%	\$126.15	\$141.09	\$181.56	10.6%	22.3%	30.5%	↑	\$181.96
Region 3 (Hamilton, Halton and Brant)	56.4%	44.4%	56.9%	-12.0	12.6	0.6	↑	59.7%	\$80.47	\$91.95	\$117.06	12.5%	21.4%	31.3%	↑	\$123.03
Region 4 (Huron, Perth, Waterloo and Wellington)	52.9%	44.4%	58.9%	-8.5	14.4	6.0	↑	59.2%	\$93.46	\$105.36	\$124.07	11.3%	15.1%	24.7%	↑	\$132.29
Region 5 (Greater Toronto Area)	57.7%	36.8%	44.9%	-20.9	8.2	-12.7	↓	58.7%	\$94.31	\$93.19	\$102.6	-1.2%	9.2%	8.1%	↑	\$117.46
Region 6 (York, Durham and Headwaters)	45.4%	38.2%	51.1%	-7.3	12.9	5.6	↑	54.1%	\$110.96	\$136.58	\$169.66	18.8%	19.5%	34.6%	↑	\$178.15
Region 7 (Bruce Peninsula, Southern Georgian Bay and Lake Simcoe)	46.4%	43.4%	55.4%	-3.0	12.0	9.0	↑	50.5%	\$177.56	\$196.79	\$237.17	9.8%	17.0%	25.1%	↑	\$247.55
Region 8 (Kawarthas Northumberland)	47.8%	50.0%	59.9%	2.2	9.8	12.1	↑	54.5%	\$183.62	\$208.94	\$260.29	12.1%	19.7%	29.5%	↑	\$280.96

Region 9 (South Eastern Ontario)	51.7%	48.8%	61.0%	-2.9	12.2	9.3	↑	56.2%	\$146.69	\$165.19	\$207.42	11.2%	20.4%	29.3%	↑	\$217.24
Region 10 (Ottawa and Countryside)	56.1%	41.9%	53.6%	-14.2	11.7	-2.5	↓	61.6%	\$77.08	\$80.59	\$95.12	4.4%	15.3%	19.0%	↑	\$104.13
Region 11 (Haliburton Highlands to the Ottawa Valley)	48.7%	51.4%	61.4%	2.7	10.0	12.7	↑	55.4%	\$173.63	\$194.9	\$240.03	10.9%	18.8%	27.7%	↑	\$257.49
Region 12 (Algonquin Park, Almaguin Highlands, Muskoka and Parry Sound)	48.5%	50.5%	59.6%	2.0	9.0	11.0	↑	52.8%	\$206.23	\$238.23	\$289.65	13.4%	17.8%	28.8%	↑	\$308.66
Region 13 (Northern Ontario)	52.7%	49.1%	60.0%	-3.6	10.9	7.3	↑	59.0%	\$95.61	\$108.13	\$129.64	11.6%	16.6%	26.3%	↑	\$131.77

**Note:** Average daily rate for short term rental rates is \$USD

#### **KEY TAKEAWAYS:**

The 2022 occupancy rates to-date (May 2022) for short term rentals have surpassed pre-pandemic levels (2019) for all regions

The 2021 occupancy rates increased across all regions compared to 2020

The 2020 occupancy rates decreased across most regions compared to 2019

The 2022 average daily rate to-date (May 2022) for short term rentals have surpassed pre-pandemic levels (2019) for all regions


The 2021 average daily rate increased across all regions compared to 2020

The 2020 average daily rate increased across most regions compared to 2019



# HOTEL OCCUPANCY REGIONAL AND SUB-REGIONAL BREAKDOWN <sup>6</sup>

## Ontario Hotel Rate 2021

Occupancy Rate 44.1%  9.3 point change  
Avg. Daily Rate \$128.8 2.1%

	Occupancy Percentage								Average Daily Rate							
Region	2019	2020	2021	Point Change (2019 vs 2020)	Point Change (2020 vs 2021)	Point Change (2019 vs 2021)		May 2022	2019	2020	2021	% Change (2019 vs 2020)	% Change (2020 vs 2021)	% Change (2019 vs 2021)	May 2022	
ONTARIO	68.7%	34.8%	44.1%	-33.9	9.3	-24.6	↓	66.1%	\$163.02	\$126.06	\$128.80	-29.3%	2.1%	-26.6%	↓	\$167.46
Region 1 (Southwest Ontario)	62.0%	37.4%	47.8%	-24.6	10.5	-14.1	↓	64.8%	\$118.75	\$102.01	\$101.37	-16.4%	-0.6%	-17.1%	↓	\$127.04
Region 2 (Niagara Canada)	64.7%	27.9%	33.9%	-36.8	6.0	-30.7	↓	56.2%	\$163.2	\$114.08	\$148.85	-43.1%	23.4%	-9.6%	↓	\$183.31
Region 3 (Hamilton, Halton and Brant)	66.4%	38.0%	48.8%	-28.5	10.9	-17.6	↓	70.3%	\$131.05	\$108.59	\$108.19	-20.7%	-0.4%	-21.1%	↓	\$137.71
Region 4 (Huron, Perth, Waterloo and Wellington)	63.9%	32.9%	42.6%	-31.0	9.7	-21.3	↓	63.0%	\$131.8	\$107.19	\$109.50	-23.0%	2.1%	-20.4%	↓	\$141.06
Region 5 (Greater Toronto Area)	75.7%	29.6%	40.9%	-46.1	11.3	-34.8	↓	69.7%	\$196.63	\$146.47	\$138.52	-34.2%	-5.7%	-42.0%	↓	\$198.11

Region 6 (York, Durham and Headwaters)	70.8%	39.2%	54.5%	-31.6	15.3	-16.4	↓	74.9%	\$140.64	\$115.97	\$116.33	-21.3%	0.3%	-20.9%	↓	\$148.41
Region 7 (Bruce Peninsula, Southern Georgian Bay and Lake Simcoe)	59.7%	42.7%	48.4%	-17.0	5.7	-11.3	↓	51.1%	\$134.93	\$126.41	\$133.72	-6.7%	5.5%	-0.9%	↓	\$136.70
Region 8 (Kawarthas Northumberland)	62.1%	38.5%	46.5%	-23.6	8.0	-15.6	↓	61.5%	\$119.98	\$105.75	\$114.54	-13.5%	7.7%	-4.7%	↓	\$131.18
Region 9 (South Eastern Ontario)	61.4%	40.6%	47.4%	-20.8	6.8	-14.0	↓	59.8%	\$133.85	\$117.60	\$129.95	-13.8%	9.5%	-3.0%	↓	\$141.15
Region 10 (Ottawa and Countryside)	71.1%	35.8%	41.3%	-35.4	5.5	-29.8	↓	68.9%	\$166.34	\$134.52	\$131.11	-23.7%	-2.6%	-26.9%	↓	\$178.20
Region 11 (Haliburton Highlands to the Ottawa Valley)	57.8%	41.5%	45.9%	-16.3	4.4	-11.8	↓	55.8%	\$132.15	\$122.46	\$131.44	-7.9%	6.8%	-0.5%	↓	\$140.28
Region 12 (Algonquin Park, Almaguin Highlands, Muskoka and Parry Sound)	53.5%	40.5%	43.7%	-13.0	3.2	-9.8	↓	58.8%	\$179.68	\$182.30	\$210.94	1.4%	13.6%	14.8%	↑	\$164.07
							↓								↓	
Region 13 (Northern Ontario)	63.4%	45.0%	52.5%	-18.4	7.5	-10.9		68.6%	\$124.58	\$115.19	\$120.23	-8.2%	4.2%	-3.6%		\$132.87

### KEY TAKEAWAYS:

The 2022 occupancy rates to-date (May 2022) for hotels have surpassed pre-pandemic levels (2019) for Regions 1 (+2.8%), 3 (+3.9%), 6 (+4.0%), 12 (+5.3%) and 13 (+5.2%)

The 2021 occupancy rates increased across all regions compared to 2020

The 2020 occupancy rates decreased across all regions compared to 2019

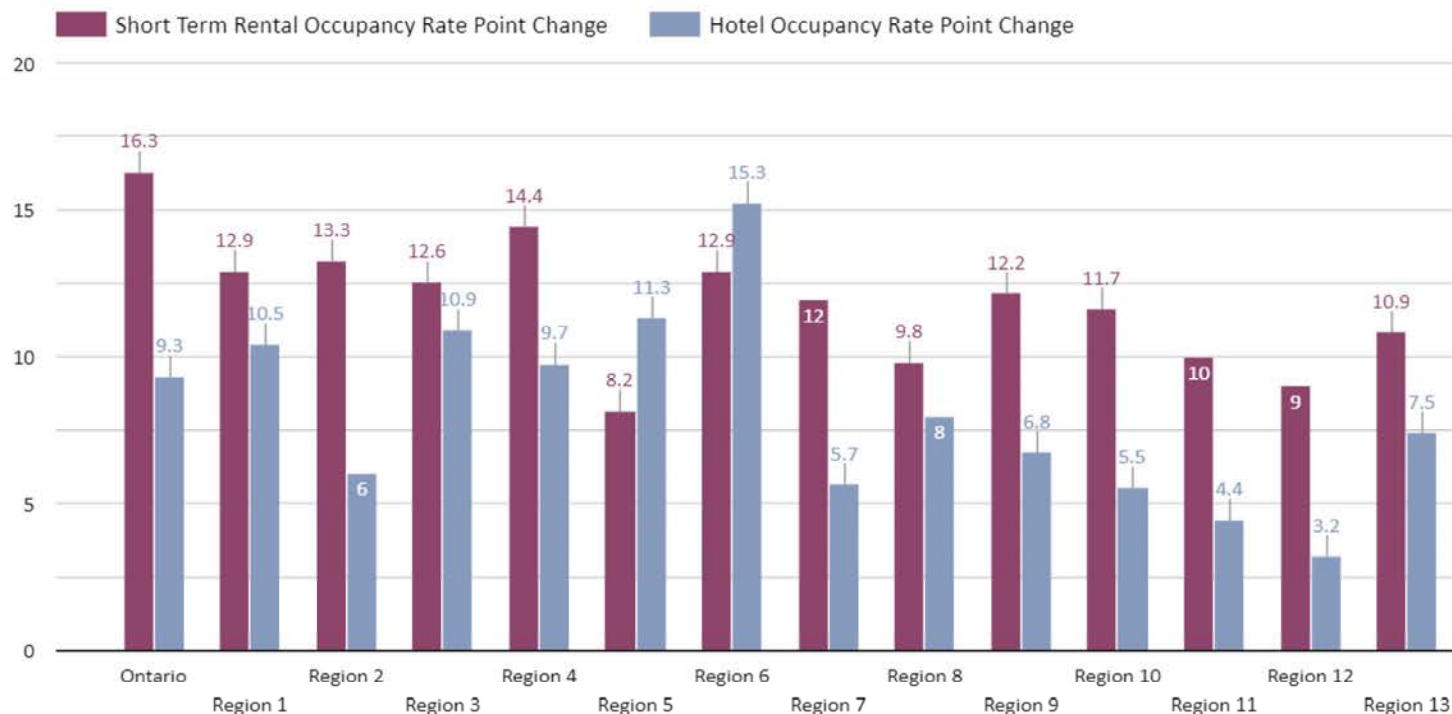
The 2022 average daily rate to-date (May 2022) for hotels have surpassed pre-pandemic levels (2019) for all regions except Region 12 (-\$15.61)

The 2021 average daily rate increased across most regions compared to 2020

The 2020 average daily rate decreased across all regions compared to 2019

### SHORT TERM RENTAL AND HOTEL OCCUPANCY RATE COMPARISON (2020 to 2021)<sup>7</sup>

⌵ | ⋮



### KEY TAKEAWAYS:

The occupancy rates for short term rentals and hotels increased for all regions from 2020 to 2021.

Short term rental rates had a higher increase compared to hotel rates from 2020 to 2021.

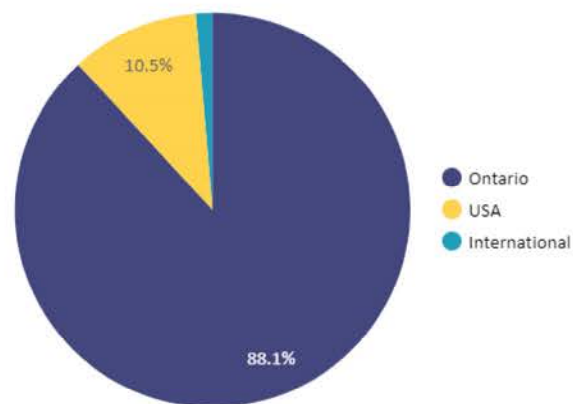
ECONOMIC IMPACT OF TOURISM IN ONTARIO (2019) <sup>8</sup>

Economic Impact	Tourism Receipts ▾	Visitor Spending
Tourism Spending	\$37.96B	\$29.36B
Value Added by Tourism into GDP	\$36.8B	\$27.77B
Tax Revenue Attributed to Tourism	\$13.37B	\$10.56B
Employment through Tourism	395,546	307,277

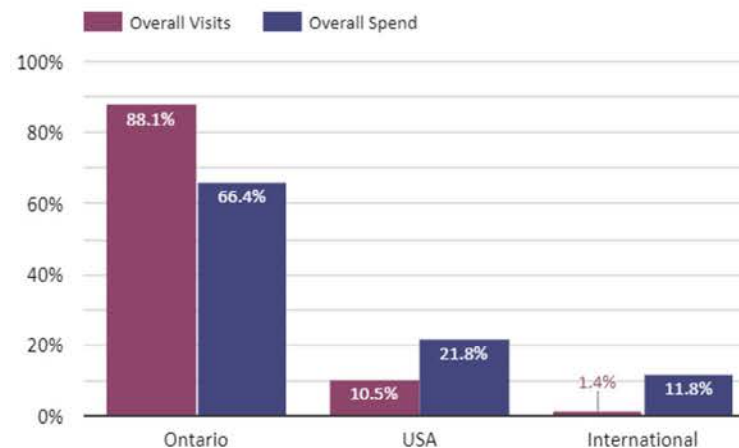
VISITS AND SPEND FROM KEY MARKETS (2019) <sup>9</sup>

Markets	Person Visits ▾	Total Visitor Spending	Average Nights Stayed	Estimated Spend per Overnight Trip
Ontario	108.1M	\$15.35B	1	\$270
USA	12.9M	\$5.05B	3	\$643
UK	459.5K	\$744.66M	10	\$1.69K
China	330.9K	\$875.13M	35	\$2.72K
France	231.6K	\$203.72M	8	\$940
Mexico	230.6K	\$235.99M	16	\$1.05K
Germany	203.6K	\$294.53M	12	\$1.56K
Japan	102.5K	\$232.77M	15	\$2.5K
South Korea	102.3K	\$139.09M	18	\$1.38K

## ONTARIO'S SHARE OF VISITS BY KEY MARKETS (2019)<sup>9</sup>



## ONTARIO'S SHARE OF PERSON VISITS AND TOTAL VISITOR SPENDING BY KEY MARKETS (2019)<sup>9</sup>



Ontario has the largest market share for visits at **88.1%** and total visitor spending at **66.4%**

Opportunity for Ontario to extend their stay to increase **overall** spend where other market's increased visits to Ontario will increase spend

**Note:** Key international markets include the following: UK, China, France, Mexico, Germany, Japan and South Korea

### Sources:

1. Statistics Canada, Table 24-10-0050-01 Non-resident visitors entering Canada, by country of residence 2019-2022 | 2. Statistics Canada, MHSTCIS Price Indices Statistics, 2016-2022 | 3. Statistics Canada, The Daily - Consumer Price Index, June 2022
4. Bank of Canada, Navigating high inflation, June 2022 | 5. Transparent Intelligence Inc - Ontario Dashboard, Rates and Demand 2019 - 2022 | 6. CBRE Hotels with reproduction and use of information subject to CBRE Disclaimer / Terms of Use as detailed at <https://www.cbre.ca/en/real-estate-services/business-lines/valuation-and-advisory-services/hotels-valuation-and-advisory-services/disclaimer> | 7. Transparent Intelligence Inc- Ontario Dashboard, Rates and Demand 2021: CBRE Hotels with reproduction and use of information subject to CBRE Disclaimer / Terms of Use as detailed at <https://www.cbre.ca/en/real-estate-services/business-lines/valuation-and-advisory-services/hotels-valuation-and-advisory-services/disclaimer> |
8. Statistics Canada, MHSTCIS Tourism Regional Economic Impact Model, 2019 | 9. Statistics Canada, National Travel Survey, 2019; Statistics Canada, Visitor Travel Survey, 2019

**ENTERPRISE RENFREW COUNTY REPORT**

Prepared by: Melissa Marquardt, Manager of Economic Development

Prepared for: Development and Property Committee

September 12, 2022

**INFORMATION****1. Spring and Fall Intake Starter Company Plus [Strategic Plan Goal No. 1]**

Starter Company Plus spring session had 10 completed participants and 8 participants successfully earn \$4,000 grant awards. Successful grant recipients include:

<b>Evernew Recovery and Rehabilitation</b> Owner: Sarah Campanico	Athletic Therapy Location: Petawawa
<b>Fire-Que</b> Owner: Rob Campbell	BBQ/Smoker/Grill all-in-one Location: Renfrew
<b>Canadian Baby Co.</b> Owner: Carleen Clouthier	Baby Clothing Store Location: Pembroke
<b>Small Town Co.</b> Owner: Courtney Enright	Women's Clothing Store Location: Douglas
<b>Valley Clean Co.</b> Owner: Karen Kavanagh	Cleaning Company Location: Braeside
<b>Redneck Recipes</b> Owner: Jennifer McGuire	Preserves & Food Education Location: Arnprior
<b>EWE Crafts</b> Owner: Alexis Sapera	Handmade artisanal crafts Location: Beachburg
<b>Kelly's Salon Services Unbound Inc.</b> Owner: Kelly Sperry	Salons in Long-Term Care Location: Arnprior

The fall information sessions were delivered September 1 and 6 with 46 participants in attendance; training begins September 21, 2022 with applications under review.

## 2. **Summer Company [Strategic Plan Goal No. 1]**

Summer Company site visits were completed and participants actively ran their businesses for the summer season. Completed program participants include:

- Evelyn Nickerson (Barry's Bay) – Ehvealen (mixed media artist and seamstress)
- Calla Chantrell (Palmer Rapids) – KayakHER (offers private paddling instruction)
- Noah Pritchard (Arnprior) – Lawn care services
- Jayden Collier (Calabogie) – Lawn care services

Final grant awards to be determined upon submission of wrap-up reports from participants.

Attached as Appendix ERC-I is a snapshot of the four summer students.

## 3. **Outreach and Partnerships [Strategic Plan Goal No. 1]**

In partnership with Renfrew County Community Futures Development Corporation and the Business Development Bank, Enterprise Renfrew County (ERC) is hosting a Succession Planning workshop on September 21, from 9am – 12pm at the Horton Community Centre.

Business owners thinking about selling, transferring or closing a business and/or entrepreneurs interested in purchasing or starting their own venture are encouraged to attend this free workshop.

Advance registration is required: <https://SuccessionPlanning.eventbrite.ca>

ERC is also actively planning Small Business Week events during the week of October 16-20, 2022 in partnership with Renfrew County Community Futures Development Corporation, Upper Ottawa Valley Chamber of

Commerce, Local Immigration Partnership and Renfrew and Area Chamber of Commerce, including three virtual sessions and one in-person workshop:

- Wellness for Entrepreneurs – October 17 (virtual)
- Purpose Driven Ventures – October 19 (virtual)
- Leadership for Entrepreneurs and Newcomers – October 20 (virtual)
- Product Photography Workshop – October 18 (in-person in Pembroke)





# 2022 Summer Company



## **FORESTRY AND GIS DIVISION REPORT**

Prepared by: Jason Davis, Director of Development and Property

Prepared for: Development and Property Committee

September 12, 2022

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### **INFORMATION**

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

- a) Attached as Appendix FORGIS-I is a photo of a very successful public information forestry tour at Beachburg Tracts, with approximately 20 people in attendance including local council members, Beachburg Off Road Cycling Association (BORCA) volunteers, and the public. Upcoming harvest operations, invasive species, regeneration of the future forest and the history of County forests was discussed.
- b) To celebrate National Forest Week from September 18-24, 2022, the County of Renfrew and Ottawa Valley Tourist Association (OVTA) will be collaborating with Shaw Woods Outdoor Education Centre to host a guided forest hike and yoga session at Shaw Woods on September 19. Attached as Appendix FORGIS-II is the prepared poster for the event.

### **RESOLUTIONS**

#### **2. Beachburg Off Road Cycling Association (BORCA) [Strategic Plan Goal No. 1]**

**Recommendation:** THAT the Development and Property Committee directs staff to enter into a short term Land Use Agreement with the Beachburg Off Road Cycling Association (BORCA) to allow a small storage container on the Beachburg Tract pending local approval; AND FURTHER THAT staff review the need of the storage container on an annual basis.

#### **Background**

Beachburg Off Road Cycling Association (BORCA) has requested permission to store trail grooming and maintenance equipment on-site at Beachburg Tract in a small Sea-Can container. The Sea-Can container would be insured by BORCA, locked, out of the way and a discrete colour. BORCA will contact

the Township of Whitewater Region to ensure the proposed storage unit is permitted.

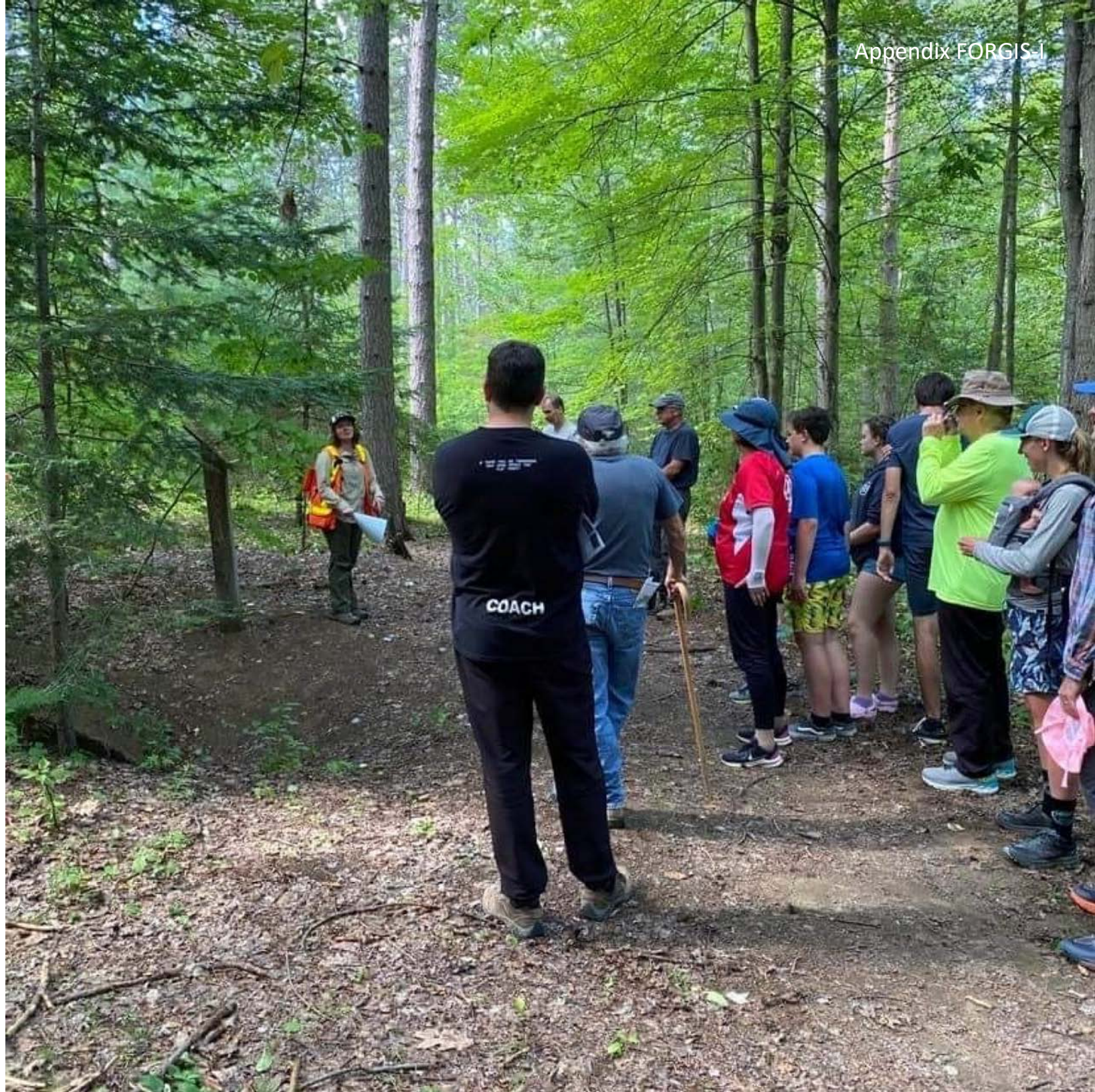
3. **Natural Resources Canada (NRCan) launched the Flood Hazard Identification and Mapping Program (FHIMP) [Strategic Plan Goal No. 4]**

**Recommendation:** THAT the Development and Property Committee directs staff to submit an application to the Natural Resources Canada (NRCan) Flood Hazard Identification and Mapping Program (FHIMP); AND FURTHER THAT staff bring back to Committee for their review and acceptance if successful.

**Background**

Natural Resources Canada (NRCan) launched the Flood Hazard Identification and Mapping Program (FHIMP) to flow federal funding, up to 50% reimbursement for eligible activities, to provinces and territories for eligible flood mapping projects through March 2024. The province of Ontario has existing light detection and ranging (LIDAR) data for a portion of Renfrew County that can be utilized to create flood hazard identification and mapping. County staff has organized multiple meetings with the local municipalities that are within the LIDAR data area and a number of these municipalities support the County submitting a group application. The application submission date is September 16, 2022.









# Hike & Yoga

MONDAY, SEPTEMBER 19

5-7PM

**Join County Forester, Lacey Rose, for a guided hike through the Old Growth forest, show some appreciation for everything forests provide by hugging your favourite tree, and wind down with a gentle yoga session provided by Erin Norris.**

Donations for attendance gratefully accepted by the Shaw Woods Outdoor Education Centre.

Tax receipts provided for donations \$10 and above.  
Yoga mats will be available for those without.

**SHAW WOODS  
2065 BULGER ROAD**

## **REAL ESTATE DIVISION REPORT**

Prepared by: Kevin Raddatz, Manager of Real Estate  
Prepared for: Development and Property Committee  
September 12, 2022

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### **INFORMATION**

1. **Real Estate – 2022 Capital and Capital Under Threshold Projects [Strategic Plan Goal No. 2]**

Attached as Appendix RE-I is a summary report of capital and capital under threshold projects approved in the 2022 budget.

2. **Staffing Update**

a) **Building Infrastructure Coordinator**

Dillon Derby has accepted the one-year contract position for Building Infrastructure Coordinator and will start his employment with the County on September 26, 2022. We are pleased that Dillon joins our team, and he comes to us with experience in a variety of areas and will be an asset on our team. We look forward to working with Dillon as we continue with existing projects and proceed with multiple new projects in the portfolios.

b) **Summer Students**

I would like to acknowledge and extend my thanks and appreciation to the two summer students who assisted our maintenance staff throughout the summer at the County Administration Building and Renfrew County Place. Mr. Grant Hurley and Mr. Adam McGuaig both returned to university for the upcoming year. The students have a remarkable work ethic and were an asset to our team during the summer months helping with multiple tasks on the grounds and in the buildings.

## Real Estate - 2022 Capital Projects

Location	Work Description	Status			Comments
		Budget	Quote	Status	
County Admin Building	Soffit/wood siding	\$150,000		RFP	Retender - August
	Envelope repairs/repainting	\$60,000	\$99,400	Complete	Completion in July
	Storage container	\$20,000	\$14,600	Complete	Completion in July
	Security System & Cameras	\$40,000	\$25,740	Complete	System fully operational - July 29
	Barrier free doors (EFA grant )	\$59,385		In Review	Scope of work to be determined
Renfrew County Place	Sealant/chaulking - exterior windows	\$45,000	\$75,788	Complete	Completed in July
	HVAC replacement/upgrade	\$150,000		In Review	Scope of work TBD
	Paramedic parking shelter	\$200,000		In Review	Scope of work TBD
	Parking Lot - Paving	\$50,000		In Review	Scope of work TBD
	Flooring /tiles	\$45,000			Review in Q3,
80 McGonigal					
Paramedic Bases	Barry's Bay - Asphalt /crack sealing	\$15,000			Scheduled for Q4,
	Petawawa - Asphalt/concrete curbs	\$20,000			Scheduled for Q4,
OPP					

## PLANNING DIVISION REPORT

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

Prepared for: Development and Property Committee

September 12, 2022

### INFORMATION

#### 1. **Recap of Bill 109: More Homes for Everyone Act, 2022 Implications**

As Committee will recall, on July 20, 2022, the County hosted its first workshop with interested volunteers from local municipalities to address the changes introduced by Bill 109 with the purpose of a working group to collaboratively identify and implement opportunities to improve/revamp our processes so that we are processing applications in a timely manner, have a consistent approach across the County and avoid the financial implications of the refunding of planning application fees. A summary of the meeting is as follows:

- Key goal of Bill 109 is to expedite approvals and incentivize timely decisions in an effort to increase housing supply
- Includes a suite of legislative changes to Planning Act:
  - Ability to revive Plan of Subdivisions that have lapsed in last five years.
  - New rules for the Community Infrastructure and Housing Accelerator.
  - Site Plan approval delegated to staff.
  - Application Fee Refunds for Site Plan and Zoning By-law amendment applications:

	<b>No Refund</b>	<b>50% Refund</b>	<b>75% refund</b>	<b>100% Refund</b>
<b>ZBA</b>	Decision made within 90 days	Decision made within 91 and 149 days	Decision made within 150 and 209 days	Decision made 210 days or later
<b>OPA/ZBA</b>	Decision made within 120 days	Decision made within 121 and 179 days	Decision made within 180 and 239 days	Decision made 240 days or later
<b>SP</b>	Decision made within 60 days	Decision made within 61 and 89 days	Decision made within 90 and 119 days	Decision made 120 days or later



## Working Group Overview

### a) Purpose and Goals:

- To collaboratively identify and implement opportunities to improve/revamp our processes so that we are processing applications in a timely manner; we have a consistent approach across the County; and we avoid the financial penalty of the fee refunds.

### b) Key Objectives:

- Updated Official Plan Policies are put in place by January 1, 2023.
- Updated Application Review Processes are put in place by January 1, 2023.

## What We Heard: Key Breakout Discussion and Brainstorm Takeaways

### a) Amendments to Application Review Process:

- At the start of process:
  - Enhanced pre-consultation process and review of plans
    - Applicant will submit general inquiry form.
      - During this initial process, requirements for complete application are identified (i.e. studies, approvals/sign-offs, and/or public consultation).
    - If application is complex, a formal pre-consultation will be required.
      - Applicant will submit all required studies/plans to be reviewed by relevant internal/external persons.
      - A pre-consultation meeting will be set up with relevant persons to discuss proposal/any issues.
      - An applicant-led public consultation meeting may be required.
      - Upon review of these items and when ready to go, applicant will receive planning “sign-off” to move forward with formal application.
- Towards the end of the process:
  - Consider what can be part of the conditions for site plan approval.

- Consider what can be incorporated into holding provisions (zoning).
- Recommend refusal if timelines not about to be met and issues not yet addressed.

#### Other Enabling Processes/Policies to Put in Place

- Terms of references and/or minimum standards for relevant studies (i.e. Hydro-geo).
- Site plan checklist/guidelines.
- Checklist for staff review.
- Site Plan Agreement templates.
- Updated fee by-laws.
- Fee Refund process.

#### a) How the Official Plan Amendment (OPA) Implements Working Group Suggestions:

- Amended Section 17.5 to recognize delegation of site plan approval authority to staff.
- Amended Section 17.16 to provide fee options when implementing a tariff of fee by-law.
- Amended Section 17.17 to differentiate the general inquiry from a new, enhanced pre-consultation review process; recognize that site plans are now subject to complete application requirements; and enhance requirements for a complete application.

#### b) Moving Forward and Next Steps:

- County Council to direct staff to move forward with the Planning Act process for the consideration of OPA 35.
- County planning staff to circulate amendment to all local councils (even those that do not utilize the County Official Plan).
- County to hold statutory Public Meeting and present OPA to County Council (date to be determined either early December or January).

County and Local Municipalities to consider/pass by-laws to update fees/require pre-consultation (January - April 2023).

## RESOLUTIONS

### 2. Official Plan Amendment (OPA) No. 35 [Strategic Plan Goal No. 1]

**Recommendation:** THAT the Development and Property Committee recommend to County Council that staff be directed to initiate the application to consider the draft Official Plan Amendment (OPA) No. 35 in accordance with the requirements of the Planning Act.

#### **Background**

Attached as Appendix PLAN-I is a draft of the proposed Official Plan Amendment No. 35 (OPA 35). Also attached as Appendix PLAN-II is a bold and strikethrough version of the proposed changes that would be implemented by the draft OPA 35.

Most of the time delay in processing planning applications is the review time of studies and supporting information. Our current process involves review of the studies after the submission of a complete application. These reviews often trigger a back and forth that results in the delays, which will result in municipalities refunding application fees. By implementing a policy that requires upfront review of the studies to ensure an acceptable quality as part of the complete application will eliminate the need for the back and forth and allow timely processes.

The Province has stated that the intention of Bill 109 is to improve the efficiencies of our planning approval processes. However, the changes to Bill 109, and the rest of the legislation affecting development review, have not changed the scope or responsibilities of the approval authority in reviewing a development application. The proposed draft OPA 35 has not changed the scope of work involved in the review of a Planning Act application and is unlikely to improve the efficiencies of current processes. The proposal is maintaining the same review and work but re-arranging the process to put that review work up-front ahead of the formal notices. This change of process will speed up the formal review time of a complete application and limit a municipal exposure to refunding application fees.

The OPA is draft and is intended to be a starting point for the formal OPA process. There is still time to make changes to the OPA as we move through the legislated process, including discussion at the local level. At

this point, we are looking for Council direction to move forward with initiating the OPA process. There is still an opportunity for discussion and ironing out how to revise our processes. County staff will continue our dialogue with the working group and our colleagues across the province as we are all in the same situation of trying to get this right and may consult a legal opinion.

The draft amendment was circulated to the Province and provincial staff did not indicate and do not see any omissions or changes that are deemed necessary to make with the draft amendment. They did however provide comments for the County's consideration to include additional detail under Section 17.5 – Site Plan Control. The draft amendment includes the provincial comments related to the site plan control provisions under Section 17.5(6).

The Official Plan Amendment also includes enabling provisions to allow an approval authority to delegate the approval of zoning amendments that are considered minor in nature such as removal of holding symbols and temporary use provisions.

**COUNTY OF RENFREW**

**BY-LAW NUMBER**

**A BY-LAW TO ADOPT AMENDMENT NO. 35 TO THE OFFICIAL PLAN  
OF THE COUNTY OF RENFREW**

---

WHEREAS the Council of the Corporation of the County of Renfrew, in accordance with the provisions of Sections 17 and 21 of the *Planning Act*, as amended hereby enacts as follows:

1. THAT Amendment No. 35 to the Official Plan of the County of Renfrew, consisting of the attached text and Schedule “A” is hereby adopted.
2. THAT the Clerk is hereby authorized and directed to make application to the Minister of Municipal Affairs and Housing for approval of Amendment No. 35 to the Official Plan of the County of Renfrew.
3. THAT this By-law shall come into force and take effect on the day of final passing thereof.

READ a first time this XX th day of January 2023.

READ a second time this XXth day of January 2023.

READ a third time this XXth day of January 2023.

---

DEBBIE ROBINSON, WARDEN

---

CRAIG KELLEY, CLERK

**AMENDMENT NO. 35**  
**TO THE**  
**OFFICIAL PLAN**  
**OF THE**  
**COUNTY OF RENFREW**

Prepared For: The Corporation of  
the County of Renfrew

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

August XX, 2022

AMENDMENT NO. 35 TO THE OFFICIAL PLAN FOR  
THE COUNTY OF RENFREW

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<u>Part A - The Preamble</u>	2
<u>Part B - The Amendment</u>	3

**THE CONSTITUTIONAL STATEMENT**

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

PART B - THE AMENDMENT consisting of the following text and Schedule "A" constitutes Amendment No. 35 to the Official Plan for the County of Renfrew.

DRAFT



## **PART A - THE PREAMBLE**

### **Purpose**

The purpose and effect of the proposed amendments to the County of Renfrew Official Plan is to update some of the Implementation and Interpretation policies set out in Section 17. These updates are in accordance with provincial planning direction and changes to the Planning Act, put forth through Bill 109, the More Homes For Everyone Act, 2022.

### **Location**

The Official Plan amendment affects lands throughout the entire County, therefore a key map or description of the affected lands is not provided.

### **Basis**

The Official Plan for the County of Renfrew was adopted by the Council of the County of Renfrew on March 27, 2002, and approved by the Minister of Municipal Affairs and Housing on June 16, 2003. The Official Plan was recently updated by Official Plan No. 31, under Section 26 of the Planning Act, and approved by the Minister of Municipal Affairs and Housing on August 19, 2021. This amendment represents the thirty-fifth amendment to the Official Plan.

In addition the Official Plan Amendment includes enabling policies to allow municipalities to delegate the approval of zoning amendments which are minor in nature which include the removal of holding zones and temporary use by-laws.

### **Summary of Key Changes to the Official Plan**

The proposed changes will help differentiate between the general inquiry process and a new, pre-application review process, enhance the requirements for a complete application, adds complete application requirements for site plan applications, and provides fee options for municipalities to consider when implementing a tariff of fee by-law. New policies were added to enable municipalities to delegate the approval of minor zoning amendments.

## **PART B - THE AMENDMENT**

All of this part of the document entitled Part B - The amendment, consisting of the following text constitutes Amendment No. 35 to the Official Plan.

### **Details of the Amendment**

The Official Plan is amended as follows:

- a) In the first sentence of Sub-Section 17.5(4), the words “the Council of” are deleted.
- b) Section 17.5(6) is deleted and replaced with the following:

“Proposals subject to the provisions of this section may require the approval of plans and drawings (including elevations and cross-section views) which illustrate the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided. In accordance with the provisions of the Planning Act, as amended from time to time, the owner of land may be required to enter into a Site Plan Control Agreement and provide to the satisfaction of the approval authority such matters as:

- (a) road widenings of highways that abut the land, to provide the minimum road right-of-way widths that would conform to the Ministry of Transportation Permit Requirement Area requirements;
- (b) access to and from the land;
- (c) on-site vehicular loading and parking facilities;
- (d) lighting facilities of the land or any buildings or structures thereon;
- (e) all means of pedestrian access;
- (f) landscaping of the land;
- (g) Matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design;

- (h) matters relating to exterior access to each building that will contain affordable housing units or to any part of such building, but only to the extent that it is a matter of exterior design;
  - (i) the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities;
  - (j) facilities for the storage of garbage and other waste material;
  - (k) required Municipal easements; and
  - (l) grading or alteration in elevation or contour of the land and disposal of storm, surface and waste water from the land."
- c) In the first sentence of Sub-Section 17.5(8), the words "The Council of the local municipality and/or County Council" are deleted and replaced with "The approval authority".
- d) By adding the following new subsection (6) to "Section 17.6 – Holding Provisions" immediately following Subsection 17.6(5):
 

"(6) An approval authority may by by-law delegate the authority to pass a by-law to remove a holding zone to a committee of council or an individual who is an officer, employee or agent of the municipality."
- e) By adding the following new subsection (2) to "Section 17.8 – Temporary Uses" immediately following Subsection 17.8(1):
 

"(2) An approval authority may by by-law delegate the authority to pass a by-law to authorize the temporary use of land buildings or structures in accordance with subsection 39(1) of the Planning Act to a committee of council or an individual who is an officer, employee or agent of the municipality."
- f) By adding the following text to the end of Section "17.14 – Zoning By-laws" immediately following the last sentence:

“An approval authority may by by-law delegate the authority to pass a by-law which is minor in nature to a committee of council, or an individual who is an officer, employee or agent of the municipality.”

- g) The text in Section 17.16 is deleted and replaced with the following:

Municipalities may, by by-law, establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the Municipality or to the Committee of Adjustment in respect of the processing of each type of application provided for in the tariff. Fees for applications may vary based on complexity of the application processing and review requirements. In addition to application fees, municipalities may implement fees for other matters such as general inquiries, pre-consultations, incomplete applications, and peer review.

- h) Section 17.17 is deleted and replaced with the following:

#### 17.17 General Inquiry, Pre-consultation Review, and Complete Application

The specific submission requirement for any given application will be based on the scale of the proposal, its location, and its location in relation to other land uses and where described by the policies of the plan as determined by the approval authority. The County and/or Local municipalities may develop guidelines, Terms of References (TOR) and/or general descriptions of the studies, reports and information that may be required as part of a complete application. These guidelines/TOR may be included as an appendix to this plan, and may be revised, in both instances without the need for an Official Plan Amendment. Applicants are encouraged to submit a general inquiry ahead of submitting any applications for development. Where required by by-law, applicants are required to undertake a pre-consultation review with the approval authority before submitting an application.

##### (1) General Inquiry

Prior to the submission of an application under the Planning Act an applicant is encouraged to submit a general inquiry with the approval authority. The purpose of the general inquiry is to determine the scale and scope of any required information or material required at the time of application submission or for the pre-consultation review.

## (2) Pre-consultation Review

- a) Prior to the submission of an application for an official plan amendment, zoning by-law amendment, consent, plan of subdivision or condominium, and/or site plan, municipalities may, by by-law, require a mandatory pre-consultation review. This may include a meeting held with the Municipality and any other external agency as deemed appropriate by the Municipality. The purpose of this pre-consultation is to review the proposed application and the relevant studies and/or information outlined in Section 17.3, prior to the submission of an application.
- b) The pre-consultation review may require peer review, technical sign-off or acceptance, and/or external agency sign-off of technical studies as part of the review process. The pre-consultation review may also incorporate public engagement as part of the review process (See Section 17.18). This engagement may include the hosting of public information sessions, open houses, public meetings, or other strategies.
- c) The approval authority undertaking the pre-consultation review process will provide a letter to an applicant confirming the completion of the pre-consultation review process.

## (3) Complete Application

Applications for official plan amendment, zoning by-law amendment, plan of subdivision, plan of condominium, site plan, and consent shall be supported by a complete application. The purpose of requiring a complete application is to ensure that the approval authority has the necessary information to make informed decisions and/or comments on the aforementioned applications and to initiate the time frames for processing applications under the Planning Act.

The applications noted above must be accompanied by the information prescribed under the Planning Act (including the fee) and any or all information outlined below:

- (a) Confirmation of completion of pre-consultation review
- (b) Air Emissions Study
- (c) Aggregate Impact Study
- (d) Archaeological/Heritage Assessment
- (e) Blasting Impact Study

- (f) Environmental/Biological Survey
- (g) Environmental Impact Study (EIS)
- (h) Environmental Site Assessment (Phase I and II)
- (i) Geological/Geotechnical Study
- (j) Housing Study
- (k) Hydrogeological Study
- (l) Landscaping Plan
- (m) Land Use Compatibility Assessment
- (n) Lot grading and drainage
- (o) Market Impact Study
- (p) Noise Impact Study
- (q) Planning Rationale Report
- (r) Public Consultation Strategy
- (s) Servicing Study
- (t) Stormwater Management Plan
- (u) Survey
- (v) Traffic Impact Study
- (w) Tree Preservation Plan/Study
- (x) Urban Design Study
- (y) Vibration Study
- (z) Financial life cycle or asset management analysis
- (aa) Visual Impact Assessment
- (bb) Karst analysis as per Section 2.2.9(c)
- (cc) Elevation survey
- (dd) Minimum Distance Separation Forms
- (ee) Septic Report
- (ff) Architectural Drawings (Elevations/Design Details)
- (gg) Photometric/lighting plan
- (hh) Sun/shade analysis
- (ii) Ministerial approval where applicable (i.e., MTO permits, ECA's, archeological submissions, record of site condition)
- (jj) Outside agency approval where applicable (i.e., Hydro One, Enbridge, TSSA, Bell, Rogers, School Boards)

This list of information is not intended to be exhaustive. Other information may be required by the approval authority in consultation with other agencies in response to a particular development proposal to deem an application complete. In addition, other studies may be required to address issues that arise during the processing of applications. Qualified professional consultants

retained by and at the expense of the proponent shall carry out the studies. The approval authority may require peer review of the studies at the proponent's expense

- i) In the first sentence of the second paragraph of Section 17.18, the words "by Council" are deleted. In the second sentence of the second paragraph of Section 17.18, immediately following the words "requested to", the words "conduct public engagement pre-application and/or" are added.

#### **Implementation and Interpretation**

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



## 17.5 Site Plan Control

Site plan control is a mechanism used to control design features of residential, commercial, industrial and institutional developments. Provisions for such features as off-street parking and loading, walkways, lighting, buffering, garbage storage, grading, stormwater facilities, outdoor storage, landscaping, exterior façade, and other features can be addressed.

- (1) County Council shall encourage the use of the site plan control provisions of the Planning Act to implement the policies and provisions of this Plan and the local Official Plans, and to coordinate and enhance the built environment of the local community.
- (2) Pursuant to the Site Plan Control provisions of the Planning Act, the whole of the County is designated as a proposed Site Plan Control Area.
- (3) A local Council may, by by-law, designate the whole or any part of its municipality as a Site Plan Control Area. The following uses, however, will be excluded from site plan control unless otherwise indicated in the local Official Plan:
  - (a) residential development of one or two dwelling units per lot, unless the associated lands exhibit physical constraints to development, or are considered environmentally sensitive, or have water frontage;
  - (b) agricultural buildings and structures associated with farming operations typical to the area; and
  - (c) buildings and structures for flood control or conservation purposes.
- (4) Within a Site Plan Control Area ~~the Council of~~ a municipality may require site plans, drawings and/or agreements to ensure the provisions of all or any of the matters described in Section 41 of the Planning Act, including matters relating to exterior design, and facilities for accessibility for people with disabilities. With respect to exterior design, site plan control may address the character, scale, appearance and design features of buildings and their sustainable designs as well as sustainable design elements on the adjoining street (landscaping, permeable pavement materials, street furniture, curb ramp, waste and recycling containers and bicycle parking facilities.)
- (5) The basic criteria to be used for reviewing development proposals are contained in the relevant policies of this Plan or local Official Plan. Through the application of these policies, the municipalities will seek to provide for development which, among other things will:
  - (a) be functional for the intended use;
  - (b) be properly designed for on-site services and facilities;

- (c) be safe for vehicular and pedestrian movements;
  - (d) provide compatibility of conceptual design amongst uses;
  - (e) minimize adverse effects on adjacent properties; and
  - (f) be designed to encourage active transportation strategies.
- (6) Proposals subject to the provisions of this section may require the approval of plans and drawings **(including elevations and cross-section views)** which illustrate the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided. In accordance with the provisions of the Planning Act, as amended from time to time, the owner of land may be required to enter into a Site Plan Control Agreement and provide to the satisfaction of the **Municipality approval authority** such matters as:
- (a) road widenings of highways that abut the land, to provide the minimum road right-of-way widths that would conform to the Ministry of Transportation Permit Requirement Area requirements;
  - (b) access to and from the land;
  - (c) on-site vehicular loading and parking facilities;
  - (d) lighting facilities of the land or any buildings or structures thereon;
  - (e) all means of pedestrian access;
  - (f) landscaping of the land;
  - (g) Matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design;**
  - (h) matters relating to exterior access to each building that will contain affordable housing units or to any part of such building, but only to the extent that it is a matter of exterior design;**
  - (i) the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities;**
  - (j) facilities for the storage of garbage and other waste material;
  - (k) required Municipal easements; and

- (l) grading or alteration in elevation or contour of the land and disposal of storm, surface and waste water from the land.
- (7) It is intended that the Site Plan Control Policies established in this Plan may serve as the policies for all local municipalities covered by this Plan and that it will not be necessary to include specific Site Plan Policies in local Official Plans. Nothing in this Plan, however, shall prevent a local Official Plan from refining or elaborating upon the Site Plan Control Policies of this Plan or, broadening the range of application provided that there is no conflict with this Plan.
- (8) ~~The Council of the local municipality and/or County Council~~ **The approval authority** may require the owners of lands, proposed for development under site plan control, to enter into one or more agreements under the Planning Act, to address all the matters contained therein.
- (9) In addition to consideration being given to the need for the enlargement or improvement of local road allowances, in any site plan review which abuts a County Road, it is the intent of the County of Renfrew to acquire suitable road widenings where necessary to ensure safe traffic flows on County Roads. Therefore, it is the policy of County Council that all site plan approvals adjacent to County Roads are circulated to the County for review prior to their approval.
- (10) Outdoor storage areas should be adequately screened and not be visible from the road to ensure these uses are not a distraction to the travelling public and to maintain the aesthetic character of the area.

## **17.6 Holding Provisions**

- (1) Where the use of land for a particular purpose has been established but details related to design, servicing, phasing, environmental considerations and other matters have not been completely resolved, a Local Council may apply holding provisions within the zoning by-law as provided under Section 36 of the *Planning Act, 1990*. At the time of rezoning to the holding category, Local Council shall identify the criteria for development that are to be met at a later date. The criteria may include the phasing of development or the completion of any necessary agreements. Local Council may consider additional criteria beyond those specified in this Plan as deemed necessary for a particular development, provided they are specified at the time of rezoning by way of a Council Resolution, an explanatory note to the by-law amendment or other appropriate means.
- (2) The holding provision shall be applied by the use of a holding symbol “h” in conjunction with the appropriate zone symbol denoting the eventual use of the lands.
- (3) Prior to removing a holding symbol, Local Council shall be satisfied that all the necessary criteria have been met. Subdivision and development agreements

may be used as a means of satisfying a Local Council that removal of the holding provisions is appropriate.

- (4) Under the holding provisions, interim or passive uses such as open space, conservation and existing uses will be permitted.
- (5) An amending By-law removing the holding symbol shall not require the full public participation process with mechanism for appeal as outlined in Sections 34(11) and 34(25.1) of the *Planning Act, 1990*. Local Council shall give notice of its intention to pass an amending By-law to persons and agencies prescribed by regulation made under the *Planning Act*. When the holding symbol “h” has been removed, the land use provisions of the appropriate zone shall apply.
- (6) **An approval authority may by by-law delegate the authority to pass a by-law to remove a holding zone to a committee of council or an individual who is an officer, employee or agent of the municipality.**

## **17.8 Temporary Uses**

- (1) A Temporary Use By-law is a by-law passed by a local Council for the purpose of allowing a use that is otherwise prohibited by that municipality’s zoning by-law. The by-law must define the land or lands to which it applies and it shall prescribe the period of time during which it is in effect, in accordance with the *Planning Act*.

The following criteria shall apply where a Temporary Use By-law, pursuant to the authority of Section 39 of the *Planning Act*, is used by local municipalities in the implementation of the Official Plan.

- (a) Temporary Use By-laws shall not be passed for the purpose of permitting uses that are not in conformity with this Plan.
- (b) The proposed use shall be compatible with the surrounding land uses.
- (c) Required services shall be adequate for the proposed use.
- (d) Access and parking shall be appropriate for the proposed use.
- (2) **An approval authority may by by-law delegate the authority to pass a by-law to authorize the temporary use of land buildings or structures in accordance with subsection 39(1) of the Planning Act to a committee of council or an individual who is an officer, employee or agent of the municipality.**

## **17.14 Zoning By-laws**

The local Zoning By-law will be the primary means of implementing the policies of this Plan. **An approval authority may by by-law delegate the authority to pass a by-law which is minor in nature to a committee of council, or an individual who is an officer, employee or agent of the municipality.**

## **17.16 Tariff of Fees**

~~Local municipalities~~ **Municipalities may**, by by-law, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the Municipality or to the Committee of Adjustment in respect of the processing of each type of application provided for in the tariff. **Fees for applications may vary based on complexity of the application processing and review requirements. In addition to application fees, municipalities may implement fees for other matters such as general inquiries, pre-consultations, incomplete applications, and peer review of studies.**

## **17.17 General Inquiry, Pre-consultation Review, and Complete Application**

**The specific submission requirement for any given application will be based on the scale of the proposal, its location, and its location in relation to other land uses and where described by the policies of the plan as determined by the approval authority. The County and/or Local municipalities may develop guidelines, Terms of References (TOR) and/or general descriptions of the studies, reports and information that may be required as part of a complete application. These guidelines/TOR may be included as an appendix to this plan, and may be revised, in both instances without the need for an Official Plan Amendment. Applicants are encouraged to submit a general inquiry ahead of submitting any applications for development. Where required by by-law, applicants are required to undertake a pre-consultation review with the approval authority before submitting an application.**

### **(1) General Inquiry**

Prior to the submission of an application under the Planning Act an applicant is encouraged to ~~pre-consult~~ **submit a general inquiry** with the approval authority. The purpose of the ~~pre-consultation~~ **general inquiry** is to determine the scale and scope of any ~~required~~ information or material **required at the time of application submission**

or for the pre-consultation review. ~~necessary to ensure the submission of a complete application.~~

## **(2) Pre-consultation Review**

- a) Prior to the submission of an application for an official plan amendment, zoning by-law amendment, consent, plan of subdivision or condominium, and/or site plan, municipalities may, by by-law, require a mandatory pre-consultation review. This may include a meeting held with the Municipality and any other external agency as deemed appropriate by the Municipality. The purpose of this pre-consultation is to review the proposed application and the relevant studies and/or information outlined in Section 17.3, prior to the submission of an application.
- b) The pre-consultation review may require peer review, technical sign-off or acceptance, and/or external agency sign-off of technical studies as part of the review process. The pre-consultation review may also incorporate public engagement as part of the review process (See Section 17.18). This engagement may include the hosting of public information sessions, open houses, public meetings, or other strategies.
- c) The approval authority undertaking the pre-consultation review process will provide a letter to an applicant confirming the completion of the pre-consultation review process.

## **(3) Complete Application**

Applications for official plan amendment, zoning by-law amendment, plan of subdivision, **plan of condominium, site plan**, and consent shall be supported by a complete application. The purpose of requiring a complete application is to ensure that ~~Council~~ **the approval authority** has the necessary information to make informed decisions and/or comments on the aforementioned applications and to initiate the time frames for processing applications under the Planning Act.

The applications noted above must be accompanied by the information prescribed under the Planning Act (including the fee) and any or all information outlined below:

- (a) Confirmation of completion of pre-consultation review**
- (b) Air Emissions Study
- (c) Aggregate Impact Study
- (d) Archaeological/Heritage Assessment
- (e) Blasting Impact Study
- (f) Environmental/Biological Survey
- (g) Environmental Impact Study (EIS)



- (h) Environmental Site Assessment (Phase I and II)
- (i) Geological/Geotechnical Study
- (j) Housing Study
- (k) Hydrogeological Study
- (l) Landscaping Plan
- (m) Land Use Compatibility Assessment
- (n) Lot grading and drainage
- (o) Market Impact Study
- (p) Noise Impact Study
- (q) Planning Rationale Report
- (r) Public Consultation Strategy
- (s) Servicing Study
- (t) Stormwater Management Plan
- (u) Survey
- (v) Traffic Impact Study
- (w) Tree Preservation Plan/Study
- (x) Urban Design Study
- (y) Vibration Study
- (z) Financial life cycle **or asset management** analysis
- (aa) Visual Impact Assessment
- (bb) Karst analysis as per Section 2.2.9(c)
- (cc) Elevation survey**
- (dd) Minimum Distance Separation Forms**
- (ee) Septic Report**
- (ff) Architectural Drawings (Elevations/Design Details)**
- (gg) Photometric/lighting plan**
- (hh) Sun/shade analysis**
- (ii) Ministerial approval where applicable (i.e., MTO permits, ECA's, archeological submissions, record of site condition)**
- (jj) Outside agency approval where applicable (i.e., Hydro One, Enbridge, TSSA, Bell, Rogers, School Boards)**

~~(3)~~ — This list of information is not intended to be exhaustive. Other information may be required by the approval authority in consultation with other agencies in response to a particular development proposal to deem an application complete. In addition, other studies may be required to address issues that arise during the processing of applications. Qualified professional consultants retained by and at the expense of the proponent shall carry out the studies. The approval authority may require peer review of the studies at the proponent's expense.

~~(4)~~ — ~~The specific submission requirement for any given application will be based on the scale of the proposal, its location, and its location in relation to other land uses and where described by the policies of the plan.~~



## 17.18 Public Consultation

Applications for Plans of Subdivision, Consents, Minor Variances, Zoning By-law Amendments, and Official Plan Amendments will follow the public consultation processes for giving notice and holding meetings in accordance with the requirements of the Planning Act and associated regulations.

Alternatives to public consultation, beyond the minimum requirements of the Planning Act, may be considered for major and/or controversial planning applications where deemed appropriate ~~by Council~~. A developer may be requested to **conduct public engagement pre-application, and/or** prepare a “Public Consultation Strategy” as part of a complete application. The strategy should outline a specific process for notifying and engaging the public regarding the specific application.

Public notice and a public meeting shall not be required for technical Official Plan and Zoning By-law changes which, in the opinion of Council, do not affect the policies and intent of the document they are amending.