



## Agriculture and Rural Affairs Committee

### Agenda

**Meeting #:** 24  
**Date:** Thursday, May 1, 2025  
**Time:** 10 am  
**Location:** Ben Franklin Place, The Chamber, Main Floor, 101 CentrepoinTE Drive, and by electronic participation  
**Councillors:** Chair David Brown, Vice-Chair Clarke Kelly, Councillor Catherine Kitts, Councillor Matt Luloff

Christopher Zwierzchowski,  
Committee Coordinator  
(613) 580-2424, ext. 21359  
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#### 1. Notices and meeting information for meeting participants and the public

Notices and meeting information are attached to the agenda and minutes, including: availability of simultaneous interpretation and accessibility accommodations; *in camera* meeting procedures; information items not subject to discussion; personal information disclaimer for correspondents and public speakers; notices regarding minutes; and remote participation details.

Accessible formats and communication supports are available, upon request.

Except where otherwise indicated, reports requiring Council consideration will be presented to Council on Wednesday, May 14, 2025, in Agriculture and Rural Affairs Committee Report 24.

The deadline to register by phone to speak, or submit written comments or visual presentations is 4 pm on Wednesday, April 30, 2025, and the deadline to register by email to speak is 9:00 am on Thursday, May 1, 2025.

#### 2. Declarations of Interest

3. Confirmation of Minutes

3.1 ARAC Minutes 23 - April 3, 2025

4. Infrastructure and Water Services Department

4.1 Source Water Protection Septic System Inspection Program: Municipal Wellhead Protection Area Risk Management

File No. ACS2025-IWS-AM-0003 – CityWide

**Report recommendation(s)**

**That the Agriculture and Rural Affairs Committee and the Environment and Climate Change Committee recommend Council approve the Source Water Protection Septic Inspection Program as described in this report.**

5. Planning, Development and Building Services Department

5.1 Rural Community-Building Grant Program – Grant Application Review

File No. ACS2025-PDB-PS-0038 – Orléans South-Navan (19) Osgoode (20)

**Report recommendation(s)**

**That the Agriculture and Rural Affairs Committee approve the recommendations on the Rural Community-Building Grants Program applications as detailed in Document 1.**

6. Office of the City Clerk

6.1 Status Update – Agriculture and Rural Affairs Committee Inquiries and Motions – for the Period Ending 22 April 2025

File No. ACS2025-OCC-CCS-0058 – CityWide

**Report recommendation(s)**

**That the Agriculture and Rural Affairs Committee receive this report for information.**

7. In Camera Items

8. Information Previously Distributed

8.1 Planning, Development and Building Services Department Report on the Use of Delegated Authority, 2024 - Planning, Right of Way, Heritage and Urban Design, and Building Code Service Areas

File No. ACS2025-PDB-PS-0019 - CityWide

8.2 Manure Drag Lines in Rural Ottawa

File No. ACS2025-PDB-RHU-0020 - CityWide

9. Open Mic Session

10. Motions of Which Notice has been Previously Given

10.1 Councillor C. Kitts - Removal of All-Way Stop Control at McKeown Drive and Barfield Road

File No. ACS2025-OCC-CCS-0057 - Osgoode (20)

**Motion**

**BE IT RESOLVED** that the Agriculture and Rural Affairs Committee recommend Council approve that Traffic Services staff be directed to remove AWSC at the intersection of McKeown Drive and Barfield Road, maintaining the current stop sign southbound on Barfield Road and removing the stop signs located on McKeown Drive.

11. Notices of Motions (For Consideration at Subsequent Meeting)

12. Inquiries

13. Other Business

14. Adjournment

Next Meeting

June 5, 2025 (Regular meeting)

June 18, 2025 (Special Joint Meeting with Planning and Housing Committee)

## Comité de l'agriculture et des affaires rurales

### Ordre du jour

N° de la réunion : 24  
Date : le jeudi 1er mai 2025  
Heure : 10 h  
Endroit : Place-Ben-Franklin, salle du Conseil, premier étage, 101, promenade  
CentrepoinTE, et participation par voie électronique  
Conseillers : David Brown, président et conseiller, Clarke Kelly, vice-président,  
Catherine Kitts, conseillère, Matt Luloff, conseiller

Christopher Zwierzchowski,  
coordonnateur du comité  
613-580-2424, poste 21359  
[christopher.zwierzchowski@ottawa.ca](mailto:christopher.zwierzchowski@ottawa.ca)

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1. Avis et renseignements concernant la réunion à l'intention des participants à la réunion et du public

Les avis et renseignements concernant les réunions sont joints à l'ordre du jour et au procès-verbal, y compris : la disponibilité des services d'interprétation simultanée et des mesures d'accessibilité; les procédures relatives aux réunions à huis clos; les points d'information qui ne font pas l'objet de discussions; les avis de non-responsabilité relativement aux renseignements personnels pour les correspondants et les intervenants; les avis relatifs aux procès-verbaux; les détails sur la participation à distance.

Des formats accessibles et des soutiens à la communication sont offerts sur demande.

À moins d'avis contraire, les rapports nécessitant un examen par le Conseil municipal seront présentés au Conseil le mercredi 14 mai 2025 dans le rapport 24 du Comité de l'agriculture et des affaires rurales.

La date limite pour s'inscrire par téléphone, en vue de prendre la parole devant le comité, de soumettre des commentaires par écrit ou de faire une présentation visuelle, est le mercredi

30 avril 2025, à 16 h, et la date limite pour s'inscrire par courriel, en vue de prendre la parole devant le comité, est le jeudi 1 mai 2025, à 9 h 00.

2. Déclarations d'intérêt

3. Adoption des procès-verbaux

3.1 Procès-verbal 23 du CAAR - 3 avril 2025

***Le procès-verbal français sera publié séparément***

4. Direction générale des services d'infrastructure et d'eau

4.1 Programme d'inspection des systèmes septiques pour la protection des sources d'eau: gestion des risques des secteurs de protection des têtes de puits municipaux

Dossier : ACS2025-IWS-AM-0003 – À l'échelle de la ville

**Recommandation(s) du comité**

**Que le Comité de l'agriculture et des affaires rurales et le Comité de l'environnement et du changement climatique recommandent au Conseil d'approuver le Programme d'inspection des systèmes septiques pour la protection des sources d'eau, tel qu'il est décrit dans le présent rapport.**

5. Direction générale des services de la planification, de l'aménagement et du bâtiment

5.1 Programme de subvention pour le renforcement communautaire en milieu rural – Examen de la demande de subvention

Dossier : ACS2025-PDB-PS-0038 – Orléans-Sud-Navan (19) Osgoode (20)

**Recommandation(s) du rapport**

**Que le Comité de l'agriculture et des affaires rurales approuve les recommandations concernant les demandes relatives au Programme de subventions pour le renforcement communautaire en milieu rural, comme l'explique en détail le document 1.**

6. Bureau du greffe municipal

6.1 Rapport de Situation - Demandes de Renseignements et Motions du Comité de l'agriculture et des affaires rurales pour la période se terminant le 22 avril 2025

Dossier : ACS2025-OCC-CCS-0058 – À l'échelle de la ville

**Recommandation(s) du rapport**

**Que le Comité de l'agriculture et des affaires rurales prenne connaissance de ce rapport.**

7. Points à huis clos

8. Information distribuée auparavant

8.1 Rapport sur l'utilisation des pouvoirs délégués en 2024 par la DG des services de la planification, de l'aménagement et du bâtiment

Dossier : ACS2025-PDB-PS-0019 - À l'échelle de la ville

8.2 Câbles de traînage du fumier dans le secteur rural d'Ottawa

Dossier : ACS2025-PDB-RHU-0020 - À l'échelle de la ville

9. Séance à micros ouverts

10. Motions ayant fait l'objet d'un avis précédent

10.1 Councillor C. Kitts - Retrait des panneaux d'arrêt dans toutes les directions à l'intersection de Promenade McKeown et Chemin Barfield

Dossier : ACS2025-OCC-CCS-0057 - Osgoode (20)

**Motion**

**PAR CONSÉQUENT, IL EST RÉSOLU QUE le Comité de l'agriculture et des affaires rurales recommande au Conseil municipal de demander au personnel des Services de la circulation d'enlever les panneaux d'arrêt dans toutes les directions à l'intersection de la promenade McKeown et du chemin Barfield, en conservant le panneau d'arrêt en direction sud sur le chemin Barfield et en enlevant les panneaux d'arrêt placés sur la promenade McKeown.**

11. Avis de motions (pour examen lors d'une réunion subséquente)

12. Demandes de renseignements

13. Autres questions

14. Levée de la séance

Prochaine réunion

5 juin 2025 (Réunion ordinaire)

18 juin 2025 (Réunion spéciale avec le comité de la planification et du logement)



# Notices to the public and participants regarding committee proceedings

Updated: December 30, 2022

## Public notices

- Simultaneous interpretation in both official languages is available for any specific agenda item by contacting the committee coordinator at least 72 hours before the meeting date. For requests made within 72 hours of the Committee meeting, staff will endeavour to arrange simultaneous interpretation requests whenever possible.
- Accessible formats and communication supports are available, upon request to the committee coordinator or by completing the [Accessible Formats and Communication Supports Request Form](#). The City shall, upon request and in consultation with the person making the request, provide or arrange to provide accessible formats and communication supports for persons with disabilities. Accessible formats and communication supports shall be provided in a timely manner, taking into account the person's particular accessibility needs and at a cost that is no more than the regular cost charged to other persons, in accordance with the City's [Accessibility Policy](#) and its [Accessible Formats and Communication Supports Procedures](#).
- *In camera* items are not subject to public discussion or audience. Any person has a right to request an independent investigation of the propriety of dealing with matters in a closed session. A [Request for investigation of closed meeting form](#) may be obtained, without charge, online or in person from the Chair of the meeting. Requests are kept confidential pending any report by the Meetings Investigator and are conducted without charge to the Requestor.
- Items listed on the agenda under Communications and Information Previously Distributed do not form part of the regular agenda and will not be discussed by

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the Committee unless added to the agenda pursuant to Subsection 89(3) of the [Procedure By-law](#).

- **Information submitted to the Committee, including the full name of the correspondent/speaker, will form part of the public record and will be publicly accessible.** Correspondence, including personal and contact information, is distributed to the Members of the Committee, offices of Members of Council and relevant City officials and staff. The City posts audio of committee meetings online, including any oral submissions. For more information, contact the committee coordinator at the coordinates listed on the agenda.

## Notices regarding minutes

- Underlining in the minutes indicates an amendment, approved by a committee, to recommendations or to a motion.
- Minutes are **draft** until confirmed by the Committee.

## Hybrid meeting participation details

Meetings are held through a hybrid format with the option to participate in person or electronically in accordance with Section 238 of the *Municipal Act, 2001* as amended by the *COVID-19 Economic Recovery Act, 2020*.

Meetings in open session are open to the public and will in most cases be held at Ottawa City Hall (please refer to the agenda for the location of the meeting). Additionally, meetings will be hosted in [Zoom](#). Participants (such as Committee Members and registered speakers) may attend the meeting room, call a toll-free telephone number, or use Zoom software on a computer or mobile device.

## Members of Committee and Council and required City staff

The committee coordinator will send a Zoom link and password prior to the meeting to Members of Committee and Council, and staff who are required to participate.

## Other City staff, media and general public

Staff not participating in the meeting, the media and the general public must view the meeting on the [Ottawa City Council YouTube channel or on the City's agendas and minutes web portal \(eScribe\)](#). They may also attend the meeting in person in the public gallery.



In-room audience seating may have limited capacity and staff are asked to give priority to members of the media and public who wish to attend in person.

The City of Ottawa has implemented security measures to ensure a safe and secure environment for in-person Council and Committee meetings held in the City Hall Council Chambers – Andrew S. Haydon Hall. For more information visit [Ottawa.ca](https://ottawa.ca)

## **Submissions to Committee**

Members of the public may provide either written or oral submissions (or both) to Committee meetings.

After the submission deadlines have passed, members of the public may submit comments to the appropriate standing committee (if applicable) and/or submit written comments to Council.

Comments received **after the submission deadlines have passed** will be acknowledged by the committee coordinator and provided to all Members of Council as soon as possible prior to Council's final consideration of the item (the Council date is noted on the Committee agenda), but may not be provided to the Committee prior to its meeting.

## **Written comments**

Members of the public may submit written comments by email to the committee coordinator, or by calling the committee coordinator to have their comments transcribed.

**Both written and oral comments are given equal consideration by the Committee.**

**To ensure that written comments can be provided to the Committee prior to the meeting, the deadline for submitting written comments is 4:00 PM on the business day before the meeting** unless otherwise noted on the agenda.

## **Oral comments (public delegations)**

Members of the public may register, by calling or emailing the committee coordinator, to provide oral comments during the meeting. They must include their name, telephone number and email address (if available). Registration is required so that the committee coordinator may provide Zoom meeting information to the speaker.

Neither a computer, nor a video sharing device, is required to participate in the Zoom meeting. Participants may join the Zoom meeting by calling a toll-free number.

**Should you wish to speak for up to five minutes during the Committee meeting, you may register with the committee coordinator by phone prior to 4:00 PM on the business day before the meeting, or by email or in person no later than one hour prior to the start time set for the meeting, unless otherwise noted on the agenda.**

**Please note that screen-sharing will not be enabled for participants during this meeting. Those delegates who wish to provide a visual presentation (such as PowerPoint slides) are required to register to speak and provide those materials to the committee coordinator prior to 4:00 PM on the last business day prior to the meeting unless otherwise noted on the agenda.**

The committee coordinator who is moderating the meeting will share your presentation from his/her screen as you speak.

## **More information**

For more information, please visit the [Agendas, minutes and videos](#) page at [ottawa.ca/agendas](http://ottawa.ca/agendas).

## Avis à l'intention du public et des participants concernant les délibérations des comités

Mise à jour : Le 30 décembre 2022

### Avis publics

- L'interprétation simultanée est offerte dans les deux langues officielles pour toute question à l'ordre du jour; il suffit de communiquer avec le coordonnateur de comité au moins 72 heures avant la réunion. Pour les demandes soumises dans les 72 heures avant la réunion du Comité, le personnel s'efforcera de faire le nécessaire pour répondre aux demandes d'interprétation simultanée.
- Des formats accessibles et des aides à la communication sont offerts après avoir effectué une demande auprès du coordonnateur de comité ou en remplissant la [Demande de documentation de la Ville d'Ottawa en formats accessibles](#). La Ville doit, sur demande et en consultation avec la personne qui présente la demande, fournir ou prendre des dispositions pour fournir des formats accessibles et des aides à la communication pour les personnes en situation de handicap. Des formats accessibles et des aides à la communication doivent être fournis en temps opportun, en tenant compte des besoins d'accessibilité particuliers de la personne et à un coût qui n'est pas plus élevé que le coût ordinairement demandé aux autres personnes, conformément à la [Politique sur l'accessibilité](#) de la Ville d'Ottawa et ses [Procédures concernant les formats accessibles et les aides à la communication](#).
- Le public ne peut pas assister aux discussions ni aux séances sur les points à l'ordre du jour débattus à huis clos. Toute personne a le droit de demander une enquête indépendante sur la légitimité de régler certaines questions à huis clos. Il est possible de se procurer sans frais une [Demande d'enquête sur le bien-fondé d'une réunion à huis clos](#) en ligne ou en personne auprès du président de la réunion en question. Les demandes d'enquête restent

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confidentielles tant que l'enquêteur n'a pas présenté son rapport et n'entraînent aucuns frais pour le demandeur.

- Les points énumérés à l'ordre du jour sous « Communications » et « Information distribuée auparavant » ne font pas partie de l'ordre du jour ordinaire et ne seront donc pas traités par le Comité, à moins qu'ils ne soient ajoutés à l'ordre du jour en vertu du paragraphe 89(3) du [Règlement de procédure](#).
- **L'information envoyée au Comité, y compris le nom complet des correspondants/présentateurs, sera versée aux dossiers publics et sera accessible au public.** La correspondance, coordonnées et renseignements personnels compris, est transmise aux membres du Comité, aux bureaux des membres du Conseil et aux cadres et employés de la Ville concernés. La Ville publie en ligne la version audio des réunions de comités, y compris les observations verbales. Pour en savoir plus, communiquez avec le coordonnateur de comité dont les coordonnées sont indiquées dans l'ordre du jour.

## Avis relatifs aux procès-verbaux

- Le soulignement dans les procès-verbaux indique une modification, approuvée par un comité, de recommandations ou d'une motion.
- Les procès-verbaux sont **préliminaires** jusqu'à ce qu'ils soient approuvés par le Comité.

## Participation aux réunions hybrides – détails

Les réunions se déroulent en format hybride, en vue d'offrir la possibilité aux participants d'y assister en personne ou par voie électronique, conformément à l'article 238 de la *Loi de 2001 sur les municipalités*, telle que modifiée par la *Loi de 2020 visant à favoriser la reprise économique face à la COVID-19*.

Les réunions en séance publique sont ouvertes à tous et se tiennent généralement à l'hôtel de ville d'Ottawa (veuillez consulter l'ordre du jour pour connaître le lieu exact de la réunion). La réunion est également présentée sur [Zoom](#). Les participants (tels que les membres des comités et les intervenants inscrits) peuvent y assister en personne, en téléphonant à un numéro sans frais ou en utilisant le logiciel Zoom sur un ordinateur ou un appareil mobile.

## **Membres du Comité et du Conseil, et personnel municipal tenu de participer à la réunion**

Le coordonnateur de comité enverra un lien Zoom et un mot de passe avant la réunion aux membres du comité et aux membres du Conseil ainsi qu'au personnel municipal tenu de participer.

## **Autres employés municipaux, médias et public**

Les employés qui ne participent pas à la réunion, les médias et le public peuvent suivre la réunion sur la [chaîne YouTube du Conseil municipal d'Ottawa](#) ou dans le [portail Web des ordres du jour et des procès-verbaux de la Ville \(eScribe\)](#). La participation en personne est également possible dans la galerie des spectateurs.

Les places assises peuvent être limitées. Nous prions donc le personnel de bien vouloir donner la priorité aux membres des médias et du public qui souhaitent assister à la réunion.

Pour les participants en personne, veuillez noter que la Ville d'Ottawa a mis en place des mesures de sécurité pour assurer un environnement sûr et sécuritaire pour les réunions en personne tenues dans la salle du Conseil de l'hôtel de ville - Salle Andrew S. Haydon. Pour plus d'informations, visitez [Ottawa.ca](http://Ottawa.ca).

## **Commentaires présentés au Comité**

Le public peut formuler des commentaires par écrit ou de vive voix (ou les deux) lors des réunions du Comité.

Passé les échéances pour les soumissions, le public peut soumettre ses commentaires au comité permanent concerné (s'il y a lieu) ou au Conseil.

Les commentaires reçus **une fois les échéances passées pour les soumissions** seront traités par le coordonnateur du comité, puis transmis à tous les membres du Conseil dès que possible avant l'examen final du point par le Conseil (la date de la réunion du Conseil étant notée sur l'ordre du jour du comité), mais il se pourrait qu'ils ne soient pas communiqués au comité avant sa réunion.

## Commentaires écrits

Les commentaires peuvent être envoyés au coordonnateur de comité par courriel ou en communiquant avec lui par téléphone pour que ces commentaires soient transcrits. **Les commentaires écrits et oraux reçoivent la même attention du Comité.**

**Afin que les commentaires écrits puissent être communiqués au comité avant la réunion, l'échéance pour soumettre des commentaires par écrit est au plus tard à 16 h le jour ouvrable précédant la réunion**, sauf indication contraire dans l'ordre du jour.

## Commentaires oraux (intervenants du public)

Il est possible de s'inscrire auprès du coordonnateur de comité, par téléphone ou courriel, pour prendre la parole durant la réunion. Pour ce faire, l'intervenant doit fournir son nom, son numéro de téléphone et son adresse électronique (si possible).

L'inscription est requise pour recevoir les informations relatives à la réunion Zoom.

Il n'est pas obligatoire d'avoir un ordinateur ou un appareil de partage de vidéos pour participer à la réunion; il est possible de le faire en composant un numéro sans frais.

**Si vous souhaitez prendre la parole (maximum de cinq minutes) pendant la réunion du comité, vous devez vous inscrire auprès du coordonnateur du comité, par téléphone, avant 16 h le dernier jour ouvrable précédant la réunion, ou par courriel ou en personne, au plus tard une heure avant le début de la réunion**, sauf indication contraire dans l'ordre du jour.

**Veuillez prendre note que le partage d'écran ne sera pas autorisé pour les participants durant cette réunion. Les intervenants qui souhaitent faire une présentation visuelle (par exemple au moyen de PowerPoint) doivent s'inscrire pour prendre la parole et fournir cette présentation au coordonnateur du comité avant 16 h le dernier jour ouvrable précédant la réunion**, sauf indication contraire dans l'ordre du jour.

Le coordonnateur du comité, qui anime la réunion, partagera la présentation à partir de son écran lors de l'intervention.

## Pour en savoir plus

Pour obtenir de plus amples renseignements, veuillez consulter la page [Ordres du jour, procès-verbaux et vidéos](#).



## Agriculture and Rural Affairs Committee

### Minutes

**Meeting #:** 23  
**Date:** April 3, 2025  
**Time:** 10 am  
**Location:** Ben Franklin Place, The Chamber, Main Floor, 101  
 Centrepointe Drive, and by electronic participation

**Present:** Chair: Councillor David Brown  
 Vice-Chair: Councillor Clarke Kelly  
 Members: Councillor Catherine Kitts, Councillor Matt Luloff

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1. Notices and meeting information for meeting participants and the public

Notices and meeting information are attached to the agenda and minutes, including: availability of simultaneous interpretation and accessibility accommodations; *in camera* meeting procedures; information items not subject to discussion; personal information disclaimer for correspondents and public speakers; notices regarding minutes; and remote participation details.

Accessible formats and communication supports are available, upon request.

Except where otherwise indicated, reports requiring Council consideration will be presented to Council on Wednesday, April 16, 2025, in Agriculture and Rural Affairs Committee Report 23.

The deadline to register by phone to speak or submit written comments or visual presentations was 4 pm on Wednesday, April 2, 2025, and the deadline to register by email to speak was 9:00 am on Thursday, April 3, 2025.

**These “Summary Minutes” indicate the disposition of items and actions taken at the meeting. This document does not include all of the text that will be included in the full Minutes, such as the record of written and oral submissions. Recorded votes and dissents contained in the Summary Minutes are draft until the full Minutes of the meeting are confirmed by the Committee. The draft of the full Minutes (for confirmation) will be published**

**with the agenda for the next regular Committee meeting and, once confirmed, will replace this document.**

The Chair read the following statement at the outset of the meeting pursuant to the Planning Act:

This is a public meeting to consider the proposed Comprehensive Official Plan and Zoning By-law Amendments listed as Item(s) 4.2, 4.3 and 5.1 on today's Agenda.

For the items just mentioned, only those who make oral submissions today or written submissions before the amendments are adopted may appeal the matter to the Ontario Land Tribunal. In addition, the applicant may appeal the matter to the Ontario Land Tribunal if Council does not adopt an amendment within 90 days of receipt of the application for a Zoning By-law Amendment and 120 days for an Official Plan Amendment.

To submit written comments on these amendments, prior to their consideration by City Council on 16 April 2025, please email or call the Committee or Council Coordinator.

2. Declarations of Interest

No Declarations of Interest were filed.

3. Confirmation of Minutes

3.1 ARAC Minutes 22 - March 6, 2025

**Carried**

4. Planning, Development and Building Services Department

4.1 2024 Annual Report Pursuant to the Building Code Act

File No. ACS2025-PDB-BCS-0001 – City-wide

**Report Recommendation(s)**

**That Agriculture and Rural Affairs and Planning and Housing Committee recommend Council receive this report for information.**

**Carried**



#### 4.2 Zoning By-Law Amendment – 3973 Yorks Corners Road

File No. ACS2025-PDB-PSX-0031 – Osgoode (Ward 20)

##### **Report Recommendation(s)**

1. **That Agriculture and Rural Affairs Committee recommend Council approve an amendment to Zoning By-law 2008-250 for 3973 Yorks Corners Road, as shown in Document 1, to prohibit residential development on the retained land and to permit a reduction of the permitted lot width on the severed lands, as detailed in Document 2.**
2. **That Agriculture and Rural Affairs Committee approve the Consultation Details Section of this report be included as part of the ‘brief explanation’ in the Summary of Written and Oral Public Submissions, to be prepared by the Office of the City Clerk and submitted to Council in the report titled, “Summary of Oral and Written Public Submissions for Items Subject to the Planning Act ‘Explanation Requirements’ at the City Council Meeting of April 16th, 2025,” subject to submissions received between the publication of this report and the time of Council’s decision.**

**Carried**

#### 4.3 Official Plan and Zoning By-law Amendment - 4200 March Road

File No. ACS2025-PDB-PS-0003 – West Carleton-March (Ward 5)

##### **Report Recommendation(s)**

##### **That Agricultural and Rural Affairs Committee:**

1. **Recommend Council approve an amendment to Volume 1 of the Official Plan for 4200 March Road to redesignate from Greenspace to Rural Countryside, to remove the Natural Environmental Area sub-designation and to add the Bedrock Resource Area Overlay as detailed in Document 2 – Details of Recommended Official Plan Amendment.**
2. **Recommend Council approve an amendment to Zoning By-law 2008-250 for 4200 March Road to rezone from Environmental Protection Subzone 3 (EP3) to Mineral Extraction (ME), as**

**detailed in Document 3 – Details of Recommended Zoning, to permit a quarry expansion.**

3. **Approve the Consultation Details Section of this report be included as part of the ‘brief explanation’ in the Summary of Written and Oral Public Submissions, to be prepared by the Office of the City Clerk and submitted to Council in the report titled, “Summary of Oral and Written Public Submissions for Items Subject to the *Planning Act* ‘Explanation Requirements’ at the City Council Meeting of April 9, 2025,” subject to submissions received between the publication of this report and the time of Council’s decision.**

At the outset, Vice-Chair Kelly read out the following Motion to incorporate his Ward Councillor’s comments, which had inadvertently been omitted from the report when the agenda and related documentation had been distributed.

**Motion N<sup>o</sup> ARAC 2025-23-01**

Moved by Vice-Chair C. Kelly:

**WHEREAS at the time of publication the Ward Councillor comments section in the report stated that “The Councillor is aware of the application related to this report.”; and**

**WHEREAS the Ward Councillor provided updated comments which were mistakenly omitted from the final version;**

**THEREFORE BE IT RESOLVED that the Ward Councillor comments section be replaced with the comments as Document 1.**

Carried

The Committee then received a slide presentation overview of the report from Ms Cheryl McWilliams, Planner III, Planning, Development and Building Services (PDBS) Department. A copy of this presentation is held on file with the Office of the City Clerk. Ms Christine Enta, Legal Counsel, Legal Services Department, was also present to respond to questions.

Committee then heard from the following delegations, as noted:

1. Mr. John Blais\* spoke against the report recommendations, and urged the Committee not to support this proposal. He commented that due to

his property's proximity to the quarry, his family had to deal with issues including blasting, machinery noise, dust and 'flyrock' (blast schrapnel). He spoke to the importance of alvars in terms of rarity and biodiversity of flora and fauna, and that despite assertions that damaged alvars could be rehabilitated, the timeframe for this to happen would be excessive.

2. Mrs. Beverly Blais<sup>+</sup> introduced a video presentation ("Saving the Burnt Lands Alvar") speaking to the uniqueness and biodiversity of the local alvar (defined as a rare biological environment based on a limestone plain, covered with a mix of sparse grassland vegetation, forest and sometimes bare rock) and the potential dangers to its flora and fauna that could result from expanded quarry operations. A link to this video is held on file with the Office of the City Clerk.
3. Ms Ashley Struthers (Friends of the Burnt Lands) spoke in support of the preservation of the Burnt Lands Alvar and in opposition to quarry expansion. She offered that the need for expanded operation has not been sufficiently established and that remediation of the alvar would take too long. She added that by giving the area an original EP3 Zoning designation, the City has granted the area its highest protection, and further added that alvars are under threat. In conclusion, she recommended that the Committee reject the rezoning application.
4. Ms Norma Moore spoke to the dangers of 'flyrock' (rock propelled beyond a blast site during quarry operations) and noted that it can be propelled in excess of 1,000 metres, at a velocity exceeding of 640 kph. She said she had reported dangerous flyrock incidents to the Ministry but that the Province had failed to follow up adequately. She reported that the quarry had been found to be in violation of its site plan, that inspections had been infrequent, that residents had suffered negative effects from the quarry's asphalt operations and that area property values had been reduced as a result.
5. Mr. Grant Edgar spoke to the need to protect alvars, and expressed concern with the City setting a precedent if the application were supported rather than challenged. He felt that Cavanagh had damaged the lands, which would require remediation; a position that Cavanagh had disputed, along with the notion that the subject lands were part of an alvar. He said that his property and the quarry were all

a part of the same forested alvar, which he asserted had been damaged and should be restored to its original state.

6. Mr. Ted Hendriks noted that despite Cavanagh having been a good neighbour for years, he has had to deal with the effects of blasting, which included a cracked septic tank and the sounds of police gunfire on part of the Cavanagh property that had been leased to the Ottawa Police Service as a gun firing range. He felt that matters would get worse, as problems could arise due to a draw on groundwater and asphalt plant operations in the quarry, potentially leading to a leaching of contaminants, which he said would be nearly impossible to remediate. He felt that governments have a responsibility to protect natural resources now and for the future.
7. Mr. Dan Mayo said the report contained serious omissions. He noted that a record of Cavanagh violations and past records of non-compliance were relevant factors in whether to give a proponent approval of a development application, and felt that this was omitted from the report. He said that staff had failed to mention an Auditor General's 2023 review of the Aggregate Industry which he said showed an abundance of non-compliance. He cited examples of a lack of enforcement, damage incurred to neighbouring properties due to quarry operations and the unlikelihood of industry compliance without enforcement. He asked that the City resist the appellant's application.
8. Mr. Ken McRae spoke of his opposition to the rezoning application and to issues of biodiversity, noting that he had documented over 100 plant species within the alvar. He disputed that rehabilitation would be undertaken at the conclusion of quarry operations, and that no site alteration had occurred. He reported that a 2016 site visit by a Bylaw Enforcement Officer had recognized significant site alteration, resulting in Cavanagh being directed to stop its operations and to remove a trailer, but that the Provincial Offences Act did not require Cavanagh to comply. He suggested that the significant site alteration that had occurred would take years to rehabilitate.
9. Mr. Chuck Commanda, an Algonquin from Kitigan Zibi in Quebec and the grandson of Elder William Commanda, spoke to an indigenous perspective and to remind all who were present of their responsibility to be stewards of the land and waters. He said that the subject lands were

home to many different examples of flora and fauna and were related through the spiritual interconnectedness of all things. He implored City Council and anyone involved with the rezoning application to consider the flora and fauna.

10. The Applicant/Owner as represented by Messrs. Neal DeRuyder<sup>+</sup>, MHBC Planning, Urban Design & Landscape Architecture / Thomas Cavanagh Construction Limited, and Pierre Dufresne, Cavanagh Communities, provided an overview of the application and responded to questions from Committee. A copy of their slide presentation is held on file with the Office of the City Clerk.

Written correspondence was also received from Ms Denise Elliott\* in opposition to the report recommendations.

[ Individuals / groups, as marked above, either provided comments (\*) in writing or by e-mail; all submissions and presentations (+) are held on file with the Office of the City Clerk. ]

Following questions to the delegations and to staff, and at the conclusion of Committee discussions, the report recommendations were put before Committee and were “Carried”, on a division of 3 ‘Yeas’ to 1 ‘Nay’ as follows:

For (3): Councillor C. Kitts, Councillor M. Luloff, Chair D. Brown

Against (1): Vice-Chair C. Kelly

**Carried**

#### 4.4 Amendment to the ATV, ORV and Snowmobile By-law to Expand ATV Systems in South Ottawa

File No. ACS2025-PDB-PS-0011 – West Carleton-March (Ward 5)  
Osgoode (Ward 20) Rideau-Jock (Ward 21)

#### **Report Recommendation(s)**

**That the Agriculture and Rural Affairs Committee recommend City Council approve the ATV trail network expansion as a pilot for a period of two years in Osgoode Ward, Rideau-Jock Ward, and West**

**Carleton-March Ward, through adoption of the recommended by-law amendment, attached as Document 2 and Document 3 to this report.**

The following individuals had registered as delegates on the given subject but indicated that they would only need to speak if the Committee had questions on the matter.

- Mr. Mike Starr, Rideau Lakes ATV Club
- Mr. Dave Baker, Nation Valley ATV Club
- Mr. Philip Aldis, President, West Carleton ATV Club

Correspondence in support of the report recommendations was also received from the following individuals and is held on file with the Office of the City Clerk:

- Mr. Steven Burgess
- Mr. Mark Elliott

As there were no questions from Committee, the report recommendation(s) were put before Committee and were 'Carried' as presented.

**Carried**

## 5. Strategic Initiatives Department

### 5.1 South Bear Brook Wetland Official Plan Amendment and Zoning By-law Amendment

File No. ACS2025-SI-CCR-X-0001 – Osgoode (Ward 20)

#### **Report Recommendation(s)**

1. **That Agriculture and Rural Affairs Committee recommend that Council approve the proposed amendments to the Official Plan as shown in Document 1 and detailed in Document 3;**
2. **That Agriculture and Rural Affairs Committee recommend that Council approve the proposed amendments to Zoning By-law No. 2008-250 as shown in Document 1 and detailed in Document 4;**

3. **That Agriculture and Rural Affairs Committee approve the Consultation Details Section of this report be included as part of the ‘brief explanation’ in the Summary of Written and Oral Public Submissions, to be prepared by the Office of the City Clerk and submitted to Council in the report titled, “Summary of Oral and Written Public Submissions for Items Subject to the Planning Act ‘Explanation Requirements’ at the City Council Meeting of April 9, 2025”, subject to submissions received between the publication of this report and the time of Council’s decision.**

At the outset, the Committee received a slide presentation overview of the report from Ms Tara Redpath, Planner III, Natural Systems Policy, Strategic Initiatives (SI) Department. A copy of this presentation is held on file with the Office of the City Clerk. Ms Redpath was joined by Dr. Nick Stow, Program Manager, Natural Systems, SI, and Ms Nichole Hoover-Bienasz, Director, Climate Change and Resiliency, SI, who were present to respond to questions.

The Committee then heard from the following delegations:

1. Mr. Keith Vodden\*\* spoke to a slide presentation which could not be shared on the day of the meeting, but which was submitted afterward and is held on file with the Office of the City Clerk. He asserted that the City had falsely identified that the area subject to the proposed amendments held surface water and suggested that by incorrectly placing it in the same category as true wetlands (i.e., Mer Bleue and Leitrim Wetland), the City had created a false narrative and may have used this as justification for the study.
2. Mr. Robert and Ms Danielle Beehler\* also contested the proposed zoning change and said it would significantly impact her family’s long-term plans to sever and build upon their properties. She said she had concerns about the evaluation criteria used for the study. She said she did not believe that their land merited the proposed redesignation, as the dry, forested lands did not encompass any wetland areas, and she questioned the government’s motivation in undertaking the redesignation. She urged the City to reconsider the proposed zoning change.

3. Ms Janet Stavinga\*, Friends of the Stittsville Wetlands (FOSW) said the FOSW was working to safeguard the Goulbourn Wetland Complex for the present and for future generations and to raise awareness of the ecological importance of wetlands. She expressed support for the proposed Official Plan and Zoning By-law Amendments, while acknowledging the concerns of the landowners impacted by these proposed changes.
4. Ms Sarah Hasenack\*, Ontario Nature, also expressed support for the proposed Official Plan and Zoning By-law Amendments and provided background for her organization. She spoke to the importance of Conservation Authorities in protecting wetlands, which she said had been undermined in recent years due to provincial changes. She encouraged the City of Ottawa to ensure that local policies protected wetlands in line with local needs and interests.

Correspondence in opposition to the proposed Official Plan and Zoning By-law Amendments was also received from the following:

- Ms Danielle Beehler\*
- Mr. John Francis Beehler\*
- Mr. Richard R. Beehler
- Mr. Robert Beehler\*
- Mr. Robert James Beehler\*

[ Individuals / groups, as marked above, either provided comments (\*) in writing or by e-mail; all submissions and presentations (+) are held on file with the Office of the City Clerk. ]

Following questions to the delegations and to staff, and at the conclusion of Committee discussions, the report recommendations were put before the Committee and were 'Carried', as presented.

**Carried**



## 6. In Camera Items

There were no *in camera* items.

## 7. Open Mic Session

The Committee heard from the following delegations as it relates to Battery Energy Storage Systems (BESS):

- 1 Mr. Tom Harris<sup>+</sup> (video presentation and submission of publication; “Energy & Climate at a Glance: Facts on 22 Prominent Climate Topics”)
- 2 Mr. Eric Inward
- 3 Mr. Richard Russell
- 4 Mr. Josef Odermatt
- 5 Mr. Raymond Leduc
- 6 Ms Aline Danielle
- 7 Mr. Michael D’Asti

Written correspondence was also received from Catherine Buck\*.

[ Individuals / groups, as marked above, either provided comments (\*) in writing or by e-mail; all submissions and presentations (+) are held on file with the Office of the City Clerk. ]

## 8. Notices of Motions (For Consideration at Subsequent Meeting)

### 8.1 Removal of AWSC at McKeown and Barfield

#### **Motion N<sup>o</sup> ARAC 2025-23-02**

Moved by Councillor Kitts:

**WHEREAS the Ward 20 office received inquiries from businesses in the Greely business park regarding the fact that there was All-Way Stop Control (AWSC) at the intersection of McKeown Drive and Barfield Road; and**

**WHEREAS the T-shaped intersection currently has AWSC even though traffic volumes and conditions within the industrial park do not meet the warrants established for AWSC, as confirmed by Traffic Services Staff**

**THEREFORE BE IT RESOLVED that Traffic Services staff be directed to remove AWSC at the intersection of McKeown Drive and Barfield Road, maintaining the current stop sign southbound on Barfield Road and removing the stop signs located on McKeown Drive**

9. Inquiries

There were no Inquiries.

10. Other Business

There was no other business.

11. Adjournment - the meeting was adjourned at 1:43 pm.

Next / Upcoming Meetings:

- Wednesday, April 9, 2025 (Joint meeting with Planning and Housing Committee)
- Thursday, May 1, 2025 (Regular meeting)

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Original to be signed by  
C. Zwierzchowski, Committee  
Coordinator

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Original to be signed by  
Councillor D. Brown, Chair

**Subject: Source Water Protection Septic System Inspection Program:  
Municipal Wellhead Protection Area Risk Management**

**File Number: ACS2025-IWS-AM-0003**

**Report to Agriculture and Rural Affairs Committee on 1 May 2025**

**and Environment and Climate Change Committee on 20 May 2025**

**and Council 28 May 2025**

**Submitted on April 11, 2025 by Susan Johns, Director, Asset Management  
Services**

**Contact Person: Tessa Di Iorio, Risk Management Official/Inspector, Senior  
Hydrogeologist, Asset Management, Infrastructure & Water Services Department**

**613-580-2424 x17658, [tessa.diiorio@ottawa.ca](mailto:tessa.diiorio@ottawa.ca)**

**Ward: Citywide**

**Objet: Programme d'inspection des systèmes septiques pour la protection  
des sources d'eau: gestion des risques des secteurs de protection  
des têtes de puits municipaux**

**Numéro de dossier : ACS2025-IWS-AM-0003**

**Rapport présenté au Comité de l'agriculture et des affaires rurales**

**Rapport soumis le 1er mai 2025**

**et au Comité l'environnement du changement climatique le 20 mai 2025**

**et au Conseil le 28 mai 2025**

**Soumis le 2025-04-10 par Susan Johns, directrice, Gestion des actifs**

**Personne ressource : Tessa Di Iorio, responsable/inspectrice de la gestion des  
risques, hydrogéologue principale, Gestion des actifs, Direction générale des  
services d'infrastructure et d'eau**

**613-580-2424, poste 17658, [tessa.diiorio@ottawa.ca](mailto:tessa.diiorio@ottawa.ca)**

**Quartier : À l'échelle de la ville**

## REPORT RECOMMENDATION(S)

**That the Agriculture and Rural Affairs Committee and the Environment and Climate Change Committee recommend Council approve the Source Water Protection Septic Inspection Program as described in this report.**

## RECOMMANDATION(S) DU RAPPORT

**Que le Comité de l'agriculture et des affaires rurales et le Comité de l'environnement et du changement climatique recommandent au Conseil d'approuver le Programme d'inspection des systèmes septiques pour la protection des sources d'eau, tel qu'il est décrit dans le présent rapport.**

## BACKGROUND

Ontario's [Clean Water Act, 2006](#) requires municipalities to implement Source Protection Plans to protect existing and future sources of municipal drinking water from various threats. Drinking Water Source Protection safeguards public health from drinking water threats by raising awareness and protecting our groundwater and surface water resources. In addition, the City's [Official Plan policy 4.9.5.1](#) requires that the City comply with local Source Protection Plan policies.

### **Private Septic Systems in Municipal Wellhead Protection Areas**

Within the highest vulnerable area near municipal wells (Wellhead Protection Area with a vulnerability score of 10), septic systems and septic holding tanks are considered a significant drinking water threat. Both the [Mississippi-Rideau Source Protection Plan](#) and the [Raisin-South Nation Source Protection Plan](#) include mandatory policies related to the inspection of a septic system where they are considered a significant drinking water threat.

### **Greely Septic System Inspection Program – 2015**

In 2015, Council approved [\(ACS2015-CMR-ARA-0006\)](#) funding for an initial round of septic systems inspections in Greely in 2015. A budget of \$50,000 per year was established for this program and operated within the existing budget envelope for the Rural Affairs Office. The report recommended that City staff return to Committee and Council if the program is to be extended beyond the initial two years.

The Rideau Valley Conservation Authority was retained to implement the original septic inspection program in Greely based on the approved recommendations by Council in 2015 [\(ACS2015-CMR-ARA-0006\)](#).

The Greely septic system inspection program was put on hold in 2020 due to a variety of factors including the pandemic. This report presents a revised septic system inspection program to meet the legislative requirements in the local Source Protection Plan policies.

## **DISCUSSION**

### **Septic System Inspection Program Proposal**

As previously mentioned, Source Protection Plan policies require a septic system inspection, as per the [Ontario Building Code](#), for all septic systems within the highest vulnerable area near municipal supply wells every five years. The Ontario Building Code requires that the inspections be completed by the principal authority responsible for septic system inspections, which is the Ottawa Septic System Office within the City of Ottawa. The Ottawa Septic System Office would be retained to complete the inspections.

The current proposed program would include 128 private septic systems in Greely. This number accounts for additional septic systems from new development within the eligible area. Program eligibility is limited to the areas where the Source Protection Septic System Inspection Policy applies, which is within a municipal Wellhead Protection Area with a vulnerability score of 10; thus, the program would apply to all Wellhead Protection Areas across the City, should new septic systems be added within the highest vulnerable areas.

Program implementation was discussed with the Rideau Valley Conservation Authority / Ottawa Septic System Office, who requested that septic inspections be divided evenly over a five-year schedule to better manage staffing resources. The proposed program would inspect approximately one-fifth of the 128 septic system which require inspections each year, on a five-year rotation, to meet the policy requirement. The program would include preparation of communication materials, communication with landowners, scheduling appointments, completion of septic inspections which may involve digging, site cleanup, and follow-up with landowners, and annual reporting to the City. If septic issues are identified, then landowners will be responsible to cover any expenses related to repairs or mitigative measures. As part of the program, Rideau Valley Conservation Authority staff will provide information to landowners about potential funding grants (if applicable), through the [Rural Clean Water Program](#), which is funded by the City and administered by the Rideau Valley Conservation Authority.

The proposed program would commence in spring 2025 and would cost is approximately \$200,000 over five years (\$40,000 per year), which would be reviewed to recur every five years thereafter. Staff will return to Committee for approval if there is a significant change to the program funding requirements or implementation plan, for example if there is a change in Source Protection Plan policies or the area where policies apply, if there is a significant increase in the number of septic systems eligible for the program or implementation costs significantly increase.

## **FINANCIAL IMPLICATIONS**

Funds are available within existing budget authority. Future budget authority requirements will be brought forward through the annual budget process.

## **LEGAL IMPLICATIONS**

There are no legal impediments to implementing the report recommendation.

## **COMMENTS BY THE WARD COUNCILLOR(S)**

This is a City-wide program.

## **CONSULTATION**

Landowner communication will be implemented by the Rideau Valley Conservation Authority and the Ottawa Septic System Office. Applicable residents will receive an information package by mail which will explain the septic inspection program and request that the resident schedule an appointment for an inspection. The information package will be reviewed by City staff prior to distribution. Conservation Authority staff will conduct home visits to discuss the program and encourage participation for residents who do not respond to the mailout.

## **ACCESSIBILITY IMPACTS**

There are no accessibility impacts associated with this report.

## **ASSET MANAGEMENT IMPLICATIONS**

The purpose of the program is to protect municipal drinking water resources by eliminating threats that could potentially contaminate the City's municipal groundwater supply wells. This project will protect City assets and prevent the need for future costly remediation (if even possible) or the need to seek a replacement drinking water source.

## **CLIMATE IMPLICATIONS**

The purpose of the proposed program is to inspect septic systems that are located near municipal supply wells, to ensure the systems are properly functioning and do not contaminate the municipal drinking water source.

A poorly functioning septic system can contribute to releases of untreated wastewater and contaminate nearby water bodies and aquifers, impacting aquatic ecosystems and potentially harming drinking water resources. This program is intended to protect drinking water sources.

### **DELEGATION OF AUTHORITY IMPLICATIONS**

There are no delegation of authority impacts associated with this report.

### **ENVIRONMENTAL IMPLICATIONS**

The proposed program will inspect septic systems located near municipal supply wells, to ensure the septic systems are properly functioning and do not contaminate the local environment including the municipal drinking water source.

A poorly functioning septic system can contribute to releases of untreated wastewater and contaminate nearby water bodies and aquifers, impacting aquatic ecosystems and potentially harming drinking water resources. This program is intended to protect the environment and drinking water sources.

### **RISK MANAGEMENT IMPLICATIONS**

All risks and associated mitigation measures have been outlined within the body of the report.

### **RURAL IMPLICATIONS**

This project will benefit rural communities by protecting the municipal drinking water supplies through the inspection of private septic systems within the highest vulnerable area near the municipal wells in Greely, Vars, Richmond, Munster, and Carp. This program applies to any residents with private septic systems located within a wellhead protection area (vulnerability score 10). Currently, there are 128 private septic systems that are eligible for the program within the Greely wellhead protection area. Any new properties developed within the eligible areas of any municipal wellhead protection areas in the City would be incorporated into the program in the future.

### **TERM OF COUNCIL PRIORITIES**

This project addresses the following Terms of Council Priority:

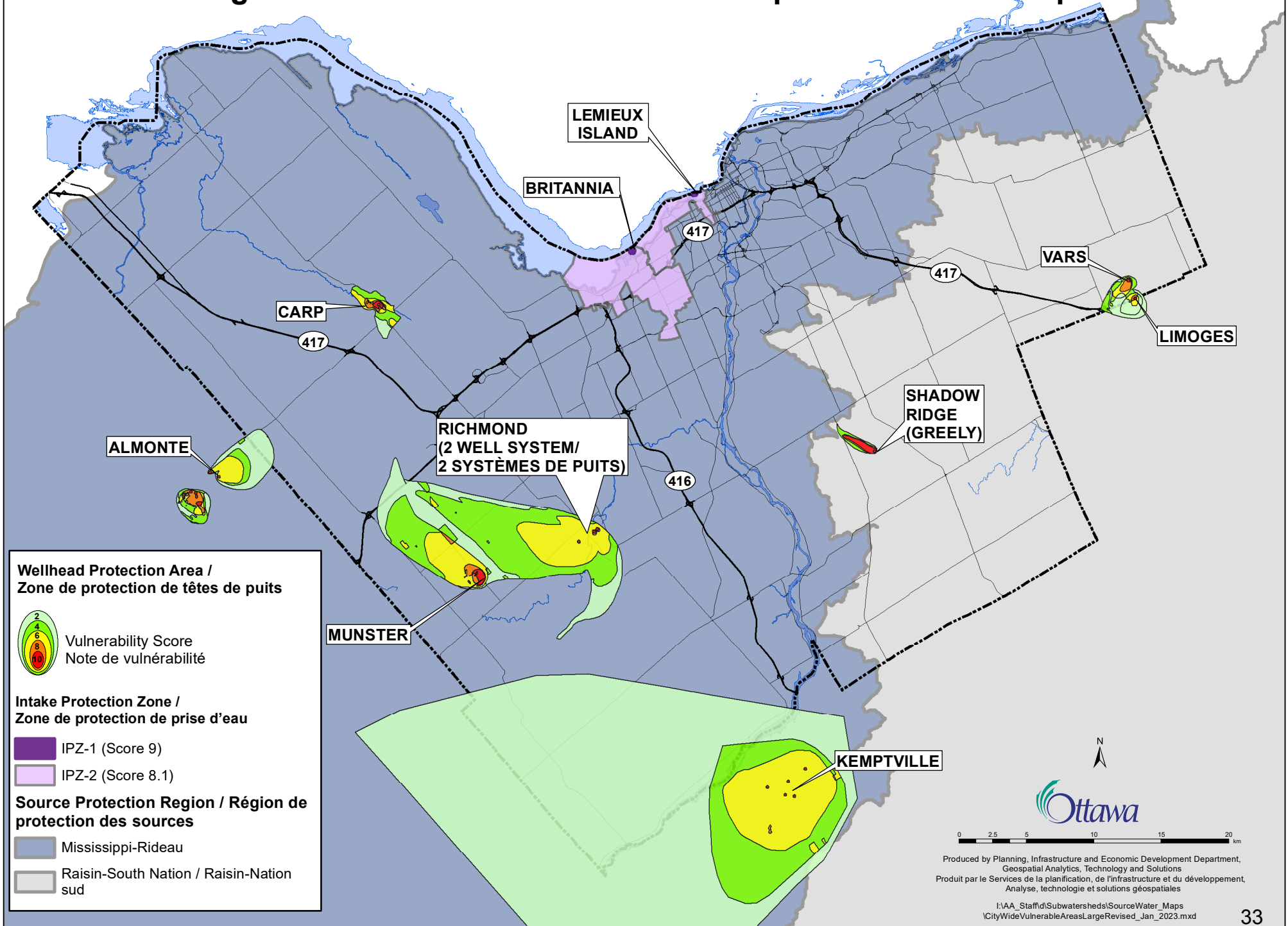
A City that is Green and Resilient.

**DISPOSITION**

Infrastructure and Water Services staff will work with the Rideau Valley Conservation Authority and the Ottawa Septic System Office to deliver the Source Protection Septic Inspection Program and will work directly with the affected homeowners when appropriate.



# Drinking Water Protection Zones / Zones de protection de l'eau potable



**Subject: Rural Community-Building Grant Program – Grant Application Review**

**File Number: ACS2025-PDB-PS-0038**

**Report to Agriculture and Rural Affairs Committee on 1 May 2025**

**Submitted on April 22, 2025 by Derrick Moodie, Director, Planning Services,  
Planning, Development and Building Services Department**

**Contact Person: Ryan Thompson, Planner II, Rural Affairs**

**613-797- 4521, Ryan.Thompson@ottawa.ca**

**Ward: Orléans South-Navan (19) Osgoode (20)**

**Objet : Programme de subvention pour le renforcement communautaire en milieu  
rural – Examen de la demande de subvention**

**Dossier : ACS2025-PDB-PS-0038**

**Rapport au Comité de l'agriculture et des affaires rurales**

**le 1er mai 2025**

**Soumis le 22 avril 2025 par Derrick Moodie, Directeur, Services de la planification,  
Direction générale des services de la planification, de l'aménagement et du  
bâtiment**

**Personne ressource : Ryan Thompson, Urbaniste II, Affaires rurales**

**613-797- 4521, Ryan.Thompson@ottawa.ca**

**Quartier : Orléans-Sud-Navan (19) Osgoode (20)**

## **REPORT RECOMMENDATIONS**

**That the Agriculture and Rural Affairs Committee approve the recommendations on the Rural Community-Building Grants Program applications as detailed in Document 1.**

## **RECOMMANDATIONS DU RAPPORT**

**Que le Comité de l'agriculture et des affaires rurales approuve les recommandations concernant les demandes relatives au Programme de subventions pour le renforcement communautaire en milieu rural, comme l'explique en détail le document 1.**

## **BACKGROUND**

The Rural Community-Building Grants Program (RCBGP), approved by Council on September 14, 2011, is designed to support rural-based community projects undertaken by non-profit organizations. Funding is project-based, with a defined beginning and end and measurable outcomes. Assessment is made based on the merit of the project, community impact and organizational effectiveness.

The program is administered by the Rural Affairs Office. Projects are reviewed and decisions are made by the members of the Agricultural and Rural Affairs Committee.

This report provides a summary of the applications received under this Program by the Rural Affairs Office prior to the March 25, 2025, deadline.

## **DISCUSSION**

Under the program guideline for the RCBGP the eligible applicant is limited to organizations that:

- Are non-profit organizations that are active in rural Ottawa and recognized as supporting local community and/or agricultural activities and programs.
- Operate in a non-discriminatory manner, as set out by the Ontario Human Rights Code.
- Are governed by a democratically elected Board of Directors
- Demonstrate efficiency, effectiveness and fiscal responsibility
- Remain in good financial standing with the City of Ottawa

The program guideline further states its limitation eligible activities. The following is a list of activities beyond the scope of the program:

- Retroactive costs – any costs incurred before a proposal is submitted
- Costs that are the responsibility of another level of government or funding program
- Costs for which an organization would reasonably be expected to make provisions for in the general daily administration of their organization, i.e. ongoing activity / business as usual

The following three applications have been submitted and assessed, as detailed in Document 1.

- The Navan Fair/Cumberland Township Agricultural Society is seeking \$19,138.62 to develop and support a new website, identify a technical outfit upgrade, upgrade their A/V capabilities, and to install Wi-Fi capabilities in the area. The application is also seeking funding support for a survey during the 2025 Navan Fair, to better understand participants' identities and the fair's contribution to regional tourism.
- The Royal Canadian Legion, Branch 589 (Osgoode) is seeking \$44,070.00 to support building retrofit, particularly to demolish, dispose of, and rebuild the front ramp and entry to the building.
- The Metcalfe Community Association is seeking \$2,330 to support the installation of a changeable message sign at the Metcalfe Fire Station.

Staff have reviewed these applications and are satisfied that they are eligible submissions under the Rural Community Building Program and recommend approval for the three projects listed above for a total of \$65,538.62. Should the Committee support the staff recommendation, the total 2025 RCBGP funding envelope of \$160,000 will be reduced to \$31,224.61. Applications will be accepted for the rest of the calendar year, until the program funding envelope is fully allocated.

## **FINANCIAL IMPLICATIONS**

Funds are available for the applications in the Rural Community-Building Grant Program account.

## **LEGAL IMPLICATIONS**

There are no legal impediments to implementing the report recommendation.

### **COMMENTS BY THE WARD COUNCILLOR(S)**

Councillors have been made aware of these applications and staff recommendations.

### **CONSULTATION**

Public consultation is not required for this report.

### **ACCESSIBILITY IMPACTS**

There are no accessibility impacts. As a standard requirement in the agreement, successful recipients shall warrant that it is in compliance with the requirement of the *Accessibility for Ontarians with Disability Act*, 2005, S.O. 2005, C.11. and shall continue to comply throughout this agreement.

### **ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications associated with the report.

### **ECONOMIC IMPLICATIONS**

There are no economic implications.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications.

### **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications.

### **RURAL IMPLICATIONS**

The Rural Community-Building Grants Program is intended to support rural communities through funding for eligible community projects that are beneficial to rural Ottawa residents.

### **SUPPORTING DOCUMENTATION**

Document 1 Applications summary and staff recommendations

### **DISPOSITION**

As per the Council approved "Rural Community-Building Grants Program Policy",

should the recommendations in this report be approved by Agriculture and Rural Affairs Committee, staff will proceed with administering these applications under the Rural Community-Building Grants Policy.

## Document 1– Application Summary and Staff recommendation

### **A – Cumberland Township Agricultural Society – Technology upgrade, development and operation of survey for tourism.**

#### Project Summary

The Cumberland Township Agricultural Society, located in Ward 19, is seeking funding to support an update of their technology, systems, and information. With the update to their website, the access to the information for the Cumberland Township Agricultural Society will be easier to find and allow for more information to be shared, as well as allowing rentals to be conducted online. A review of their technical needs will enable the Cumberland Township Agricultural Society to acquire the best equipment to suit their needs, with their limited budget. The A/V systems will allow the group to conduct meetings more efficiently, and to provide the equipment to other users. The installation of Wi-Fi will allow internet access throughout the multiple buildings, as well as the fairgrounds itself, allowing connectivity for events and to stop using the minimal service from the Navan Memorial Centre Wi-Fi. The survey will be used to track tourism and travel data, developing a blueprint for the Cumberland Township Agricultural Society to build out the services and tailor funding efforts in the future.

#### Project Cost

The total cost of the project is estimated to be \$23,866.59, which includes the development and training on maintenance for the website, a needs assessment and recommendation on equipment for office, acquisition of A/V equipment, installation of a Wi-Fi upgrade to the fairgrounds, and the development and operation of a survey. The Cumberland Township Agricultural Society is asking for \$19,138.62 in RCBGP funds, with the rest being self-funded.

#### Staff Recommendation

The applicant, Cumberland Township Agricultural Society, is an eligible applicant under the RCBGP. Staff believes that the proposed project meets the eligibility requirement under the program guidelines.

The Rural Affairs Office has reviewed the application and recommends approval of the full amount of \$19,138.62.

### **B – The Royal Canadian Legion Branch 589 (Osgoode) - Demolition, disposal, and reconstruction of accessible ramp and entry**

### Project Summary

The Royal Canadian Legion Branch 589 (Osgoode Legion) is seeking funding support from the City in removing the compromised walls, ramp, and concrete, and installing a new insulated slab with a permafrost barrier to prevent future damage. The walls will be rebuilt with insulation, and the ramp will be reconstructed for accessibility. The project will also improve security on the building by leveling the walls and floor again, so the door can close securely.

### Project Cost

The total cost of the project is \$44,070 which includes the demolition, disposal and reconstruction of the accessible ramp and entry.

### Staff Recommendation

The applicant, Royal Canadian Legion Branch 589 (Osgoode Legion), is an eligible applicant under the RCBGP. Staff believes that the proposed project meets the eligibility requirement under the program guidelines.

The Rural Affairs Office has reviewed the application and recommends approval of the full amount of \$44,070.

## **C – Metcalfe Community Association - Metcalfe fire station sign project amendment**

### Project Summary

The Metcalfe Community Association is seeking an amendment to their funding agreement. They are looking for additional funding to support the completion of the previously approved Metcalfe fire station digital changeable message sign project. The community association was unaware at the time of the original application of the permitting requirement for the retrofitting of the existing sign. This unforeseen cost is a barrier to the completion of the project.

### Project Cost

The total increased cost of the request is \$2,330.00, which includes the fee for the Sign Minor Variance.

### Staff Recommendation

The applicant, Metcalfe Community Association, is an eligible applicant under the



RCBGP. Staff believes that the proposed project meets the eligibility requirement under the program guidelines.

The Rural Affairs Office has reviewed the application and recommends approval of the full amount of \$2,330.00.

**Subject: Status Update – Agriculture and Rural Affairs Committee Inquiries  
and Motions - For the Period Ending April 22, 2025**

**File Number: ACS2025-OCC-CCS-0058**

**Report to Agriculture and Rural Affairs Committee on 1 May 2025**

**Submitted on April 22, 2025 by Christopher Zwierzchowski, Committee  
Coordinator**

**Contact Person: Christopher Zwierzchowski, Committee Coordinator**

**613-580-2424 ext. 21359, Christopher.Zwierzchowski@ottawa.ca**

**Ward: Citywide**

**Objet : Rapport de Situation - Demandes de Renseignements et Motions du  
Comité de l'agriculture et des affaires rurales pour la période se  
terminant le 22 avril 2025**

**Dossier : ACS2025-OCC-CCS-0058**

**Rapport au Comité de l'agriculture et des affaires rurales**

**le 1er mai 2025**

**Soumis le 22 avril 2025 par Christopher Zwierzchowski, Coordonnateur du  
Comité**

**Personne-ressource : Christopher Zwierzchowski, Coordonnateur du Comité**

**613-580-2424 ext. 21359, Christopher.Zwierzchowski@ottawa.ca**

**Quartier : À l'échelle de la ville**

**Report Recommendation**

**That the Agriculture and Rural Affairs Committee receive this report for  
information.**

**Recommandation du rapport**

**Que le Comité de l'agriculture et des affaires rurales prenne connaissance de ce  
rapport.**

## **BACKGROUND**

On 11 June 2008, Council approved a new process for tracking formal Inquiries and Motions submitted at Standing Committees and Council. Included in this process was the requirement for Committees and Council to receive bi-monthly status updates on these motions and inquiries, at the second meeting of every second month. Accordingly, this report is being presented to Committee for information.

## **DISCUSSION**

This report integrates the status of outstanding motions and directions to staff, identified as part of the City Manager's review in the fall of 2008, with the actions that will be taken to ensure that both are addressed appropriately. (The departmental lists are contained in Documents 1 and 2.)

Consistent with Council's direction, the tracking and reporting of formal motions and inquiries is undertaken by the City Clerk's Office. Protocols have also been established within departments to ensure department-specific motions and inquiries are processed in a timely manner. In those instances where there may be a delay, Council will be provided with an explanation.

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

## **LEGAL IMPLICATIONS**

There are no legal impediments to receiving this report for information.

## **COMMENTS BY THE WARD COUNCILLOR(S)**

This report is Citywide in nature.

## **ADVISORY COMMITTEE(S) COMMENTS**

This section contains any comments or recommendations made by one or more Advisory Committees relating to this report.

## **CONSULTATION**

This report is administrative in nature and therefore no consultation was required.

## **ACCESSIBILITY IMPACTS**

This report is administrative in nature and has no associated accessibility impacts.

## **RISK MANAGEMENT IMPLICATIONS**

No risk management implications have been identified for this report, as it is for information only.

## **RURAL IMPLICATIONS**

There are no rural implications.

## **TERM OF COUNCIL PRIORITIES**

This report has no direct impacts on the City's strategic priorities or directions identified for the current Term of Council.

## **SUPPORTING DOCUMENTATION**

Document 1 – Departmental List of Outstanding Motions and Directions to Staff

Document 2 – Departmental List of Outstanding Inquiries

## **DISPOSITION**

This report is for information purposes. The Committee Coordinator will continue to track all motions and inquiries made at Agriculture and Rural Affairs Committee and report every two months.

| – Agriculture and Rural Affairs Committee –<br>Departmental List of Outstanding Motions & Directions to Staff |  |   |   |  |
|---|--|---|---|--|
| Motion Number   | Subject  | Meeting Date                                  | Moved by  | Referred to (Lead Dept.)                 |
| Motion No.<br>ARAC 2025-20-02<br><u>as amended by</u><br>Council Motion No.<br>2025-50-19                     | That Council direct:<br>1. That the General Manager, Strategic Initiatives bring forward to City Council, no later than the end of Q2 2025, <u>a confidential memo or internal-only circulation</u> that includes a list of lands both outside and inside the urban boundary that could benefit from additional protections and conservation under the City of Ottawa's land purchase and stewardship program/funding; and<br><br>2. Consult with all rural Councillors and bring forward a report to the Agriculture and Rural Affairs Committee and Council no later than the end of Q2 2025 that clarifies and updates the criteria for acquiring natural lands in the rural area to ensure that the City's goals of natural system preservation are met. | ARAC<br>23-Jan-25<br><br>Council<br>29-Jan-25 | Councillor C. Kelly<br><br>Councillor C. Kelly and<br>Councillor C. Kitts | Strategic Initiatives<br>Department (SI) |
| Motion No.<br>ARAC 2024-15-01   | Reduction of speed limit to 40 km/h on<br>Ashton Station Road  | 4-Jul-24                                      | Councillor D. Brown   | Public Works<br>Department (PWD)         |

|   |   |           |   |  |
|---|---|-----------|---|--|
| Joint ECCC and ARAC Meeting – 17 June 2024<br>Motion No. ARAC-ECCC 2024-01-01 | Wildlife Resource Specialist, in consultation with the Office of the City Clerk, review the membership, scope and objectives of a department-led working group and that staff report back on the results of the review by Q3 2025                               | 17-Jun-24 | Councillor M. Carr<br>on behalf of<br>Councillor L. Johnson | SI   |
| Motion No. ARAC 2024-10-01  | Developing a Rural ASE Strategy   | 01-Feb-24 | Councillor D. Brown   | PWD  |
| Special Joint Planning Ctee. & ARAC Meeting<br>Direction to Staff             | Staff be directed to account for the full cost of trips in Ottawa by different modes of mode using a cost per trip calculator, and bring this information to the next portion of the public consultation on the Official Plan and/or Transportation Master Plan | 22-Aug-19 |   | Planning, Real Estate & Ec. Development Dept. (PRED) now Planning, Development & Building Dept. (PDBS) |
| Motion No. ARAC 2018-34-01  | Hard Rock Casino - Staff directed to undertake community consultations for any future site plan control applications, and these consultations to include public meetings, staff, and Ward Councillor.   | 03-May-18 | Councillor G. Darouze                                       | PDBS   |
| Motion No. ARAC 2017-28-02<br>OCC 58-03                                       | Reduce the minimum lot size requirements for a coach house on private services be set at 0.4 hectares and to review in three years the effects of this motion.  | 04-Oct-17 | Councillor E. El-Chantiry                                   | PDBS   |

## DOCUMENT 2

| – Agriculture and Rural Affairs Committee –<br>Departmental List of Outstanding Inquiries |                              |              |                       |                          |
|---|------------------------------|--------------|-----------------------|--------------------------|
| Inquiry Number  | Subject                      | Meeting Date | Raised by             | Referred to (Lead Dept.) |
| ARAC 2024-03  | Omnibus Report               | 03-10-24     | Councillor G. Darouze | PDBS                     |
| ARAC 2024-02  | Drainage Issues – Ward 5     | 03-10-24     | Councillor C. Kelly   | IWSD                     |
| ARAC 2023-04  | Calcium Application to Roads | 05-Jul-23    | Councillor G. Darouze | PRED<br>(now PDBS)       |



## **MEMO / NOTE DE SERVICE**

**Information previously distributed / Information distribué auparavant**

**TO: Chairs and Members of the Agriculture and Rural Affairs, Planning and Housing, Built Heritage, and Public Works and Infrastructure Committees**

**DESTINATAIRE: Président et membres du Comité de l'agriculture et des affaires rurales, du Comité de la planification et du logement, du Comité du patrimoine bâti, et du Comité des travaux publics et de l'infrastructure**

**FROM: Vivi Chi**  
**Interim General Manager, Planning,**  
**Development and Building Services**  
**Department**

**Contact: Connie Gleason**  
**Manager, Business and Technical**  
**Support Services, Planning,**  
**Development and Building Services**  
**Department**

**EXPÉDITEUR: Vivi Chi**  
**Directrice générale par intérim,**  
**Direction générale des services de la**  
**planification, de l'aménagement et du**  
**bâtiment**

**Personne ressource: Connie Gleason**  
**Gestionnaire, Services de soutien**  
**techniques et aux activités, Direction**  
**générale des services de la**  
**planification, de l'aménagement et du**  
**bâtiment**

**DATE: April 17, 2025**

**17 avril 2025**

**FILE NUMBER: ACS2025-PDB-PS-0019**

**SUBJECT: Planning, Development and Building Services Department Report on the Use of Delegated Authority, 2024 - Planning, Right of Way, Heritage and Urban Design, and Building Code Service Areas**

**OBJET: Rapport sur l'utilisation des pouvoirs délégués en 2024 par la Direction générale des services de la planification, de l'aménagement et du bâtiment – Services de planification, Services des emprises, du patrimoine et du design urbain et Services du Code du bâtiment.**



## **PURPOSE**

This information report provides an update to Agricultural and Rural Affairs, Planning and Housing, Built Heritage and Public Works and Infrastructure Committees on the use of delegated authority in 2024 for the Planning, Development and Building Services (PDBS) Department. A separate report outlining Transportation Planning activities came forward to Public Works and Infrastructure Committee in February 2025.

## **EXECUTIVE SUMMARY**

In 2024, Planning Services received a total of 1,029 planning applications, excluding City-initiated applications. This is a 13 per cent increase from 2023 for both Delegated Authority and Non-Delegated Authority applications over the previous year. The City also received 415 applications for pre-consultation which marked a 15 per cent increase from 2023.

A large component of the operational work of the Right-of-Way, Heritage and Urban Design service area is right of way inspections, utility circulations, permits and agreements including the review related to private approaches, road cut permits, municipal consent applications, and encroachments. There were approximately 1,012 utility circulations in 2024. The service area issued 3,736 road cut permits and released a total of \$131,303,098.00 in development securities to applicants upon completion of required development-related infrastructure works.

In 2024, Building Code Services issued 7,688 building permits which was a 7.24 per cent increase in the number issued from 2023. Building Code Services also completed 98,282 building inspections in 2024, down 11.2 per cent from 2023 due to the slowdown in development activities.

The contents within this report details each of the highlights previously mentioned and provides statistics on the departments use of delegated authority in 2024.

## **RÉSUMÉ**

En 2024, les services de la planification ont reçu un total de 1 029 demandes d'urbanisme, à l'exclusion des demandes initiées par la Ville. Il s'agit d'une augmentation de 13 % par rapport à 2023, tant pour les demandes de pouvoirs délégués que pour les pouvoirs de demandes de pouvoirs non délégués. La Ville a également reçu 415 demandes de consultation préalable, ce qui représente une augmentation de 15 % par rapport à 2023.

Une grande partie du travail opérationnel du secteur d'activité des emprises, du patrimoine et du design urbain est constituée des inspections des emprises, de la

diffusion des renseignements sur les services publics, de l'octroi de permis et d'ententes, y compris l'examen lié aux voies d'accès privées, aux permis de terrassement, aux demandes de consentement municipal et aux empiétements. Il y a eu environ 1 012 diffusions de renseignements sur les services publics en 2004. Le secteur d'activité a délivré 3 736 permis de terrassement et a émis aux demandeurs un total de 131 303 098 \$ en garanties d'aménagement à l'achèvement des travaux d'infrastructures liés à l'aménagement requis.

En 2024, les services du Code du bâtiment ont délivré 7 688 permis de construire, soit une augmentation de 7,24 % par rapport à 2023. Les services du Code du bâtiment ont également effectué 98 282 inspections de bâtiments en 2024, en baisse de 11,2 % par rapport à 2023 à cause du ralentissement des activités d'aménagement.

Le contenu du présent rapport détaille chacun des faits saillants susmentionnés et présente des statistiques sur l'utilisation des pouvoirs délégués par les services en 2024.

## **BACKGROUND**

The purpose of this information report is to provide a list of actions taken under delegated authority on key activities to Agriculture and Rural Affairs Committee, Planning and Housing Committee, Built Heritage Committee and Public Works and Infrastructure Committee for Planning Services, Building Code Services, and Right of Way, Heritage and Urban Design Services in 2024. Included are applications reviewed and approved under Delegation of Authority. This report is intended to provide accountable performance measurements to Committee, the public, and the development industry. The items contained in this report are required to be reported on annually through the Delegation of Authority By-law (By-law No. 2025-69), Schedule "I".

## **DISCUSSION**

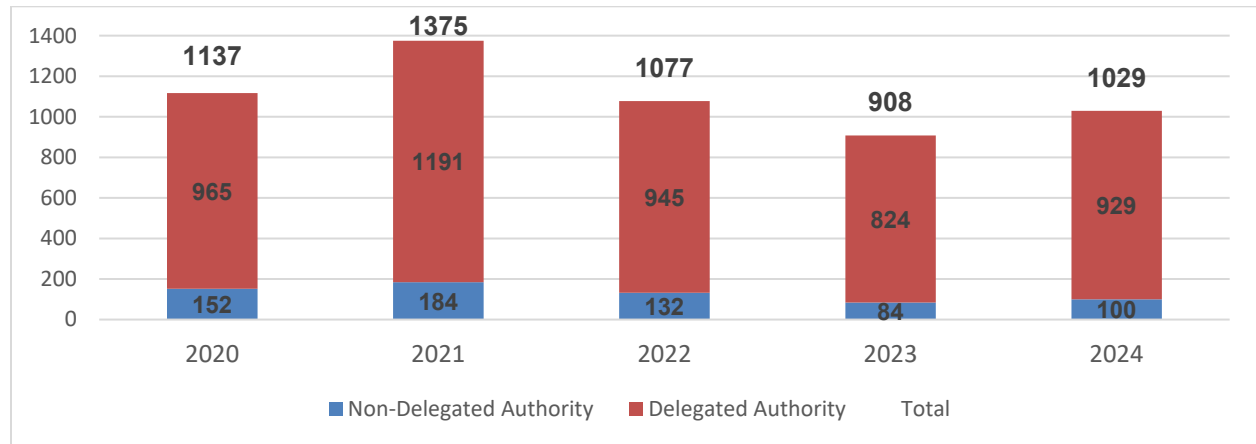
To meet the reporting requirements as identified in the Delegation of Authority By-law (2025-69), Schedule "I", the Planning, Development and Building Services Department has produced an information report to highlight the use of delegated authority in 2024 for the respective Planning, Right of Way, Heritage and Urban Design, and Building Code service areas.

### **Planning Services - Development Review**

Development Review provides comprehensive development approvals, from the initial pre-consultation meetings to the processing of Official Plan amendment, Zoning By-law amendment, Plan of Subdivision, and Site Plan Control applications, as well as other applications under the Planning, Municipal and Condominium Acts.

In 2024, Planning Services received a total of 1,029 planning applications, excluding City-initiated applications. This is a 13 per cent increase from 2023. As illustrated in Figure 1, the number of both Delegated Authority and Non-Delegated Authority applications increased over the previous year. Of note, the majority of applications were submitted in the second half of the year, aligning with the interest rate decreases from the Bank of Canada.

**Figure 1: Total Planning Applications Received in 2024**



Of the 1,029 applications received in 2024, 929 were under Delegated Authority to various levels of staff. Within the six Development Review areas, the Central area received the greatest number of Delegated Authority applications with 254 submissions. The South, West, Rural and East areas received 187, 200, 144 and 115 submissions respectively. In total, 100 Non-Delegated Authority applications were received in 2024: 34 in Central, 17 in West, 14 in South, 19 in Rural, 11 in East and five in DRAW.

Table 1 provides the number of application submissions received by file type.

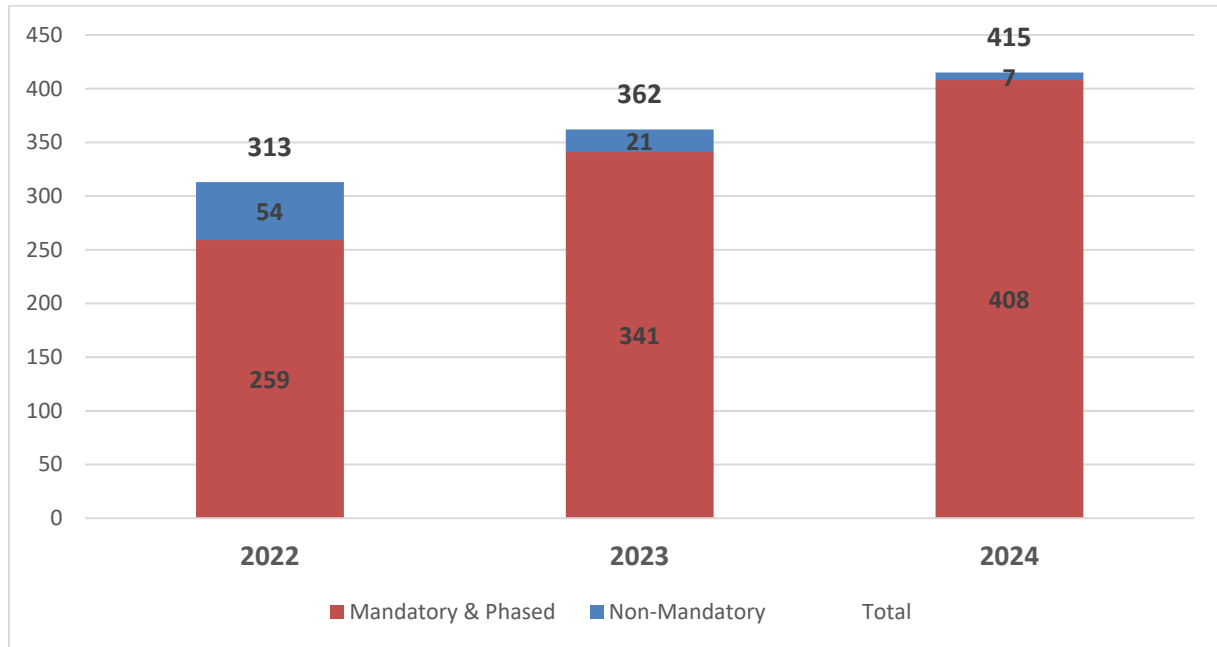
**Table 1: Applications Received by Type in 2024**

| <b>Delegated Authority</b> |              | <b>Non-Delegated Authority</b>      |              |
|----------------------------|--------------|-------------------------------------|--------------|
| <b>Application Type</b>    | <b>Total</b> | <b>Application Type</b>             | <b>Total</b> |
| 30 CM Reserve              | 22           | Community Improvement Program Grant | 4            |
| Antenna System Review      | 6            | Demolition Control                  | 6            |
| Historical Land Use Inv.   | 162          | Front Ending Application            | 1            |
| Lifting of Holding Zone    | 8            | Official Plan Amendment             | 13           |
| Part Lot Control           | 46           | Zoning By-law Amendment             | 76           |
| Plan of Condominium        | 16           | <b>Total:</b>                       | <b>100</b>   |
| Plan of Subdivision        | 29           |                                     |              |
| Pre-consultation           | 415          |                                     |              |
| Site Plan Control          | 160          |                                     |              |
| Street/Lane Closure        | 5            |                                     |              |
| Street/Lane Opening        | 4            |                                     |              |
| Streetscape Char Analysis  | 56           |                                     |              |
| <b>Total:</b>              | <b>929</b>   |                                     |              |

### **Pre-Application Consultations**

The pre-application process is designed to help promote the exchange of information and development considerations early in the planning process. A key outcome of this process is a customized list of [studies and plans required](#) in support of a development application, as well as preliminary comments on a development proposal.

While not mandatory, pre-consultation continues to be recommended to industry for all development applications. Applicants are recommended to pre-consult with the City to obtain the list of information and materials required for their development project. A comparison of mandatory/phased versus non-mandatory pre-application consultation requests received over the past three years is provided in Figure 2 and Table 2.

**Figure 2: Pre-Application Consultation Files Received 2022-2024****Table 2A: Pre-Application Consultation Files Received 2022-2024**

| Year | Total Number Received | Mandatory | Non-Mandatory | Development Application Submitted | Pre-App Consultation Period Lapsed | Phase 1 | Phase 2 | Phase 3 |
|------|-----------------------|-----------|---------------|-----------------------------------|------------------------------------|---------|---------|---------|
| 2022 | 313                   | 259       | 54            | 115                               | 190                                | N/A     | N/A     | N/A     |
| 2023 | 360                   | 129       | 20            | 37                                | 112                                | 129     | 32      | 50      |
| 2024 | 415                   | 12        | 7             | *                                 | *                                  | 264     | 39      | 93      |

\* Numbers will be reported in Q1 2026.

**Table 2B: Pre-Application Consultation Phase 3 Submissions**

| Year | Total Number Received in 2023 | Development Application Submitted (2023-2024) | Application not submitted |
|------|-------------------------------|---|---------------------------|
| 2023 | 50                            | 47  | 3                         |
| 2024 | 93                            | 74  | 19*                       |

\* applications may be submitted in 2025, and will be reported in the 2026 annual report.

In 2023, of the 129 mandatory pre-consultations received, 37 resulted in a development application being submitted which accounts for 29 per cent. Non-mandatory pre-consultations resulted in the submission of two applications, or 10 per cent of submissions for the same year. Development applications resulting from pre-application consultations received in 2024 will be reported on in the 2025 annual report, as the timeline to submit the application is still open.

### **Site Plan Control and Zoning By-law Amendment Applications**

A combined total of 160 Site Plan Control applications were received in 2024, which accounts for 17 per cent of all Delegated Authority applications. In addition, 124 Site Plan Control applications were processed and approved in 2024.

A total of 76 Zoning By-law amendment applications were received in 2024, which accounts for 76 per cent of all non-Delegated Authority applications. In addition, 82 Zoning By-law amendment applications were processed and approved in 2024.

### **Plan of Condominium Applications**

A total of 16 Plan of Condominium applications were received in 2024, which accounts for two per cent of all delegated authority planning applications.

### **Plan of Subdivision Applications**

A total of 29 Plan of Subdivision applications were received in 2024, consisting of three per cent of all delegated authority planning applications. It should be noted that a Plan of Subdivision application is one of the most complex types of applications and typically takes a significant amount of effort and resources to review and approve.

### **Official Plan Amendment Applications**

A total of 13 Official Plan Amendment applications were received in 2024, consisting of thirteen percent of all non-delegated authority applications.

### **Fence-viewers**

Fence-viewers are part of a dispute resolution procedure between the owners of adjoining properties where:

- No fence currently exists at the boundary between the two properties, and one owner wants a new fence to be constructed to mark the boundary
- A line fence already exists, and one owner believes that it needs to be reconstructed or repaired.

There were no appointments of fence viewers in 2024. **Livestock Valuers**

Municipal Investigators investigate injury or death to livestock and/or poultry caused by wildlife as set out in section 7(6) of the *Ministry of Agriculture, Food and Rural Affairs Act*. There were no new municipal investigator (livestock valuers) appointments in 2024.

### **Building Code Services**

Building Code Services reviews and issues building permits, demolition permits, assigns municipal addresses, inspects building construction to ensure compliance with permit plans, Ontario Building Code and applicable laws.

Building Code Services saw a 7.24 per cent increase in the number of building permits issued from 2023 to 2024. The number of building inspections performed in 2024 were down 11.2 per cent from 2023. Of the total number of inspections in 2024, the branch performed 62,877 building inspections, 15,262 mechanical inspections, and 18,986 plumbing inspections.

**Table 3: Building Permits and Inspections from 2020 to 2024**

| <b>Year</b> | <b>Building Permits Issued</b> | <b>Access to Building Permit Record Applications</b> | <b>Number of Building Inspections</b> |
|-------------|--------------------------------|--|---------------------------------------|
| <b>2024</b> | 7,688                          | 1,673  | 98,282                                |
| <b>2023</b> | 7,169                          | 1,830  | 110,648                               |
| <b>2022</b> | 9,198                          | 1,663  | 124,999                               |
| <b>2021</b> | 11,412                         | 1,465  | 125,579                               |
| <b>2020</b> | 10,047                         | 1,470  | 124,202                               |

### **Non-Building Code Related Applications**

Information on the cost of servicing building permits and enforcing the *Building Code Act* and Ontario Building Code are reported separately in a report to Council every year, as required by the *Building Code Act*. The Branch also deals with Sign Minor Variances, Naming or Renaming Private Roadways and other Non-Building Code related permits as described below.

Table 4 summarizes all non-Building Code related permit applications received by Building Code Services in the past five years.

**Table 4: Non-Building Code Related Permit Applications**

|   | <b>2024</b> | <b>2023</b> | <b>2022</b> | <b>2021</b> | <b>2020</b> |
|---|-------------|-------------|-------------|-------------|-------------|
| <b>Pool Enclosure Permits</b>   | 539         | 567         | 882         | 1,549       | 1,383       |
| <b>Permanent Signs on Private Property Permit Applications</b>                                | 417         | 402         | 419         | 475         | 342         |
| <b>Permanent Signs on Private Property Permit - Individual signs</b>                          | 802         | 904         | 901         | 1,007       | 693         |
| <b>Compliance Reports (including Compliance with Agreements)</b>                              | 972         | 950         | 1175        | 1261        | 903         |
| <b>Release of Agreement Application (includes site plan and other development agreements)</b> | 38          | 46          | 28          | 60          | 28          |
| <b>Sign Minor Variance Application</b>  | 10          | 2           | 6           | 4           | 6           |
| <b>Private Roadway Naming</b>   | 9           | 6           | 11          | 13          | 11          |
| <b>Highway Name Changes</b>   | 0           | 0           | 1           | 1           | 0           |
| <b>Total</b>  | <b>2787</b> | <b>2877</b> | <b>3423</b> | <b>4370</b> | <b>3366</b> |

**Delegation of Authority for Non-Building Code Related Activity**

Permanent Signs on Private Property Sign Minor Variances:

Applications are evaluated under the Delegated Authority of the Chief Building Official under the Permanent Signs on Private Property By-law 2016-326.

Naming or Renaming of Private Roadways:



The Chief Building Official may authorize the naming or renaming of a private roadway under By-law 2014-78. If objections are received to the naming or renaming, a report is forwarded to Planning and Housing Committee and Council for a decision.

#### Highway Name Changes:

The Chief Building Official may authorize the naming of a highway, the change in the name of a highway, the assignment of civic numbers and changes to civic numbers under the Municipal Addressing By-law 2014-78. Under the Municipal Addressing By-law, delegation of authority is permitted to approve street name changes primarily where public safety and wayfinding is involved.

### **Right of Way, Heritage, and Urban Design**

#### **Right of Way and Public Realm Permits and Approvals**

A large component of the Right of Way (ROW) and Inspections branches' activities includes the review and issuance of various permits, agreements, and approvals related to private approaches, road cut permits, utility circulations and various encroachments in the public realm, as described in Table 5.

**Table 5: Permits, Agreements and Approvals Issued by the ROW Branch and Inspections Branch**

|  | <b>2024</b> | <b>2023</b> | <b>2022</b> | <b>2021</b> | <b>2020</b> |
|--|-------------|-------------|-------------|-------------|-------------|
| <b>Road Cut</b>                            | 3736        | 3422        | 4186        | 4844        | 4178        |
| <b>Temporary Construction Encroachment</b> | 3547        | 4396        | 3436        | 3898        | 2971        |
| <b>Over Dimensional vehicle</b>            | 1710        | 1565        | 1833        | 1581        | 1419        |
| <b>Traffic Management Plans</b>            | 1094        | 1023        | 1326        | 1573        | 1259        |
| <b>Temporary Road Closures</b>             | 691         | 633         | 831         | 720         | 530         |
| <b>Patio / Café Seating</b>                | 100         | 124         | 184         | 188         | 140         |
| <b>Signs</b>                               | 3           | 3           | 0           | 5           | 4           |
| <b>Customer Service Boxes</b>              | 5           | 5           | 29          | 6           | 8           |
| <b>Private Approach</b>                    | 70          | 66          | 50          | 46          | 94          |

|  | 2024          | 2023          | 2022          | 2021          | 2020          |
|--|---------------|---------------|---------------|---------------|---------------|
| <b>Private Approach – culvert permits</b>          | 47            | 42            | 39            | 56            | 59            |
| <b>Private Approach - temporary access permits</b> | 60            | 58            | 38            | 45            | 43            |
| <b>Permanent Encroachment</b>                      | 7             | 27            | 21            | 22            | 32            |
| <b>Right of Way Agreement</b>                      | 27            | 18            | 12            | 22            | 38            |
| <b>Municipal Consent - utility work</b>            | 1,012         | 1,227         | 1,463         | 1,546         | 1,082         |
| <b>Total</b>                                       | <b>12,109</b> | <b>12,609</b> | <b>13,448</b> | <b>14,552</b> | <b>11,857</b> |

Property owners wishing to construct a new or alter an existing access onto their property, such as a driveway, are required to obtain a Private Approach permit. The review of the proposal, as part of the permit application process, ensures that the approach meets all municipal safety and construction standards.

Prior to undertaking a road cut within any portion of the City right of way including the boulevard and sidewalk, a permit must be obtained. A road cut is defined as a surface or subsurface cut in any part of a City-owned right of way made by any means, including for example excavation, reconstruction, cutting, overlaying, crack sealing, braking, boring, jacking or tunneling operations.

The Right of Way Branch undertook 1,012 utility circulations in 2024. Most circulations are for routine subsurface works (i.e., minimal or no noticeable visual changes to the streetscape after works are completed), however some result in changes that could have impacts on the community. Coordination of work to reduce community impact and minimize traffic disruptions are undertaken as part of the circulation process. Councillors are notified by staff on all circulations for information purposes prior to the commencement of work within their respective ward.

### **Heritage Planning**

A total of 72 heritage reports were prepared by staff in the Heritage Planning branch for consideration by the Built Heritage Committee and City Council in 2024.

Of these 72 reports, 18 were related to alterations, demolitions or new construction of buildings designated under either Part IV or Part V of the Ontario Heritage Act. There

were 31 reports related to the designation of properties under Part IV of the Ontario Heritage Act. There were four annual reports related to the Heritage Register in 2024.

From January 1, 2024, to December 31, 2024, 99 heritage permits were issued under delegated authority in compliance with Parts IV and V of the Ontario Heritage Act authorizing a variety of alterations ranging from windows replacement to additions that meet the criteria approved by Council. Of the 99 permits issued, 28 projects were related to the City of Ottawa Heritage Property Grant Program. These projects were approved using delegated authority and the Department entered into 28 associated contribution agreements committing \$289,408.61 towards restoration projects for designated heritage properties.

The average timeline for the issuance of a permit delegated to staff is 15 days from the date of application with many smaller applications taking a maximum of three days for issuance.

A complete list of heritage permits issued through delegated authority is attached as Document 1 to this information report.

### **Requests to Release or Reduce Securities**

The City receives securities from developers that are associated with work being undertaken through early servicing or development agreements as well as letters of undertaking in relation to approvals produced by Planning Services. These securities ensure that the work is undertaken in accordance with the conditions of approval. Once part or all of the work has been completed, the developer can request partial or full release of the securities that the City is holding. The release or reduction of securities is coordinated by the Development Inspections Unit. In 2024, the City released \$131,303,098.00 in securities to land developers as required works were completed, compared to \$197,494,968.26 in 2023. A breakdown of the securities are listed in Figures 3 and 4.

Figure 3 shows the breakdown of the securities released from 2020 to 2024.

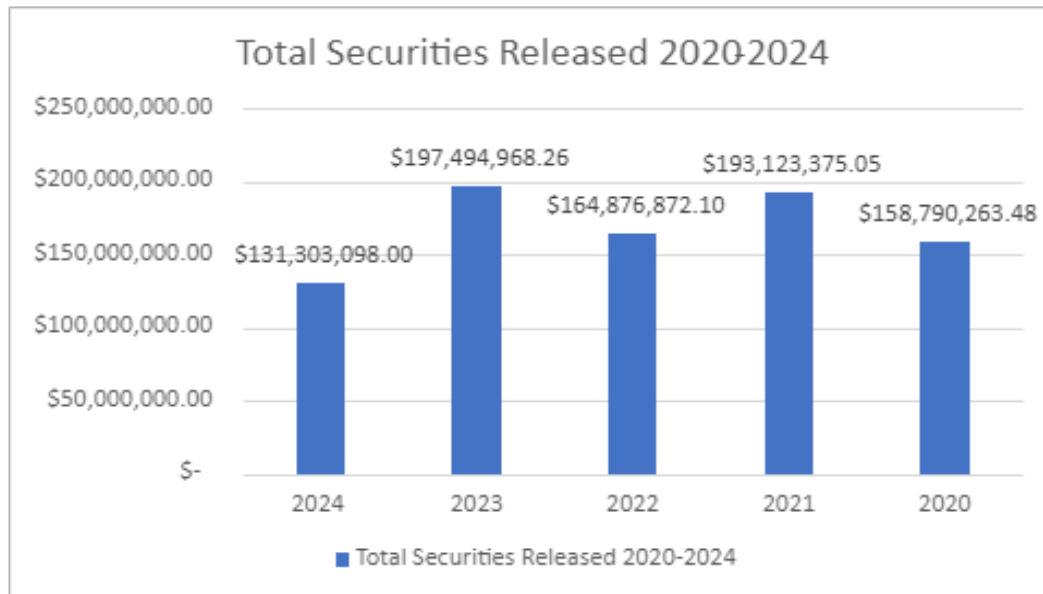
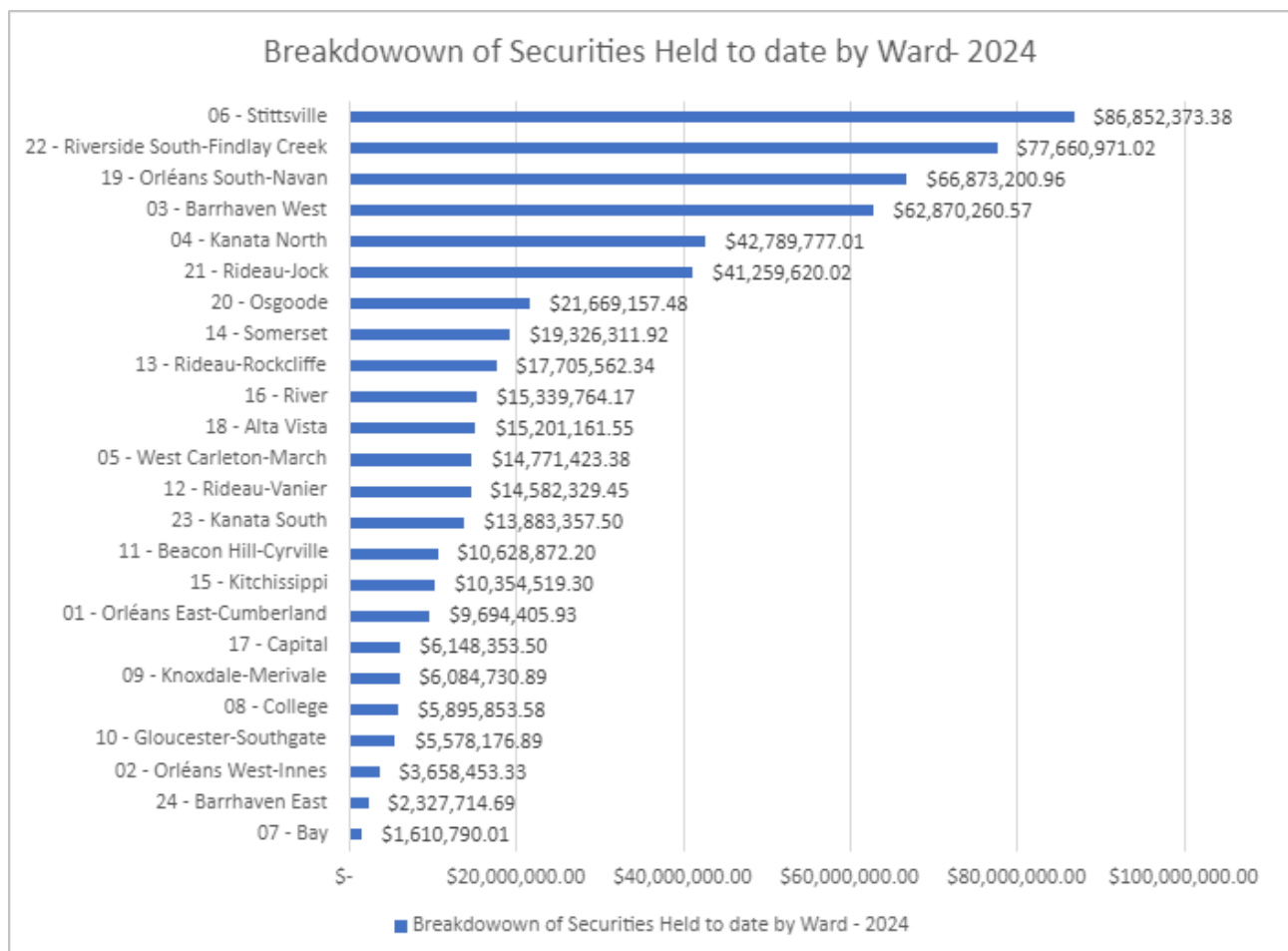


Figure 4 shows the breakdown of securities retained by ward.



**CONCLUSION**

Planning, Right of Way, Heritage and Urban Design and Building Code service areas will continue to report once per year on their use of delegated authority as per the current Delegation of Authority By-law (2025-69).

Vivi Chi

Interim General Manager, Planning, Development and Building Services Department

CC: Connie Gleason

Manager, Business and Technical Support Services, Planning, Development and Building Services Department

**Attachments:**

Document 1 - Heritage Permits Issued Under Delegated Authority, 2024

## Document 1 - Heritage Permits Issued Under Delegated Authority, 2024

|    | Application Date              | Address                  | Designation | Type of Work  | Heritage Permit Issued |
|----|-------------------------------|--------------------------|-------------|---|------------------------|
| 1  | January 03, 2024              | 180 Coltrin              | V           | Exterior alterations including changing window openings and recladding facades                              | January 11, 2024       |
| 2  | January 15, 2024              | 377 Rideau Street        | IV          | Replacement of double entry doors.  | January 26, 2024       |
| 3  | February 09, 2024             | 176 Cameron Avenue       | IV          | Remove and replace eavestrough and downspouts   | February 12, 2024      |
| 4  | December 20, 2023             | 270 Pinhey's Point       | IV          | Masonry repointing  | February 13, 2024      |
| 5  | February 07, 2024             | 700 Manor Avenue         | V           | Replacement of 70+ windows and doors. Restoration of multi-pane window.                                     | February 14, 2024      |
| 6  | February 16, 2024             | 29 Lisgar Street         | IV          | Replacement of the existing aluminum windows on the north, east and partial west face of the North building | March 05, 2024         |
| 7  | March 05, 2024                | 282 Somerset Street West | V           | Demolition of an existing two storey wood porch and replacement with a one-storey red brick addition        | March 05, 2024         |
| 8  | March 05, 2024                | 112 Bruyere Street       | V           | Enlarge a basement window to be egress compliant  | March 13, 2024         |
| 9  | March 08, 2024                | 175 Third Avenue         | IV          | Install a heat pump and refrigerant lines on the west façade  | March 13, 2024         |
| 10 | February 28, 2024             | 107 Flora                | V           | Repair and replacement of the existing front porch and stairs   | March 13, 2024         |
| 11 | March 22, 2024                | 40 Macnabb               | V           | Construction of a gazebo  | April 10, 2024         |
| 12 | April 09, 2024                | 180 Bruyere              | V           | Brick and concrete column repairs and new EIFS  | April 16, 2024         |
| 13 | Fall 2023<br>(Heritage Grant) | 108 Acacia Avenue        | IV/V        | Restoration and repair of original wood windows and doors   | February 05, 2024      |
| 14 | Fall 2023<br>(Heritage Grant) | 11 Briarcliffe Drive     | V           | Restoration and stabilization of the block retaining wall and house foundation                              | February 20, 2024      |
| 15 | Fall 2023<br>(Heritage Grant) | 173-175 Cathcart Street  | V           | Restoration of the second floor porch   | February 05, 2024      |
| 16 | Fall 2023<br>(Heritage Grant) | 199 Daly Avenue          | IV/V        | Repointing of the chimney, brick facade, window arches and stone foundation                                 | February 05, 2024      |
| 17 | Fall 2023<br>(Heritage Grant) | 241 Hillcrest Road       | V           | Replacement of leaded glass windows and wood frames with new to match                                       | February 05, 2024      |

|    |                               |                               |      |   |                      |
|----|-------------------------------|-------------------------------|------|---|----------------------|
| 18 | Fall 2023<br>(Heritage Grant) | 128 Keefer Street             | V    | Replacement of deteriorated wood siding with new wood siding to match original                            | February 05,<br>2024 |
| 19 | Fall 2023<br>(Heritage Grant) | 404 Laurier Avenue<br>East    | IV/V | Restoration of 40 wooden balconies and 16 balcony columns   | February 08,<br>2024 |
| 20 | Fall 2023<br>(Heritage Grant) | 29 Lorne Avenue               | V    | Replacement of existing wood doors and windows with new wood to match originals                           | February 05,<br>2024 |
| 21 | Fall 2023<br>(Heritage Grant) | 19 Melrose Avenue             | V    | Repair wood replacement windows in kind using like materials  | February 15,<br>2024 |
| 22 | Fall 2023<br>(Heritage Grant) | 296 Metcalfe Street           | V    | Brick repointing  | February 05,<br>2024 |
| 23 | Fall 2023<br>(Heritage Grant) | 23 Monkland<br>Avenue         | V    | Restoration of barrel roof portico  | February 05,<br>2024 |
| 24 | Fall 2023<br>(Heritage Grant) | 310 Queen<br>Elizabeth Drive  | IV   | Restoration of the two storey porch   | February 05,<br>2024 |
| 25 | Fall 2023<br>(Heritage Grant) | 325 Sandhill Road             | IV   | Restoration of a stained glass window   | February 08,<br>2024 |
| 26 | Fall 2023<br>(Heritage Grant) | 294 Somerset Street           | V    | Repair and replace portions of the original slate roof  | February 05,<br>2024 |
| 27 | Fall 2023<br>(Heritage Grant) | 217-219 St. Andrew            | V    | Remove and replace rotten wood siding and trim with new painted wood to match the original siding profile | February 05,<br>2024 |
| 28 | Fall 2023<br>(Heritage Grant) | 229 St. Andrew<br>Street      | V    | Reconstruction of the one storey wood porch that spans both sides of the semi-detached home.              | February 05,<br>2024 |
| 29 | Fall 2023<br>(Heritage Grant) | 231 St. Andrew<br>Street      | V    | Reconstruction of the one storey wood porch that spans both sides of the semi-detached home.              | February 05,<br>2024 |
| 30 | Fall 2023<br>(Heritage Grant) | 1445 St. Joseph<br>Boulevard  | IV   | Restoration of the front wood porch   | February 05,<br>2024 |
| 31 | Fall 2023<br>(Heritage Grant) | 288-290 St. Patrick<br>Street | V    | Roof replacement using natural cedar shakes and restoration of four dormers                               | February 05,<br>2024 |
| 32 | Fall 2023<br>(Heritage Grant) | 385 Sussex Drive              | IV/V | Restoration of five stained glass windows on the second level of the cathedral.                           | February 08,<br>2024 |
| 33 | Fall 2023<br>(Heritage Grant) | 19 Sweetland<br>Avenue        | V    | Reconstruction of the two-storey wood porch that spans both sides of the semi-detached home               | February 05,<br>2024 |
| 34 | Fall 2023<br>(Heritage Grant) | 21 Sweetland<br>Avenue        | V    | Reconstruction of the two-storey wood porch that spans both sides of the semi-detached home               | February 05,<br>2024 |
| 35 | April 05, 2024                | 296 Manor Ave                 | V    | Window and landscape changes  | April 16, 2024       |
| 36 | May 30, 2024                  | 108 Acacia Avenue             | V    | Foundation repointing and removal of a tree   | April 16, 2024       |

|    |                |                                |          |   |                |
|----|----------------|--------------------------------|----------|---|----------------|
| 37 | April 24, 2024 | 385 Sussex Drive               | IV/V     | Sacristy roof replacement   | April 30, 2024 |
| 38 | April 15, 2024 | 107-109 James Street           | IV       | Replacement of front deck and stairs  | April 29, 2024 |
| 39 | April 29, 2024 | 166 Huron Avenue North         | IV       | Addition of a fire escape at the rear to bring the property up to Code.   | May 03, 2024   |
| 40 | April 11, 2024 | 5 Crescent Road                | V        | Construction of a pool storage shed sauna, hot tub, and a new deck at the rear of the existing property, and minor height and depth changes to pre-approved garage              | May 16, 2024   |
| 41 | May 21, 2024   | 514 Manor Avenue               | V        | Construct a new front porch using existing canopy   | May 22, 2024   |
| 42 | May 10, 2024   | 315 Chapel Street              | IV       | Construct a one-storey addition to house mechanical and garbage storage, using salvaged stone from Bate Hall Memorial building  | May 22, 2024   |
| 43 | May 06, 2024   | 17 Mariposa                    | IV and V | Variety of minor alterations, including replacement of shingle siding, roof alterations, replacement of garage door   | May 29, 2024   |
| 44 | April 04, 2024 | 108 Acacia Avenue              | IV and V | Landscape alterations including the addition of a pool  | May 30, 2024   |
| 45 | May 21, 2024   | 355 Cooper Street              | V        | Replacement of four north facing wood windows with new double hung windows in wood to match existing  | May 31, 2024   |
| 46 | June 06, 2024  | 167 MacKay Street              | V        | Replacement of rear wooden deck due to safety issues and rot. The new deck is to be constructed with pressure-treated lumber, in the same style and proportions as the existing | June 07, 2024  |
| 47 | May 30, 2024   | 25 York Street                 | V        | Remove wood cladding and install brick.   | June 07, 2024  |
| 48 | June 03, 2024  | 362 Mariposa Avenue            | V        | Replacement of five basement windows and the addition of two new condenser units and an access ladder on the roof.  | June 18, 2024  |
| 49 | June 13, 2024  | 1000 Exhibition Way            | IV       | Lead paint removal mockups, Aberdeen Pavilion interior.   | June 21, 2024  |
| 50 | June 13, 2024  | 296 Metcalfe Street            | V        | Construct a 3-storey addition, alterations to building and landscape.   | June 26, 2024  |
| 51 | June 11, 2024  | 53 Sweetland                   | V        | Construct a one-storey addition containing an additional dwelling unit to the rear of the existing dwelling   | July 09, 2024  |
| 52 | June 18, 2024  | 60 des Oblats/205 Deschatelets | IV       | Re-issue Council level heritage permit to replace windows and modify front entrance   | June 18, 2024  |
| 53 | June 26, 2024  | 152 Howick                     | V        | Enlarging a window opening at the rear, Replacing two small windows with one wood framed, triple paned window, Removing and reinstating the stained-glass transom window        | July 02, 2024  |
| 54 | March 08, 2024 | 175 Third Avenue               | IV       | Remove and restore the wood doors facing Lyon Street  | July 02, 2024  |
| 55 | July 17, 2024  | 30 Goulburn Avenue             | V        | Masonry Restoration   | July 25, 2024  |



|    |                    |                            |      |  |                    |
|----|--------------------|----------------------------|------|--|--------------------|
| 56 | July 23, 2024      | 334 Maclaren Street        | V    | Installation of a chair lift   | July 26, 2024      |
| 57 | July 19, 2024      | 77 Clarence                | V    | Addition of a rooftop patio  | July 25, 2024      |
| 58 | July 23, 2024      | 305 Clemow Ave             | V    | Enlargement of window openings and replacement of 2 existing windows   | August 01, 2024    |
| 59 | August 01, 2024    | 422-424 Bank St            | V    | Restorations to rear elevation following a fire incl. window replacement, masonry cleaning and repair, partial removal of rear fire escape, and reconstruction of a destroyed accessory building | August 07, 2024    |
| 60 | August 06, 2024    | 306 Metcalfe Street        | IV/V | Restoration of front steps   | August 12, 2024    |
| 61 | August 07, 2024    | 2940 Old Montreal Road     | IV   | Reorientation of the Duford Garage   | August 15, 2024    |
| 62 | August 07, 2024    | 99 Cobourg Street          | IV   | Installation of a memorial plaque in Macdonald Gardens Park  | August 12, 2024    |
| 63 | August 16, 2024    | 507 Bank Street            | V    | Remove existing leaded glass window and insert stained glass window  | August 26, 2024    |
| 64 | July 15, 2024      | 270 Pinhey's Point         | IV   | Stabilize the Ash House ruins  | August 26, 2024    |
| 65 | August 12, 2024    | 146-148 St. Patrick Street | V    | Construction of a rear addition  | September 09, 2024 |
| 66 | May 09, 2024       | 17 Mariposa Avenue         | IV/V | Restoration of storm windows   | September 13, 2024 |
| 67 | September 16, 2024 | 330 Gilmour Street         | V    | Restoration of the front staircase   | September 23, 2024 |
| 68 | September 04, 2024 | 1128 Mill Street           | IV   | Construction of a new ramp for accessibility   | September 23, 2024 |
| 69 | September 16, 2024 | 2100 Cabot Street          | IV   | Replacing exterior stairs at the icehouse  | September 26, 2024 |
| 70 | September 05, 2024 | 210 Dalhousie Street       | V    | Demolition of rear garage due to safety risks  | September 26, 2024 |
| 71 | September 20, 2024 | 107-115 Rideau Street      | IV   | Facade rehabilitation  | October 02, 2024   |
| 72 | September 24, 2024 | 518 Mariposa Avenue        | V    | Construction of a detached shed at rear  | October 03, 2024   |
| 73 | September 25, 2024 | 470 Oakhill Road           | V    | Construction a rear addition with rooftop terrace  | October 03, 2024   |
| 74 | October 04, 2024   | 125 Juliana Road           | V    | Replace all windows and doors  | October 07, 2024   |

|    |                    |                      |      |   |                    |
|----|--------------------|----------------------|------|---|--------------------|
| 75 | September 16, 2024 | 39 Charles Street    | V    | Construction of a rear addition   | October 07, 2024   |
| 76 | October 04, 2024   | 125 Juliana Road     | V    | Replace windows and doors   | October 07, 2024   |
| 77 | October 03, 2024   | 545 Montagu Place    | V    | Window and patio door replacement and stucco repair where needed  | October 11, 2024   |
| 78 | August 14, 2024    | 460 Wilbrod Street   | V    | Repair and rehabilitation of the exterior cladding (reissued from 2020)   | August 16, 2024    |
| 79 | August 29, 2024    | 47-49 William Street | V    | Expanding alcove for new entrance door. Permit issued conditional upon using brick at facade. Conditions were met Oct 11, 2024  | September 24, 2024 |
| 80 | September 04, 2024 | 1128 Mill Street     | IV   | Removal of existing concrete ramp and landing at the north-west entrances to the original building. Addition of new retaining walls, paved exterior sloped walkway and landing to replace existing. | September 23, 2024 |
| 81 | October 07, 2024   | 379 Cooper           | V    | Alterations to the front facade.  | October 22, 2024   |
| 82 | October 22, 2024   | 296 Metcalfe Street  | V    | Replacement windows and doors.  | October 28, 2024   |
| 83 | October 15, 2024   | 196 Stanley Avenue   | V    | Alterations to bring the property back to a single family dwelling.   | October 25, 2024   |
| 84 | October 10, 2024   | 28 Florence          | V    | Removing faux brick cladding and replacing with Hardie board, new windows and doors   | October 22, 2024   |
| 85 | October 04, 2024   | 233 Clemow           | V    | Addition to garage and renovations to existing garage incl. new cladding, door, and window  | October 17, 2024   |
| 86 | October 15, 2024   | 257 Bolton Street    | V    | Upper storey facade rehabilitation  | October 29, 2024   |
| 87 | October 25, 2024   | 220 Sandridge Road   | V    | Repairs to rooftop terrace and replacing portions of the masonry  | October 31, 2024   |
| 88 | October 28, 2024   | 469 Wilbrod Street   | V    | Installation of a rear porch on the second storey   | November 06, 2024  |
| 89 | November 05, 2024  |                      | IV   | Roof repairs including restoring the slate tile roof and reinstating a finial   | November 07, 2024  |
| 90 | November 20, 2024  | 195 Elgin Street     | IV/V | Demolition of a detached garage   | November 21, 2024  |
| 91 | November 14, 2024  | 35 MacKay Street     | V    | Addition of a perimeter fence and security hut  | November 29, 2024  |
| 92 | November 18, 2024  | 1412 Lisgar Road     | V    | Phased porch removal and replacement in kind  | December 04, 2024  |

|    |                               |                         |      |   |                      |
|----|-------------------------------|-------------------------|------|---|----------------------|
| 93 | November<br>20,2024           | 215 Bruyere             | V    | Replacement of three existing doors with new steel units            | December 04,<br>2024 |
| 94 | Fall 2023<br>(Heritage Grant) | 172 A Bruyere<br>Street | V    | Chimney restoration   | November 13,<br>2024 |
| 95 | Fall 2023<br>(Heritage Grant) | 38 Monkland<br>Avenue   | V    | Interior masonry foundation repointing                              | February 05,<br>2024 |
| 96 | Fall 2023<br>(Heritage Grant) | 29 Sweetland<br>Avenue  | V    | Restoration of the front porch wood columns                         | July 29, 2024        |
| 97 | Fall 2023<br>(Heritage Grant) | 183 Wilbrod Street      | IV/V | Replacement of aluminum storms with need custom wood                | May 30, 2024         |
| 98 | Fall 2023<br>(Heritage Grant) | 464 Besserer Street     | V    | Replacement of 11 aluminum storm windows with custom<br>wind storms | May 16, 2024         |
| 99 | Fall 2023<br>(Heritage Grant) | 35 Monkland<br>Avenue   | V    | Restoration of two chimneys   | May 29, 2024         |



**MEMO / NOTE DE SERVICE**

**Information previously distributed / Information distribué auparavant**

**TO: Chair and Members of Agriculture and Rural Affairs Committee**

**DESTINATAIRE : Président et membres du Comité de l'agriculture et des affaires rurales**

**FROM: Court Curry Manager, Right of Way, Heritage and Urban Design Planning, Development and Building Services Department**

**Contact : Rob Maclachlan, Program Manager, Right of Way  
613-580-2424, ext.28315  
Rob.Maclachlan@ottawa.ca**

**EXPÉDITEUR : Court Curry  
Gestionnaire, Services des emprises, du patrimoine, et du design urbain  
Direction générale des services de la planification, de l'aménagement et du bâtiment**

**Personne ressource : Rob Maclachlan, Gestionnaire de programmes, Services des entreprises  
613-580-2424, ext.28315  
Rob.Maclachlan@ottawa.ca**

**DATE: April 17, 2025**

**17 avril 2025**

**FILE NUMBER: ACS2025-PDB-RHU-0020**

**SUBJECT: Manure Drag Lines in Rural Ottawa**

**OBJET : Câbles de traînage du fumier dans le secteur rural d'Ottawa**

## **PURPOSE**

To provide a response to [Motion ACS2024-OCC-CCS-0005](#) wherein staff were directed to review the feasibility of using City right of ways and culverts to accommodate manure drag lines.

## **BACKGROUND**

At the February 1, 2024, meeting of the Agriculture and Rural Affairs Committee, Councillor Brown directed staff to investigate the feasibility of the use of highway right of ways and culverts to accommodate manure draglines and report back to Committee in 2024. In reviewing the matter, staff were to include considerations related to traffic safety, roadway impacts and maintenance, drainage, the installation of additional infrastructure and a system for permitting this activity.

## **DISCUSSION**

For context, to fertilize their fields the agricultural industry is required to transport agricultural products such as manure from a farm storage site to the field. This can require transporting the manure between multiple fields and across City rights of way. One method of transport is the use of tanker trucks, which can result in traffic congestion, the spread of mud and dirt over the roadway, as well as physical damage to the roadway and shoulder due to the size and weight of these vehicles.

Of note, farm vehicles and equipment are exempt under the Highway Traffic Act from seasonal load restrictions and the requirement to obtain Over-Dimensional Vehicle Permits under the City's Over-Dimensional Vehicle By-law. From the perspective of the agricultural industry, the use of tanker trucks also presents inefficiencies given the number of trips as well as large uses of fuel.

As an alternative means of transporting manure, drag lines can be employed to pump the substance from its source to the field via a large hose. This method can be employed to treat fields within a certain radius of the storage site, alleviating the need for tanker trucks. The use of manure drag lines requires pumps positioned along the hose length, with hoses running between eight and ten inches in diameter. The Nutrient Management Act sets out the requirements for operators of these systems to ensure proper procedures and mechanisms are in place to quickly shut down and isolate the system should there be a loss of pressure due to, for example, a leak in the system. Generally speaking, treatment of a field via a manure drag line system can be accomplished either within the day, or within a couple of days, which includes the set up and take down of the system.

As directed by Council, staff have reviewed the feasibility of how manure drag lines can cross the City's right of way to reach fields separated from the storage site. In doing so staff have assessed how manure drag lines can be accommodated when running parallel down a right of way and how a manure drag line may cross a roadway, either above or below grade. This assessment has included consultation with operational and asset management groups, manure drag line operators and the farming community as well as a best practice review of other Canadian municipalities.

The City's [Use and Care of Roads By-law No 2003-498](#) prohibits any person from encumbering or damaging a highway by, in part, vehicles or other means, unless otherwise authorized by the provisions of it or any other by-law. In reviewing the requirements for access to the City's rights of way for the crossing of a manure drag line, it has been determined that any encumbrances as well as any possible damage can be addressed through existing permits and approvals set out under existing delegated authority. Specifically:

1. Where a manure drag line must run parallel down the right of way in a ditch, given the short duration of placement (i.e., in most instances less than a day) there is negligible risk to it interfering with the function of the ditch. In consultation with Roads and Parking Services, where placed in the ditch, the only necessary requirement would be the placement of an A-frame sign noting the presence of the line. This would ensure awareness should City operations be present in the area.
2. Where a manure drag line must run parallel down the right of way, or cross over its surface such that the operation would interfere or obstruct the shoulder or roadway, an operator would be required to obtain a Temporary Construction Encroachment permit. This permit process facilitates a review of the operation and any associated traffic control to ensure it is done safely, in accordance with provincial standards, and that there is an assumption of liability taken on by the operator. Where the operation would necessitate the temporary closure of the road, a Temporary Road Closure permit would be required. In all such instances, the existing permitting and review mechanisms under the City's Road Activity By-law provide staff with the delegated authority to review and allow these activities.
3. As an alternative to crossing the right of way at the surface, manure drag lines can cross via the use of existing City culverts. There is minimal risk of damage from this activity and the opportunity to do so alleviates any risks to traffic by crossing over the roadway. To ensure accountability should there be damage, as well as to track this activity, staff will be requesting that where an existing City

culvert is used, pre and post operation photos be taken and supplied to the City. These photos will also serve to provide staff with a high-level condition assessment of its culverts beyond routine inspections.

4. Where existing City culverts are not available a proponent may seek to install their own pipe to cross the City's right of way. This pipe would travel below grade and would be accessed on either end via private property. In this instance the pipe can be installed via directional drilling or boring and staged on private property. With this option, staff will provide conditions with respect to the required depth so as not to interfere with the operation of the ditches, nor impact the integrity of the roadway. Additionally, access to the pipe would be from private property, without interference with the City's right of way. Based on consultation with operational City staff, as well as operators and installers of these pipes, potential risks are minimal and can be mitigated. Ownership and associated liability for the pipe would be that of owner and secured via a License of Occupation Agreement. Depending on the context of the specific request, a Municipal Consent application may be required to ensure review by and protection of any existing utilities or City groups responsible for municipal infrastructure in that section of right of way. A Road Cut Permit would also be required for the installation. Through the Road Cut Permit staff can ensure that the installation is undertaken by a qualified and insured contractor and securities are obtained. Permits or approvals from other authorities such as the applicable Conservation Authority or Provincial Ministry may also be required.

Given this activity can be facilitated via permits, approvals and tools under existing delegated authority, as a next step staff will be updating Ottawa.ca to provide the necessary information to prospective proponents on the City's requirements for using its right of ways and installing private infrastructure. As part of the provided web content, anyone desiring to place manure drag lines within the City's right of way will be reminded of the need to follow provincial law with respect to the escape of any manure from the system, along with a contact at the City as part of the Ministry of Environment protocols.

## **CONCLUSION**

The opportunity to safely use the City right of way, City culverts or install purpose-built pipes under the above existing framework will support Ottawa's agricultural sector while

reducing farm vehicle transportation of manure and by extension potential damage to City roadways.

For any questions about staff's approach and next steps please contact [Rob.MacLachlan@ottawa.ca](mailto:Rob.MacLachlan@ottawa.ca).

## **ASSET MANAGEMENT IMPLICATIONS**

The proposed permitting process is expected to avoid / address potential Asset Management Implications resulting from recommendations of this memo.

## **FINANCIAL IMPLICATIONS**

There are no direct financial implications.

Signed by

Court Curry

Manager - Right of Way, Heritage and Urban Design

Planning, Development and Building Services Department

Cc: Connie Gleason,

Manager, Business and Technical Support Services

Planning, Development and Building Services Department



**Member's Motion submitted to Agriculture and Rural Affairs Committee**

Meeting date: 1 May 2025

Moved by: Councillor Catherine Kitts

**Motion Title: Removal of All-Way Stop Control at McKeown Drive and Barfield Road**

ACS File No.: ACS2025-OCC-CCS-0057

Ward: Osgoode (20)

**Motion d'un membre soumise au Comité de l'agriculture et des affaires rurales**

Date de la réunion : 1er mai 2025

Motion de : Conseillère Catherine Kitts

**Titre de la motion : Retrait des panneaux d'arrêt dans toutes les directions à l'intersection de Promenade McKeown et Chemin Barfield**

Dossier n° (ACS) : ACS2025-OCC-CCS-0057

Quartier : Osgoode (20)

**MOTION**

**WHEREAS** the Ward 20 office received inquiries from businesses in the Greely business park regarding the fact that there was All-Way Stop Control (AWSC) at the intersection of McKeown Drive and Barfield Road; and

**WHEREAS** the T-shaped intersection currently has AWSC even though traffic volumes and conditions within the industrial park do not meet the warrants established for AWSC, as confirmed by Traffic Services Staff;

**THEREFORE BE IT RESOLVED** that the Agriculture and Rural Affairs Committee recommend Council approve that Traffic Services staff be directed to remove AWSC at the intersection of McKeown Drive and Barfield Road, maintaining the current stop sign southbound on Barfield Road and removing the stop signs located on McKeown Drive.

**MOTION**

**ATTENDU QUE** le bureau du quartier 20 a été questionné par des entreprises exerçant leurs activités dans le parc d'affaires Greely, au sujet de l'existence de panneaux d'arrêt dans toutes les directions à l'intersection de la promenade McKeown et du chemin Barfield;

**ATTENDU QUE** des panneaux d'arrêt dans toutes les directions ont été mis en place à l'intersection en T, même si les volumes de circulation et les conditions dans le parc industriel ne remplissent pas les critères justifiant la mise en place de tels panneaux, comme l'a confirmé le personnel des Services de la circulation;

**PAR CONSÉQUENT, IL EST RÉSOLU QUE** le Comité de l'agriculture et des affaires rurales recommande au Conseil municipal de demander au personnel des Services de la circulation d'enlever les panneaux d'arrêt dans toutes les directions à l'intersection de la promenade McKeown et du chemin Barfield, en conservant le panneau d'arrêt en direction sud sur le chemin Barfield et en enlevant les panneaux d'arrêt placés sur la promenade McKeown.

### **PUBLIC WORKS DEPARTMENT COMMENTS**

The existing traffic control configuration at the intersection of McKeown Drive and Barfield Road does not meet the Council-approved warrant for an All-way Stop Control (*Intersection All-Way Stop Control Warrant Review, ACS2020-TSD-TRF-0002*). The Public Works Department will take corrective action based on the recommendation(s) of Committee and Council. If approved by Council, the existing "Stop" sign controlling the southbound approach of Barfield Road will be maintained while the existing "Stop" signs and related pavement markings controlling the east and west approaches on McKeown Drive will be removed. The removal of the traffic control on McKeown Drive will adhere to the guidelines stipulated in the Ontario Traffic Manual Book 5 – Regulatory Signs, utilizing pre-warning signage for a period of no less than 15 days. The costs associated to the traffic control amendments at the intersection of McKeown Drive and Barfield Road will be covered by Traffic Services' operating budget.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this motion.

### **LEGAL IMPLICATIONS**

There are no legal impediments associated with the implementation of the resolutions of this motion.

**DISPOSITION**

Upon Committee and/or Council approval, staff will implement the recommendations in this motion, as appropriate.