

**Subject: Independent Electricity Service Operator (IESO) Long Term 2 (LT2)  
Procurement – Requests for Municipal Support Confirmation in the  
Rural Area**

**File Number : ACS2025-SI-CCR-0010**

**Report to Agriculture and Rural Affairs Committee on 2 October 2025 and  
and Council 8 October 2025**

**Submitted on September 22, 2025 by Debbie Stewart, General Manager Strategic  
Initiatives Department**

**Contact Person: Nichole Hoover-Bienasz, Director, Climate Change & Resiliency  
Services**

**613-580-2424 ext. 25145, [Nichole.bienasz@ottawa.ca](mailto:Nichole.bienasz@ottawa.ca)**

**Wards: Ward 5 (West-Carleton-March) and Ward 21 (Rideau-Jock)**

**Objet : Processus d’approvisionnement à long terme (LT2) de la Société  
indépendante d’exploitation du réseau d’électricité (SIERE) – Demandes de  
confirmation de l’aide municipale dans les zones rurales**

**Numéro de dossier : ACS2025-SI-CCR-0010**

**Rapport présenté au Comité de l’agriculture et des affaires rurales le 2 octobre  
2025**

**et au Conseil le 8 octobre 2025**

**Soumis le 22 septembre 2025 par Debbie Stewart, Directrice Générale, Direction  
générale des initiatives stratégiques**

**Personne ressource : Nichole Hoover-Bienasz, directrice, Services des  
changements climatiques et de la résilience, Direction générale des initiatives  
stratégiques**

**613-580-2424 ext. 25145, [Nichole.bienasz@ottawa.ca](mailto:Nichole.bienasz@ottawa.ca)**

**Quartiers : West Carleton-March (5) et Rideau-Jock (21)**

## **REPORT RECOMMENDATION(S)**

**That the Agriculture and Rural Affairs Committee recommend that Council grant a Municipal Support Confirmation (MSC), for the purposes of satisfying the mandatory requirements under Section 4.2(c) of the LT2(e-1) RFP, which does not supersede any applicable permits or approvals under applicable Laws and Regulations that may be required for a Long-Term Energy Project, to:**

- 1. A proposed solar energy generation project, known as Richmond Solar I, and located at 8500 and 8504 Purdy Road in Ward 21 – Rideau-Jock as shown in Document 1 and as summarized in Document 2**
- 2. A proposed solar energy generation project, known as Richmond Solar II, and located at 8290 Copeland Road in Ward 21 – Rideau-Jock as shown in Document 3 and as summarized in Document 4**
- 3. A proposed solar energy generation project, known as Richmond Solar III, and located at 8290 Copeland Road in Ward 21 – Rideau-Jock as shown in Document 5 and as summarized in Document 6**
- 4. A proposed solar energy generation project, known as Dunrobin Solar Project, and located at 3492, 3540, and 3582 Dunrobin Road as well as two adjacent unaddressed properties known as Parcels numbered 045640001 and 45660156-in Ward 5 – West Carleton-March as shown in Document 7 and as summarized in Document 8**
- 5. A proposed solar energy generation project, known as Carp Airport Solar Project, and located at 1500 Thomas Argue Road in Ward 5 – West Carleton-March as shown in Document 9 and as summarized in Document 10.**

## **RECOMMANDATION(S) DU RAPPORT**

**Que le Comité de l'agriculture et des affaires rurales recommande au Conseil municipal d'accorder une confirmation d'aide municipale (CAM), afin de satisfaire aux exigences obligatoires en vertu de l'alinéa 4(2)c) de la demande de proposition (DDP) LT2(e-1), qui n'a pas préséance sur les permis ou les approbations applicables en vertu des lois et des règlements en vigueur qui peuvent être exigés pour un projet énergétique à long terme, pour :**

- 1. Un projet de production d'énergie solaire, connu sous le nom de**

- Richmond Solar I, et situé au 8500 et au 8504, chemin Purdy dans le quartier 21 – Rideau-Jock, tel qu'indiqué dans le document 1 et tel que résumé dans le document 2**
- 2. Un projet de production d'énergie solaire, connu sous le nom de Richmond Solar II, et situé au 8290, chemin Copeland dans le quartier 21 – Rideau-Jock, tel qu'indiqué dans le document 3 et tel que résumé dans le document 4**
  - 3. Un projet de production d'énergie solaire, connu sous le nom de Richmond Solar III, et situé au 8290, chemin Copeland dans le quartier 21 – Rideau-Jock, tel qu'indiqué dans le document 5 et tel que résumé dans le document 6**
  - 4. Un projet de production d'énergie solaire, connu sous le nom de Projet solaire de Dunrobin, et situé au 3492, au 3540 et au 3582, chemin Dunrobin, ainsi que deux propriétés adjacentes sans adresse, connues sous les numéros de parcelles 045640001 et 45660156 dans le quartier 5 – West Carleton-March, tel qu'indiqué dans le document 7 et tel que résumé dans le document 8**
  - 5. Un projet de production d'énergie solaire, connu sous le nom de Projet solaire de l'Aéroport de Carp, et situé au 1500, chemin Thomas Argue dans le quartier 5 – West Carleton-March, tel qu'indiqué dans le document 9 et tel que résumé dans le document 10.**

## **EXECUTIVE SUMMARY**

In response to the significant demand for electricity in Ontario associated with economic and population growth, and advancements in technology, the Independent Electricity System Operator (IESO) has launched the largest competitive procurement for electricity generation in the province's history.

The Long-term 2 Request for Proposals (LT2 RFP) is seeking to procure 14 terawatt-hours (TWh) of annual generation from energy producing resources and 1,600 megawatts (MW) of capacity resources to meet electricity needs emerging from 2029–2034. Instead of one large procurement, LT2 will be broken down into multiple procurements over time, with four phases or “windows” having its own RFP. The procurement process allows for a wide range of eligible energy resources include wind, solar, natural gas, energy storage, bioenergy, and hydroelectric generation.

A notable change with the LT2 RFP as compared to the previous LT1 RFP is that proponents are now required to pre-engage with the host municipality who will set out the expectations and minimum community engagement requirements with developers directly. This change recognizes the need for each municipality to determine what is sufficient engagement for their respective communities.

In response, staff developed an LT2 Process Protocol which sets out the required steps for proponents seeking municipal support for their projects, known as a Municipal Support Confirmation (MSC). The MSC is a requirement from the IESO to confirm that the developer has undertaken (or is committed to undertake) the notification and engagement activities to the satisfaction of the municipality. The MSC also confirms that the municipality agrees to the proposal being submitted for consideration for the provincial procurement.

This report recommends that Agriculture and Rural Affairs Committee grant MSCs to five (5) proposed solar projects as part of this first round of procurement under the LT2 RFP (Window 1 – Energy). Three (3) projects are proposed within Ward 21 (Rideau-Jock) by Portage Power, an affiliate of Hydro Ottawa, and two (2) projects are proposed within Ward 5 (West Carleton-March), one by Westbridge Renewable Energy Corporation and one by West Capital Power.

A separate report was brought to Environment and Climate Change Committee (ECCC) on September 16, 2025, to recommend additional MSCs be granted for two (2) proposed solar projects in the urban area, both within Ward 4 (Kanata North).

The September 16, 2025, ECCC report also included a recommendation that projects that receive MSCs but are unsuccessful in any procurement window may resubmit their MSC for subsequent procurement windows, that staff be directed to develop a policy framework for energy project Municipal Host Agreements for Council consideration in Q1 2026.

## **RÉSUMÉ**

En réponse à l'importante demande d'électricité en Ontario liée à la croissance économique et démographique et aux progrès technologiques, la Société indépendante d'exploitation du réseau d'électricité (SIERE) a lancé le plus grand processus concurrentiel d'approvisionnement en électricité de l'histoire de la province.

Les demandes de propositions à long terme 2 (DDP LT2) visent à acquérir 14 térawattheures (TWh) de production annuelle à partir de ressources de production

d'énergie et 1 600 mégawatts (MW) de puissance installée pour répondre aux besoins émergents en matière d'électricité de 2029 à 2034. Au lieu d'un seul grand processus d'approvisionnement, le LT2 sera divisé en plusieurs processus d'approvisionnement au fil du temps, avec quatre phases ou « périodes » disposant de leur propre DDP. Le processus d'approvisionnement permet un large éventail de ressources énergétiques admissibles, notamment l'énergie éolienne, l'énergie solaire, le gaz naturel, le stockage d'énergie, la bioénergie et la production d'hydroélectricité.

Un changement considérable dans la DDP LT2 par rapport à la DDP LT1 est que les proposants sont désormais tenus de rencontrer au préalable la municipalité hôte, qui définira directement avec les développeurs les attentes et les exigences minimales en matière d'engagement communautaire. Ce changement reconnaît la nécessité pour chaque municipalité de déterminer ce qui constitue un engagement suffisant pour leurs communautés respectives.

En réponse, le personnel a élaboré un protocole de processus LT2 qui définit les étapes requises pour les proposants cherchant à obtenir une aide municipale pour leurs projets, connue sous le nom de confirmation d'aide municipale (CAM). La CAM est une exigence de la SIERE qui vise à confirmer que le développeur a entrepris (ou s'est engagé à entreprendre) les activités de notification et d'engagement à la demande de la municipalité. La CAM atteste également que la municipalité accepte que la proposition soit soumise pour examen en vue de la procédure d'approvisionnement provinciale.

Ce rapport recommande que le Comité de l'agriculture et des affaires rurales accorde des CAM à cinq (2) projets solaires proposés dans le cadre de ce premier processus d'approvisionnement de la DDP LT2 (Période 1 – Énergie). Trois (3) projets sont proposés dans le quartier 21 (Rideau-Jock) par Portage Power, une filiale d'Hydro Ottawa, et deux (2) projets sont proposés dans le quartier 5 (West Carleton-March), l'un par Westbridge Renewable Energy Corporation et l'autre par West Capital Power.

Un rapport distinct a été présenté au Comité de l'environnement et du changement climatique (CECC) le 16 septembre 2025 afin de recommander l'octroi de CAM supplémentaires pour deux (2) projets solaires proposés en zone urbaine, tous deux dans le quartier 4 (Kanata-Nord).

Le rapport du CECC du 16 septembre 2025 comprenait également une recommandation selon laquelle les projets qui reçoivent des CAM mais qui ne sont pas retenus lors d'une période d'approvisionnement peuvent présenter à nouveau leur CAM lors des périodes d'approvisionnement suivantes, et que le personnel soit chargé

d'élaborer un cadre stratégique pour les accords municipaux d'accueil de projets énergétiques, qui sera soumis à l'examen du Conseil au premier trimestre 2026.

## **BACKGROUND**

For the first time since 2005, electricity demand in Ottawa has increased, driven by several key factors: growing industrial investment, population growth, technological advancement, the electrification of transportation and building heating systems, the expiry of existing supply and capacity contracts, and scheduled refurbishments at Ontario's nuclear generating station.

Since May 2023, the Independent Electricity System Operator, a Crown corporation, has launched a series of competitive energy procurements, including the Expedited Long-term 1 (E-LT1) RFP and the Long-term 1 (LT1) RFP, which together, resulted in nearly 3,000 megawatts (MW) of energy storage capacity from 26 projects, two of which are to be located in rural Ottawa.

The Long-term 2 (LT2) RFP is the largest competitive procurement for electricity generation in the province's history. The LT2 seeks to procure 14 terawatt-hours (TWh) of annual generation from energy producing resources<sup>1</sup> and 1,600 megawatts (MW) of capacity resources<sup>2</sup> to meet electricity needs emerging from 2029–2034. Instead of one large procurement, LT2 will be broken down into multiple procurements over time, with four phases or “windows” having its own RFP.

Window 1 (Energy) was launched on June 27, 2025, with a target deadline of October 16, 2025, for proposal submissions. Contracts are expected to be awarded in Q2 2026 with projects expected to come into commercial operation in 2029/2030. Windows 2 through 4 will be launched between now and 2027 with all contracts to be awarded by March 31, 2029. The LT2 RFP proposes initial 20-year contract terms for wind, solar and biomass projects.

The LT2 RFP is a technology agnostic competitive procurement to secure the lowest cost projects for electricity consumers. Eligible energy resources include wind, solar, natural gas, energy storage, bioenergy, and hydroelectric generation.

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<sup>1</sup> Energy-producing resources are focused on the total amount of electricity they can produce over time, measured in megawatt-hours (MWh). These resources are intended to meet the day-to-day electricity needs of consumers. Examples include, bioenergy facilities, solar facilities, wind facilities and cogeneration facilities. ([IESO, 2025](#))

<sup>2</sup> Capacity resources provide reliable power when it is needed most (i.e. during peak demand periods). Capacity is measured in megawatts and represents the maximum output a resource can deliver on short notice to ensure the electricity grid has enough supply to avoid blackouts. ([IESO, 2025](#))

A notable change between the LT2 RFP and previous Provincial energy procurements is that the confirmation of municipal support is now mandatory with proposal submissions. This change also enables the IESO to rely on a Municipal Support Confirmation (MSC), previously known as the Municipal Support Resolution, as a confirmation that engagement has been completed or is planned to be completed in a satisfactory manner.

In [February 2023](#), Council directed that requests for Municipal Support Resolution (MSR) that are associated with a provincial energy procurement be considered through the relevant Standing Committee, it being understood that the Standing Committee will act in accordance with the timelines provided in the request for proposals

In [December 2023](#), Council directed that all future requests for MSR through Committees to Council be brought to Committee in a manner that allows Councillors to vote on each MSR as a separate item within one report; that all future requests for MSRs continue to rise through the appropriate Committee of Council to allow for public engagement and consultation, including for LT2 RFP and all future IESO procurements, until such time as new direction is provided by Council; and that upon the approval of new zoning provisions for battery energy storage system (BESS) facilities, staff return to Council through Committee with recommendations for updated direction for managing the MSR process.

On [June 6, 2024](#), the Minister of Energy and Mines and the Ontario Ministry of Agriculture, Food, and Agribusiness released a Ministerial Directive stating that new electricity projects are to be prohibited in prime agricultural areas as designated by a municipality's Official Plan.

In February 2025, City Council approved policies through an Official Plan Amendment and Zoning By-law Amendment ([ACS2025-PDB-PS-0016](#)) clarifying where and how Battery Energy Storage Systems (BESS) may be permitted in Ottawa. As part of this decision, Council directed that any future request for an MSR related to a BESS project selected under the LT1 procurement be considered as part of the required Zoning By-law Amendment application as two separate decisions within one report. This direction was specific to the LT1 procurement and does not impact the LT2 RFP.

Projects that are unsuccessful in any procurement window are eligible to participate in subsequent windows as each window is a standalone procurement. The proponent would be required to follow the same pre-engagement steps with the City to comply with the LT2 RFP issued in the applicable window.

## Official Plan

The repeal of the Green Energy Act in 2018 restored municipal authority to regulate renewable energy generation land uses in Ontario, offering a new opportunity for municipal input on the siting of such infrastructure. Provincial approval called a Renewable Energy Approval (REA) is also required for certain classes of projects as per Part V.0.1 of the Environmental Protection Act and O. Reg. 359/09. Section 4.12 of the Official Plan permits renewable energy generation facilities as a principal use of land in the following designations:

- Rural Countryside (see Schedule B9)
- Greenbelt Rural and Greenbelt Facility (see Schedule B9)
- Natural Environment Area - Greenspace sub-designation, subject to the policies of Subsection 7.3 (see Schedules C11-A, C11-B and C11-C)

## Energy Projects on Prime Agricultural Land

On [June 6, 2024](#), the Minister of Energy and Mines and the Ontario Ministry of Agriculture, Food, and Agribusiness released a Ministerial Directive containing policy considerations for energy projects in prime agricultural areas. The Directive stated that new electricity projects are to be prohibited in prime agricultural areas as designated by a municipality's Official Plan.

Prime agricultural areas are lands recognized as having the best potential to grow crops and include specialty crop areas, Canada Land Inventory Class 4 through 7 lands, and areas with concentrations of existing farms. Prime agricultural areas in Ottawa are designated Agricultural Resource Area and shown in Schedule B9 of the Official Plan.

Eligible projects proposed in prime agricultural areas are required to complete an Agricultural Impact Assessment (AIA) to the satisfaction of the municipality. The AIA is divided into three components: the first being an identification of measures to avoid adverse impacts on agriculture and the second and third being an identification of measures to minimize and mitigate adverse impacts if avoidance is not possible.

The purpose of an AIA is meant to evaluate the potential impacts of non-agricultural uses on the agricultural system. Work to define the agricultural system in Ottawa as well as to develop new Terms of Reference for AIAs was adopted by Council as part of the PPS Consistency Official Plan Amendment on July 23, 2025 (OPA 46) ([ACS2025-PDB-PS-0043](#)).

A recent Official Plan Amendment (OPA 46) added a new section 4.13 to the Official Plan to respond to the updated policy directions set out in Provincial Policy Statement (PPS) 2024. Specifically, Section 4.13.3 states that an Agricultural Impact Assessment may be required as part of a complete application where a new or expanded non-agricultural use is proposed within the Rural Countryside designation where the site is currently used for agricultural production.

### Decommissioning

Developing a decommissioning plan is a key component of the Renewable Energy Approval (REA) process under O. Reg. 359/09 of the Environmental Protection Act. While the REA, which applies to most facility types, must be obtained prior to a facility injecting electricity into the grid, the decommissioning activities themselves would take place after the LT2 Contract has concluded. Decommissioning plans are required to outline the decommissioning strategy, including the removal of all facility components, site restoration measures, and the management of any excess materials or waste, ensuring the site is returned to a clean, safe, and usable condition consistent with future land use expectations.

## **DISCUSSION**

The Municipal Support Confirmation (MSC) is the instrument used by the IESO to confirm that the developer has undertaken (or is committed to undertake) engagement activities to the satisfaction of the municipality and that the municipality agrees to the proposal being submitted for consideration. A notable change with the LT2 RFP as compared to the previous LT1 RFP is that bids now include evidence of a MSC to be considered by the IESO. These changes recognize the need for each municipality to determine what is sufficient engagement for their respective communities.

A MSC is not an approval of a project, it is only an indication of support in principle. MSCs are separate and independent from any approvals that may be required under the Planning Act (i.e. Official Plans, Zoning By-law, Site Plan) before projects could be built. The MSC does not guarantee that the project will be awarded an IESO Contract and does not supersede any applicable permits or approvals (zoning, etc.) required under the Planning Act. The IESO has prepared a MSC template to be used by municipalities, as shown in Document 7.

### **LT2 Process Protocol**

In July 2025, staff developed a LT2 process protocol for proponents seeking evidence

of municipal support for their projects, in order to respond to new IESO requirements for municipal pre-engagement and Municipal Support Confirmation consideration. There are seven (7) steps, which are listed below and summarized in Document 5:

1. Pre-engagement Confirmation meeting with City staff and briefing Head's Up to Ward Councillor
2. Public Notification and Consultation carried out by the Proponent
3. Request for Municipal Support Confirmation (MSC) submitted to staff
4. Request review by City staff
5. Report to Committee and Council on MSC Requests
6. Committee meetings to hear staff recommendations
7. Council decision on MSC Requests

The process protocol requires proponents to provide written authorization from the property owner to meet with City staff as well as authorization to post information about the project on a dedicated page of [Engage Ottawa](#). The process protocol was designed to ensure that members of the public, including to neighbouring properties, are made aware of the proposal and the available project details are shared in advance of Council's consideration.

Requests for MSCs were evaluated by staff based on whether sufficient information was provided, and the public notification and consultation was carried out by the Proponent in accordance with the protocol. Following the protocol, recommendations on MSCs will be made based on the following, to the best of available information at the time:

1. Conformity with Official Plan policies
2. Comments received from the public, registered community groups, technical agencies, and public bodies; and,
3. Any other reasonable land use issue identified by City staff.

### **Request for Municipal Support Confirmation**

The City has received requests to provide Municipal Support Confirmations (MSCs) for seven (7) projects in Ottawa under the first window of the LT2 procurement.

This report recommends that Agriculture and Rural Affairs Committee grant MSCs to five (5) proposed solar projects in the rural area as part of this first round of procurement under the LT2 RFP (Window 1 – Energy). Three (3) projects are proposed within Ward 21 (Rideau-Jock) by Portage Power, an affiliate of Hydro Ottawa, and two (2) projects are proposed within Ward 5 (West Carleton-March), one by Westbridge Renewable Energy Corporation and one by West Capital Power.

A separate report was brought to Environment and Climate Change Committee on September 16, 2025, which recommended additional MSCs be granted for two (2) proposed solar projects in the urban area, within Ward 4 (Kanata North). This report also included recommendations that Municipal Support Resolutions granted for one procurement window to be used for subsequent procurement windows given the project details remain the same, and to direct staff to develop a policy framework for energy project Municipal Host Agreements for Council consideration in Q1 2026.

**Recommendations 1 through 5:** That the Agriculture and Rural Affairs Committee recommend Council grant a Municipal Support Confirmation (MSC), which shall not preclude the requirement to comply with any and all, current or future municipal regulations or applicable approvals and permit processes which may apply should a contract be awarded, to:

1. A solar energy generation project known as Richmond Solar I, proposed by Portage Power, a subsidiary of Hydro Ottawa, up to a size of 43 megawatts (mW) at 8500 and 8504 Purdy Road. This project is proposed in Ward 21 – Rideau-Jock, as shown in Document 1 and summarized in Document 2.
  - a. Site description: The contiguous sites, comprising 41 hectares (100 acres) and 43 hectares (106 acres) respectively, are located on the south side of Purdy Road, approximately 300 metres west of Dwyer Hill Road. The sites each contain a residential dwelling and hay fields. The surrounding lands contain a mix of vacant, agricultural and rural residential properties. A mix of soil capability classes are present on the site, including 6R, 4FM and a small area of organic soil.
  - b. Project description: Richmond Solar I will comprise 22 megawatts (MW) of solar panels proposed on a total buildable area of 26 hectares (65 acres) at 8500 Purdy Road and 21 MW of solar panels proposed on a total buildable area of 25 hectares at 8504 Purdy Road. The project scope is likely to include a 2.2 km distribution line upgrade to connect the facility to the nearest 28kV

supply. The line upgrade would extend the 28kV supply from the intersection of Dwyer Hill Road and Jock Trail Road to the project site. Site access would be from Purdy Road. No water, gas or telecommunication servicing would be required. The timeline for construction is proposed to begin in March 2028, becoming operational in March 2029.

- c. Official Plan and Zoning: Both sites are designated Rural Countryside, which is identified on Schedule B9 of the Official Plan. The majority of the southern portion of 8504 Purdy Road and an area of approximately 0.2 hectares (0.5 acres) at the south end of 8500 Purdy Road is within the Natural Heritage System Core Area. Both sites are currently zoned RU (Rural Countryside). The Draft Zoning By-law identifies the property immediately to east of 8500 Purdy Road as being within a Mineral Aggregate Reserve Area Overlay, which is intended to protect new sensitive uses from locating in proximity mineral extraction operations.
  - d. Community Consultation: On August 1<sup>st</sup>, the project proponents hosted a Community Information Session to present details of the proposal and receive community feedback on Richmond Solar I, II, and III. Meeting participants expressed mixed feedback, with some attendees voicing strong support and some attendees expressing concerns with matters including construction impacts, well contamination, and property values.
  - e. Staff comments: The proposed solar project conforms to the Official Plan Section 4.12 as a renewable energy generation facility that is to be subject to a provincial Renewable Energy Approval and is within the Rural Countryside designation. An amendment to the Zoning By-law will be required to permit the proposed use. The proposed projects will also be subject to Site Plan Control. Section 4.13 of the Official Plan states that an Agricultural Impact Assessment may be required as part of a complete application as the proposed non-agricultural use is within the Rural Countryside designation where the site is currently used for agricultural production. In addition, further review and assessment of potential impacts to the natural heritage system will be required to be assessed through the development approvals process. The proponent has undertaken the notification and engagement activities to the satisfaction of staff and staff agree with the proposal being submitted for consideration.
2. A solar energy generation project known as Richmond Solar II, proposed by

Portage Power, a subsidiary of Hydro Ottawa, up to a size of 25 mW at 8290 Copeland Road. This project is proposed in Ward 21 – Rideau-Jock, as shown in Document 3 and summarized in Document 4.

- a. Site description: The site, comprising 38 hectares (93 acres) is located between Copeland Road and Franktown Road, approximately 300 metres east of Dwyer Hill Road. The site is occupied by agricultural land. Soil capability class 3RP is present on the site. The lands immediately to the east are occupied by an existing residential subdivision. The lands immediately to the west contain, the Dwyer Hill Training Centre, a military training centre operated by the Department of National Defense. A watercourse extends through the northern portion of the site.
- b. Project description: Richmond Solar II will comprise of up to 25 MW of solar panels proposed on a total buildable area of 28 hectares (71 acres). The project is likely to connect to the lie-along 28kV distribution line on Franktown Road. No additional expansion work is anticipated in order to connect the generation facility. Site access would be from Franktown Road. No water, gas or telecommunication servicing would be required. The timeline for construction is proposed to begin in March 2028, becoming operational in March 2029.
- c. Official Plan and Zoning: The site is designated Rural Countryside, which is identified on Schedule B9 of the Official Plan. The site is currently zoned RU (Rural Countryside).
- d. Community Consultation: On August 1<sup>st</sup>, the project proponents hosted a Community Information Session to present details of the proposal and receive community feedback on Richmond Solar I, II, and III. Meeting participants expressed mixed feedback, with some attendees voicing strong support and some attendees expressing concerns with matters including construction impacts, well contamination, and property values. The Department of National Defence, who operate the Dwyer Hill Training Centre immediately west of the site, submitted written comments expressing opposition to the proposal given the project's proximity to their sensitive operations.
- e. Staff Comments: The proposed solar projects conform to the Official Plan Section 4.12 as a renewable energy generation facility that is to be subject to a provincial Renewable Energy Approval and is within the Rural Countryside

designation. An amendment to the Zoning By-law will be required to permit the proposed use. The proposed projects will also be subject to Site Plan Control. Section 4.13 of the Official Plan states that an Agricultural Impact Assessment may be required as part of a complete application as the proposed non-agricultural use is within the Rural Countryside designation where the site is currently used for agricultural production. The proponent has undertaken the notification and engagement activities to the satisfaction of staff and staff agree with the proposal being submitted for consideration.

3. A solar energy generation project known as Richmond Solar III, proposed by Portage Power, a subsidiary of Hydro Ottawa, up to a size of 14 mW at 7615 Franktown Road. This project is proposed in Ward 21 – Rideau-Jock, as shown in Document 5 and summarized in Document 6.
  - a. Site description: The site, comprising 38 hectares (93 acres) is located between Franktown Road and Copeland Road, approximately 600 metres east of Munster Road. The majority of the site is vegetated with a watercourse in the southern portion of the site and a few outbuildings. Soil capability class 6 is present on the site.
  - b. Project description: Richmond Solar III will comprise 14 MW of solar panels proposed on a total buildable area of 19 hectares (48 acres). The project is likely to connect to the lie-along 28kV distribution line on Franktown Road. No additional expansion work is anticipated to connect the generation facility. Site access would be from Franktown Road. No water, gas or telecommunication servicing would be required. The timeline for construction is proposed to begin in March 2028, becoming operational in March 2029.
  - c. Official Plan and Zoning: The site is designated Rural Countryside, which is identified on Schedule B9 of the Official Plan. An area of approximately 800 square metres situated in the northern portion of the site is within a Sand and Gravel Resource Area Overlay. Approximately half of the site is within the Natural Heritage Features Overlay, which is identified on Schedule C11. An area comprising approximately 350 square metres at the north end of the site is within a Wellhead Protection Area (Score of 2), which is shown on Schedule C15. The site is currently zoned RU (Rural Countryside).
  - d. Community Consultation: On August 1<sup>st</sup>, the project proponents hosted a Community Information Session to present details of the proposal and receive

community feedback on Richmond Solar I, II, and III. Meeting participants expressed mixed feedback, with some attendees voicing strong support and some attendees expressing concerns with matters including construction impacts, well contamination, and property values.

- e. Staff comments: The proposed solar project conforms to the Official Plan Section 4.12 as a renewable energy generation facility that is to be subject to a provincial Renewable Energy Approval. Section 4.13 of the Official Plan states that an Agricultural Impact Assessment may be required as part of a complete application as the proposed non-agricultural use is within the Rural Countryside designation where the site is currently used for agricultural production. The proposed projects will also be subject to Site Plan Control. Further review and assessment of potential impacts to the natural heritage system and wellhead protection area will be required to be assessed through the development approvals process. An amendment to the Zoning By-law will be required to permit the proposed use. The proposed projects will also be subject to Site Plan Control. The proponent has undertaken the notification and engagement activities to the satisfaction of staff and staff agree with the proposal being submitted for consideration.
4. A solar energy generation project known as the Dunrobin Solar Project, proposed by Westbridge Renewable Energy Corporation, up to a size of 86mW and located at 3492, 3540, and 3582 Dunrobin Road, as well as two adjacent unaddressed properties (Parcels numbered 045640001 and 45660156). This project is located in Ward 5 – West Carleton-March; as shown in Document 7 and as summarized in Document 8.
- a. Site description: The sites combined comprise an area of approximately 300 acres. The lands consist of five separate parcels, four are actively used for agricultural purposes and one is currently unoccupied and contains a former antenna yard. There are natural heritage features within the lands, with a provincially significant wetland and significant woodland on the northern portion of the lands. There is an unevaluated wetland adjacent to the provincially significant wetland on these lands. The surrounding lands are occupied by a golf course, agricultural lands, vacant and residential properties along Dunrobin Road. Soil capability class 3DW and 3D soils are present on the site.
  - b. Project description: The Dunrobin Solar Project will comprise 86 MW of solar

- panels on a total buildable area of 120 hectares (300 acres). Site access is proposed from Vances Side Road. The Project will include solar PV modules, foundations and racking systems, inverter/transformer stations, an electrical collection network, internal access roads, a collector substation, and a new 230 kilovolt (kV) transmission line. The transmission line will connect the Project to Hydro One's existing 230 kV circuit, approximately 5 km southwest of the site. The CS3 circuit would feed into the South March Transformer Station which supplies both Hydro Ottawa and Hydro One distribution customers. Transmission routing options are being examined using both private land and within the municipal road allowances of Vances Side Road and Kinburn Side Road. No on-site water or sewage infrastructure would be required. Water needed during construction or routine maintenance will be transported by truck or drawn from existing wells on the property.
- c. Official Plan and Zoning: The sites are designated Rural Countryside and Greenspace, which are identified on Schedule B9 of the Official Plan. The site is adjacent to a Natural Heritage System Core Area containing significant woodlands and significant wetlands (i.e. the Constance Creek Provincially Significant Wetland) as shown on Schedule C11. There are multiple watercourses and one Unstable Slope shown on the Official Plan Schedule C15. The site is adjacent to the floodplain to Constance Creek and the Constance Creek Provincially Significant Wetland. The lands are currently zoned RU (Rural Countryside), which does not permit the proposed use.
  - d. Community Consultation: On August 13<sup>th</sup>, the project proponent hosted a Community Information Session to present details of the proposal and receive community feedback on the Dunrobin Solar project. The participants at this public meeting expressed many questions and concerns including those about the project's substantial size, potential loss of agricultural lands, local economic impact, grid connection details, and decommissioning concerns. In response to requests for more opportunities to hear and respond to feedback, the project proponents committed to holding a second Community Information Session on September 24 at the West Carleton Community Complex. This second information meeting is in addition to the requirements of the City's LT2 process protocol.
  - e. Staff comments: The proposed solar project conforms to the Official Plan Section 4.12 as a renewable energy generation facility that is to be subject to a provincial Renewable Energy Approval. Development will be required to

- mitigate any impacts to the Natural Heritage System Core Area, Provincially Significant Wetland and to site any project infrastructure outside floodplain limits and any permits from the Mississippi Valley Conservation Authority. The proponent considered natural heritage details provided by staff to further refine the limits of the project. Section 4.13 of the Official Plan states that an Agricultural Impact Assessment may be required as part of a complete application as the proposed non-agricultural use is within the Rural Countryside designation where the site is currently used for agricultural production. An amendment to the Zoning By-law will be required to permit the proposed use. The proposed project will also be subject to Site Plan Control. The proponent has committed to undertake the notification and engagement activities to the satisfaction of staff and staff agree with the proposal being submitted for consideration.
5. A solar energy generation project known as Carp Airport Solar, proposed by West Capital Power Corporation, up to a size of 18 MW at 1500 Thomas Argue Road. This project is proposed in Ward 5 – West Carleton-March, as shown in Document 9 and summarized in Document 10.
    - a. Site Description: The site, comprising 132 hectares (326 acres), is located southwest of the intersections of March Road and Carp Road, and accessed by Thomas Argue Road. The site is occupied by the Carp Airport, and includes an airport infield, a runway, associated airplane hangers and airport buildings. The lands to the west of the site contain a residential subdivision and the lands to the east contain a commercial business park, both developed by West Capital Developments.
    - b. Project description: Carp Airport Solar will comprise up to 20 mW of solar panels proposed to be located within the airport runways (total buildable area to be determined). The project is likely to connect to the South March Transformer Station through a 44 kV feeder line. The site access would be from Thomas Argue Road. No water or wastewater servicing would be required. The commercial operation timeline is proposed to be 2029 or 2030 in line with the IESO LT2 timelines, and the anticipated lifespan of the project is 25 years.
    - c. Official Plan and Zoning: The site is designated Rural Countryside, which is identified on Schedule B9 of the Official Plan. The lands are also designated as Carp Airport Area and are subject to Area Specific Policy 8.6 of the Official

Plan. This policy identified permitted uses on the site, including airport and related facilities, light industrial uses, convenience commercial uses, and others. The site is currently zoned Air Transportation Facility Subzone B (T1B), which does not permit the proposed use.

- d. Community Consultation: On September 3<sup>rd</sup>, the project proponents hosted a Community Information Session to present details of the proposal and receive community feedback. The participants were generally supportive of the proposed solar facility, with some questions received relating to impact to airport operations and project financing structure.
- e. Staff comments: Currently, renewable energy generation facilities that are to be subject to a provincial Renewable Energy Approval are not specifically permitted within the Carp Airport Solar Designation by Area Specific Policy 8.6. However, the intent of the designation is to maintain the function of the airport. The proposed solar generation use can occur alongside the primary function of the lands as an airport and will make use of open lands surrounding the runways. An Official Plan Amendment may be required, and zoning and site plan approvals will be required. The proponent has committed to undertake the notification and engagement activities to the satisfaction of staff and staff agree with the proposal being submitted for consideration.

In the evaluation of the proposals for Municipal Support Confirmations, staff are supportive for the following reasons:

- The projects conform generally with the policies in the Official Plan,
- The projects are not situated within a Prime Agricultural Area,
- The proponent undertook the required public consultation and adequately responded to initial community comments,
- Impacts of the proposal, including those to natural systems, will be evaluated at the time development applications are submitted. Mitigating measures may be secured where appropriate.

### **Next Steps**

Project proponents wanting to respond to Window 1 of the LT2 procurement process must secure municipal support and submit their bids to the IESO by October 16, 2025. Once submitted, the IESO will evaluate the proposals, with contract awards for Window

1 expected in Q1 2026. If successful, projects would advance toward commercial operation in 2029 or 2030. Staff will advise Council of the results of the IESO procurement, which is anticipated in late Q1/early Q2 2026.

Prior to construction and operation, successful proponents are required to obtain necessary approvals for energy projects, including municipal planning approvals and provincial renewable energy approvals. Successfully obtaining all required approvals is a condition of the contract between the IESO and project developers.

Through the development review process, the project proponents will be required to provide a range of technical studies such as environmental impact studies, hydrogeological assessments, noise and vibration studies, tree conservation reports, and civil engineering drawings. The project proponents are aware that mitigating measures and changes to project design may be required where directed by applicable policy and requirements.

### **FINANCIAL IMPLICATIONS**

There are no direct financial implications.

### **LEGAL IMPLICATIONS**

There is no legal impediment to adopting the recommendations in this report. As outlined in the report, the recommendation in respect of each individual site may be voted upon separately. The recommendations may also be carried as a group.

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

Councillor Brown provided the following comment:

The Councillor is aware of this report.

Councillor Kelly provided the following comment:

The Councillor is aware of this report.

### **CONSULTATION**

Public consultation was undertaken for the proposed energy projects in accordance with the requirements set out by the process protocol, as detailed in Document 5. The following provides the key consultation milestones undertaken by the project proponents for the five MSC requests recommended by this report:

<b>Key consultation milestones</b>	<b>Richmond I, II and III (Ward 21)</b>	<b>Dunrobin Solar (Ward 5)</b>	<b>Carp Airport Solar (Ward 5)</b>
Pre-engagement with staff	July 14, 2025	July 17, 2025	August 8, 2025
Notification to Ward Councillor	July 14, 2025	July 17, 2025	July 29, 2025
Public Notice Sent	July 14, 2025	July 25, 2025	August 24, 2025
Date of Community Information Session	August 1, 2025	August 13, 2025 and September 24, 2025	September 3, 2025

A dedicated page was also set up on [Engage Ottawa](#) for residents to access information and resources on the LT2 procurement, learn about the projects seeking municipal support and to be able to submit comments to staff.

### **ACCESSIBILITY IMPACTS**

There are no accessibility impacts associated with the report recommendation.

### **ASSET MANAGEMENT IMPLICATIONS**

This report does not address City-owned assets; therefore, there are no asset management implications resulting from the recommendations of this report.

### **CLIMATE IMPLICATIONS**

Renewable electricity sources that do not rely on fossil fuels have significantly lower greenhouse gas emissions than those that use fossil fuels. In Ontario, the electricity system produces lower amounts of air pollution and greenhouse gas emissions, meaning that using electricity instead of a fossil fuel to heat homes or power vehicles avoids both air pollution and greenhouse gas emissions. The manufacturing and use of the solar panel materials themselves is significantly less than the emissions and impacts resulting from the combustion of fossil fuels.

The City of Ottawa's Climate Change Master Plan encourages increasing the supply of renewable energy through local and regional production and encourages municipal

support for private action to reduce greenhouse gas emissions.

### **ECONOMIC IMPLICATIONS**

Municipalities play an instrumental role in supporting the province's goal of ensuring a sustainable and resilient electricity system now and into the future. The willingness on the part of City Council to host these projects would positively respond to the projected growth in electricity demand across Ontario and will help to enhance community resilience through a more reliable energy grid, which in turn will help support industry and maintain employment in key sectors, such as the high-tech sector.

### **ENVIRONMENTAL IMPLICATIONS**

While offering clean energy, the construction and operation of large-scale solar operations can affect local ecosystems, wildlife, and land use. Through the development approvals process, proponents will be required to comply with all municipal, Provincial and Federal environmental policies, regulations and legislation and to demonstrate how environmental impacts are to be appropriately mitigated.

### **INDIGENOUS, GENDER AND EQUITY IMPLICATIONS**

The LT2 RFP (Long-Term 2 Request for Proposals) puts an emphasis on Indigenous participation and engagement in energy projects. The RFP awards points based on the level of Indigenous ownership and participation, with greater consideration given to projects involving Indigenous partnerships.

### **RISK MANAGEMENT IMPLICATIONS**

Land use compatibility issues may arise following contract issuance, as detailed planning applications will be reviewed at later stages. Sites that progress through earlier phases may encounter unforeseen challenges during municipal planning approvals.

The Independent Electricity System Operator (IESO) has set tight timelines that necessitate public consultation activities to occur concurrently with legislative and briefing processes. This overlap may constrain stakeholder engagement and limit the ability to incorporate feedback in real time.

There is also a potential risk that energy demand may outpace supply if the IESO is unable to secure a sufficient number of successful bids. This could impact the reliability of future energy availability and necessitate contingency planning.

## **RURAL IMPLICATIONS**

None of the projects that are the focus of this report are proposed on prime agricultural lands as per the Official Plan. However, some of the projects are currently used for agriculture and therefore it is recognized that large-scale solar projects do compete with agricultural land, some of which are currently used for farmland. Section 4.13 of the Official Plan states that an Agricultural Impact Assessment may be required as part of a complete application where a new or expanded non-agricultural use is proposed within the Rural Countryside designation where the site is currently used for agricultural production. Ongoing engagement with rural residents through the municipal and provincial approvals process will be critical to the success of the proposed projects.

## **TERM OF COUNCIL PRIORITIES**

The recommendations in this report will have positive impacts on the 2023-3036 City Strategic Plan and Term of Council Priorities, including: Economic Growth and Diversification, Environmental Stewardship, Service Excellence Through Innovation, Sustainable Infrastructure, and a Thriving Workforce.

## **SUPPORTING DOCUMENTATION**

Document 1: Richmond Solar I – Location Map

Document 2: Richmond Solar I – Site Plan

Document 3: Richmond Solar II – Location Map

Document 4: Richmond Solar II – Site Plan

Document 5: Richmond Solar III – Location Map

Document 6: Richmond Solar III – Site Plan

Document 7: Dunrobin Solar – Location Map

Document 8: Dunrobin Solar – Site Plan

Document 9: Carp Airport Solar – Location Map

Document 10: Carp Airport Solar – Site Plan

Document 11: LT2 Process Protocol

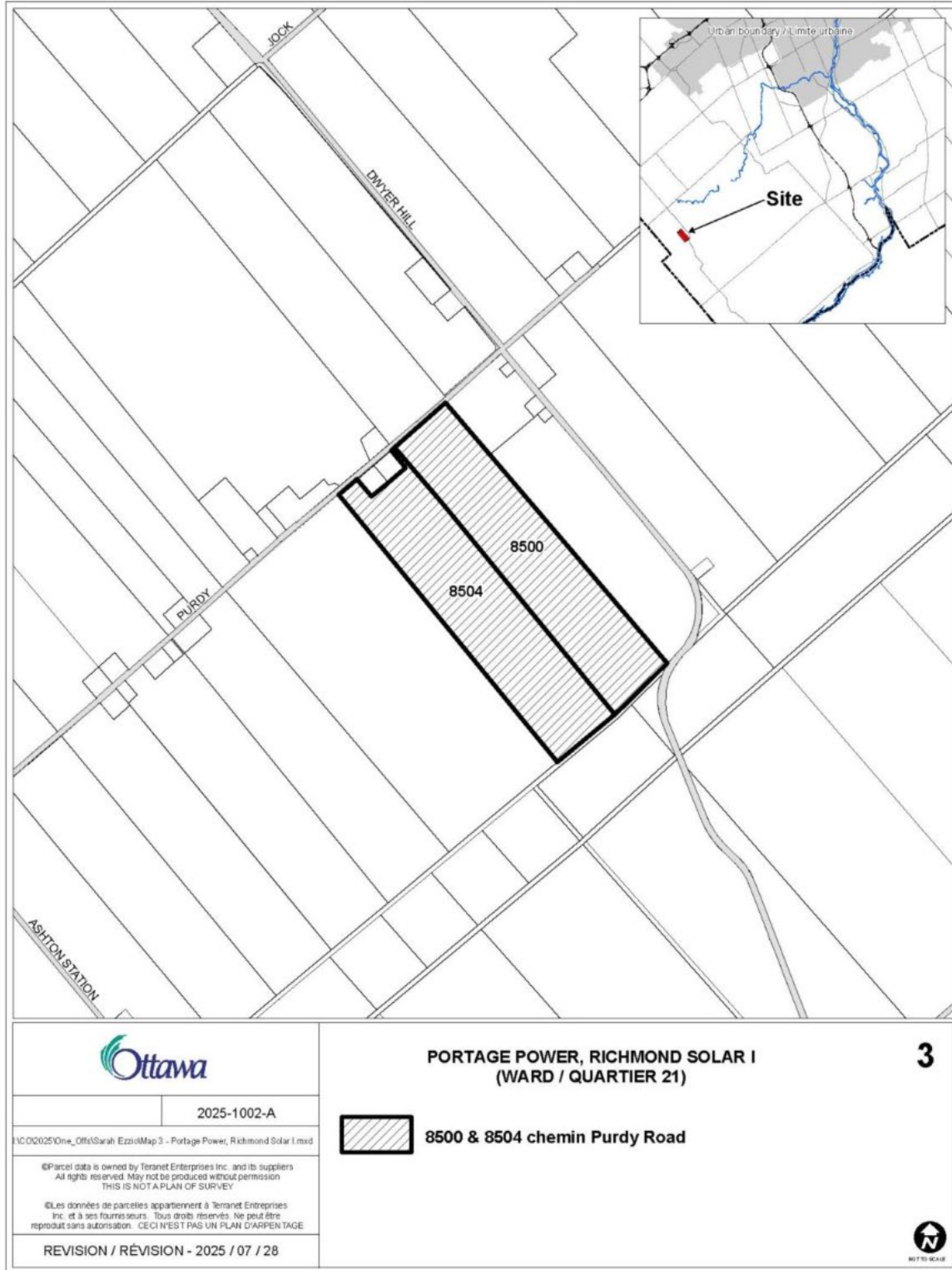
Document 12: Proponent Checklist for Pre-Engagement Confirmation

Document 13: Municipal Support Confirmation Template Form

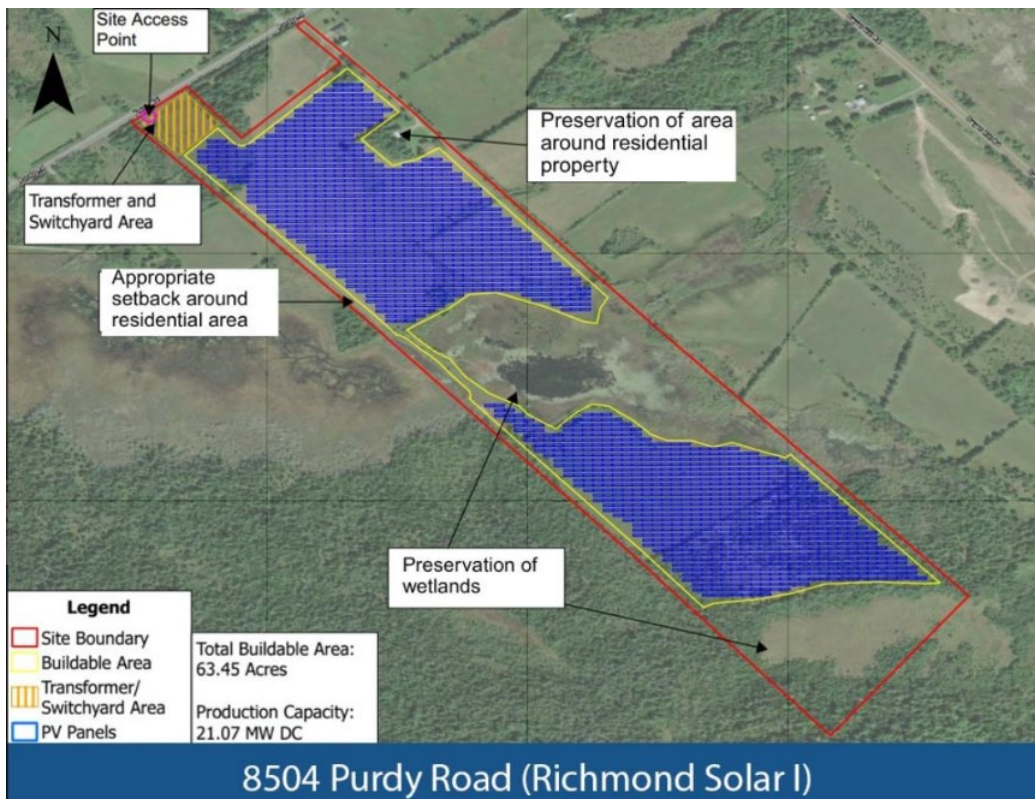
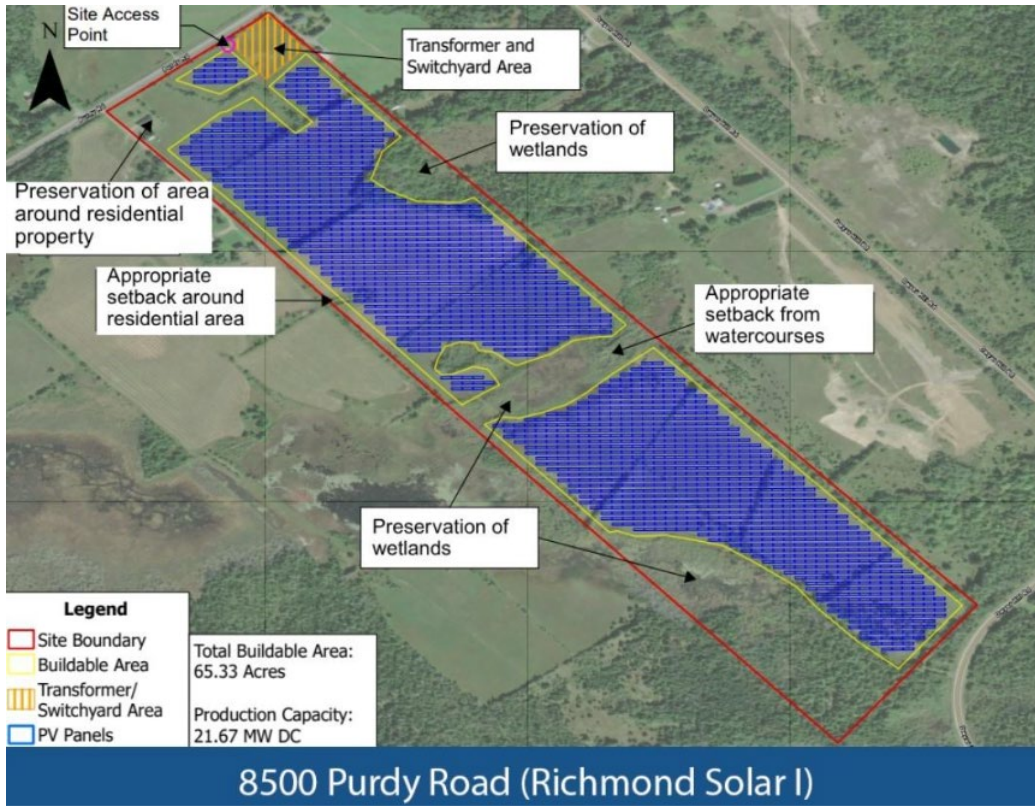
**DISPOSITION**

City Clerk to prepare the necessary signatures required by the IESO as evidence of projects that have been granted a Municipal Support Confirmation, using the completed template forms, which shall be provided by proponents.

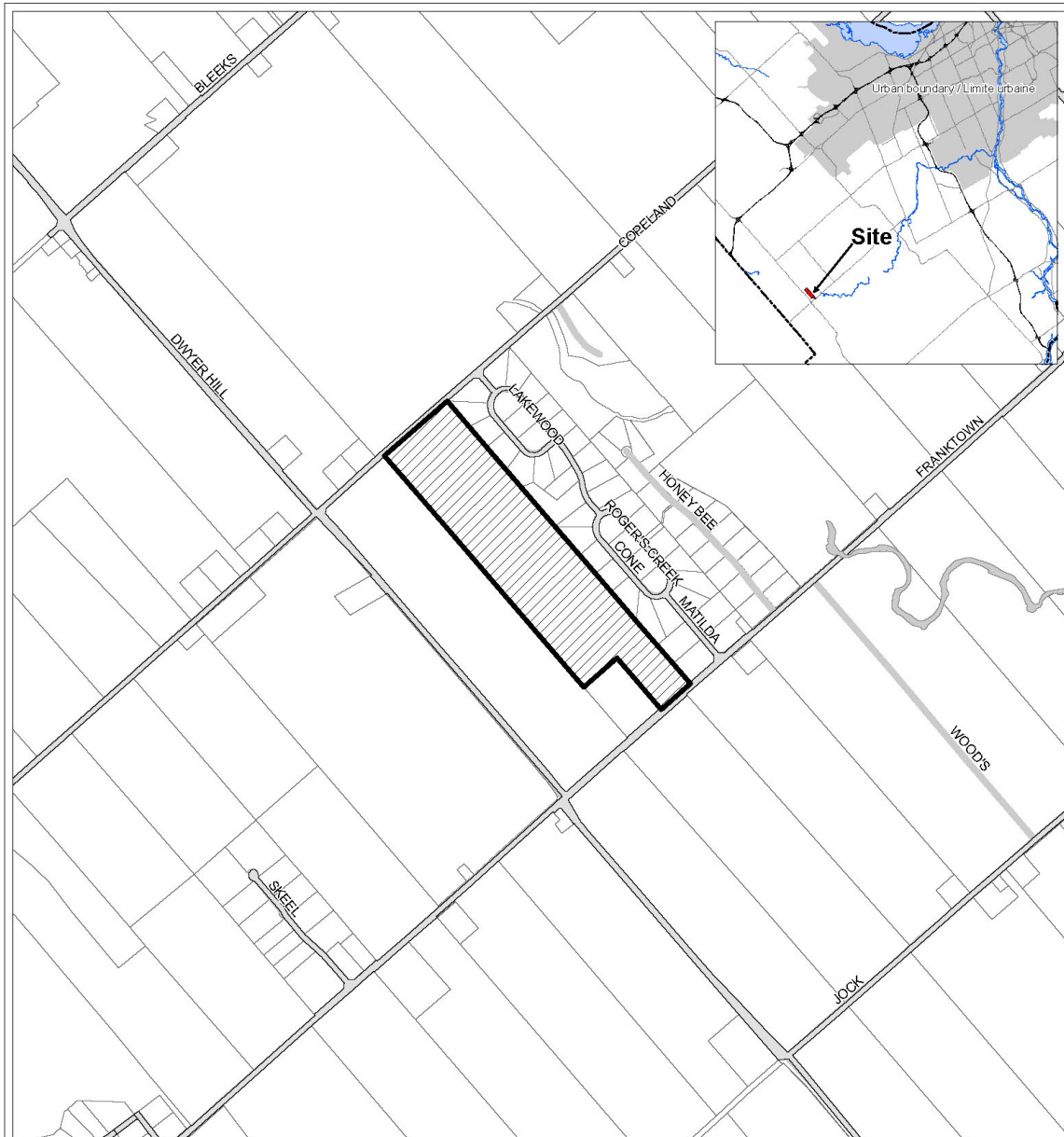
# Document 1: Richmond Solar I - Location Map






### Document 2: Richmond Solar I - Site Plan

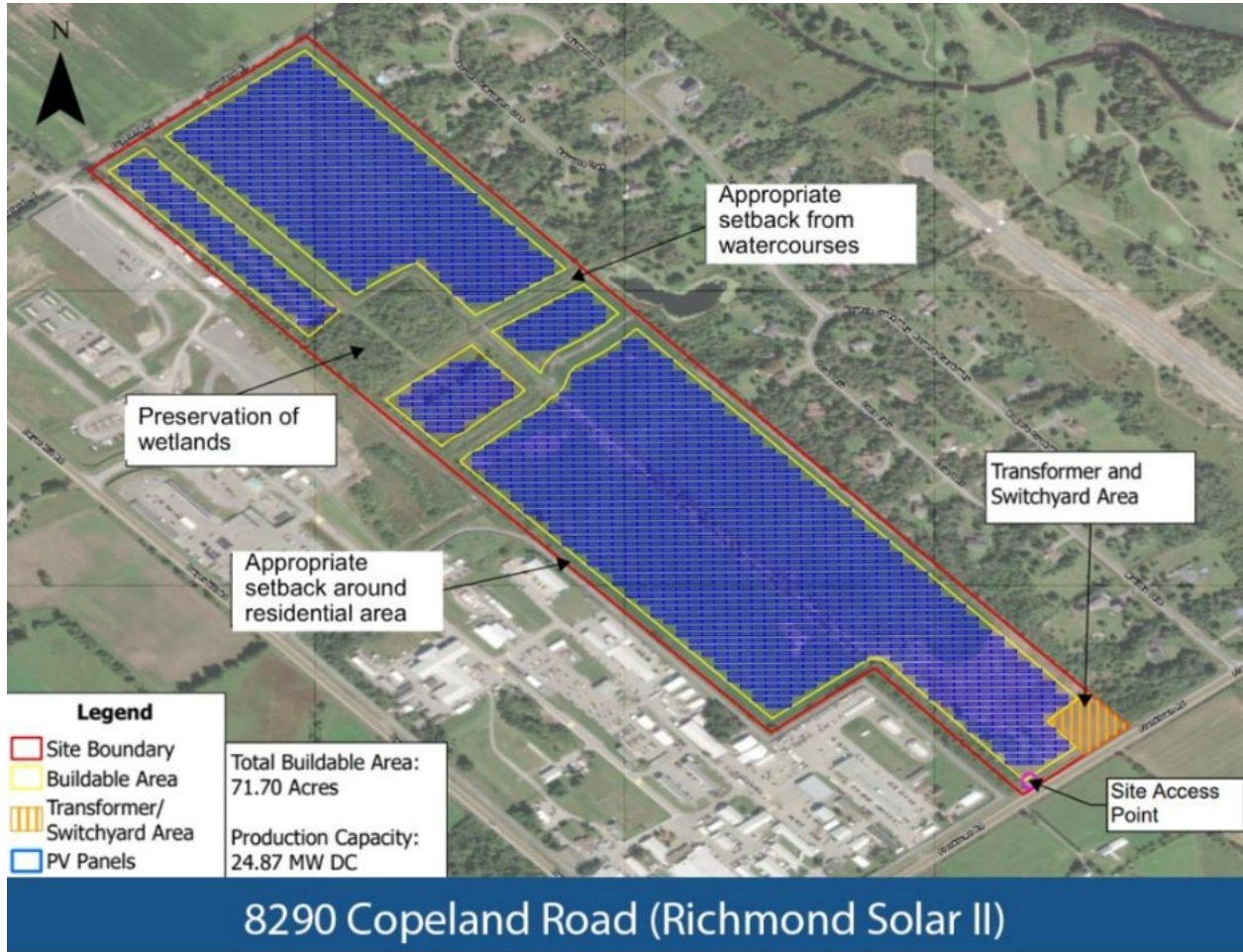


Document 3: Richmond Solar II - Location Map

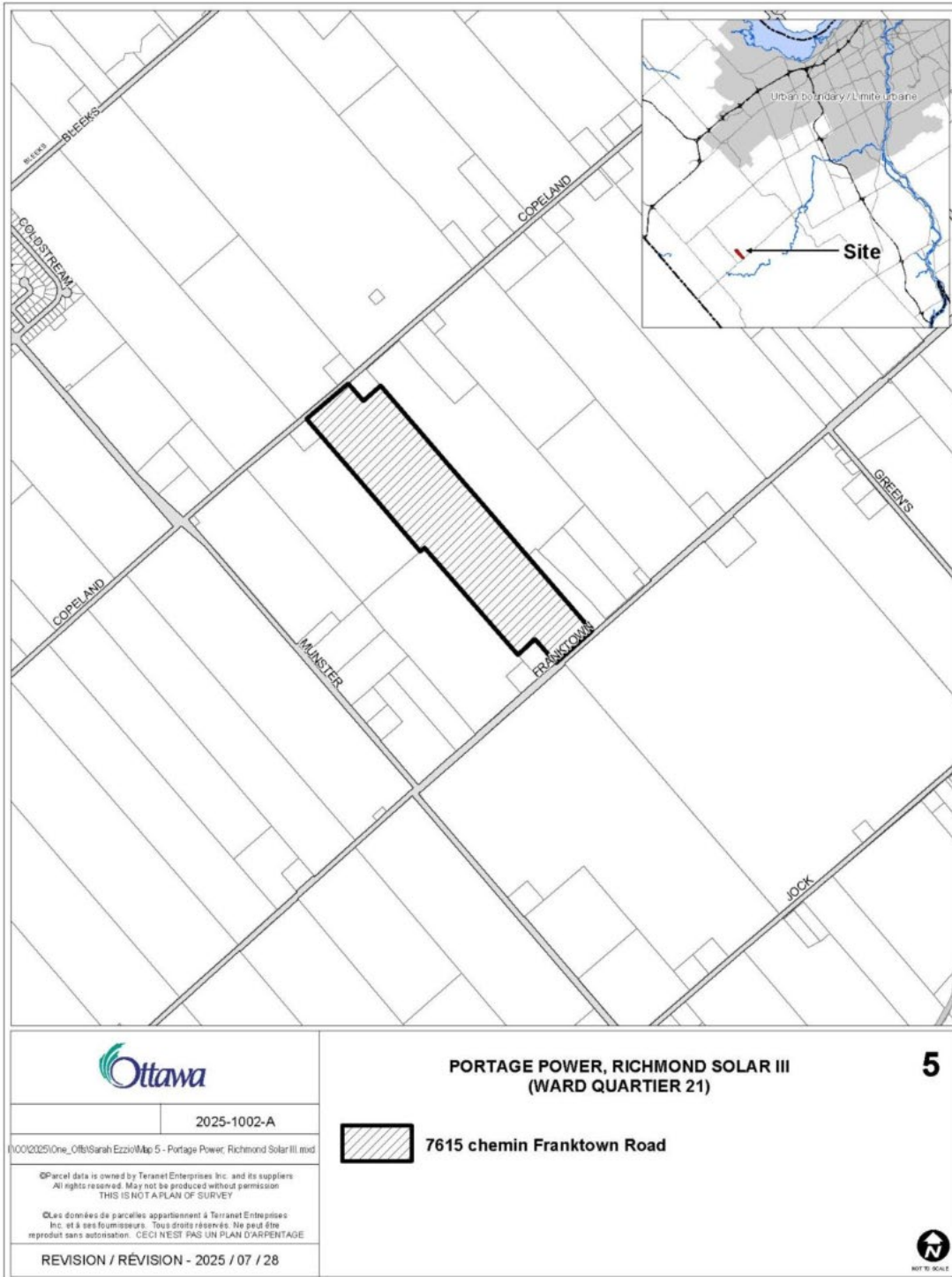


	<p><b>PORTAGE POWER, RICHMOND SOLAR II (WARD / QUARTIER 21)</b></p>	<p><b>4</b></p>
<p>2025-1002-A</p>	 <p><b>8290 chemin Copeland Road</b></p>	
<p><small>©Parcel data is owned by Terranet Enterprises Inc. and its suppliers All rights reserved. May not be produced without permission THIS IS NOT A PLAN OF SURVEY</small></p> <p><small>©Les données de parcelles appartiennent à Terranet Enterprises Inc. et à ses fournisseurs. Tous droits réservés. Ne peut être reproduit sans autorisation. CECI N'EST PAS UN PLAN D'ARPENTAGE</small></p>		
<p>REVISION / RÉVISION - 2025 / 07 / 28</p> <div style="text-align: right;">   <small>NOT TO SCALE</small> </div>		

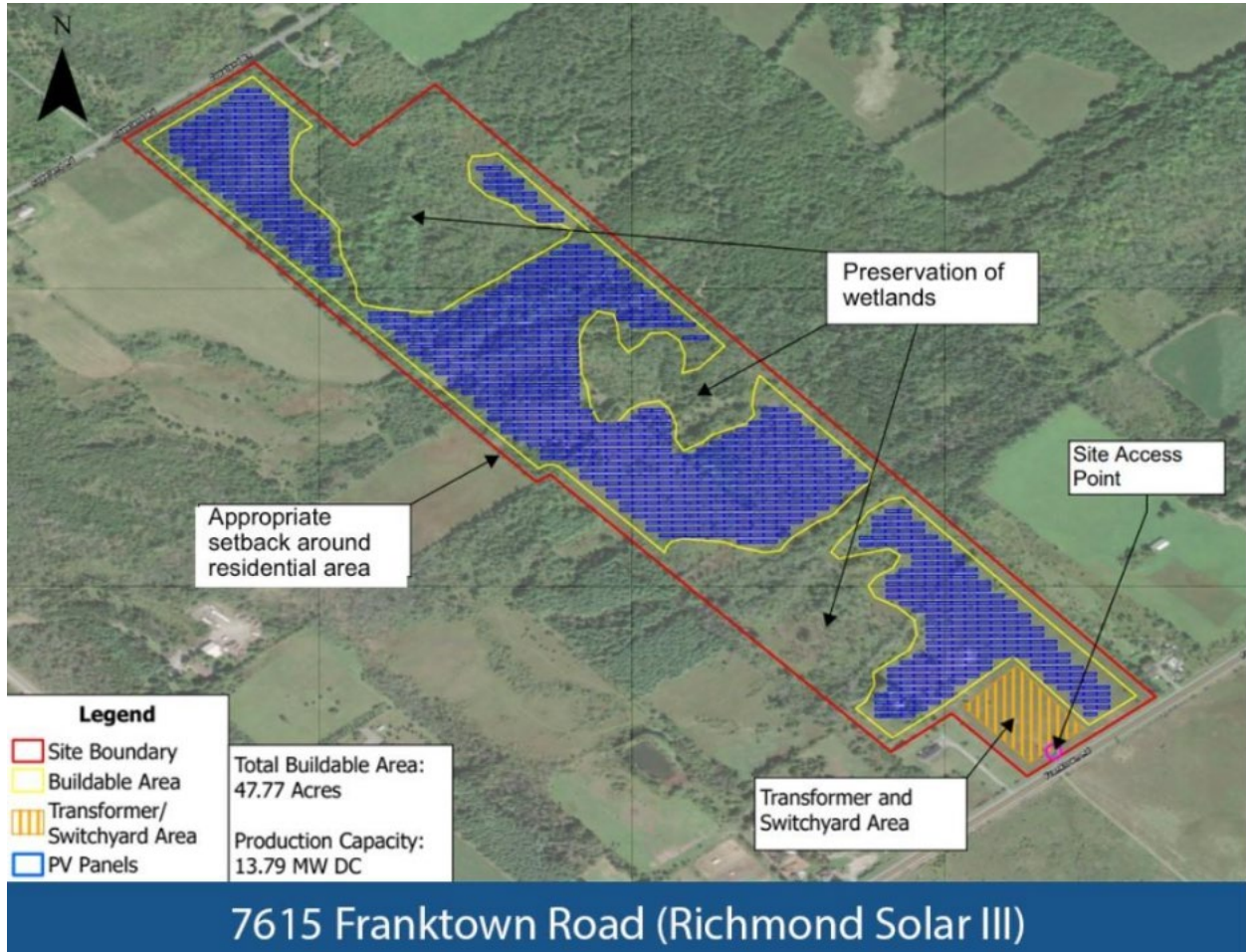
Document 4: Richmond Solar II - Site Plan



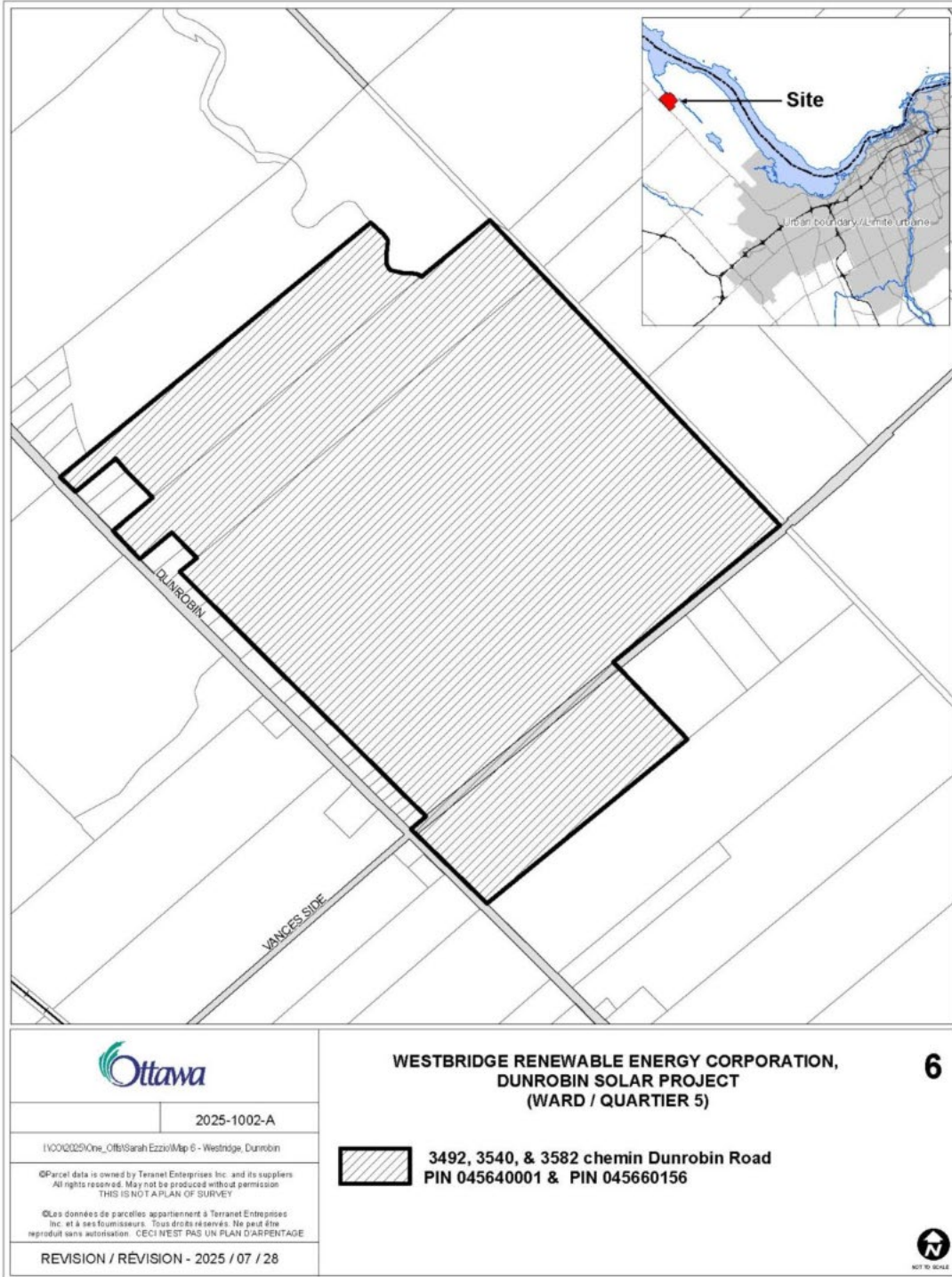
# Document 5: Richmond Solar III – Location Map



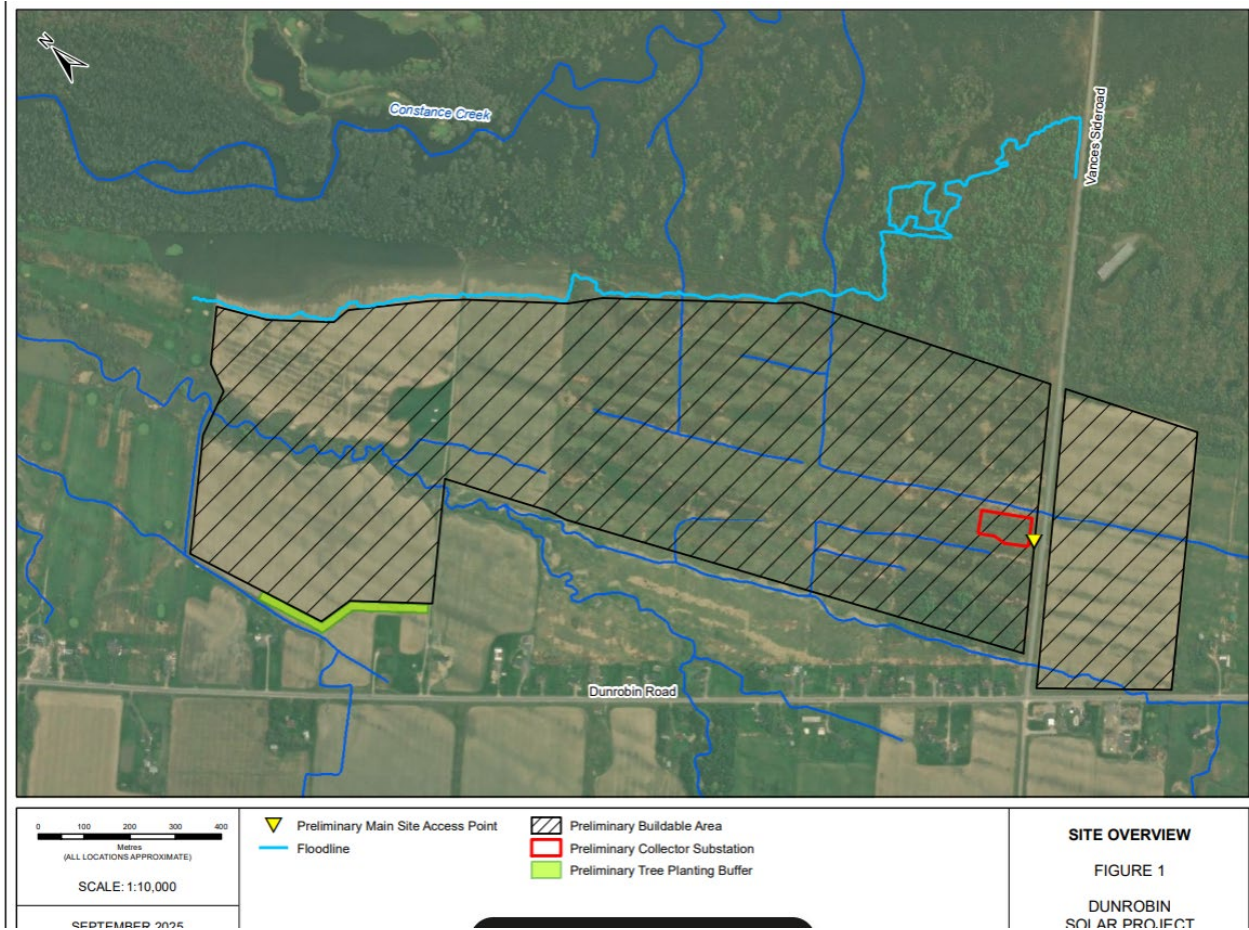
Document 6: Richmond Solar III – Site Plan



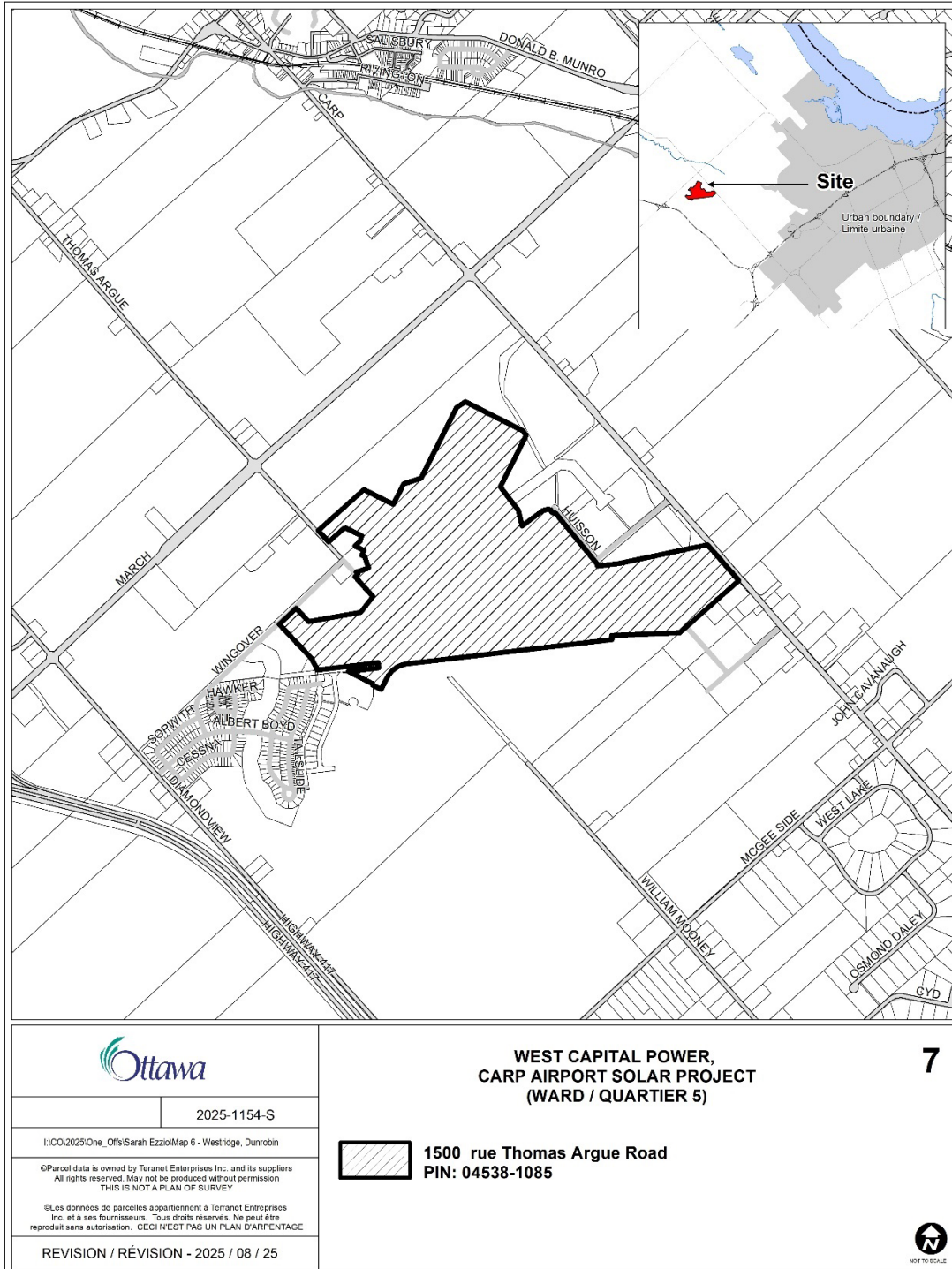
# Document 7: Dunrobin Solar – Location Map



Document 8: Dunrobin Solar - Site Plan



Document 9: Carp Airport Solar – Location Map



Document 10: Carp Airport Solar – Site Plan



## **Document 11: LT2 Process Protocol**

### **1. Pre-engagement Confirmation with City staff and Ward Councillor**

The pre-engagement step is the first opportunity for municipalities to raise any general questions or concerns about a project to the developer. Although developers may not have exact project details at this early stage of the process, they should be able to answer questions around best practices, safety characteristics, and likely impacts of a project. The following requirements will be outlined by staff as part of this step:

- Procedures for advising and working with Ward Councillors, providing public notice of projects and expectations for community engagement.
- Legislative timelines for reporting to Council on projects seeking Municipal Support Confirmations.
- What land use and siting requirements currently apply at the location for the proposed project (i.e., Official Plan and Zoning By-law provisions).
- Downstream approval requirements and associated timelines.
- Share any available best practice information for energy projects.

The IESO requires that proponents carry out this step by no later than sixty (60) days prior to the proposal submission deadline. Specifically, for LT2 (W-1 Energy stream), this step must be completed by no later than July 18.

Requests for Pre-engagement Confirmation are to be submitted by e-mail to [regf\\_iper@ottawa.ca](mailto:regf_iper@ottawa.ca). Staff will schedule a meeting to discuss the proposal and answer questions related to the Process Protocol, as well as the items as outlined in the Proponent's Checklist for Pre-engagement Confirmation (Document 6)

Following the meeting, City staff will ensure that all required information has been submitted. Upon acceptance, City staff shall advise proponents to provide the Ward Councillor and the Councillors of all Wards within a one-kilometer radius of the site with a "heads up" e-mail indicating the location and nature of the proposed project, and the timing for a virtual Community Information and Comment Session to be held. Proponents may be asked to meet with the Ward Councillor to discuss proposals in advance.

## **2. Public Notification and Consultation to be carried out by the Proponent**

Proponents must provide written notice of the proposal and seek comments on the proposal as soon as possible to:

1. The City Clerk
2. The Ward Councillors identified by City staff and the Member of Parliament for that constituency
3. Registered community groups
4. All owners or occupants of residential property within a 120-metre radius from the lot on which the project is to be located. Projects proposed in the rural area should consider a larger radius to ensure sufficient notice is provided where larger lots are expected
5. Technical agencies including Hydro Ottawa or Hydro One (whichever service area the project is located in), the National Capital Commission, and the applicable Conservation Authority
6. The City Clerk of any neighbouring municipalities which are within a 1-kilometre radius of the project location

Written notice shall contain, at a minimum, the following:

1. A project website, including contact information (i.e., mailing address, phone number and e-mail address)
2. A description of the proposed project including a) legal name of the proponent, b) name of the project, c) technology type, and d) maximum potential contract capacity.
3. A summary of the Proponent's Checklist document
4. A map showing the location of the proposed project on the site, as well as its proximity to adjacent properties
5. A site plan of the proposed project at a minimum 1:200 scale
6. A site plan of the proposed project superimposed on an aerial photo
7. Notice of the date and time for a virtual Community Information and Comment Session to be held, no earlier than 14 days and no later than 20 days from the

date of mailing the notice or publication in the Councillor newsletter or community newspaper.

Notice information shall also be shared on the City's dedicated Engage Ottawa website. If at any point during this process the proposal is revised, the proponent must advise staff and the Ward Councillor of these changes as soon as possible. If revisions to the proposal include a change in location or size of a project, City staff will advise the proponent whether a resubmission of materials is required.

Notice of a Community Information and Comment Session:

Proponents intending to submit proposals under Window 1 (Energy) of the LT2 RFP must convene a virtual Community Information and Comment Session. Dates are to be determined based on input from the Ward Councillor and included in the public notice.

### **3. Request for Municipal Support Confirmation (MSC) submitted to staff**

Formal requests by proponents to be considered as part of a report to Council on requests for Municipal Support Confirmation, specific to the LT2 RFP – Window 1 (Energy), must be received by e-mail to [regf\\_iper@ottawa.ca](mailto:regf_iper@ottawa.ca) by no later than Friday, August 8, 2025. The following is to be included with the request:

1. Confirmation of the date that all technical agencies and public bodies identified in this protocol are to be notified of the proposal
2. Copies of any e-mail or written submissions made by the public or registered community groups and all responses
3. A record of attendees to the information and comment session, including a summary of comments and responses

### **4. Request review by City staff**

Staff will review the submitted documents and make a recommendation to Committee(s) based on the following:

1. Conformity with Official Plan policies
2. Comments received from the public, registered community groups, technical agencies and public bodies
3. Any other reasonable land use issue identified by City staff

## **5. Report to Committee and Council on MSC Requests**

City staff will bring a report to consider MSC requests to the September 16, 2025, Environment and Climate Change Committee September 3, 2025, and the October 2 Agricultural and Rural Affairs Committee. The report will rise to City Council on October 8, 2025. A link to the report will be uploaded on this page once it is posted to the City's website, approximately ten (10) days prior to the first committee meeting.

## **6. Committee meetings to hear staff recommendations**

Standing Committee meetings in Ottawa are part of the city's decision-making process, where issues are discussed in detail before recommendations are brought to City Council for a decision. Committee meetings are open to the public and can be attended virtually or in person. Members of the public may provide either written or oral submissions (or both) to committee meetings related to items on the Committee's agenda, however, it is only at standing committee meetings that you may make a presentation. Anyone may register to speak by contacting the Committee Coordinator using the contact information shown at the top of the meeting agenda.

## **7. Council decision on MSC Requests**

Decisions on the requests for MSC will be voted on at the September 24, 2025, meeting of City Council.

## **8. Submission of the Proposal to the IESO and Contract issuance**

Evidence of municipal support by way of a Municipal Support Confirmation is mandatory to be eligible to bid under the LT2 procurement process. Proponents are responsible for making applications within IESO's established timing windows for the LT2 procurement.

## **9. Municipal and Provincial approvals process**

As soon as any selected proponents have been announced by the IESO, they are encouraged to initiate the Pre-consultation process with Development Review staff in the Planning, Development and Building Services Department. It is also recommended that proponents retain qualified expertise (e.g., consulting planners, engineers) and start working on required background studies, including scoping of these studies, as early as possible to avoid delays in navigating between the municipal and provincial approvals process, should they receive a contract.

## Document 12: Proponent Checklist for Pre-engagement Confirmation

The following is a list of items that the Applicant must provide a minimum of one week prior to a pre-engagement confirmation meeting.

The following information is required to be included when sending a request for a meeting:

- Project location (i.e., municipal address, Property identification number, legal description)
- What is the land currently used for? Describe existing development on the site (i.e., buildings, uses, etc.) and adjacent to site.
- Is the site designated Agricultural Resource Area Land as shown on Official Plan [Schedule B9](#)?
- Is the site in proximity to environmental features as shown on Official Plan [Schedules C11A-C](#)?
- Is the site affected by any Environmental Constraint areas as shown on Official Plan [Schedule C15](#)?
- Preliminary Site Plan and aerial photos in PDF format utilizing an appropriate metric scale (1:200 is recommended).
- A written project description that should include at a minimum: technology, size, connections point, timelines for the project including decommissioning plans.
- General idea of any servicing requirements for the project.
- Written authorization from the property owner to meet with City staff
- Proponent's written authorization to share project details on Engage Ottawa
- Has the proponent engaged the Ward Councillor? Provide dates of meetings.
- Community consultation and engagement document including dates of meetings.

### Before the meeting:

- Provide a list of attendees

## Notes:

- The more details provided, the better the engagement for Council to be informed.
- Should the Applicant not provide the required material to have a productive meeting, the meeting may be postponed until such time that adequate material is provided.
- In the event the Applicant requests to carry on with a preliminary meeting anyway, the Applicant should anticipate an additional meeting be held in order to advance to Step 2 of the process.

**Document 13: Municipal Support Confirmation Template Form**

Attachment