

Township of Leeds and the Thousand Islands Official Plan Review 2017-18

Revised Draft Directions and Recommendations Report April 2018



Township of
Leeds and the
Thousand Islands





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REVISED DRAFT Directions and Recommendations Report

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Prepared For:

Township of Leeds and the Thousand Islands
Elaine Mallory, Director of Planning and Development
1233 Prince Street
Lansdowne, ON K0E 1L0
T: (613) 659-2415 ext. 212
www.leeds1000islands.ca

Prepared By:

WSP
1145 Hunt Club Road, Suite 200
Ottawa, ON K1V 0Y3
T: (613) 736-7200
www.wsp.com

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Glossary

A2A	Algonquin to Adirondacks Collaborative
ANSI	Area of Natural and Scientific Interest
CIP	Community Improvement Plan
CRCA	Cataraqui Region Conservation Authority
ICSP	Integrated Community Sustainability Plan
LAFR	Lansdowne Association for Revitalization
MDS	Minimum Distance Separation
MMA	Ministry of Municipal Affairs
MNDM	Ministry of Northern Development and Mines
MNRF	Ministry of Natural Resources and Forestry
MOECC	Ministry of the Environment and Climate Change
MPAC	Municipal Property Assessment Corporation
MTCS	Ministry of Tourism, Culture and Sport
MTO	Ministry of Transportation
OMAFRA	Ontario Ministry of Agriculture, Food and Rural Affairs
OMB	Ontario Municipal Board
PPS	Provincial Policy Statement
PSW	Provincially Significant Wetland
RHRTA	Rideau Heritage Tourism Association
RTO	Regional Tourism Office
TLTI	Township of Leeds and the Thousand Islands
UCLG	United Counties of Leeds and Grenville
WHPA	Wellhead Protection Area



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1.0 Introduction

The Township of Leeds and the Thousand Islands (TLTI) is undertaking the legislated review of its Official Plan pursuant to Sections 17 and 26 of the Planning Act, RSO 1990, as amended. The current Official Plan was adopted in April 2005 and approved by the Ministry of Municipal Affairs and Housing (now the Ministry of Municipal Affairs [MMA]) in March 2006. The Official Plan was last consolidated in March 2012.

In addition, Section 27 of the Planning Act requires lower-tier municipalities to amend their Official Plans to conform to the upper-tier Official Plan. Therefore, TLTI is required to conform to the United Counties of Leeds and Grenville (UCLG) Official Plan that was adopted by Council on July 23, 2015, and received Ministerial Approval on February 19, 2016. On March 15, 2017, the OMB issued Partial Approval. There is also further legislation that has been created or amended, which will impact policies in the TLTI Official Plan. Examples of these applicable Acts include the Accessibility for Ontarians with Disabilities Act, Strong Communities Through Affordable Housing Act, Green Energy Act, and the Clean Water Act.

The purpose of this **Directions and Recommendations Report** is to highlight some of the information from the Background Report and Discussion Papers, both available under separate covers, into one document. This Report identifies key issues that will need to be addressed through proposed policy changes and recommendations based on the new legislative changes and planning frameworks that are in place and issues identified in consultation with the Township, stakeholders and the public. Pursuant to Section 26(3)(b) of the *Planning Act*, before making revisions to the Township's Official Plan, the Township is required to hold a Special Meeting of Council, open to the public, to discuss the revisions that may be required. A Public Open House to receive public input with respect to the issues to be addressed in the Official Plan Review was held on February 20, 2018 and the Special Meeting of Council was held on March 19, 2018. Comments from these events have been considered by the Township and has resulted in some changes to the Recommendations contained herein. The Recommendations that have been changed are: 2; 3; 5; 6; 8; 10; 11; 14; 15; 17; 21; 24; 31; 32; and 36.

1.1 Government Agencies, Interest Groups, Indigenous, and Community Engagement

Engagement with government agencies, Indigenous communities, regional and local interest groups and organizations, and local community members is integral to the Official Plan review process. The engagement program for the Official Plan review is designed to inform, listen to and engage the community to ensure their input is considered in the updates to the Official Plan.



While there are no Indigenous reserves located within the Township, the Official Plan review process includes engagement with the following Indigenous communities which may have interests in the surrounding area: Mohawks of Bay of Quinte, the Mohawks of Akwesasne, Algonquins of Ontario, the Algonquins of Pikwàkanagàn, and the Métis Nation of Ontario. At the initiation of the Official Plan review, contact was made with lands management or consultation staff at each of the communities to introduce the project and determine any specific Indigenous community interests. A record of Indigenous community engagement will be maintained throughout the Official Plan review process and will be submitted to the UCLG along with the Final Official Plan for their review and approval.

On November 29, 2017, an engagement meeting was held with members of federal and provincial government agencies and regional and local interest groups, to introduce the Official Plan review and gain an understanding of the agencies' and interest groups' mandates and interests in the TLTI Official Plan. Twenty-two (22) agencies and interest groups were represented, including:

- 1000 Islands - Gananoque Chamber of Commerce;
- Algonquin to Adirondacks (A2A) Collaborative;
- Committee of Adjustment;
- Frontenac Arch Biosphere Reserve;
- Gananoque Waterways Association;
- Leeds and Thousand Islands Historical Society;
- Leeds, Grenville and Lanark District Health Unit;
- Lansdowne Agricultural Society;
- Lansdowne Association of Revitalization;
- Lyndhurst Rejuvenation Committee;
- Lyndhurst / Seeley's Bay Chamber of Commerce;
- Ministry of Municipal Affairs;
- Ministry of Transportation;
- Parks Canada;
- Rockport Development Group;
- Seeley's Bay Area Residents Association;
- St. Lawrence Parks Commission;
- Thousand Islands Area Residents Association;
- Thousand Islands Watershed Land Trust;
- TLTI Age-friendly Committee;
- TLTI Economic Development Committee;
- TLTI Municipal Heritage Committee; and
Upper Canada District School Board.

Community engagement opportunities are integral in gathering public input regarding policy revisions and additions that are in the best interest of the Township's residents and businesses. The community input received throughout the Official Plan review process, and in particular the background information gathering phase, will be used to inform policy recommendations that are appropriate for the Township, its settlement areas, and its rural area. To this end, the Official Plan review process integrates an extensive community engagement process.

As part of the community engagement process, a project website has been developed and is hosted on the Township's website, and provides project information, including presentation materials and draft and final documents, including the Background Report, Discussion Papers, and Official Plan, as they become available. The Township's website, social media platforms (Twitter and Facebook), notice postings in various locations, local newspapers, and radio stations are being used to advertise the various engagement opportunities, including the Visioning workshops and survey, public open houses, and public meetings.

A series of five (5) place-based Visioning workshops were held on November 20 and 22, 2017 in conjunction with a community-wide Visioning survey made available via the Township's website, to seek input on the community's vision for the Township's future over the next 20 years, as well as the priorities to be addressed in updates to the Official Plan policies. The results of the Visioning activities were presented at a Public Open House on December 7, 2017, along with a series of draft Vision Statements for the Township as a whole, and for the five unique villages. Over the course of the Official Plan review, the following additional in-person meetings will be held to gain community feedback at major project milestones and for the review of key project deliverables:

- A Public Open House to present the Draft Background Report and Discussion Papers;
- A Public Open House to present the Draft Directions and Recommendations Report;
- A Special Meeting of Council to present the key findings from the Final Directions and Recommendations Report and to seek direction from Council as to how to proceed with the Draft Official Plan preparation;
- Two (2) Statutory Public Open Houses to present the Draft Official Plan, including proposed key changes and updates to the Official Plan policies and Schedules; and
- A Statutory Public Meeting to present the Final Draft Official Plan to obtain public input on the final document prior to Council adoption.



The project process and key community engagement events are illustrated in **Figure 1-1**:

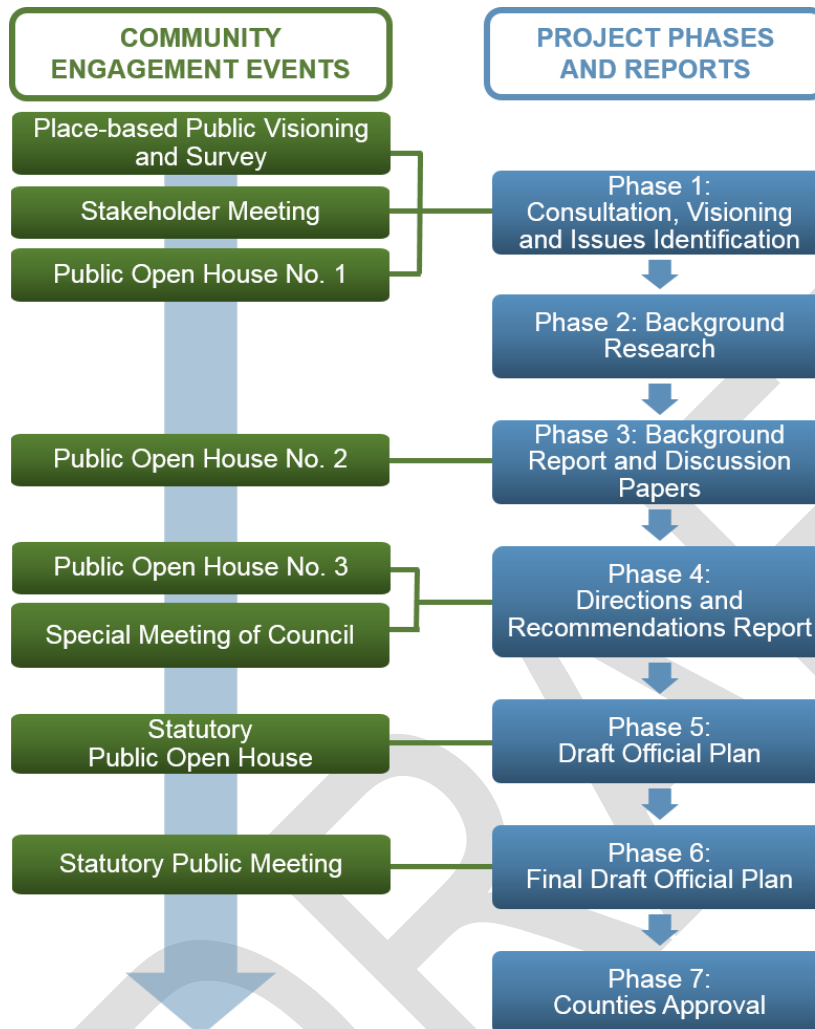


Figure 1-1: Official Plan Review project process and community engagement events

2.0 Community Snapshot

2.1 Population

The TLTI has experienced a slight increase in population over the past several years. The Statistics Canada 2016 Census lists the population of the Township as 9,465, which represents an increase of approximately 2.0% from the 2011 population of 9,277. According to the Township's current Official Plan, the 2002 populations for four out of the five villages were as follows: Lansdowne – 750; Seeley's Bay – 400; Lyndhurst – 250; and Rockport – 80. More recent figures for settlement area populations were not available as part of the 2016 Census Community Profile published by Statistics Canada.

As a result of natural demographic shifts and migration, the Township's population is slightly older than the national average. The 2016 Census reports the following age distribution in the Township: 14% of residents are aged 0-14 years; 63% of residents are aged 15 to 64 years; 23% are aged 65 years and over. Of the 23% aged 65 years and over, 2.4% are aged 85 years and over. This growing cohort of older adults has specific needs that must be met to ensure that they can continue to fully engage and participate in the community, including through the provision of services and infrastructure that cater to all ages and mobilities.

Approximately 320 residents identified as Indigenous in 2016, with 180 residents identifying as First Nations single identity, 120 residents identifying as Métis single identity, 10 residents identifying as multiple identity (persons who are any two of all three of the following: First Nations, Métis or Inuk), and 10 residents who do not identify as being First Nations, Métis or Inuk, but who have Registered or Treaty Indian status and/or Membership in a First Nation or Indian band. There are 685 residents who identify as being immigrants to Canada.

2.2 Housing

The 2016 Census documented 3,860 housing units within the Township, of which 93.5% (3,610) were single-detached dwellings, 3.5% (130) were attached dwellings (i.e. semi-detached, row house, apartment in a duplex, or apartment in a building that has fewer than five storeys), and 3% (115) were movable dwellings (e.g. mobile homes, floating dwellings).

Like many other municipalities, affordable housing is a concern in the Township. Affordable housing is defined as housing where annual costs for housing payments is less than 30 percent of the gross annual household income. As reported in 2006 by Statistics Canada, 29.41 residents in the Township spend in excess of 30 percent of their income on housing costs. The provision of different housing types such as secondary units, garden suites, and small homes provide options and alternatives for residents from an affordability perspective, and allow residents to age in place – in their community.

2.3 Economy

In the 2016 Census, the Township reported a labour force of 5,060 people, a labour participation rate of 63.2%, an employment rate of 58.1%, and an unemployment rate of 7.9%. According to 2015 North American Industry Classification System (NAICS) data from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), the employment sectors with the greatest proportion of the labour force include:

- Agriculture, forestry, fishing and hunting (287 jobs);
- Accommodation and food services (244 jobs);
- Construction (210 jobs);
- Retail trade (204 jobs);
- Public administration (192 jobs);



- Other services (excluding public administration) (184 jobs); and
- Arts, entertainment and recreation (163 jobs).

According to the Township's Regional Investment Profile (April 2017), the major private employers in the Township include:

- Shorelines Casino Thousand Islands – 419 employees;
- Canada Border Service Agency – 120 employees;
- Glen House Resort – 120 employees;
- Gananoque Boat Line – 95 employees; and
- Rockport Boat Line – 80 employees.

2.4 Natural Heritage Features and Areas

The Township provides access to the 1000 Islands along the St. Lawrence River, the Rideau Canal National Historic Site and United Nations Educational, Scientific and Cultural Organization (UNESCO) World Heritage Site, the UNESCO Frontenac Arch Biosphere Reserve, and many lakes, rivers and scenic vistas in between. The St. Lawrence Islands National Park and the Charleston Lake Provincial Park are also located within the municipal boundaries.

2.5 Township of Leeds and the Thousand Islands Strategic Action Plan, 2015

The Township of Leeds and the Thousand Islands Strategic Plan, prepared by McSweeney & Associates in 2015, which involved extensive consultation and participation by over 500 people and groups, includes the following Vision Statement:

The Township of Leeds and the Thousand Island is and will continue to be a friendly and historic rural community surrounded in natural beauty where the economy, nature and our people flourish together.

The Strategic Plan is based on three pillars:

- 1) Sustaining the Natural Environment: "The natural environment – the rivers, lakes, streams, islands and natural landscapes – has been identified as one of the most important contributing factors to the amazing quality of life experienced by Leeds and the Thousand Islands residents. It is critical that the natural environment be protected for the enjoyment of future generations, but also is accessible for all to experience."

The Strategic Plan identifies the following actions for 2016 through 2019 for Sustaining the Natural Environment relevant to the Township's Official Plan review:

- 2016-2019: Expand septic re-inspection program.
- 2016-2017: Source water protection strategy

- 2017-2019: Reduce the community's environmental footprint by:
 - Raising awareness to reduce carbon footprint and greenhouse gas emissions through for example, an educational campaign and developing guidelines for sustainable construction/design;
 - Update Official Plan policies to promote renewal energy, sustainable design and infrastructure; and
 - Establish a municipal policy to consider fuel efficient vehicles for future purchases (2014 to 2020).
 - Review policies regarding protection of public access to the natural environment.
 - Best practices review/implementation of Official Plan re: natural environment protection and waterway development; coordinated/streamlined building approvals; and waste reduction.
 - Public lands acquisition strategy; waste reduction, and the completion and continuation of initiatives.
- 2) Sustainable Community Development: "People choose to live in Leeds and the Thousand Islands because of the connection they feel with their community. Making improvements to the community, both from a physical, and social and sustainable perspective, will ensure Leeds and the Thousand Islands remains a community where people choose to live."

The Strategic Plan identifies the following actions for 2016 through 2019 for Sustainable Community Development relevant to the Township's Official Plan review:

- 2016-2019: Enhanced property standards education, enforcement, and clean community celebrations/support program.
- 2016-2018: Enhancing the Township's built environment which includes built heritage mapping (continued from 2016 and 2017).
- 2017: Recreation Master Plan, sign strategy.
- 2017-2018: Community Improvement Plan development.
- 2018: Design guidelines; and a Transportation Master Plan.
- 2017-2019: Property standards development and promotion.
 - Implement key recommendations of the Rideau Corridor Landscape Strategy.
 - Develop and implement a Trails Strategy.
- 2019: Continuation of the built heritage mapping and Transportation Master Plan.



- 3) Creating a more Sustainable Economy: “From a Township perspective, Economic Sustainability is about the creation of a business friendly environment that allows businesses to thrive and for investment opportunities to exist. For Leeds and the Thousand Islands, this includes small business development, tourism and being ready when an investment opportunity comes to the Township.”

The Strategic Plan identifies the following actions for 2017 through 2019 for creating a more Sustainable Economy relevant to the Township’s Official Plan review:

- 2017-2018: Preparing for investment by continuing a vacant commercial/industrial inventory; and review of shovel-ready land availability.
- 2017-2019: Develop and implement a Tourism Plan, develop strategy for career opportunities for youth.
 - Expand the local farmer’s market.
- 2018: Strategizing for future sustainable economic development through the creation of an employment lands strategy.
- 2019: Continuation of the vacant commercial/industrial inventory and review of shove-ready land availability; and home-based business policy update.

3.0 Key Issues and Preliminary Policy Directions

This section summarizes the key issues that have been identified to be addressed through the Official Plan review, and explores potential options and preliminary policy directions for the Official Plan. The issues and policy directions are preliminary and are intended to stimulate discussion.

The primary purpose of the Official Plan review is to identify required updates to be consistent with the Provincial Policy Statement, 2014, and implement and conform to the UCLG Official Plan, in accordance with Section 27 of the Planning Act.

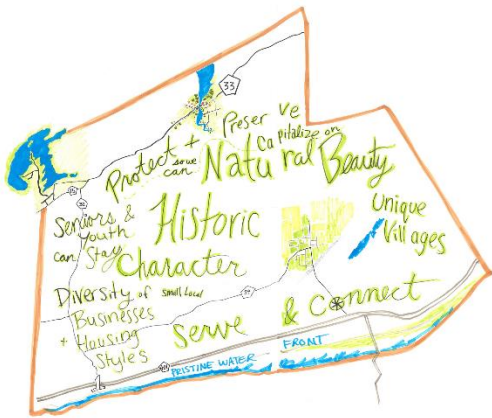
In addition to the key issues, other amendments of a housekeeping nature have been identified, including the consolidation of Official Plan Amendments that have been approved by the province and by UCLG since 2016 when delegated authority was granted, since the approval of the Township’s Official Plan.

The following describes the themes or policy areas that need to be updated either due: new legislation requirements, and/or to be in conformity with the UCLG OP. Proposed changes that are a result of community engagement or through good planning policy are identified as Recommendations.

Eight (8) Discussion Papers were prepared and presented to the public for input. These Papers focused on the following themes/issues:

3.1 Vision Statements

Early in the OP review process, five (5) Visioning sessions were held. WSP retained AHA! Graphic Facilitation to conduct the graphic recording at each session. The following preliminary Vision Statements were developed for the Township as a whole, and to reflect the distinct visions for each of the unique communities which emerged as a result of the feedback received at the Visioning workshops and through the Visioning survey. The images accompanying each of the preliminary Vision Statements are the results of the graphic recording by Aha! Graphic Facilitation during the Visioning workshops.



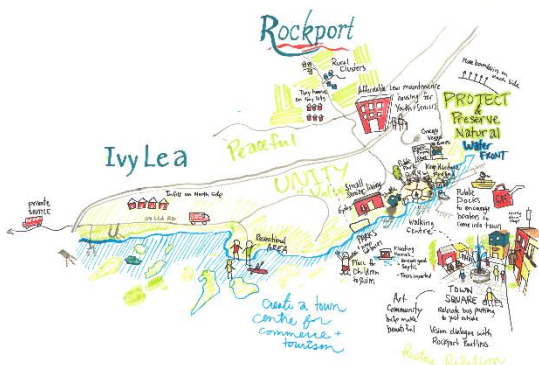
The Township of Leeds and the Thousand Islands embraces a mandate to preserve, enhance, and celebrate its diverse history, scenic beauty and natural resources in the development of a sustainable future. While doing so, the Township will pursue initiatives to foster the development of a model community – an equitable, financially sound, and environmentally responsible community in which to live, to work, and to play for present and future residents. The Township recognizes it covers a large geographic areas with multiple villages and geographic areas with unique character, history, development characteristics, pressures, and needs.



The village of Lyndhurst will strive to be a more self-reliant and complete community that remains connected to its history while enhancing the local economy by supporting businesses, tourism, the waterways, new growth, and community facilities.



The waterfront village of Seeley's Bay will continue to build on its connection with the Rideau Canal and strive to be a tourist and residential destination with a vibrant local economy and sustainable future growth that respects and protects the natural environment with a special focus on sustainable and active tourism.



The village of Rockport, the heart of the 1000 Islands and a tourist destination, aims to enhance its public realm, through the removal of the bus parking areas and the development of a village square, with increased amenities and small business for both residents and tourists, and support walkability in the core while celebrating and protecting its natural heritage.

The village of Ivy Lea will continue to celebrate and maintain its waterfront character for both residents and tourists.



The Thousand Islands area, known for its world class natural beauty and special character, will be protected from over-development. Through contextually appropriate development, public access and recreation opportunities will be improved to ensure that it remains a natural and cultural showpiece for the future.



The village of Lansdowne encourages diverse and sustainable development to support its function as a community hub that remains connected to nature, supportive of agriculture, and protective of its local heritage.

Recommendation 1 – That each community has its own section in the OP, beginning with the Vision Statement and accompanying graphic. Following the vision statement for each settlement area, goals, and objectives should be developed from existing community-based strategic plans, and from community input through the OP review process.

Recommendation 2 – That the commercial uses in the Special Policy Area of the 1000 Islands be enabled to grow around existing commercial uses.

3.2 Growth Management

The Official Plan review includes a growth management exercise to reflect the County’s updated growth management work and the policies of the County Official Plan. As part of the UCLG Official Plan process, Hemson Consulting Inc. prepared a Growth & Settlement Analysis report (hereafter referred to as the “Hemson Report”) in August 2014 for a planning horizon to 2031. The Hemson Report states that the population in the Township will increase to 9,990 by 2031 and the number of jobs is expected to decrease to 1,840 by the year 2031 (a decrease of 20 jobs since 2011).

A vacant land analysis for residential and employment uses was conducted as part of the OP review for the settlement areas. The detailed analysis can be found in the Background Report, which is available under separate cover. In addition, a vacant land supply was undertaken for the rural area of the Township.

Over the last 10 years, the trend has been for new lot creation occurring in the rural area. The PPS directs growth and development to the settlement areas, and limited development in the rural area.

Settlement Areas

The current Official Plan identifies Lansdowne as an urban settlement area due to the existing municipal water and sewer, while Lyndhurst, Seeley’s Bay, Ivy Lea, and Rockport are identified as rural settlement areas, whereby development is on private water and septic.

In summary, the results of the residential vacant land analysis indicate that there is a sufficient supply of vacant land within the existing settlement areas that is zoned for residential development (i.e. 41.96 net ha) to accommodate the projected housing unit demand of 400 housing units to the year 2031, with 15.86 net ha (41.96 net ha – 26.1 net ha) of additional supply available if demand increases due to new economic drivers.

The results of the employment vacant land analysis indicate that there is sufficient amount of vacant lands zoned for employment uses (i.e. 15.12 net ha) to accommodate the projected employment demand, which is expected to decrease by 20 jobs to the year 2031. A vacant land supply of 15.12 net ha is available if new businesses are established in the area, and could



accommodate 302 jobs.

Therefore, no boundary expansion is required to any of the five settlement areas in the Township. However, the Township may consider boundary adjustments to reflect lands which are better suited for development than certain lands currently included within the existing settlement area boundaries.

Recommendation 3 – The PPS directs growth and development to settlement areas. The vacant land analysis results indicated that only 1 vacant parcel exists in Ivy Lea. It is therefore recommended that Ivy Lea not be considered as a settlement area since there is limited land for development within its boundary, and be described in the Official Plan with supporting policies recognizing it as a residential/commercial node.

Based on existing conditions, and trends that are being evidenced such as commuting patterns from Seeley’s Bay to Kingston along Highway 15, and from community input, and the desire to maximize settlement area locations along the waterfront, it is recommended that boundary adjustments be made to ensure that areas for appropriate growth and development are included in the settlement areas. Some of the proposed boundary readjustments that have been identified include:

- **Lyndhurst – potential for future residential development around County Road 3 and Jonas Street;**
- **Seeley’s Bay – potential for intensification, and future residential development west of Haskins Point Road and Deans Lane (between Sunset Lane and Lilac Lane);**
- **Rockport – potential exists off the St. Lawrence River, south of the Thousand Islands Parkway, for future residential development west of the existing village boundary; and**
- **Lansdowne – encourage denser development and infill on existing services, with potential for future development in the south along Prince Street, and east of the existing village boundary between Prince Street, County Road 2, and Railway Street.**

According to Policy 2.5.2.1 in the UCLG OP, any settlement area boundary readjustments will require an Amendment to the OP (“County OPA”). The County OPA would need to go to the Ministry of Municipal Affairs (MMA) for review and approval. A public process would be carried out as part of the County OPA. The timing to prepare the materials to address as required by Policy 2.5.2.1, and the new extended timeframes for review and approval by the MMA would be carried into 2019. The Township has had several discussions with the UCLG advising of this intended County OPA and have agreed that the County OPA will be carried out after the Township’s Official Plan is adopted by Council.

Recommendation 4 – The Draft Township OP include policies for the Township to undertake a County OPA to address the settlement area boundary adjustments. The Draft OP should include an Annex which would illustrate the proposed boundary adjustments as information.

3.3 Rural Residential Development

As part of a Council Resolution passed in July 2015, a vacant lot inventory was required to be undertaken as part of the OP review process given the recent development trend of lot creation in the rural area which is contrary to the 2014 PPS. A vacant lot inventory was undertaken, which included existing lots of record in the agricultural/rural area, and the analysis showed that over 600 unconstrained parcels are available in the rural area for residential development. Over the last 10 years, development has been primarily occurring in the rural area through lot creation by consent. The current OP Policies allow for 2 plus 1 – that is severing one lot into three lots. There have been few rural residential subdivisions.

Cluster development in the rural area (a few lots in one area) appeared to be the preferred rural development pattern with an emphasis on protecting all farmers (both in agricultural priority areas and in rural areas) from residential encroachment. Through the OP review process and the community engagement to date, the idea of reducing the number of lots through the consent process was asked of the community. Consensus has not been reached on this matter. Limiting rural residential development is a policy direction from the province and from UCLG. Rural lot creation needs to be balanced with directing development to the settlement areas.

Recommendation 5 –It is recommended that criteria such as suitable locations and capacity for private services (e.g. wells and septic systems) be established to limit the number of consents in the rural area which would assist in ensuring that the Township is sustaining what is valued from a natural heritage areas perspective, including natural linkages.

3.4 Economic Development

The Official Plan should reflect the economic development opportunities throughout the Township as a whole, while having specific goals and objectives for economic development in each of the settlement areas. In the rural and farming areas of the Township, the policies should be flexible to allow for eco-tourism, agri-tourism, home-based businesses to be permitted. The policies should also encourage tourism opportunities in the shoulder seasons. Seeley’s Bay, Lyndhurst and Rockport should be promoted as tourist destinations, while Lansdowne should be promoted as a community hub. For example, land uses such as outdoor recreational facilities (e.g. outfitter) could be established in these areas to help promote them as tourist destinations. In order to facilitate economic development opportunities in the rural settlement areas of



Seeley's Bay, Lyndhurst, and Rockport, alternative and innovative servicing options should be considered and is supported for additional commercial and residential development.

With regards to the 1000 Islands Special Policy Area, the Official Plan should allow commercial tourism development to expand in the current locations and nodes (e.g. Reynolds Road/1000 Island Parkway), with sensitivity to the natural environment.

Through the community process, other comments were raised that are beyond the Official Plan and these include: improved advertising and communication of businesses; develop partnerships; and conducting studies of small businesses.

Recommendation 6 – Employment areas should also be identified at the time of an OP Review process. There will not be a Rural Industrial Area shown in the OP. There will be updated policies to enable commercial and industrial development to be located along County arterial roads, especially in areas where there may be natural extensions to existing commercial and industrial lands.

Recommendation 7 – Policies will need to be updated as economic development ties into tourism and recreation. The Official Plan should acknowledge that electric vehicles may be a reality by 2031 which would also need to be considered. In addition, the permitted uses in each of the land use designations would need to be updated to reflect community comments such as outfitters and farmer's markets.

Recommendation 8 – In the 1000 Islands Special Policy Area, the identification of tourist commercial nodes is no longer proposed; policies will be added to enable existing tourist commercial uses to expand. Industrial uses will be limited to desired uses that need to be located in proximity to water, and uses that should be located in-land as far as possible from the water to protect and shield views from all of sides by the existing natural vegetated buffer and from residential areas.

3.5 Community Improvement Plan (CIP)

A CIP is a planning and economic development tool that enables a municipality to promote community revitalization. Municipalities can promote reinvestment and redevelopment in settlement areas through the establishment of financial incentive programs. Some of the programs could help encourage: affordable housing, brownfield redevelopment, façade and signage improvements, landscaping, and streetscaping improvements, and gateway features. These programs can also be done through municipal leadership strategies (e.g. road improvements), that would be developed through the development of a CIP.

Recommendation 9 – Based on the community engagement and feedback to date, there is strong support for the Township to pursue the development of a CIP for Lyndhurst,

Seeley's Bay, Rockport, and Lansdowne. The Township can prepare one CIP document with specific CIP project areas/properties for the recommended areas. Residents, business owners, and other tourism, recreation, and economic development organizations should be engaged through the CIP planning process.

Recommendation 10 - It is also recommended that a CIP Steering Committee, comprising of representatives from Township Council, local community organizations, businesses and citizens from Lyndhurst, Seeley's Bay, Rockport, and Lansdowne, be established to represent the varied interests. In addition, it is recommended that financial incentives for improvements to facades, streetscaping, and signage at a minimum should be considered in the CIP. Intensification and design guidelines could also form part of a CIP. Following recent trends, there is an interest in furthering economic development opportunities in the agricultural sector through agri-tourism, agriculture-related businesses not only in peak seasons, but in the shoulder seasons as well. This would need to be considered in more detail through the preparation of the CIP.

3.6 Housing

In order to conform to the legislation as well as the UCLG Official Plan policies regarding second units, the TLTI Official Plan will need to be updated to include policies permitting second units as a generally permitted use, subject to appropriate servicing and other relevant planning considerations. Policies will be added to permit second units, garden suites, tiny homes, and small homes. These forms of housing offer affordable solutions and contribute to the availability of the housing supply to provide residents with an opportunity to age in place.

The Township has commenced a Zoning By-law Amendment to permit second units (e.g. basement apartments), which will be adopted following the Official Plan review update. In addition, a Zoning By-law Amendment by the Township was adopted in October 2017 to permit tiny dwellings (i.e. 'tiny homes') and small dwellings through the removal of minimum dwelling unit sizes and by adding a definition for tiny dwellings and including them as a permissible dwelling type.

Recommendation 11 – Add policies to allow small homes and tiny homes throughout the Township, including:

- In settlement areas, and on waterfront properties, provided that there is adequate private services (e.g. sewage treatment);
- outside of settlement areas and on waterfront properties, provided that there is adequate private services (e.g. sewage treatment);
- allow developments of multiple tiny homes in settlement areas only, where there are appropriate services, but not allow developments of multiple tiny homes on the waterfront.



With regards to building height;

- in settlement areas, including on waterfront properties in settlement areas, the maximum building height is recommended to be 3 storeys or 15 m;
- in settlement areas for buildings located in the commercial core, the maximum building height is recommended to be 3 storeys, and be built in keeping with existing setbacks. In accordance with Recommendation 10, additional built form and other design considerations would be addressed through the future development of design guidelines;
- in the rural area, (i.e. outside of settlement areas) and on waterfront properties, the maximum building height is recommended to be 2 storeys.

3.7 Natural Heritage

Updates to the natural heritage policies are required to ensure consistency with the province's Natural Heritage Reference Manual, Second Edition, the PPS, 2014, and the UCLG Official Plan, as well as updates to reflect recent natural heritage feature and system mapping, including the designation of additional provincially significant wetlands. Natural heritage features and areas include: significant wetlands; fish habitat; significant woodlands; habitat of endangered species and threatened species; significant wildlife habitat; and significant areas of natural and scientific interest. The Official Plan policies should reflect the community's desire for protection and celebration of the natural heritage features and areas.

Based on comments received from the CRCA, the Official Plan will need to be updated to include policies for significant coastal wetlands and coastal wetlands, in accordance with the PPS.

Based on comments received from the Rideau Waterway Land Trust, there is interest in recognizing the contributions of land trusts towards the environmental protection objectives and policies in the Official Plan. In particular, the Rideau Waterway Land Trust is interest in promoting the donation of private lands to the land trust for the purposes of environmental conservation and stewardship, and facilitating this acquisition of lands through waived planning application fees to further encourage such private conservation initiatives. The Official Plan review may also consider waiving of fees associated with cash-in-lieu of parkland.

Recommendation 12 – Natural heritage features and areas will be mapped on the Official Plan Schedules and policies will be revised, in accordance with the PPS and the UCLG OP.

Recommendation 13 – Introduce new policies to enable land acquisition by land trusts or other conservation organizations through the waiving of planning application fees for private landowners wishing to donate all or a portion of their lands to a land trust or

conservation organization, towards the creation of natural linkages and expansion of the Township's natural heritage system.

3.8 Waterfront Development

Concerns have been expressed regarding the scale, height, and setback of new development and the redevelopment of waterfront development and accessory buildings, and the impacts on adjacent properties and on the natural environment, natural and built heritage, and visual impact. The current Official Plan contains general policy which should be clarified. Best practices and development principles from the Rideau Canal Corridor Landscape Strategy should be included as policies, where appropriate. A lack of public access to the water, not only from mainland residents, but also for islanders, is a concern that has been widely raised by the community. Given the importance of the natural environment, and the scale of development that has been occurring, the development of an urban design framework in the Official Plan would be an important step for the Township to establish design guidelines, as confirmed in the Township's Strategic Plan process as being identified and needed. There is a strong need for developing design guidelines to address waterfront development that could consider:

- Appearance of waterfront development from the land and from the water
- Dwelling size relative to island and lot size and lot frontage
- Boathouse and dock guidelines
- Protection of views
- Built form, massing, and building materials
- Limiting hardened shorelines in development / redevelopment of waterfront properties

The establishment of design guidelines for waterfront development would be a tool that would assist in the Township to evaluate development applications to ensure that a proposed development respects and blends into the natural environment. The guidelines will also inform the implementing Zoning By-law. The guidelines would be developed to ensure that the ecological integrity of shorelines and protecting water quality are maintained, while recognizing the importance of protecting shorelines and islands from overdevelopment and restoring shorelines to a naturalized state. The guidelines can also address boat houses in terms of establishing size, visual impact, height, lift mechanisms to clear water and ice, building materials, and water protection.

Recommendation 14 - The Township already requires a 30m setback from waterbodies for new development with the retention of naturalized vegetation in this area. It is recommended that the Official Plan introduce clarifying policies for new development regarding the establishment of a natural buffer within the 30m setback from the water's edge which would be kept in its natural state (including natural bedrock) or renaturalized, and would carefully permit development of necessary accessways, rest areas, small patios, and marine facility shoreline occupancy.



Recommendation 15 – The Official Plan should establish general design guidelines for waterfront development (note: guidelines for other areas, such as settlement areas are considered under different sections of this Report) regardless of land use. The guidelines would be visually supported by an Appendix to the Official Plan based on the provincial Natural Heritage Reference Manual and other available and published documents, including examples of waterfront development that meets and does not meet the intended guidelines. These guidelines would be used to assist staff and the Committee of Adjustment in evaluating development proposals. More detailed policy framework (such as detailed building design guidelines, community planning permit system, zoning) shall be considered in the future with community input.

Recommendation 16 – Floating dwellings shall be restricted to the existing dwellings in Ivy Lea.

Recommendation 17 – Public shoreline access be increased through the Township’s acquisition of land (Note: “expropriation” has been deleted). Policies should be included to enable this to occur. In accordance with Strategic Plan action item 6.1.1(4), potential areas for public access will be illustrated on the Schedule(s). This will inform the development of an acquisition policy (Strategic action item 6.1.1.1 (5)) to be developed in 2019. The ultimately approved acquisition strategy will serve as a guide and variations may be permitted by Council without amendment to this Plan.

In addition to the recommendations stemming from the specific Discussion Papers, there are other policy areas that need to be updated which are described in the following sections.

3.9 Conformity to the UCLG Official Plan

Appendix A includes a detailed analysis of the UCLG Official Plan policies that specifically encourage, direct, or defer to the local municipalities to establish policies in the local municipal Official Plans and which are relevant to be considered as part of the Official Plan review.

Recommendation 18 – The Official Plan shall be updated to reflect the policy changes identified in Appendix A to this report.

3.10 Age-Friendly

The Township’s Official Plan should be developed through the application of an age-friendly lens to ensure that quality of life can be achieved for all ages and abilities. Age-friendly policies need to be supportive of age-friendly initiatives, infrastructure, and facilities, with a specific focus on the Draft Age-Friendly Action Plan’s key strategy areas for outdoor spaces/building; transportation; and housing. Planning for an age-friendly community helps municipalities make informed future decisions regarding land development, parks and open space, transportation,

and social services, and ensure that community investments and adaptations in age-friendly infrastructure and services are implemented as needed. The Township endeavors to be a leader in age-friendly community planning.

Examples of age-friendly policies may include:

- Promoting a range of affordable and barrier-free accessible housing options that are integrated with community amenities and services, and transportation choices;
- Supporting the development of a well-connected network of active transportation facilities to increase availability of accessible transportation and recreation options; and
- Ensuring consideration is given to accessible seating, weather protection, washrooms, and recreation equipment in park and outdoor facility design.

Recommendation 19 – Official Plan policies, such as housing, transportation, and parks and open space, shall be updated with the application of an age-friendly lens, as appropriate.

3.11 Parkland Dedication Policies

Changes were made to the Planning Act which enable payment in lieu of parkland dedication policies so that municipalities are now required to prepare a 'Parks Plan'. The intent is to ensure that municipalities are only accepting cash-in-lieu if there is no need for additional parkland. In addition, the calculation of the payment is now based on a ratio of 1 hectare for every 500 dwelling units, rather than 1 hectare for every 300 dwelling units.

Recommendation 20 – The parkland policies will need to be revised based on current municipal practices, in accordance with the recent changes to the Planning Act.

3.12 Cultural Heritage and Archaeological Resources

The Official Plan policies will be updated to provide policy directions on what studies would be required and what triggers would require a study to be undertaken.

Recommendation 21 – The cultural heritage and archaeological resource policies should be updated as well as any policies related to the required studies that are to be submitted at the time of a development application.

Recommendation 22 – The Township should consider the development of a Cultural Heritage Master Plan to address the continued preservation of major cultural heritage and archaeological resources, which represent a large part of the Township's history and identity.



3.13 Source Protection Plan

The Official Plan policies must implement the Cataraqui Source Protection Plan, specifically the policies for the protection of the Lansdowne Wellhead Protection Area, in addition to policies that apply to all Wellhead Protection Areas. Lansdowne specific policies include:

- Development of a Land Purchasing Strategy for lands located in Wellhead Protection Area A (WHPA-A) (lands immediately surrounding the supply wells);
- Application of Part IV of the Clean Water Act;
- Development of Risk Management Plans for the handling and storage of liquid fuel, and agriculture-related activities in WHPA-A and WHPA-B;
- Restricted land uses for WHPA-A and WHPA-B;
- Development of Standard Operating Procedures for the Township's sewer network in the village of Lansdowne;
- Development of a Master Drainage Plan;
- Development and implementation of a water quality monitoring program for runoff from the municipal building and parking lot(s) located in WHPA-B; and
- Enforcement of By-law 06-056 that regulates manure management in Lansdowne.

Recommendation 23 – The Official Plan should be updated to reflect the policies identified in the Source Protection Plan.

3.14 Agricultural / Rural Policies

The Official Plan review will include a review of agricultural and rural land uses policies in relation to agricultural uses adjacent to natural heritage features, as well as consideration of the Province's new draft "Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas, February 2015." TLTI passed a Zoning By-law Amendment to encourage a broader range of farm-related and on-farm diversified uses under the current Official Plan. During Official Plan Review consultations significant support for protecting agriculture from residential development was identified by local citizens. Local operator input included the concern that there is no "buffer" area to enable expansion of operations on the entire land holding and how viable farm operations on rural lands can be better protected. Staff attended training recently and learned of methods to support the agricultural industry, including land evaluation and area review (LEAR), agricultural advisory committees and using community improvement plans to support agricultural growth.

Recommendation 24 - Updates to the policy framework in the Official Plan can further guide uses in the agricultural and rural areas of the municipality. A policy should be included that an Agricultural Land and Operation Protection Study be completed within three years of adopting the Official Plan. A policy should also encourage/require the establishment of an Agricultural Advisory Committee.

3.15 Minimum Distance Separation

“The Minimum Distance Separation (MDS) Document Formulae and Guidelines for Livestock Facility and Anaerobic Digester Odour Setbacks, Publication 853,” is in effect as of March 1, 2017 and replaces all former versions of the formulae.

Recommendation 25 - The Official Plan should be updated to refer to the most recent MDS requirements wherever agricultural activities are permitted to determine separation distances between these operations and adjacent sensitive land uses (e.g. residential, institutional).

3.16 Green Energy Act

Implementation and consistency with the Green Energy Act (S. 4.2.4.1) is required. The current Official Plan policies were prepared prior to the enactment of the Green Energy Act, which limited municipal planning controls on renewable energy undertakings.

Recommendation 26 - The policies should be revised to be consistent with provincial policy.

3.17 Sustainability and Local Energy Plan Policies

The Township should consider the inclusion of policies and tools to address matters related to sustainability, including the preparation of a local Community Energy Plan and municipal energy conservation.

A Community Energy Plan provides a framework for a municipality to align their policies and practices with provincial, national, and international climate policy directives towards increased opportunities for cost-savings and environmental sustainability. The Plan can help a municipality set targets to reduce energy costs and energy consumption, and establish specific action items, such as investment in green infrastructure at the municipal level.

Recommendation 27 - The Official Plan policies will be updated to allow Council to consider the preparation of a Community Energy Plan, which would be prepared in line with the priorities identified in the Township’s Strategic Plan.

3.18 Transportation Policies

The Township should ensure the Official Plan policies: recognize and support active transportation within the Township; identify opportunities and planned areas for paved road shoulders on selected routes (County Roads 2, 3, 32, and 33); increase use of signage/wayfinding strategy; and require infrastructure (e.g. bike racks) at key locations to allow user experience from one destination to the next.



Recommendation 28 – Include policies to identify paved road shoulders for County Roads 2, 3, 32, and 33. In addition, policies may be updated depending on the timing and results of the Township’s Transportation Master Plan / Active Transportation Plan.

3.19 Servicing Policies

In association with the community engagement Visioning events, community input on the surveys and information to date, there is a desire for the Township to consider alternative servicing options, particularly in the rural settlement areas of Lyndhurst, Rockport, and Seeley’s Bay. This would potentially allow for denser residential and commercial development to occur and assist in main street rejuvenation.

Recommendation 29 – Include policies to allow the Township to explore municipally-owned alternative servicing options in the rural settlement areas of Lyndhurst, Rockport, and Seeley’s Bay, and establish policies to support private alternative servicing options under the appropriate conditions.

3.20 Implementation and Interpretation

The Planning Statute Law Amendment Act, 2014, (Bill 73) received Royal Assent on December 3, 2015 and proposed changes to the Planning Act and Development Charges Act. Revisions to the Official Plan will address the following legislative changes:

- the list of matters of Provincial interest is expanded to include built form that is well-designed, encourages a sense of place and provides for public spaces that are of high quality, safe accessible, attractive and vibrant;
- the required contents of an Official Plan (Section 16(1)) are expanded to include a description of the measures and procedures for informing and obtaining the views of the public in regards to Official Plans/Amendments, Zoning By-laws, Plans of Subdivisions and consents;
- where a municipality has adopted a new Official Plan, the review timeframe is modified to ten years after the new Official Plan has come into effect, but a five-year review cycle continues to apply in situation where an Official Plan is being updated and not replaced in its entirety;
- requirements for the preparation of a Parks Plan; and
- municipalities may, by by-law, establish criteria to be complied with in order to approve minor variances; and changes to regulations regarding amendments to Official Plans.

In addition, Bill 139, the Building Better Communities and Conserving Watersheds Act, 2017, commonly known as the Ontario Municipal Board (OMB) Reform, received Royal Assent on December 12, 2017. While the Regulations are not in place to effect the changes at the time of this report, the biggest change is the establishment of Local Planning Appeal Tribunals, which are intended to help streamline appeals on planning matters, and will replace the Ontario Municipal Board.

Furthermore, inclusionary zoning provisions should be included based on Bill 7 which made changes to the Promoting Affordable Housing Act, 2016. Inclusionary zoning refers to the mandatory inclusion of affordable housing units in residential developments and redevelopment approvals. The Ministry of Municipal Affairs identifies that inclusionary zoning would help to achieve a number of outcomes:

- serving more people: inclusionary zoning would increase the supply of affordable housing that serves the needs of low- to moderate-income families and individuals;
- creating inclusive and integrated communities; and
- meeting local needs: municipalities can tailor inclusionary zoning to help them meet affordable housing objectives and targets set out in their housing and homelessness plans and official plans.

Recommendation 30 – The Planning Act changes, (S. 26.(1) – (1.2) and 26(7)) allows municipalities to prepare a new Official Plan for 10 years. The 10-year time horizon is in keeping with other Planning Act changes that states the Provincial Policy Statement shall be reviewed every 10 years. The longer timeframe also allows municipalities to monitor the effectiveness of policies once implemented. Therefore, it is recommended that the Township repeal its existing Official Plan and adopt a new 10-year Official Plan. The County OPA as described earlier in this report would be applied for following the Township’s adoption of the OP (i.e. within the 10-year timeframe).

Recommendation 31 – With respect to waterfront development and design, the Official Plan should contain enabling policies to allow the Township to use a Community Planning Permit System which is a planning tool that would replace the Zoning By-law in its entirety, or be used specific to certain areas such as the 1000 Islands Special Policy Area, or for development on Charleston Lake and/or Red Horse Lake. The inclusion of the policies does not mean that the Township will use this tool, but it provides the policy framework in the event that it is considered in the future. The benefit of a Community Planning Permit System (CPPS) is that it would reduce the number of applications that would be filed for development and it would streamline the approvals process. For example, rezonings, minor variances, and site plans would be combined as one application and would be administered into one application/approval process through the CPPS. The Township of the Lake of Bays has this tool for waterfront areas in their municipality. Note that “Development Permit System” has been changed to “Community Planning Permit System” through changes to the Planning Act, but the tool remains the same.

Recommendation 32 – Council may also consider establishing land use compatibility policies to assist with the review and the evaluation of development applications.



3.21 Official Plan Amendment Consolidations

Updates to the Official Plan are required to consolidate recent Official Plan amendments that have been approved since the Official Plan was last consolidated. There have been nine (9) amendments to the TLTI Official Plan since the current Plan was last consolidated in March 2012. The following table lists the Official Plan amendments which will be consolidated as part of the Official Plan review.

Table 3-1: List of Official Plan Amendments since March 2012

Title	Official Plan (Approved March 2006, Consolidated March 2012)	
	Required Text Change	Required Schedule Change
2011 Amendments		
By-law No. 11-051	Addition of Policy 5.9.2(c)(ii)(a) that recognizes reduced lot sizes, permits existing structures within the 30 m setback from the high water mark, and allows two (2) dwelling units per lot	Designation changed from 'Tourist Commercial' to 'Rural' on Schedule A
By-law No. 11-060	Housekeeping amendment – numerous policy changes	None
2013 Amendments		
By-law No. 13-071	Addition of Policy 5.9.2(d)(iv) to permit marine storage	Designation changed from Rural to Tourist Commercial Special Policy Area Two for a portion of the property on Schedule A
By-law No. 13-084	None	Remove lands from 'Provincial Park' and 'Area of Natural and Scientific Interest' (ANSI) on Schedule B
2015 Amendments		
By-law No. 15-042	None	Designation changed by removing 'Tourist Commercial' overlay on Schedule A
By-law No. 16-012	None	Designation changed by removing 'Active Recreation' overlay on Schedule A
By-law No. 16-010	Addition of Policy 5.9.2(d)(iv) restricting usage of water lot to docking facilities	Designation changed to 'Tourist Commercial'
2016 Amendments		
By-law No. 16-029	None	Designation changed by removing 'Provincially Significant Wetland' and changing designation for subject lands to 'Rural' on Schedule A

Title	Official Plan (Approved March 2006, Consolidated March 2012)	
	Required Text Change	Required Schedule Change
By-law No. 16-045	Addition of Policy 5.2.1(a) that permits a commercial storage operation, permits one accessory dwelling, stipulates a minimum lot size of 6.5 ha, and certain conditions on the property implemented through Site Plan Control	Schedule A amended to designate subject lands as 'Site-Specific Policy Area Number 2'

Recommendation 33 - In addition to the above amendments approved since the March 2012 consolidation, there are three ongoing applications for Official Plan amendments at the time of this report. Should these applications be approved prior to the adoption of the Official Plan, they will be consolidated into the updated document.

3.22 Council Resolutions

Township Council has provided direction to staff, either verbally or via motion, identifying specific policy considerations for the Official Plan review. These include:

- Enabling policies for the development of an eco-park zoning on Township lands surrounding existing waste sites, to allow for uses that are compatible with landfill and adjacent uses, such as energy production, material sorting/storage facilities, organics processing, and recycling. The use would need to be permitted in the Rural zoning.
- Assessing existing consent policies, as informed by a rural vacant lot inventory analysis;
- Policies to appropriately scope archeological studies while maintaining the intent of legislation; and
- The refinement of mineral aggregate designations to reduce their impact on settlement areas.

It is also noted that UCLG has tentatively scheduled for an Counties Aggregate Study for 2018-2019.

Recommendation 34 – The Official Plan should include new policies and refinements to existing policies as appropriate.

3.23 Housekeeping Amendments and Other Matters

The Official Plan review will implement any required housekeeping amendments, and other matters identified by Township staff, Council and the public. For example, seacans have been raised as a community concern, and the recognition of Charleston Lake and Red Horse Lake as special areas.



Recommendation 35 – Establish policies for seacans in the Official Plan to determine where these could be permitted and under what conditions.

Recommendation 36 – The current Official Plan shows Charleston Lake and Red Horse Lake as special areas. Section 5.9.3 of the OP contains special policies recognizing the significance of these lakes as Lake Trout Lakes and their environmental features and benefits. These Lakes are illustrated on the Schedules as special areas in the current OP. The Lakes will remain as special areas and the associated policies for Lake Trout Lakes will be updated per recent provincial direction.

3.24 Schedules (Mapping)

The Official Plan Schedules should be updated based on the most current mapping date from MPAC July 2017 and from UCLG's GIS mapping update from October 2017. For example, the Cataraqui Region Conservation Authority provided an updated list of Provincially and Locally Significant Wetlands, including coastal wetlands, in the Township as identified by the MNRF. According to the information provided, there are 25 Provincially Significant Wetlands (PSWs) and four Regionally Significant Wetlands in the Township. Of these, 16 are coastal wetlands. Since the approval of the current Official Plan in 2006, 11 wetlands have been redesignated from Locally Significant to Provincially Significant; three (3) wetlands have been redesignated from Locally Significant to Regionally Significant; and one (1) wetland has been designated as Regionally Significant which was not previously identified in the current Official Plan.

In addition, new land use schedules for each settlement area would be beneficial to guide development to the appropriate areas, and to inform future zoning updates.

Recommendation 37 – Updated land use schedules with the most current mapping information, and new land use schedules for each settlement area should be included in the Official Plan.

3.25 County Official Plan Amendment (OPA)

The Township of Leeds and the Thousand Islands need to readjust the settlement area boundaries to reflect local issues and community input to ensure that future development can occur based on location along major highways, away from environmental and aggregate areas. In addition, based on the lot fabric, the lack of available vacant lands, and the existing planned function of Ivy Lea, it is proposed that it be removed as a settlement area, and rather be recognized as a residential/commercial node. As discussed, the boundaries are proposed to be readjusted and not as an expansion. We also advised that each settlement area would have its own OP Schedule illustrating the land use designations which currently are not included in the existing TLTI OP.

Given that the Township's deadline of bringing its new OP which is recommended to be a 10 – year OP, to Council for adoption in July 2018, the timelines to complete a County OPA cannot be met under the new timelines set in the Planning Act, and the fact that 2018 is a municipal election year which includes a lame duck period, however it was discussed and agreed upon that the County OPA process could commence now.

The fee for submitting a County OPA is \$1,500 and the MMA fee to review the County OPA is \$12,240. Depending on timing, the County OPA could potentially be combined with another County OPA process.

Below is a summary of the agreed upon approach for the Township's Draft OP and the County OPA:

1. TLTI Draft OP continues to refer to the 5 settlement areas of Lansdowne, Rockport, Seeley's Bay, Lyndhurst, and Ivy Lea.
2. The Draft OP will have new land use schedules for each of the settlement areas listed in item 1 above.
3. The Draft OP will contain policy(ies) that:
 - indicate a future County OPA will be required to adjust the settlement area boundaries for Lansdowne, Rockport, Seeley's Bay, and Lyndhurst.
 - Ivy Lea will be removed as a settlement area
 - Ivy Lea will be referred to as a residential/commercial node
4. The Draft OP will include policies to refer to an Annex, but indicate that the Annex does not form policy and is provided for information only.
5. The draft OP will include an Annex with schedules illustrating the readjusted boundaries for Lansdowne, Rockport, Seeley's Bay, and Lyndhurst. ***Ivy Lea will not have a schedule since it will be removed as a settlement area***
6. County OPA will need to address Policy 2.5.2.1 of the UCLG OP and the sub policies.
 - With respect to Policy 2.5.2.1 (f) – A Servicing Options Report will need to be submitted to the County to confirm available municipal water and sewer capacity to accommodate future development in Lansdowne, and to confirm the private servicing including the potential for alternative servicing in



Rockport, Seeley's Bay, and Lyndhurst. Therefore, the Township will provide servicing information to the County.

- With respect to Policy 2.5.2.1 (g) – this policy requirement could be fulfilled by the completion of a MDS report, depending on what is found and the readjusted boundaries.
 - A Planning Rationale will also need to be provided as part of the County OPA.
7. The preparation of Draft County OPA Schedules would also need to be completed, either by the Counties or by the Township.
 8. The County may also ask for additional studies to be prepared as part of the County OPA which would be determined at a pre-consultation meeting as the first step in the formal County OPA process.

In terms of process,

- Draft County OPA process can start especially the mapping, servicing, MDS requirements.
- TLTI draft OP continues on the schedule with Council adoption in July 2018
- County approves TLTI OP – Summer/Fall 2018
- Draft County OPA and supporting studies are submitted to MMA for 90 day review
- Revised Draft County OPA and supporting material and Notice prepared 20 days in advance of the statutory public meeting (to be held as a County Planning Advisory Committee meeting, on a Committee of the Whole meeting date)
- County OPA is approved by County Council
- MMA approval of the County OPA
- Township to hold public open house and statutory public meeting on draft TLTI OPA
- Township to bring OPA to Township Council for adoption.
- County approves TLTL OPA

Recommendation 38 – Following the Official Plan adoption, the Township proceed with the County OPA to ensure that growth and development are directed to the appropriate areas through the settlement area boundary adjustments.

4.0 Proposed Official Plan Format

The new Official Plan format is proposed to be revised and updated to a modern style, user friendly, accessible, with updated policies and sections as required. **Appendix B** contains a draft Table of Contents for the Official Plan with new sections identified.

5.0 Conclusion

In conclusion, this Directions and Recommendations Report provides the foundation for revisions to existing Official Plan policies, and the inclusion of new policies based on the planning framework, and from the community at large. The required Official Plan policy changes and the recommendations contained herein, should enable the Township of Leeds and the Thousand Islands and its community to continue to move in the direction of the Township's Strategic Plan's three pillars: Sustaining the Natural Environment; ensuring Sustainable Community Development; and Creating a more Sustainable Economy.

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Appendix A
United Counties of Leeds and Grenville
Official Plan Review Table



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The Official Plan (OP) for the United Counties of Leeds and Grenville (UCLG) was adopted by Council on July 23, 2015, and received Ministerial Approval on February 19, 2016. On March 15, 2017, the OMB issued Partial Approval. The table below summarizes the policies that specifically encourage, direct, or defer to the local municipalities to establish policies in the local municipal Official Plans and which are relevant and may be considered as part of the Township of Leeds and the Thousand Islands (TLTI) Official Plan review to ensure conformity of the TLTI OP to the UCLG OP. Please note that this table may not represent an exhaustive list of the policy revisions required to bring the TLTI OP into conformity with the UCLG OP.

UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
1.1.4 (2)	Set out an approximately 20-year planning horizon and growth management framework for the Counties to accommodate the anticipated population and employment forecasts over the planning horizon to 2031.	Section 1.8 – Title, Components and Administration	Update Section 1.8 to include population and employment growth forecasts to 2031
2.2 (d)	The Counties and local municipalities are encouraged to undertake long-range planning for infrastructure and public service facilities beyond the 20-year planning horizon established in this Plan.	Section 4 – General Development Policies Section 4.11 – Institutional Uses	Consider updating Section 4 to include policy direction for the long-range planning for infrastructure and public service facilities beyond a 20-year planning horizon
2.3.1 (e)	Local municipal Official Plans will detail where within the settlement area designations various types of land uses will be located. Healthy and complete communities will be encouraged, where appropriate, with a diverse mix of land uses, a range and mix of employment and housing types, including special needs housing, high quality public open space and convenient access to local services.	Section 5 – Policies for Primary Land Use Designations	Update Section 5 to ensure conformity with UCLG OP, and include policies to promote a mix of land uses, employment and housing types, where appropriate. Consider development of land use Schedules for the individual settlement areas.



UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
2.3.1 (f)	Local municipalities are encouraged to establish land use patterns based on densities and a mix of land uses [...]	Section 5 – Policies for Primary Land Use Designations Schedule A – Primary Land Use Designations	Review Section 5 and Schedule A to ensure a mix of land use densities and patterns within the Township, where appropriate. Consider development of land use Schedules for the individual settlement areas.
2.3.1 (g)	Local municipalities are encouraged to promote the long term economic prosperity of settlement areas...	Section 4.1 – Community Improvement	No changes required. Best practices review and community consultation to inform policies.
2.3.1 (h)	Local municipalities are encouraged to develop growth management strategies as part of their Official Plans [...]	Section 4 – General Development Policies	Update Section 4 to include policy direction for growth management strategies.
2.3.2 (e)	Local municipalities will identify and promote intensification, infill and redevelopment of designated and vacant and/or underutilized sites, in the urban settlement areas, taking into account existing building stock and the availability of suitable existing or planned infrastructure and public service facilities to accommodate projected needs, and in accordance with the intensification policies in Section 2.4.	Section 5.1 – Villages	Update Section 5.1 to promote intensification, infill and redevelopment opportunities, where appropriate.
2.3.2 (i)	Local municipalities shall establish and implement phasing policies for urban settlement areas to ensure the orderly progression of development and the timely	Section 4 – General Development Policies	Update Section 4 to be in conformity with the UCLG OP in terms of phasing policies.

UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	provision of infrastructure and public services.		
2.3.3 (c)	[In reference to ‘Rural Settlement Areas’] The range of permitted uses and associated land use policies will be established in the local municipal Official Plans and in accordance with the policies of this Plan.	Section 5 – Policies for Primary Land Use Designations	No changes required. Best practices review to be conducted.
2.4.1 (b)	The Counties will work with the local municipalities to achieve an overall minimum target that 20% of the dwelling unit growth will take the form of residential intensification and redevelopment.	No existing policy	Include new subsection to support this UCLG OP policy direction.
2.4.1 (d)	Local municipal Official Plans will identify appropriate locations and the type and form of intensification to be promoted. For the purposes only of measuring performance relative to the intensification target, local municipalities may measure intensification in a manner that includes any of the following: i. Residential development within previously developed areas of a designated rural settlement area; ii. small scale intensification through modifications to an existing dwelling to include a second unit or construction of a new building containing one or two units (including the development of accessory	Section 5.1 – Villages	Update Section 5.1 to identify appropriate locations and they type and form of intensification to be promoted within the Township, where appropriate.



UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	<p>residential dwellings, second dwelling units, and garden suites, as guided by the policies of Section 2.7;</p> <p>iii. infill residential development and new residential development of vacant land or underutilized land in existing neighbourhoods;</p> <p>iv. redevelopment which includes either the replacement of existing residential uses with compatible new residential developments at a higher density or the replacement of non-residential uses with compatible residential or mixed use development with a residential component; and/or</p> <p>v. infill development and redevelopment of vacant land or underutilized land for employment, commercial and mixed use development.</p>		
2.4.1 (e)	The Counties and local municipalities will monitor intensification activity within built-up areas and seek to achieve the overall minimum intensification target.	No existing policy	Update Section 6 to include policy direction to address the monitoring of intensification activity within the Township.
2.4.1 (f)	The Counties will encourage the local municipalities to establish evaluation policies and criteria in the local municipal Official Plans for the review and consideration of intensification in their municipalities.	Section 6.11 – Review Procedure	Update Section 6.11 to include evaluation policies and criteria for the review and consideration of intensification as part of development applications in the

UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
			Township settlement areas.
2.4.2 (c)	The Counties will encourage local municipalities, where practical and appropriate, to develop plans for the development and/or expansion of community-serving health care facilities.	Section 4.11 – Institutional Uses	Update Section 4.11 to include policy direction to support the development of plans for the development and/or expansion of community-serving health care facilities within the Township.
2.4.2 (d)	The Counties will encourage local municipalities to develop plans for the development and/or expansion, or consolidation of local public libraries, where practical and appropriate, in order to provide important cultural and community resources for learning, research, and community activities.	Section 4.11 – Institutional Uses	Update Section 4.11 to include policy direction to support the development of plans for the development and/or expansion of local public libraries, as already detailed in the Township’s Facilities Master Plan.
2.4.2 (e)	The Counties and local municipalities will promote the provision of pedestrian, cycling and trail linkages and the integration of recreational and parks and open space uses.	Section 3.3 – Objectives Section 4.17 – Parks and Recreation Facilities Section 4.21 Roads	Update Sections 3.3, 4.17, and 4.21 to include objectives and policies that promote the provision of pedestrian, cycling and trail linkages, where appropriate.
2.4.2 (f)	The Counties and local municipalities, with support from the appropriate public bodies and partners, and other agencies and organizations, will seek opportunities to create linked open spaces through the integration of:	Section 4.17 – Parks and Recreation Facilities Section 5.3.7 – Public Open Space	Update Sections 4.17 and 5.3.7 to include policy direction related to opportunities to create natural heritage / open space linkages throughout the Township.



UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	<ul style="list-style-type: none"> i. natural heritage features and areas in public ownership; ii. existing municipal rights-of-way; iii. established and proposed service and utility corridors; iv. existing park and open space lands; v. sidewalks, trails and pathways; vi. linkages provided through the draft plan of subdivision approvals process; vii. agreements with private landowners; viii. retention or acquisition of access easements; and ix. land acquisition. 		
2.4.2 (g)	<p>The Counties and local municipalities will seek to achieve the maximum benefit of the Planning Act with respect to parkland dedication or cash-in-lieu of parkland from development.</p>	<p>Section 4.5 – Division of Land Section 4.24 – Site Plan Control</p>	<p>No changes required to Section 4.5. Best practices review to be conducted.</p> <p>Update Section 4.24 to include enable parkland dedication and cash-in-lieu through Site Plan Control.</p>
2.4.2 (h)	<p>Local municipalities are encouraged to undertake programs to acquire new parks, improve existing parks and facilities and provide public parks to meet the needs of the community, as well as to address existing park deficiencies.</p>	<p>Section 4.17 – Parks and Recreation Facilities</p>	<p>Update Section 4.17 to include policy direction to support programs for park acquisition and improvements to existing parks and facilities.</p>

UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
2.4.2 (i)	Local municipalities will encourage appropriate recreational development in parks, open spaces, along natural features and other similar areas of the Counties that provide opportunities for active, passive and programmed community recreation and leisure, and that contribute to the conservation and protection of open space and the natural environment.	Section 4.5.4 – Parkland Dedication Section 4.17 – Parks and Recreation Facilities Section 5.3.7 – Public Open Space	No specific changes required. Best practices review to be conducted.
2.4.2 (j)	Local municipalities will encourage non-profit and private recreation development to complement public recreational opportunities, and encourage and support involvement by private recreation groups within the area.	Section 4.17 – Parks and Recreation Facilities Section 5.3.7 – Public Open Space Section 5.8.3 – Recreation and Public Open Space (Section 5.8 – Rural)	Update Sections 4.17, 5.3.7, and 5.8.3 to include policy direction that supports non-profit and private recreation development and involvement of private recreation groups within the Township.
2.4.2 (k)	The Counties and local municipalities will work cooperatively with various government ministries, resource agencies, and non-governmental organizations to promote natural resource-based recreational opportunities.	Section 4.17 – Parks and Recreation Facilities Section 5.3.7 – Public Open Space Section 5.8.3 – Recreation and Public Open Space (Section 5.8 – Rural)	Update Sections 4.17, 5.3.7, and 5.8.3 to provide policy direction that supports this UCLG direction.
2.4.2 (l)	The Counties and local municipalities will actively encourage residential, commercial and industrial developers to connect with and	Section 4.5 – Division of Land	Update Sections 4.5, 5.1, and 5.8 to provide direction for developers. The Township may



UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	provide opportunities to extend existing and proposed trail systems within the Counties and local municipalities.	Section 5.1 – Villages Section 5.8 - Rural	consider conditions of consent which allow for expropriation of lands for trail purposes.
2.4.2 (m)	Land deemed by the Counties and local municipalities to be significant to the linear park system will be retained in ownership by a suitable organization for the purpose of implementing a linear park system, which may include abandoned rail corridors and utility corridors.	Section 4.17 – Parks and Recreation Facilities	Update Section 4.17 to provide support for a linear park system, if applicable and appropriate.
2.4.2 (n)	Local municipalities are encouraged to support the co-location of public service facilities in community hubs, where appropriate, to promote cost-effectiveness and facilitate service integration, access to transit and active transportation.	Section 4.11 – Institutional Uses Section 5.1 – Villages	Update Sections 4.11 and 5.1 to support this UCLG OP policy direction.
2.4.3 (a)	Local municipalities are encouraged to include Community Improvement policies in their Official Plans to enable the preparation of Community Improvement Plans.	Section 4.1 – Community Improvement	No changes required. Best practices review to be conducted.
2.6.3 (e)	The Counties and local municipalities are encouraged to promote the provision of trails, to accommodate a variety of uses (e.g., walking, cycling, all-terrain vehicle, snowmobile, and equestrian), where appropriate.	Section 4.17 – Parks and Recreational Facilities	Update Section 4.17 to include the provisions of trails.
2.6.3 (f)	The Counties and local municipalities will promote and	Section 4.4 – Cultural Heritage	Update Sections 4.4 and 4.6.2 to

UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	develop linkages between tourism and recreation and the Counties' cultural heritage resources in accordance with the policies of Section 4.5.	and Archaeological Resources Section 4.6.2 – A Recreational Hub	encourage the link between tourism/recreation and cultural heritage resources.
2.7.1 (a)	Local municipalities are encouraged to provide for an appropriate range of housing types and densities to meet projected requirements of current and future residents of the Counties [...]	Section 5.1 – Villages Section 5.8.1 – Rural Residential	Update Section 5.1 to encourage a range of housing options, promote intensification, infill and redevelopment opportunities, as well as a diversity of affordable and age-friendly housing options, where appropriate. Update Section 5.8.1 to encourage a range of housing options, affordable housing, and age-friendly housing as appropriate, including second units and garden suites.
2.7.2 (a)	The Counties and local municipalities will implement the Counties' Housing and Homelessness Plan, 2014-2024. The Counties will encourage all local municipalities to undertake more detailed housing strategies that outline opportunities to increase the supply of affordable housing in their municipality.	No existing policy	Include new subsection to support this UCLG OP policy direction.
2.7.2 (b)	The Counties encourages local municipalities to establish and achieve a minimum affordable	No existing policy	Include new subsection to support



UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	housing target for all new development in their Official Plans [...]		this UCLG OP policy direction.
2.7.2 (c)	The Counties encourages local municipalities to focus the development of affordable housing within urban settlement areas and rural settlement areas which provide the greatest opportunity for a range of housing forms, types and tenures ; employment opportunities; and access to community services and facilities.	No existing policy	Include new subsection to support this UCLG OP policy direction.
2.7.2 (e)	The Counties and local municipalities will encourage proponents of development, where appropriate, to ensure that a portion of new housing is affordable, and available and accessible to a broader range of demographics in the population, including younger workers and families, lower-income seniors, and renters, and that an adequate supply is maintained.	No existing policy	Include new subsection to support this UCLG OP policy direction.
2.7.2 (f)	The Counties and local municipalities will encourage innovative and appropriate housing development that exhibits design, efficiency, and adaptability characteristics, and may represent non-traditional additions to the Counties' housing stock.	No existing policy	Include new subsection to support this UCLG OP policy direction.
2.7.2 (g)	The Counties and local municipalities will actively discourage the conversion of affordable rental housing stock to a condominium if such	No existing policy	Include new subsection to support this UCLG OP policy direction.

UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	conversion results in a reduction in the amount of rental housing units available to an unacceptable level, as determined by the Counties and local municipalities.		
2.7.2 (h)	The Counties and local municipalities will encourage that affordable housing be considered when opportunities for redevelopment become available. This includes the redevelopment of existing single-use and underutilized areas with full municipal services, such as shopping plazas, business and employment sites not needed to accommodate forecasted employment growth, and older commercial and residential areas, especially where the land is in close proximity to community infrastructure and facilities. Special attention will be given to the design of buildings, the landscaping treatment and through site plan approval, to ensure that the proposed redevelopment is physically compatible with the adjacent uses.	No existing policy	Include new subsection to support this UCLG OP policy direction.
2.7.3 (a)	The Counties and local municipalities will work with other agencies, providers and local groups to assess the extent of the need of housing for those people with special needs to assist in identifying lands that are available and suitable for special needs housing.	No existing policy	Include new subsection to support this UCLG OP policy direction.



UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
2.7.3 (b)	The Counties and local municipalities will support community agencies interested in pursuing additional funding from the Provincial Government to address identified needs for special needs housing.	No existing policy	Include new subsection to support this UCLG OP policy direction.
2.7.3 (c)	The Counties and local municipalities will support the development of special needs housing provided by community groups.	No existing policy	Include new subsection to support this UCLG OP policy direction.
2.7.3 (d)	When reviewing any proposal for the purposes of establishing, through new construction or conversion of existing structures, special needs housing, including a group home, hostel, temporary shelter, emergency shelter or other similar forms of housing, the Counties and local municipalities will be satisfied that the built form of the use is compatible with adjacent uses and adequate infrastructure and services are available to accommodate the use.	Section 4 – General Development Policies	Update Section 4 to provide policy direction to the Township to support this UCLG OP policy direction.
2.7.3 (e)	The Counties and local municipalities will encourage the provision of housing for aging-in-place for seniors so that: <ul style="list-style-type: none"> i. individuals living in a non-healthcare environment, will have access to municipal services and amenities so that they may carry out their daily life without having to 	Section 4 – General Development Policies Section 5.1 – Villages	Update Sections 4 and 5.1 to provide policy direction to the Township to support this UCLG OP policy direction

UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	<p>relocate as their circumstances change; and</p> <p>ii. where the above is not suitable due to the physical or mental condition of the individual, independent living, assisted living and skilled nursing is to be encouraged in residences for seniors, such as in a continuing care retirement community.</p>		
2.7.3 (f)	<p>The Counties and local municipalities will encourage the development of age-friendly communities within settlement areas through the provision of a diverse range of housing, housing in close proximity to available community services and facilities, and universal design principles which support various levels of need and accessibility.</p>	<p>Section 4 – General Development Policies</p> <p>Section 5.1 – Villages</p>	<p>Update Sections 4 and 5.1 to provide policy direction to the Township to support this UCLG OP policy direction</p>
2.7.3 (g)	<p>The Counties and local municipalities will encourage the provision of long-term care facilities that meet the needs of the community.</p>	<p>Section 4.11 – Institutional Uses</p>	<p>Update Section 4.11 to encourage the provision of long-term health care facilities.</p>
2.7.3 (h)	<p>The Counties and local municipalities will endeavour to provide a barrier-free environment where possible and will meet the requirements of the Ontario Building Code.</p>	<p>No existing policy</p>	<p>Update Section 4 to provide policies that endeavour to provide a barrier-free environment, where possible.</p>
2.7.3 (i)	<p>The Counties and local municipalities will have regard for requirements of the Accessibility for Ontarians with Disabilities Act and will work with the Counties and local municipal Accessibility</p>	<p>No existing policy</p>	<p>Update Section 3.3 to provide policy direction to the Township to support this UCLG OP policy direction.</p>



UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	Committees where appropriate, to ensure on-going adherence to the requirements of the Accessibility for Ontarians with Disabilities Act.		
2.7.4 (a)	Local municipalities will develop policies in accordance with the Planning Act, to permit second residential units within single detached, semi-detached, and Townshouse dwelling units, where an accessory residential unit is currently not permitted in a structure which is accessory to those dwelling units, subject to appropriate servicing. Local municipalities will permit the second residential unit to be located within a residential accessory structure, subject to the policies and regulations of the local municipal Official Plan and zoning by-law.	Section 5.1 – Villages Section 5.8.1 – Rural Residential	Update Sections 5.1 and 5.8.1 to permit second residential units, subject to appropriate servicing.
2.7.4 (b)	Local municipal Official Plans and implementing zoning by-laws will contain detailed policies and requirements relating to second residential units which support their creation, and may have consideration for such matters as: parking requirements, servicing, and compliance with other relevant municipal and provincial requirements including the Ontario Building Code.	Section 5.1 – Villages Section 5.8.1 – Rural Residential	Update Sections 5.1 and 5.8.1 to provide detailed policies and requirements related to second residential units.
2.7.4 (c)	Local municipalities are encouraged to establish policies related to garden suites in their	Section 5.1 – Villages	Update Sections 5.1 and 5.8.1 to provide policies relating to garden suites.

UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	Official Plans, where appropriate.	Section 5.8.1 – Rural Residential	
3.2.3 (a)	The Counties and local municipalities will designate prime agricultural areas in their Official Plans, through procedures established by the Province. Prime agricultural areas are designated as Agricultural Area on Schedule A of this Plan. Any changes to the designation of the Agricultural Area will require an amendment to this Plan, and an amendment to the local municipal Official Plan. [...]	Section 5.2 – Agriculture	<p>No changes required. Best practices review to be conducted.</p> <p>No mapping changes required; existing Agricultural Area mapping in Schedule A is consistent with UCLG OP Schedule A.</p>
3.2.3 (b)	Local municipalities may designate additional agricultural areas, including areas identified for local food production, in the local municipal Official Plans in addition to the areas designated in this Plan, without the need for an amendment to the Counties Official Plan.	Section 5.8.6 - Agriculture Schedule A – Primary Land Use Designations	<p>No changes required. Best practices review to be conducted.</p> <p>Consider updating Section 5.8.6 with policies to better support farms on rural lands (i.e. farms outside of designated Agricultural Areas)</p>
3.2.3 (e)	The local municipal Official Plans and zoning by-laws are encouraged to establish policies and provisions relating to built form, lot design, parking, screening/buffering, outside storage, and landscaping for any agriculture-related use and on-farm diversified use within the Agricultural Area.	Section 5.2 – Agriculture	Update Section 5.2 to provide policies and provisions to support this UCLG OP policy direction.



UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
3.2.4 (a)	The Counties and local municipalities will encourage the development and implementation of programs and plans to support and sustain agriculture in the Counties [...]	Section 4 – General Development Policies	Update Section 4 to provide policy direction to the Township to develop and implement programs and plans to support and sustain agriculture in the Township.
3.2.5	It is recognized that within the Counties, there are a variety of agricultural land circumstances that influence Official Plan policies related to minimum agricultural lot sizes at the local level. As such, the Counties encourages local municipalities to establish minimum agricultural lot sizes within their Official Plans.	Section 5.2 - Agriculture Section 5.8.6 – Agriculture (Rural)	Consider the addition of policies for minimum lot sizes in the Agriculture land use designation for new lot creation. No changes required to Section 5.8.6. Best practices review to be conducted.
3.3.2 (b)	The Counties requires the local municipalities to establish policies in their Official Plans related to rural residential development which may be accommodated on rural lands without compromising the rural character of these lands.	Section 4.5 – Division of Land Section 5.8 – Rural	Best practices review to be conducted. Existing consent policies to be reviewed as they apply to the Rural Area.
3.3.3 (k)	The local municipalities will establish policies in the local municipal Official Plans to ensure that the following criteria are satisfied where rural industrial/commercial uses, excluding applications under the Aggregate Resources Act, are proposed [...]	Section 5.8.2 – Commercial and Industrial (Rural)	Update Section 5.8.2 to ensure conformity with the UCLG and the Aggregate Resources Act.
3.4.3 (a)	The Counties and applicable local municipality will designate	Section 5.4.4 – Wollastonite	No changes required. Best practices review to be conducted.

UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	the wollastonite mineral deposit in their Official Plans.	Schedule A – Primary Land Use Designations	Schedule A to be reviewed for consistency with UCLG OP designation of Wollastonite area.
4.2.7 (b)	The local municipal Official Plans will provide policies to address the conservation of woodlands in the local municipalities.	Section 2.46 – Tree Protection Section 5.3.8 – Other Natural Heritage Areas Appendix B – Additional Natural Heritage Features	Update Sections 2.46, 5.3.8, and Appendix B to conform to UCLG OP policy directions.
4.2.12.2 (a)	The Counties recognizes and supports the protection of the Rideau Canal and will assist Parks Canada in its implementation of the Rideau Canal Management Plans and the Rideau Corridor Landscape Strategy. Local municipalities will establish policies related to development adjacent to the Rideau Canal and review requirements and/or recommendations by Parks Canada.	Section 4.15 – National and Provincial Parks Section 4.24 – Site Plan Control Section 4.28 – Environmental Impact Statement 5.5.2 – Erosion Hazards	No changes required. Best practices review to be conducted.
4.2.14 (b)	The local municipality, in consultation with the Conservation Authority having jurisdiction, and the Counties, as applicable, may scope the EIS requirements based on a review of the proposed development and/or site alteration and the associated natural heritage features and areas. The local municipal	Section 4.28 – Environmental Impact Statement	No changes required. Best practices review to be conducted.



UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	Official Plans will provide policies to address the scoping of and potential to waive EIS requirements.		
4.3 (a)	The Counties and local municipalities, in cooperation with Parks Canada, the Province, and Conservation Authorities, will support the implementation of the Natural Heritage System as identified on Appendix 2 [...]	Section 5.3 – Natural Heritage System	Consider the implementation of a local Natural Heritage System with defined linkages, further to existing policies in Section 5.3 and Schedules A and B.
4.3 (k)	The Counties and local municipalities will encourage the creation of a linked Natural Heritage System [...]	Section 5.3 – Natural Heritage System	Update Section 5.3 to encourage the creation of a linked Natural Heritage System.
4.4.1 (e)	The Counties and local municipalities will require the use of stormwater management facilities on-site and/or downstream of new developments, where appropriate, to mitigate negative impacts from development on stormwater quantity and quality and in accordance with Section 6.3.2.	Section 4.23 – Service Requirements	No changes required. Best practices review to be conducted.
4.4.1 (f)	The Counties and local municipalities may contribute to and promote a culture of water conservation among all public, private, and community groups and local citizens and aim to encourage the efficient and sustainable use and protection of water resources.	Section 2 – Basis of the Official Plan Section 3.3 – Objectives	No changes required. Best practices review to be conducted.
4.4.1 (h)	The Counties and/or local municipalities may consider the establishment of sector-specific	No existing policy	Consider including a new subsection to

UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	targets for water use reductions and targets for on-site retention of stormwater		support this UCLG OP policy direction.
4.4.1 (i)	The Counties and local municipalities, where applicable, will encourage the protection, improvement or restoration of the quality and quantity of water by ensuring the consideration of lake capacity, through lakeshore capacity assessments, the use of best management practices and monitoring, in considering shoreline development and development within the drainage area of a lake. Local municipalities may require the submission of a Lake Impact Assessment in their consideration of a development application. The assessments should consider the findings of local studies.	No existing policy	Include new subsection to support this UCLG OP policy direction.
4.4.1 (n)	The local municipalities will establish detailed policies and provisions for minimum required water setbacks and associated requirements in the local municipal Official Plans and Zoning By-laws.	Section 4.27 – Waterbody Protection	No changes required. Best practices review to be conducted.
4.4.1 (o)	The Counties and local municipalities where appropriate, will encourage and promote the health of watercourses, waterbodies and water quality [...]	Section 4.27 – Waterbody Protection	No changes required. Best practices review to be conducted.
4.4.2 (a)	The Counties and local municipalities will support and participate in initiatives that implement the Clean Water Act,	No existing policy or mapping	Include new subsection to support this UCLG OP policy direction and address



UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	as required, and ensure coordination amongst local municipalities.		<p>required policies in the Cataraqui Source Protection Plan.</p> <p>Add new Schedule or Appendix showing Source Water Protection Areas as in UCLG OP Appendix 3, which maps Significant Groundwater Recharge Areas, Highly Vulnerable Aquifers, Wellhead Protection Areas, and Intake Protection Zones.</p>
4.4.2 (b)	Local municipal Official Plans will implement restrictions on development and site alteration to protect all municipal drinking water supplies and designated vulnerable areas, and protect, improve or restore vulnerable and sensitive surface and ground water features and their hydrologic functions, in accordance with the significant threat policies of the applicable Source Protection Plan.	Section 4.23 – Servicing Requirements	Update Section 4.23 to address required policies in the Cataraqui Source Protection Plan.
4.4.2 (c)	As approval authorities, the Counties and local municipalities will require development to adhere to the Source Protection Plans. Pre-consultation with the Counties and/or local municipality, as appropriate, will be required for development applications in designated vulnerable areas.	No existing policy	Include new subsection to support this UCLG OP policy direction and to address required policies in the Cataraqui Source Protection Plan.

UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
4.4.2.2	Local municipal Official Plans are required to be amended to conform to the significant threat policies of the Cataraqui Source Protection Plan no later than the date of their next review under Section 26 of the Planning Act and zoning by-laws must be updated within three years of the Official Plan amendments to bring them into conformity with the Official Plan.	No existing policy	Include new subsection to support this UCLG OP policy direction and to address required policies in the Cataraqui Source Protection Plan.
4.5.1 (b)	Local municipalities are encouraged to undertake the preparation of cultural plans in conserving cultural heritage resources.	Section 4.4 – Cultural Heritage and Archaeological Resources	Update Section 4.4 to include policy direction to support the preparation of cultural heritage plans for the Township.
4.5.1 (d)	Local municipal Official Plans will include policies that encourage Council to utilize its authority under the Ontario Heritage Act to designate individual properties under Part IV and heritage conservation districts under Part V that are of cultural heritage value or interest. Local municipal Official Plans may also include policies that encourage Council to list non-designated properties on the municipal register, to provide these properties with interim protection from demolition under the Ontario Heritage Act, including properties outside of municipal jurisdiction.	Section 4.4 – Cultural Heritage and Archaeological Resources	Update Section 4.4 to include policies that support this UCLG OP policy direction.
4.5.1 (e)	Local municipalities may prepare a conservation plan for local municipally-owned and Counties-owned significant	Section 4.4 – Cultural Heritage	Update Section 4.4 to include policy direction to support the preparation of



UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	cultural heritage resources to address their on-going care and management.	and Archaeological Resources	cultural heritage plans for the Township.
4.5.1 (g)	Local municipalities are encouraged to establish Municipal Heritage Committees pursuant to the Ontario Heritage Act to advise and assist local municipal Councils on matters related to Parts IV and V of the Ontario Heritage Act and on cultural heritage matters.	Section 4.4 – Cultural Heritage and Archaeological Resources	No changes required. Best practices review to be conducted.
4.5.1 (h)	The municipal clerk of the local municipality will maintain a municipal register of all properties designated under Part IV and Part V of the Ontario Heritage Act, with consideration for the inclusion of non-designated properties.	Section 4.4 – Cultural Heritage and Archaeological Resources	Update Section 4.4 to include policies that indicate that the municipal clerk maintains a register of all properties designated under Part IV and Part V of the Ontario Heritage Act.
4.5.1 (l)	The local municipal Official Plans will incorporate the standard policies contained in the Official Plan Policies for the Rideau Canal document, drafted by the planning subcommittee of the Rideau Corridor Steering Committee, as appropriate.	No existing policy	Include new subsection to support this UCLG OP policy direction.
4.5.2 (a)	Local municipalities are encouraged to undertake the preparation of archaeological management plans in conserving archaeological resources and areas of archaeological potential.	Section 4.4 – Cultural Heritage and Archaeological Resources	Consider updating Section 4.4 to include policy direction to support the preparation of archaeological management plans for the Township.
4.5.2 (g)	Local municipalities, in considering applications for	Section 4.4 – Cultural Heritage	Update Section 4.4 to include policies that

UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	<p>shoreline or waterfront development, will ensure that cultural heritage resources, both on shore and in the water, within their jurisdiction are not adversely affected and may require an archaeological assessment (land and/or marine) and satisfactory measures to mitigate any negative impacts on significant cultural heritage.</p>	<p>and Archaeological Resources</p>	<p>support this UCLG OP policy direction.</p>
<p>5.2.2 (b)</p>	<p>Local municipal Official Plans will identify hazards and provide associated policies which achieve the intent of this Plan. It should be noted that not all hazardous sites and hazardous lands have been identified and mapped, and often may only be identified on a site-specific basis by a geotechnical study or flood risk assessment, in consultation with the appropriate Conservation Authority.</p>	<p>Section 5.5 – Hazardous Sites Schedule A – Primary Land Use Designations</p>	<p>No changes required. Best practices review to be conducted.</p>
<p>5.2.2 (p)</p>	<p>The Counties and local municipalities will consider the potential impacts of climate change that may increase the risk associated with natural hazards, and in consideration of the policies in Section 6.6.</p>	<p>No existing policy</p>	<p>Include new subsection to support this UCLG OP policy direction.</p>
<p>5.2.3 (e)</p>	<p>Local municipalities are encouraged to implement more detailed policies in their respective local municipal Official Plans to address natural hazards associated with wildland fires, and in conformity with the policies of this Plan.</p>	<p>No existing policy</p>	<p>Include new subsection to support this UCLG OP policy direction.</p>



UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
5.3.4 (a)	The Counties and local municipalities will encourage remediation and their appropriate redevelopment, of contaminated sites, or land adjacent to known or potentially contaminated sites, in accordance with provincial regulations and procedures and the policies of this Plan and the local municipal Official Plan.	Section 4.2 – Contaminated Site and Records of Site Condition	No changes required. Best practices review to be conducted.
5.3.4 (c)	The Counties and local municipalities will encourage owners of potentially contaminated sites to remediate their sites so that they may be reintegrated into the community.	Section 4.2 – Contaminated Site and Records of Site Condition	Update Section 4.2 to include policies that support this UCLG OP policy direction.
5.3.5 (c)	The local municipal Official Plans may establish more detailed procedures and requirements to address the remediation of contaminated sites.	Section 4.2 – Contaminated Site and Records of Site Condition	Consider updating Section 4.2 to include procedures and requirements to address the remediation of contaminated sites.
6.2.1 (d)	The Counties and local municipalities will ensure that appropriate transportation service is provided to employment areas and commercial areas.	Section 4.21 – Roads	No changes required. Best practices review to be conducted. Consider updating policies to address the potential provision of shuttle services and ride-share programs as a means of public transit.
6.2.1 (e)	The Counties and local municipalities will ensure that designated commercial areas are serviced by roads with	No existing policy	Include new subsection to support this UCLG OP policy direction.

UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	appropriate traffic capacity and support active transportation.		
6.2.2 (c)	Requirements for local municipal roads under the jurisdiction of the local municipalities will be established by the local municipality.	Section 4.21 – Roads	No changes required. Best practices review to be conducted.
6.2.3 (c)	The Counties and local municipalities will work towards providing safe bicycle and pedestrian paths, both along the roadway or separated from the roadway, on existing and proposed roads, on abandoned transportation corridors, on trail dedications or easements associated with rehabilitated mineral aggregate operations, and connecting parks and open spaces, as appropriate	No existing policy	Include new subsection to support this UCLG OP policy direction.
6.2.3 (d)	The Counties and local municipalities will support the interconnectivity of existing walking trails and bicycle paths and, where feasible and appropriate, provide continuous trail system linkages.	No existing policy	Include new subsection to support this UCLG OP policy direction.
6.2.3 (e)	The Counties and local municipalities will support to promote accessible and convenient trail systems.	No existing policy	Include new subsection to support this UCLG OP policy direction.
6.2.3 (f)	The Counties and local municipalities will support the promotion of aesthetically pleasing, safe trail systems, for recreational and utilitarian purposes. Particular attention will be given to trail systems associated with natural assets	No existing policy	Include new subsection to support this UCLG OP policy direction.



UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	including watercourses, parks, and natural features.		
6.2.3 (h)	The Counties and local municipalities will support the integration of bicycle path and walkway systems into the design of transportation facilities by including facilities such as sufficient and protected bicycle storage areas at places of employment and community infrastructure, facilities, and cultural and shopping locations, where appropriate.	No existing policy	Include new subsection to support this UCLG OP policy direction.
6.2.3 (i)	The Counties and local municipalities will support, where applicable, the implementation and operation of an effective trail system maintenance program.	No existing policy	Include new subsection to support this UCLG OP policy direction.
6.2.3 (j)	The Counties and local municipalities in association with other organizations and agencies will support the development and promotion of scenic, recreational and educational pathways and trails.	No existing policy	Include new subsection to support this UCLG OP policy direction.
6.2.3 (k)	The Counties and local municipalities will support the use of inactive rail corridors for use as multi-use trails where feasible and appropriate.	No existing policy	Include new subsection to support this UCLG OP policy direction.
6.2.3 (l)	The Counties, local municipalities and partners will pursue alternative funding from other levels of government and the private sector to implement active transportation and trail routes in the Counties, and have a lead role in public	No existing policy	Include new subsection to support this UCLG OP policy direction.

UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	outreach and in promoting the benefits of active transportation.		
6.2.3 (m)	Local municipalities are encouraged through their Official Plans to require the dedication of lands for roads and active transportation, such as pedestrian and bicycle pathways, and public transit rights-of-way as a condition of subdivision and site plan approvals in accordance with the Planning Act.	No existing policy	Include new subsection to support this UCLG OP policy direction.
6.2.4 (g)	Local municipalities are encouraged to establish appropriate setbacks for development from both active and abandoned railways in their local zoning by-laws.	Section 4.22 – Separation Distances	No changes required. Best practices review to be conducted.
6.2.5 (g)	Local municipalities will provide more detailed policy guidance in the local municipal Official Plans for lands within proximity to identified airports and airfields.	Section 5.6 – Airport	No changes required. Best practices review to be conducted.
6.2.6 (b)	Local municipalities may establish policies in the local municipal Official Plans to address the development of private docks associated with a residential use.	Section 4.27 Waterbody Protection Section 5.3.5 Environmental Protection Section 5.5.1 Flood Plain	Consider expanding policies related to private dock development to support this UCLG OP policy direction.
6.3.1 (k)	The Counties will encourage local municipalities to promote the use of green infrastructure to complement infrastructure.	No existing policy	Include new subsection to support this UCLG OP policy direction.



UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
6.3.2 (c)	The Counties and local municipalities will promote naturalized stormwater management facilities, constructed with gentle slopes. [...]	Section 4.23 Servicing Requirements	Consider updating Section 4.23 policies related to stormwater management to support this UCLG OP policy direction.
6.4 (a)	The Counties and local municipalities recognize and support the provincial initiative of reducing waste through a diversion action plan, and may initiate their own diversion plan.	No existing policy	Include new subsection to support this UCLG OP policy direction.
6.5 (b)	The Counties and local municipalities will ensure that adequate utility networks are, or will be, established to serve the anticipated development and that these networks are, or will be, phased in a manner that is cost-effective and efficient.	Section 4.20 – Public Uses and Utilities	No changes required. Best practices review to be conducted.
6.5 (c)	Through the Counties' and local municipalities' planning activities, existing utilities, telecommunications and transmission corridors and networks will be protected and enhanced, and maintained and operated to minimize their impact on the local communities.	Section 4.20 – Public Uses and Utilities	Update Section 4.20 to include policies regarding the protection, maintenance and enhancement of utility corridors.
6.5 (g)	The Counties and local municipalities will promote all utilities and telecommunications, to be planned for and installed on a coordinated and integrated basis in order to be more efficient, cost-effective and minimize disruption.	Section 4.20 – Public Uses and Utilities	Update Section 4.20 to support this UCLG OP policy direction.

UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
6.5 (h)	The Counties and local municipalities will promote and encourage the shared and multiple use of telecommunications towers and corridors for utility uses. Additionally, the Counties and local municipalities will support the shared use of corridors for transportation and trail uses, where appropriate.	Section 4.20 – Public Uses and Utilities	Update Section 4.20 to support this UCLG OP policy direction.
6.5 (i)	The Counties and local municipalities will encourage that all large, above-ground utility infrastructure is located and designed to be compatible with its surroundings.	Section 4.20 – Public Uses and Utilities	Update Section 4.20 to support this UCLG OP policy direction.
6.6 (e)	The Counties and local municipalities will promote renewable energy systems, where feasible, in accordance with provincial and federal requirements.	No existing policy	Include new subsection to support this UCLG OP policy direction.
6.6 (f)	The Counties and local municipalities will encourage the design and development of neighbourhoods and green buildings that conserve energy.	No existing policy	Include new subsection to support this UCLG OP policy direction.
6.6 (k)	The Counties and local municipalities will promote compact urban forms, a mix of land uses and the use of active transportation and transit-supportive development.	Section 5.1 – Villages	Update Section 5.1 to support this UCLG OP policy direction, as appropriate.
7.6.4 (a)	Provisions for site plan control will be detailed in the local municipal Official Plans and may include urban and architectural design guidelines	Section 4.24 – Site Plan Control	Update Section 4.24 to includes policies that reference potential future urban



UCLG OP Policy Reference	UCLG OP Policy	Relevant TLTI OP Section	Issues to be Addressed
	that enhance development in the local municipality.		and architectural design guidelines.
7.6.5 (a)	Local municipalities through their Official Plans will establish policies to require the conveyance of land for park or other public recreational purposes and where cash-in-lieu of land dedication may be considered as a requirement of development, and may establish sustainability criteria for the reduction of cash-in-lieu payments where land is proposed for redevelopment, in accordance with the Planning Act.	Section 4.5 – Division of Land	No changes required. Best practices review to be conducted.
7.7 (a)	Local municipalities may establish more specific requirements for pre-consultation and complete application requirements, consistent with the policies of this Plan and the Planning Act.	Section 6.14 – Consultation and Application Requirements	No changes required. Best practices review to be conducted.



Appendix B

Proposed Official Plan Format

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Draft Table of Contents

(Note: New proposed sections are highlighted in yellow; other changes are in grey)

Section 1: Introduction to the Official Plan

- 1.1 Title of the Official Plan
- 1.2 Planning Area
- 1.3 Purpose of the Official Plan
- 1.4 Administration of the Official Plan
- 1.5 Effect of the Official Plan
- 1.6 How to Read this Official Plan

Section 2: Basis of the Official Plan

Section 3: Purpose, Vision, Goal, and Objectives

- 3.1 Purpose of the Official Plan
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 - Scope
- 3.2 Township Vision Statement
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- 3.4 Objectives

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- 4.2 Accessory Uses, Buildings, or Structures
- 4.3 Affordable Housing and Supply of Land for Housing
 - 4.3.1 Garden Suites
 - 4.3.2 Second Units
 - 4.3.3 Small Homes and Tiny Dwellings
- 4.4 Alternative and Renewable Energy Systems
- 4.5 Bed and Breakfast Establishments
- 4.6 Community Gardens
- 4.7 Community Hubs
- 4.8 Crown Lands
- 4.9 Economic Policy
 - 4.9.1 General
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- 4.11 Group Homes
- 4.12 Home Occupations and Home Industries
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 - 4.15.3 Waste Disposal Sites and Sensitive Land Uses
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 - 4.15.5 Railways (moved from under Separation Distances)
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- 4.17 Mobile Homes
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- 4.23 Temporary Uses
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- 4.26 Wayside Pits and Quarries



Section 5: Policies for Primary Land Use Designations

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5.1.1 Settlement Area Vision Statements and Goals

5.1.2 General Land Use Policies

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5.3 Rural

5.3.1 Rural-Residential Uses in the Rural Area

5.3.2 Commercial and Industrial Uses in the Rural Area

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6.1.1 Natural Heritage System Strategy

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8.4.7 Road Allowance Closures

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8.6.2 Waste Disposal Sites

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- 
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- 10.2 Building By-law
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- 10.4 Community Improvement (moved)
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- 10.7 Consultation and Application Requirements
 - 10.7.1 Mandatory Pre-Consultation
 - 10.7.2 Development Applications: Required Information and Material
 - 10.7.3 Development Applications: Additional Information – Studies and Assessments
- 10.8 Environmental Impact Study Statements (EIS) (moved)
 - 10.8.1 Full Environmental Impact Study (EIS)
 - 10.8.2 Scoped Environmental Impact Study (EIS)
- 10.9 Existing Land Uses (moved)
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- 10.10 Indigenous Engagement
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- 10.12 Minor Variances (moved)
- 10.13 Other By-laws
- 10.14 Parkland Dedication (moved)
- Procedural Guidelines

- 
- 10.15 Property Maintenance and Occupancy Standards By-law
 - 10.16 Public Consultation and Notification
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 - 10.18 Section 37
 - 10.19 Site Plan Control (moved)
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Appendix 'A'

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- Schedule A2 – Thousand Islands Special Policy Area
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- Schedule B1 – Ivy Lea Settlement Area
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- Schedule C4 – Wildland Fire Hazards
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Annexes:

- Annex A: Proposed Settlement Area Boundary Adjustments



www.leeds1000islands.ca/officialplanreview
officialplanreview@townshipleeds.on.ca