

**Report to
Rapport au:**

**Planning Committee / Comité de l'urbanisme
May 12, 2015 / 12 mai 2015**

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**Submitted by
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Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE File Number: ACS2015-PAI-PGM-0098.

SUBJECT: Revised Circulation Packages for Development Applications

**OBJET: Révision de la documentation relative aux demandes
d'aménagement**

REPORT RECOMMENDATION

That the Planning Committee receive this report for information.

RECOMMANDATION DU RAPPORT

Que le Comité de l'urbanisme prenne connaissance de ce rapport.

BACKGROUND

Consistent with the City of Ottawa Public Engagement Guidelines and the Planning and Growth Management engagement priorities for 2014, a review was undertaken of the circulation packages for major development application types. These include 120-metre circulations for Zoning By-law amendments and Plan of Subdivision applications as well as the highlight sheet for Site Plan Control applications.

These circulation packages are prepared by Development Review Services staff who utilize templates on Ozone that are created by the Business Services Branch.

Circulation packages are printed and mailed to property owners who own land within a 120-metre radius of the affected properties. Registered community groups also receive these mail outs. Circulation packages are mailed when development notice signs are posted. This occurs prior to the preparation of the staff report presented at a Planning Committee meeting.

DISCUSSION

In December 2013, Council approved the new Public Engagement Strategy, which was presented at the Finance and Economic Development Committee on December 11, 2013.

One of the guiding principles of the strategy is to provide clear, relevant and complete information, in plain language at the start and throughout the public engagement process, and communicate the purpose, expectations and limitations clearly.

In 2014, Planning and Growth Management developed a Public Engagement Strategy which called for the revision of dozens of letters and forms distributed to the public as part of the development review process.

The circulation packages for Zoning By-law amendment and draft Plan of Subdivision applications were selected due to their high circulation numbers.

The goal in reviewing these circulation packages was to:

- simplify the development review process;
- use plain language; and

- encourage residents to get involved.

The result is a streamlined format with information presented in bulleted or numbered lists to facilitate reading; images of the proposed development; a highlight sheet that explains the particular type of development application and the development review process; and a redesigned comment sheet with increased space for comments.

Project staff worked closely with internal partners within Business Services and Development Review Services to redesign both circulation packages. The layout, content and wording of the redesigned circulation packages were determined by prioritizing factual accuracy, legislated requirements while incorporating plain language and ongoing Development Review Services public engagement practices.

In 2015, Business Services will continue updating public facing materials and letters that are part of the development review process and City initiated zoning projects.

RURAL IMPLICATIONS

As this is a city-wide report, there are no specific rural implications.

CONSULTATION

This report is administrative in nature and therefore no consultation was required. Once the new materials are developed and distributed, staff will be consulting residents on their effectiveness.

COMMENTS BY THE WARD COUNCILLOR

City-wide report not applicable.

LEGAL IMPLICATIONS

There are no legal implications associated with receiving this report.

RISK MANAGEMENT IMPLICATIONS

There are no risks associated with this report.

FINANCIAL IMPLICATIONS

There are no direct financial implications.

ACCESSIBILITY IMPACTS

There are no accessibility implications associated with this report.

TECHNOLOGY IMPLICATIONS

This report is administrative in nature and has no associated technology implications.

TERM OF COUNCIL PRIORITIES

This project addresses the Term of Council Priority of Service Excellence to ensure a positive experience for every client interaction.

DISPOSITION

In 2015, Business Services will continue working with internal partners to update public facing materials and letters that are part of the development review process and City initiated zoning projects. Once the new materials are developed and distributed, staff will be consulting residents on their effectiveness.