



MEMO / NOTE DE SERVICE

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TO: Chair and Members of Planning Committee

DESTINATAIRE : Présidente et membres du Comité de l'urbanisme

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FILE NUMBER: ACS2016-PAI-PGM-0059

SUBJECT : **Public Participation in Pre-Application Consultation Meetings – Pilot Project Evaluation**

OBJET : **Participation du public aux réunions de consultation préalables au dépôt des demandes d'aménagement – Évaluation du projet pilote**

PURPOSE

The purpose of this memorandum is to apprise Planning Committee members of the results of the pilot project to engage community associations in pre-application

consultation meetings in Ward 17 (Capital). These meetings are generally known as 'pre-consultations'.

EXECUTIVE SUMMARY

The memo recommends that the Pre-application Consultation Pilot Project be expanded to include all wards within the City's Development Review Inner Urban Area. This increase is based on the success of the Ward 17 pilot project to date. The addition of these new wards will allow staff to continue to assess and evaluate the project using a larger sample size.

RÉSUMÉ

La note de service recommande que le Projet pilote sur les consultations préalables aux demandes d'aménagement soit étendu à tous les quartiers du secteur urbain intérieur de la Direction de l'examen des demandes d'aménagement de la Ville. Cette recommandation découle du succès que le projet pilote a connu dans le quartier 17 jusqu'à maintenant. L'ajout de ces nouveaux quartiers permettra au personnel de continuer à évaluer le projet pilote en fonction d'un plus grand échantillon.

BACKGROUND

The pilot project was publically announced by Mayor Watson and former Planning Committee Chair Hume on June 23, 2014. At that time, the stated intention was to provide greater transparency into the pre-application consultation process.

The authority to require an applicant to attend a pre-application consultation meeting for a development application is found in the *Planning Act*, and outlined more explicitly in the City's Official Plan. The intention behind such meetings is for the City and the proponent to agree on the studies that will be required to deem the application complete and thereby trigger the necessary legislative timelines for review.

The current process is to hold a meeting with the proponent and with necessary City staff in attendance. The general format is for the proponent to introduce the development, with questions of clarification being asked by staff. The assigned staff planner will summarise these comments in correspondence back to the proponent, along with the formal list of required plans and studies that need to be submitted in order for the application to be deemed complete.

It is not uncommon for there to be several pre-application consultation meetings as the application itself is refined and designed in greater detail. Not every pre-application consultation meeting results in a development application being submitted.

During the period of the pilot project, a total of nine pre-application consultation meetings were held in Ward 17.

DISCUSSION

The key challenge of the pilot project was to conduct a publically open and transparent process while maintaining the City's commitment to confidentiality for the applicant.

Seven meetings were held with members of the relevant local community association present. No feedback was received by City staff that there had been any breach of confidentiality. A variety of proposed development review applications were heard, predominantly those for Site Plan Control and Zoning By-law amendments.

The requisite non-disclosure agreement was signed and provided for the seven meetings with community members present. Of the remaining two meetings, in one the requirement for the non-disclosure agreement was waived by the proponent. In the other, members of the community association were invited but did not attend.

The feedback received from the community participants has been positive. Overall, this pilot project has been successful in its aims to increase transparency through community participation at this early stage in the development review process.

DIRECTION

City staff propose to increase the sample size for the pilot project. This will allow for a fuller analysis and evaluation of the project. It is proposed that the pilot project be implemented across the entire Development Review Inner Urban Area. This will allow for an additional four wards to be added to the pilot project, in addition to Ward 17. Following this increase, it is intended to return to Planning Committee with the new analysis and findings in one year.

The following wards will be added to the pilot project:

Ward 12 – Rideau-Vanier

Ward 13 – Rideau-Rockcliffe

Ward 14 – Somerset

Ward 15 – Kitchissippi

CONCLUSION

The pilot project will be increase to include all of the wards in the Development Review Inner Urban Area. This is a total increase of four wards. This geographic expansion will continue to allow staff to evaluate the efficacy of the pilot project in terms of increasing transparency in the development review process.

Original signed by

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