

**Report to  
Rapport au:**

**Planning Committee  
Comité de l'urbanisme  
10 April 2018 / 10 avril 2018**

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**Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE      File Number: ACS2018-PIE-GEN-0001**

**SUBJECT: Planning, Infrastructure and Economic Development Department  
2017 Year-End Report and 2018 Work Program**

**OBJET: Rapport de fin d'exercice de 2017 Services de la planification, de  
l'infrastructure et du développement économique et programme de  
travail de 2018**

## **REPORT RECOMMENDATIONS**

**That Planning Committee receive this report for information.**

## **RECOMMANDATIONS DU RAPPORT**

**Que le Comité de l'urbanisme penne connaissance du présent rapport.**

## **EXECUTIVE SUMMARY**

This report provides Planning Committee with an update on key activities for Planning, Infrastructure and Economic Development department in 2017. This report also outlines the Work Program for the remainder of this Term of Council, as reported to Planning Committee in 2017. ([ACS2017-PIE-PS-0025](#))

### Financial Implications

There are no direct financial implications; the 2018 Work Program will be funded from within existing resources.

## **RÉSUMÉ**

Le présent rapport fait le point au Comité de l'urbanisme sur les activités clés réalisées en 2017 par la Direction générale de la planification, de l'infrastructure et du développement économique. Ce rapport décrit aussi les grandes lignes du programme de travail pour la duration des priorités du mandat du Conseil.

### Répercussions financières

Puisqu'il s'agit d'un rapport d'information, il n'y a aucune répercussion financière.

## **BACKGROUND**

In 2015, after consultation with members of Planning Committee, the former Planning and Growth Management department developed a work program that guided its business planning for the 2015-2018 Term of Council. Due to the recent organizational realignment in 2016, this work program is now being fulfilled by Planning Services and Long Range Planning under the Planning, Infrastructure and Economic Development Department.

The purpose of this report is two-fold:

1. To provide Planning Committee with a list of achievements and information on key activities for Planning Services and Long Range Planning in 2017, including

applications reviewed under delegation of authority. This report is intended to provide accountable performance measurement to Planning Committee, the public, and the development industry.

2. To provide Planning Committee with an overview of the 2018 work program for Planning Services and Long Range Planning, aligning with the remaining Term of Council.

## **DISCUSSION**

### **Highlights of Planning Services, Right of Way, Heritage and Urban Design Services and Long Range Planning Activities in 2017**

Key Work Program accomplishments:

In 2015, Planning Committee approved the former Planning and Growth Management department's work program for the 2015-2018 Term of Council. Below are select accomplishments from 2017.

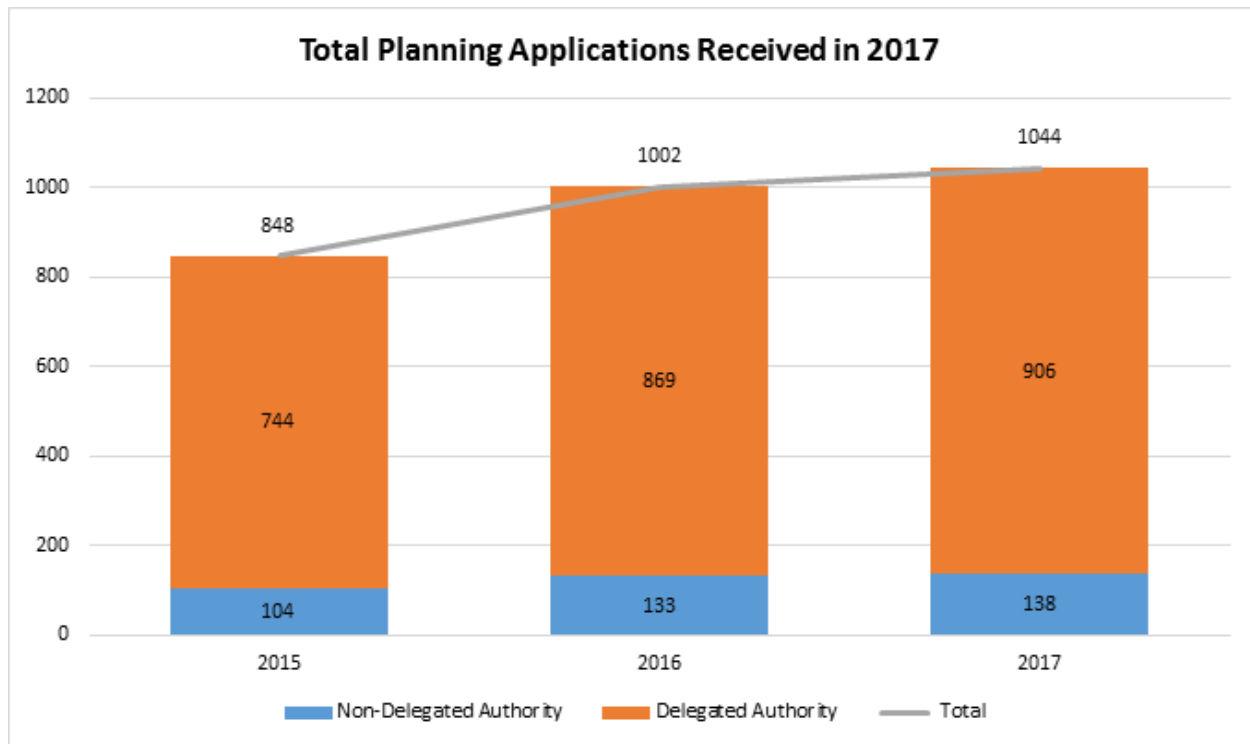
- **Riverside South Community Design Plan Update, Official Plan and Zoning Amendments:** A more efficient community core, more shared public facilities and better connections for pedestrians and cyclists were included in an update of the Riverside South Community Design Plan. It is also providing direction for advancing Building Better and Smarter Suburbs (BBSS) principles through the continued development of the Riverside South community.
- **Zoning By-law Amendment- Minimum Parking Requirements:** In support of the City's planning goals (i.e., encouraging public transit, walking and cycling; promoting affordable housing and quality urban design; encouraging compatible infill and intensification), the City moved to reduce or eliminate minimum parking requirements near rapid transit stations (particularly LRT) and along mainstreets and transit-priority corridors in the inner urban area.
- **Kanata North Urban Expansion Study Area – Integrated Official Plan Amendment and Environmental Assessment:** The Kanata North Community Design Plan was approved to guide the development of 447 acres along March Road, where 3,000 houses and apartments will be built and an estimated 8,300 residents will live, work and play.
- **Official Plan, Zoning and related By-law Amendments - Second Dwelling Units in Accessory Buildings (Coach Houses):** Detached secondary dwelling units, known

in Ottawa as coach houses, allow discreet intensification and more affordable housing in established neighbourhoods, but with rules that ensure these secondary units are not too large.

- Official Plan Amendment (OPA) 180: Two major studies – the Employment Land Review and the Land Evaluation and Area Review update – were completed using the new planning horizon of 2036. The growth projections, policies, land-use designations and mapping in this Official Plan Amendment respond to direction provided by the Ontario Municipal Board (OMB) in its interim decision dealing with various appeals to OPA 150.
- Official Plan Amendment – Significant Woodlands Policies: This Official Plan Amendment ensures the City meets the provincial requirements aimed at a consistent approach to identifying significant woodlands across Ontario.

### **Planning Applications**

In 2017, Planning Services received 1,044 planning applications, excluding policy applications and City-initiated applications. The total received is a four per cent increase over 2016 and a 23 per cent increase over 2015. As illustrated in Figure 1, both the number of delegated authority applications and non-delegated authority applications received in 2017 increased from previous years.

**Figure 1: Total Planning Applications Received in 2017**

Of the 1,044 applications received in 2017, 906 applications were under delegated authority to various levels of staff. For reference, applications under delegated authority include, but are not limited to, Plan of Condominium, Plan of Subdivision and Site Plan Control. The current application count includes a new type of application, Historical Land Use Inventory (HLUI), which accounted for 144 or 16 per cent of the applications for delegated authority. Non-delegated planning applications, as required by the *Planning Act*, are reviewed by Planning Committee, Agricultural and Rural Affairs Committee and/or Council. Applications that fall under non-delegated authority include, but are not limited to, Community Improvement Plan (CIP) Grants, Demolition Control and Zoning By-law amendments.

Within the five Development Review areas, the Central area received the greatest number of delegated authority applications with 343 applications. The West, South, Rural and West areas received 167, 161, 135 and 100 applications respectively. In total, 138 non-delegated authority applications were received in 2017: 47 in Central, 33 in Rural, 28 in South and 15 in both West and East.

### **Site Plan Control Applications Processing Timelines**

A total of 173 Site Plan Control applications were received in 2017, which accounts for 19 percent of all delegated authority applications. In addition, 133 Site Plan applications

were processed and approved in 2017. Figures 2, 3 and 4 relate to the approval of Site Plan applications within the 2017 calendar year, regardless of when the application was submitted. Timelines are measured from the date the application is deemed complete for review to when a decision has been made.

**Figure 2: Site Plan Control – Manager Delegated with Public Consultation**

**(Processing Time Target: 74 days - excluding incomplete and file pending)**

Year	On/Below Target	On/Below Target and Within +30 Days from Target	Total Number Processed
2017	25%	54%	57
2016	38%	56%	61
2015	33%	67%	67

Twenty-five per cent of Manager Delegated Site Plan Control applications requiring public consultation obtained a final decision within Council-approved target timelines for 2017. In addition, 54 per cent of applications were processed on time or within 30 days of the target timeline.

Although the number of Site Plan Control applications requiring public consultation received has slightly decreased over the last three years, the number of applications processed on or below the target timeline has also decreased. This is caused by a combination of increased development complexity and scale, and extensive public consultation process that is beyond the legislative requirement, and internal complications, workload and staff turn over. A Site plan control process and fees review project was initiated in Planning Services in the fall of 2016. One of the priorities of the project is to streamline the Site Plan review process. This will be achieved through clarifying workflow, roles and responsibilities, updating procedure manuals, and utilizing technologies.

Manager Delegated Site Plan Control applications, not requiring public consultation, have a Council-approved timeline of 49 days from the time the application is deemed complete for review until a decision has been made. Thirty-three per cent of these applications met the Council-approved timeline in 2017. Sixty-two per cent were dealt with on time or within 30 days of the target.

**Figure 3: Site Plan Control – Manager Delegated without Public Consultation  
(Processing Time Target: 49 days - excluding incomplete and file pending)**

Year	On/Below Target	On/Below Target and Within +30 Days from Target	Total Number Processed
2017	33%	62%	21
2016	56%	71%	33
2015	56%	68%	37

Forty-four per cent of Staff Delegated Site Plan Control applications not requiring public consultation were processed on time in 2017. A total of 67 per cent were dealt with on time or within 30 days of the target.

**Figure 4: Site Plan Control – Staff Delegated without Public Consultation  
(Processing Time Target: 42 days – excluding incomplete and file pending)**

Year	On/Below Target	On/Below Target and Within +30 Days from Target	Total Number Processed
2017	44%	67%	55
2016	62%	84%	45
2015	64%	90%	39

### **Zoning By-law Amendment Applications Processing Timelines**

Zoning By-law amendment applications consist of 76 per cent of all non-delegated planning applications received in 2017.

Figure 5 shows the timelines for processing Zoning By-law amendment applications, from the day they are deemed complete to when they are considered by Council (*Planning Act* target of 120 days).

## Figure 5: Zoning By-law Amendments

(Processing Time Target: 120 days - excluding incomplete and file pending)

Year Received	On/Below Target	On/Below Target and Within +30 Days from Target	Total Number Processed
2017	58%	84%	91
2016	61%	84%	70
2015	45%	75%	60

In 2017, 58 per cent of Zoning By-Law amendment applications were processed on time. Eighty-four per cent of applications met the target or were processed within 30 days of the target.

### Heritage Activities

A total of 21 heritage reports were prepared by Heritage Services for consideration by the Built Heritage Sub-Committee, Planning Committee and City Council in 2017. These reports included 15 alterations, demolitions or new constructions of buildings designated under either Part IV or Part V of the *Ontario Heritage Act*, and one heritage designation of an individual property under Part IV of the *Ontario Heritage Act*.

A technical report dealing with the Delegation of Authority under the *Ontario Heritage Act* was passed in 2015. Consequently, 103 heritage permits were issued through delegated authority in 2017.

Staff working on Strategic Initiative 42: Heritage Inventory Project (Term of Council Priority 2015-2018), evaluated 4,464 heritage resources to determine applicable heritage value. Of these, 582 buildings were recommended for addition to the Heritage Register. Four properties were removed from the Heritage Register in 2017. The remaining properties are being brought forward in 2018

In addition, 34 matching heritage grants for building restoration were approved with a value of \$142,931.82.



## Requests to Release or Reduce Securities

The City receives securities from developers that are associated with work being undertaken through early servicing or development agreements as well as letters of undertaking in relation to approvals produced by Planning Services. These securities ensure that the work is undertaken in accordance with the conditions of approval. Once part or all of the work has been completed, the developer can request partial or full release of the securities that the City is holding. The release or reduction of securities is carried out in conjunction with the Development Inspections Unit. In 2017, 478 requests were made to reduce or release the securities that the City is holding, as compared to 555 in 2016. This resulted in a release of \$84,924,950.62 in securities to applicants.

## Right of Way Permits and Approvals

A large component of branch activities include the review and issuance of various permits and approvals related to private approaches, road cut permits, utility circulations road modifications and encroachments, as described in Figure 6.

**Figure 6: Private Approach and Road Cut Permits Issued and Utility Circulations**

Year	Private Approach - With Culvert	Private Approach	Private Approach - Temporary access	Road Cut	Utility Circulations	Total
2015	80	90	36	5,207	1,036	6,449
2016	100	91	36	4,877	1,056	6,160
2017	107	113	28	4,872	1,168	6,288
Total	287	294	100	14,956	3,260	18,897

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

Property owners are required to obtain a permit prior to initiating a road cut. A road cut is defined as a surface or subsurface cut in any part of a City-owned highway made by

any means, including excavation, reconstruction, cutting, overlaying, crack sealing, braking, boring, jacking or tunneling operation.

The Right of Way unit undertakes approximately 1,000 utility/City/development circulations per year. Most are for routine subsurface works (i.e. minimal or no noticeable visual changes to the streetscape after works are completed), but some result in changes that could have impacts on the community. Coordination of work to reduce community impacts and avoid traffic disruptions is undertaken as part of the circulation process. Councillors are consulted by staff prior to the commencement of work within their respective ward.

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

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

Figure 7 summarizes all non-Building Code related permit applications received by Building Code Services in the past three years.

**Figure 7: Non-Building Code Related Permit Applications**

	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Total</b>
<b>Pool Enclosure Permits</b>	678	680	631	1,989
<b>Permanent Signs on Private Property Permit Applications</b>	498	490	463	1,451
<b>Permanent Signs on Private Property Permit - Individual signs</b>	1,042	980	985	3,007
<b>Compliance Reports (including Compliance with Agreements)</b>	866	860	952	2,678
<b>Release of Agreement Application (includes site plan, subdivision and other development agreements)</b>	35	23	47	105
<b>Sign Minor Variance Application</b>	18	19	16	53

<b>Private Roadway Naming</b>	12	7	6	25
<b>Highway Name Changes</b>	0	1	0	1
<b>Total</b>	3,149	2,926	3,100	9,309

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

Permanent Signs on Private Property Minor Variances:

Applications are evaluated under the delegated authority of the Chief Building Official.

Naming or Renaming of Private Roadways:

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

Highway Name Changes:

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

### **Figure 8: Non-Building Code Staff Initiated Highway Name Changes**

Year	Highway Name Changes
2017	0
2016	1
2015	5
2014	5

### **Municipal Addressing Anomalies – Street name changes**

The Municipal Addressing Anomalies project began in November 2014 to resolve duplicate and or confusing street names throughout the City. Since initiation, 161 of the

approximately 180 street name and civic number changes have been implemented or are ready to implement, with 14 streets in various stages of consultation. The limiting factor on timing for completion of the project is the number of streets that can be implemented each month. As of the publication of this report, it is expected that the remainder of streets to be rectified by the Municipal Addressing Anomalies project will be implemented by the end of Q1 2019.

### **2017-2018 Planning Services and Long Range Planning Work Program**

With the recent organizational alignment, a review of the key priorities for Planning Services and Long Range Planning was undertaken. The Work Program reflects policy development to achieve Ottawa's city building agenda, a client-centric focus, and the need to modernize business processes. Items have been identified by Council, community associations, or the development industry. Many of these initiatives were completed in 2017. Others are planned for completion in 2018 or early 2019. The remaining are anticipated to begin in late 2018 and will carry over into the next term of Council.

The 2017-2018 Planning Services and Long Range Planning work program is as follows:

- Affordable Housing / Inclusionary Zoning.
- Airport Noise Contours OPA – to implement up-dated noise contours developed by the Airport Authority.
- Barrhaven South Community Design Plan and Environmental Management Plan.
- Becketts Creek Sub-watershed Study.
- Bill 73 Implementation.
- Building Better Revitalized Neighbourhoods (BBRN) Heatherington and Vanier South Neighbourhoods – Implementation.
- Building Better Revitalized Neighbourhoods (BBRN) Merivale Road (North) Community Design Plan.
- Building Better and Smarter Suburbs. (BBSS).
- East Urban Community Mixed Use Centre Community Design Plan.
- Engineering Review.

- Farmer's Market Study (Response to Planning Committee Motion).
- Floodplain Amendments Phase 2.
- Institutional Uses in Industrial Zones.
- Jock River Reach Phase 2 Sub-watershed Study.
- Flewellen Special Study Area and Goulbourn Wetland Re-evaluation.
- Land Management System.
- Landcover Mapping.
- Light Rail Transit Phase 2 Station Area Plans - Cleary and New Orchard, Pinecrest/Queensview and Gladstone Station Community Design Plan.
- Mer Bleue Community Design Plan.
- Mineral Aggregate mapping review.
- Ministry of Environment and Climate Change and Environment Compliance Approvals – Transfer of Review.
- Municipal Addressing Anomalies.
- Official Plan and Zoning By-law Amendments: Drinking Water Source Protection Policies.
- Official Plan Amendment: Policy Review on the Protection of Surface Water Features.
- Official Plan Amendment 150 Appeals and OPA 180 OMB Hearing.
- Official Plan Amendment 150: Urban Expansion Criteria (Motion 36/7, December 14, 2016 Council Meeting).
- Ottawa next: Beyond 2036.
- Residential Fourth Density (R4) Zone Review.
- Review and up-date to the Urban Tree Conservation By-law.
- Section 37 Five-Year Review.

- Significant Woodlands 2.0.
- Site Alteration By-law.
- Site Plan Control Process Review (timelines, processes, conditions, fees).
- Zoning: Creative and Performance Venues Study.
- Zoning: High-Rise Buildings and associated design guidelines up-date.
- Zoning: Local Commercial Study 2 - Outer Urban and Suburban Neighbourhoods.
- Zoning: Monitor Infill 1 and 2 (Mature Neighbourhoods).
- Zoning: Small-Scale Industrial and Commercial Zones Study.

### **RURAL IMPLICATIONS**

There are no rural implications associated with this report.

### **CONSULTATION**

The report deals with administrative matters and, as such, public consultation was not undertaken.

### **COMMENTS BY THE WARD COUNCILLORS**

This is a City-wide report – not applicable.

### **LEGAL IMPLICATIONS**

There are no legal implications associated with receiving this report for information.

### **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications associated with this report.

### **ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications associated with the recommendations of this report.

**FINANCIAL IMPLICATIONS**

There are no direct financial implications; the 2018 Work Program will be funded from within existing resources.

**ACCESSIBILITY IMPACTS**

There are no accessibility implications associated with this report.

**TERM OF COUNCIL PRIORITIES**

This project addresses the following Term of Council Priority:

GP2 – Advance management oversight through tools and processes that support accountability and transparency.

**DISPOSITION**

This is an information report only.