

Phased Pre-Consultation Factsheet

The below information applies to files that are subject to Bill 109 provincial timelines during Official Review (*joint* Official Plan and Zoning By-law Amendment, Zoning By-law amendments, and Site Plan Control).

Phase 1 Pre-Consultation

INTENT: The Applicant presents their concept development to Staff and for Staff to provide clear and high-level feedback on Official Plan (and provincial policy statement, as required) consistency.

WHAT HAPPENS:

- Virtual pre-consultation meeting with staff, including City Subject Matter Experts (Planning, Engineering, Transportation, Urban Design, Forestry, Parks, Etc.)
 - Qualifying Community Associations are invited
 - Where there are natural hazards on site, the Conservation Authority may be invited, as appropriate, unless applicant specifically requests they not be invited.
- Applicants present their preliminary concept.
- Applicants receive Staff's verbal comments on their preliminary concept.

OUTCOME:

- Deliverables from the City to the Applicant:
 - Feedback Form outlining constraints and feedback from City Staff on the preliminary concept.
 - A Studies and Plan Identification List (SPIL) with the information and materials required to be submitted.
 - List of technical agencies that will be circulated in Official Review.

IMPORTANT:

- Informal discussions to clarify engineering or other requirements can occur between Phases 1, 2 and 3.
- Comments should be provided on all of the application types submitted.

TARGET TIMELINE:

- 21 calendar days for completion
- Staff contact applicant within *3 calendar days* of payment confirmation to book a virtual meeting
- Virtual meeting to take place within *10 business days* of payment confirmation.
 - If applicant is unavailable to meet within 10 days, applicant's availability beyond the targeted 10 days will be accommodated, with the understanding from the applicant that this will expand the duration of the targeted 21-calendar-day process.
- Staff's written comments are sent to the applicant within *3 business days* of the meeting taking place.

Phase 2 Pre-Consultation

INTENT: Applicants to present a revised concept, if they have refined their Phase 1 proposal with changes to design, density or uses.

- Phase 2 is NOT required and should be exempted when applicants:
 - Have made no substantial changes (design, density or uses) to the concept have been made since Phase 1.
 - does not want to work through issue resolution on feedback provided on the Phase 1 pre-consultation.
 - has prepared all required information and materials and their objective is a document review.
- Phase 2 is required when:
 - Phase 2 is a continuation of Phase 1, where applicants:
 - have revised their concept design, density or uses.
 - would like to present a proposed solution to a problem identified in Phase 1.
 - seek a deviation to the Ottawa Sewer Design Guidelines or the Ottawa Water Distribution Guidelines.

WHAT HAPPENS:

- Virtual pre-consultation meeting with staff, including City Subject Matter Experts (Planning, Engineering, Transportation, Urban Design, Forestry, Parks, Etc.)
 - Qualifying Community Associations are invited
 - Where there are natural hazards on site, the Conservation Authority may be invited, unless applicant specifically requests they not be invited.
- Applicant presents their revised concept.
- Staff's formal written comments are shared with the Applicant after the meeting and may include a revised Studies and Plan Identification List (SPIL).

IMPORTANT:

- At any time in the pre-consultation phases, Staff and applicants can contact each other to discuss issue resolution.
- Should the outcome of those discussions lead to a significant change in the design of the site, Phase 2 would be required.

OUTCOME:

- City Deliverables to the Applicant:
 - Feedback Form outlining constraints and feedback from City Staff on the revised concept.
 - May include:
 - a revised list of information and materials (SPIL) required to be submitted.
 - a revised list of technical agencies that will be circulated in Official Review.

TARGET TIMELINE:

- 21 calendar days for completion
- Staff contact applicant within *3 calendar days* of payment confirmation to book a virtual meeting
- Virtual meeting to take place within *10 business days* of payment confirmation.

- If applicant is unavailable to meet within 10 days, applicant's availability beyond the targeted 10 days will be accommodated, with the understanding from the applicant that this will expand the duration of the targeted 21-calendar-day process.
- Staff's written comments are sent to the applicant within *3 business days* of the meeting taking place.

Phase 3 Pre-Consultation

INTENT: Document Review by Staff of the Applicant's completed information and materials as detailed in the 'Study and Plans Identification List' provided in the Phase 1 and/or Phase 2 pre-consultation process.

WHAT HAPPENS:

- Staff review the Applicant's completed information and materials.
- There is not a required meeting in Phase 3.
- Submitted plans and studies are reviewed against the City's Terms of References or Guidelines to ensure they are:
 - complete
 - consistent with one another
 - meet the criteria outlined in the City's Terms of Reference or Guidelines
 - contain enough information to allow a proper application processing during the provincially timed "Official Review".
- An applicant will not have to repeat Phase 3 pre-consultation solely because staff disagrees with the policy rationale.

OUTCOMES:

- Application Complete:
 - All documents meet the criteria outlined in the City's Terms of Reference or Guidelines.
 - Applicant receives a 'Notice of Pre-Consultation Completion' letter.
 - Applicant can then submit a formal application and pay the fee, after which the Official Review will commence.

- Application Deficient:
 - Documents do not meet the criteria outlined in the City's Terms of References or Guidelines.
 - A deficiency letter is issued, in which staff are to delineate comments between:
 - "deficiencies" (items that relate to the Terms of Reference and completeness); and
 - "preliminary review comments" (items that pass judgement on the supportability of the application).
 - Applicant must resolve the listed deficiencies and resubmit the plans and/or studies for review to advance to the Official Review,.
 - An additional Phase 3 pre-consultation submission(s) and associated fee(s) is required for the resubmission of materials that address deficiencies.

TARGET TIMELINE:

- 21 calendar days to send the applicant a:
 - 'Notice of Pre-Consultation Completion'; *or*
 - 'application deficient' letter from Staff to Applicant within.