

Public Consultation Strategy

Terms of Reference

Publication date: December 16, 2024

1. Description

The Public Consultation Strategy describes the public engagement actions for a development application. The Strategy has a single component detailed below to be included in the planning rationale.

2. Authority

The Public Consultation Strategy is a requirement of the *Planning Act* for the following applications:

- Official Plan Amendments:
 - [O.Reg. 543/06](#) – Schedule 1 – Information and Material to be Provided with a Request under Subsection 22(4) of the Act
 - Section 26.1 of Schedule 1: “A proposed strategy for consulting with the public with respect to the request”.
- Zoning By-law Amendments, Holding By-laws and Interim Control By-laws:
 - [O.Reg. 545/06](#) – Schedule 1 – Information and Material to be Provided in an Application under Subsection 34(10.1) of the Act.
 - Section 31.1 of Schedule 1: “A proposed strategy for consulting with the public with respect to the application.”
- Plans of Subdivision and Vacant Land Condominiums:
 - [O.Reg. 544/06](#) – Information and Material to be Provided in an Application under Subsection 51(17) of the Act.
 - Section 30.1 of Schedule 1: “A proposed strategy for consulting with the public with respect to the application.”

In addition, the *Planning Act* does allow for the municipality to require other information or material if the Official Plan contains provisions to that effect. Ottawa’s Official Plan does contain direction for the Development Application Study Policy By-law which lists the Public Consultation Strategy Report. The Public Consultation Strategy Report can therefore be requested for applications as per the parameters of this Terms of Reference.

3. When Required

The Public Consultation Strategy Report, is a *Planning Act* requirement for the following development applications:

- Official Plan Amendments
- Zoning By-law Amendments, Holding By-laws and Interim Control By-laws

- Plans of Subdivision and Vacant Land Condominiums

4. Contents

Applicants are to include the items on the checklist below that are applicable to their proposal in the Planning Rationale, under a “Public Consultation Strategy” heading:

Required items undertaken by the City, as required by the Public Consultation and Notification Policy:

- ✓ Formal submission of application information and materials for Official Review.
- ✓ Community “Heads Up” to local Community Association, where applicable, to be completed by the City of Ottawa during the application review process.
- ✓ Planning Committee Meeting Advertisement and Notice of the public meeting. Notification for the statutory public meeting will be undertaken by the City of Ottawa.
- ✓ Statutory Public Meeting for the (name application) at (Name Committee: Planning and Housing Committee; or Agriculture and Rural Affairs Committee). The Statutory public meeting will take place at the City of Ottawa (name committee) meeting.

Recommended items undertaken by the applicant:

- ✓ Pre-Application consultation meeting with City Staff and the applicant team, with an opportunity for a member from the local Community Association representative to be present, where the Community Association participates in the pre-consultation participation of community associations program.
- ✓ Any meetings with the public (such as a meeting with the Ward Councillor or the Community Association) or circulation of materials (such as an information package to the Ward Councillor), at the applicant’s discretion.