



## City of Ottawa

Planning, Development and Building Services Department

Approved by City of Ottawa Council July 11, 2001, as amended by Bill 51, the Planning and Conservation Land Statute Law Amendment Act, 2006, which amended the *Planning Act*, and as amended by City of Ottawa Council June 25, 2014, April 11, 2018, February 27, 2019, July 6, 2022, June 14, 2023 and February 13, 2025.



## **Public Notification and Consultation Policy for Development Applications**

---

### **Policy Statement**

1. The Planning, Development and Building Services Department will actively seek opinions, attitudes and advice of individuals, community and special interest groups, advisory committees, and public bodies; regarding development applications and ensure that there are adequate reporting mechanisms in place, which will provide all stakeholders with the complete and unbiased results of this consultation.

### **Objectives of the policy**

2. Objectives of the policy are to:
  - a. Encourage pre consultation by the proponent with the potentially affected public in order to consider public input prior to finalization of the proposal.
  - b. Provide bilingual notification of development applications as early as possible to the public throughout the City.
  - c. Provide opportunities for the public to contribute input for the use of staff in the development of recommendations, or elected representatives in decision-making.
  - d. Provide the potentially affected public with additional opportunities to understand complex and controversial developments and to promote the resolution of issues prior to decision-making.
  - e. Account for the feedback received from the public and to continue to inform those individuals who respond throughout the process.

- f. Implement the process in a cost-efficient and effective manner and one which takes advantage of technology.

### **Notification of the Ward Councillor**

3. Proponents will be encouraged to contact the Ward Councillor prior to application submission.
4. The Ward Councillor will be contacted by the assigned File Lead at the same time as Community Organizations followed by the internal circulation and circulation to public bodies and other external agencies.
5. The Ward Councillor will be notified of all development applications located within the Ward.
6. If the lands included in an application straddles two or more wards, or directly abuts two or more wards, all affected Ward Councillors will be notified.
7. If delegated authority is to be withdrawn by the Ward Councillor, a written advisement is to be sent to the General Manager of Planning, Development and Building Services Department by the end of the comment period.
8. The Ward Councillor will be sent the conditions of approval for Plan of Subdivision, Minor Zoning Amendment, and Plan of Condominium applications under the delegated authority of the General Manager of Planning, Development and Building Services Department prior to their approval and is requested to respond within seven working days.
  - a. If no response is received:
    - i. the File Lead will contact the Ward Councillor to confirm concurrence.
  - b. If the Councillor advises they do not concur and subsequent discussions do not resolve any of the issues, the application will proceed to the appropriate standing committee, for a decision.
9. The Ward Councillor will receive a copy of all staff delegated decisions or decisions made with respect to site plan applications.
10. The Ward Councillor will be sent a notice of the Committee meeting and a copy of the Committee report for applications which are not staff delegated, at least 6 days before the Committee meeting for Zoning By-law Amendment applications.

## **Applications subject to the public notification and consultation policy**

11. The following applications are subject to the public notification and consultation policy:

- a. All Official Plan Amendments;
- b. All Zoning By-law Amendments, including Lifting of Interim Control and Temporary Zoning By-law Amendments.
- c. Site Plan Control applications for the construction of or the making of an addition resulting in:
  - i. Residential buildings containing fourteen or more units, five or more storeys or with a gross floor area of 1,200 square metres or more;
  - ii. Planned unit developments;
  - iii. Mixed-use buildings containing fourteen or more units, five or more storeys or with a gross floor area of 1,400 square metres or more;
  - iv. Non-residential development of five or more storeys or with a gross floor area of 1,860 square metres or more;
  - v. Drive-through facilities in the Site Plan Control Inner Area, as shown on Schedule C of the Site Plan Control By-law;
  - vi. Drive-through facilities abutting residential zones; and
  - vii. A revision, that would not otherwise trigger public consultation, to a previously approved site plan control application for which the previously agreed upon conditions state the need to go through the public consultation process for such revisions.
- d. Draft Plan of Subdivision Approval;
- e. Plan of Condominium – Vacant Land Descriptions only;
- f. Demolition Control; and
- g. Road Closure as per By-law 2002-522, as amended.

## **Method and timing of notification and consultation**

12. The method of notification and consultation for most application types will follow a standard procedure, as illustrated in Table 1: Requirements for Pre-Consultation and Public Notification and Consultation.

## **Pre-consultation**

13. Pre-consultation by the proponent with City Staff is recommended, but non-mandatory for all development applications.
14. Pre-consultation by the proponent with registered community groups who represent the area of potential impact of the proposed development (only groups who have requested to participate in pre-consultation) is discretionary, but is strongly encouraged, particularly if it involves the types of application listed below:
  - a. Official Plan Amendments;
  - b. Major and Minor Zoning By-law Amendments;
  - c. Site Plan Control;
  - d. Plans of Subdivision; and
  - e. Plans of Condominium (Vacant Land only).
15. Proponents are encouraged to contact the Ward Councillor prior to the submission.

## **Community heads up**

16. File Lead provides community heads up by e-mail to those community groups if no pre-consultation is undertaken, immediately after application deemed complete or reviewed for adequacy (only for groups who have requested pre-consultation).
17. As a result of the community heads up, and except for Minor Zoning Amendment applications and Site Plan Control applications, a meeting with the proponent and staff can be requested by community groups within three working days, the meeting must be held within one week of community heads up and application circulation will not be delayed pending the meeting.

## **Notice to Property Owners**

18. Despite the Alternative Measures of the Official Plan for the following applications, a notice will be sent to abutting property owners to provide information and solicit comments in accordance with the requirements and regulations of the Planning Act:

- a. Site specific Official Plan amendments;
- b. Site specific Zoning By-law amendments;
- c. Plan of Subdivision;
- d. Vacant Land Condominium; and
- e. Removal of Holding Symbol.

## **Posting of on-site signs**

19. On-site sign posting and written notice to all community organizations registered with the Department is given usually within 2.5 weeks of an application being deemed complete. Deadline for comments is 28 calendar days for planning applications, except Minor Zoning Amendment applications and Site Plan Control applications which is 14 calendar days.

## **Enhanced notification**

20. In any case not noted in Notice to Property Owners above, an enhanced notification can also be given in addition to the on-site sign posting and notice to community groups in the form of a notice sent to abutting property owners in the following situations:

- a. the site is located in an undeveloped area or abutting large parcels of land where property owners would not likely to be able to see the sign; and
- b. there are no registered community groups in the area.

## **Road Closure**

21. In the case of road closure applications, notice shall be given in accordance with the Notice By-law, By-law 2002-522, as amended.

## **Community information and comment session**

22. A virtual community information and comment session may be organized for those development applications that are considered controversial. Site Plan

Control applications, due to their legislated approval timeline, are not subject to this section. Minor Zoning Amendment, due to their nature as minor or technical amendments to the zoning by-law, are applications not subject to this section.

### **Notification to public of decisions under delegated authority**

23. Respondents will be advised of decisions made on applications where approval authority is with staff. This notice will include the staff report providing an explanation of the decision, which considers comments received from the public.

### **Notification of the Standing Committee meeting**

24. If staff do not have the authority to approve an application or delegated authority is removed by the Ward Councillor, the matter proceeds to the appropriate Standing Committee

- a. Notice of the meeting is given to respondents of the public notification and sent at least 10 days prior to the Committee meeting. The meeting notice can also form part of the circulation notification.
- b. An advertisement is placed in one English and one French newspaper the week before the Committee meeting (by the City Clerk's office). The meeting agenda and related documents are posted to Ottawa.ca at least one week before the meeting.
- c. An additional advertisement listing the application type, the address, a contact phone number and e-mail is placed in the daily English and French newspapers at least 10 days before the meeting.

### **City or Area Wide Amendments or Technical Modifications**

25. For Official Plan or Zoning By-law amendments that are city or area-wide or are technical modifications only, the standard procedure described above would not apply.

- a. Staff will determine on a case-by-case basis the most appropriate method of notification and consultation with the public.
- b. As for technical modifications, and for the Lifting of Holding Zones, notification will be limited to the statutory requirements.

### **Registration of community organizations in the development review process**

26. The intent of the registration process is to provide an automatic notification to those community organizations who wish to participate in the process.

## **Criteria for registration**

27. Notification will be given to those organizations who register with the Department and who meet the following criteria:

- a. The Community Organization must hold an annual general meeting (AGM) where representatives, directors, or officers are elected in a democratic fashion by the organization's membership, and where minutes of the AGM were recorded.

28. The following types of Community Organizations are eligible to receive notification of development applications, upon registration with the Department:

- a. Residents', ratepayers', homeowners', property owners' and tenants associations which have membership boundaries that are neighbourhood or ward-specific;
- b. Business improvement areas, merchants' associations and business groups which have boundaries that are neighbourhood or site specific;
- c. Condominium boards of directors and church groups; and
- d. Community-based recreation associations, such as snowmobile clubs.

29. Additionally, neighbourhood-based community newspapers can register to receive notification of development applications only.

## **Procedures for registration of community organizations**

30. Community organizations will either be contacted or an advertisement will be placed in the English and French daily newspapers on an annual basis to confirm their status for continuing notification of development applications or to be added or deleted from the list.

- a. Community organizations will receive notification of applications that are within their requested boundaries.
- b. Community organizations have the option of requesting to participate in pre-consultation or the community heads up.
- c. It is the community organization's responsibility to contact the Department to update contact information.
- d. Information is available on the City's website.



<b>Table 1 – Requirements for Pre-Consultation and Public Notification and Consultation</b> <span>● Mandatory requirement</span> <span>+ Discretionary requirement</span>												
	City Policy Requirements							Statutory Requirements				
	P0	P1	P2	P3	P4	P5	P6	S1	S2	S3	S4	S5
Application types	Pre-consultation meeting by applicant with staff	Pre-consultation meeting with community groups and Ward Councillor	Community heads-up email; and meeting if requested	Notice of application: on-site signs; notice to community organizations	Notice of application to property owners and community groups, or newspaper	Posting application supporting documents on-line	Community information and comment session	Notice of committee meeting: in newspaper; and notice to those requested	Notice of decision: to those requested	Notice of intent to pass a by-law: notice in newspaper; to property owners	Notice of passing a by-law: notice in newspaper; to those requested	Notice of passing a by-law: notice to property owners and to those requested
Official Plan Amendment - City wide					+			●			●	
Official Plan Amendment - Site specific	+	+	●	●	●	●	+	●			●	
Official Plan Amendment - Technical amendment								●			●	
Zoning By-law Amendment - City or area-wide					+			●			●	
Zoning By-law Amendment - Site specific	+	+	●	●	●	●	+	●			●	
Zoning By-law Amendment - Technical Amendment				+	+	+		●			●*	●*
Zoning By-law Amendment - Lifting of holding	+								●	●		
Site Plan Control - Complex	+	+	●	●		●			●			
Site Plan Control - Standard	+					●			+			
Site Plan Control - All other types	+					+			+			
Plan of Subdivision	+	+	●	●	●	●	+	● <sup>1</sup>	●			

<b>Table 1 – Requirements for Pre-Consultation and Public Notification and Consultation</b> <span>● Mandatory requirement</span> <span>+ Discretionary requirement</span>												
	City Policy Requirements							Statutory Requirements				
	P0	P1	P2	P3	P4	P5	P6	S1	S2	S3	S4	S5
Application types	Pre-consultation meeting by applicant with staff	Pre-consultation meeting with community groups and Ward Councillor	Community heads-up email; and meeting if requested	Notice of application: on-site signs; notice to community organizations	Notice of application to property owners and community groups, or newspaper	Posting application supporting documents on-line	Community information and comment session	Notice of committee meeting: in newspaper; and notice to those requested	Notice of decision: to those requested	Notice of intent to pass a by-law: notice in newspaper; to property owners	Notice of passing a by-law: notice in newspaper; to those requested	Notice of passing a by-law: notice to property owners and to those requested
Plan of Condominium	+	+	●	●	●	●	+	● <sup>1</sup>	●			
- Vacant Lands												
Road closing	+	+	●	+	●		+			+		+
Demolition control	+			●	●		+		●			

\*can choose most appropriate of the two, <sup>1</sup> only if delegated authority is withdrawn