



City of  
Ville d'**Ottawa**

March 29, 1999

ACS1998-PW-PLN-0032  
(File: CPW1100\0110)

Department of Urban Planning and Public  
Works

Ward/Quartier  
City Wide

- Planning and Economic Development  
Committee / Comité de l'urbanisme et de  
l'expansion économique
- City Council / Conseil municipal

Action/Exécution

### **1999 Work Programme- Planning Branch- Department of Urban Planning and Public Works**

### **Plan de travail de 1999 - Direction de l'urbanisme - Service de l'urbanisme et des travaux publics**

#### **Recommendation**

That the Department of Urban Planning and Public Works, Planning Branch's 1999 Work Programme, as shown in Document 1, be APPROVED.

March 30, 1999 (8:54a)

Edward Robinson  
Commissioner of Urban Planning and Public  
Works

March 30, 1999 (1:27p)

Approved by  
John S. Burke  
Chief Administrative Officer

JLM:cc

Contact: John L. Moser - 244-5300 ext. 1-3860

## Financial Comment

All works will be carried out utilizing existing staff and within the approved estimates of the Department of Urban Planning and Public Works.

  
March 29, 1999 (4:22p)

for Mona Monkman  
City Treasurer

BH:ari

## Executive Report

### Reasons Behind Recommendation

The Planning Branch, because of the nature of its work, has provided a detailed work programme as shown in attached Document 1.

In addition to the provision of a wide range of services and the completion of ongoing projects, the key priority areas in 1999 for the Branch are as follows:

- disposition of all appeals to the New Zoning By-law;
- completion of new zoning for Central area;
- assisting in NOSS implementation;
- development of Official Plan Review Programme; and
- streamlining/service improvements/regulatory reform.

It should also be noted that a number of major applications will be considered by the Branch during 1999. As well, the Branch will be involved with a number of agencies who are interested in the pre-planning of surplus publicly-owned lands.

### Impact

This Work Programme will guide the operation of the Branch within the Department for the current year and, as such, list projects and activities generally in order of priority. It should be noted that at any given time a number of projects may be worked on concurrently and that projects may be delayed or cancelled if additional projects are added to the Work Programme throughout the year. The Planning and Economic Development Committee will be advised if it becomes necessary to reassign projects.

## Consultation

Meetings were held with Members of City Council concerning the Work Programme. Departments were consulted where joint co-operative projects will be undertaken.

## Disposition

Originating Department to implement Work Programme.

## **List of Supporting Documentation**

Document 1 - Department of Urban Planning and Public Works, Planning Branch 1999 Work Programme

## Part II - Supporting Documentation

Department of Urban Planning and Public Works,  
Planning Branch 1999 Work Programme

Document 1

DEPARTMENT OF URBAN PLANNING AND PUBLIC WORKS

PLANNING BRANCH

1999 WORK PROGRAMME

**PLANNING BRANCH**

1999 Work Programme

**TABLE OF CONTENTS****Planning Branch**

- !** Policy Planning Division
- !** Current Planning Division

<b>Division:</b> POLICY PLANNING
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**MANDATE:** To conduct policy development and strategic planning initiatives.  
 To facilitate intergovernmental relations on planning matters.  
 To administer and monitor the Official Plan.  
 To complete the Central Area portion of the new Zoning By-law.  
 To undertake zoning studies.  
 To conduct issue-based studies.  
 To draft, interpret and monitor all planning-related by-laws of the City.  
 To conduct planning studies of residential and economic districts and facilitate planning initiatives for communities.  
 To prepare the necessary Official Plan and zoning by-law amendments to implement the planning studies.  
 To provide information to all stakeholders.  
 To provide mapping services.  
 To provide training on planning by-laws and legislation.

**Staff Complement:** Manager

Policy Development - three planners, one research officer, one technical clerk and one contract person (Rooming House Initiative)

Planning Studies - seven planners

By-law Drafting and Interpretation - Section Head, three By-law Drafting Officers

Mapping - Section Head, five drafting technicians

**Projected Vacancies:** None

**Scheduled Activities:**

Timeframe  
(Quarter)  
1999

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## POLICY DEVELOPMENT

1.	Process all city-wide Official Plan amendments.	X	X	X	X
2.	Maintain and administer the monitoring and implementation activities, amendment processes, consolidation and distribution of the Official Plan	X	X	X	X
3.	Resolve outstanding Official Plan deferrals and referrals [ANTICIPATED COMPLETION DATE: DECEMBER 1999]	X	X	X	X
4.	Develop Official Plan Review Programme [ANTICIPATED COMPLETION DATE: DECEMBER 1999]		X	X	X
5.	Act as liaison for monitoring of and selective participation in Intergovernmental planning activities/issues, (e.g. Interprovincial Transportation Study/Light Rail/NCC Plans)	X	X	X	X
6.	Housing Projects/Studies				
	a) Implementation and administration of the Innovative Housing Loan Programs	X	X	X	X
	b) Co-ordinate Rooming House Response Team using corporate and community-based resources in dealing with rooming houses	X	X	X	X
	c) Review emerging housing trends		X	X	
7.	Research and Data Collection				
	a) Ensure the development of a population, dwelling unit, employment forecasting model [ANTICIPATED COMPLETION DATE: SEPTEMBER 1999]	X	X	X	
	b) Collect demographic and socio-economic data in order to identify trends and provide a description of a variety of characteristics related to the city	X	X	X	X
	c) Collect and summarize operational statistics on various municipal departmental operations and processes in support of Accountability Reporting	X	X	X	X
	d) Prepare Ward Fact Sheets summarizing development activity	X	X	X	X
	e) Prepare neighbourhood and ward profiles based on census data	X	X	X	X
	f) Carry out research, prepare various data bases in support of Official Plan policy development	X	X	X	X
	g) Develop methodology and monitor the achievement of the Regional Development Strategy residential dwelling unit projections within Ottawa	X	X	X	X

**Scheduled Activities:**

Timeframe  
(Quarter)  
1999

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## PLANNING STUDIES

## 1. Area-based Studies

- |   |   |   |   |   |
|---|---|---|---|---|
| a) Hunt Club/Airport Planning Study (OP Implementation)<br>[ANTICIPATED COMPLETION DATE: JUNE 1999]   | X | X |   |   |
| b) Hintonburg Planning Study (OP Implementation)<br>[ANTICIPATED COMPLETION DATE: SEPTEMBER 1999]   | X | X | X |   |
| c) Participation in Federal government major development plans (e.g. Rockcliffe Airbase, Booth Street Complex)  | X | X | X | X |
| d) Britannia Village Community-initiated Planning Study   | X | X | X | X |
| e) Woodpark Community-initiated Planning Study  | X | X | X | X |
| f) Greenboro Marshalling Yards Special Study Area/Southern Corridor Greenway Boundary definition east of CPR tracks (OP Implementation)<br>[ANTICIPATED COMPLETION DATE: FEBRUARY 2000] |   | X | X | X |
| g) Walkley-Bank Special Study Area (O.P. Implementation)<br>[ANTICIPATED COMPLETION DATE: DECEMBER 1999]  |   | X | X | X |

**Scheduled Activities:**

		Timeframe (Quarter) 1999			
		<hr/> <hr/>			
2.	New Zoning By-law				
	a) Mediation/Resolution of appeals and participation at OMB hearings [ANTICIPATED COMPLETION DATE: DECEMBER 1999]	X	X	X	X
	b) Implement OMB orders on final zoning by-law.			X	X
	c) Monitoring and updating new Zoning By-law	X	X	X	X
3.	Zoning By-law Review - Central Area				
	a) Public consultation program on Draft By-law [ANTICIPATED COMPLETION DATE: FEBRUARY 1999]	X			
	b) Prepare Zoning Details and Draft By-law [ANTICIPATED COMPLETION DATE: SEPTEMBER 1999]	X	X	X	
	c) Mediation/Resolution of appeals and participation at OMB [ANTICIPATED COMPLETION DATE: MARCH 2000]			X	X
4.	Work Arising from New Zoning By-law				
	a) Official Plan Schedule A/New Zoning By-law harmonization [ANTICIPATED COMPLETION DATE: DECEMBER 1999]			X	X
	b) Parking rates for residential uses, shopping centres, uses near transit and review of tandem parking [ANTICIPATED COMPLETION DATE: JUNE 1999]	X	X		
	c) Initiate the secondary planning process for Leisure and Environment zones [ANTICIPATED COMPLETION DATE: DECEMBER 2000]			X	X
5.	Issue-based Studies				
	a) Prepare amendments to the Official Plan and Zoning By-law, 1998 to implement the NOSS Protection Areas [ANTICIPATED COMPLETION DATE: NOVEMBER 1999]	X	X	X	X
	b) Response to infill/intensification opportunities in the inner city [ANTICIPATED COMPLETION DATE: DECEMBER 1999]		X	X	X

**Scheduled Activities:**

Timeframe  
(Quarter)  
1999

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## BY-LAW DRAFTING AND INTERPRETATION

1.	Review all reports recommending the passage of zoning and all other planning-related by-laws of the City	X	X	X	X
2.	Draft all zoning and other planning-related by-laws	X	X	X	X
3.	Draft new Signs By-law [ANTICIPATED COMPLETION DATE: APRIL 1999]	X	X		
4.	Review planning-related by-laws to bring them into conformity with the new Zoning By-law [ANTICIPATED COMPLETION DATE: DECEMBER 1999]		X	X	X
5.	Review the Zoning Interpretation Manual to bring it into conformity with the new Zoning By-law and new provincial legislation [ANTICIPATED COMPLETION DATE: DECEMBER 1999]		X	X	X
6.	Draft the Central Area Zoning By-law [ANTICIPATED COMPLETION DATE: SEPTEMBER 1999]	X	X	X	
7.	Provide authoritative interpretations of the zoning and all other planning-related by-laws of the City	X	X	X	X
8.	Co-ordinate review, implementation and monitoring of new development-related provincial legislation	X	X	X	X
9.	Draft motions for Committee and Council relating to all planning-related by-laws	X	X	X	X
10.	Provide training on all planning-related by-laws and provincial planning legislation	X	X	X	X
11.	Prepare and maintain consolidations of planning-related by-laws and provide statutory notice for zoning by-law	X	X	X	X
12.	Identify and resolve technical anomalies in all planning-related by-laws and report on non-technical anomalies	X	X	X	X

**Scheduled Activities:**

Timeframe  
(Quarter)  
1999

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## MAPPING

- |    |  |   |   |   |   |
|----|--|---|---|---|---|
| 1. | Prepare maps for all amendments to the Zoning By-law   | X | X | X | X |
| 2. | Prepare maps and overheads for Planning and Economic Development Committee meetings, OMB Hearings, development application circulations and planning studies | X | X | X | X |
| 3. | Produce schedules for Omnibus Official Plan Amendment 19   | X |   |   |   |

## ADMINISTRATIVE-RELATED ACTIVITIES

- |    |  |   |   |   |   |
|----|--|---|---|---|---|
| 1. | Participate in the implementation of the new Municipal GIS Partnership Business applications | X | X | X | X |
| 2. | Respond to inquiries from elected representatives and the public                             | X | X | X | X |
| 3. | Inter-departmental liaison   | X | X | X | X |
| 4. | Participation in task forces/committees/meetings/OMB hearings                                | X | X | X | X |
| 5. | Unscheduled and emergent assignments   | X | X | X | X |
| 6. | General administration   | X | X | X | X |
| 7. | General advisory services (i.e., providing planning input on various matters)                | X | X | X | X |

## POLICY PLANNING DIVISION DIRECTION AND CO-ORDINATION

X	X	X	X
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<b>Division: CURRENT PLANNING</b>
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**MANDATE:** To process all development applications, taking into account all City policies and community impacts.  
 To provide information and advice to all stakeholders.  
 To implement the City's Official Plan policies, zoning by-law and other related by-laws.  
 To manage municipal heritage resources.  
 To facilitate the implementation of municipal capital projects.  
 To review and comment on Committee of Adjustment applications.  
 To provide technical support to the development application process.  
 To administer the City's Sign By-law, Municipal Numbering By-law, Private Roadways By-law, Street Name Change By-law, and administer the City's Reserved List of Names.  
 To enforce the provisions of the Zoning, Site Plan Control and Parkland Levy By-laws.  
 To respond to requests for information about the Zoning and related by-laws and agreements, their enabling legislation, permits, and the overall development approval process.  
 To provide information on compliance of properties with building, zoning, site plan and property standards by-laws, and with agreements registered on title.  
 To review building permit applications for compliance with zoning, site plan and subdivision by-laws and agreements; and to assess development fees for the RMOC and City

**Staff Complement:** Manager

Applications/Heritage - 14 Planners

Signs and Municipal Numbering - Signs Administrator, Signs Plan Examiner, Municipal Number/Enforcement Officer

Plans/By-law Circulation - four technical clerks, two word processing operators

Development Information - three Development Information Officers

Zoning and Site Plan Enforcement - four Zoning and Site Plan Enforcement Officers

Zoning Plans Examination - four Plans Examiners

Compliance Reports - Section Head, two Compliance Reports Officers, By-law Officer, technical clerk

**Projected Vacancies:** None

<b>Scheduled Activities:</b>		<b>Timeframe (Quarter) 1999</b>			
		1	2	3	4
1.	Process all planning applications	X	X	X	X
2.	Process all heritage alterations, grants and individual designations; and implement the Heritage Plaque and Awards Programmes	X	X	X	X
3.	Provide assistance and information to all stakeholders	X	X	X	X
4.	Area Studies				
	a) Commercial Minor Zoning Study in Sandy Hill (Laurier East, King Edward to Friel) [ANTICIPATED COMPLETION DATE: MAY 1999]	X	X		
	b) Temporary Surface Parking Lot Study [ANTICIPATED COMPLETION DATE: JUNE 1999]	X	X		
	c) Central Area Zoning Review Participation	X	X	X	X
	d) Elgin Street Study [ANTICIPATED COMPLETION DATE: JUNE 1999]	X	X		
	e) Gladstone Street Planning Study [ANTICIPATED COMPLETION DATE: JUNE 1999]	X	X		
	f) Westboro Capital Improvement/Gateway Project	X	X	X	X
	g) Revitalization of Lansdowne Park Project - RFP response analysis (planning component) [ANTICIPATED COMPLETION DATE: JUNE 1999]	X	X		
	h) LeBreton	X	X	X	X
5.	Liaison Activities - ongoing				
	a) Waller Mall [ANTICIPATED COMPLETION DATE: JUNE 2000]	X	X	X	X
	b) Sparks Street Mall Block V Temporary Rehabilitation [ANTICIPATED COMPLETION DATE: DECEMBER 1999]	X	X	X	X
	c) Linkages Initiative and Expanded Convention Centre Project-ongoing	X	X	X	X
	d) Plaza Bridge Rehabilitation Project - representation on PW & GSC/RMOC Project technical team [ANTICIPATED COMPLETION DATE: DECEMBER 1999]	X	X	X	X
6.	Heritage				
	a) Central Area West Heritage Study [ANTICIPATED COMPLETION DATE: SEPTEMBER 1999] [REQUIRES FOLLOW-UP OMB HEARING]	X	X	X	

**Scheduled Activities:**

		Timeframe (Quarter) 1999			
	b) New Edinburgh Community-initiated Heritage Conservation District Study [ANTICIPATED COMPLETION DATE: JUNE 1999]	X	X		
7.	Regulatory Review/Reform				
	a) Site Plan Inspection/Enforcement: Alternative Processes [ANTICIPATED COMPLETION DATE: JUNE 1999]	X	X		
	b) Business Process Redesign (review processes in conjunction with introduction of GIS) [ANTICIPATED COMPLETION DATE: DECEMBER 1999]	X	X	X	X
	c) Updating Planning Branch Operations Manual [ANTICIPATED COMPLETION DATE: DECEMBER 1999]	X	X	X	

**Scheduled Activities:**

Timeframe  
(Quarter)  
1999

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- |  |     |
|--|-----|
| d) Exemption Criteria for approval of Official Plan Amendments<br>[ANTICIPATED COMPLETION DATE: JUNE 1999] | X X |
|--|-----|

**SIGNS AND MUNICIPAL NUMBERING**

- |   |         |
|---|---------|
| 1. Process applications related to variances or amendments to the Signs By-law, the dedication of private roadways and the naming/re-naming of streets. | X X X X |
| 2. Administer Municipal Numbering by-laws.  | X X X X |
| 3. Undertake enforcement activities related to Signs, Street Naming and Municipal Numbering By-laws.  | X X X X |
| 4. Municipal Addressing Study<br>[ANTICIPATED COMPLETION DATE:JUNE 1999]  | X X     |

**PLANS/BY-LAW CIRCULATION**

- |   |         |
|---|---------|
| 1. Record and monitor all development applications.   | X X X X |
| 2. Circulate all applications and advertise circulations as necessary.  | X X X X |
| 3. Prepare and circulate notices regarding the disposition of planning applications.                          | X X X X |
| 4. Co-ordinate, manage and monitor early notification activities, including On-site Information Sign Program. | X X X X |
| 5. Provide services to enable the Division and the Branch to carry out their mandate.                         | X X X X |

**DEVELOPMENT INFORMATION**

- |  |         |
|--|---------|
| 1. Respond to written, telephone and in-person requests regarding any aspect of the development approval process and its related by-laws, agreements and Acts (such as zoning, site plan control, Committee of Adjustment, etc.) | X X X X |
| 2. Respond to all circulations related to the above by-laws and agreements.  | X X X X |
| 3. Identify and report any anomalies with respect to the above by-laws and agreements.   | X X X X |

**ZONING AND SITE PLAN ENFORCEMENT**

- |   |         |
|---|---------|
| 1. Carry out inspections and investigations of properties required as a result of complaints alleging a violation of the Zoning, Site Plan Control and related by-laws. | X X X X |
|---|---------|

**Scheduled Activities:**

Timeframe  
(Quarter)  
1999

- |    |   |   |   |   |   |
|----|---|---|---|---|---|
| 2. | Prepare detailed reports on inspections and investigations.   | X | X | X | X |
| 3. | Swear information and appear in court as a prosecution witness when violations are not corrected.                       | X | X | X | X |
| 4. | Inspect properties with site plan control agreements to permit release of landscape securities, letters of credit, etc. | X | X | X | X |

**ZONING PLANS EXAMINATION**

- |    |   |   |   |   |   |
|----|---|---|---|---|---|
| 1. | Review building permit applications to ensure compliance with the Zoning By-law, Site Plan By-law, subdivision agreements and other relevant by-laws as related to the building permit process. | X | X | X | X |
| 2. | To assess development fees for the RMOC and the City.   | X | X | X | X |

**COMPLIANCE REPORTS**

- |    |  |   |   |   |   |
|----|--|---|---|---|---|
| 1. | Collect and analyze information on zoning, building and occupancy permits, Committee of Adjustment, and building, zoning and property standards enforcement action, for use in the sale and/or financing of real estate. | X | X | X | X |
| 2. | For City agreements with conditions, circulate all parties, review replies and prepare written reports for legal firms.  | X | X | X | X |
| 3. | Provide information to clients regarding implications and remediation of non-complying items.  | X | X | X | X |

**Scheduled Activities:**

Timeframe  
(Quarter)  
1999

## ADMINISTRATIVE-RELATED ACTIVITIES

1.	Participate in the implementation of the new Municipal GIS Partnership Business applications	X	X	X	X
2.	Responding to inquiries from elected representatives and the public	X	X	X	X
3.	Inter-departmental liaison	X	X	X	X
4.	Participation in task forces/committees/meetings/OMB hearings	X	X	X	X
5.	Unscheduled and emergent assignments	X	X	X	X
6.	General administration	X	X	X	X
7.	General advisory services (i.e., providing input on various matters)	X	X	X	X

## CURRENT PLANNING DIVISION DIRECTION AND CO-ORDINATION

X X X X