

**Report to  
Rapport au:**

**Planning Committee  
Comité de l'urbanisme  
27 March 2018 / 27 mars 2018**

**and Council  
et au Conseil  
11 April 2018 / 11 avril 2018**

**Submitted on 12 March 2018  
Soumis le 12 mars 2018**

**Submitted by  
Soumis par:  
M. Rick O'Connor, City Clerk and Solicitor / Greffier et Chef du contentieux**

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**Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE      File Number: ACS2018-CCS-GEN-0007**

**SUBJECT: Appointments – Planning Advisory Committee**

**OBJET: Nominations – Comité consultatif d'aménagement du territoire**

## **REPORT RECOMMENDATIONS**

**That Planning Committee recommend that Council:**

- 1. Approve the following public member appointments to the Planning Advisory Committee (PAC), all terms to be effective upon approval and to expire on 30 November 2018:**

**Members residing in the Rural Area of Ottawa:**

**Bill Eggertson**

**Cora Lia Taraciuk**

**Members residing inside the Greenbelt:**

**Shannon Bassett**

**Aileen Duncan**

**Members residing within the Urban Area outside of the Greenbelt:**

**Farrah Issa**

**Tom Moss**

**Nominees:**

**Carolyn Mackenzie (Federation of Citizens' Associations of Ottawa)**

**David S. Renfroe (Greater Ottawa Home Builders' Association)**

**Cal Kirkpatrick (BOMA Ottawa)**

**Architect member:**

**Mohammed al Riffai**

**Landscape Architect member:**

**Anne-Claude Schellenberg**

**Professional planner member:**

**Jack Stirling**

- 2. Waive Section 2.5 of the Appointment Policy with respect to the appointment of Bill Eggertson as described in this report;**
- 3. Waive the requirement in the PAC Terms of Reference that the Professional Planner member be a practicing member of the Ontario Professional Planners Institute as described in this report;**
- 4. Approve that the Code of Conduct for Members of Council applies to the councillors who are also members of PAC, and that the Advisory Committee Members' Code of Conduct applies to the public members of the PAC as described in this report, effective upon approval.**

## RECOMMANDATIONS DU RAPPORT

Que le Comité de l'urbanisme recommande au Conseil :

1. d'approuver les nominations suivantes de membres du public au Comité consultatif d'aménagement du territoire, tous les mandats entrant en vigueur à l'approbation et prenant fin le 30 novembre 2018 :

**Membres résidents habitant le secteur rural d'Ottawa :**

Bill Eggertson

Cora Lia Taraciuk

**Membres résidents habitant à l'intérieur de la Ceinture de verdure :**

Shannon Bassett

Aileen Duncan

**Membres résidents habitant en milieu urbain à l'extérieur de la Ceinture de verdure :**

Farrah Issa

Tom Moss

**Représentants délégués :**

Carolyn Mackenzie (Fédération des associations civiques d'Ottawa)

David Renfroe (Greater Ottawa Home Builders' Association)

Cal Kirkpatrick (BOMA Ottawa)

**Membre architecte :**

Mohammed al Riffai

**Membre architecte-paysagiste :**

Anne-Claude Schellenberg

**Membre planificateur professionnel :**

Jack Stirling

2. de renoncer à l'article 2.5 de la politique de nomination dans le cadre de la nomination de Bill Eggertson, comme il est décrit dans le présent rapport;

- 3. de renoncer à la disposition prévue dans le mandat du Comité consultatif d'aménagement du territoire exigeant que le membre planificateur professionnel soit membre en exercice de l'Institut des planificateurs professionnels de l'Ontario, comme il est décrit dans le présent rapport;**
- 4. d'approuver l'application du Code de conduite des membres du Conseil aux conseillers qui sont également membres du Comité consultatif d'aménagement du territoire, et que le Code de conduite des membres des comités consultatifs s'applique aux résidents membres du Comité consultatif d'aménagement du territoire, comme il est décrit dans le présent rapport et avec entrée en vigueur dès son approbation.**

## **BACKGROUND**

At its meeting of December 13, 2017, Council approved the recommendations in the report entitled Planning Advisory Committee – Establishment ([ACS2017-CCS-GEN-0030](#)). Pursuant to the approval of the report recommendations, the City Clerk's Office undertook a range of recruitment strategies.

The Appointment Policy for Citizen Members of City Advisory Committees, Boards, Commissions, Task Forces and Authorities (Appointment Policy), approved by City Council on December 3, 2014, outlines the process and requirements for recruiting resident members to the City's advisory committees.

General advertisements for the Planning Advisory Committee (PAC) recruitment included posting recruitment information on the City's website, releasing a public service announcement, posting ads in The Citizen and LeDroit in January 2018, promoting the recruitment through the City's social media channels, distributing recruitment information through the Public Notification and Consultation Policy database, the Rural Affairs Newsletter and the Planning and Development E-newsletter, distributing recruitment information to all current City volunteers, and posting advertisements at all client service and recreation centers and Ottawa Public Library branches.

Advertising steps targeted to qualified professionals included sending an email to professionals and firms based in Ottawa who are listed in the directories of the Ontario Association of Architects (OAA), the Ontario Association of Landscape Architects (OALA) and the Ontario Professional Planners Institute (OPPI). Recruitment information was also distributed to contacts at government organizations who have professional planners on staff, and to the OPPI and OALA regional chairs. Classified advertisements were posted to the OAA and OALA websites.

The application deadline was January 31, 2018 at 4:30 p.m.

## **DISCUSSION**

### **Public Member Appointments**

The Selection Panel for the Planning Advisory Committee was comprised of Councillors Harder, Nussbaum and Moffatt, as well as Mayor Watson (or designate). Their recommended candidates for the 12 public members are listed in the recommendations above.

Applications for recommended candidates are included in Document 1 (held on file with the City Clerk). Note that the nominees were not required to submit application documents.

Mr. Eggertson was appointed to the Environmental Stewardship Advisory Committee (ESAC) for the 2014 – 2018 Term of Council as described in the report Appointment to ESAC ([ACS2014-CMR-CCB-0042](#)), which was approved at City Council on February 25, 2015. The Selection Panel is asking Council to waive Section 2.5 of the Appointment Policy in order to allow Mr. Eggertson to serve simultaneously on PAC and ESAC given his experience and understanding on both environmental and planning issues, and to allow the membership of ESAC to satisfy quorum requirements for the remainder of the 2014-2018 term. The waiver would be effective until Mr. Eggertson's current term of office ends for either advisory committee.

The Selection Panel is further asking that Council waive the requirement in the PAC Terms of Reference that the Professional Planner be a practicing member of the Ontario Professional Planners Institute. The recommended candidate for this position is not currently a practicing member, though his experience would enable him to contribute significant planning and industry expertise to the PAC. The waiver would be effective until the candidate's current term of office ends.

Given the resources required for recruiting and orienting new advisory committee members, the Clerk's Office will be bringing forward for new Council's consideration the option that the current appointments to the PAC would be renewed for the 2018-2022 Term of Council.

### **Members of Council**

In addition to the public members appointed to the PAC, the Terms of Reference state that the Chairs of the Planning Committee, Built Heritage Sub-Committee and Agricultural and Rural Affairs Committee are voting members of the PAC, being Councillors Harder, Nussbaum and Moffatt.

### **Governing Codes of Conduct**

Councillors who are PAC members would be subject to the Code of Conduct for Members of Council. Public members of the PAC would be subject to the Advisory Committee Code of Conduct.

This approach is consistent with the Built Heritage Sub-Committee (BHSC), which is the only other mixed member committee that does not make final decisions. At the BHSC, the members are governed either by the Code of Conduct for Citizen Members of the Built Heritage Sub-Committee or by the Code of Conduct for Members of Council depending on whether they are councillors or public members.

The Advisory Committee Code of Conduct would apply to members of the PAC notwithstanding that it does not refer to the PAC. Pursuant to section 4(b) of the Advisory Committee Code of Conduct, it would be understood that Members of the PAC are intentionally comprised of citizens from professional groups who interact regularly with the City's planning process. Therefore, a member's interest that is industry-wide in nature would not constitute a conflict of interest.

Section 4(a) of the Advisory Committee Code of Conduct currently addresses similar considerations for the members who are nominees of stakeholder associations.

The application of the codes of conduct to the members of the PAC and any required amendments would be reviewed at the time of the 2018-2022 Governance Review.

The PAC would otherwise be governed as an advisory committee, including the application of the *Advisory Committee Rules of Procedure* (By-law No. 2007 – 104).

### **Anticipated meetings in 2018**

It is anticipated that PAC would meet for orientation in Q2 2018. Given that Planning, Infrastructure and Economic Development Department (PIED) has finalized its work program for 2018, the PAC would review progress on the 2018 Work Program in Q4 2018. PAC would further be available as a resource for PIED staff as it continues to develop the 2019 work program and the next Term of Council Priorities.

### **RURAL IMPLICATIONS**

The Selection Panel is recommending that 2 members be appointed to the rural resident positions on the PAC in accordance with the PAC Terms of Reference. One of the professional candidates also resides in a rural area.

## **CONSULTATION**

The recruitment process included general and targeted advertisement strategies as described above.

## **COMMENTS BY THE WARD COUNCILLOR(S)**

This report is city-wide in nature.

## **LEGAL IMPLICATIONS**

There are no legal impediments to the adoption of the recommendations in this report. This report implements the statutory requirement to create a Planning Advisory Committee.

## **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications associated with this report.

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

## **ACCESSIBILITY IMPACTS**

There are no accessibility impacts associated with the report recommendations. In accordance with the Appointment Policy, applicants had the opportunity to provide information about how their appointment would promote diversity on the PAC, including a diversity of levels of ability. The Selection Panel considered this information pursuant to the Appointment Policy to promote membership diversity on the PAC.

## **TERM OF COUNCIL PRIORITIES**

The recommendations relate to the following strategic objective under “Governance, Planning and Decision-Making”:

*GP1 – Strengthen public engagement*

### **54 – Improved Public Engagement in Planning Matters**

Integrated program to refresh the approach and tactics applied to public engagement in planning matters as a result of the adoption of the new corporate Public Engagement Guidelines initiative and community and political interest in improving the dialogue and outcomes.

**SUPPORTING DOCUMENTATION**

Document 1 – Application documents of recommended candidates (on file with the City Clerk).

**DISPOSITION**

Legislative Services Branch, City Clerks and Solicitor Department will notify all applicants upon approval by City Council.