

Subject: Adoption of Planning Advisory Committee Procedure By-law

File Number: ACS2025-OCC-CCS-0029

Report to Planning Advisory Committee on 27 February 2025

Submitted on February 20, 2025 by Robert Tremblay, Program Manager, Council and Committee Services

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Ward: Citywide

Objet : Adoption du Règlement de procédure du Comité consultatif sur l'aménagement du territoire

Numéro de dossier : ACS2025-OCC-CCS-0029

Rapport présenté au Comité consultatif sur l'aménagement du territoire

Rapport soumis le 27 février 2025

Soumis le 2025-02-20 par Robert Tremblay, Gestionnaire de programmes, Services au Conseil municipal et aux comités

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Quartier : À l'échelle de la ville

REPORT RECOMMENDATION(S)

That, as set out in the [2022-2026 Mid-term Governance Review report](#) (ACS2025-OCC-GEN-0001), approved by City Council on January 29, 2025, the Planning Advisory Committee approve the replacement Planning Advisory Committee Procedure By-law (Document 1).

RECOMMANDATION(S) DU RAPPORT

Que, tel qu'énoncé dans [le rapport sur l'Examen de mi-mandat de la structure de gestion publique pour 2022-2026](#) (ACS2025-OCC-GEN-0001), approuvé par le Conseil municipal le 29 janvier 2025, le Comité consultatif sur l'aménagement du

territoire adopte le nouveau Règlement de procédure du Comité consultatif sur l'aménagement du territoire (document 1).

BACKGROUND

The [2022-2026 Council Governance Review report](#) (File No. ACS2022-OCC-GEN-0030) considered by Council on December 7, 2022, noted a need for the City's advisory bodies, including Advisory Committees, to be reviewed further to recent decisions of the Ontario Divisional Court and Ontario Ombudsman. Council directed the City Clerk to undertake a review of advisory bodies and provided additional direction regarding other related matters.

The Office of the City Clerk worked with a Council-appointed working group and made recommendations with respect to the City's advisory body structure and related procedural requirements and guidance. These recommendations were included in the [Advisory Body Review report](#) (File No. ACS2023-OCC-GEN-0008), approved by City Council on July 12, 2023.

The report also clarified that Advisory Committees, including the Planning Advisory Committee, were established as statutory "local boards" of the City of Ottawa and they are therefore subject to certain mandatory by-law and policy requirements.

At its meeting of February 22, 2024, the Planning Advisory Committee approved the [Adoption of Planning Advisory Committee Procedure By-law and Mandatory Policies for Advisory Committees](#) (File No. ACS2024-OCC-CCS-0019), in accordance with the provisions set out in Document 3, Appendix A of the Advisory Body Review report.

DISCUSSION

As part of the Advisory Body Review report, Council directed the City Clerk to "review the Advisory Committee procedural requirements and governance documents as part of the 2022-2026 Mid-term Governance Review." The report noted as follows:

- The review would be intended to ensure the rules of procedure reflect that advisory committees are advisory bodies rather than decision-making bodies, and that any discretionary procedural requirements facilitate discussion and do not act as a barrier to engagement.
- Staff believed there may be an opportunity to make provisions more user-friendly and provide greater flexibility to reflect the different functions of the advisory committees.

- The review would also ensure that the rules of procedure continue to be appropriate for advisory committees in their capacity as local boards.

Accordingly, as part of the 2022-2026 Mid-term Governance Review report, City Council approved on January 29, 2025, a new mandatory Procedure By-law for advisory committees (Document 1).

Specifically, in Part I, Recommendation 6, Council approved the following direction:

Direct each advisory committee to adopt and provide to the Office of the City Clerk by no later than June 30, 2025, the mandatory revised procedure by-law minimum provisions attached in Document 3.

By approving the recommendations of this report, the Planning Advisory Committee will be meeting its statutory obligations under the *Municipal Act, 2001*, as a local board. Specifically, the Planning Advisory Committee is required to pass a procedure by-law for governing the calling, place and proceedings of meetings, including public notice of meetings [Subsections 238(2) and 238(2.1) of the *Municipal Act, 2001*].

For a detailed analysis of this requirement, see the Advisory Body Review Report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

LEGAL IMPLICATIONS

There are no legal impediments to approving the recommendations in this report.

COMMENTS BY THE WARD COUNCILLOR(S)

This is a city-wide matter.

CONSULTATION

This report relates to the Planning Advisory Committee meeting the minimum requirements under the *Municipal Act, 2001*, as a local board. No consultation was required.

This report implements the recommendations approved by Council as part of the 2022-2026 Mid-term Governance Review report. In preparing that report, the City Clerk met with advisory committee representatives to seek feedback on July 22, 2024, and received comments that the rules of procedure should be clearer.

SUPPORTING DOCUMENTATION

Document 1 – Planning Advisory Committee Procedure By-law (separate file)

DISPOSITION

By approving the recommendations of this report, the Planning Advisory Committee will be meeting its statutory obligations under the *Municipal Act, 2001*, as a local board.

Ottawa City Council will have the opportunity to review requirements for local boards twice per Term of Council, as part of the Governance Review and Mid-Term Governance Review reports. It is anticipated that the Chairs and Vice-Chairs of the advisory committees will be consulted as part of each review.

Rules, procedures and policies would be “maintained” as required by the *Municipal Act, 2001*, by further adoptions of revisions approved by Council.