

**Subject: Development Application Study Policy and OPA 47: Housing
Acceleration Plan Update**

File Number: ACS2025-PDB-PS-0075

**Report to Joint Planning and Housing Committee and Agriculture and Rural
Affairs Committee on 17 December 2025**

and Council 28 January 2026

**Submitted on December 8, 2025 by Marcia Wallace, General Manager, Planning,
Development and Building Services**

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Ward: Citywide

**Objet : Politique sur l'étude des demandes d'aménagement et MPO 47 :
Compte rendu sur le Plan d'accélération de la création de logements**

Dossier : ACS2025-PDB-PS-0075

**Rapport présenté à la réunion conjointe du Comité de la planification et du
logement et au Comité de l'agriculture et des affaires rurales**

le 17 décembre 2025

et au Conseil le 28 janvier 2026

**Soumis le 8 décembre 2025 par Marcia Wallace, Directrice Générale, Direction
générale des services de la planification, de l'aménagement et du bâtiment**

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Quartier : À l'échelle de la ville

REPORT RECOMMENDATION(S)

That the Joint Planning and Housing, and Agriculture and Rural Affairs Committees recommend that Council:

1. Approve amendments, as provided as Document 1, to Information and Materials for Planning Applications By-law 2023-297, to:
 - a. rename the by-law to “Development Application Studies and Plans By-law”;
 - b. list plans and studies that may be required as part of a complete development application, and
 - c. provide greater transparency of when particular plans and studies may be required by application type.
2. Adopt a revised OPA 47; (provided as Document 2), to better reflect the implementation details in the Development Application Studies and Plans By-law following written approval from the Minister of Municipal Affairs and Housing.
3. Declare that the proposed revised Official Plan Amendment 47:
 - a. Does not conflict with any provincial plan as no provincial plan is in effect with respect to the City of Ottawa;
 - b. has regard to the matters of provincial interest listed in the *Planning Act*, section 2; and
 - c. is consistent with policy statements issued under the *Planning Act*, subsection 3 (1).

RECOMMANDATION(S) DU RAPPORT

Qu'à leur réunion conjointe, le Comité de la planification et du logement et le Comité de l'agriculture et des affaires rurales recommandent au Conseil municipal :

1. d'approuver les modifications, présentées dans le document 1, au Règlement concernant l'information et les documents requis pour les demandes d'aménagement (n° 2023-297), visant à :
 - a. renommer ce règlement comme suit « Règlement sur les études et les plans requis pour les demandes d'aménagement »,

- b. **lister les plans et les études qui peuvent être requis pour mener à bien une demande d'aménagement,**
 - c. **faire preuve de plus de transparence en précisant, pour chaque type de demande, quand des plans et des études en particulier peuvent être requis;**
- 2. **d'adopter une Modification du Plan officiel 47 révisée (fournie dans le document 2), pour mieux tenir compte des détails de la mise en œuvre dans le Règlement sur les études et les plans requis pour les demandes d'aménagement, après avoir reçu l'approbation écrite du ministre des Affaires municipales et du Logement.**
- 3. **De Déclarer que la proposition de modification du Plan officiel 47 révisée :**
 - a. **n'entre en conflit avec aucun plan provincial, puisqu'aucun plan provincial relatif à la Ville d'Ottawa n'est en vigueur;**
 - b. **concerne les questions d'intérêt provincial énumérées à l'article 2 de la Loi sur l'aménagement du territoire;**
 - c. **est conforme aux déclarations de principes faites en vertu du paragraphe 3(1) de la Loi sur l'aménagement du territoire.**

EXECUTIVE SUMMARY

Recommendations 1, 2 and 3 reflect the work undertaken to review and streamline study and information requirements in alignment with provincial intent and Council's direction under the HAP. Staff recommend the retained list focus on municipal responsibilities under the *Planning Act* and the Provincial Planning Statement as a regulator, while acting on the Province's stated objective to not overburden the process adding costs and delays to housing construction. The approach taken in the revised By-law would provide transparency and greater certainty as to what the requirements are for a particular development application (where previously it was determined on a case-by-case basis) and ask for the right level of detail at the right point in the process. These changes also allow for prospective developers to better anticipate the costs of the approval process up front prior to submitting an application. If Council approves these recommendations, staff will seek Ministerial approval for this streamlined list in the revised Official Plan Amendment 47, which emphasizes core matters related to housing and removes documentation requirements for topics the Province has indicated should not be part of the development review process. This report also updates Council on efforts to simplify internal processes in line with the Development Review Audit and

the HAP. A key change is replacing the current “completeness-review” with a “completeness-check,” which reduces process complexity and eliminates duplication. This approach ensures applications are circulated to all stakeholders at once, improving efficiency to support a more streamlined approval process in advance of the 2026 construction season.

RÉSUMÉ

Les recommandations 1, 2 et 3 reflètent le travail entrepris pour revoir et simplifier les exigences relatives aux études et aux renseignements, afin de respecter l'intention du gouvernement provincial et l'orientation du Conseil municipal en vertu du Plan d'action pour le logement. Le personnel recommande que la liste retenue mette l'accent sur les responsabilités de la Ville en vertu de la Loi sur l'aménagement du territoire et de la Déclaration provinciale sur la planification en tant que régulateur, tout en favorisant l'atteinte de l'objectif fixé par le gouvernement provincial de ne pas alourdir le processus en ajoutant des coûts et des délais à la construction de logements. L'approche adoptée dans le Règlement révisé offrirait de la transparence et une plus grande certitude quant aux exigences à satisfaire pour mener à bien une demande d'aménagement en particulier (actuellement, ces exigences sont définies au cas par cas) et exigerait le bon niveau de détail au bon moment dans le processus. Ces changements permettraient aussi aux promoteurs potentiels de mieux évaluer les coûts du processus d'approbation avant de soumettre une demande. Si le Conseil approuve les présentes recommandations, le personnel tentera d'obtenir l'approbation ministérielle de la liste simplifiée au moyen de la Modification du Plan officiel 47 révisée, qui souligne des questions de base liées au logement et supprime les exigences en matière de documentation dans le cas de sujets ayant été identifiés par le gouvernement provincial comme ne devant pas faire partie du processus d'examen des demandes d'aménagement. Le présent rapport fournit aussi au Conseil une mise à jour sur les efforts visant à simplifier les processus internes en lien avec la vérification de l'examen des demandes d'aménagement et le Plan d'action pour le logement. Un changement important consiste à remplacer l'actuel « examen de la complétude » par une « vérification de la complétude », ce qui réduirait la complexité du processus et éliminerait la duplication. Une telle approche garantit que les demandes sont distribuées à tous les intervenants en même temps, ce qui améliorerait l'efficacité afin d'en arriver à un processus d'approbation simplifié avant la saison des travaux de construction de 2026.

BACKGROUND

This section provides legislative, provincial and process context that inform the recommendations of this report.

Housing Supply is a federal priority. The Federal Government announced the Housing Accelerator Fund (HAF) in April 2022 as part of the Federal Budget, their objective being to create a greater housing supply at an accelerated pace and enhance certainty in the approvals and building process. On July 12, 2023, Council approved the City's action plan ([ACS2023-PRE-GEN-0007](#)) for its application to the HAF program. The City entered into a contribution agreement with Canada Mortgage and Housing Corporation (CMHC) on December 21, 2023, outlining the terms and conditions, action plan, and growth targets for the City's eligibility to access up to \$176.3 million through their HAF program. The recommendation of this report further streamlines the development approval process, which contributes towards the City's Housing Accelerator Fund growth target.

Housing supply is also a provincial priority. The Province of Ontario set a target of 1.5 million new homes between 2022 to 2031, of which 151,000 would be in Ottawa. On an annual basis, the City's performance in meeting its targets determines Ottawa's eligibility for the Building Faster Fund (BFF). Municipalities that reach 80 per cent of their annual target each year will become eligible for funding based on their share of the overall goal of 1.5 million homes. Along with setting the housing target, the provincial government has enacted a number of legislative changes that have impacted the planning process at an unprecedented scope and pace.

Housing Acceleration Plan

City Council declared "an Affordable Housing and Homelessness Crisis and Emergency" at its meeting of [January 29, 2020](#).

The Housing Innovation Task Force and Housing Acceleration Plan (HAP) ([ACS2025-SI-SPO-0002](#)), is tailor-made to address the specific housing challenges facing Ottawa, while maintaining a holistic, balanced view that considers all aspects of city-building. The HAP, approved by Council on October 8, 2025, is an ambitious plan with more than 50 actions that goes far beyond continuous improvement, using every tool within the City's municipal power to drive transformational change and clear the way for new homes to be constructed in the short term.

The five objectives of the Housing Acceleration Plan

1. Simplify the regulatory environment and expedite approvals processes
2. Evolve city culture to be housing development friendly
3. Introduce more flexibility in fees and charges
4. Consolidate and strengthen capacity for Affordable Housing development

5. Unlock urban intensification and Transit-Oriented Development

Specific to the recommendations of this report, HAP includes the following action items to be completed by Q4 2025:

Action Item 11	Undertake a review of the terms of reference for items listed on the Development Application Study Policy (Information and Materials for Planning Applications (By-law No. 2023-297) for opportunities to increase flexibility in interpretation, including:
1)	Reduce the number of studies and plans required, and timing
2)	Reduce the level of detail required for pre-consultation
3)	Streamline the approval process for applications of high quality
4)	Explore opportunities to remove the need for transportation studies in certain areas of the city
5)	Accept studies prepared by certified professionals without requiring duplicate review

The HAP actions above are reflective of known industry challenges:

- Lack of clarity and transparency with whether a site would require a particular study or plan, and the corresponding need to pre-consult with staff to learn whether a study or plan was going to be required;
- Studies and plans requirements are too onerous, and requested at the incorrect time, meaning that the information is requested with too much detail too early on, or information is requested that is not necessary or required for the municipality to make a decision.

Context on the studies and plans required as part of a complete application

When someone applies to develop land in Ottawa, the City may require certain studies and information to properly review the application and make an informed decision.

These requirements are authorized under Section 22.5 of Ontario's *Planning Act*, which states that the list of possible studies and information must be included in the City's

Official Plan.

Under the former Official Plan (before November 2022), potential studies and information were mentioned throughout the document.

The Official Plan, approved by the Minister in November 2022, included a commitment in Section 11 (Implementation) to establish a comprehensive list of studies and information through an [Information and Materials for Planning Applications By-law 2023-297](#) or the Development Application Study Policy (DASP).

The By-law, first adopted by Council in June 2022 ([ACS2022-PIE-GEN-0011](#)), provides a complete list of studies and information that may be required for a development application. Inclusion on the list does not mean a study will always be required, it depends on the specifics of the application.

Each item on the list has a Terms of Reference published on Ottawa.ca, explaining:

- The purpose of the study or information
- Which application types require it
- Site-specific triggers
- Guidance on content
- The type of professional qualified to prepare it

The intent of the DASP was to make requirements transparent and ensure the City could meet provincial timelines for decisions.

Recent changes and challenges

On May 8, 2025, the Ontario Land Tribunal (OLT) ruled (OLT-24-001182 and OLT-25-000011) that the By-law does not meet the intent of Section 17(21.1) of the *Planning Act*. The Implication of this ruling is that the list of studies and information must be embedded directly in the Official Plan, not just in a by-law.

In addition, the province's [Bill 17](#), Protect Ontario by Building Faster and Smarter Act, 2025, (which received royal assent on June 5, 2025) introduced a requirement that Municipalities must obtain Ministerial approval before adding or changing the list of studies and information in their Official Plan. In addition, the minister has new authorities to implement future regulations to:

- limit the scope of what studies and plans municipalities can require as part of a complete application, and

- introduce a list of certified professionals from whom documentation the City would have to accept as complete.

The province's Bill 17 was also accompanied by posting on the Environmental Registry of Ontario (ERO). [ERO 025-0462](#) proposed that the following topics may not be required as part of a complete (emphasis added) planning application:

- Sun/Shadow: information and material related to the impact of shadows cast by a proposed development on the subject land and on surrounding lands including streets.
- Wind: information and material related to the potential impacts of a proposed development on wind conditions in surrounding areas.
- Urban Design: information and material concerning the urban design of a proposed development, including how a proposed development aligns with municipal urban design guidelines or policies.
- Lighting: information and material related to lighting and lighting levels on the site, including the location and type of lighting fixtures proposed on the exterior of the building and on the site.

While regulations on the above have not yet been implemented by the province, the ERO posting provides a clear indication on the intent the province is looking to implement: reduce the process to deem an application complete, and look for ways to reduce documentation requirements from applicants.

Concurrent to the Province's consideration of Bill 17, the City was working on aligning its official plan with the 2024 Provincial Planning Statement. The Consistency Amendments Report ([ACS2025-PDB-PS-0043](#)) was considered by Council on June 25, 2025. OPA 47, listed as Document 2 of the consistency report, proposed 49 items as the complete list of required studies and information to the Official Plan. OPA 46 and 47 were provided to the Ministry on August 1, 2025, as required by Bill 17.

Upcoming Provincial Changes

The Province's [Bill 60](#), *Fighting Delays, Building Faster Act*, 2025, was accompanied by several ERO postings where the province is consulting on key changes to the list of studies and plans that a municipality can ask as part of a complete application. A memorandum was shared with Council on [November 13, 2025](#) with analysis of the impacts of Bill 60. The item below is of particular interest to this report.

- Consultation on Enhanced Development Standards – Lot Level (outside of buildings) – [ERO 025-1101](#)
 - Summary: Enhanced lot level development standards are defined standards or requirements imposed typically at Site Plan that are outside the building envelope and can include for example; bicycle parking requirements, standards for permeable pavement and vegetative elements. This consultation builds on recent amendments to the Building Code Act that restricted municipalities’ ability to require buildings to exceed the standards of the Building Code (Bill 17). The province would like to “streamline, standardize, and prohibit the mandatory use of enhanced development standards that do not relate to maintaining health and safety”. This would require future legislation or regulations to implement.

Beyond the provincial intent shared through legislation and ERO postings, Council directed staff, as part of HAP action 11.1 and 11.4, to reduce the list of studies and information for a complete application.

The discussion section of this report speaks to the work staff undertook to reduce the list to match both provincial intent and the HAP, with the broad objective to facilitate housing construction.

Context on pre-consultation, completeness and accepting studies prepared by certified professionals

The *Planning Act*, includes language where a municipality shall permit applicants to consult with the municipality before submitting development applications, known in the City as the pre-consultation phase.

The *Planning Act* also includes language that within 30 days after receipt of a development application, the City shall notify the applicant of whether the studies and plans provided are deemed complete.

Under Bill 109 (in effect between July 2023 and June 2024), pre-consultation was made mandatory under the *Planning Act*. Bill 109 also introduced mandatory refunds where decisions on Site Plan Control (SPC) and Zoning By-law Amendment applications were not rendered within the statutory processing timelines (90 days for Zoning By-law Amendments and 60-days for Site Plan Control).

To adapt to Bill 109, Council approved Bill 109 Implementation Phase 2 report ([ACS2022-PIE-GEN-0011](#)) on June 14, 2023. Two main features enabled the City to meet the provincial timelines for Bill 109 applications:

1. The mandatory phased pre-consultation process, and its tight timeline, was the principal implementing measure of Bill 109, where phases 1 and 2 provided applicants the list of required materials for an application and high-level feedback on their concept, while phase 3 provided staff an opportunity to review the documentation to ensure they were complete, consistent with one another and our terms of reference, and addressed concerns raised. Phase 3 was the introduction of a rigorous process to determine completeness of studies and plans, within 30-calendar-days.
2. Flexibility for applicants to iterate and resubmit was removed from official review, ensuring that staff were fully in control of the application during the prescribed timelines.

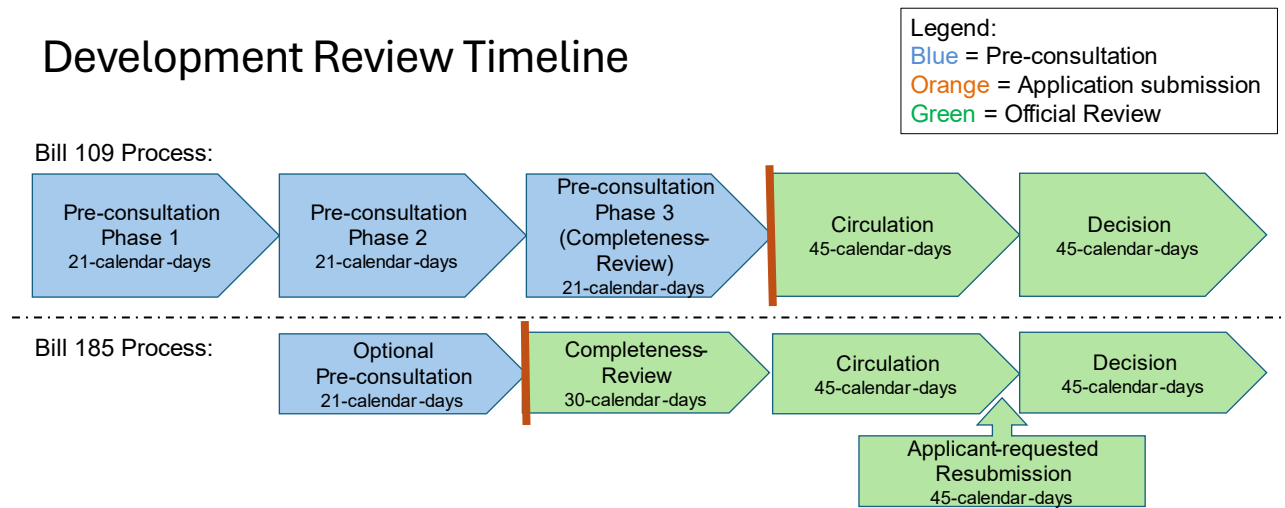
On June 6, 2024, Bill 185 [Cutting Red Tape to Build More Homes Act, 2024](#) received royal assent and became law. Key changes from the bill affected pre-consultation and completeness:

- Pre-consultations
 - Mandatory pre-consultation is no longer permitted.
- Development Applications
 - Refunding of fees for development application with missed decisions within provincial timelines are removed.

On September 18, 2024, Council approved report ([ACS2024-PDB-PS-0067](#)) which adapted the pre-consultation and completeness process to Bill 185.

- Pre-consultation, while not mandatory, continued to be recommended. Applicants were recommended to pre-consult with the City to obtain the list of studies and plans required for their development project.
- Completeness, previously administered as “phase 3 of pre-consultation”, continued as the “completeness-review”. The objective was to enable the provincially mandated timelines to be met through a quality control measure. This meant that staff would use the first 30 days from application submission (when payment and documents are received) to undertake a review of the materials and information provided to ensure that Council approved Policy, Guidelines and Master plans are reflected. Staff would inform the applicant whether their information and materials are complete within the first 30 days.

The graphic below illustrates the key difference between Bill 109 and Bill 185 processing:



The completeness review (in effect since June 6, 2024), and the phase 3 pre-consultation before that (in effect from July 1, 2023 to June 5 2024), effectively introduced two stages of review: one internal review to determine completeness, and one external review (circulation to technical agencies and the public) to evaluate the supportability of the submission as a whole. Industry feedback on this approach was that a “completeness-review” and a “circulation” was duplicative: generating two sets of comments for an applicant to address.

The Province’s [Bill 17](#), which received Royal Assent on June 5, 2025, also introduced powers for the Minister to enact regulations to specify which certified professionals municipalities would be required to accept studies submitted by as complete. This effectively removes the ability for the municipality to deem a study or plan incomplete if it is submitted by a prescribed professional. Bill 17 was accompanied by [ERO 025-0462](#) to seek feedback on the prescribed professionals that should be listed in the regulations yet to be passed – suggesting professional engineers as an example.

HAP action 11.5 asks staff to “accept studies prepared by certified professionals without requiring duplicate review”, with emphasis added on duplicate.

Duplicate here meant that there was a review in the completeness process, but also during the formal circulation of the application to external technical agencies and members of the public.

To implement HAP action 11.5, and recognizing the duplication in process, the development review process is proposed to move away from a completeness review, instead favoring a completeness check as part of the intake of the application.

This means that completeness will no longer:

- include a 14-calendar-day SME circulation
- include a review by Development Review or SME against the terms of reference to identify deficiencies
- duplicate the review that should occur during circulation, after an application is deemed complete

Instead, completeness will change to enable Development Review staff to:

- check if required documents are present, and prepared by appropriate professional
 - quick call to applicant to obtain a revised document, as needed, is encouraged.
- check that plans are the right size (A1 or Arch D)
- check if payment has occurred
- set up the circulation list and comment table

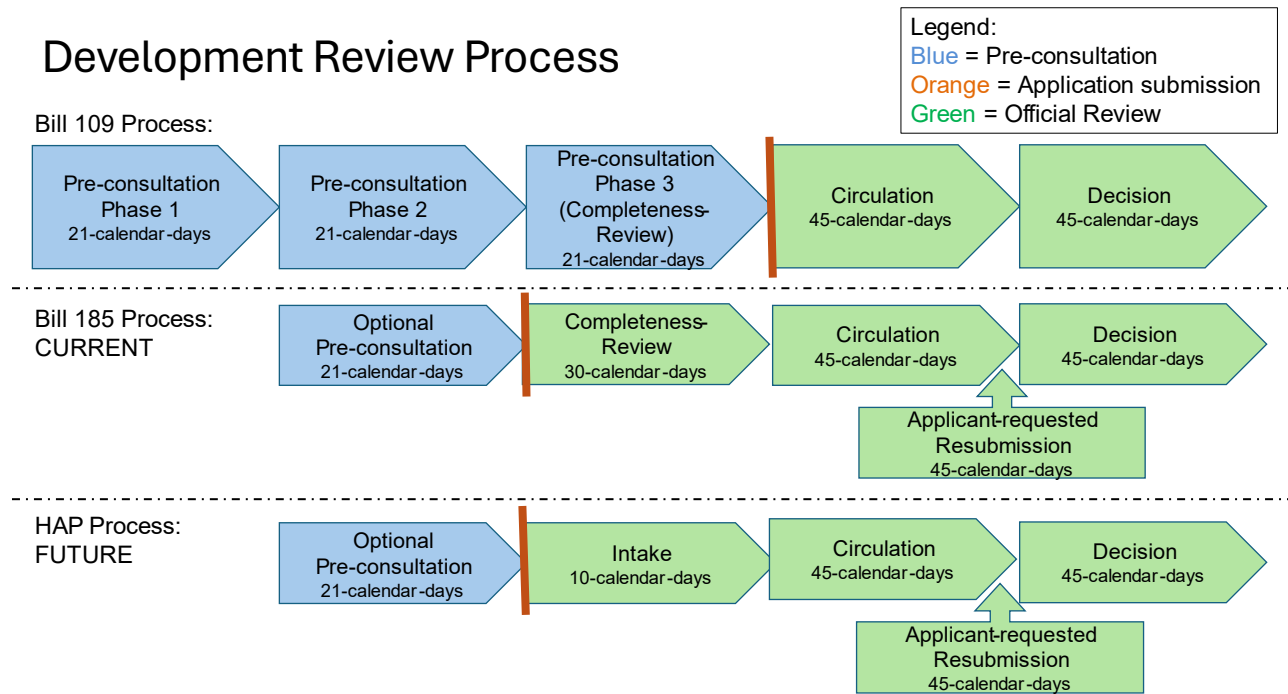
After the completeness-check, the application will be circulated to all stakeholders, in a single review window. This means the following all get the application at the same time for their singular review:

- Internal subject matter experts
- External Technical Agencies
- Members of the public, Community Associations and Council, via DevApps

Internal subject matter experts will continue to have a 14-calendar-day window to provide their complete set of comments to development review staff. In person meetings are encouraged to discuss and resolve internal issues.

The graphic below provides the evolution of the completeness process from Bill 109 to the Housing Acceleration Plan's implementation, for major Zoning Amendments and concurrent Site Plan Control applications. Of note, the third box indicates the "Phase 3 pre-consultation" as the first iteration of the completeness review, all the way towards the future process which decreases the focus from completeness and more on the intake.

Development Review Process



DISCUSSION

The recommendations in this report serve two main purposes: first, to report on progress toward implementing the Housing Acceleration Plan (HAP), and second, to provide Council with a plan to obtain Ministerial approval for the list of studies and information the City can require as part of a development application.

Recommendation 1: Amendment to the Development Application Study Policy By-law

Following Council approval of the Housing Acceleration Plan (HAP) on October 8, 2025, staff immediately initiated internal consultation on the studies and information that are required for complete application to implement action 11.1 and 11.4.

HAP action 11.1 asks staff to reduce the number of studies and information required, and review timing for when they are required, while HAP action 11.4 asks to review the transportation impact assessment requirements.

The studies and information review means to “right-size” requirements to only ask for materials as necessary. A simple development should not have the same requirements as a large complex one. An official plan amendment does not require the same information as a site plan.

The review was based on enabling provincial legislation and policy, to better align with provincial intent and the HAP. Considerations for each study included:

- What application type is the study or information required for?
- Is the study or information always required?
- Is the study or information only required in a specific instance?
 - If so, clarify the site-specific instance when this should be required. In this context, “site-specific” means a feature that may be common to several sites across the city (for example: located within clay soils, or proximity to rail within x meters).

Internally, development review staff and subject matter experts that participate in the development review process, were asked to participate in assessing the threshold of each Terms of References to meet the above objectives.

Externally, staff leveraged engaged members of the development industry to provide feedback on the thresholds review through an in-person focus group accompanied by a targeted survey for feedback on thresholds.

The result of the consultation to align study and information requirements with the HAP and provincial intent is a new format of the DASP By-law, attached as Document 1. The proposed by-law clearly shows for each application type whether a study or information is required city-wide, or on a site-specific basis, or not at all. Of the 49 items that were listed in OPA 47 considered by Planning and Housing Committee in report ACS2025-PDB-PS-0043 on June 25, 2025:

- 13 are no longer required
- 13 have proposed changes to thresholds, or work underway:
- 23 do not have any proposed changes at this time.

A note on the above is that the studies and information that are no longer required for plan of condominium applications were not added to the list of threshold changes as to not over-represent the change. Applications for plans of condominium, also known as condos, are typically submitted with either a site plan control or plan of subdivision application. Staff use those documents to supplement their review of the condo applications. Where a condo is submitted on their own with an existing building, the materials extend to the same as subdivision under the *Planning Act*. The By-law is meant to demonstrate that it would not be required in most instances from requiring the same documentation as subdivision for a condo application.

It is important to note that content review for each term of reference will be part of larger conversations into the new year, building on the threshold work completed for this report. This continuous improvement initiative will remain collaborative, engaging both internal and external stakeholders to ensure that application requirements and the content of supporting studies and plans are appropriately scaled. The goal is to strike the right balance between regulatory needs and efficiency, reducing unnecessary complexity while maintaining standards that support safe, sustainable, and well-planned development.

As per the threshold review, the following is a list of studies and plans are **proposed to be no longer** required to align with provincial intent and HAP:

1. High-performance Development Standard; Community Energy Plan; and Energy Modelling Report (three items)
 - The requirement was not formally adopted by Council and is not in effect and staff have not been requesting this document.
 - Bill 17 which received Royal Assent on June 5, 2025, in addition to the ERO posting [025-1101](#) published in October 2025 to accompany Bill 60, clearly indicate provincial intent to remove authority from municipalities for green standards. Following the stated provincial intent in the ERO postings and legislation, and to align with provincial priority on housing, staff recommend this document no longer form part of the list of studies and information for a complete development application.
2. Mature Neighbourhood Streetscape Character Analysis
 - The document is not impactful to the City rendering a decision on a development application. Its requirement has been removed through the new Zoning by-law.
3. Preliminary Construction Management Plan
 - The document is not impactful to the City rendering a decision on a development application. Comments will be provided to the applicant so they are thinking about constructability as they finalize their planning process. A Construction Management Plan (not preliminary) will still be required later in the process when applicants apply to obtain a Temporary Construction Encroachment Permit.

4. Public Consultation Strategy

- While it remains part of Regulations (O.Reg. 543/06 for Official Plan Amendment, 545/06 for zoning by-law amendments, 544/06 for Plans of Subdivision and Vacant Land Condominiums), the strategy document is not required from applicants for the City to approve a development. The document is no longer required as it is already fulfilled by the City as part of its regular notices and circulation process as per the [Public Notification and Consultation Policy](#). Where a developer is doing additional consultation, a section to this effect is typically part of the Planning Rationale.

5. Shadow Analysis

- ERO [025-0462](#) specifically proposed that Wind and Shadow Analysis should not be required as part of a complete planning application. Following this provincial intent, paired with alignment with the Housing Acceleration Plan to reduce requirements, staff recommend this document no longer form part of the list of studies and information for a complete development application. While no longer a completeness requirement, shadow and wind will be further considered as part of the upcoming urban design terms of reference and guidelines review directed by HAP action #5, targeted for Q1 2026.

6. Urban and Village Boundary Expansion – Settlement Area Parcel Analysis (SAPA)

- Report [ACS2024-PDB-PS-0102](#) introduced the new Urban and Village Boundary Expansion process added the SAPA on the list of studies and plans for complete applications. Upon implementation of the process, staff have selected to not ask this document from applicants, instead doing the review in-house. Therefore, staff recommend this document no longer form part of the list of studies and information for a complete development application.

7. Wind Analysis

- ERO [025-0462](#) specifically proposed that Wind and Shadow Analysis should not be required as part of a complete planning application. Following this provincial intent, paired with alignment with the Housing Acceleration Plan to reduce requirements, staff recommend this document no longer form part of the list of studies and information for a complete

development application. While no longer a completeness requirement, shadow and wind will be further considered as part of the upcoming urban design terms of reference and guidelines review directed by HAP action #5, targeted for Q1 2026.

8. Zoning Confirmation Report

- Introduced with Bill 109, the zoning confirmation report's purpose was to identify all zoning compliance issues, if any, at the outset of a *Planning Act* application. Ultimately, staff complete this review independently as part of their assessment of the application as a whole, and the document is not required in order for staff to render a decision on a development application. Therefore, staff recommend this document no longer form part of the list of studies and information for a complete development application.

9. Existing Conditions Report for Future Neighbourhoods

- Future neighbourhood requirements are already listed in 5.6.2.1, 3)c) Future Neighbourhood Overlay, and indicated in Section 12 Local Plans, and Annex 10 of the Official Plan. It is important to note that future neighbourhood development is a collaborative process between the City and owners that falls outside the typical *Planning Act* applications for which completeness requirements need to be listed in the Official Plan.

10. Transportation Study for Future Neighbourhoods

- Future neighbourhood requirements are already listed in 5.6.2.1, 3)c) Future Neighbourhood Overlay, and indicated in Section 12 Local Plans, and Annex 10 of the Official plan. It is important to note that future neighbourhood development is a collaborative process between the City and owners that falls outside the typical *Planning Act* applications for which completeness requirements need to be listed in the Official Plan.

11. Parking Plan

- The Parking Plan is a tool to assess the sufficiency of on-street parking in new plans of subdivision. It considers the ratio of conceptual on-street parking spaces to dwelling units per street segment, referred to as on-street parking area. It was meant to be used early in the subdivision process to identify the location and extent of deficiencies in on-street parking and provides flexibility in terms of potential solutions.

- The Parking Plan, or the requirement to have a minimum on-street parking ratio, is not a provincial requirement in law for the planning process. On-street parking does not have any Council approved by-law or Master Plan to mandate its inclusion as a submission requirement for a development application. Staff have limited ability to implement the Parking Plan by itself. The terms of reference is a guideline for thresholds and options for on-street parking, as opposed to a hard requirement.
- However, Council does have an objective to facilitate on-street parking as an outcome. Staff rely on the Council-approved Municipal Parking Management Strategy, which “acts as glue that binds the entire organization together” for parking management. The two objectives below mark staff’s review:
 - 1. Provide an appropriate and optimized supply of general use public parking that is secure, accessible, convenient, appealing, and fairly and consistently enforced.
 - General use public parking includes on-street parking.
 - 4. Resolve parking-related issues in residential areas caused by sources of high parking demand.
- As part of their review of a development application for new subdivisions, staff will use this lens to review the plans before them, and work with the applicant to ensure through comments and conditions that appropriate on-street parking is achieved, in line with the parking strategy objectives.
- The Parking Plan is being removed from the requirement of a complete application because staff already have the authority and opportunity to require changes to draft plans of subdivision to ensure sufficient on-street parking. The concept plan, a requirement for a subdivision, already has a requirement to show transportation facilities, which includes parking areas. Staff will continue to review the concept plan and draft plan of subdivision to ensure the adequacy of on-street parking in new plans of subdivision, through the lens of the existing Council-approved Municipal Parking Management Strategy rather than through a separate Parking Plan.

The following is a list of studies and plans **recommended to have modified thresholds**, with the details to be published in the new year. For utmost clarity, the below are not being removed, but being modified to ensure the content of supporting studies and plans are appropriately scaled. As the terms of references are being updated in the new year, Staff will apprise Committee.

1. Environmental Site Assessment (Phase 1 and Phase 2)
2. Noise study
3. Geotechnical Study
4. Rail Proximity Study
5. Building elevations
6. Site Plan and Facility Fit Plan (within Site Plan Control)
7. Landscape Plan
8. Planning Rationale
9. Transportation Impact Assessment
10. Agricultural Impact Assessments (a new study requirement, as required by the new 2024 Provincial Planning Statement)
11. Urban Design brief (part of have a separate HAP action #5)
12. Urban Design Review Panel Report (part of have a separate HAP action #5)
13. Hydrogeological and Terrain Analysis

The following studies and plans are **proposed to have no change or do not have proposed threshold** edits at this time:

1. Agrology and Soil Capability Study
2. Application Form
3. Archaeological Assessment
4. Environmental Impact Study
5. Environmental Management Plan
6. Grading and Drainage Plan
7. Heritage Act Acknowledgment Report
8. Heritage Impact Assessment
9. Impact Assessment Study - Mineral Aggregate
10. Impact Assessment Study - Mining Hazards

11. Impact Assessment Study - Waste Disposal Sites / Former Landfill Sites
12. Master Servicing Study for Future Neighbourhoods (added via OPA47)
13. Minimum Distance Separation
14. Plan of Condominium
15. Plan of Subdivision
16. Plan of Survey
17. Site Servicing Study
18. Slope Stability Study
19. Tree Conservation Report
20. Urban Boundary Expansion Infrastructure Capacity Assessment
21. Urban Boundary Expansion Land Needs Assessment
22. Water Budget Assessment
23. Wellhead Protection Study

Staff received comments from the development industry on information relating to Plan of Survey, and the Archaeological Assessment. Staff will evaluate the feasibility of the feedback during the review of the terms of reference in the new year.

Recommendation 2 and 3: Approve a revised OPA 47, provided as Document 2

OPA 47 was originally recommended for adoption by Council on June 25, 2025 through report [ACS2025-PDB-PS-0043](#), after engaging with the Ministry and obtaining written approval before enactment into the Official Plan. At that time, the amendment responded to changes introduced by Bill 17 and confirmed by Ontario Land Tribunal decisions, that the list of requested were required to be referenced directly in the Official Plan rather than in a separate by-law. Hence, the OPA considered by Council on June 25, 2025 simply added the list of studies from the DASP By-law to the Official Plan.

Since June, the Ministry provided more information on what studies Official Plans could request, including clearer limitations on the number and scope of studies. The Province's approach to planning studies reflects their intent to streamline the development review process and reduce costs and delays for housing construction.

The revised OPA 47 in Document 2 addresses these expectations and incorporates Council's direction under the Housing Acceleration Plan (HAP) for a review of the terms

of reference for items listed on the Development Application Study Policy. The updated list of studies and information in Document 2 aligns with the proposed Development Application Study and Plans (DASP) By-law as revised.

Staff revised the By-law with the goals of providing transparency and greater certainty on the requirements for a particular development application (where previously it was determined on a case-by-case basis), and asking for the right level of detail at the right point in the development process. The revised OPA removes 13 studies and specifies which studies are required for which application type, rather than waiting until after a pre-consultation or initial submission to learn what studies are required. These changes also allow for prospective developers to better anticipate the costs of the approval process up front prior to submitting an application.

By embedding the streamlined list in the Official Plan and maintaining detailed Terms of Reference through the DASP By-law, the City can meet provincial timelines while reducing unnecessary complexity. If Council approves this recommendation, staff will submit the revised OPA 47 to the Minister for written approval. Upon approval, these requirements will be enacted through a by-law at a future Council meeting and incorporated into Section 11.8 of the Official Plan.

Recommendation 3 in this report addresses statutory requirements for an Official Plan Amendment adopted pursuant to the *Planning Act*, section 26.

Implementation Plan

Staff are currently piloting the completeness-check and the comment table with select applications to work out potential process issues ahead of the launch targeted for February 2, 2026. The revised terms of references to address thresholds are targeted to be republished at various points in 2026, with some targeting February 2, 2026 publication. Procedures are being amended in preparation of the launch, along with training sessions in the new year.

FINANCIAL IMPLICATIONS

The recommendations described in the report will lower development costs for developers due to the reduced number of studies and plans required to submit complete planning applications. All planning applications are reviewed by the City within existing resources. The reduced number of plans and studies, and the introduction of a completeness-check to replace the completeness-review, will create capacity by reducing City time spent reviewing planning applications.

LEGAL IMPLICATIONS

There are no legal impediments to the adoption of the recommendations in this report. The process for the adoption of Official Plan Amendment No. 47 is set forth in the disposition.

COMMENTS BY THE WARD COUNCILLOR(S)

This is a City-Wide report.

CONSULTATION

The recommendations of this report implement Council direction from the approval of the HAP report on October 8, 2025.

As described in the report, engagement for this report included staff and development industry feedback on thresholds for studies and information for development applications. The change towards completeness-check was also shared with staff and the development industry and is being piloted with the comment table in December to develop procedures and identify changes to make it function as intended in preparation for the targeted launch on February 2, 2026.

ACCESSIBILITY IMPACTS

There are no accessibility impacts from the recommendation of this report.

ASSET MANAGEMENT IMPLICATIONS

There are no direct asset management implications resulting from the recommendations of this report.

CLIMATE IMPLICATIONS

The planning process will no longer host a number of previously envisioned studies and plans to support climate goals as part of new development. This is in line with provincial intent for housing approvals. These changes remove tools that had been planned to support higher energy efficiency, improved community resiliency to climate change and reduced greenhouse gas (GHG) emissions in new developments.

As noted in the Response to Audit of Climate Change Master Plan Report ([ACS-2025-SI-CCR-0007](#)) approved on September 24, 2025, the City will refocus efforts where it has direct influence. Specifically, the City is prioritizing climate action on City-owned lands and advancing the District Energy Strategy to support low-carbon energy systems. These measures aim to build a local context enabling projects that have high sustainability goals rather than regulating them.

ECONOMIC IMPLICATIONS

Streamlining development application requirements and reducing duplicative review steps will lower soft costs for applicants, shorten approval timelines and create a more predictable development environment. These improvements will directly support increased housing supply, which is essential for Ottawa's long-term economic competitiveness. Employers across key sectors continue to identify housing affordability and availability as barriers to attracting and retaining talent; accelerating new construction helps address this pressure and supports a stable, diverse workforce. The recommendations will also generate near-term economic benefits by enabling earlier construction starts and sustaining jobs in the building trades and related industries. By improving efficiency and reducing barriers, the City strengthens investor confidence, supports ongoing development activity and reinforces Ottawa's overall economic resilience and capacity for growth.

ENVIRONMENTAL IMPLICATIONS

This report recommends the continued requirement for Landscape Plans and Tree Conservation Reports for development applications. The changes proposed for the timing of submission of a Landscape Plan in certain scenarios are administrative in nature. The proposed changes will not impact the effectiveness of Landscape Plans; they create a more efficient approach to plan review in those scenarios. The integration of the consideration of trees into the development application, review, and approval process is key to maintain and grow Ottawa's urban forest over the short and long terms. Trees are a vital part of the City's green infrastructure, providing numerous benefits and services to residents. Through the Official Plan (Section 4.8.2), the Urban Forest Management Plan, and the Tree Protection By-law, Council has recognized the central role the urban forest plays in public health, climate adaptation, and urban planning. Urban trees provide ecosystem services such as shade, mitigation of urban heat island effects, reduced urban run-off, and many mental and physical benefits for residents. Protecting existing trees and planting new trees is a core means of building climate resiliency and ensuring Ottawa is adapting to future climate conditions.

RISK MANAGEMENT IMPLICATIONS

There are no risk implications associated with adopting the recommendations of the report.

RURAL IMPLICATIONS

Development application in the whole of the City, including the rural area are affected by each recommendation of the report.

TERM OF COUNCIL PRIORITIES

This report is directly aligned with the following 2023-2026 Term of Council Priorities:

- A city that has affordable housing and is more liveable for all
- A city that is more connected with reliable, safe and accessible mobility options
- A city that is green and resilient
- A city with a diversified and prosperous economy

SUPPORTING DOCUMENTATION

Document 1 Revised Development Application Study and Plan By-law

Document 2 Revised OPA 47

DISPOSITION

Direct staff to submit the revised Official Plan Amendment to the Ministry of Municipal Affairs and Housing for approval pursuant to the *Planning Act*, subsection 17(21.1) and upon such approval, prepare a by-law and other documents for Council adoption and submission to the Minister for approval.

Document 1

BY-LAW NO. 20XXX - XXX

A by-law of the City of Ottawa respecting information and materials required for certain planning applications and to repeal By-law 2023 - 297.

The Council of the City of Ottawa enacts as follows:

1 . In addition to the prescribed information identified by regulation made under the *Planning Act*, any person or public body that applies for:

- (a) an Official Plan amendment,
- (b) a Zoning By-law amendment,
- (c) a draft Plan of Subdivision approval, or
- (d) Condominium approval, or
- (e) Site Plan Control application, or
- (f) Urban and Village Boundary Expansion Official Plan amendment.

may be required to provide such other information that the City may need either at the time of filing an application or subsequently to assist in resolving any concerns identified through the review of the application.

2. The other information or materials that may be required to be provided is attached as Schedule A. For clarity, each information and material is provided a number which assigns whether the document is required for a particular application type, where:

(1) the letter A means that the information or materials is always required, for that application type.

(2) the letter R means that the information or materials is site specific only in the rural area, for that application type.

(3) the letter C means that the information or materials may be required based on site specific circumstances that are identified in a publicly available terms of reference.

Where no number is provided, the document is not required for that application type.

3. For a Plan of Condominium where there is no existing approved, nor concurrent, development application, the plans and studies required may be expanded to include any that are required for a plan of subdivision, as per Section 9 of the *Condominium Act* and Sections 51, 51.1 and 51.2 of the *Planning Act*. For a Plan of Condominium where there is existing approved, or concurrent, development application(s), the plans and

studies from the existing approved and/or concurrent development application may be used by City staff to inform the Plan of Condominium application.

This by-law may be cited as the Information and Materials for Planning Applications By-law or Development Application Study and Plans By-law as per Section 11.8(2) of the Official Plan.

By-law 2022-254 is repealed.

This by-law shall be deemed to come into force on February 2, 2026

ENACTED AND PASSED this XXX day of January 2026.

SCHEDULE A

Legend: **A**: Always Required City-wide; **R**: Rural, conditional as identified in Terms of Reference; and **C**: Conditional as identified in Terms of Reference.

Name of information or material	OPA	ZBA	Draft Subdivision	Plan of Condominium	SPC
Agricultural Impact Assessment	C	C			
Agrology and Soil Capability Study	R				
Application Form	A	A	A	A	A
Archaeological Assessment	C	C	C		C
Building Elevations		C			A
Environmental Impact Study	C	C	C		C
Environmental Management Plan	C				
Environmental Site Assessment (Phase 1 and Phase 2)		C	C		C
Geotechnical Study	C	C	A		A
Grading and Drainage Plan			A		A
Heritage Act Acknowledgment Report	C	C	C		C
Heritage Impact Assessment	C	C	C		C
Hydrogeological and Terrain Analysis	C	C	C		C
Impact Assessment Study - Mineral Aggregate	C	C	C		C
Impact Assessment Study - Mining Hazards	C	C	C		C
Impact Assessment Study - Waste Disposal Sites / Former Landfill Sites	C	C	C		C
Landscape Plan		C	C		A
Master Servicing Study for Future Neighbourhoods	A				

Name of information or material	OPA	ZBA	Draft Subdivision	Plan of Condominium	SPC
Minimum Distance Separation		R	R		R
Noise Control Study		C	C		C
Plan of Condominium				A	
Plan of Subdivision			A		
Plan of Survey	A	A	A	A	A
Planning Rationale	A	A	A		
Rail Proximity Study		C	C		C
Site Plan		C	C		A
Site Servicing Study		A	A		A
Slope Stability Study		C	C		C
Transportation Impact Assessment		C	C		C
Tree Conservation Report			A		A
Urban and Village Area Boundary Expansion - Infrastructure Capacity Assessment	C				
Urban and Village Area Boundary Expansion – Land Needs Assessment	C				
Urban Design Brief	C	C	C		C
Urban Design Review Panel Report	C	C	C		C
Water Budget Assessment		C	C		C
Wellhead Protection Study		R	R		R

DOCUMENT 2 – OPA 47

**Document 2 – Details of Recommended Official Plan Amendment
47 to the
Official Plan for the
City of Ottawa**

INDEX

THE STATEMENT OF COMPONENTS

PART A – THE PREAMBLE introduces the actual amendment but does not constitute part of Amendment No. 47 to the Official Plan for the City of Ottawa.

PART B and C – THE AMENDMENT constitutes Amendment 47 to the Official Plan for the City of Ottawa.

PART A – THE PREAMBLE

Purpose

Location

Location

Introduction

Basis & Background

Rationale

PART B – THE AMENDMENT

Introduction

Details of the Amendment

Implementation and Interpretation

PART A – THE PREAMBLE

1. Purpose

The purpose of this Official Plan amendment is to list the prescribed information and materials that may be requested as part of an application under the *Planning Act*. The list is currently contained in By-law No. 2023-297 as amended by By-law 2024-444. In addition, other information and materials have been added to reflect Agricultural System and Future Neighbourhood policies included in OPA 46.

2. Location

The amendment affects lands city-wide.

3. Basis & Background

The implementation section is updated to list the prescribed information and materials that may be requested as part of an application under the *Planning Act*. The list is currently contained in a By-law No. 2023-297 as amended by

By-law 2024-444, further proposed to be amended by a By-law to be considered by Ottawa City Council on January 28, 2026.

4. Rational

Section 22(5) of the *Planning Act* allows municipalities to request additional information or material in support of a complete application. However, the additional information, reports and/or studies required must be identified within the Official Plan itself per Section 17(21.1) of the *Act*. With written approval from the Minister of Municipal Affairs and Housing, this amendment will explicitly establish complete application requirements in the Official Plan rather than a separate by-law.

Thirteen different submission requirements have been removed from this proposed Official Plan amendment since June 2025. The submission requirements that have been removed include:

- *Community Energy Plan*
- *Energy Modelling Report*
- *High-performance Development Standard*
- *Mature Neighbourhood Streetscape Character Analysis*
- *Parking Plan*
- *Preliminary Construction Management Plan*
- *Public Consultation Strategy*
- *Shadow Analysis*
- *Wind Analysis*
- *Zoning Confirmation Report*
- *Urban and Village Boundary Expansion – Settlement Area Parcel Analysis*
- *Existing Conditions report for Future Neighbourhoods*
- *Transportation Study for Future Neighbourhoods.*

Few of the study and plan requirements contained in the proposed section 11.8, 3) are required for all application types or in all areas. The *Development Application Study and Plans By-law*, details which requirements apply city-wide, in rural Ottawa, and conditionally based on site specifics in detailed City Terms of Reference. Table 1 below sums the total number of required studies by planning application type that can apply, when in the rural area, city-wide, or on a conditional basis. It also shows the total number of submission requirements by planning application type, before and after these proposed changes.

Table 1. City-wide, Rural only, and Conditional Submission Requirements in Ottawa Development Application Study and Plans By-law:

Application Type and Study Category	Official Plan Amendment	Zoning By-law Amendment	Draft Plan of Subdivision	Draft Plan of Condominium	Site Plan Control
Proposed city-wide requirements	4	4	8	2	9
Proposed rural only conditional requirements	1	3	3	0	3
Proposed conditional requirements	16	20	16	0	15
Total Post-OPA 47 requirements	21	27	27	2	27
For comparison, Pre-OPA 47 requirements	33	31	32	24	32

PART B – THE AMENDMENT

1. Introduction

All of this part of this document entitled Part B - The Amendment consisting of the following text constitutes Amendment No. 47 to the Official Plan for the City of Ottawa.

2. Details

The following changes are hereby made to the Official Plan for the City of Ottawa:

- i. Section 11.8), identified as deletions: ~~red text with a strikethrough~~, for example ~~text~~; and additions: black text in bold and underlined, for example **text**; with the following text:

11.8 Provide direction for ~~pre-application consultations~~ **prescribed** and required ~~prescribed~~ information **and materials for complete applications**

1) Prior to submitting a development proposal, a pre-application consultation meeting is recommended with City staff ~~in order~~ to identify the information **and materials that will be** required at the time of application submission. ~~The City has the authority to request additional information, that will be required as part of a complete application, after further review of the application proposal~~

2) Development shall comply with the complete application submission requirements of the *Planning Act*. ~~The City will maintain a Development~~

~~Application Study policy, which will be reviewed with applicants in the pre-consultation process. To process the application, the City may require additional information and/or reports as listed in the Policy. Section 11.8, Policy 3) lists the information and materials that may be required as part of a complete application. The required additional information and/or reports materials will be identified by City staff in a By-law. in writing after a pre-application consultation or after further review of the development proposal.~~ All required reports information and materials must be completed to the satisfaction of the City or relevant approval authority.

3) In addition to the prescribed information and materials, any person or public body that applies for an Official Plan amendment, Zoning By-law amendment, Plan of Subdivision approval, Condominium approval, Site Plan Control, or Urban and Village Boundary Expansion may be required to provide additional information and materials that the City may need, at the time of filing an application, to deem an application complete. The additional information and materials that may be required to be provided are:

a) Application Form

b) Agrolgy and Soil Capability Study

c) Archaeological Assessment

d) Building Elevations

e) Environmental Impact Study

f) Environmental Management Plan

g) Environmental Site Assessment (Phase 1 and Phase 2)

h) Geotechnical Study

i) Grading and Drainage Plan

j) Heritage Impact Assessment

k) Heritage Act Acknowledgment Report

l) Hydrogeological and Terrain Analysis

m) Impact Assessment Study - Mineral Aggregate

n) Impact Assessment Study - Mining Hazards

o) Impact Assessment Study - Waste Disposal Sites I Former Landfill Sites

- p) Landscape Plan**
- q) Minimum Distance Separation**
- r) Noise Control Study**
- s) Plan of Survey**
- t) Plan of Subdivision**
- u) Plan of Condominium**
- v) Planning Rationale**
- w) Rail Proximity Study**
- x) Site Plan**
- y) Site Servicing Study**
- z) Slope Stability Study**
- aa) Transportation Impact Assessment**
- bb) Tree Conservation Report**
- cc) Urban Design Brief**
- dd) Urban Design Review Panel Report**
- ee) Water Budget Assessment**
- ff) Wellhead Protection Study**
- gg) Urban and Village Area Boundary Expansion – Land Needs Assessment**
- hh) Urban and Village Area Boundary Expansion - Infrastructure Capacity Assessment**
- ii) Agricultural Impact Assessment**
- jj) Master Servicing Study for Future Neighbourhoods**

4) The terms of reference for existing conditions reports and supporting studies to Official Plan Amendment applications to develop a concept plan for small scale urban expansion areas with a Future Neighbourhood Overlay, in accordance with Section 5.6.2, shall be co-developed between the

proponent and City staff to allow for the flexibility of considering unique circumstances associated with a particular Future Neighbourhood area. Pre-application consultation with the City is recommended to provide guidance on the framework for amending the existing secondary plans, existing community design plans, and/or developing new area-specific policies for the application to remove the Future Neighbourhood Overlay.

5) After the City has deemed an application complete, the City may require additional information and materials as listed in Policy 3); however, the provision of such additional information and materials will not change the date that the application was originally deemed complete.

6) 3) For each of the ~~studies~~ additional information and materials listed in a ~~Development Application Study policy~~ Policy 3), the City will provide terms of reference and/or guidelines outlining study requirements. These terms of reference and/or guidelines are meant to set the minimum standards for the study submission expectations, required as part of a complete application. ~~These terms of reference and/or guidelines may be provided through a By-law.~~

7) In addition to the prescribed information required by the *Planning Act* and the additional information and materials listed in Policy 3), other information and materials may be requested by the City during the pre-application consultation process or after an application has been deemed complete through the review process. However, the provision of the other information and materials is not required for an application to be deemed complete by the City, nor will the provision of the other information and materials change the date that the application was originally deemed complete. This other information and materials may be requested to:

- a) assist in understanding, evaluating and making recommendations on the application; and**
- b) ensure that sufficient information and materials, in an appropriate format, can be made available to the commenting agencies; the public; City Council; and delegated approval authorities.**

8) 4) Applications for alteration or development on properties designated under the *Ontario Heritage Act* or notices required for demolition on listed properties under the *Ontario Heritage Act*, shall include information outlined in an applicable Heritage Conservation Districts plan or guidelines, procedural documents approved by Council, information required by any future amendments to the *Ontario Heritage Act*, ~~or the Development Application Study policy~~ and may include information listed and materials listed in Policy 3) above.

- ii. Section 12.2, policy 1, delete sub-policy g) in it's entirety and renumber the subsequent bullets accordingly.

3. Implementation and Interpretation

Implementation and interpretation of this Amendment shall be in accordance with the policies of the Official Plan for the City of Ottawa.

