

Old Ottawa East Planning Committee (OOEPC)
Terms of Reference
(Final - Approved OOECA Board, May 10, 2022)

A. Purpose

The Old Ottawa East Planning Committee (OOEPC) is a standing committee of the Old Ottawa East Community Association (OOECA); OOEPC engages with a range of short- and long-term planning and zoning matters that affect the development, and redevelopment, on community lands in order to protect, support, and improve the overall liveability of the Old Ottawa East neighbourhoods.

B. Objectives and Implementation

Broadly, OOEPC understands the Old Ottawa East Community Design Plan (CDP) and the Old Ottawa East Secondary Plan (SP) as key guidelines and policies for the community's built-environment vision. The work of OOEPC seeks to ensure that both the visionary principles and regulatory restrictions of these are manifested in any design, development, maintenance or reconstruction of the neighbourhood's physical environment.

This broad goal is supported by the following activities:

- **Support and protect** the community's interests in any proposed changes to regulatory or legislative frameworks: When regulatory bodies such as the City seek to introduce changes to planning policies (e.g., Official Plan, Greenspace Master Plan), or land use requirements (e.g., Zoning By-Law), or policies that may impact matters under the purview of OOEPC, members will review and assess these and, where needed, will provide comments, participate in consultations, and advocate for appropriate modifications.

While the principal salient regulatory body is the City, other entities, including federal (e.g., NCC) or provincial (e.g., Ministry of Municipal Affairs and Housing (MMAH)) may propose matters requiring OOEPC deliberation.

- **Review and assess** various development applications or proposed initiatives within Old Ottawa East. These include applications to the Committee of Adjustment for minor variances and consents to sever ("severances"); and applications to and proposals from the City for site plan approvals, zoning by-law amendments and Official Plan amendments, etc. OOEPC will review and assess these and comment within the designated time limit.

OOEPC will monitor the City's Development Application Search tool (<https://devapps.ottawa.ca/en> (DevApps)) to stay aware of what's being proposed that may affect Old Ottawa East and will work with the councillor of Capital Ward and his staff to ensure that the committee is aware of proposed applications and can discuss and consult with the community.

In some cases, OOEPC may be required to approach the board of the OOECA for approval to launch a formal or legal appeal of a planning application decision to the Ontario Land Tribunal (OLT) in order to protect the interests of OOE.

- **Monitor** development or construction projects: monitor projects for compliance with plans, permits, agreements, and processes. Project monitoring includes sensitivity to related factors such as protection of heritage or impacts on climate change.
- **Help** residents of Old Ottawa East understand planning and decision making processes; advise community members on planning issues and assist them in dealing with municipal planning approval mechanisms.
- **Communicate** the work of OOEPC to the community and solicit community feedback: Post salient updates on the OOECA website.
 - Maintain productive communication with the ward Councillor and his or her office; OOEPC will liaise with the Councillor and Councillor's office through OOEPC's Chair.
- **Create opportunities** for the enhancement of the enjoyment and livability of Old Ottawa East neighbourhoods: OOEPC members are encouraged to look for opportunities that enhance the enjoyment of life for all residents of Old Ottawa East through its built environment (e.g., advocate for pathway linkages throughout the community).

C. Membership and Responsibilities

OOEPC endeavours to have diversity in its membership, and to have representation of all Old Ottawa East neighbourhoods (i.e., North of Queensway, Archville, Lees Ave./Lees Station, Spenceville, Greystone Village/Corners on Main, Main Street, Canal South, Brantwood-Rideau Gardens); committee members are volunteers from the community and should be household members of the OOECA, but need not be members of the OOECA Board.

Committee members are expected to attend monthly meetings (currently scheduled for the first Tuesday of the month except in July and August when no meetings will be held unless there is a compelling reason).

Committee members are encouraged to provide comments on ongoing planning issues:

- Committee members are not required to have a planning background, in fact, general community participation is encouraged, however, members without a planning background are encouraged to gain familiarity with the planning decision making framework by participating in the City's free planning seminars, especially Planning Primers 1 and 2 (<https://ottawa.ca/en/planning-development-and-construction/learn-about-planning-process/planning-primer>);
- New members should review the Old Ottawa East Community Design Plan (<https://ottawa.ca/en/old-ottawa-east-community-design-plan>) and the Old Ottawa

East Secondary Plan (appended to these terms of reference and on the OOECA website).

The Chair of OOEPCC is an elected member of the board of the OOECA; the OOEPCC Chair calls and presides upon OOEPCC meetings, and represents OOEPCC on the OOECA board.

OOEPCC decisions shall be decided by a simple majority of the committee members; in the event of a tie, the Chair shall cast the deciding vote.

OOEPCC will suggest a maximum of four members for OOECA Board approval to sign Non-Disclosure Agreements with the City and attend Pre-Application Development Consultation meetings when called by the City; these candidate suggestions will be presented to the OOECA Board not later than the month prior to the expiry of existing Non-Disclosure Agreements, or, in the event such an OOECA Board meeting date would fall during its summer recess, in the month prior to the OOECA's summer recess. Selected members will be bound by the terms of their Non-Disclosure Agreements, but will nonetheless, be expected to provide feedback in accordance with the guiding principles of OOEPCC.

D. Scope

Notwithstanding the objectives, responsibilities, duties, and work of OOEPCC and its members:

- All publicly expressed viewpoints or policy positions of OOEPCC (with the exception of positions taken on Committee of Adjustment applications) should, at a minimum, be approved by the OOECA President; in certain cases the OOECA President will be the public representative of a viewpoint or policy position recommended by OOEPCC.
- Any expenditure of funds recommended by OOEPCC requires OOECA board approval. In addition, in the case of expenditures in excess of \$1,000 approval of a special general meeting of the OOECA is also required; with prior board approval, a special general meeting for this purpose may be scheduled.