



To: Councillors Leiper and Gower,

As you know, Council, recently directed that "the City Clerk bring forward to the Finance and Economic Development Committee and Council in Q2 of 2023 a report and recommendations regarding matters relating to advisory bodies such as the Advisory Committees". We very much look forward to the Clerk's report.

New measures that contribute to the Planning Advisory Committee (PAC) becoming more productive and more useful in assisting the Planning and Housing Committee would be a welcome step in the right direction.

We also are very much encouraged that Mayor Sutcliffe and Council members have expressed their intention to prioritise good governance, enhanced transparency and accountability as a focal lens for enhanced public engagement. That too is a welcome step in the right direction.

In the previous Term of Council, the PAC was used sparingly; meeting twice or three times yearly and focussed mainly on a review of the Planning Department's Annual Workplan and on progress towards its completion. The PAC has much more to offer in terms of efficiency, effectiveness and public transparency. With that in mind, we offer the following recommendations for your consideration:

(a) Convene the PAC at least quarterly, and at other times, as appropriate, at the call of the Chair.

(b) Provide the PAC with more opportunities to engage and collaborate meaningfully with city planning staff and with the Planning & Housing Committee.

(c) Ensure that the PAC has the administrative/organisational support needed to do more efficiently and effectively what it is meant to do.

(d) Improve the effectiveness of the PAC by ensuring that the agenda, minutes of the prior meeting, and supporting documentation are circulated no less than 5 business days in advance of the next meeting.

(e) Ensure that meeting minutes include a substantive summary of topic discussions; a record of any decisions taken; a list of outstanding items and/or queries to staff for follow up; as well as pertinent documents from the previous meeting.

(f) To increase public awareness of the PAC's meetings, include public advisories of PAC meetings in the City's weekly notice of upcoming meetings at City Hall.

(g) As future PAC meetings are likely to be held online, ensure that livestream and recorded meetings are posted on the City's YouTube channel.

(h) Ensure that meeting minutes (including outstanding items and queries/responses) are provided to PAC members and accessible to the general public on a timely basis; at least 5 days in advance of any scheduled meeting. (The Minutes of the most recent PAC Meeting (22 June 2022) are not yet available on the City's Engage Ottawa portal. The Minutes of the two prior meetings remain "inaccessible". The links appear to be broken).

(i) Circulate the minutes of PAC meetings to the Clerk of Council's Planning & Housing Committee for distribution to Committee members.

(j) At the request of the PAC and with the concurrence of the Council committee chair, include PAC recommendations on the agenda of Planning & Housing Committee for committee consideration.

We would be pleased to meet with you at your convenience to continue the conversation.

Best regards,

Roland Dorsay  
Chair, FCA External Relations Committee

Carolyn Mackenzie  
FCA representative to the PAC

cc:

City Clerk  
Planning & Housing Committee members  
Don Herweyer  
Charmaine Forgie  
FCA Board & FCA External Relations Committee  
Carolyn Mackenzie (FCA)  
Cal Kirkpatrick (BOMA)  
David Renfroe (GOHBA)

