

New Practices for the Review of Development Applications

(City Council on December 14, 15 and 16, 1999, amended this Clause:

- (1) by amending the report dated November 26, 1999, from the Acting Commissioner, Urban Planning and Development Services, as amended by the Planning and Transportation Committee, by:
 - (a) inserting in Recommendation No. (1)(i)(a) the word “working” between the words “ten” and “days”, so that such recommendation shall now read as follows:

“(1)(i)(a) staff be required to notify the Ward Councillor(s) in writing, ten working days prior to approving site plan control applications, to permit the Councillor the opportunity to request that a report be prepared for the approval of the Community Council;”;*
 - (b) by amending Recommendation No. (1)(iv) to read as follows:

“(1)(iv) use of preliminary reports, for applications to amend the official plan or zoning by-law, be limited to identifying issues;”;*
 - (c) by inserting in Recommendation No. (2)(i) after the words “City Council”, the words “through the respective Community Council”, so that such recommendation shall now read as follows:
“(2)(i) to delegate authority to approve applications for site plan control approval to the Chief Planner or delegate(s), subject to a provision for the Ward Councillor(s) to request a ‘bump-up’ to City Council, through the respective Community Council, for approval;”;* and
 - (d) by amending Appendix 3 to such report, insofar as it pertains to Site Plan Control, to provide that all properties within 30 metres of the stable top of bank of ravines are subject to site plan control;**
- (2) by adding to Recommendation No. (3) of the Planning and Transportation Committee the words, “and in the case of large development applications which abut more than one Ward, all affected Councillors be so notified”, so that such recommendation shall now read as follows:

“(3) the Ward Councillor(s) be notified of any application and pre-meetings that have been held, and that the applicant be requested to meet with the Councillor(s) prior to the application being filed, and, in the case of large development applications which abut more than one Ward, all affected Councillors be so notified;”;*

(3) *to provide that tree protection and preservation shall be considered at the re-zoning application stage; and*

(4) *by adding thereto the following:*

“It is further recommended that:

(a) *the development review process be governed by principles of fairness and equality in all dealings with applicants and potentially affected third parties;*

(b) *seasonal inflatable buildings be subject to site plan control; and*

(c) *the Acting Commissioner of Urban Planning and Development Services be requested to submit reports to the Planning and Transportation Committee outlining:*

(i) *the definition of what is to be covered by staff in a preliminary report; and*

(ii) *realistic staffing requirements to satisfy City Council and citizen expectations.”)*

The Planning and Transportation Committee recommends that:

(1) the report (November 26, 1999) from the Acting Commissioner, Urban Planning and Development Services be adopted subject to amending the recommendations listed in Appendix A of the report, by:

(a) adding the following additional Recommendation (10(iv)):

“(10 (iv)) that properties abutting railroad tracks not be exempted from site plan control”;

(b) amending Recommendation (11(ii)) by adding at the end thereof, the words:

“similar to the practice currently undertaken by the former City of Etobicoke, and subject to cost recovery;”

(c) adding the following additional Recommendation (11(iii)):

“(11(iii)) an enhanced notification area with input from the area Councillor(s)”;

so that these recommendations now read as follows:

“(1) Council endorse the following principles as the foundation for new practices in City Planning:

- (i) delegation of authority to staff, as permitted by statute, to approve applications for site plan control approval, various classes of consents, draft condominium approval (except for conversion of rental housing) and authority to execute, amend and release site plan agreements on behalf of the City subject to:**

 - (a) staff be required to notify the Ward Councillor(s) in writing, ten days prior to approving site plan control applications, to permit the Councillor the opportunity to request that a report be prepared for the approval of the Community Council; and**
 - (b) prior to the execution of an amending site plan agreement, the Ward Councillor(s) be consulted;**
- (ii) a case management system which provides for a continuity of planning staff assignments from the beginning to the completion of any project and that the planner in charge of a project have available specific expertise that may be required, in particular urban planning design and landscape planning resources;**
- (iii) a one-window review and comment process which is streamlined to the essential agencies and which establishes time frames for responses, to be determined in consultation with the senior management of affected departments and agencies, boards and commissions;**
- (iv) use of preliminary reports, for applications to amend the official plan or zoning by-law, to identify issues, set up a community consultation process and to establish a target for delivery of a final recommendation report and statutory public meeting;**
- (v) provision for roundtable meetings between applicants and empowered staff from City departments to identify issues, technical studies needed and other relevant matters early in the review process;**
- (vi) use of plain language and common formats in reports to Council, notices to the public and agreements related to development approvals;**
- (vii) use of informal and formal dispute resolution throughout the approval process to avoid appeals and referrals to the Ontario Municipal Board; and**
- (viii) community meetings, held in conjunction with planning applications be chaired by the Ward Councillor(s) or, at the option of the Councillor(s), by Planning staff;**

- (2) the City Solicitor be directed to prepare by-laws for presentation to and approval by City Council as follows:
- (i) to delegate authority to approve applications for site plan control approval to the Chief Planner or delegate(s), subject to a provision for the Ward Councillor(s) to request a “bump-up” to City Council for approval;
 - (ii) to establish areas of site plan control on a consistent basis across the City, establishing appropriate thresholds defining the intensity of development or redevelopment which would require the submission of an application for site plan approval as detailed in this report;
 - (iii) to delegate authority to grant draft condominium approvals except for applications involving the conversion of rental housing, and exemptions from draft approval as appropriate, to the Chief Planner or delegate(s);
 - (iv) to delegate approval authority for the creation of new lots by consent to the Committee of Adjustment as permitted under Section 54 of the Planning Act;
 - (v) to delegate approval authority for all consents, other than the creation of new lots, to the Secretary-Treasurer of the Committee of Adjustment or delegate(s) in accordance with Section 54(2) of the Planning Act;
 - (vi) to delegate authority to execute, amend and release agreements as required, to the Chief Planner or delegate(s), subject to a requirement to consult with the Ward Councillor(s) prior to amending such agreements;
- (3) the City Solicitor be authorized and directed to prepare and present for Council approval, standard form agreements as required and authorized by the Planning Act and any other statutes, to replace standard form agreements currently in use;
- (4) Council request the Province of Ontario to amend the Planning Act to delete the requirements for a public meeting in conjunction with plans of subdivision;
- (5) the Acting Commissioner, Urban Planning and Development Services be directed to report on the implications of expanding site plan inspection services, as currently provided in the former City of Scarborough, on a City-wide basis;

- (6) the Acting Commissioner, Urban Planning and Development Services be directed to bring forward any amendments to the Official Plans of the former municipalities required to implement the findings of this report;**
- (7) the Acting Commissioner, Urban Planning and Development Services be directed to bring forward a report to the Planning and Transportation Committee recommending a new structure for the Committee(s) of Adjustment;**
- (8) the Acting Commissioner, Urban Planning and Development Services be directed to bring forward a report to the Planning and Transportation Committee recommending new practices for harmonizing the Committee of Adjustment function;**
- (9) Appendix 2, Revised Process: Site Plan Approval, attached to the report (June 25, 1999) from the Commissioner, Urban Planning and Development Services be replaced by a revised Appendix 2 which reflects the change to the bump-up provision which requires a 10-day notification letter prior to approval by staff;**
- (10) Appendix 3, Site Plan Approval Exemptions, attached to the report (June 25, 1999) from the Commissioner, Urban Planning and Development Services be amended as follows:**
 - (i) telecommunications equipment not be exempted from site plan control;**
 - (ii) school portables not be exempted from site plan control;**
 - (iii) commercial parking lot additions not be exempted from site plan control; and**
 - (iv) properties abutting railroad tracks not be exempted from site plan control;**
- (11) the Acting Commissioner, Urban Planning and Development Services be directed to report further on the following:**
 - (i) studies related to a project over a certain threshold be commissioned by the City of Toronto at the expense of the applicant and that the Acting Commissioner be requested to report further on a suitable threshold; and**
 - (ii) a strategy for notifying business and residential tenants of community meetings and public meetings and for cost recovery from applicants, similar to the current practice undertaken by the former City of Etobicoke, and subject to cost recovery; and**

- (iii) an enhanced notification area with input from the area Councillor(s);”
- (2) Appendix 2 titled “Revised Process: Site Plan Approval” of the report (November 26, 1999) be amended by deleting from Box No. 6, the words “within two weeks of circulation”, so as to read:
- ‘Ward Councillor or applicant requests approval “bumped-up” ’**
- (3) the Ward Councillor(s) be notified of any application and pre-meetings that have been held, and that the applicant be requested to meet with the Councillor(s) prior to the application being filed;
- (4) the interior of industrial sub divisions be exempted from site plan control unless specifically designated;
- (5) the preliminary report be limited to an identification of the application and the facts associated with it, in addition to setting out a process for community consultation and timelines for delivery of the final report;
- (6) wherever possible, site plans be developed concurrently with zoning applications;
- (7) townhouses and those covered by severances be subject to site plan control;
- (8) Councillors be notified of, and invited to attend or send a representative, to all scheduled meetings between Planning staff and the applicant; and
- (9) the process for the review of development applications be governed by principles of fairness and equality in all dealings with the applicant and affected parties.

The Planning and Transportation Committee reports, for the information of Council, having supported the following motion:

“That the North York Garment Districts and the Downsview Lands be specifically designated”

and requested the Acting Commissioner, Urban Planning and Development Services to report to the Planning and Transportation Committee on this matter.

The Planning and Transportation Committee submits the following report (November 26, 1999) from the Acting Commissioner, Urban Planning and Development Services:

Purpose:

This report provides further information following meetings with the New Practices Sub-Committee and with representatives of CUPE Local 79. A consolidated list of

recommendations, incorporating the July 27 and October 27 reports and this report, is attached as Appendix 'A'.

Financial Implications and Impact Statement:

A number of the issues discussed in this report may have financial implications.

Recommendation:

It is recommended that the consolidated recommendations attached as Appendix 'A' be approved.

Background:

At the November 1, 1999 meeting, Planning and Transportation Committee deferred consideration of my June 25, 1999 report and my supplementary report dated October 19, 1999. The Committee struck a sub-committee, including Councillors Flint, Moscoe, Filion, McConnell, Lindsay-Luby and staff, which was to meet to discuss the issues raised by the North York Community Council.

Further, staff were directed to meet with representatives of CUPE Local 79 and to report back on the outcome of that meeting.

Comments:

The sub-committee met on November 22 and had a good discussion of the issues raised by the Community Councils. As a result, the sub-committee has agreed to a number of revisions to the recommendations contained in the reports presented at the July 27 and November 1 meetings of Planning and Transportation Committee.

A consolidated list of recommendations is attached to this report as Appendix 'A'. New or revised recommendations are underlined. Staff have agreed to prepare additional reports on certain issues as noted in the consolidated recommendations.

Regarding the concern raised by CUPE Local 79, staff have agreed to withdraw the recommendation pertaining to certificates of completion.

The sub-committee did not reach an agreement on the proposed site plan control exemptions for certain industrial areas. Staff remain convinced that the exemption levels as originally submitted are appropriate.

Conclusions:

The revised and consolidated recommendations, attached as Appendix 'A' are a reasonable response to the issues raised at Planning and Transportation Committee and the Community Councils. Staff believe that adoption of these recommendations is critically important to future City building decisions.

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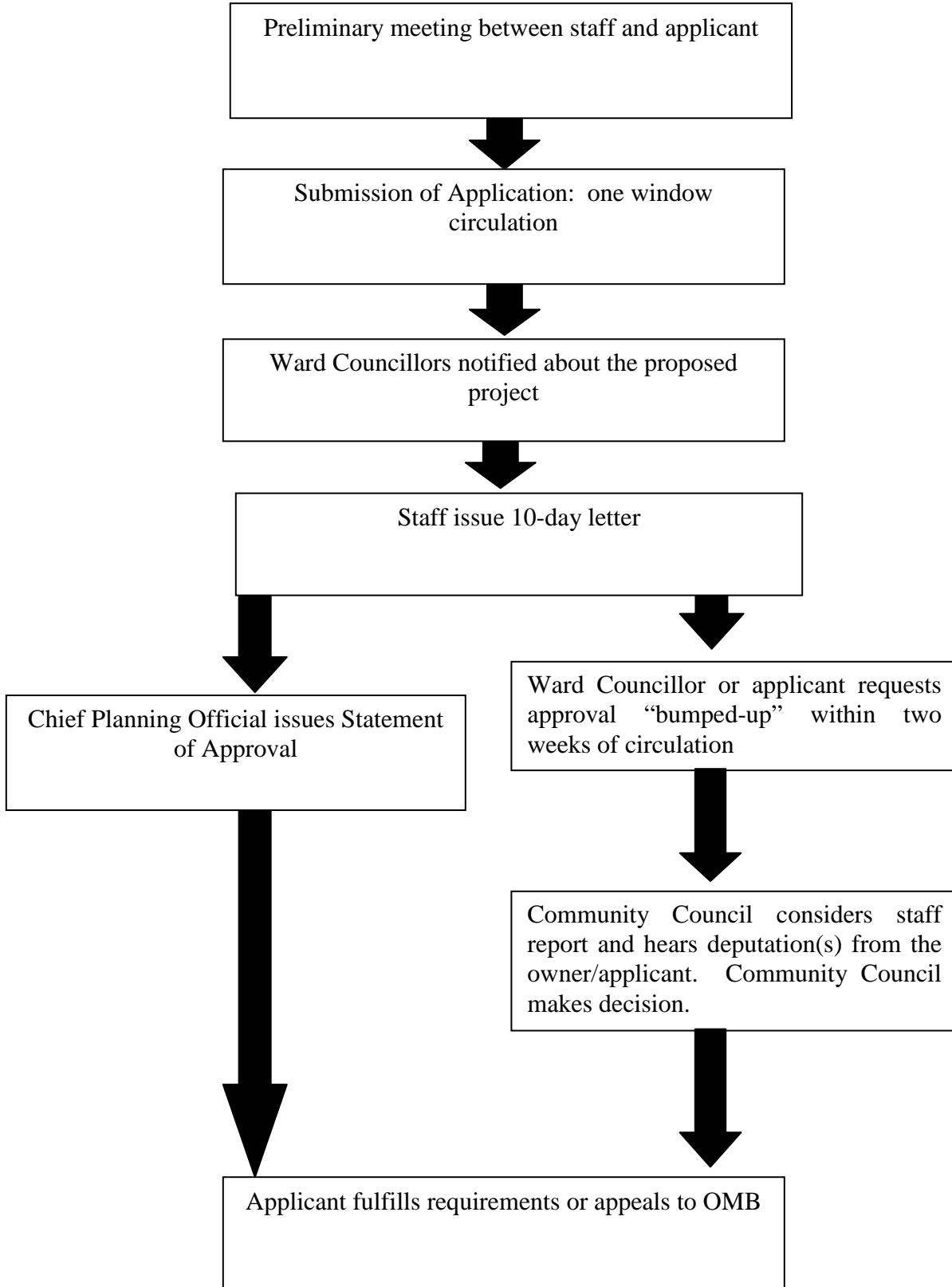
Appendix 'A'

- (1) Council endorse the following principles as the foundation for new practices in City Planning:
 - (i) delegation of authority to staff, as permitted by statute, to approve applications for site plan control approval, various classes of consents, draft condominium approval (except for conversion of rental housing) and authority to execute, amend and release site plan agreements on behalf of the City subject to:
 - (a) staff be required to notify the Ward Councillor(s) in writing, ten days prior to approving site plan control applications, to permit the Councillor the opportunity to request that a report be prepared for the approval of the Community Council;
 - (b) prior to the execution of an amending site plan agreement, the Ward Councillor(s) is to be consulted.
 - (ii) a case management system which provides for a continuity of planning staff assignments from the beginning to the completion of any project and that the planner in charge of a project have available specific expertise that may be required, in particular urban planning design and landscape planning resources;
 - (iii) a one-window review and comment process which is streamlined to the essential agencies and which establishes time frames for responses, to be determined in consultation with the senior management of affected departments and agencies, boards and commissions.
 - (iv) use of preliminary reports, for applications to amend the official plan or zoning by-law, to identify issues, set up a community consultation process and to establish a target for delivery of a final recommendation report and statutory public meeting;
 - (v) provision for roundtable meetings between applicants and empowered staff from City departments to identify issues, technical studies needed and other relevant matters early in the review process;
 - (vi) use of plain language and common formats in reports to Council, notices to the public and agreements related to development approvals;
 - (vii) use of informal and formal dispute resolution throughout the approval process to avoid appeals and referrals to the Ontario Municipal Board;

- (viii) community meetings, held in conjunction with planning applications be chaired by the Ward Councillor(s) or, at the option of the Councillor(s), by Planning staff.
- (2) The City Solicitor be directed to prepare by-laws for presentation to and approval by City Council as follows:
- (i) to delegate authority to approve applications for site plan control approval to the Chief Planner or delegate(s), subject to a provision for the Ward councillor(s) to request a “bump-up” to City Council for approval;
 - (ii) to establish areas of site plan control on a consistent basis across the City, establishing appropriate thresholds defining the intensity of development or redevelopment which would require the submission of an application for site plan approval as detailed in this report;
 - (iii) to delegate authority to grant draft condominium approvals except for applications involving the conversion of rental housing, and exemptions from draft approval as appropriate, to the Chief Planner or delegate(s);
 - (iv) to delegate approval authority for the creation of new lots by consent to the Committee of Adjustment as permitted under Section 54 of the Planning Act;
 - (v) to delegate approval authority for all consents, other than the creation of new lots, to the Secretary-Treasurer of the Committee of Adjustment or delegate(s) in accordance with Section 54(2) of the Planning Act;
 - (vi) to delegate authority to execute, amend and release agreements as required, to the Chief Planner or delegate(s), subject to a requirement to consult with the Ward Councillor(s) prior to amending such agreements.
- (3) The City Solicitor be authorized and directed to prepare and present for Council approval, standard form agreements as required and authorized by the Planning Act and any other statutes, to replace standard form agreements currently in use.
- (4) Council request the Province of Ontario to amend the Planning Act to delete the requirements for a public meeting in conjunction with plans of subdivision.
- (5) Staff be directed to report on the implications of expanding site plan inspection services, as currently provided in the former City of Scarborough, on a City-wide basis.
- (6) Staff be directed to bring forward any amendments to the Official Plans of the former municipalities required to implement the findings of this report.
- (7) Staff be directed to bring forward a report to the Planning and Transportation Committee recommending a new structure for the Committee(s) of Adjustment.

- (8) Staff be directed to bring forward a report to the Planning and Transportation Committee recommending new practices for harmonizing the Committee of Adjustment function.
- (9) Appendix 2, Revised Process: Site Plan Approval, attached to the July 27 staff report be replaced by a new Appendix 2 which reflects the change to the bump-up provision which requires a 10-day notification letter prior to approval by staff.
- (10) Appendix 3, Site Plan Approval Exemptions, attached to the July 27 staff report be amended as follows:
 - (i) Telecommunications equipment not be exempted from site plan control;
 - (ii) school portables not be exempted from site plan control;
 - (iii) commercial parking lot additions not be exempted from site plan control.
- (11) That staff be directed to report further on the following:
 - (i) Studies related to a project over a certain threshold be commissioned by the City of Toronto at the expense of the applicant and that staff be requested to report further on a suitable threshold;
 - (ii) a strategy for notifying business and residential tenants of community meetings and public meetings and for cost recovery from applicants.

APPENDIX 2: REVISED PROCESS: Site Plan Approval



The Planning and Transportation Committee also submits the following report (June 25, 1999) from the Commissioner of Urban Planning and Development Services:

Purpose:

This report proposes new practices for the review of development applications and for the delivery of City Planning services across the City. In adopting the recommendations of Report No. 9 of the Special Committee to Review the Final Report of the Toronto Transition Team (July 29, 1998), City Council has set a direction for a clear and consistent process, increased delegation of authority to staff and early identification of issues of City-wide interest. This report has been developed in consultation with other department colleagues who are involved in the review of development applications.

Financial Implications:

There are no costs associated with the recommendations in this report.

Recommendations:

It is recommended that:

- (1) this report be referred to the Community Councils for review and comment to the Planning and Transportation Committee for its October 4, 1999 meeting;
- (2) Council endorse the following principles as the foundation for new practices in City Planning:
 - (i) delegation of authority to staff, as permitted by statute, to approve applications for site plan control approval, various classes of consents, draft condominium approval (except for conversion of rental housing) and authority to execute, amend and release site plan agreements on behalf of the City;
 - (ii) a case management system which provides for a continuity of planning staff assignment from the beginning to the completion of any project;
 - (iii) a one-window review and comment process which is streamlined to the essential agencies and which establishes time frames for responses;
 - (iv) use of preliminary evaluation reports, for applications to amend the official plan or zoning by-law, to identify issues, set up a community consultation process and to establish a target for delivery of a final recommendation report and statutory public meeting;
 - (v) provision for roundtable meetings between applicants and empowered staff from City departments to identify issues, technical studies needed and other relevant matters early in the review process;

- (vi) use of plain language and common formats in reports to Council, notices to the public and agreements related to development approvals; and
 - (vii) use of informal and formal dispute resolution throughout the approval process to avoid appeals and referrals to the Ontario Municipal Board;
- (3) the City Solicitor be directed to prepare by-laws for presentation to and approval by City Council as follows:
- (i) to delegate authority to approve applications for site plan control approval to the Chief Planner or delegate(s), subject to a provision for the Ward Councillor(s) to request a 'bump-up' to City Council for approval;
 - (ii) to establish areas of site plan control on a consistent basis across the City, establishing appropriate thresholds defining the intensity of development or redevelopment which would require the submission of an application for site plan approval as detailed in this report;
 - (iii) to delegate authority to grant draft condominium approvals except for applications involving the conversion of rental housing, and exemptions from draft approval as appropriate, to the Chief Planner or delegate(s);
 - (iv) to delegate approval authority for the creation of new lots by consent to the Committee of Adjustment as permitted under Section 54 of the Planning Act;
 - (v) to delegate approval authority for all consents, other than the creation of new lots, to the Secretary-Treasurer of the Committee of Adjustment or delegate(s) in accordance with Section 54(2) of the Planning Act;
 - (vi) to delegate authority to execute, amend and release agreements as required, to the Chief Planner or delegate(s).
- (4) the City Solicitor be authorized and directed to prepare and present for Council approval, standard form agreements as required and authorized by the Planning Act and any other statutes to replace standard form agreements currently in use;
- (5) Council request the Province of Ontario to amend the Planning Act to delete the requirements for a public meeting in conjunction with plans of subdivision;
- (6) staff be authorized to accept certificates of completion from Provincially registered professionals as proof of compliance with City requirements and Provincial statutes with regard to site plan approval and condominium registration;
- (7) staff be directed to bring forward any amendments to the Official Plans of the former municipalities required to implement the findings of this report;

- (8) staff be directed to bring forward a report to the Planning and Transportation Committee recommending a new structure for the Committee(s) of Adjustment;
- (9) staff be directed to bring forward a report to the Planning and Transportation Committee recommending new practices for harmonizing the Committee of Adjustment function; and
- (10) staff in the Urban Planning and Development Services Department, Corporate Services Department, Economic Development Culture and Tourism Department, and Works and Emergency Services Department, be authorized to undertake necessary actions to give effect to these recommendations.

Background:

A commitment to identify best practices was outlined in the Toronto Area Urban Development/Planning Commissioners' August 1997 report to the Transition Team. In its December 1997 'New City, New Opportunities' report, the Transition Team promoted the use of best practices during amalgamation, stressing that the new City should build on what works best now.

On July 29, 1998 Council considered Report No. 9 of the Special Committee to Review the Final Report of the Toronto Transition Team as submitted by the Chair, Councillor David Miller. That report calls for the development of a protocol for the processing of planning matters based on the following principles:

- (i) the guidelines should provide clarity of interpretation, yet allow for flexibility in application;
- (ii) the matter shall be considered to be of local interest and shall be processed through the Community Councils unless identified by Council as having a city-wide interest;
- (iii) decisions regarding how planning matters are routed through committees of Council should be made as early as possible;
- (iv) Community Councils should continue to have input in planning matters identified to be of City-wide interest; and
- (v) only one Committee of Council should make recommendations to Council on any given planning matter.

At that same July 29, 1998 meeting Council adopted guidelines for determining City-wide interests in planning matters and a protocol for routing City-wide matters through the decision-making structure. The guidelines and protocol appear to be functioning satisfactorily and there is no need to amend them at this time.

Introduction:

The City Planning Division of Urban Planning and Development Services (UPDS) processed over 4,500 applications in 1998, ranging from complex official plan and zoning by-law amendments involving thousands of new residential units, to minor variance applications involving minute adjustments to zoning requirements. The projects cover the continuum from complex mixed-use developments to small infill projects.

Practices of the seven former Planning Departments in dealing with these applications stem from the cultures of the former cities as formalized in various by-laws and Council directions in the form of resolutions. Given the common enabling legislation, the Planning Act, the difference in practices is remarkable, but understandable given the disparate priorities of the former Councils and the different levels of resources available to carry out Council's directions.

Obviously the service levels also varied between the former municipalities. Upon review, it appears that not all the practices warranted the time, effort and resources that were dedicated to them. While in other areas it is obvious that the practices would have benefited from additional resources. Amalgamation has provided the opportunity to amalgamate resources and the impetus for fresh approaches focussed on value-added services and functions.

A review of the current planning practices was undertaken. During the review, input was received from many of our partners in the planning process: applicants, Councillors, residents and businesses and colleagues from other departments and jurisdictions.

The expectations of our client groups are very clear.

Applicants urge the City to increase the efficiency of its business practices by streamlining existing processes with a co-ordinated case management approach using one-window review and comment, thereby allowing for better risk management and early responses to issues.

The public deserves an open process and early involvement as a partner in decision-making, community-based meetings in addition to Community Council debates and the opportunity for greater use of mediation to resolve issues. As described in the Miller Committee Report, the purpose is to 'emphasize the importance of citizen involvement as a fundamental organizing principle of the City's political governance structure.'

Councillors demand high quality planning services which are consistent City-wide but adaptable to meet local needs, along with excellent customer service and clear definition of who is responsible. Administrative processes must ensure an effective role for the Ward Councillors and ensure that internal communication links to the Councillors' offices work smoothly and consistently.

There are critical decisions that must be made by Council in order to reconcile the expectations of client groups given current resources, statutory requirements and Council's commitment to the enhancement of the quality of life in our City. By adopting streamlined processes, harmonizing procedures and delegating authority to staff, where appropriate, Council will be able to focus on key governance issues for Toronto while providing staff with the tools to undertake necessary administrative and technical approvals.

Staff's proposals for new practices and procedures are set out in the following pages. These proposals are the framework within which detailed procedures will be developed for the use of line staff.

1. Basic Business Rules

Common ways of conducting business are essential in order to expedite information flow to the Ward Councillors, to ensure that residents are an integral part of a principled development review process and to provide consistently uniform comments on similar issues. It also allows for easier movement of staff if workloads fluctuate. The basic business rules to be followed by all district offices are outlined in the following paragraphs.

(a) Case management for all planning applications

The approach towards the management and co-ordination of planning applications varied between the former municipalities. In some municipalities a case management approach was used to deal with planning applications, in other municipalities separate sections of the department dealt with different types of applications on the same site. For instance, one planner would be assigned to the rezoning file on a site, while another planner would be responsible for the site plan review on the same site.

In case management, one planner is assigned responsibility for facilitating the progress of planning approvals for a development project from start to finish, and ensuring a smooth transition to the building permit stream. It is recommended that this approach be applied to all types of planning applications. It provides opportunities to integrate the review process with other service areas, such as Transportation Services, Water and Waste Water Services, Building, and others. Planners have the particular skill sets necessary to act as team leaders for implementing case management.

(b) Pre-application meeting between staff and applicant

Planning staff will encourage and co-ordinate a pre-application meeting to provide background information and advice. The applicant will benefit from increased certainty on expectations and issues. The objective is to reduce processing time and costs. Appendix 1 generally illustrates the revised process for official plan and zoning by-law amendments, as further discussed in the following sub-sections.

(c) One-window circulation of applications

'One-window' circulation is a review and approval process that is streamlined by clearly identifying the essential players and has set turn-around targets. Related applications involving official plan amendments, zoning by-law amendments and site plan approvals are processed together whenever possible.

Roundtable sessions, where the applicant meets with empowered representatives of the appropriate departments, will be scheduled on a regular basis to promote the flow of information and problem solving. These meetings will allow for the early identification of issues, and promote early and open discussion of possible solutions to problems. From the City's perspective they are efficient as it would allow staff whose home bases are often in different locations to meet at one location in the district and deal with several applications at the same time rather than having to set up multiple meetings.

The one-window approach presents an excellent opportunity to further streamline review of development applications in consultation with colleagues in other related service areas. The details of implementation are now being worked out with these corporate colleagues.

(d) Preliminary evaluation reports for official plan and zoning amendment applications

The Community Councils have the central role in assessing major redevelopment proposals at the community level and in identifying City-wide issues. Therefore it is important that planning staff advise the Community Councils on the issues at the earliest possible date. Within 6 weeks of receipt of each complete official plan and zoning by-law amendment application, a preliminary evaluation report will be put before the Community Council.

The preliminary evaluation report will identify any City-wide issues and include a strategy for processing the application, including community consultation. Should planning staff recommend refusal of the application, the Community Council may schedule deputations on the item. Both the Community Councillors and the proponent will benefit from this early evaluation, which will afford an opportunity for effective decision making and risk management.

(e) Final recommendation report

The final report brings together all City interests, and sets the stage for the statutory public meeting. A new protocol and template for these reports has been prepared and is now in use. Further ongoing refinements are being made to standardize the form of recommendations and to the quality of graphics material. An emphasis on plain language is also underway. This will ensure that a complete analysis of all the issues is before the Community Council, including the results of community consultation, all draft by-laws, and the status of any related delegated approvals for the project. When the report is signed, notice of the statutory meeting will be given and copies of the final report and draft by-laws will be available to the Community Council and to the public. The by-laws will usually be introduced at the next meeting of City Council.

(f) Enhance dispute resolution throughout the planning process

Dispute resolution draws together a range of techniques, which reconcile competing interests to achieve the best possible solution. Planners have considerable experience in the innovative use of mediation and settlement tools. Dispute resolution can help to avoid costly and time consuming Ontario Municipal Board hearings. These approaches will be encouraged and applied throughout the planning process to resolve disputes.

2. Community Consultation and Effective Communications in Plain Language

Community consultation is a necessary and important part of the official plan and zoning by-law amendment processes. Although, the consultation practices varied in each of the former area municipalities, each of the processes was designed to be fair, open and accessible. The goal is to create new processes which achieve those ends.

Consultation allows the community to become familiar with the proposal and gives them an opportunity to weigh the impacts and benefits of the proposal. It allows the community an opportunity to shape the project on a level footing with the applicant prior to Council's decision.

Informal community consultation, prior to the statutory public meeting, is a normal part of the planning review process. It is important to identify community expectations and welcome community involvement in the decision making process prior to the formulation of planning recommendations. It is often an opportunity for initiating an informal dispute resolution process.

The process for community consultation will be set out in the preliminary evaluation report in consultation with the Ward Councillors. These community meetings will provide a forum for the exchange of information and opinions between the applicant and neighbouring property owners or residents. Meetings normally will be chaired by planning staff and the Ward Councillors will be invited to attend. These meetings benefit all parties through early identification of issues and possible solutions.

The statutory public meeting is a fair and open forum to enable an informed recommendation to be made by Community Council. These meetings are normally held by the Community Council and led by the Community Council chair. Planning staff and staff from other departments who have been involved in the case management of the application will be available to assist the Community Council at the public meeting.

In consultation with colleagues in other service areas, a standard format has been prepared for notices of the statutory meetings. The size of the notification areas will be standardized to be consistent with the requirements of the Planning Act. The planner as part of the continuum of managing the file will prepare these notices.

Plain language communication is not a new idea. It has been emphasized for many years, with constant efforts made for improvement. A strategic review is now underway on how staff communicates on specific planning matters. Staff have prepared new templates to ensure that public meeting notices and all explanatory remarks are in 'plain language' (See Appendix 4). This will help ensure that the public perceives the statutory meetings held by Community Councils as effective, not just procedural, forums for review of all the issues.

The area of notice for community and public meetings will be as set out in the Regulations under the Planning Act for public meetings. Notices will be drafted as to content by planning staff. Notices for community and public meetings will be sent out by the Clerks Division of the Corporate Services Department. Any direction to exceed the requirements of the Act with respect to the area to be notified will incur increased costs, which will have to be recovered either from the Councillor's budget or from the applicant.

3. Delegation of Approval Authority

A number of functions have been delegated to the City by the Province and likewise functions have been delegated by Council to staff. Delegation to staff was a common practice in the former area municipalities, although the specifics of the delegations varied. This section of the report reviews the various delegated processes and recommends harmonized delegation practices. Delegation to staff is not being recommended for policy matters as they should remain with Council. Delegation to staff is being recommended to deal with the day-to-day administrative and technical matters related to certain types of applications. Delegation will allow these matters to be dealt with in a timely fashion and free Council's time for dealing with policy and governance matters.

(a) Approval authority for official plan amendments

In 1996, Bill 20, the Land Use Planning and Protection Act, provided for exemption of official plan and official plan amendments, province-wide, from the often lengthy process of Ministerial approval. In its 1997 Implementation Strategy report, the province indicated that exemption of official plan amendments for the new City of Toronto would proceed once the new City is in place. This has now occurred.

Any official plan amendment adopted after June 30, 1998 is exempt from ministerial approval. At the present time the staff are working with the staff of the Ministry of Municipal Affairs and Housing to ensure all of the requirements of the Ontario Regulations exempting the city from approval requirements for official plan are implemented smoothly at preconsultation and approval stages.

(b) Approval authority for plan of subdivision applications

The approval authority for subdivisions is currently delegated by the Province to the City. The City of Toronto has responsibility for all aspects of approval for new plans of subdivision. The Planning Act requires that a public meeting be held. Staff are ensuring that the procedural details are harmonized for all district offices.

As with other planning applications, the set of basic business rules advocated in this report will be followed in processing plans of subdivision. A preliminary meeting will be held with the applicant prior to submission of plans. If the subdivision application is submitted concurrently with official plan and zoning by-law applications, a preliminary report will be sent to Community Council outlining the proposal, any issues and the processing strategy. If the subdivision application is submitted after all official plan and zoning by-law matters have been resolved, the Ward Councillors will be notified of the application by letter and technical review will proceed without a preliminary report.

Following completion of technical review, one final report, dealing with all planning matters will be submitted to Community Council outlining the recommended conditions of approval for the subdivision. With this information, the Community Council will give notice, hold a public meeting and make its recommendation to City Council. Following a decision by City Council, staff will prepare and execute any resulting agreements.

As noted above, the Planning Act requires a Community Council give notice and hold the statutory public meeting. The issues raised in the subdivision of land, however, are often largely

technical in nature. The permission to develop and the specific requirements for development are established through the zoning process. Therefore, the requirement for a mandatory public meeting, and the right of appeal, appear unnecessary.

An amendment to the Planning Act, deleting the requirement for a public notice and statutory public meeting for plans of subdivision should be considered in order to avoid unnecessary delay. This would be consistent with the process for plans of condominium.

(c) Delegation of site plan approval authority to the Chief Planner and proposed exemptions

Site plan approval can only be given to proposals which are in total conformity with applicable zoning. Typically, the approval process is a routine matter involving careful and exhaustive technical review of site development issues.

The site plan approval authority is currently delegated to staff. Delegation of approval authority to staff has proven to be a significant streamlining and cost efficiency measure, as these applications primarily require technical and urban design review.

There is no statutory requirement for a public meeting; however, it will remain standard procedure for Ward Councillors to receive a letter advising of each site plan application within several days of its submission. This letter will identify the staff co-ordinating the review, who will then be available to the Ward Councillor to answer questions and provide status updates. Staff will bring forward a by-law to implement this procedure. Appendix 2 generally illustrates the revised process for site plan approval.

In certain exceptional cases, the local Councillor(s) may wish to withdraw the delegated authority and direct staff to report to the Community Council. Current delegation by-laws provide for such a 'bump-up', however, the by-laws are not consistent.

Staff recommend that the delegation by-law should provide for a 'bump-up' at the request of the Ward Councillor(s). In order to expedite a decision, the direction should be in writing and should be requested within fourteen days of the circulation date.

Once a 'bump-up' is initiated, staff will prepare a recommendation report for the consideration of the Community Council. The authority to approve or refuse such applications would remain with City Council.

Currently, the exemption thresholds for the site plan approval process vary from municipality to municipality. For instance, in some former municipalities most industrial development was exempt from site plan approval while in other municipalities all industrial development was subject to site plan approval. In many of the former municipalities most single family homes are exempt from site plan approval. In other municipalities all single-family homes on a lot created by consent to sever are subject to site plan approval. Variations like these are obvious indications of different levels of resources being invested by the City and the developer in different areas of the City.

Staff reviewed 658 site plan control files approved in 1997, to determine the effect of the proposed thresholds on the number of files which would have been exempted. The proposed thresholds would have exempted approximately one third of that total.

The majority of exempted developments were additions to existing commercial, mixed use and industrial projects; single detached and semi-detached homes; temporary structures; and other miscellaneous construction such as telecommunications equipment. The majority of new developments would remain subject to site plan control as would all properties in or adjacent to ravines or the shore of Lake Ontario.

Staff have reviewed the exemption levels asking when is the value added significant enough to warrant the time and resources involved in requiring a development to go through the site plan approvals process. As a result of this review, staff are recommending making the entire City an area requiring site plan approval subject to the exemptions as set in the table attached to this report as Appendix 3. Current levels of exemptions are listed on the table for comparison purposes.

(d) Delegation of condominium approval authority to the Chief Planner

The process for condominium approval is normally a straightforward technical review, however, in the past there were a number of different practices some of which went beyond the requirements set out in the Act. These additional requirements have on occasion resulted in significant delays and additional costs for the developer and the prospective purchasers of units, while producing limited benefits.

Most condominium applications are for buildings already under construction and where site plan approval has been granted. No public meeting or statutory public meeting is required under current legislation.

The new practices being proposed would:

- (a) permit draft approval concurrently with site plan approval to avoid duplication of conditions;
- (b) develop standard conditions that deal with registration issues only;
- (c) rely on the Regulations to the Condominium Act to determine whether a building is complete for registration purposes; and
- (d) separate occupancy clearances from registration.

It is appropriate that approval authority be delegated to the Chief Planner or delegate(s). Such a delegation should include the authority to grant an exemption from the draft approval in instances where the condominium approval would apply to a project secured by a previous site plan control approval. Such exemptions would not apply to buildings being converted from industrial/commercial uses to residential occupancy.

Delegated authority would not apply to conversions of rental housing in accordance with City Council policy.

Some of the existing Official Plans contain policies and requirements, which are no longer necessary given the changes to the Condominium Act. For instance, the Etobicoke Official Plan contains policies that provide reference to an appendix which sets out detailed engineering standards for site servicing, surface works including paving, concrete lighting, and other development aspects for condominium developments. These policies date from the early 1970's and were established in response to what was a poorly regulated process. The Etobicoke work was considered visionary at the time and formed the basis for future legislative and regulatory amendments.

The current regulatory environment, however, is a highly sophisticated one, which has surpassed the Etobicoke Official Plan policies. Policies and requirements such as those found in the Etobicoke Official Plan should therefore be repealed.

- (e) Delegation of approval authority for consent applications to the Committee of Adjustment and the Chief Planner

The consent process is used to create lots for infill redevelopments (through severance), to establish rights-of-way or to sort out revised land titles. Legislation provides for Council to delegate this function, or any part of consent authority, to a committee of Council, an appointed committee or an appointed official. In the former municipalities, consent approval authority was delegated to the Committee of Adjustment, except in the former City of Scarborough.

This report recommends that consent approval for the creation of new building lots, be delegated to the Committee of Adjustment. Delegation to the Committee of Adjustment provides acceptable risk management for applicants, Ward Councillors and residents in ensuring that the community and planning issues involved with any controversial consent application are considered in a public forum. The development projects involved in a consent application will usually also require a minor variance application and, in such cases, the Committee of Adjustment will hear the two applications at the same time.

Consent authority for other types of application, including easements, re-establishment of lot lines in the case of merged title and others, should be delegated to staff since there is no matter of public interest which would suggest the need for community consultation.

- (f) Delegation of approval authority to staff to enter into, execute, amend and release registered site plan agreements and undertakings

The public interest will dictate the need for a site plan agreement and the objective is to eliminate the use of agreements whenever possible. The City will enter into registered site plan agreements when it is considered to be in the public interest to secure conditions which are not delivered at the time of construction and built into the actual development, or which require future assurances on maintenance or access, such as phased landscaping plans, subsequent public works or dedications, or multiple-party benefits.

When a development project is ready to proceed, considerable time savings can be achieved by delegating the authority to enter into, execute, amend and release, site plan agreements when necessary. Staff will forward a by-law to Council giving staff this authority.

(g) Certificates of Completion

In order to assess the state of completion of various features of approved site plans, staff are required to inspect the development site. These have been carried out by city planners, building inspectors, forestry staff or others. The practice has been inconsistent and time consuming. Inspections are also carried out by private sector professionals for other parties with an interest in the development of the site, in particular banks and other lending institutions. These lenders require that the design professionals responsible for the project issue certificates of completion in order to release further construction funds. A similar practice should be adopted by the City with regard to site plan inspections and release for condominium registration. Such a process would reduce duplication, conserve City resources while maintaining the assurance of professional inspection. Certificates of completion should only be accepted from members of the appropriate provincially accredited professional organizations. This would not substitute for other mandatory inspections carried out by building inspectors, fire prevention officers or other City services.

(h) Implementing by-laws

A series of implementing by-laws will be submitted to drive the major changes, starting with the details of delegations for site plan, subdivision and condominium applications to staff and for consent applications involving the creation of new lots to the Committee of Adjustment and for all other consents to the Chief Planner or designate(s).

4. Harmonization of Operations Among Existing Planning Offices

The following changes are directed at harmonizing operations among the existing planning offices, providing efficient, responsive administrative practices.

(a) Committee of Adjustment structure

Each Community Council has responsibility, within the part of the urban area it represents, to nominate citizens as members of the community panels of the Committee of Adjustment. As an interim practice, business has continued as usual with hearings held by sitting members of the Committees for the former municipalities. City Council extended the terms of the current Committee of Adjustment members until the end of 1999. At that time structures need to be approved which will permit the Committees of Adjustment to be reconstituted as a new Committee of Adjustment with a number of panels. Staff will soon bring forward a report to the Planning and Transportation Committee recommending a new Committee of Adjustment structure.

(b) Reduced number of staff reports on minor variance applications

As the transition process proceeds, the number of staff reports prepared by the district offices on minor variance applications will be reduced. Instead of reporting on every application as has been the practice in some areas, the objective will be to produce a staff report only for those minor variance applications, which affect a municipal interest, involve unique conditions or raise significant technical concerns or corporate policy issues that require clarification. Staff will work together to ensure consistent procedures are followed in reporting to the various Committee panels.

A number of other decisions need to be made regarding the role of staff supporting the Committee of Adjustment. These will be addressed in a forthcoming report to the Planning and Transportation Committee on the harmonization of operations of the Committee of Adjustment.

(c) Common planning application forms

Convenience, simplification and predictability all influence the customer's level of satisfaction. Since early January 1999, applicants have been able to file development applications at any of the seven planning offices. A streamlined forms package for all planning applications is now in use. The new application forms have been posted on the City's web site for downloading by clients. The package of forms is being re-evaluated to introduce a number of ongoing improvements.

(d) Standardized conditions of approval, administrative practices and use of agreements

Consultative work is also ongoing with staff in other service areas to standardize conditions of approval for the various types of planning applications, and to get protocols for the common use of agreements in connection with the differing types of planning applications. Work is also well underway on standardization and simplification of procedures for review of the various types of planning applications.

(e) Adopt a set of simplified standard form agreements

The City Solicitor has been working with Works and Emergency Services and Urban Planning and Development Services staff to develop standard form, simplified agreements and undertakings to replace those in current useage. This will be reported on to Council separately.

5. Continuous Improvement through New Practices

This review has taken a critical look are where resources and staff are best deployed in the planning process to maximize the results for the City. Although perhaps not offering the same level of service as was provided in each of the former municipalities, it recommends a streamlined service which minimizes red tape, while focusing available staff resources on value added services. It recommends:

(a) case management for all applications;

- (b) one-window circulation of applications;
- (c) standardized protocol for reporting on applications;
- (d) enhanced dispute resolution;
- (e) common community consultation and notice practices;
- (f) harmonized delegation practices;
- (g) uniform site plan exemption thresholds;
- (h) acceptance of certificates of completion from Provincially registered professionals; and
- (i) harmonized operations in the existing planning offices.

The proposals contained in this report offer a level of certainty and transparency to all the participants in the planning process, while eliminating confusing differences in practice and duplication.

The logical place to start a transition process is with the basic needs of the client groups. The recommendations outlined above are beginning to set the stage to explore new directions, new approaches to planning and new ways of thinking about the task of City-building. Further new practices will be sought from other jurisdictions across the province and the country. The focus will be on innovative work designed to revitalize communities with new ways of guiding development such as development permit systems and other new techniques.

The process of new practice development is a continuous loop of feedback, adjustment and implementation. This is essential if stagnation and inefficiencies are to be avoided. Staff will regularly review and update practices to remain leaders in this field.

Conclusions:

The recommended new practices are initial steps in an ongoing process of continuous service improvement. The objectives are plain. Delegation of mostly technical review processes will speed the development approval. Adoption of basic business rules will assist both applicants and the public in opening and maintaining positive lines of communication. Results-oriented consultation, greater use of dispute resolution and changes in the reporting process will assist in focussing issues and options for all concerned: applicants, residents, and Councillors. Streamlined administrative practices will allow Council to focus on the bigger picture by delegating minor issues to officials, and will assist applicants with risk management by adding consistency, predictability and increased efficiency.

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Appendices 1 to 4

The Committee also submits the report (October 19, 1999) from the Acting Commissioner, Urban Planning and Development Services:

Purpose:

This report provides Planning and Transportation Committee with the City Planning Division's response to the recommendations from the Community Councils on the New Practices report.

Financial Implications and Impact Statement:

A number of the recommendations from the Community Councils will have budget implications for staffing and for other operating costs.

Recommendation:

It is recommended that Planning and Transportation Committee support the City Planning Division's responses as set out in this report.

Background:

On July 1999, Planning and Transportation Committee received the New Practices report and directed that:

1. The report be referred to the Community Councils for review and comment back to Planning and Transportation Committee.
2. That staff arrange for briefing sessions for members of Community Council prior to the September 14, 1999 Community Councils.
3. That copies of the report be distributed to all registered resident associations.
4. Notice of the meetings of Community Councils to be given by newspaper advertisement.

Briefing sessions for Councillors were held on September 10, 1999 and were attended by about 30 Councillors and/or executive assistants. Approximately 1000 copies of the report were distributed to the registered resident associations by the City Clerk. Notice of the Community Council meetings appeared in the newspaper in the latter part of August.

Discussion:

City Planning staff have been asked to clarify two aspects of the July 27, 1999 report. Regarding the one-window circulation and review of comments within specified time frames, discussions on the implementation of these practices have not been concluded with other City departments. Before implementing any changes to current circulation practices, the Commissioners of the affected departments will be asked to endorse those changes.

Regarding notices for community meetings, such notices have been, and are recommended to remain, the responsibility of the City Planning Division.

The comments of the Community Councils and staff responses are detailed in the following pages.

Toronto Community Council

The Toronto Community Council recommends adoption of the staff recommendations.

East York Community Council

- (1) Staff be requested to report on how the size of the notification area could be related to the impact of the proposed development.

Comment: The Planning Act sets out requirements for giving notice of public meetings of 120 metres. These are set out by regulation and apply across the province. Staff recommend that notice of public meetings be given according to the regulations under the Planning Act.

Response: Do not support.

Etobicoke Community Council

- (1) Members of Council continue to chair community meetings and that staff of Urban Planning and Development Services only do so if requested by the local Councillor(s).

Comment: Practices varied across the City and were largely determined by the Councillor. Staff chairs would free the Councillor to ask questions and focus on residents issues. However, staff can adjust to the Councillor's style.

Response: No objection.

- (2) The notification to Ward Councillors of site plan approval applications to contain a 'response box' for completion by Councillors requesting a "bump-up".

Comment: This can be accommodated through a format change.

Response: No objection.

York Community Council

- (1) With respect to the process for community consultation, that the community meetings be chaired alternately by the Ward Councillors if the process is implemented during this current term of Council.

- (2) The Ward Councillor be responsible for chairing the community meetings, during the next term of Council.

Comment: As indicated earlier, staff believe that there are some benefits to having a staff chair.

Response: No objection.

- (3) Regarding the Proposed Site Plan Approval Process, that the Ward Councillors notify planning staff of their absences or unavailability, to allow the Councillors to submit comments on their return and to “bump-up” the issue to the Community Council, if necessary.

Comment: An extended bump-up period under these circumstances could be accommodated. Staff would notify the Councillor in writing of the new extension deadline.

Response: No objection.

Scarborough Community Council

- (1) The Commissioner of Urban Planning and Development Services be directed to:

- (i) send by First Class Mail, notification of planning applications to tenants and owners within 400 feet of an application; and
- (ii) send by Third Class Mail, at the applicant’s expense, notification of planning applications to tenants and owners beyond the 400-foot boundary, as may be determined by the local Community Council.

Comment: Mailing information for tenants is no longer available through the assessment rolls. The Planning Act has been amended to compensate for this. A sign is now required to be posted on the property notifying interested people of the purpose of the application and the time, date and place of the public hearing. This procedure is effective.

Response: Do not support.

- (2) Site inspections on site plan applications be continued in the East District, as previously carried out by the former City of Scarborough, and that the Commissioner of Urban Planning and Development Services be directed to continue to review internal operations to provide this service City-wide;

Comment: If so directed by Council, a detailed report on this matter will be prepared. There are significant cost implications of providing this function city-wide. Staff site plan inspections would not make the best use of limited staff resources. This practice was only carried out in the former City of Scarborough.

Response: Report if directed by Council.

- (3) Telecommunications equipment not be exempted from the site plan control process.

Comment: Council has struck a Telecommunications Steering Committee. All telecommunication applications are to be referred there. A decision on this should be deferred pending a further report from this committee.

Response: Defer any change to current practice.

- (4) Recommendation No. (6) in the report of the Commissioner of Urban Planning and Development Services be amended to read as follows:

“(6) staff be authorized to accept, as an alternative where site inspection resources are limited, certificates of completion from Provincially registered professionals as a proof of compliance with City requirements and Provincial statutes with regard to site plan approval and condominium registration;”

Comment: This is in keeping with the staff recommendation. It has worked extremely well.

Response: No objection.

North York Community Council

- (1) The report (June 25, 1999) from the Commissioner, Urban Planning and Development Services, be adopted subject to the following amendments:

- (a) amending Recommendation 2(i) by adding at the end thereof the words:

“but only after consultation with Councillor(s) in accordance with practices presently in use in the former City of North York;”

so as to read:

“2(i) delegation of authority to staff, as permitted by statute, to approve applications for site plan control approval, various classes of consents, draft condominium approval (except for conversion of rental housing) and authority to execute, amend and release site plan agreements on behalf of the City but only after consultation with Councillor(s) in accordance with practices presently in use in the former City of North York;”

Comment: Decisions on delegation and exemption thresholds should be made by Council and not individual Councillors.

Response: Do not support.

(b) amending Recommendation 2(ii) by adding at the end thereof the words:

“and that the planner in charge of a project have available specific expertise that may be required, in particular urban design and landscape resources;”

so as to read:

“2(ii) a case management system which provides for a continuity of planning staff assignments from the beginning to the completion of any project and that the planner in charge of a project have available specific expertise that may be required, in particular urban planning design and landscape planning resources;”

Comment: Such resources are now available in all District Offices.

Response: No objection

(c) adding the additional recommendation:

“2(viii) prior to preliminary reports being written, Councillors be given the opportunity to hold a community meeting if they so require so that the planners have the benefit of community input at an early stage before preliminary evaluation;”

Comment: Community meetings at this stage could delay the submission of the preliminary report. This could lead to more Ontario Municipal Board appeals on the basis of failure to make timely decisions. Councillors may schedule community meetings at any point in the process, however, staff are committed to the delivery of the preliminary report within 6 weeks of the receipt of the application.

Response: Do not support.

(d) amending the Recommendation 3(ii) by deleting the words “intensity of” and replacing with the words “criteria to be applied to”, so as to read:

“3(ii) to establish areas of site plan control on a consistent basis across the City, establishing appropriate thresholds defining the criteria to be applied to development or redevelopment which would require the submission of an application for site plan approval as detailed in this report.”

Comment: The proposed changes do not appear to affect the intent of the staff recommendation. The proposed thresholds are in staff's opinion appropriate and no change to the wording seems necessary.

Response: Do not support.

- (e) amending Recommendation 3(vi) by adding the words "after consultation with local Councillor(s);" so as to read:

"3(vi) to delegate authority to execute, amend the release agreements, as required, to the Chief Planner or delegate(s) after consultation with local Councillor(s);"

Comment: As indicated earlier, delegation is a Council decision not an individual Councillor's.

Response: Do not support.

- (f) adding the following recommendations:

"(11) that all studies related to a project over a certain threshold be commissioned by the City of Toronto at the expense of the applicant and that staff be requested to report further on a suitable threshold;"

Comment: This recommendation would cause significant delays and costs to the process. Significant administrative expenses would be incurred by the City. Although peer reviews are undertaken in certain cases, such reviews are unusual and are undertaken in response to unusual circumstances. Such cases are reported individually and appropriate direction sought.

Response: Do not support.

"(12) that the Commissioner of Urban Planning and Development Services, be requested to report further on a policy that would require the removal of signage related to planning practices at the specific steps in the planning process;"

Comment: The current application form is under review and can be modified to include appropriate instructions.

Response: No objection.

"(13) that pre-application meetings include Councillors, or their staff, if they so request;"

Comment: Staff recommend, without exception, that applicants meet with the local Councillor(s) prior to filing applications.

Pre-application meetings are intended to provide information as to background studies required, administrative process and other similar matters.

Response: Do not support.

“(14) that Councillors be immediately notified upon receipt of an application;”

Comment: This is recommended in the staff report.

Response: No objection.

“(15) that informal consultation meetings be held with the community prior to a preliminary evaluation report;”

Comment: Such a process would delay the delivery of the preliminary report. Without such a report, staff would have no instructions as to notice. As indicated earlier in this report Councillors may schedule community meetings at any point in the process. Staff will deliver the preliminary report no later than 6 weeks after receipt of the application.

Response: Do not support.

“(16) that notification of planning applications be sent to persons in the area including residential and business tenants and property owners;”

Comment: Notice is to be given in accordance with Planning Act regulations. No assessment information is available with respect to tenants. A sign is to be posted on the subject property, advertising the time, date, place and purpose of the meeting.

Response: Do not support beyond requirements of the Planning Act.

“(17) that all telecommunication applications be forwarded to the Telecommunications Steering Committee for direction;”

Comment: This is in accordance with Council instruction.

Response: No objection.

“(18) that industrial applications be exempt, unless requested by the Ward Councillor(s);”

Comment: Site plan control is proposed for industrial applications in particular circumstances. This should be consistent with a City-wide approach and not on a site-by-site basis.

Response: Do not support.

“(19) that the following not be exempted:

townhouses;
additions to commercial parking lots;
school portables; and
telecommunication equipment”

Comment: Staff have earlier commented on telecommunication equipment. With regard to townhouses, the staff proposal is to exempt street townhouses under specific circumstances such as: 8 units or fewer, no front yard garages, no corner locations. Under all other circumstances such as, more than 8 units, condominiums or private road developments, townhouses are subject to site plan control. Additions to commercial parking lots could be improved if under site plan control.

The value-added in the review of school portable locations has proven to be limited and has consumed staff resources better used in other ways.

Response: Staff do not support the placement of school portables under site plan control. Staff do not support the amendment to the exemptions regarding townhouses. Decisions on site plan control and telecommunication equipment should be deferred. Commercial parking lot additions could be under site plan control.

“(20) preliminary evaluation reports not include staff comments which may prejudice the final staff recommendation;”

Comment: Such reports should be limited to fact, process and issues to be addressed. The purpose of the preliminary report is to decide if the application should be processed further or refused. Refusal reports would, of course, include significant staff comments.

Response: No objection.

“(21) certificates of inspection be commissioned by Urban Planning and Development Services and paid for by the applicant.”

Comment: Certificates are to be issued by the architect, engineer or landscape architect responsible for that aspect of the project. To institute some other practice would involve considerable staff time and cost.

Response: Do not support.

(g) That Appendix 3, entitled, "Site Plan Approvals" attached to the report (June 25, 1999) from the Commissioner of Urban Planning and Development Services, be amended as follows:

- (i) the deletion of the words, "unless located on a designated "Main Street" and have a lot frontage no more than 12.5 m" in table 2 (page 17), entitled, "Proposed Exemption", relating to New Development: Institutional, Commercial, Office, Mixed Use, so that it now reads: "Proposed Exemption" – "All subject to site plan approval".
- (ii) the deletion of the words, "in the Port District" in Table 2 (page 18), entitled, "Proposed Exemption" relating to New Development: Industrial, so that it now reads: "Proposed Exemption" – "All Industrial exempt unless: adjacent to or opposite a residential use; adjacent to a school, park, arterial road or highway; adjacent to a ravine; or recycling".
- (iii) the deletion of the words, "All exempt unless located adjacent to a substandard lane or in or within 10 m of a ravine: in table 2 (page 19) entitled, "Proposed Exemption: relating to New Development: Residential – singles, semis, duplexes, fourplexes, semi-detached, triplexes and fourplexes", so that it now reads "Proposed Exemption" - single-family and semi-detached lots created by consent and lots which are in the Valley Impact Zone (V.I.Z.) and special policy area lots, all subject to Site Plan Approval."
- (iv) the deletion of the words, "The lesser of 600 m² or 20% of existing gross floor area are exempt: in Table 2 (page 19), entitled, "Proposed Exemption" relating to Apartment Additions", so that it now reads "All subject to Site Plan Approval".
- (v) the deletion of the words, "Exempt", in Table 2 (page 22), entitled, "Proposed Exemption" relating to "Replacement, Reconstruction and Compliance Development" so that it now reads, "Subject to Site Plan Approval if increasing the Gross Floor Area."

Comment: Staff carefully assessed the proposed exemption thresholds and are of the opinion that they are reasonable and supportable. Lowering the thresholds would involve significant delays to minor applications, provide little added value and would have significant staffing implications.

Response: Do not support.

- (h) that “preliminary evaluation reports” be called “preliminary assessment reports”;

Comment: Staff prefer shortening the name to “Preliminary Reports”.

Response: Recommend use of title “Preliminary Reports”.

- (i) adding the recommendations embodied in the communication (October 12, 1999) from Mr. George Belza, save and except those recommendations which overlap with Recommendations (1)(a); (1)(b);(1)(d); and (1)(e) referred to above;

Comment: Staff have reviewed the correspondence and are of the opinion that the recommended changes will add unnecessary delay and will have significant cost implications.

Furthermore, the correspondent recommends that Council give rights to third parties with regard to site plan approvals. There is no statutory authority to do so.

Response: Do not support the changes proposed.

- (j) “amending the bolded portion of Recommendation (9) embodied in the communication (October 12,1999) from Mr. George Belza so that it now reads as follows:

“where an applicant appeals an official plan amendment or rezoning application prior to the required statutory public meeting, staff shall process the application in a manner which provides Community Council with a sufficient range of options so as to minimize the risk of prejudicing Council’s position before the Ontario Municipal Board.”

Comment: Planning staff are obliged to give advice to Council on their professional opinions which may or may not support Council’s position. Council can decide to accept, reject or modify that opinion. It is not appropriate for staff reports to provide a range of options.

Response: Do not support.

- (k) adding a further recommendation to read as follows:

“that the use of an expanded notice radius for community and statutory public meetings and associated costs be determined in consultation with the Ward Councillors.”

Comment: The Planning Act sets regulations for notices of statutory meetings. Staff recommend that these be adopted as a City standard. As indicated earlier, broader notification is unnecessary and unwarranted given the expense and usually limited response. They provide for a 120 metre notice.

Response: Do not support.

Conclusions:

The proposals in the New Practices remain valid and are recommended subject to the adjustments noted in this report.

It is absolutely essential that City-wide practices be adopted with efficiency, responsibility and accountability as key elements. Staff are of the opinion that the proposals in our reports meet these tests. By focussing on interventions that add real value, limited staff resources can be deployed to address both the important local and city-wide planning priorities of our new City.

Contact:

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The Committee also submits the following report (October 19, 1999) from the City Clerk:

The Planning and Transportation Committee, at its meeting on October 4, 1999, in considering the above-noted subject matter, deferred consideration of the report (June 25, 1999) from the Acting Commissioner, Urban Planning and Development Services, and related material, to the Committee's next meeting on November 1, 1999. In addition, the Committee also noted motions which were tabled by Councillor Moscoe and requested that these be brought forward to the Committee's next meeting.

These motions are as follows:

“That the report (June 25, 1999) from the Commissioner, Urban Planning and Development Services, be amended by:

(1) amending Recommendation 2(i) by adding at the end thereof the words:

“but only after consultation with Councillor(s) in accordance with practices presently in use in the former City of North York;”

so as to read:

“2 (i) delegation of authority to staff, as permitted by statute, to approve applications for site plan control approval, various classes of consents, draft condominium approval (except for conversion of rental housing) and authority to execute, amend and release site plan agreements on behalf of the City but only after consultation with Councillor(s) in accordance with practices presently in use in the former City of North York:”

- (2) amending Recommendation 2(ii) by adding at the end thereof the words:

“and that the planner in charge of a project have available specific expertise that may be required, in particular urban planning design and landscape planning resources;”

so as to read:

“2 (ii) a case management system which provides for a continuity of planning staff assignment from the beginning to the completion of any project and that the planner in charge of a project have available specific expertise that may be required, in particular urban planning design and landscape planning resources;”

- (3) adding the additional recommendation:

“2 (viii) prior to preliminary reports being written, Councillors be given the opportunity to hold a community meeting if they so require so that the planners have the benefit of community input at an early stage before preliminary evaluation;”

- (4) amending Recommendation 3(ii) by deleting the words “intensity of” and replacing with the words “criteria to be applied to”, so as to read:

“3 (ii) to establish areas of site plan control on a consistent basis across the City, establishing appropriate thresholds defining the criteria to be applied to development or redevelopment which would require the submission of an application for site plan approval as detailed in this report;”

- (5) amending Recommendation 3(vi) by adding the words “after consultation with local Councillor(s);” so as to read:

“3 (vi) to delegate authority to execute, amend and release agreements, as required, to the Chief Planner or delegate(s) after consultation with local Councillor(s);”

- (6) adding the following Recommendations:

“(11) that all studies related to a project over a certain threshold be commissioned by the City of Toronto at the expense of the applicant and that staff be requested to report further on a suitable threshold;

- (12) that the Commissioner, Urban Planning and Development Services be requested to report further on a policy that would require the removal of signage related to planning practices at the specific steps in the planning process;
- (13) that planning policies prohibit the erection of a sales office for any project prior to all planning approvals having been made;
- (14) that pre-application meetings include Councillors, or their staff, if they so request;
- (15) that Councillors be immediately notified upon receipt of an application;
- (16) that informal consultation meetings be held with the community prior to a preliminary evaluation report;
- (17) that notification of planning applications be sent to persons in the area including residential and business tenants and property owners;
- (18) that all telecommunication applications be forwarded to the Telecommunications Steering Committee for information;
- (19) that industrial applications be exempt, unless requested by the Ward Councillor(s);
- (20) that the following not be exempted:
 - townhouses;
 - additions to commercial parking lots;
 - school portables; and
 - telecommunication equipment;
- (21) preliminary evaluation reports not include staff comments which may prejudice the final staff recommendation;
- (22) Members of Council continue to chair planning community meetings, and planning staff chair these meetings only if requested by the Ward Councillor(s); and
- (23) certificates of inspection be commissioned by Urban Planning and Development Services and paid for by the applicant.

The Planning and Transportation Committee also submits the following report (July 30, 1999) from Councillor Filion:

At the July meeting of the Planning and Transportation Committee I proposed a number of amendments which the Committee asked be forwarded to Community Councils for their consideration.

For some parts of the new city, the proposals put forward by the Planning staff represent a major reduction in the level of community and local Councillor involvement in the planning process. Attached are my suggested amendments, along with a brief rationale for each.

Site Plan

It appears that each former municipality has slightly different ways of dealing with site plans. In North York, site plan is required not only for large-scale developments but also for townhouse construction and even for single family homes created by severance, on ravine lots and in Special Policy Areas.

The site plan process, now standard across the new city, requires that Councillors are fully apprised and have opportunity to comment on site plans before a building permit is issued. If there is a difference of opinion the site plan can be “bumped up” to the Community Council for a decision. This allows Councillors to meet with surrounding residents and give them an opportunity to comment on such issues as tree preservation, landscaping, fencing, drainage and building design.

Staff is proposing that site plan be eliminated for smaller developments and that Councillors no longer need to sign off on them. Under what is being proposed, Councillors could still request a bump up within 14 days of site plan circulation. But this obviously does not allow time to determine whether there are legitimate community concerns which the applicant refuses to address. The result would be that Councillors would need to automatically bump up every site plan in order to preserve the right to do so.

My suggestion is that sections 3 (i) and 3(ii) be struck out so that the process continues as it is now.

Staff Discussions with Applicants

The report recommends “roundtable” discussions with applicants and staff very early in the process. This, in itself, is probably a good idea, but needs to be balanced by community participation at an equally early stage. Otherwise, there is a strong risk that the staff and the applicant reach conclusions prior to any community dialogue, which makes a sham of the latter.

My suggested amendment to 2(v) is that “similar roundtable meetings be held with registered ratepayer organizations or other interested individuals who indicate interest in the application or who are identified by the local Councillor(s) prior to any preliminary reports being signed”.

Notification of Residents

The report recommends the minimum required notice area, unless somebody (Councillors or the applicant) pays for a wider notification. With a recent application in my ward, the standard notice area for a 30-storey building covered only the adjacent properties in the redevelopment area but not the single family homes on the adjoining block.

There are also many instances in which the notice prepared by staff doesn't provide sufficient detail so that residents could form an intelligent opinion about whether or not they had a concern.

My suggested amendment is that "staff report on how the size of the notification area could be related to the area of impact of the proposed development" and "that any costs associated with an expanded circulation area be paid for by the applicant".

Further, I suggest that the words "with sufficient detail so that residents can form an opinion regarding the potential impact of the proposal" be added to recommendation 2 (vi).

Preliminary Evaluation Reports

These reports, which are new to some parts of the city, are prepared by staff prior to any consultation with the community. In some instances, they go beyond a simple outlining of the issues and state a staff position with regard to such issues as density and building mass.

My suggestion is "that preliminary evaluation reports not include staff comments which might prejudice the final staff recommendations which are made following formal and informal community input".

Role of Councillors in Community Meetings

The report recommends that community meetings be chaired by the Planning staff. As someone who has always chaired community planning meetings in my ward, I find this suggestion insulting.

I propose that "Members of Council continue to chair community meetings and that the Planning Department staff only do so if requested by the local Councillor(s)".

The Fox Guarding the Henhouse

The staff report recommends that city staff no longer verify that a development has been built according to approved plans; instead the developer would hire a consultant who would verify this!! Enough said.

The Planning and Transportation Committee also submits the following report (Septembe 17, 1999) from the City Clerk, Scarborough Community Council:

Recommendations:

The Scarborough Community Council recommends that:

- (1) the Commissioner of Urban Planning and Development Services be directed to:
 - (i) send by First Class Mail, notification of planning applications to tenants and owners within 400 feet of an application; and

- (ii) send by Third Class Mail, at the applicant's expense, notification of planning applications to tenants and owners beyond the 400 foot boundary, as may be determined by the local Community Council;
- (2) site inspections on Site Plan Applications be continued in the East District, as previously carried out by the former City of Scarborough, and that the Commissioner of Urban Planning and Development Services be directed to continue to review internal operations to provide this service City-wide;
- (3) telecommunications equipment not be exempted from the Site Plan Control process; and
- (4) Recommendation No. (6) in the report of the Commissioner of Urban Planning and Development Services be amended to read as follows:
 - “(6) staff be authorized to accept, as an alternative where site inspection resources are limited, certificates of completion from Provincially registered professionals as proof of compliance with City requirements and Provincial statutes with regard to site plan approval and condominium registration;”.

Background:

The Scarborough Community Council, at its meeting on September 14, 1999, had before it:

- (1) a communication (July 30, 1999) from the City Clerk (Planning and Transportation Committee) referring a report (June 25, 1999) from the Commissioner of Urban Planning and Development Services respecting New Practices for the Review of Development Applications, and requesting that Community Council hear public deputations thereon and forward its comments to the Planning and Transportation Committee meeting scheduled to be held on October 4, 1999; and
- (2) a communication (August 25, 1999) from the City Clerk (Planning and Transportation Committee) referring a communication (July 30, 1999) from Councillor Filion suggesting amendments to the planning process with regard to the proposed New Practices.

The following persons appeared before the Community Council in connection with the foregoing matter:

- Ms. Lois James, Toronto; and
- Mr. George Dawe, Toronto.

The Community Council also received a written submission (September 1, 1999) from Mr. Jim Murphy, Director of Government Relations, Greater Toronto Home Builders' Association, a copy of which was provided to all Members of the Community Council, and a copy thereof is on file in the Office of the City Clerk, Scarborough Civic Centre.

The Planning and Transportation Committee also submits the following report (September 20, 1999) from the City Clerk, Toronto Community Council:

Recommendation:

The Toronto Community Council recommends the adoption of Recommendation Nos. 2-10 of the report (June 25, 1999) from the Commissioner of Urban Planning and Development Services.

Background:

The Toronto Community Council, on September 14, 1999, had before it a report (July 27, 1999) from the Administrator, Planning and Transportation Committee, respecting New Practices For The Review Of Development Applications, referring the report (June 25, 1999) from the Commissioner of Urban Planning and Development Services to the Community Councils for review and comment back to the Planning and Transportation Committee for its meeting to be held on October 4, 1999.

During consideration of the foregoing matter, the Toronto Community Council also had before it the following report/communications:

- (August 25, 1999) from the Administrator, Planning and Transportation Committee forwarding comments from Councillor Filion;
- (September 1, 1999) from Mr. Jim Murphy, Greater Toronto Home Builders Association;
- (September 10, 1999) from Ms. Janice Merson and Mr. Matthias Schlaepfer, Summerhill residents' Association;
- (September 13, 1999) from Mr. Rashmi M. Nathwani, Namara Associates Limited;
- (September 13, 1999) from Ms. Lisa McGee, Bloor-Yorkville B.I.A.; and
- (September 13, 1999) from Mr. David Vallance.

Mr. David Vallance appeared before the Toronto Community Council in connection with the foregoing matter.

The Toronto Community Council's recommendations are noted above.

The Planning and Transportation Committee also submits the following report (September 20, 1999) from the City Clerk, York Community Council:

Recommendation:

The York Community Council on September 14, 1999, recommended to the Planning and Transportation Committee, that:

- (1) with respect to the process for community consultation, that the community meetings be chaired alternately by the Ward Councillors if the process is implemented during this current term of Council;
- (2) the Ward Councillor be responsible for chairing the community meetings, during the next term of Council; and
- (3) regarding the Proposed Site Plan Approval Process, that the Ward Councillors notify planning staff of their absences or unavailability, to allow the Councillors to submit comments on their return and to Abump-up@ the issue to the Community Council, if necessary.

The York Community Council also:

- (a) requested the Ward Councillors to submit their individual comments to the Planning and Transportation Committee for consideration at its October 4, 1999 meeting; and
- (b) held a public meeting regarding this matter.

Background:

The York Community Council on September 14, 1999 had before it the following communications:

- (i) (July 30, 1999) from the City Clerk, forwarding the report (June 25, 1999) from the Commissioner of Urban Planning and Development Services regarding New Practices for the Review of Development Applications, which the Planning and Transportation Committee referred to the Community Councils for review and comment back to the Committee for consideration on October 4, 1999 and requested that each Community Council schedule public deputations on this report;
- (ii) (August 25, 1999) from the Administrator, Planning and Transportation Committee, forwarding a memorandum (July 30, 1999) from Councillor John Fillion, Ward 10, regarding suggested amendments to the planning process; and
- (iii) (September 1, 1999) from Mr. Jim Murphy, Director of Government Relations, Greater Toronto Home Builders' Association, indicating the Association's support in principle for the commitments in the report (June 25, 1999) from the Commissioner of Urban Planning and Development Services, to implement best practices across the new City; and advising that there are specific concerns and further suggestions for improvement and believe that the report "as a complete package" should be approved by the Community Council, the Committee and finally City Council, with further suggested improvements flowing from the Urban Development Roundtable; submitting comments for consideration on Draft Plan and Site Plan Approvals, Subdivision Approval, Site Plan Control; and advising that the GTHBA supports the various initiatives to streamline the process and add value to the approvals system through the following recommendations detailed in the staff report:

- roundtable sessions with key staff to identify and resolve issues quickly and use of formal and informal dispute mechanisms throughout the process in order to avoid costly referrals and appeals for both the City and builders;
- the case management system that assigns ownership and responsibility for an application to one staff member;
- the “one-window” approach should establish timeframes for responses and the turn-around timeframes should include a deadline that assumes there were no concerns from an agency regarding the application if no comments were received by the deadline the “case manager” however, should take an active role in soliciting comments from circulated departments before this deadline;
- that the Association supports the delegation and condominium approvals innovations as proposed by the report; and

reiterated that the GTHBA supports in principle the recommendations of the report and recommends that Council approve these needed improvements to the process.

- Ms. Marjorie Sutton, Mt. Dennis Community Association, appeared before the Community Council in connection with the foregoing matter, and expressed concerns regarding recommendation (5) in the report (June 25, 1999) from the Commissioner of Urban Planning and Development Services, viz.:

“(5) Council request the Province of Ontario to amend the Planning Act to delete the requirements for a public meeting in conjunction with plans of subdivision.”

The Planning and Transportation Committee also submits the following report (September 16, 1999) from the City Clerk, Etobicoke Community Council:

Recommendations:

The Etobicoke Community Council at its meeting held on September 14 and 15, 1999, recommended to the Planning and Transportation Committee that:

- (1) Members of Council continue to chair community meetings and that staff of Urban Planning and Development Services only do so if requested by the local Councillor(s); and
- (2) the notification to Ward Councillors of site plan approval applications contain a “response box” for completion by Councillors requesting a “bump-up”.

The Etobicoke Community Council reports, for the information of the Planning and Transportation Committee, having requested the Acting Commissioner of Urban Planning and Development Services to submit a report to the meeting of the Planning and Transportation

Committee on October 4, 1999, clarifying the statement regarding the recovery of costs from the Councillor's budget if a request is made to exceed the requirements of the Act with respect to the area of notice for community and public meetings.

Background:

The Etobicoke Community Council had before it a report dated August 17, 1999, from the City Clerk advising that the Planning and Transportation Committee on July 12, 1999, amongst other things:

- (1) referred the report dated June 25, 1999 from the Commissioner of Urban Planning and Development Services, headed "New Practices for the Review of Development Applications", wherein he proposes new practices for the review of development applications and for the delivery of City Planning services across the City, to Community Councils for review and comment back to the Planning and Transportation Committee for its meeting on October 4, 1999; and
- (2) requested each Community Council to schedule deputations from the public on this report.

The Etobicoke Community Council also had before it the following communications:

- (a) (July 30, 1999) from Councillor John Filion (North York Centre), forwarding to Community Councils his suggested amendments to the recommendations contained in the report dated June 25, 1999, from the Commissioner of Urban Planning and Development Services, headed "New Practices for the Review of Development Applications"; and
- (b) (September 1, 1999) from Mr. Jim Murphy, Director of Government Relations, Greater Toronto Home Builders' Association, expressing the Association's support, in principle, of the recommendations contained in the aforementioned report from the Commissioner of Urban Planning and Development Services; and commenting on specific issues regarding the proposal.

Mr. Wes Peaker, Etobicoke, appeared before the Etobicoke Community Council in connection with the foregoing matter.

The Planning and Transportation Committee submits the following report (October 18, 1999) from the City Clerk, North York Community Council:

Recommendation:

The North York Community Council on October 12, 1999, recommended the following to the Planning and Transportation Committee:

(1) the report (June 25, 1999) from the Commissioner, Urban Planning and Development Services, be adopted subject to the following amendments:

(a) amending Recommendation 2(i) by adding at the end thereof the words:

“but only after consultation with Councillor(s) in accordance with practices presently in use in the former City of North York;”

so as to read:

“2(i) delegation of authority to staff, as permitted by statute, to approve applications for site plan control approval, various classes of consents, draft condominium approval (except for conversion of rental housing) and authority to execute, amend and release site plan agreements on behalf of the City but only after consultation with Councillor(s) in accordance with practices presently in use in the former City of North York;”

(b) amending Recommendation 2(ii) by adding at the end thereof the words:

“and that the planner in charge of a project have available specific expertise that may be required, in particular urban planning design and landscape resources;”

so as to read:

“2(ii) a case management system which provides for a continuity of planning staff assignment from the beginning to the completion of any project and that the planner in charge of a project have available specific expertise that may be required, in particular urban planning design and landscape planning resources;”

(c) adding the additional recommendation:

“2(viii) prior to preliminary reports being written, Councillors be given the opportunity to hold a community meeting if they so require so that the planners have the benefit of community input at an early stage before preliminary evaluation;”

(d) amending Recommendation 3(ii) by deleting the words “intensity of” and replacing with the words “criteria to be applied to”, so as to read:

“3(ii) to establish areas of site plan control on a consistent basis across the City, establishing appropriate thresholds defining the criteria to be applied to development or redevelopment which would require the submission of an application for site plan approval as detailed in this report;”

- (e) amending Recommendation 3(vi) by adding the words “after consultation with local Councillor(s);” so as to read:

“3(vi) to delegate authority to execute, amend and release agreements, as required, to the Chief Planner or delegate(s) after consultation with local Councillor(s);”

- (f) adding the following Recommendations:

“(11) that all studies related to a project over a certain threshold be commissioned by the City of Toronto at the expense of the applicant and that staff be requested to report further on a suitable threshold;

(12) that the Commissioner of Urban Planning and Development Services, be requested to report further on a policy that would require the removal of signage related to planning practices at the specific steps in the planning process;

(13) that pre-application meetings include Councillors, or their staff, if they so request;

(14) that Councillors be immediately notified upon receipt of an application;

(15) that informal consultation meetings be held with the community prior to a preliminary evaluation report;

(16) that notification of planning applications be sent to persons in the area including residential and business tenants and property owners;

(17) that all telecommunication applications be forwarded to the Telecommunications Steering Committee for direction;

(18) that industrial applications be exempt, unless requested by the Ward Councillor(s);

(19) that the following not be exempted:

townhouses;
additions to commercial parking lots;
school portables; and
telecommunication equipment;

(20) preliminary evaluation reports not include staff comments which may prejudice the final staff recommendation;

- (21) Members of Council continue to chair planning community meetings, and planning staff chair these meetings only if requested by the Ward Councillor(s); and
 - (22) certificates of inspection be commissioned by Urban Planning and Development Services and paid for by the applicant.”;
- (g) that Appendix 3, entitled, “Site Plan Approvals” attached to the report (June 25, 1999) from the Commissioner of Urban Planning and Development Services, be amended as follows:
- (i) the deletion of the words, “unless located on a designated “Main Street” and have a lot frontage no more than 12.5m” in Table 2 (page 17), entitled, “Proposed Exemption”, relating to New Development: Institutional, Commercial, Office, Mixed Use, so that it now reads: “Proposed Exemption” – “All subject to Site Plan Approval”
 - (ii) the deletion of the words, “in the Port District” in Table 2 (page 18), entitled, “Proposed Exemption” relating to New Development: Industrial, so that it now reads: “Proposed Exemption” – “All Industrial exempt unless: adjacent to or opposite a residential use; adjacent to a school, park, arterial road or highway; adjacent to a ravine; or recycling”.
 - (iii) the deletion of the words, “All exempt unless located adjacent to substandard lane or in or within 10m of a ravine” in Table 2 (page 19) entitled, “Proposed Exemption” relating to New Development: Residential - singles, semis, duplexes, fourplexes, semi-detached, triplexes and fourplexes”, so that it now reads “Proposed Exemption” – “single-family & semi-detached lots created by consent and lots which are in the Valley Impact Zone (V.I.Z.) and special policy area lots, all subject to Site Plan Approval.”
 - (iv) the deletion of the words, “The lesser of 600m² or 20% of existing g.f.a. are exempt” in Table 2 (page 19) , entitled, “Proposed Exemption” relating to Apartment Additions”, so that it now reads “All subject to Site Plan Approval”.
 - (v) the deletion of the words, “Exempt”, in Table 2 (page 22), entitled, “Proposed Exemption” relating to “Replacement, Reconstruction and Compliance Development” so that it now reads, “Subject to Site Plan Approval if increasing the Gross Floor Area.”
- (h) that “preliminary evaluation reports” be called “preliminary assessment reports”;
- (i) adding the recommendations embodied in the communication (October 12, 1999) from Mr. George Belza, save and except those recommendations which overlap with Recommendations (1)(a); (1)(b);(1)(d); and (1)(e) referred to above;

- (j) amending the bolded portion of Recommendation (9) embodied in the communication (October 12, 1999) from Mr. George Belza so that it now reads as follows:

“where an applicant appeals an Official Plan Amendment or rezoning application prior to the required statutory public meeting, staff shall process the application in a manner which provides Community Council with a sufficient range of options so as to minimize the risk of prejudicing Council’s position before the Ontario Municipal Board.”

- (k) adding a further recommendation to read as follows:

“that an expanded notice radius for community and statutory public meetings and associated costs be determined in consultation with the Ward Councillors.”

Background:

The North York Community Council had before it the following:

- (a) communication (August 3, 1999) from the Committee Administrator, Planning and Transportation Committee, advising that the Planning and Transportation Committee at its meeting held on July 12, 1999, referred the report (June 25, 1999) from the Commissioner of Urban Planning and Development Services respecting New Practices for the Review of Development Applications to each Community Council for public consultation, review and report back to the Planning and Transportation Committee for its October 4, 1999 meeting;
- (b) communication (August 25, 1999) from the Committee Administrator, Planning and Transportation Committee, forwarding a report (July 30, 1999) from Councillor Filion providing suggested amendments with regard to the New Practices for the Review of Development Applications;
- (c) communication (October 12, 1999) from Councillor Moscoe, North York Spadina, forwarding draft recommendations tabled at the Planning and Transportation Committee meeting held on October 4, 1999; and
- (d) communication (October 12, 1999) from the Director, Community Planning, North District, providing presentation notes on the proposed new practices for the review of development applications.

The following persons appeared before the North York Community Council in connection with the foregoing matter:

- Mr. George S. Belza; who also filed a written submission;
- Ms. Marion Lick; President, Willowdale Central Ratepayers’ Association;

- Ms. Sharolyn Vettese, Chair, Yonge Street Area Ratepayers Association; who also filed a written submission;
- Mr. David Sambrook, President, Southwest Ward 10 Ratepayers Association; who also filed a written submission; and
- Mr. Morry Smith, President, Lansing Community Association, who also filed a written submission.

The Planning and Transportation Committee also submits the following report (September 20, 1999) from the City Clerk, East York Community Council:

Recommendation:

The East York Community Council recommended to the Planning and Transportation Committee that consideration of this matter be deferred until such time as the report from the Acting Commissioner of Urban Planning and Development Services with respect to the organizational structure for the new Committee of Adjustment is considered.

Background:

The East York Community Council on September 14, 1999, had before it a communication (July 29, 1999), from the City Clerk, advising that the Planning and Transportation Committee, at its meeting on July 12, 1999, referred the attached report, dated June 25, 1999, from the Commissioner of Urban Planning and Development Services, proposing new practices for the review of development applications and for the delivery of City Planning services across the City, to the Community Councils for review and comment to the Planning and Transportation Committee for its meeting scheduled to be held on October 4, 1999.

The East York Community Council also had before it the following communications:

- (i) (August 25, 1999) from the Administrator, Planning and Transportation Committee, forwarding a report (July 30, 1999) from Councillor John Filion, Ward 10, providing suggested amendments to the Planning process with respect to the new practices for the review of development applications; and
- (ii) (September 1, 1999) from Mr. Jim Murphy, Director of Government Relations, Greater Toronto Home Builders' Association, advising that the Association supports, in principle, the report (June 25, 1999) from the Commissioner of Urban Planning and Development Services; expressing specific concerns; and providing further suggestions for improvement.

Ms. Carol Burtin-Fripp, on behalf of the Leaside Property Owner's Association, East York; appeared before the East York Community Council in connection with the foregoing matter and submitted a written brief with respect thereto.

The Planning and Transportation Committee also had before it the following communications, which were forwarded to all Members of Council with the agenda of the Planning and Transportation Committee for its meeting of November 29, 1999, and copies thereof are on file in the office of the City Clerk:

- (October 1, 1999) from Anne Dubas, President, Local 79 requesting deferral of the Commissioner's report until City staff have fully complied with the provisions of the Collective Agreement.
- (October 4, 1999) from Peter Gabor, Chair, Planning and Development Committee, The Toronto Board of Trade supporting a one-window approach and the use of a case management system to ensure that an application moves smoothly through the process.
- (October 29, 1999) from Neil H. Rodgers, Director of Policy, Urban Development Institute/Ontario, Toronto Chapter supporting the basic principles of Staff's Recommendations.
- (October 29, 1999) from Anne Dubas, President, CUPE Local 79 opposing the proposal that would take the work of site plan inspections currently done by the City's own employees and give it to the private sector.
- (November 1, 1999) from Neil Rodgers, Director of Policy, Urban Development Institute submitting a copy of his verbal presentation.
- (November 1, 1999) from Chris Lloyd, Chair, Greater Toronto Home Builders' Association submitting his verbal presentation made at the Planning and Development meeting on November 1, 1999.
- (November 29, 1999) from Lois James supporting the action by Scarborough Community Council in Section (E) providing there would be agreement from Ward Councillors and citizen representatives in Item (4).

The communications and reports referred to in the following reports from the City Clerk are on file in the office of the City Clerk:

- (September 17, 1999) from the City Clerk, Scarborough Community Council
- (September 20, 1999) from the City Clerk, Toronto Community Council
- (September 20, 1999) from the City Clerk, York Community Council
- (September 16, 1999) from the City Clerk, Etobicoke Community Council
- (October 18, 1999) from the City Clerk, North York Community Council
- (September 20, 1999) from the City Clerk, East York Community Council

Lois James addressed the Committee in respect of this matter.

(City Council on December 14, 15 and 16, 1999, had before it, during consideration of the foregoing Clause, a report (December 9, 1999) from the Acting Commissioner of Urban Planning and Development Services, which was subsequently withdrawn at the request of the Acting Commissioner.)