

Authority: Planning and Growth Management Committee Item 18.2,
adopted as amended, by City of Toronto Council on September 24 and 25, 2008
Enacted by Council: September 25, 2008

CITY OF TORONTO

BY-LAW No. 1039-2008

To amend City of Toronto Municipal Code Chapter 415, Development of Land, to delegate authority to appointed officers regarding the determination of the completeness of planning applications and to provide for consultation with Ward Councillors.

WHEREAS authority is provided to the Council of the City of Toronto under Section 20 of the *City of Toronto Act, 2006*, S.O. 2006, CHAPTER 11, to delegate its powers and duties under any Act to an appointed officer of the municipality; and

WHEREAS sections 22 (6.1), 34(10.4) and 51(19.1) of the *Planning Act*, R.S.O. 1990, c.P. 13, as amended, require a municipality to notify an applicant as to the completeness or incompleteness of a planning application within 30 days of payment of the application processing fee; and

WHEREAS Chapter 5 of the Official Plan for the City of Toronto contains provisions pertaining to the requirements for complete planning applications;

The Council of the City of Toronto HEREBY ENACTS as follows:

1. The City of Toronto Municipal Code Chapter 415, Development of Land, is amended by adding the following § 415-19.1 to Chapter 415:

§ 415-19.1. Authority respecting completeness of planning applications.

- A. The authority to determine whether an application submitted to the City pursuant to sections 22, 34 and 51 of the *Planning Act* is complete or incomplete in accordance with the provisions of the Official Plan for the City of Toronto is delegated to the Chief Planner or his/her designate.
- B. If the Chief Planner or his/her designate has received a written request from the local Councillor to be consulted regarding a forthcoming application or applications generally within his/her Ward, the Chief Planner or his/her designate shall inform the Councillor in a timely fashion of any substantive pre-application consultations concerning the forthcoming application that pertain to proposed use, density, height and/or built form and shall consult with the Councillor, subject to the Councillor's availability, prior to determining whether the planning application is complete or incomplete.
- C. The authority to notify an applicant as to the completeness or incompleteness of a planning application is delegated to the Chief Planner or his/her designate.

- D. Within 30 days of receipt of the processing fee for a planning application, the Chief Planner or his/her designate shall determine whether the application is complete or incomplete and shall notify the applicant and, if requested, the local Ward Councillor accordingly. An incomplete application notification shall identify the missing or deficient information and material necessary to complete the application.
- E. The provisions of Subsection D apply, with necessary modifications, to each subsequent remedial submission provided to complete the application.
- F. At the written request of the local Councillor to the Chief Planner or his/her designate, the notifications referred to in Subsections D and E shall be included in a preliminary report on the planning application together with a summary of application submissions.
- G. To the extent of any conflict between § 415-19.1 and any by-law of the City of Toronto, § 415-19.1 shall prevail.
- H. This § 415-19.1 comes into force and effect on the day Amendment No. 21 to the Official Plan of the City of Toronto is in force and effect.

ENACTED AND PASSED this 25th day of September, A.D. 2008.

SANDRA BUSSIN,
Speaker

ULLI S. WATKISS
City Clerk

(Corporate Seal)