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June 8, 2015

Ulli Watkiss
City Clerk
12th Floor, West Tower, City Hall
100 Queen Street West
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I am writing in response to the Administrative Inquiry submitted by Councillor Kristyn Wong-Tam regarding the Protocol for Notifying Local Ward Councillors on Ward Specific Issues and Meetings.

Below is the link to the February 20, 2013 memo from the City Clerk's Office to Members of Council entitled "Background Materials on a Protocol for Member Involvement in Other Wards".

<http://www.toronto.ca/legdocs/mmis/2013/rm/bgrd/backgroundfile-56374.pdf>

In the memo, the City Clerk confirms that there is no prevailing protocol for Member involvement in other wards. The memo also confirms that in 2004 the City Manager, acting within her authority, adopted a protocol for City staff to clarify their roles and responsibilities in providing notice of matters important to Members of Council.

As indicated in Councillor Wong-Tam's inquiry letter, a meeting was held on March 10, 2015 at the request of the applicant to present the application to senior officials regarding the proposed development at 1 Bloor Street West. There had been previous meetings with Planning staff.

The meeting was held on Tuesday, March 10, 2015 at 4:00 p.m. at City Hall in the 24th floor East Tower boardroom. The following people were in attendance:

Applicants

Alan Slobodsky, Slobodsky and Associates
Adam Brown, Sherman Brown
Sam Mizrahi, Mizrahi Developments

City Planning staff

Jennifer Keesmaat, Chief Planner
Gregg Lintern, Director, Community Planning
Oren Tamir, Senior Planner

Mayor's staff

Chris Phibbs

Member of Council

Deputy Mayor Minnan-Wong

Although it was noted in Councillor Wong-Tam's Administrative Inquiry that Deputy City Manager John Livey was one of the attendees, he was not present.

Staff in attendance were not aware, in advance of the meeting, that Deputy Mayor Minnan-Wong was invited to attend.

Following the meeting and as per the City Manager's protocol, Planning staff contacted Chris Phibbs in the Mayor's Office with a request that she notify the local Councillor of the meeting. We understand the Councillor was contacted the following week.

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