

ATTACHMENT 1 - Proposed Official Plan Amendment, Incorporated into Section 5.5

Bold, underlined text represents proposed additions.

~~Strikethrough text~~ represents proposed deletions.

5.5 The Planning Process

The *Planning Act* encourages public involvement in the planning process and enables Council to require an applicant to provide, at the time a planning application is made, information Council determines is needed to make an informed decision. Regulations under the *Planning Act* prescribe minimum complete application requirements. The *Act* also enables a municipality to identify additional requirements, beyond the prescribed minimum, by having complete application policies in the Official Plan. Council may refuse to accept or further consider a planning application until all such materials have been received.

Applicants are required to attend a pre-application consultation meeting with City staff prior to formal submission of a planning application. Applicants are also encouraged, but not required, to consult with the Ward Councillor, ~~City staff~~ and local community prior to formal submission of a planning application.

Following receipt of a complete planning application, Council will determine whether the City is satisfied with pre-application community consultation, in particular any pre-application community meeting(s) held in accordance with City standards, and whether one or more subsequent community meetings will be required under the provisions of Policy 5.5.1(c)(ii).

In accordance with the *City of Toronto Act*, Council may delegate by by-law its duty to notify applicants as to the completeness of planning applications.

The application materials and related documents will be made available to the public in accordance with the requirements of the *Planning Act* and the provisions of this Plan.

Policies

1. Public Involvement

A fair, open and accessible public process for amending, implementing and reviewing this Plan will be achieved by:

- a) encouraging participation by all segments of the population, recognizing the ethno-racial diversity of the community and with special consideration to the needs of individuals of all ages and abilities;
- b) promoting community awareness of planning issues and decisions, through use of clear, understandable language and employing innovative processes to inform the public, including the use of traditional and electronic media; and
- c) providing adequate and various opportunities for those affected by planning decisions to be informed and contribute to planning processes, including:
 - i. encouraging pre-application community consultation;
 - ii. holding at least one community meeting in the affected area, in addition to the minimum statutory meeting requirements of the *Planning Act*, for proposed Official Plan and/or Zoning By-law amendments prior to approval;

iii. ensuring that information and materials submitted to the City as part of an application during the course of its processing are made available to the public; and

iv. ensuring that draft Official Plan amendments are made available to the public for review at least twenty days prior to statutory public meetings, and endeavouring to make draft Zoning By-law amendments available to the public for review at least ten days prior to statutory public meetings, and if the draft amendments are substantively modified, further endeavouring to make the modified amendments publicly available at least five days prior to consideration by Council.

2. **Mandatory Pre-Application Consultation and** Complete Applications

A pre-application consultation meeting with City staff shall be required prior to formal submission of an application for an Official Plan Amendment, a Zoning By-law Amendment, Draft Plan of Subdivision, and/or Site Plan Control Approval, in accordance with the pre-application consultation by-law pursuant to the *Planning Act* and the *City of Toronto Act*.

Applications to amend the Official Plan, to amend the Zoning By-law and applications for Plan of Subdivision, Plan of Condominium or Consent to Sever will comply with the statutory complete application submission requirements of the Planning Act and the requirements identified in Schedule 3.

In addition, applications for Site Plan Control Approval should satisfy the submission requirements identified in Schedule 3.

Sidebar 1

Information and materials to be made available to the public for review will be provided upon request in electronic and/ or paper copy form at a fee not to exceed the City's actual cost in providing such information or material.

Sidebar 2

Schedule 3 outlines the City requirements for complete applications. When seeking development approvals from the City, applicants should also refer to "Building Toronto Together – A Development Guide" which outlines the City's development review processes. In addition to the requirements of the *City of Toronto Act*, *Planning Act* and/or Regulations, the City may require additional information to properly evaluate an application. Complete application requirements may be discussed during pre-application consultation.