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Toronto, Ontario M5H 2N2**Tel:** 416-338-7200
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March 10, 2016

Mr. Geoffrey Wilson
President and CEO
Ports Toronto
60 Harbour Street
Toronto, ON
M5J 1B7

Dear Mr. Wilson:

**Re: Development Review and Approvals Process -
Planned Ground Run-up Enclosure (GRE) at Billy Bishop Toronto City Airport
(BBTCA)**

The purpose of this letter is to communicate the process by which the City of Toronto will receive, review, provide comment, and ultimately approve (if all is to its satisfaction) the proposed construction of a GRE at BBTCA.

As you are aware, the City is committed to working with Ports Toronto and other waterfront stakeholders to continually improve conditions for residents, waterfront visitors and airport users, as we strive to maintain an appropriate balance between the airport and other waterfront uses. To that end, the City has long expressed a desire for the construction of a GRE at BBTCA, and we are pleased to see this worthwhile investment proceeding.

The City of Toronto will generally structure the GRE review process according to its typical Site Plan Control process, inclusive of a public information meeting, and circulation to multiple City divisions for comment. Upon approval (and in lieu of a site plan agreement), this process will conclude with the execution of a binding Memorandum of Understanding (MOU) between the City of Toronto and Ports Toronto. Matters addressed in the MOU will pertain to facility location, size, materiality, colour, and other items as may arise from the GRE review process. The MOU will commit Ports Toronto to construction of the GRE in accordance with the plans, drawings and other technical materials as submitted and subsequently approved by the City of Toronto, and in accordance with terms of the Tripartite Agreement.

The GRE review process shall proceed as follows:

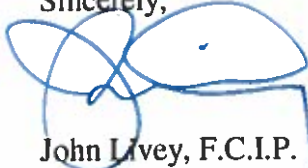
- City staff to confirm submission requirements. These requirements are illustrated in the "**Planning Application Checklist**" attached to this letter, and shall also include:
 - o **A Letter of structural certification** confirming compliance with applicable building code (or equivalent) standards (to be prepared and stamped by a qualified professional);
 - o **Ground-level renderings** of the facility from select vantage points within the adjacent community, Inner Harbour, Toronto Islands, and western waterfront (specific details and locations to be confirmed with City staff);
 - o **An Operations Brief** describing proposed operating hours and use policy (and restrictions related thereto); and
 - o **A Noise Abatement Brief** to identify typical noise contours for pre and post construction scenario, and noise reduction specifications.

Note that failure to provide all required materials may result in delay of processing and/or approval of the GRE. Also note necessary compliance with the City's "Archaeological Assessment Terms of Reference" as previously provided to Mr. Ken Lundy;

- Ports Toronto and its GRE design-build contractor shall attend one meeting with City of Toronto staff prior to completion and submission of required materials;
- Ports Toronto shall file formal GRE submission with City staff;
- City staff shall undertake inter-divisional circulation (Planning, Legal Services, Real Estate Services, Heritage Preservation Services, PF&R, and others TBD) upon receipt of satisfactory GRE materials;
- City of Toronto to host a public consultation meeting with participation from Ports Toronto. Public consultation shall also include an opportunity for interested parties to participate in a site tour in the general vicinity of the GRE site;
- City staff to consolidate divisional comments and provide formal feedback for Ports Toronto's consideration;
- Ports Toronto to provide written responses and/or drawing re-submissions (as may be required) after receipt of circulation feedback;
- City staff shall be delegated final approval of GRE plans, drawings and related technical materials; and
- City staff shall draft and execute (with Ports Toronto) a binding MOU confirming works to be completed shall be in accordance with final approved plans, drawings and related technical materials.

I trust this process meets your understanding and expectations. If you have any questions or concerns, please do not hesitate to contact Bryan Bowen, Project Manager, Waterfront Secretariat (Email: bbowen@toronto.ca / Tel: 416-338-4842).

Sincerely,



John Livey, F.C.I.P.
Deputy City Manager, Cluster B

- cc. Councillor Pam McConnell, City of Toronto
Councillor Joe Cressy, City of Toronto
David Stonehouse, Director, Waterfront Secretariat, City of Toronto
Lynda MacDonald, Manager, Community Planning, City of Toronto
Barbara Cappell, Legal Services, City of Toronto
Joanna Swietlik, Real Estate Services, City of Toronto
Susan Hughes, Supervisor, Heritage Preservation Services, City of Toronto

Submission Instructions

Applications are to be submitted to the Planning Consultant in the applicable District. To avoid delays in submitting your applications, we encourage you to schedule an appointment in advance by contacting the Planning Consultant directly:

Etobicoke York District	North York District	Scarborough District	Toronto East York District
Brian van den Brink Planning Consultant bvanden@toronto.ca 416-394-8239	Sean Fitzpatrick Planning Consultant sfitzpat@toronto.ca 416-395-7531	Theo Lawrence Planning Consultant tlawren@toronto.ca 416-396-7334	Daniel Papaconstantinou Planning Consultant dpapaco@toronto.ca 416-392-7601

All submissions must include a covering memo indicating all submitted materials along with either this Planning Application Checklist, OR the Pre-Application Consultation Checklist received from your Pre-Application meeting.



A: Paper Form

- Collate the plans/drawings into sets;
- The plans/drawings must be folded to 216mm x 356mm (8.5" x 14") with the title block exposed; and
- Plans/Drawings that are not folded will not be accepted



B: Digital Form

- Each Plan/Drawing must be grouped as one PDF file for each type, ie. Architectural, Civil, etc.;
- Plans/Drawings with multiple pages and sets must be combined into a single PDF file in the same order as the submitted paper document;
- Each PDF file must be properly labelled. PDF file names should have an abbreviated description of the document (See Naming Conventions below);
- Each information/study must be submitted as a separate PDF file, including the Project Data Sheet;
- All PDF files must be submitted on DVD-RW. For security reasons USB Drives or Flash Media is not allowed;
- Each PDF file must be submitted without a password and/or restrictions;
- Each PDF file must be submitted to mirror paper copies exactly;
- All electronic files must be submitted in "Portable Document Format" (PDF) version 7 or later; and
- Each PDF file submitted must not exceed 25MB.

Naming Convention

- PDF file names must use underscores/abbreviations that describe the digital file and reference the subject property.

Examples:

- Architectural Plans_100main_st.pdf
- Civil & Utilities Plans_100main_st.pdf
- Survey Plans100main.pdf
- Parking_100main_st.pdf
- SunShadowStudy_100main_st.pdf
- SWMReport_100main_st.pdf

Refer to the [Developing Toronto website](#) to review the [Building Toronto Together: A Development Guide](#) for more information regarding the submission requirements, and [Procedures for Erecting Signs](#).

Applications For

- | | |
|---|--|
| <input type="checkbox"/> Official Plan Amendment* (OPA) | <input type="checkbox"/> Draft Plan of Condominium (CDM) |
| <input type="checkbox"/> Zoning By-law Amendment* (ZBA) | <input type="checkbox"/> Standard/Phased |
| <input type="checkbox"/> Draft Plan of Subdivision* (SUB) | <input type="checkbox"/> Common Elements*/Vacant* |
| <input checked="" type="checkbox"/> Site Plan Control (SPA) | <input type="checkbox"/> Other |
| <input type="checkbox"/> Part Lot Control Exemption (PLC) | |

* These applications require the posting of a sign, go to Planning Application Signs for requirements.

All application submissions shall include the specified number of hard copies and 1 DVD-RW containing all the materials saved as PDF files. Refer to the detailed submission instructions on Page 1 for digital naming conventions and paper submission requirements.

Information/Studies Submitted with Application

5 paper copies unless noted and 1 digital copy:

Indicate all materials provided by checking all applicable boxes from the listings below.

City Planning

- | | |
|---|--|
| <input type="checkbox"/> <u>Draft Zoning By-law Amendment</u> (text and schedule) (ZBA only) | <input checked="" type="checkbox"/> <u>Archaeological Assessment</u> (OPA,ZBA,SUB, SPA only) |
| <input type="checkbox"/> <u>Physical or Computer Generated Building Mass Model</u> (OPA,ZBA,SPA only) | <input type="checkbox"/> <u>Energy Efficiency Report</u> (SPA only) |
| <input type="checkbox"/> <u>Community Services and Facilities Study</u> (OPA,ZBA,SUB only) | <input type="checkbox"/> <u>Draft Official Plan Amendment</u> (text and schedule) (OPA only) |
| <input type="checkbox"/> <u>Architectural Control Guidelines</u> (ZBA,SUB, SPA only) | <input type="checkbox"/> <u>Planning Rationale</u> (OPA,ZBA,SUB,CDM only) |
| <input type="checkbox"/> <u>Housing Issues Report</u> (OPA,ZBA,CDM, RH only) | <input type="checkbox"/> <u>Pedestrian Level Wind Study</u> (ZBA,SPA only) |
| <input type="checkbox"/> <u>Natural Heritage Impact Study</u> (OPA,ZBA,SUB, SPA only) | <input type="checkbox"/> <u>Avenue Segment Review Study</u> (OPA,ZBA only) |
| <input type="checkbox"/> <u>Green Development Standards Checklist</u> (ZBA,SUB,CDM,SPA only) | <input type="checkbox"/> <u>Sun/Shadow Study</u> (ZBA,SPA only) |
| <input type="checkbox"/> <u>Noise Impact Study</u> (ZBA,SUB,SPA only) | <input type="checkbox"/> <u>Urban Design Guidelines</u> (ZBA,SUB,SPA only) |
| | <input type="checkbox"/> <u>Accessibility Design Standards Checklist</u> (SUB,CDM,SPA only) |
| | <input type="checkbox"/> <u>Vibration Study</u> (ZBA,SUB,SPA only) |
| | <input type="checkbox"/> <u>Heritage Impact Statement</u> (Conservation Strategy) (ZBA,SUB,SPA only) |

Engineering & Construction Services

- | | |
|---|---|
| <input type="checkbox"/> <u>Loading Study</u> (ZBA,SPA only) | <input type="checkbox"/> <u>Stormwater Management Report</u> (ZBA,SUB,CDM,SPA only) |
| <input type="checkbox"/> <u>Parking Study</u> (ZBA,CDM,SPA only) | <input type="checkbox"/> <u>Environmental Impact Study</u> (OPA,ZBA, SUB,SPA only) |
| <input type="checkbox"/> <u>Traffic Operations Assessment</u> (ZBA,SUB,SPA only) | <input type="checkbox"/> <u>Contaminated Site Assessment</u> (OPA,ZBA,SUB,SPA only) |
| <input type="checkbox"/> <u>Transportation Impact Study</u> (OPA,ZBA,SUB, SPA only) | <input type="checkbox"/> <u>Servicing Report</u> (ZBA,SUB,CDM,SPA only) |
| <input type="checkbox"/> <u>Geotechnical Study</u> (ZBA,SUB,SPA only) | |

Urban Forestry Services

- Arborist/Tree Preservation Report and/or Declaration (ZBA,SUB,CDM,SPA only)

Plans Submitted with Application

20 paper copies unless noted, and one digital copy:

Survey Plans

- Boundary Plan of Survey (All Applications)
- Topographical Survey (OPA, ZBA, SPA, SUB, CDM only)
- Draft Plan of Subdivision (SUB only)
- Draft Plan of Condominium (CDM only)

Architectural Plans

- Context Plan (OPA, ZBA, SPA, SUB, CDM only)
- Underground Garage Plan(s) (ZBA, SPA only)
- Site and Building Elevations (ZBA, SPA only)
- 1:50 scale Detailed Colour Building Elevations (greater than or equal to 5 Storey) (SA only)
- Subdivision Concept Plan (SUB only)
- Site Plan (OPA, ZBA, SPA only)
- Roof Plan (SPA only)
- Floor Plans(s) (ZBA, SPA only)
- Site and Building Sections (ZBA, SA only)
- Perspective Drawing (4000m² or greater) (7 copies) (SPA only)

Civil & Utilities Plans

- Site Grading Plan (SPA, SUB only)
- Erosion/Sediment Control Plan (SPA only)
- Construction Management Plan (SA only)
- Public Utilities Plan (SPA, SUB only)

Landscape & Lighting Plans

- Tree Preservation Plan (7 copies) (ZBA, SPA, SUB only)
- Landscape & Lighting Plan (7 copies) (SPA only)
- Concept Site and Landscape Plan (7 copies) (OPA, ZBA only)

Additional Information, Guidelines and Advisory Comments

Additional Information

- Electromagnetic Field (EMF) Management Plan (OPA, ZBA, SUB only)

Guidelines

- City of Toronto Urban Design Guidelines
- District/Area based Urban Design Guidelines
- Bird Friendly Guidelines
- Green Roof By-law (SPA only)
- Development Infrastructure Policy and Standards (DIPS)
- Toronto Green Standards (ZBA, SUB, SPA only)
 - Tier 1
 - Tier 2–To enroll contact Environmental Planning, sustainablecity@toronto.ca

City Owned Property

- One or all of the properties that is subject to the application is owned by the City of Toronto. You will require authorization from City of Toronto Real Estate Services to act on their behalf. Please contact City of Toronto Real Estate Services in advance of application submission to secure authorization.

Municipal Numbering

- One or all of the properties that is subject to the application does not have a municipal number. Please contact City of Toronto, Survey and Mapping in advance of application submission to have a municipal number assigned. This should be done in advance of making your application submission to assist the City in better identifying location of your application on all of its correspondence.