

# Welcome!

Transforming the Development Review Process:

## Proposed Mandatory Pre-Application Consultation

Public Open House

September 14, 2021





## What is Pre-Application Consultation (PAC)?

Before submitting a planning application to the City, an applicant is encouraged to meet with City staff to discuss their proposal and get a clearer understanding of what is required to submit a formal application.

The intent of pre-application consultation is to advise applicants on what is required to submit a Complete Application as prescribed under the *Planning Act*, and the City's Official Plan.



## How does it work in practice today?

Currently, pre-application consultations range in purpose and scope from simple, informational meetings about submission requirements to a series of more thorough discussions of critical issues and opportunities for a particular site.

Key factors affecting current meeting practices include the readiness of the applicant, the complexity of the application, and district-specific approaches.

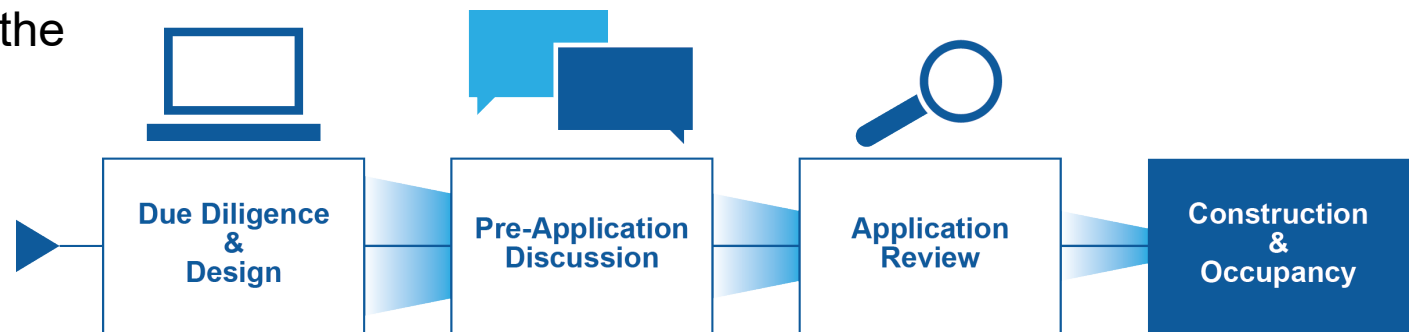
# Why Focus on Improving Pre-Application Consultation?



Inconsistencies in the **current** pre-application process contribute to:

- Poor internal and external communication
- Submission of incomplete applications
- Delays in application review

The **End-to-End Review** identified the need for a standardized meeting cadence in order to enhance cooperation and customer service, **beginning with pre-application consultation.**



# What is the legislative & policy context?

The *Planning Act* specifies that a municipality shall permit applicants to consult with City staff and includes **provisions for requiring applicants to consult** the municipality prior to submitting an application.

Chapter 5 of the Toronto Official Plan encourages pre-application consultation.

## Chapter 5 Explanatory Text

“Applicants are **encouraged, but not required**, to consult with the Ward Councillor, **City staff** and local community **prior to formal submission** of a planning application.”



# What do other jurisdictions do?

Other municipalities within the GTHA and Ottawa currently require Pre-Application Consultation (PAC) with staff.

Most of these municipalities adopted this practice following the introduction of Bill 51, *Planning and Conservation Land Statute Law Amendment Act, 2006*, which established the mechanism for requiring pre-application consultation in the *Planning Act*.

Municipality	Mandatory PAC	Fee / Deposit	Enabling By-law	Official Plan Policy
Mississauga	✓	✓	✓	✓
Hamilton	✓	✓	✓	✓
Markham	✓	✓	✓	✓
Vaughan	✓	✓	✓	✓
Brampton	✓	✓	✓	✓
Ottawa	✓	✓	✓	✓

# What is Toronto's approach?

- Although it's currently voluntary, pre-application consultation is a well-used practice in Toronto.
- As the volume and complexity of applications increase, mandatory pre-application consultation will support better development review outcomes.
- The City's approach is to **“formalize and normalize”** some of its existing best practices while testing improved and new procedures.

## BY THE NUMBERS

449

Number of Pre-Application Meeting requests in 2020

70%

Percentage of those requests that resulted in a scheduled meeting

# What are the City's objectives?

The **objectives** of an improved, mandatory Pre-application Consultation process are to:

✓ Improve **consistency** and **shared productivity**.

✓ Improve **application quality**.

✓ Reduce the overall **time to decision**.

✓ Achieve broader **city-building outcomes**.



# What is the proposed scope of a mandatory meeting?

## Option 1: Information-focused

- Application requirements

## Option 2: Adding Value

- Application requirements
- Site-specific issues and opportunities

## Option 3: Front-End Review

- Application requirements
- Site-specific issues and opportunities
- Co-designing

# What is the proposed Official Plan Amendment?

## Amended Section 5.5 Explanatory Text

**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.

## New Chapter 5.5 Policy

### 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*.**

# What will the By-law address?

The proposed By-law will address the following:

- **When a pre-application meeting is required and for which application types:**
  - Required prior to the submission of a formal application
  - Applies to applications under Sections 22 (OPA), 34 (ZBA) and 51 (SUB) of the Planning Act
  - Also applies to applications subject to Section 114 (SPA) of the City of Toronto Act
- **Administrative matters:**
  - Concurrent applications
  - Subsequent meetings
  - Applicability of a fee/deposit
- **Effectiveness Date & Transition**
  - When mandatory pre-application consultation comes into effect

# How will the new requirement be implemented?

## 1. What does the City need to require mandatory pre-application consultation?

- A by-law and OPA are required to enable mandatory PAC meetings

## 2. What operational changes are needed?

- Improvements to existing pre-application consultation meeting procedures will be tested and refined in Etobicoke-York district within a new team-based operating model
- Testing will support the development of a PAC Procedures Guide

## 3. Will there be a fee/deposit?

- A regular update of Development Application Review Fees is ongoing
- Cost-recovery options for mandatory pre-application consultation meetings are within the scope of the update
- Consultant recommendations on a fee/deposit for mandatory pre-application consultation meetings will be provided to the City by the end of 2021

# What is the timeline for implementation?

## FALL 2021

Recommendations Report to  
November 25<sup>th</sup> Planning &  
Housing Committee



Development Application  
Review Fee Update  
recommendations

**FALL 2021**

Testing improvements to  
PAC procedures in  
Etobicoke York

**FALL 2021 – SPRING 2022**

Fee by-law update and  
PAC Procedures Guide

**SPRING - SUMMER 2022**

Mandatory PAC in effect

**SUMMER 2022**

# Further Questions and Comments?

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# Thank you!

