



C2K Connect

Your industry update on the latest Concept 2 Keys (C2K) developments
September 29, 2021

City of Toronto Update to the Development Guide Application Support Materials: Terms of Reference

As communicated in the [June](#) and [September](#) 2021 editions of C2K Connects, updates and additions were recently made to the City of Toronto's Development Guide, [Application Support Materials: Terms of Reference](#) (TOR). The updates to the TOR were published on **August 13, 2021**. Details of the changes are outlined below.

The Planning Application Checklist was also updated to include all new submission requirements and maintain consistency with the TOR. The [PDF Checklist](#) was published on **August 19, 2021**.

Applications where a pre-application consultation meeting was held after August 19, 2021, and ALL new applications received after January 4, 2022, will be expected to comply with the new TOR Application Support Materials.

To provide a period of transition for applications where a pre-application consultation meeting was held prior to August 19, 2021 and the application is received by the City before January 4, 2022, the City is providing some flexibility to the determination of complete application with regard to the submission materials affected by this update. An application submission complying with previous TOR may be deemed complete with the understanding that any newly posted requirements or updates will be submitted in good faith with the first resubmission.

Stay tuned for further amendments to the TOR expected in the coming months.

1. Drawing Submissions Terms of Reference

Since 2019, an interdivisional working group of City staff has been working to address issues related to achieving "Better Streetscapes". As part of this work, updates to 11 existing Terms of Reference for drawing submissions have been made. In addition to these updates, a new Soil Volume Plan Terms of Reference has been developed following Ministerial approval of Official Plan Amendment 479 (September 11, 2020).

These updates provide clarity regarding the City's expectations for application submissions and ensure that existing and updated technical standards and guidelines are consistently applied. Additionally, some drawing layers have been separated or consolidated, where appropriate, to better illustrate relationships between certain elements and for ease of review.

As a result of the working group review, some application types now require additional drawings. In these cases, the updated Terms of Reference specify what level of information is required for different application types.

See Attachment #1: TOR Overview for details of these updates. The following Terms of Reference have been updated as part of this review:

- Concept Site and Landscape Plan
- Context Plan
- Floor Plans
- Landscape and Planting Plan (*formerly Landscape & Lighting Plan*)
- Lighting Plan (*formerly Landscape & Lighting Plan*)
- Public Utilities Plan (*now required at ZBLA, as well as SPA*)
- Roof Plan
- Site Grading Plan
- Site and Building Elevations
- Site and Building Sections
- Site Plan
- Soil Volume Plan (*new*)

2. Simplified Report Graphics

Graphics and/or drawings that can be inserted directly into the Preliminary or Final Staff Report “as is” or without further manipulation are required to be submitted by applicants to provide a clear and simplified visualization of the proposal. These graphics and/or drawings do not replace other detailed drawings submitted for review. The Graphics and/or Drawings required for the Preliminary or Final Report include: Site Plan(s), Elevation(s), and a 3D Model(s) of the Proposal in Context.

TOR for [Simplified Report Graphics](#) was previously a requirement under the Computer Generated Building Mass Model Terms of Reference. They have now been pulled out as a separate submission requirement.

3. Updated Heritage Impact Assessment (HIA) Terms of Reference

The Terms of Reference for [Heritage Impact Assessments](#) has been updated to provide consistency with Provincial and Municipal standards and to implement recent changes to the Ontario Heritage Act that require early identification and designation of heritage properties within the planning application process. The new TOR emphasises the important separation between understanding the heritage value of properties on a development site and planning for their conservation, evaluating impact and implementing mitigation measures. The revised HIA also includes enhanced

documentation requirements such as a more in depth condition assessment, plans and drawings that clearly indicate areas of removal and engineering comments on the constructability of what is being proposed.

When heritage register properties are within or adjacent to a proposed development, an HIA that includes information under each sub-heading must be submitted. Heritage Planning will review submissions to ensure they are consistent with the requirements as laid out in the updated TOR. HIAs that do not provide the required information or that contain insufficient detail within any of the sections will be deemed incomplete for the purposes of a complete application determination.

4. New Cultural Heritage Evaluation Report (CHER) Terms of Reference

A new Terms of Reference for a [Cultural Heritage Evaluation Report](#) is now available under the Planning for Heritage web page. The CHER is the primary document used by Heritage Planning to guide independent research and evaluation of properties for their cultural heritage value. The CHER is essentially a stand-alone version of the first part of the HIA and should be used to guide heritage evaluations generally. It can be used by a property owner to independently screen for heritage value during a period of due diligence and should be completed and submitted when potential heritage value has been identified through a planning study, community interest, as identified within the Toronto Heritage Survey, or by Planning staff.

The CHER should be prepared as early in the planning process as possible since the conclusions will have implications for the project design, application requirements and reporting. Although City Planning cannot currently require the completion of a CHER, applicants should be encouraged to work openly and co-operatively with Heritage Planning staff.

How to Connect with the C2K Team

- ❖ Learn more at toronto.ca/C2K
- ❖ Contact Concept2Keys@toronto.ca with any questions
 - ❖ Issues resolution information can be found [online](#)
- ❖ Contact C2KIssues@toronto.ca to submit an issue or use the online issues [form](#)
 - ❖ Send us your [suggestions](#) for improving development review