

C2K Connect

Your industry update on the latest Concept 2 Keys (C2K) developments
August 18, 2022

In this edition:

- [AST updates and improvements](#)
- [Priority Development Review Stream continues to advance sites](#)
- [District rollout update](#)
- [Staffing updates](#)
- [C2K posts on social media](#)

AST updates and improvements

Ability to update documents from within the Application Submission Tool

You asked us for the ability to update documents within the Application Submission Tool (AST) and we're pleased to share that we've implemented this new feature. You will receive an email notification when staff have reviewed your submission materials and determined that additional information is required. This will include clear instructions on what needs to be updated.

Your upload for Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) 179LC111SA22-C2K for 100 QUEEN ST W TORONTO M5H 2N1 requires additional documentation / information.

Instructions from Planning Consultant

Your uploaded files contains the following:

- Layered Files
- Missing Files

The application form is missing, kindly update the form.

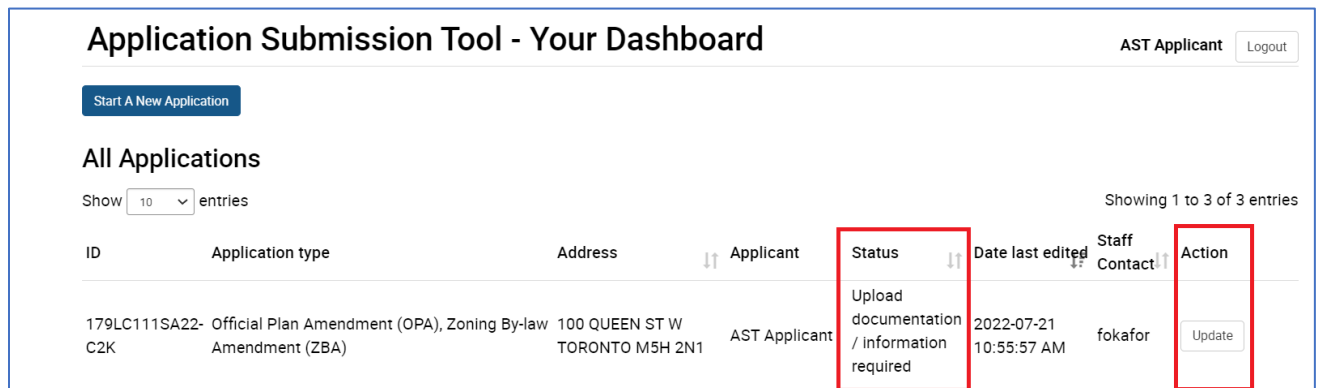
Also, the architectural plans have not been flattened. Please flatten them.

What to do

1. Login to the Application Submission Tool
2. On your Dashboard, click Update to open your application.
3. Update all of the requested documents and/or information.

Ability to see and address applications requiring action from your dashboard

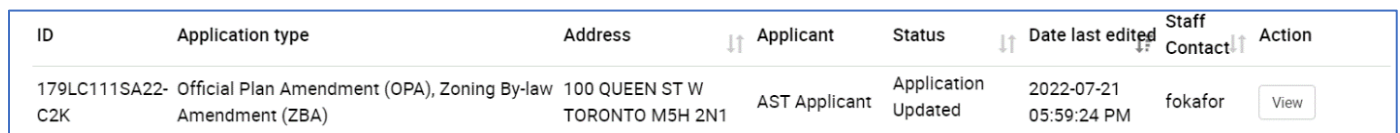
You are now able to log in to the Application Submission Tool and see which applications have been marked as “Upload Documentation / Information Required.” Rather than having to wait for a secure link from City staff to provide your materials, you can click “Update” on your dashboard to provide the required documents. When finished, you can submit your updated application.



The screenshot shows the 'Application Submission Tool - Your Dashboard' interface. At the top right, it says 'AST Applicant' with a 'Logout' button. Below that is a 'Start A New Application' button. The main section is titled 'All Applications' and shows a table with 3 entries. The first entry is highlighted with a red box around the 'Status' and 'Action' columns. The status is 'Upload documentation / Information required' and the action is 'Update'.

ID	Application type	Address	Applicant	Status	Date last edited	Staff Contact	Action
179LC111SA22-C2K	Official Plan Amendment (OPA), Zoning By-law Amendment (ZBA)	100 QUEEN ST W TORONTO M5H 2N1	AST Applicant	Upload documentation / Information required	2022-07-21 10:55:57 AM	fokafor	Update

Once you have submitted your application to the City with your updated materials, your application status on the dashboard changes from “Upload Information / Documentation Required” to “Application Updated.” Read more on our [web page](#).



The screenshot shows the 'Application Submission Tool - Your Dashboard' interface. The table now shows the application status as 'Application Updated' and the action button is 'View'.

ID	Application type	Address	Applicant	Status	Date last edited	Staff Contact	Action
179LC111SA22-C2K	Official Plan Amendment (OPA), Zoning By-law Amendment (ZBA)	100 QUEEN ST W TORONTO M5H 2N1	AST Applicant	Application Updated	2022-07-21 05:59:24 PM	fokafor	View

Priority Development Review Stream continues to advance sites

At City Council’s July meetings, Council advanced a number of affordable housing sites, many of which are part of the Concept 2 Keys Priority Development Review Stream (PDRS). The PDRS sites that were advanced are:

- 155 and 165 Elm Ridge Drive (zoning by-law amendment approved)
- 7 Vanauley Street (Official Plan and zoning by-law amendment approved)
- 215 Wellesley Street East (zoning by-law final report adopted)
- 353-355 Sherbourne Street and 157 Carlton Street (Official Plan and zoning by-law approved)
- 130-150 Dunn Avenue (loading zone and permit parking regulation)

The Priority Development Review Stream was launched in January 2021 and is focused on advancing affordable housing development applications city-wide. Affordable housing developments supported include Modular Housing Initiatives and Open Door sites.

District rollout update

C2K is working to improve the effectiveness and efficiency of development review for both applicants and staff, with the ultimate goal of enhancing collaborative city-building opportunities and outcomes. We’re doing this through the introduction of a new

organizational structure, as well as process and technology improvements. In July 2021, C2K began implementing this organizational structure in Etobicoke York, testing and refining these improvements before rolling them out on a wider scale.

To date, there have been a lot of valuable lessons learned in Etobicoke York and C2K is preparing to roll out in Scarborough and North York. Preparations for the Scarborough rollout began in July and will begin for North York in September. These preparations include advancing necessary staff recruitment to address staffing challenges in each district, hiring application managers and coordinators to operationalize and support the rollout and preparing for the implementation of each district's new team-based organizational structure. Preparations for the rollout in Toronto & East York will begin later this year.

Staffing updates

District Development Review Stream

Matthew Eichfuss-Clarke has joined C2K in the position of Application Manager, Scarborough District, overseeing the district's review teams. Matthew has more than 10 years experience in municipal planning, zoning and development, including work as a Zoning Examiner, Application Examiner, Manager, Customer Service Building, and, most recently, as Manager, Plan Review, Toronto Building.

Business Support & Workforce Planning

Lakshana Sathiyathan has joined C2K in the position of Business Support & Workforce Planning Specialist. Lakshana will support the development, delivery and coordination of human resources programs and planning, helping to fill development-related positions. Lakshana brings more than seven years of experience in HR management, with a focus on strategic recruitment, to this role.

C2K posts on social media

Concept 2 Keys is now using City Planning's social media channels to post updates about C2K. If you're not already following the City Planning accounts, you can find them on [Twitter](#), Facebook and Instagram under the name @CityPlanTO.

How to Connect with the C2K Team

- ❖ Learn more at toronto.ca/C2K
- ❖ Contact Concept2Keys@toronto.ca with any questions
- ❖ Upload new applications on the [Application Submission Tool](#)
 - ❖ 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

To unsubscribe to this email, please send an email to Concept2Keys@toronto.ca with **UNSUBSCRIBE** in the subject line.