

C2K Connect

Your industry update on the latest Concept 2 Keys (C2K) developments
February 14, 2023

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Application Submission Tool updates and improvements

The following updates to the City's online [Application Submission Tool](#) were launched in January.

The Site Plan Application is now a standalone application type

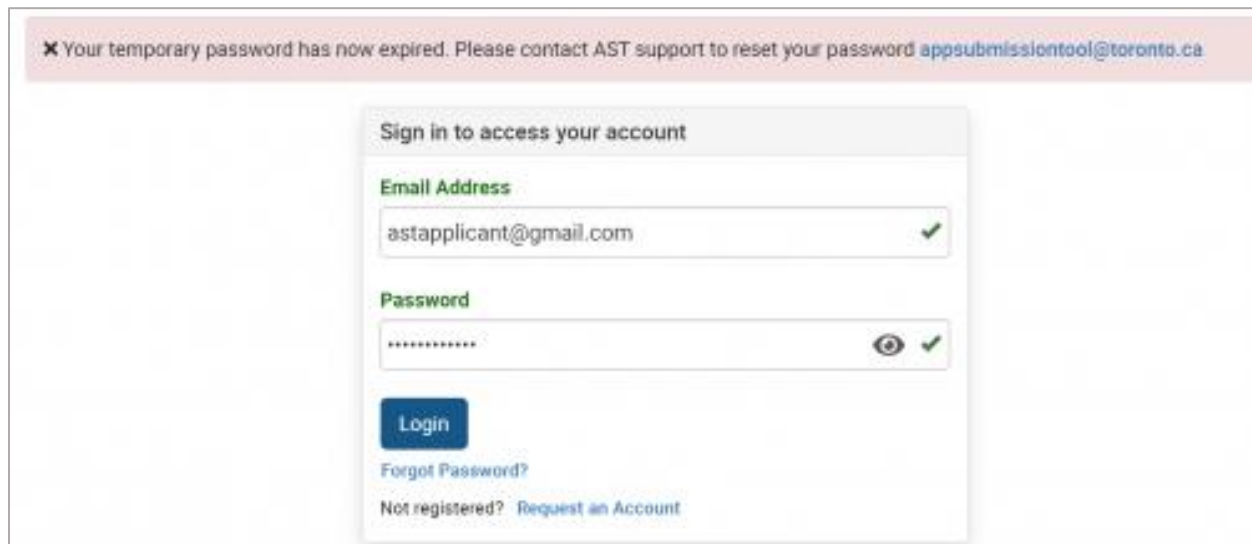
To improve the review process for the Site Plan Application in line with the Province's Bill 109 policy change, the Site Plan Application type will now be a standalone application and will no longer be combined with other applications.

The screenshot shows a web interface for starting a new application. At the top, a progress bar has seven steps: Pre-application, New Application, Address, Save Draft, Add People, Add Application Documents, and Add Supporting Documents. The 'New Application' step is currently active. Below the progress bar, the text reads 'Start a new application' and 'Please choose the application type(s) that you are applying for:'. A note states 'The following application types may be combined: OPA and ZBA.' There are two columns of radio button options: Official Plan Amendment (OPA), Zoning By-law Amendment (ZBA), Draft Plan of Subdivision (SB), Site Plan Control (SA), Draft Plan of Condominium (CD), Part Lot Control Exemption (PL), Telecommunications Tower (TT), and Rental Housing Demolition & Conversion (RH). The 'Site Plan Control (SA)' option is selected. Below this, there is a section for 'Choose the subtype related to the Site Plan Control application that you are applying for:' with two options: Standard and Amendment.

Update to the temporary password expiration message

If you've received a temporary password enabling you to reset your password, but

you're unable to change that temporary password before the seven-day expiration period, you'll see an on-screen notification of what you need to do to change your expired temporary password.



District rollout of the new operating model

The operating model and review teams are now live in North York District. Orientation and training sessions are underway for development review staff in the Toronto & East York District.

Air Quality and Odour Study Terms of Reference

Air Quality and Odour Study [Terms of Reference](#) have been developed to provide clarity on preparation and submission requirements for applicants and their consultants. This technical report provides a written description of the impact of air emissions, including odour and dust, from the surrounding environment on a proposed development as well as mitigation measures to reduce any negative impacts.

The Air Quality and Odour Study may be required to support development applications (Zoning By-law Amendment, Site Plan Control, Plan of Subdivision, and Consent to Sever) that include sensitive uses, such as residential land uses, schools, daycares, hospitals, places of worship and other uses identified as sensitive by the City. It may also be a requirement of a site-specific Zoning By-law that includes sensitive uses, depending on their proximity to sources of emissions or areas with permissions for employment uses that may emit in the future.

The Air Quality and Odour Study process uses a tiered, risk-based approach. This minimizes the effort required for proposed developments that are unlikely to be impacted by air, odour or dust emissions, while ensuring adequate assessment when situations with higher potential impacts are identified.

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

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