C2K Connect

Your industry update on the latest Concept 2 Keys (C2K) developments
March 21, 2023

Mandatory Pre-Application Consultation – April 3 implementation
As you're probably aware, Pre-Application Consultation (PAC) meetings become mandatory for four application types in Toronto as of April 3. The four types of applications are: Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision and Site Plan Control.

The benefits of effective consultation at the beginning of development review include improved quality of application submissions, more productive relationships between applicants and City staff and a reduction in overall time to decisions. The new team-based approach to development review that Concept 2 Keys (C2K) has implemented is supporting an improved PAC process.

After a mandatory PAC meeting, you'll receive a Planning Application Checklist Package. The Checklist Package identifies which type of planning application(s) are required for a proposal; plans, studies/reports and other information that is required; and advisory comments related to the City's policy framework to aid you in developing your application submission.

A new online request form has been added to the City's Application Submission Tool (AST). All applicant requests for pre-application consultation meetings must be submitted through the AST beginning April 3. The online request form replaces the need for you to fill out a PDF form and email the City a PDF package. All required information for a PAC meeting can be submitted via the AST, making the process more efficient.

The City is holding a virtual information session on how to submit requests for PAC meetings using the AST. The session will be held on **Tuesday, March 28 at 11 a.m.** You'll have an opportunity to ask questions during the session or you can submit questions in advance online.

If you would like to the attend the virtual session, please send an email to appsubmission@toronto.ca with "AST-PAC Info Session" in the subject line.

More information regarding the new mandatory PAC process can be found on the City's website. Questions about mandatory PAC may be emailed to C2K's Strategy & Business Improvement team at DevelopmentReviewPI@toronto.ca.

Methane Gas Study Terms of Reference
The Methane Gas Study Terms of Reference (TOR) has been developed to provide clarity for applicants and their consultants for development sites that are on or within the vicinity of a known or suspected closed (former) municipal landfill. The purpose of the study is to test and assess the presence of methane, identify any adverse impacts and implement any necessary remediation measures.

The Methane Gas Study comprises a subsurface field investigation and a resulting subsurface gas investigation report. The TOR outlines minimum testing requirements and guidelines on report format. The Methane Gas Study may be required to support development applications including Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision and Site Plan Control Approval.

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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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