

# C2K Connect

**Your industry update on the latest Concept 2 Keys (C2K) developments**  
June 20, 2023

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## **Development & Growth Services Deputy City Manager update**

As you may have [heard](#) last week, Jag Sharma, President and Chief Executive Officer of Toronto Community Housing, was the successful candidate in the City's recruitment of a Deputy City Manager for its new service area Development & Growth Services. He starts his new role on August 14.

## **Concept 2 Keys update**

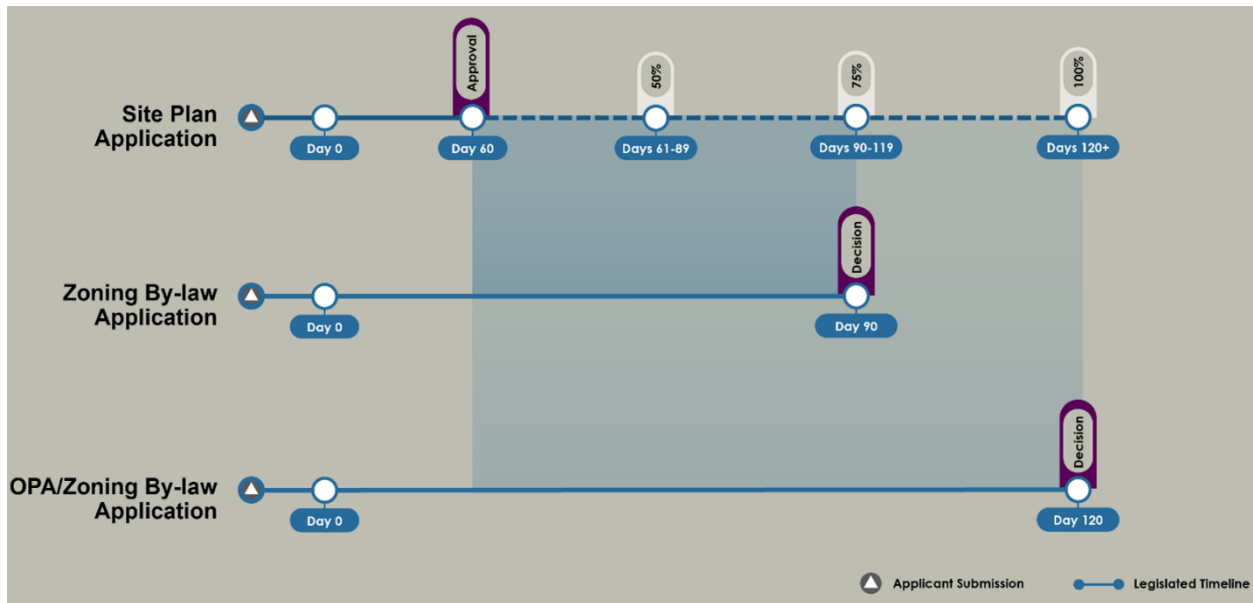
Kris Hornburg, Director, Development Process & Performance, is leaving the City to take on the role of Deputy General Manager of Business Services for Durham Region Transit. His last day with the City is June 30. Jeremy Kloet, Project Director, Application Management, will assume the role of acting Director.

## **Concurrent Pre-Application Consultation meetings and applications**

To address the impacts of Bill 109, *More Homes for Everyone Act, 2022*, the City is currently transitioning its practices related to concurrent applications. In [December 2022](#), City Council adopted a [report](#) from the Deputy City Manager identifying that the City will no longer encourage concurrent pre-application consultation meetings and concurrent application submissions for Site Plan Control (SPC) applications.

Bill 109 does not include a concurrent review timeline for Zoning By-law (ZBA)/SPC or Official Plan Amendment (OPA)/ZBA/SPC applications. Under the legislation, applicants are eligible to request a refund of SPC application fees if the application is not approved within 60 days. Due to the longer timelines for decision for ZBA (90 days) and combined OPA/ZBA (120 days) applications, a concurrent review of ZBA/SPC or OPA/ZBA/SPC

applications would require the City to approve the SPC *prior to* a decision on the ZBA or OPA/ZBA to retain application fees. The diagram below illustrates these timelines.



### ***Pre-Application Consultation meetings***

The City’s Mandatory Pre-Application Consultation (PAC) [By-law](#) requires an applicant to consult with City staff as a prerequisite to the submission of an OPA, ZBA, SPC or Plan of Subdivision (SUB) application. The City strongly discourages applicants from submitting concurrent PAC meeting requests for ZBA/SPC or OPA/ZBA/SPC applications. Should an applicant submit a concurrent PAC meeting request, staff will schedule and hold a separate PAC meeting for the SPC application. The City will issue a separate checklist for the SPC application, advising the applicant that the SPC application is premature.

### ***Application submissions***

As noted above, the City is discouraging submission of concurrent ZBA/SPC or OPA/ZBA/SPC applications. Following a mandatory PAC meeting, should an applicant choose to submit a concurrent application, the City will deem the SPC application incomplete until such time as the zoning is in place to support the proposal.

### ***For more information***

Applicants are encouraged to review updates to the [City’s Development Guide](#) regarding the pre-application consultation process. The Development Guide includes information about additional pre-application consultation services available (e.g., pre-application inquiry, Zoning Applicable Law Certificate Program) to support applicants as they prepare their submission.

Applicants are also encouraged to [reach out](#) to the local area Community Planner or Community Planning Manager with any questions.

### **Terms of Reference updates**

#### ***Arborist Report***

The [Arborist Report Terms of Reference](#) have been updated to provide clarity for applicants and their consultants on the level of detail and organization of information that must be present in any submission where regulated trees are impacted. The arborist's information must be clear, accurate and up-to-date to reflect potential tree impacts due to the proposal and must demonstrate that all opportunities for avoiding tree loss have been explored.

The Arborist Report is required for Zoning By-law Amendment, Plans of Subdivision, Plans of Condominium, Site Plan Control and Consent to Sever application types. This report aids in the development of the Tree Protection Plan, which is to be submitted concurrently.

### ***Tree Protection Plan***

The [Tree Protection Plan Terms of Reference](#) have been updated to include basic site information, the scope of tree inventory parameters and any protection and mitigation strategies for trees/vegetation that will be retained.

The Tree Protection Plan is required for Zoning By-law Amendment, Draft Plan of Subdivision, Site Plan Control and Consent to Sever application types where the property contains existing regulated trees and/or regulated trees that are within six metres of all property lines (or 12 metres for trees where properties are within a Ravine and Natural Feature Protection area). The Tree Protection Plan must be submitted concurrently with an Arborist Report.

### ***Draft Zoning By-law Amendment – effective July 1***

The [Draft Zoning By-law Amendment Terms of Reference](#), which come into effect on July 1, will provide guidance to applicants and their consultants in the preparation of a draft zoning by-law amendment as part of their submission of a Zoning By-law Amendment Application.

A draft zoning by-law amendment is a document that directs how lands, buildings or structures are used for specific purposes. It provides a preliminary framework for amendments to the zoning by-law that are required to permit the development, including use of certain sections of the Ontario Planning Act, such as temporary use or holding symbol provisions. The Terms of Reference include templates and a writing guide to promote consistency when drafting a site- or area-specific zoning by-law amendment.

### **How to Connect with the C2K Team**

- ❖ Learn more at [toronto.ca/C2K](http://toronto.ca/C2K)
- ❖ Contact [Concept2Keys@toronto.ca](mailto: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](mailto:C2KIssues@toronto.ca) to submit an issue or use the online issues [form](#)

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