

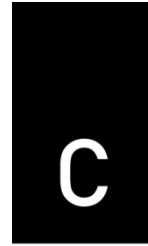


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CONDO
start to finish

LEONA SAVOIE - PLANNING AND APPROVALS

LEONA
SAVOIE
HULLMARK
DEVELOPMENTS LTD.



CONDO
start to finish

Blaney
McMurtry
BARRISTERS & SOLICITORS • LLP

b **BRATTYS**^{LLP}
BARRISTERS AND SOLICITORS

DZ
DELZOTTO, ZORZI LLP
BARRISTERS & SOLICITORS

F M
FINNEGAN | MARSHALL


FirstService
RESIDENTIAL

HULLMARK

KIRKOR | architects
& planners

KRCMÄR

TRIDEL
BUILT FOR LIFE

 **WSP**

LEONA SAVOIE HAS OVER 15 YEARS OF DEVELOPMENT EXPERIENCE WORKING FOR VERY PROGRESSIVE COMPANIES SUCH AS TRIDEL, DANIELS AND ROCKPORT.

While the bulk of experience rests in large urban mixed use projects in the City of Toronto, Leona also has select experience in municipalities outside of Toronto such as Mississauga, Newmarket, Aurora and Pickering.

Currently Leona works at Hullmark Developments, a company with a long pedigree of development in Toronto, Mississauga and Markham.

Hullmark has recently undergone a significant transition in investment strategy shifting its focus from predominantly residential condominium developments to commercial properties in the downtown periphery.

She is primarily responsible for residential investments, municipal approvals and design development and shares responsibility for acquisitions and implementation. Leona has always taken a keen interest and involvement through the BILD with emerging policies coming out of City Hall.

Recently, Leona participated in a working group that collaborated with the City to streamline the clearances of Draft Plan Conditions prior to their release for registration. She has performed the role as Toronto Chapter Co-Chair for over 4 years and sits on the Board of Directors. Leona also sits on the BILD Executive Committee and the Board of Directors.

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CONDO: START TO FINISH™

STAGE 1 — PROJECT DESIGN + PRE-DEVELOPMENT

1. Political and community project support.
2. Site-specific planning assessment, including required municipal and provincial applications.
3. Planning/political support for new condominium types (common element, vacant land).
4. OPA, rezoning, committee of adjustments, section 37 agreements, parkland dedication.
5. OMB applications.

STAGE 2 — MARKETING + SALES

1. Municipal approvals and OMB resolution.
2. Planning/zoning changes to project including additional density, units and floors, reductions in visitor parking, etc.

STAGE 3 — URBAN CONSTRUCTION

1. On-going site approvals including additional units and floors, variances, etc.
2. Municipal agreements and implementation problems.
3. Section 37 agreements/approvals, requirements and signature timing.
4. Building permit applications and follow-up.
5. Severance for multi-institutional financing.

STAGE 4 — PLANNING + LEGAL COMPLIANCE

1. Committee of adjustment consents and variances (parking, 3rd party easements).
2. Draft plan of condominium application, submission and follow-up.
3. Draft plan of condominium conditions review and resolution.
4. Multi-component severance applications.

PLANNER'S PERSPECTIVE

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STAGE 5 — CONDOMINIUM PRE-REGISTRATION + OCCUPANCY

1. Site plan conditions resolution.
2. Draft plan of condominium conditions resolution.
3. Parking and locker purchaser allocations.

STAGE 6 — CONDOMINIUM REGISTRATION

1. Condominium draft plan conditions resolution confirmation.

STAGE 7 — CONDOMINIUM POST-REGISTRATION

1. Registered condominium declaration and plans to local municipality legal/planning department.

PLANNER'S PERSPECTIVE

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PLANNER'S PERSPECTIVE

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SUPPLEMENTAL MATERIALS

SECTION C

DRAFT PLAN OF CONDOMINIUM APPLICATIONS

Draft Plan of Condominium Applications

Introduction

Following a brief discussion on the purpose and type of condominium applications and general application requirements, this section outlines the differing review procedures for applications involving

- A) Standard and Phased Condominiums;
- B) Common Elements and Vacant Land Condominiums; and
- C) Rental Residential Conversions.

Application Purpose

Section 9(2) of the *Condominium Act* states that an application for condominium is processed in the same way as a Plan of Subdivision under Section 51 of the *Planning Act*, with necessary modifications.

This Act grants the City the authority to regulate the division of land and/or buildings through Plans of Condominium. This authority is used to regulate division of land and/or buildings into parcels or units that may be sold as part of a condominium corporation. It is also used to ensure that the rights of future owners are protected and that any interests/obligations in favour of the City are transferred from you to the future owners.

If you wish to divide your land into lots, blocks or units which can be sold, you must apply for:

- Draft Plan of Subdivision or
- Draft Plan of Condominium or
- Part Lot Control Exemption application or
- Consent for Severance

The *Condominium Act* classifies five types of condominium corporations (alone or in combination). These are:

- Leasehold
- Freehold, of which there are four types:
 - Common Elements
 - Phased
 - Standard
 - Vacant Land

You should determine which type of condominium corporation you wish to establish before filing your application. You should also consider applying for a Preliminary Project Review (PPR) and/or a Zoning Certificate review that will identify any features of your proposal that do

not comply with the Zoning By-law. Additional information is available at http://www.toronto.ca/building/project_review.htm

Draft Plan of Condominium Application Requirements

To ensure the City's interests are met and to appropriately assess the merits and technical aspects of your proposal, the City requires submission of a number of information items with your application(s). These are outlined below as Compulsory Requirements (those that will be required for the majority of applications) and Other Possible Requirements (those that are dependant upon the specifics of the application).

A pre-application consultation meeting is recommended to assist in determining which of these requirements must be provided as part of your initial application submission in order for it to be considered a complete application.

The City will endeavour to review your application and render a decision within the STAR target timelines. The City's commitment to the STAR target timelines will only begin once a complete application submission is received.

The level of detail required for most of the reports/studies listed below can vary, depending on the nature of your property and your proposal. In some cases, a single-page letter from a qualified expert will be adequate, while in other situations a major study will be necessary. The requirement and scope of any reports/studies can be assessed during your pre-application consultation meeting.

Application Requirements

Compulsory Requirements

- [Application Fees](#)
- [Completed Development Approval Application Form](#)
- [Application Requirements](#) (See shaded columns in chart, below)

Information/Studies

[Paper and Digital Submission Requirements for all Information/Studies](#)

Draft Plan of Condominium Application Requirements (Shaded Columns of Matrix)	Official Plan	Zoning By-law	Draft Plan of Subdivision	Draft Plan of Condominium	Consent to Sever	Site Plan Control
REQUIREMENTS of the CITY OF TORONTO ACT, PLANNING ACT and/or Regulations	•	•	•	•	•	
ADDITIONAL REQUIREMENTS of the OFFICIAL PLAN In addition to the prescribed requirements of the Planning Act, the following non-prescribed information will also be required to evaluate a planning application, unless it is determined that certain studies, plans, drawings and reports are not applicable. Provision of the additional information indicated under the Official Plan, Zoning By-law, Draft Plan of Subdivision, Draft Plan of Condominium and Consent to Sever headings is mandatory under the Planning Act and this Official Plan. Provision of the additional information indicated under the Site Plan Control heading is not mandatory but may be requested by the City in order to enable a site plan control application to be evaluated.						
Completed Application Form – including Permission to Reproduce and Provision of Requisite Copies. Applicants are required to (a) grant the City permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public for the purpose of application review, and (b) provide a reasonable number of copies of any such document, or parts thereof, in paper and/or electronic form, to the City for internal use and distribution to the public for the purpose of application review.	•	•	•	•	•	•
Boundary Survey – showing and quantifying the area(s) of all land parcel(s) relevant to the development proposal.	•	•	•	•	•	•
Appropriate Plans and Drawings	•	•	•	•	•	•
Planning Rationale – containing a description of pre-application consultation, including any community outreach, public meeting(s) and interested persons contact list created by the applicant in accordance with City standards.	•	•	•	•	•	
Avenue Segment Review – when required by the provisions of Section 2.2.3.	•	•				
Topographical Survey – showing the area(s) of all land parcel(s) relevant to the development proposal.	•	•	•	•	•	•
Building Mass Model – physical or computer generated.	•	•				•
Pedestrian Level Wind Study – for buildings over six storeys/20 metres in height.		•				•
Sun/Shadow Study – for buildings over six storeys/20 metres in height.		•				•
Architectural Control Guidelines – when warranted by the scale or nature of the proposed development.		•	•			•
Urban Design Guidelines – when warranted by the scale or nature of the proposed development.		•	•			•
Community Services/Facilities Study – for large development proposals.	•	•	•			
Housing Issues Report – for applications that seek to demolish existing rental properties,	•	•		•		

Draft Plan of Condominium Application Requirements (Shaded Columns of Matrix)	Official Plan	Zoning By-law	Draft Plan of Subdivision	Draft Plan of Condominium	Consent to Sever	Site Plan Control
<i>intensify existing rental sites, convert existing rental housing to condominiums or that propose residential development in excess of five hectares.</i>						
Contaminated Site Assessment – if any portion of a property is to be conveyed to the City (eg, parks, roads or lanes).	•	•	•		•	•
Natural Heritage Impact Study – if the proposed development is likely to have impacts on the Natural Heritage System shown on Map 9.	•	•	•		•	•
Environmental Impact Study – if the proposed development is likely to have impacts on aspects of the environment not adequately assessed in the Natural Heritage Impact Study.	•	•	•			•
Archaeological Assessment – for properties in the City's database of lands containing archaeological potential.	•	•	•		•	•
Heritage Impact Statement/Conservation Strategy – for properties in the City's Inventory of Heritage Properties, whether listed or designated, or adjacent properties where new development could have an impact on a heritage property.		•	•		•	•
<u>Arborist Tree Preservation Report</u>		•	•	•	•	•
<u>Green Development Standards Checklist</u> (aka Toronto Green Standard)		•	•	•		•
<u>Accessibility Design Standards Checklist</u>			•	•		•
Noise Impact Study		•	•		•	•
Vibration Study		•	•		•	•
Geotechnical Study – hydrological review to be included where warranted.		•	•		•	•
<u>Servicing and Stormwater Management Report(s)</u>		•	•	•	•	•
Transportation Impact Study	•	•	•			•
<u>Parking Study</u> – when proposal does not comply with City by-law standards.		•		•	•	•
Loading Study – when proposal does not comply with City by-law standards.		•			•	•
Traffic Operations Assessment – when warranted by the scale or nature of the proposed development.		•	•			•
Draft Amendments	•	•				

Plans/Drawings

[Paper and Digital Submission Requirements for all Plans/Drawings](#)

[General Requirements for all Plans/Drawings](#)

- ☐ [Boundary Plan of Survey](#)
- ☐ [Topographical Survey](#)
- ☐ [Draft Plan of Condominium](#)

Other Possible Requirements

- The Planner will advise what other appropriate information/studies and plans/drawings may be required to properly evaluate the application.

Review Procedure for Plans of Condominium

This section outlines the steps the City will undertake to review your application(s). It also provides important target timeline milestones in the STAR process so you can monitor the progress of your application(s) through the process.

There are three types of review procedures for Draft Plan of Condominium applications as outlined in the following sections.

- | | |
|-----------|--|
| Section A | Applications for Standard or Phased Plans of Condominium, will be streamed Routine |
| Section B | Applications for Common Elements or Vacant Land Plans of Condominium require the City to hold Public Meeting under the <i>Planning Act</i> , will be streamed Complex and have different review procedures and timelines. |
| Section C | Applications to convert existing rental residential properties require a decision by City Council, will be streamed Complex and have different review procedures from the other Draft Plan of Condominium applications outlined above. |

Section A - Review Procedure for Standard and Phased Plans of Condominium

This section outlines the steps the City will undertake to review your application for standard and phased plans of condominium. It also provides important target timeline milestones in the STAR process so you can monitor the progress of your application through the process.

Pre-Application Consultation

You are strongly encouraged to take advantage of Pre-Application Consultation as it will save you time and money as you proceed through the review process.

Speak to the Planning Consultant at your local district office before you complete and submit your application(s). The Planning Consultant will provide preliminary information and may also direct you to speak with other appropriate staff involved in development review. This will be followed by a more formal Pre-Application Consultation meeting arranged through a Planner.

The purpose of a Pre-Application Consultation is to determine what approvals are necessary, identify key issues, required approvals, supporting drawings and reports and studies that will be required as part of your formal submission to achieve complete application status in accordance with the Planning Act and the Toronto Official Plan.

Following the meeting, you will receive a completed Planning Application Checklist that will confirm what information and materials you need to include in your formal application submission.

Submission of Application

After receiving your application and application fees, the City will:

- Circulate your application to City divisions and external agencies for detailed technical review and comment (refer to Application Circulation section below); and
- Issue a written decision on the completeness of your application within 30 days, in accordance with the legislative requirements of the Planning Act and assign it a STAR stream (refer to Complete Application Decision section below).

Complete Application Decision

The Toronto Official Plan provides the City the statutory authority to require information, studies and plans for a complete application submission beyond the minimum requirements of the *Planning Act*. The City will consider your application(s) to be "complete" if it meets the complete application submission requirements of the *Planning Act* and Toronto Official Plan, as set out on page C2.

Within 30 days of payment of the application fee, you will be advised in writing as to:

- the completeness or incompleteness of your application(s) in accordance with the requirements of the *Planning Act* and Toronto Official Plan; and
- the assigned STAR stream and application file number.

A complete application submission will allow a more efficient and comprehensive review of all supporting material by the City and will trigger the following:

- The City's commitment to meet the STAR target timelines. Standard and Phased Condominium applications will be assigned a STAR Stream of "Routine" and are targeted for a decision within 4 months of a complete application submission; and
- The timeframe under the *Planning Act* for the City to make a decision on the application.

The City will consider your application(s) to be "incomplete" if it does not meet the complete application submission requirements of the Planning Act and Toronto Official Plan. Incomplete Application(s) Notifications will be accompanied by a listing of outstanding information and/or material that must be submitted for your application to be considered complete.

The Planning Act provides an administrative process that allows you to appeal the City's decision on your application completeness within 30 days after receipt of a negative notice by filing a motion for directions to have the Ontario Municipal Board determine:

- whether the information and material have in fact been provided; or
- whether a requirement made was reasonable

You are encouraged to submit all outstanding information and material as **one comprehensive package**. The City will process all applications to the greatest extent possible, however the City's STAR target timeline commitments for review of your application will only commence once a complete application is submitted.

Application Circulation

Your application will be circulated to a number of City Divisions and/or Agencies, Boards and Commissions for detailed technical review and comment. A complete application submission allows staff to undertake a more comprehensive review of your proposal and will help to reduce overall processing times.

The STAR process targets the first internal comments be provided to the City Planning Division within 6 weeks of the initial application submission.

Depending upon the circumstances of your property, various external agencies may also be asked to comment on your proposal. A list of external agencies that may be asked to comment on your application is included in Appendix 2 of this Guide.

Community Consultation Meeting

Although not required by the *Planning Act*, and it is rare for these applications, staff may hold a meeting with the local community on your Standard or Phased Plans of Condominium application. The meeting is organized by Planning staff and usually attended by the Ward Councillor.

The meeting provides staff an opportunity to outline the planning process to the local community and provide you an opportunity to publicly present your proposal. It also provides the local community an opportunity to comment on the proposal. This input is taken into account by City staff when discussing revisions to your proposal.

Technical review of your application will continue during this process.

Response to Applicant

The Planner assigned to your application(s) co-ordinates responses from the circulation and any comments from the public and the Ward Councillor. These responses are then forwarded to you for the purpose of revising your proposal.

While the Planner may provide you with early responses from City divisions, the STAR process targets the Planner to give you a response within 7 weeks of your application submission.

Application Revision and Resubmission

In response to the comments on your initial submission, you may be required to revise your proposal and/or provide additional information and material. Revised and/or additional information and material should be discussed, co-ordinated and submitted to the Planner.

Please Note:

- You must include a covering letter with all resubmissions that clearly indicates how and where your proposal has been revised and, if appropriate, why any requested revisions were not made.
- The target timelines of the STAR process assume you will make an appropriate resubmission to the City within 4 weeks of being advised that additional information and/or material is required. Should this not occur, the STAR target timelines may not be met.

It is during this step that the value of Pre-Application Consultation and the submission of a complete application is realized. The time and cost incurred by you from additional cycles of revisions and resubmissions can be significantly reduced by these actions.

Recirculation, Consultation, Further Revisions and Finalization of Application

This step in the process involves:

- Recirculating your revised proposal to the City Divisions, and/or Agencies, Boards and Commissions that need to review the changes;
- Holding further discussions over new material and/or technical matters;
- Conducting further consultations with the Ward Councillor or the local community; and
- Undertaking subsequent resubmissions and recirculations arising from these considerations.

These steps may be repeated until your application is finalized.

Draft Approval of Plan of Condominium

City Council has delegated approval authority for Plans of Condominium, with the exception of rental residential conversions, to the Chief Planner. The Chief Planner will issue draft approval of your application, with any appropriate conditions attached.

- The STAR process target is for your application to receive Draft Plan Approval by the Chief Planner within 4 months of a complete application submission.

The *Planning Act* provides an administrative and appeal process once the City approves your Plan of Condominium.

- The City must issue a notice within 15 days of the Chief Planner's draft approval.
- After this notice has been issued, there is a 20 day period within which a party can appeal this approval to the Ontario Municipal Board.
- If no appeal is submitted, the approval is deemed to be in effect.

A similar administrative and appeal procedure applies should the City refuse your application.

Satisfying Conditions for Draft Plan of Standard/Phased Condominium

If no appeal is submitted, approval of your Plan of Condominium is deemed to be in effect on the day that it was passed. You can begin to satisfy the conditions of draft approval and work towards the registration of your plan of condominium.

A number of conditions may be imposed in the Notice of Decision for draft plan approval that must be cleared prior to the issuance of Final Approval.

The following are standard conditions and *instructions* on how they may be cleared.

- The plans submitted for final approval and registration must be in accordance with the approved draft plans specified.

The planner will compare the Condominium Plan submitted for registration with the Plan referenced in the Condominium approval to see that there are no changes. The Plan submitted with the Condominium Application has been compared to and is the same as the approved Site Plan for the development. If you are aware that the plan has changed, you need to advise the Planner of this so that a decision can be made on what steps are necessary to proceed.

- The owner shall provide to the district Director of Community Planning confirmation that the taxes have been paid in full.

In the final stages of clearance of conditions and as close to registration of the condominium plan as possible, go to the City's tax Division and obtain a statement of account or tax certificate which shows the taxes have been paid to date.

Access the Revenue Services website at http://www.toronto.ca/taxes/property_tax/receipts.htm for further information.

- The owner shall file with the district Director of Community Planning a complete copy of the final version of the Declaration and Description to be registered, which includes the following schedules:
 1. Schedule "A" containing statement from the declarant's solicitor that in his or her opinion, based on the parcel register or abstract index and the plans and drawings recorded in them, the legal description is correct and the easements mentioned in the schedule will exist in law upon the registration of the Declaration and Description; and
 2. Schedule "G" being the certification of the project engineer and/or architect that all buildings have been constructed in accordance with the regulations made under the Condominium Act.

When the owner files a copy of the Declaration with the City of Toronto, it shall be accompanied with a letter of undertaking, stating that, "This is our undertaking to

register the Declaration in the same form and content as was provided to you, subject to any changes the Land Registrar may require. This is also our undertaking to provide you with a registered copy of the Declaration once it is registered. If the Land Registrar requires any amendments to the Declaration, we will advise you.”

This condition is satisfied by submitting a copy of the Declaration to the Planner. If there are approval authority conditions to be included in the Declaration and Description, you might want to submit a draft copy first to ensure the wording is acceptable to the City. Once the City is satisfied, your Solicitor should provide the Planner with a final version of the Declaration and Description together with an undertaking that includes the wording in the condition. The undertaking is necessary to satisfy the City that the declaration containing the wording as approved will be what is registered on title.

Visitors Parking Spaces

- Visitors parking spaces will be clearly delineated on the condominium plan to be registered and the Declaration shall contain a clause clearly specifying visitors parking shall form part of the common elements and neither be used by or sold to unit owners or be considered part of the exclusive use portions of the common elements.

If the site requires visitor parking spaces, this condition is satisfied by providing the Planner with a draft declaration containing the wording in the condition.

Handicapped Parking Spaces

- The owner shall file with the district Director of Community Planning, a copy of the final Declaration and Description which contains a provision satisfactory to the Chief Planner or his designate whereby non-disabled owners and/or occupants of non-visitor handicapped parking units shall be obligated, upon notification by the condominium corporation, to exchange, at no cost to the disabled driver, the use of the handicapped parking unit with a disabled driver's non-handicapped parking unit.

If the site requires handicapped parking spaces, this condition is satisfied by providing the Planner with a draft declaration containing the wording to best reflect the arrangement for the specific type of parking.

Alternatively, non-visitor handicapped parking spaces can be made common element, however all condominium documents including the Declaration and Description must state that the condominium corporation will retain control over the spaces and that they cannot be made exclusive use portions of the common element. All non-visitor handicapped parking spaces must conform to one of the alternatives identified above.

Two or More Legal Entities Result

- The Owner shall ensure that there are separate water meters for the different components of the building or shall include wording in the Declaration that the services are to be shared and will designate who will be responsible to the local water authority (not to the City of Toronto in case of a change in the future) for payment in full of the water bill.

This condition is only used in the event that the condominium application may on registration result in two or more legal entities and it is satisfied by providing a draft declaration to the Planner that contains wording in the condition.

- The owner shall file with the district Director of Community Planning, fully executed copies of the following certificates satisfactory to the said Director:
 - (i) certification from the applicant's solicitor with respect to the creation of necessary easements;
 - (ii) certification from the applicant's surveyor with respect to the identification of necessary easements;
 - (iii) certification from the applicant's engineer with respect to the identification of necessary easements.

This condition is only used in the event that the condominium application may on registration result in two or more legal entities and is satisfied by providing certification.

Provided are templates for each certification to ensure City format:

Surveyor's Certificate <http://www.toronto.ca/planning/pdf/surveyorcertificate.doc>

Solicitor's Certificate <http://www.toronto.ca/planning/pdf/solicitorcertificate.doc>

Engineer's Certificate <http://www.toronto.ca/planning/pdf/engineercertificate.doc>

- If the condominium is not registered within 5 years of the date of draft plan approval, then this approval shall be null and void and the plans and drawings must be resubmitted to the City of Toronto for approval.

In advance of the final registration the Planner will check to ensure that the approval has not expired and the condominium can still be registered within the timelines in the condition.

Section B - Review Procedure for Common Elements or Vacant Land Plans of Condominium

This section outlines the steps the City will undertake to review your application for a common elements or vacant land condominium. It also provides important target timeline milestones in the STAR process so you can monitor the progress of your application through the process.

Pre-Application Consultation

You are strongly encouraged to take advantage of Pre-Application Consultation as it will save you time and money as you proceed through the review process.

Speak to the Planning Consultant at your local district office before you complete and submit your application(s). The Planning Consultant will provide preliminary information and may also direct you to speak with other appropriate staff involved in development review. This will be followed by a more formal Pre-Application Consultation meeting arranged through a Planner.

The purpose of a Pre-Application Consultation is to determine what approvals are necessary, identify key issues, required approvals, supporting drawings and reports and studies that will be required as part of your formal submission to achieve complete application status in accordance with the Planning Act and the Toronto Official Plan.

Following the meeting, you will receive a completed Planning Application Checklist that will confirm what information and materials you need to include in your formal application submission.

Submission of Application

After receiving your application and application fees, the City will:

- Circulate your application to City divisions and external agencies for detailed technical review and comment (refer to Application Circulation section below); and
- Issue a written decision on the completeness of your application within 30 days, in accordance with the legislative requirements of the Planning Act and assign it a STAR stream (refer to Complete Application Decision section below).

Within 14 days of submitting your application, you will be required to post a sign on the subject property in accordance with the procedures outlined in the application form. Contact the district Planning Consultant to obtain the name of the Planner assigned to your file and the City Application File Number.

Complete Application Decision

The Toronto Official Plan provides the City the statutory authority to require information, studies and plans for a complete application submission beyond the minimum requirements of the *Planning Act*. The City will consider your application(s) to be "complete" if it meets the complete application submission requirements of the *Planning Act* and Toronto Official Plan, as set out on page C2.

Within 30 days of payment of the application fee, you will be advised in writing as to:

- the completeness or incompleteness of your application(s) in accordance with the requirements of the *Planning Act* and Toronto Official Plan; and
- the assigned STAR stream and application file number.

A complete application submission will allow for a more efficient and comprehensive review of all supporting material by the City and triggers the following:

- The City's commitment to meet the STAR target timelines. Common Elements or Vacant Land Condominium applications will be assigned a STAR Stream of "Complex" and are targeted for a decision within 9 months from a complete application submission; and

- The timeframe under the *Planning Act* for the City to make a decision on the application.

Within 15 days of your application being deemed complete, the City will also issue a formal Notice of Application to the public in the newspaper, confirming receipt of your application in accordance with the requirements of the *Planning Act* and Toronto Official Plan.

The City will consider your application(s) to be “incomplete” if it does not meet the complete application submission requirements of the *Planning Act* and Toronto Official Plan. Incomplete Application(s) Notifications will be accompanied by a listing of outstanding information and/or material that must be submitted for your application to be considered complete.

The *Planning Act* provides an administrative process that allows you to appeal the City’s decision on your application completeness within 30 days after receipt of a negative notice by filing a motion for directions to have the Ontario Municipal Board determine:

- whether the information and material have in fact been provided; or
- whether a requirement made was reasonable

You are encouraged to submit all outstanding information and material as **one comprehensive package**. The City will process all applications to the greatest extent possible, however the City’s STAR target timeline commitments for review of your application will only commence once a complete application is submitted.

Application Circulation

Your application will be circulated to a number of City Divisions and/or Agencies, Boards and Commissions for detailed technical review and comment. A complete application submission allows staff to undertake a more comprehensive review of your proposal and will help to reduce overall processing times.

The STAR process targets the first internal comments be provided to the City Planning Division within 8 weeks of the initial application submission.

Depending upon the circumstances of your property, various external agencies may also be asked to comment on your proposal. A list of external agencies that may be asked to comment on your application is included in Appendix 2 of this Guide.

Community Consultation Meeting

Although not required by the *Planning Act*, and it is rare for these applications, staff may hold a meeting with the local community on your Common Elements or Vacant Land Condominium application. The meeting is organized by Planning staff and usually attended by the Ward Councillor.

The meeting provides staff an opportunity to outline the planning process to the local community and provide you an opportunity to publicly present your proposal. It also provides the local community an opportunity to comment on the proposal. This input is taken into account by City staff when discussing revisions to your proposal.

Technical review of your application will continue during this process.

Response to Applicant

The Planner assigned to your application(s) co-ordinates responses from the circulation and any comments from the public. These responses are then forwarded to you for the purpose of revising your proposal.

While the Planner may provide you with early responses from City divisions, the STAR process targets the Planner to give you a response within 9 weeks of your application submission.

Application Revision and Resubmission

In response to the comments on your initial submission, you may be required to revise your proposal and/or provide additional information and material. Revised and/or additional information and material should be discussed, co-ordinated and submitted to the Planner assigned to your file.

Please Note:

- You must include a covering letter with all resubmissions that clearly indicates how and where your proposal has been revised and, if appropriate, why any requested revisions were not made.
- The target timelines of the STAR process assume you will make an appropriate resubmission to the City within 6 weeks of being advised that additional information and/or material is required. Should this not occur, the STAR target timelines may not be met.

It is during this step that the value of Pre-Application Consultation and the submission of a complete application is realized. The time and cost incurred by you from additional cycles of revisions and resubmissions can be significantly reduced by these actions.

Recirculation, Consultation, Further Revisions and Finalization of Application

This step in the process involves:

- Recirculating your revised proposal to the City Divisions, and/or Agencies, Boards and Commissions that need to review the changes;
- Holding further discussions over new material and/or technical matters;

- Conducting further consultations with the Ward Councillor or the local community; and
- Undertaking subsequent resubmissions and recirculations arising from these considerations.

These steps may be repeated until your application is finalized.

Public Meeting at Community Council

The *Planning Act* requires the City to hold a Public Meeting to consider all applications for Common Elements and Vacant Land Plan of Condominium. This responsibility has been assigned to the four Community Councils or, if the application has City-wide significance, the Planning and Growth Management Committee.

Once your application has been finalized, the City will issue a formal notice of the Public Meeting in the newspaper in accordance with requirements of the *Planning Act*. If formal notice is not published in the newspaper, the City will require that you post the date and time of the Public Meeting on the sign erected on the property.

A Final Report that contains staff recommendations on your application is prepared for Community Council. The purpose of the Public Meeting is to consider the staff report and provide a public forum for debate on the merits of your application. You will have an opportunity to present your proposal, the public can write in or attend to make their views known and Community Council has the opportunity to evaluate your application.

City Council Decision

Community Councils and/or Planning and Growth Management Committee are empowered to make recommendations on your application to City Council. City Council has delegated the approval authority for Common Elements and Vacant Land Plans of Condominium to the Chief Planner, and makes recommendations to the Chief Planner based on the input of the Community Council and/or Planning and Growth Management Committee.

Draft Approval of Plan of Condominium

City Council has delegated approval authority for Plans of Condominium, with the exception of rental residential conversions, to the Chief Planner. The Chief Planner will issue draft approval of your application, with any appropriate conditions attached.

- The STAR process target is for your application to receive Draft Plan Approval by the Chief Planner within 9 months of a complete application submission.

The *Planning Act* provides an administrative and appeal process once the City approves your Plan of Condominium.

- The City must issue a notice within 15 days of the Chief Planner's draft approval.
- After this notice has been issued, there is a 20 day period within which a party can appeal this approval to the Ontario Municipal Board.
- If no appeal is submitted, the approval is deemed to be in effect.

A similar administrative and appeal procedure applies should the City refuse your application(s).

If no appeal is submitted, the approval of your Plan of Condominium is deemed to be in force on the day that it was passed. You can begin to satisfy the conditions of draft approval and work towards the registration of your plan of condominium.

Section C - Review Procedure for Residential Rental Conversions

This section outlines the steps the City will undertake to review your application to convert an existing rental property to condominium tenure. It also provides important target timeline milestones in the STAR process so you can monitor the progress of your application through the process.

City Council has retained the authority to make decisions on Rental Residential Conversion applications involving buildings with six or more rental units and less than six rental units, if requested by the Ward Councillor.

Important Information for Residential Rental Conversions

In addition to Plan of Condominium approval, these proposals may also require approval by City Council of both a Rental Housing Demolition and Conversion application under Section 111 of the City of Toronto Act and an Official Plan Amendment application. Future Development Guide updates will incorporate a new Chapter outlining review procedures for Rental Housing Demolition and Conversion applications.

In the interim, for further information on review procedures regarding Rental Housing Demolition and Conversion applications, please contact Community Policy staff at 416-392-8124 or 416-392-0421.

Pre-Application Consultation

You are strongly encouraged to undertake this Pre-Application consultation for Rental Residential Conversion applications, in particular, as it will save you time and money as you proceed through the review process.

Speak to the Planning Consultant at your local district office before you complete and submit your application(s). The Planning Consultant will provide preliminary information and may also direct you to speak with other appropriate staff involved in development review. This will be followed by a more formal Pre-Application Consultation meeting arranged through a Planner.

The purpose of a Pre-Application Consultation is to determine what approvals are necessary, identify key issues, required approvals, supporting drawings and reports and studies that will be required as part of your formal submission to achieve complete application status in accordance with the Planning Act and the Toronto Official Plan.

The City discourages these types of applications, especially until the vacancy rate for private rental apartments in the City is at or above 3% for three consecutive surveys. Should the vacancy

rate remain at or above this threshold for the specified period of time, the City would still be required to consider the appropriateness of the conversion application under the criteria of section 51(24) of the *Planning Act*.

Following the meeting, you will receive a completed Planning Application Checklist that will confirm what information and materials you need to include in your formal application submission.

Submission of Application

After receiving your application and application fees, the City will:

- Circulate your application to City divisions and external agencies for detailed technical review and comment (refer to Application Circulation section below); and
- Issue a written decision on the completeness of your application within 30 days, in accordance with the legislative requirements of the *Planning Act* and assign it a STAR stream (refer to Complete Application Decision section below).

Please note that you will also be requested to post a notice of the application in a visible, central area of the property, in a manner prescribed by the City.

Complete Application Decision

The Toronto Official Plan provides the City the statutory authority to require information, studies and plans for a complete application submission beyond the minimum requirements of the *Planning Act*. The City will consider your application(s) to be "complete" if it meets the complete application submission requirements of the *Planning Act* and Toronto Official Plan, as set out on page C2.

Within 30 days of payment of the application fee, you will be advised in writing as to:

- the completeness or incompleteness of your application(s) in accordance with the requirements of the *Planning Act* and Toronto Official Plan; and
- the assigned STAR stream and application file number.

A complete application submission will allow for a more efficient and comprehensive review of all supporting material by the City and triggers the following:

- The City's commitment to meet the STAR target timelines. Rental Residential Conversion Plan of Condominium applications will be assigned a STAR Stream of "Complex" and are targeted for a decision within 9 months from a complete application submission; and
- The timeframe under the *Planning Act* for the City to make a decision on the application.

The City will consider your application(s) to be “incomplete” if it does not meet the complete application submission requirements of the Planning Act and Toronto Official Plan. Incomplete Application(s) Notifications will be accompanied by a listing of outstanding information and/or material that must be submitted for your application to be considered complete.

The Planning Act provides an administrative process that allows you to appeal the City’s decision on your application completeness within 30 days after receipt of a negative notice by filing a motion for directions to have the Ontario Municipal Board determine:

- whether the information and material have in fact been provided; or
- whether a requirement made was reasonable

You are encouraged to submit all outstanding information and material as **one comprehensive package**. The City will process all applications to the greatest extent possible, however the City’s STAR target timeline commitments for review of your application will only commence once a complete application is submitted.

Application Circulation

Your application will be circulated to a number of City Divisions and/or Agencies, Boards and Commissions for detailed technical review and comment. A complete application submission allows staff to undertake a more comprehensive review of your proposal and will help to reduce overall processing times.

The STAR process targets the first internal comments be provided to the City Planning Division within 8 weeks of the initial application submission.

Depending upon the circumstances of your property, various external agencies may also be asked to comment on your proposal. A list of external agencies that may be asked to comment on your application is included in Appendix 2 of this Guide.

Preliminary Report to Community Council

Rental Residential Conversion applications involving buildings with six or more rental units and less than six rental units, if requested by the Ward Councillor are presented to Community Council or the Planning and Growth Management Committee (if the application has city-wide significance) for review and direction through a Preliminary Report. This report provides an early opportunity to raise and discuss any issues of concern, recommends direction on the extent of community consultation and indicates the expected timing for a final report to City Council.

- The Preliminary Report will be presented to Community Council or, if the application has City-wide significance, to Planning and Transportation Committee within two meeting cycles of the date you applied.

Technical review of your application will continue during this process.

Community Consultation Meeting

City Council has directed that the local community, including existing tenants, be consulted on Rental Residential Conversion applications involving buildings with six or more rental units and less than six rental units, if requested by the Ward Councillor. This meeting is organized by Planning staff and usually attended by the Ward Councillor.

The meeting provides staff an opportunity to outline the planning process to the local community, provide you an opportunity to publicly present your proposal. It also provides the local community an opportunity to comment on the proposal. This input is taken into account by City staff when discussing revisions to your proposal.

The STAR process assumes this meeting will be held within two months from the date that Community Council considers the Preliminary Report.

The City will, at least fourteen (14) days before the meeting, issue notice of the meeting to:

- Tenants of the subject building by prepaid first class mail.
- General public by placing an advertisement in the local community newspaper.

You will be requested to pay for the cost of providing notice of the meeting.

Response to Applicant

The Planner assigned to your application co-ordinates responses from the circulation, political input received through the consideration of the Preliminary Report and any public comments. These responses are then given to you for revising your proposal.

- While the Planner may provide you with early responses from City divisions, the STAR process requires the Planner to give you a response within 9 weeks of the application submission.

Application Revision and Resubmission

In response to the comments on your initial submission, you may be required to revise your proposal, provide and/or provide additional information or material. Revised and/or additional information and material should be discussed, co-ordinated and submitted to the Planner assigned to your file.

Please Note:

- You must include a covering letter with all resubmissions that clearly indicates how and where your proposal has been revised and, if appropriate, why any requested revisions were not made.
- The target timelines of the STAR process assume you will make an appropriate resubmission to the City within 6 weeks of being advised that additional information and/or material is required. Should this not occur, the STAR target timelines may not be met.

It is during this step that the value of Pre-Application Consultation and the submission of a complete application is realized. The time and cost incurred by you from additional cycles of revisions and resubmissions can be significantly reduced by these actions.

Recirculation, Consultation, Further Revisions and Finalization of Application

This step in the process involves:

- Recirculating your revised proposal to the City Divisions, and/or Agencies, Boards and Commissions that need to review the changes;
- Holding further discussions over new material and/or technical matters;
- Conducting further consultations with the Ward Councillor or the local community; and
- Undertaking subsequent resubmissions and recirculations arising from these considerations.

These steps may be repeated until your application is finalized.

Public Meeting at Community Council

City Council has retained the authority to make decisions on Rental Residential Conversion applications involving buildings with six or more rental units and less than six rental units if requested by the Ward Councillor. City Council has also directed that a Public Meeting be held to consider all such applications. This meeting is usually held at the appropriate Community Council or, if the application has City-wide significance, the Planning and Growth Management Committee. Once your application has been finalized, the City will issue the notice of the public meeting as directed through the Preliminary Report.

A Final Report containing staff recommendations on your application is prepared for Community Council or Planning and Growth Management Committee. The purpose of the Public Meeting is to consider the staff report and provide a public forum for debate on the merits of your application. You will have an opportunity to present your proposal, the public can write in or attend to make their views known and Community Council and/or Planning and Growth Management Committee has the opportunity to evaluate your application.

City Council Decision

For Rental Residential Conversion applications involving buildings with six or more rental units and less than six rental units, if requested by the Ward Councillor, Community Councils and the Planning and Growth Management Committee are empowered to make recommendations on your application to City Council for final decision. Based on these recommendations, City Council may approve or refuse your application to convert rental residential buildings to condominium tenure.

Draft Approval of Plan of Condominium

Should City Council approve your application, it will direct the Chief Planner to take any action necessary to give effect to that decision, including the provision of appropriate conditions.

Among other conditions, you may be required to undertake a Comprehensive Reserve Study, which may include:

- Physical analysis of the building components, to be undertaken by a qualified consultant agreeable to the City, evaluating the structural soundness and general condition and maintenance of the building and associated facilities, and the repairs needed to bring the building and facilities into compliance with property standards.
- Financial analysis of the contributions to the reserve fund that will be required to be paid over a period of time (not less than 30 years).
- The STAR process target is for the draft approval to be granted by the Chief Planner within 9 months of a complete application submission.

The *Planning Act* provides an administrative and appeal process should City Council approve your Rental Residential Conversion application.

- The City must issue a notice within 15 days of the Chief Planner's draft approval.
- After this notice has been issued, there is a 20 day period within which a party can appeal this approval to the Ontario Municipal Board.
- If no appeal is submitted, the approval is deemed to be in effect.

A similar administrative and appeal procedure applies should the City refuse your application(s).

If no appeal is submitted, approval of your Plan of Condominium is deemed to be force on the day that it was passed. You can begin to satisfy the conditions of draft approval and work towards the registration of your plan of condominium.

Figure C-1
Applications for Leasehold, Freehold
Standard and Phased Condominiums

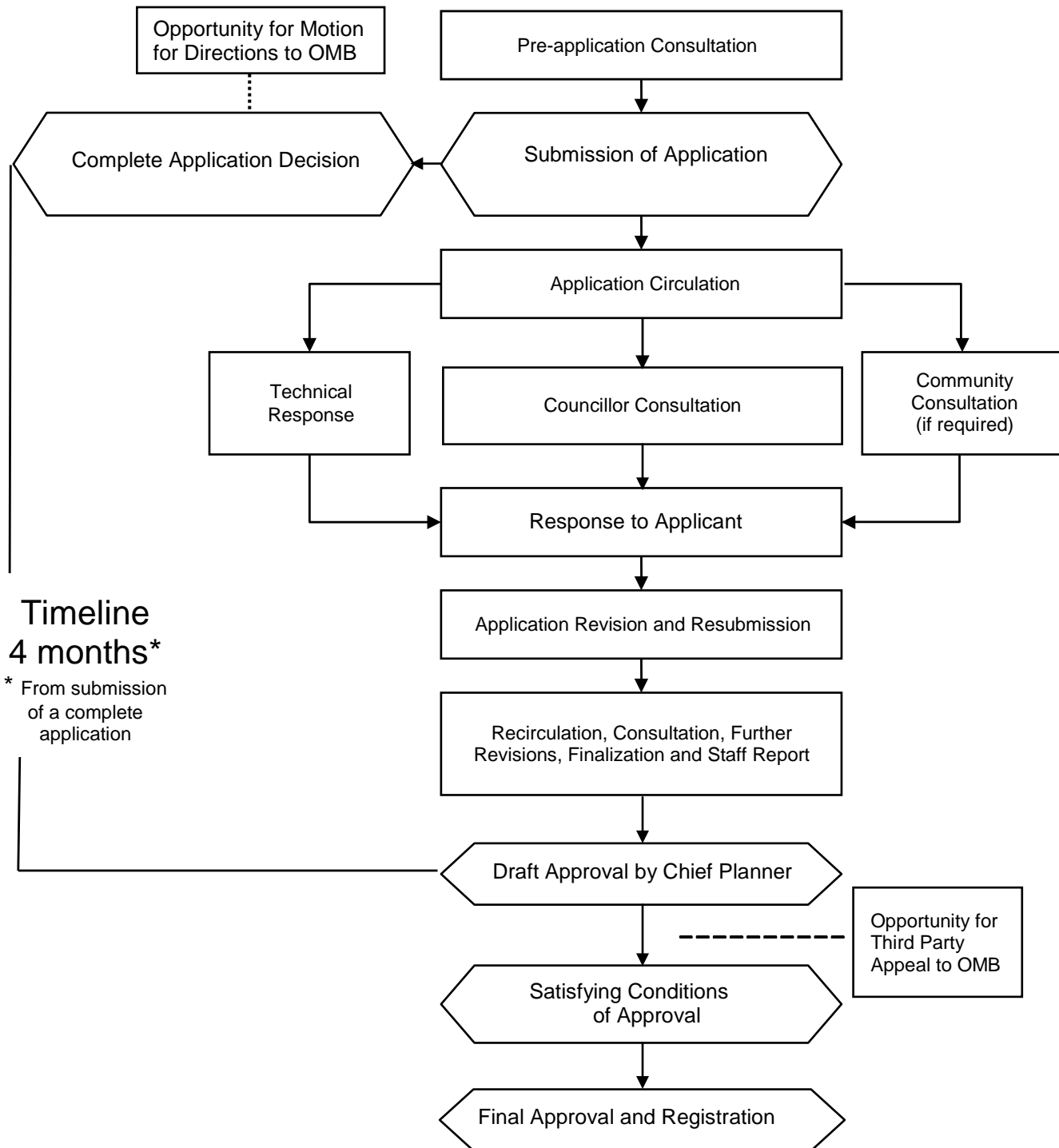


Figure C2
Applications for Common Elements and Vacant Land Condominiums

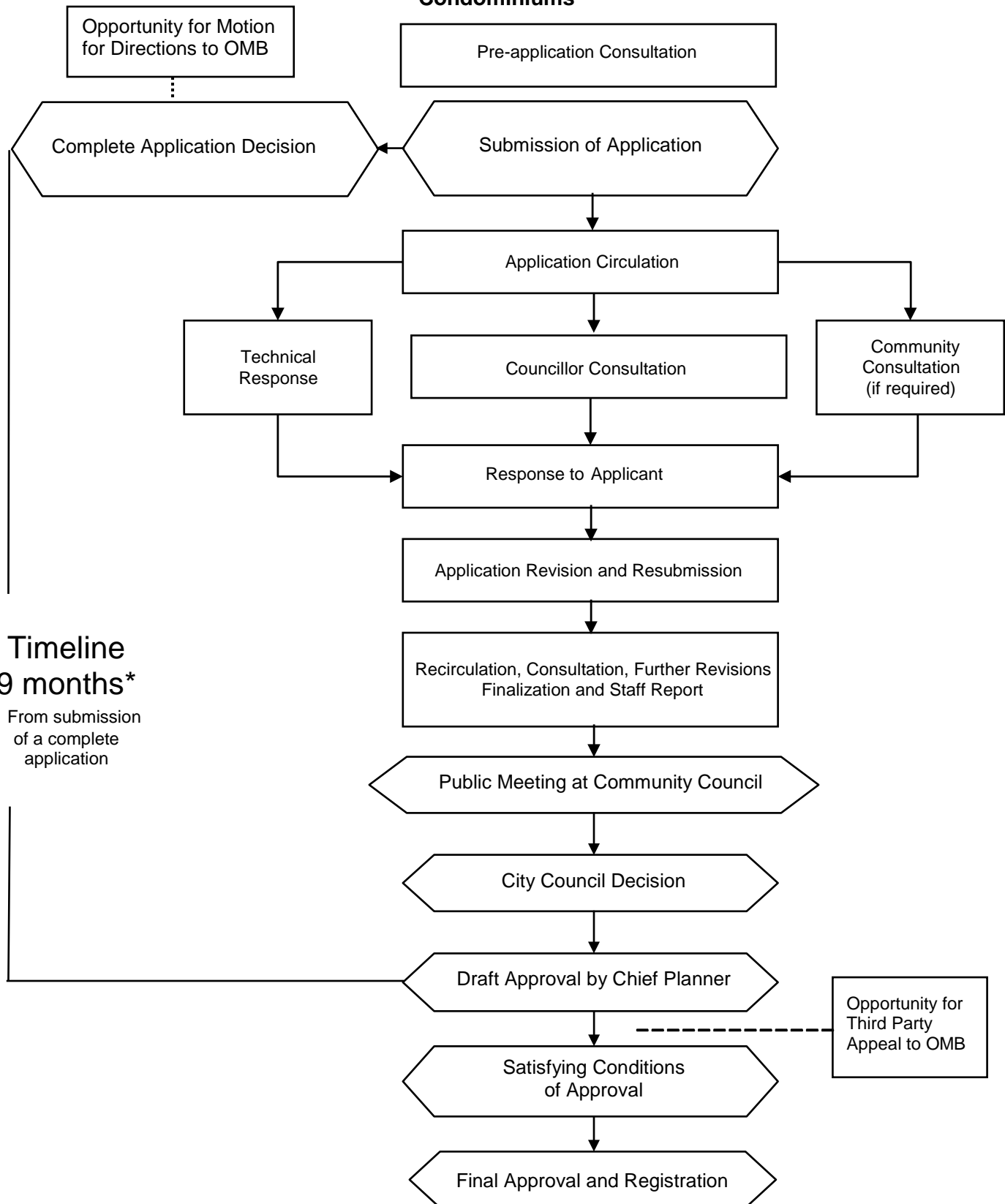
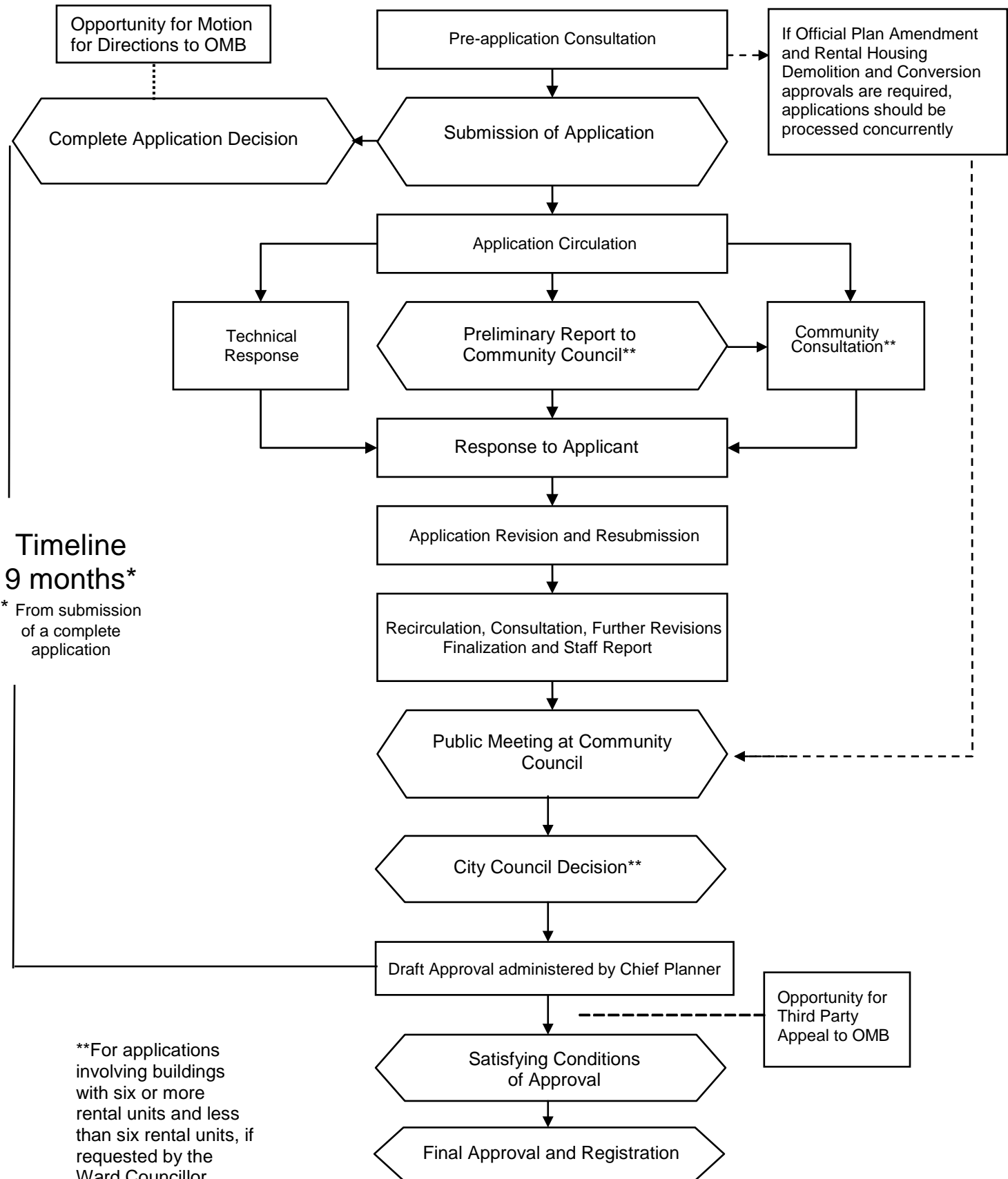


Figure C3
Applications for Rental Residential Conversions



SECTION D

SITE PLAN CONTROL APPLICATIONS

Site Plan Control Applications

Introduction

Following a brief discussion on the purpose of Site Plan Control applications and general application requirements, this section outlines the differing review procedures for applications involving 1) Delegated applications, and 2) "Bumped-Up" applications.

Application Purpose

It is strongly recommended that you apply for a Preliminary Project Review to confirm that your property is subject to Site Plan Control approval and your proposal complies with the Zoning By-law. A Preliminary Project Review application can be made with the Building Division at any Customer Service counter.

If your property is subject to Site Plan Control approval, you may only build according to plans approved by the Chief Planner or his/her designates. You may also have to enter into an agreement and post financial securities to secure certain aspects of your proposal.

It is important to determine whether an existing site plan agreement or undertaking applies to your property. These agreements may require that any new development be built and maintained according to earlier approved plans or require that other specific conditions be fulfilled. This information may be obtained from the title to your property. Previous agreements or undertakings may be amended or rescinded as part of the approval for any new proposal.

You may also be applying for a Zoning By-law Amendment or Minor Variance at the same time. If you do, review of this application will be conducted together with the review of your Site Plan Control application. These are called "combined applications".

What is Site Plan Control?

Section 114 of the *City of Toronto Act* and **Section 41** of the *Planning Act* grant the City the authority to include in its Official Plan areas to be designated as "areas of Site Plan Control". This authority provides a process that examines the design and technical aspects of a proposed development to ensure it is attractive and compatible with the surrounding area and contributes to the economic, social and environmental vitality of the City. Features such as building designs, site access and servicing, waste storage, parking, loading and landscaping are reviewed.

To ensure the City's interests are met and to appropriately assess the technical aspects of your proposal, the City requires submission of a number of information items with your application.

A pre-application consultation meeting is recommended to assist in determining which of these requirements must be provided as part of your initial application submission in order for it to be considered complete.

The level of detail required for most of the reports/studies listed below can vary, depending on the nature of your property and your proposal. In some cases, a single-page letter from a qualified expert will be adequate, while in other situations a major study will be necessary. The requirement and scope of any reports/studies can be assessed during your pre-application consultation meeting.

- [Application Fees](#)
- [Completed Development Approval Application Form](#)
- [Application Requirements](#) (See shaded columns in chart, below)

Information/Studies

Site Plan Control Application Requirements (Shaded Columns of Matrix)	Official Plan
	Zoning By-law
	Draft Plan of Subdivision
	Draft Plan of Condominium
	Consent to Sever
	Site Plan Control

Site Plan Control Application Requirements (Shaded Columns of Matrix)	Official Plan	Zoning By-law	Draft Plan of Subdivision	Draft Plan of Condominium	Consent to Sever	Site Plan Control
REQUIREMENTS of the CITY OF TORONTO ACT, PLANNING ACT and/or Regulations	•	•	•	•	•	
ADDITIONAL REQUIREMENTS of the OFFICIAL PLAN <i>In addition to the prescribed requirements of the Planning Act, the following non-prescribed information will also be required to evaluate a planning application, unless it is determined that certain studies, plans, drawings and reports are not applicable.</i> <i>Provision of the additional information indicated under the Official Plan, Zoning By-law, Draft Plan of Subdivision, Draft Plan of Condominium and Consent to Sever headings is mandatory under the Planning Act and this Official Plan.</i> <i>Provision of the additional information indicated under the Site Plan Control heading is not mandatory but may be requested by the City in order to enable a site plan control application to be evaluated.</i>						
<u>Completed Application Form</u> <i>– including Permission to Reproduce and Provision of Requisite Copies. Applicants are required to (a) grant the City permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public for the purpose of application review, and (b) provide a reasonable number of copies of any such document, or parts thereof, in paper and/or electronic form, to the City for internal use and distribution to the public for the purpose of application review.</i>	•	•	•	•	•	•
<u>Boundary Survey</u> – showing and quantifying the area(s) of all land parcel(s) relevant to the development proposal.	•	•	•	•	•	•
Appropriate Plans and Drawings	•	•	•	•	•	•
Planning Rationale – containing a description of pre-application consultation, including any community outreach, public meeting(s) and interested persons contact list created by the applicant in accordance with City standards.	•	•	•	•	•	
Avenue Segment Review – when required by the provisions of Section 2.2.3.	•	•				
<u>Topographical Survey</u> – showing the area(s) of all land parcel(s) relevant to the development proposal.	•	•	•	•	•	•
<u>Building Mass Model</u> – physical or computer generated.	•	•				•
<u>Pedestrian Level Wind Study</u> – for buildings over six storeys/20 metres in height.		•				•
<u>Sun/Shadow Study</u> – for buildings over six storeys/20 metres in height.		•				•
<u>Architectural Control Guidelines</u> – when warranted by the scale or nature of the proposed development.		•	•			•
<u>Urban Design Guidelines</u> – when warranted by the scale or nature of the proposed development.		•	•			•
Community Services/Facilities Study – for large development proposals.	•	•	•			

Site Plan Control Application Requirements (Shaded Columns of Matrix)	Official Plan	Zoning By-law	Draft Plan of Subdivision	Draft Plan of Condominium	Consent to Sever	Site Plan Control
Housing Issues Report – for applications that seek to demolish existing rental properties, intensify existing rental sites, convert existing rental housing to condominiums or that propose residential development in excess of five hectares.	•	•		•		
<u>Contaminated Site Assessment</u> – if any portion of a property is to be conveyed to the City (eg, parks, roads or lanes).	•	•	•		•	•
<u>Natural Heritage Impact Study</u> – if the proposed development is likely to have impacts on the Natural Heritage System shown on Map 9.	•	•	•		•	•
<u>Environmental Impact Study</u> – if the proposed development is likely to have impacts on aspects of the environment not adequately assessed in the Natural Heritage Impact Study.	•	•	•			•
<u>Archaeological Assessment</u> – for properties in the City's database of lands containing archaeological potential.	•	•	•		•	•
<u>Heritage Impact Statement/Conservation Strategy</u> – for properties in the City's Inventory of Heritage Properties, whether listed or designated, or adjacent properties where new development could have an impact on a heritage property.		•	•		•	•
<u>Arborist Tree Preservation Report</u>		•	•	•	•	•
<u>Green Development Standards Checklist</u> (aka Toronto Green Standard)		•	•	•		•
<u>Accessibility Design Standards Checklist</u>			•	•		•
<u>Noise Impact Study</u>		•	•		•	•
<u>Vibration Study</u>		•	•		•	•
<u>Geotechnical Study</u> – hydrological review to be included where warranted.		•	•		•	•
<u>Servicing and Stormwater Management Report(s)</u>		•	•	•	•	•
<u>Transportation Impact Study</u>	•	•	•			•
<u>Parking Study</u> – when proposal does not comply with City by-law standards.		•		•	•	•
<u>Loading Study</u> – when proposal does not comply with City by-law standards.		•			•	•
<u>Traffic Operations Assessment</u> – when warranted by the scale or nature of the proposed development.		•	•			•
Draft Amendments	•	•				

Plans/Drawings

[Paper and Digital Submission Requirements for all Plans/Drawings](#)

[General Requirements for all Plans/Drawings](#)

- ☐ [Boundary Plan of Survey](#)
- ☐ [Topographical Survey](#)
- ☐ [Perspective Drawing](#) (required for projects 4000m² and larger)
- ☐ [Context Plan](#)

- ☐ [Site Plan Drawing](#)
- ☐ [Site Grading Plan](#)
- ☐ [Underground Garage Plan\(s\)](#)
- ☐ [Floor Plan\(s\)](#)
- ☐ [Roof Plan](#)
- ☐ [Site & Building Elevations](#)
- ☐ [Site & Building Sections](#)
- ☐ [1:50 Scale Detailed Colour Building Elevations](#) (required for development 5 storeys or higher)
- ☐ [Landscape Plan](#)
- ☐ [Tree Preservation Plan](#)
- ☐ [Public Utilities Plan](#)

If the property is located within the limit of the City's Ravine and Natural Features By-law, the following additional plans may be required:

- ☐ [Construction Access, Staging and Material Storage Plan](#)
- ☐ [Sediment Control Plan](#)
- ☐ [Ravine Stewardship Plan](#)
- ☐ [Environmental Construction Management Plan](#)

Additional Information Requested

- ☐ [Energy Efficiency Report](#)

Other Possible Requirements

- The Planner will advise what other appropriate information/studies and plans/drawings may be required to properly evaluate the application.

Review Procedure for Site Plan Control Applications

There are two types of review procedures for Site Plan Control applications. Approval authority for Site Plan Control applications has been delegated to the Chief Planner or his/her designates by City Council. However, City Councillors retain the right to request that any individual application be reported to City Council for its decision. These are termed "bumped-up" applications.

Review Procedure for Delegated Site Plan Control Applications

This section outlines the steps the City will undertake to review your delegated application. It also provides important target timeline milestones in the STAR process so you can monitor the progress of your application through the process.

Pre-Application Consultation

You are strongly encouraged to take advantage of Pre-Application Consultation as it will save you time and money as you proceed through the review process.

Speak to the Planning Consultant at your local district office before you complete and submit your application(s). The Planning Consultant will provide preliminary information and may also direct you to speak with other appropriate staff involved in development review. This will be followed by a more formal Pre-Application Consultation meeting arranged through a Planner.

The purpose of a Pre-Application Consultation is to identify key issues, required approvals, supporting drawings and reports and studies that will be required for your formal submission to achieve complete application status

Following the meeting, you will receive a completed Planning Application Checklist that will confirm what information and materials you need to include in your formal application submission.

Zoning Certificate and Preliminary Project Review (PPR)

Before submitting your Site Plan Control application, consider applying to Toronto Building for a Zoning Certificate Review or a Preliminary Project Review. These reviews will determine whether your proposal complies with the Zoning Bylaw and other Applicable Law and whether it is subject to Site Plan Control approval.

Submission of Application

After receiving your application and application fees, the City will:

- Circulate your application to City divisions and external agencies for detailed technical review and comment (refer to Application Circulation section below); and
- Issue written confirmation on the completeness of your application submission and assign it a STAR stream (refer to Complete Application Confirmation section below).

Complete Application Confirmation

Within 30 days of payment of the application fee, you will be advised in writing as to:

- the completeness or incompleteness of your application; and
- the assigned STAR stream and application file number.
- A complete application submission will allow a more efficient and comprehensive review of all supporting material by the City and will trigger the City's commitment to meet the STAR target timelines. Control applications will be assigned a STAR Stream. Depending upon the nature of the application, Site Plan of either "Quick", "Routine" or "Complex" and are targeted for a decision within 3, 4 or 9 months from a complete application submission.

You are encouraged to submit all outstanding information and material as **one**

comprehensive package. The City will process all applications to the greatest extent possible, however the City's STAR target timeline commitments for review of your application will only commence once a complete application is received.

Application Circulation

Your application will be circulated to a number of City Divisions and/or Agencies, Boards and Commissions for detailed technical review and comment. A complete application submission allows staff to undertake a more comprehensive review of your proposal and will help to reduce overall processing times.

- The STAR process targets the first internal comments to be provided to the City Planning Division within a maximum of 4 to 8 weeks of the internal application submission, depending on the assigned STAR Stream.

Depending upon the circumstances of your property, various external agencies may also be asked to comment on your proposal. For example, if your property is close to a watercourse, the Toronto and Region Conservation Authority will be asked for their input and/or approval (a service for which the TRCA charges). If your property is next to a rail line, the appropriate rail authority will be asked to comment. A list of external agencies that may be asked to comment on your application is included in Appendix 2 of this Guide.

Community Consultation Meeting

Although not required by the *Planning Act*, staff may find it appropriate to hold a meeting with the local community concerning your Site Plan Control application. This meeting would be at the discretion of the Chief Planner. The meeting is organized by Planning staff and usually attended by the Ward Councillor.

The meeting provides staff an opportunity to outline the planning process to the local community and provide you an opportunity to publicly present your proposal. It also provides the local community an opportunity to comment on the proposal. This input is taken into account by City staff when discussing revisions to your proposal.

Technical review of your application will continue during this process.

Response to Applicant

The Planner assigned to your application co-ordinates responses from the circulation and any comments received from the Ward Councillor and local community. These responses will then be forwarded to you for the purpose of revising your proposal.

While the Planner may provide you with early responses from individual departments, the STAR process requires the Planner to give you a response within a maximum of 5 to 9 weeks, depending on the complexity of the application.

Application Revision and Resubmission

In response to the comments on your initial submission, you may be required to revise your proposal and/or provide additional information and material. Revised and/or additional information and material should be discussed, co-ordinated and submitted to the Planner.

Please Note:

- You must include a covering letter with all resubmissions that clearly indicates how and where your proposal has been revised and, if appropriate, why any requested revisions were not made.
- The target timelines of the STAR process assume you will make an appropriate resubmission to the City within 3 to 6 weeks (depending on the complexity of your application) of being advised that additional information and/or material is required. Should this not occur, the STAR target timelines may not be met.

It is during this step that the value of Pre-Application Consultation and the submission of a complete application is realized. The time and cost incurred by you from additional cycles of revisions and resubmissions can be significantly reduced by these actions.

Recirculation, Consultation, Further Revisions and Finalization of Application

This step in the process involves:

Recirculating your revised proposal to the City Divisions, and/or Agencies, Boards and Commissions that need to review the changes;

Holding further discussions over new material and/or technical matters;

- Conducting further consultations with the Ward Councillor or the local community; and
- Undertaking subsequent resubmissions and recirculations arising from these considerations.
- These steps may be repeated until your application is finalized.

Notice of Approval Conditions/Applicant Responsibilities

City Council has delegated the approval authority for Site Plan Control applications to the Chief Planner or his/her designates, being the four District Directors of Community Planning.

The City of Toronto has a two stage approval process for Site Plans. The first stage is the issuance of the Notice of Approval Conditions (the “NOAC”) and the second stage, once all pre-approval conditions have been met, the issuance of the Statement of Approval which signifies final site plan approval.

The Director of Community Planning will issue the NOAC, recommending approval subject to a

list of pre-approval and post-approval conditions. Pre-approval conditions must be met, one of which is entering into the Site Plan Agreement which secures the post-approval conditions.

It is your responsibility to provide the requesting Division/Agency with the information needed to fulfill the pre and post approval conditions.

In most cases you will be required to enter into a Site Plan Control Agreement and post financial securities to secure certain conditions of approval. The Site Plan Control Agreement will be registered on title.

Before applying, you should determine if an existing site plan agreement or undertaking applies to your property. These agreements may require that any new development be built and maintained in accordance with earlier approved plans or stipulate other conditions and should be released from title if to be superseded.

Previous agreements or undertakings may be amended or released from title as a condition of the approval for any new proposal.

- The STAR process target is for the City to issue the Notice of Approval Conditions within 3 to 9 months of a complete application submission, depending on the complexity of your application.

You may appeal to the Ontario Municipal Board should the City refuse your application or if you do not agree with any of the conditions of approval.

If Ward Councillor Requests a "Bump-Up"

The Ward Councillor can request that any application be "bumped-up" for a report to City Council. Usually, a Ward Councillor will make this request to provide an opportunity for consultation with the local community. In this case, the community consultation meeting is organized and chaired by the Ward Councillor. Planning staff usually will attend the meeting as a resource.

While this request, and the subsequent meetings of Community Council and City Council, may occur at any time during the evaluation process, they are shown here for illustrative purposes:

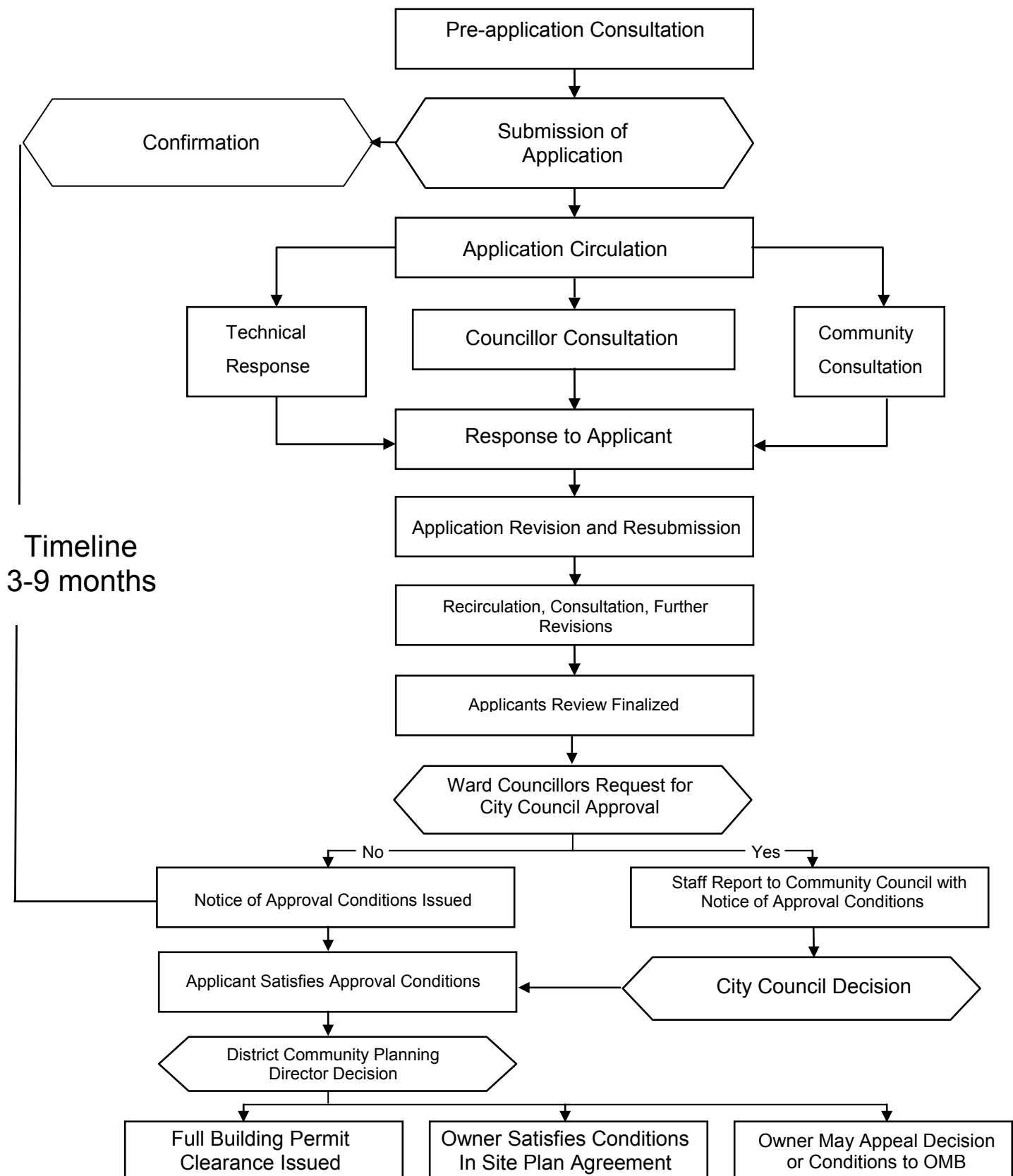
- The Planner assigned to your application will prepare a report with recommendations and appropriate conditions of approval for consideration by Community Council.
- Community Council will consider this report hear what you have to and make recommendations to City Council.
- City Council will receive the staff report and Community Council's recommendations and then make a decision on the application.

- If City Council approves your application, the responsibility for issuing the Statement of Approval (final Site Plan Approval) is delegated to the Chief Planners designate; the Director of Community Planning.

Statement of Approval (Final Site Plan Approval) by Community Planning Director

Once the pre-approval conditions set out in the Notice of Approval Conditions have been satisfied and the Site Plan Agreement has been entered into and registered on title, the Director will grant final approval of your application by issuing a Statement of Approval.

**Figure C-2
Site Plan Control Applications**



Toronto Green Standard

Making a Sustainable City Happen



For
Mid to HighRise Development
(All buildings 4-stories or greater, and
all residential apartment buildings)



toronto at your service



TORONTO GREEN STANDARD



For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development

The Toronto Green Standard (TGS) is a two-tier set of performance measures, with supporting guidelines, for sustainable site and building design for new development. Its purpose is to promote site and building designs that address air quality, greenhouse gas emissions, energy efficiency, water quality and efficiency, solid waste and ecology.

The Toronto Green Standard is a key strategy of the City's Climate Change Action Plan, an aggressive environmental framework aimed at reducing Toronto's greenhouse gas emissions by 80 per cent by 2050. Achieving the TGS performance measures will help meet this goal, while improving air and water quality, and enhancing the natural environment.

There are three versions of the Toronto Green Standard, each relating to different building types:

- "Low-Rise Non-Residential" applies to non-residential buildings up to three storeys in height.
- "Low-Rise Residential" applies to detached, semi-detached and town homes, in projects containing a minimum of 5 dwellings or units, up to three storeys in height.
- "Mid to High-Rise" applies to all residential apartment buildings and non-residential buildings that are 4 storeys and higher.

Each version contains the Tier 1 (required) and Tier 2 (voluntary) TGS performance measures; detailed specifications and definitions that provide additional information on how to comply with the TGS; and examples of possible strategies to implement the proposed standard.

Applying the Toronto Green Standard

New planning applications, including zoning bylaw amendments, site plan approval and draft plan of subdivision, are required to meet Tier 1 of the environmental performance measures. Developers may also choose to meet Tier 2, a voluntary higher level of environmental performance. Site Plan applications that meet both Tier 1 and 2 of the TGS are eligible for a refund of 20% of the development charges paid to the City.

There are a number of materials that have been produced to support implementation of the TGS:

1. **TGS Checklist:** The Checklist should be submitted and completed in full with all development applications. The Checklist should provide adequate detail on how the design meets the Toronto Green Standard. The Checklist must also indicate the appropriate plans, drawings and reports that document the achievement of the TGS performance measures. In order to complete the TGS Checklist, review the appropriate standard that applies to the development type, including the Specifications, Definitions and Resources column that provide more information on how to comply with the standard.
2. **TGS Statistics Template:** For Site Plan Control applications, complete the full Statistics Template and copy it directly onto the site plan submitted with the development application.
3. **Energy Report:** The TGS includes energy performance measures for new development. In order to meet these targets, an Energy Report is required following the City's terms of reference available from the website www.toronto.ca/greendevdevelopment and in the *Building Toronto Together Development Guide* www.toronto.ca/developing-toronto/darp_guide.htm.



For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development

Development Feature	Required Tier 1	Voluntary Tier 2	Specifications, Definitions and Resources	Potential Strategies
Automobile Infrastructure Discourage single-occupancy automobile use and encourage the use of low emission vehicles	<p>AQ 1.1.1 <u>Residential</u>: If providing more than the minimum parking required under the Zoning Bylaw, any additional spaces must provide roughed-in conduits to allow for future electrical outlets for plug-in electric vehicles.¹</p> <p><u>Institutional/Commercial</u>: If providing more than the minimum parking required under the Zoning Bylaw, any additional spaces must be provided only for dedicated priority parking spaces for carpooling or for publicly accessible spaces dedicated to car-sharing.^{1,2,3}</p>		<ol style="list-style-type: none"> 1. This target can only apply where there is a minimum parking requirement. 2. All carpool or car-sharing spaces must be clearly identified with signage or symbol on the paved area. 3. For institutional, commercial and retail developments, the number of dedicated priority parking spaces (carpool and car-share) should be no less than 1 dedicated space for every 10 parking spaces provided above the minimum requirement of the City of Toronto Comprehensive Zoning Bylaw 1156-2010, as adopted by Council on August 27, 2010. <ul style="list-style-type: none"> • The number of accessible parking spaces for disabled persons should be no less than 1 designated space for every 25 parking spaces up to the first 100 spaces, plus 1 space per additional 50 spaces above 100. No less than 1 accessible parking space should be provided where the number of parking spaces provided is less than 25. For details on accessible parking spaces, refer to the Toronto Accessibility Design Guidelines: www.toronto.ca/diversity/pdf/accessibility_design_guidelines.pdf. • Car-sharing refers to fee-based, shared automobile use that is intended to substitute for private vehicle ownership. It makes occasional use of a vehicle affordable, while providing an incentive to minimize driving and rely on alternative travel options as much as possible. • Car pooling is when 2 or more workers share a car ride to work locations. 	Designated carpool or car-sharing parking spaces and signage Shared parking Rough-in conduits for electric plug-in infrastructure for cars, bicycles and scooters



For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development

Development Feature	Required Tier 1	Voluntary Tier 2	Specifications, Definitions and Resources	Potential Strategies
Cycling Infrastructure Encourage cycling as a clean air alternative	AQ.2.1 Bicycle parking rates: ^{1,2} Residential: Downtown, Centres and Central Waterfront provide <u>0.8</u> occupant bicycle parking spaces/unit and <u>0.2</u> visitor bicycle parking spaces/unit; For the rest of the City provide at <u>0.6</u> occupant bicycle parking spaces/ unit and <u>0.15</u> visitor bicycle parking spaces/ unit; Locate at least <u>5%</u> of occupant bicycle parking at grade. ^{3,4} <u>Commercial/Institutional</u> : Downtown, Central Waterfront and Centres, provide <u>0.2</u> occupant bicycle parking spaces per 100 m ² of GFA and the greater of <u>0.2</u> visitor bicycle parking spaces/100 m ² of GFA or <u>6</u> spaces; For the rest of the City provide <u>0.13</u> occupant bicycle parking spaces/100 m ² of GFA and provide the greater of <u>0.15</u> visitor bicycle parking spaces /100 m ² of GFA or <u>6</u> spaces. <u>Retail</u> : Downtown, Central Waterfront and Centres, provide <u>0.2</u> occupant bicycle parking spaces per 100 m ² of GFA and the greater of <u>0.3</u> spaces/100 m ² of GFA or <u>6</u> spaces; For the rest of the City provide <u>0.13</u> occupant bicycle parking spaces/100 m ² of GFA and the greater of <u>0.25</u> spaces/100 m ² of GFA or <u>6</u> spaces. ⁵ <u>Industrial</u> : Provide occupant bicycle parking spaces equal to 5% of the number of required parking spaces.	AQ2.2 Residential: Downtown, Centres and Central Waterfront, provide at least <u>1.2</u> bicycle parking space per unit.	1. City of Toronto Comprehensive Zoning Bylaw 1156-2010, was adopted by Council on August 27, 2010. All applications received on or after August 27, 2010 provide bicycle parking in accordance with the Bylaw. The TGS bicycle parking rates apply to all areas that are not part of the Comprehensive Zoning Bylaw. 2. All bicycle parking spaces should be designed in accordance with the City of Toronto Guidelines for the Design and Management of Bicycle Facilities www.toronto.ca/planning/bicycle_parking_guide.htm . 3. Residential bicycle parking rates apply to all residential apartment buildings with greater than 5 units. 4. Minimum of one visitor bicycle parking space must be provided. 5. No less than 1 bicycle parking space should be provided. 6. All occupant bicycle parking must be provided either at-grade, on the ground floor of the building or on the first floor of the building below grade used for vehicular parking spaces. 7. If less than 30 occupant bicycle parking spaces are provided, no shower and change facilities are required. <ul style="list-style-type: none">• Occupant bicycle parking is also known as long-term or Type 1 bicycle parking for residents or employees of a building.• Secure long-term bicycle parking is located in a separately accessed controlled area that is regularly monitored by security personnel or video surveillance.• Visitor bicycle parking is also known as short-term or Type 2 bicycle parking and includes bicycle racks in an easily accessible location, at grade, such as near major building entrances, and are available use by visitors to a building.	Bicycle storage racks, lockers or cages Bicycle ramps on staircases Signage to local bicycle paths Dedicated entrances to indoor bicycle parking facilities
	AQ.2.3 Locate occupant bicycle parking in a weather protected, secure area with controlled access; or secure individual enclosures. ⁶			
	AQ.2.4 Provide visitor bicycle parking in a highly visible and easily accessible location at grade.			
	AQ.2.5 In workplaces, provide 1 male and 1 female shower and change facility for every 30 bicycle parking spaces. ⁷			



For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development

Development Feature	Required Tier 1	Voluntary Tier 2	Specifications, Definitions and Resources	Potential Strategies
Pedestrian Infrastructure Encourage walking as a clean air alternative for all ages and abilities	<p>AQ 3.1 Connect buildings on the site to off-site pedestrian paths, surface transit stops and parking areas (car and bike).</p> <p>AQ 3.2 Design on-site sidewalks, crosswalks and walkways to be continuous, universally accessible, barrier free and clearly designated.</p> <p>AQ 3.3 Outdoor waiting areas located on the site must offer protection from the weather.¹</p> <p>AQ 3.4 Use pedestrian-specific lighting directed onto sidewalks, pathways, entrances and outdoor waiting areas.²</p> <p>AQ 3.5 Where a transit stop is located within a walking distance of the project site boundary, the building main entrance should have a direct pedestrian linkage to that transit stop.</p>		<ol style="list-style-type: none"> 1. Outdoor waiting areas must include the primary entrance to the building or any entrance adjacent to a lobby. 2. Pedestrian scaled lighting must be directed downward and includes fixtures such as bollards or lower-scale pole fixtures along pedestrian routes. For details on exterior lighting design strategies to minimize light pollution refer to the <i>Bird-Friendly Development Guidelines</i>: www.toronto.ca/lighting/pdf/development_guidelines.pdf. <ul style="list-style-type: none"> • For details on appropriate grading, walkway width, amenity strips and surface treatment, refer to the <i>Toronto Accessibility Design Guidelines</i>: www.toronto.ca/diversity/pdf/accessibility_design_guidelines.pdf, the <i>Design Guidelines for 'Greening' Surface Parking Lots</i>: www.toronto.ca/planning/urbdesign/greening_parking_lots.htm and the <i>Toronto Streetscape Manual</i>: http://www.toronto.ca/planning/urbdesign/streetscape/index.htm. • The Canadian Institute for Transportation Engineers' (CITE) document, <i>Promoting Sustainable Transportation Through Site Design</i>, provides some useful design guidelines for sustainable transportation options for non-residential developments. 	Pedestrian scale building design Pedestrian oriented landscaping, lighting and signage Free standing structures, attached canopies, awnings Building orientation to facilitate transit access



For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development

Development Feature	Required Tier 1	Voluntary Tier 2	Specifications, Definitions and Resources	Potential Strategies
Urban Heat Island Reduction: At Grade Reduce ambient surface temperatures, and provide shade for human health and comfort	AQ 4.1 Use high-albedo surface materials ¹ for at least <u>50%</u> of the site's non-roof hardscape ² OR Use open grid pavement for at least <u>50%</u> of the site's non-roof hardscape ³ OR Shade within 5 years at least <u>50%</u> of the site's non-roof hardscape, including surface parking areas, walkways and other hard surfaces ⁴ OR Use a combination of high-albedo surface materials, open grid pavement and shade for at least <u>50%</u> of the site's non-roof hardscape.	AQ4.4 Use high-albedo surface materials ¹ for at least <u>75%</u> of the site's non-roof hardscape ² OR Use open grid pavement for at least <u>75%</u> of the site's non-roof hardscape ³ OR Shade at least <u>75%</u> of the site's non-roof hardscape, including surface parking areas, walkways and other hard surfaces ⁴ OR If surface parking is provided, plant internal shade trees at a minimum ratio of one tree planted for every <u>three</u> parking spaces supplied ⁷ OR Install a green wall on an exterior surface that is either free-standing or part of a building to a minimum height of one-storey ⁸ OR Use a combination of high-albedo surface materials, open grid pavement and shade for at least <u>75%</u> of the site's non-roof hardscape.	<ol style="list-style-type: none"> 1. High albedo surface materials must have an initial reflectance of at least 0.3 or SRI of 29. Solar Reflectance Index (SRI) combines the reflectivity and emittance values as a measure of a coating's overall ability to reject solar heat. Black asphalt has an SRI of 0, while new white Portland cement concrete has an SRI of 86. Other pavement types range between these values, with a 35 SRI for gray concrete. 2. Non-roof hardscape (hard landscaping) includes: parking areas, walkways, plazas and other hard surfaces. 3. Open grid pavement consists of concrete or hard plastic grid systems with large pore spaces filled with a planted growing medium or light coloured aggregate. 4. Shade must be measured at solar noon at the summer solstice (Approximately June 21) and may be provided by shade trees or shade structures. For examples of native, large growing shade trees refer to: www.toronto.ca/trees/pdfs/Tree_List.pdf. 5. Open space frontages include public or privately owned, but publicly accessible open spaces, such as parks, squares, plazas, courtyards, etc. Easements include those for utilities (only if the utility type or location directly precludes tree planting), driveways, laneways, and other such access routes. 6. Provide trees with sufficient soil volume to support crown growth diameter equivalent to proposed tree spacing. Refer to the Ecology section for soil specifications. 7. Distribute internal shade tree planting such that no parking space is more than 30m from a tree. For details on parking lot materials, landscaping and layout including small sites refer to the <i>Design Guidelines for 'Greening' Surface Parking Lots</i>: www.toronto.ca/planning/urbdesign/greening_parking_lots.htm. 8. Green wall is defined as a wall, that is partially or completely covered with vegetation and, in some cases a growing medium. 	High-albedo materials concrete: grey or white concrete, light-coloured asphalt, selected interlocking concrete pavers and other light coloured pavers Soft landscaping High-branching deciduous shade trees Bioswales Design site to reduce the size of hardscaped area (i.e. smaller parking lots, shorter driveways and below grade parking)
	AQ 4.2 Plant large growing shade trees at the equivalent of 6-8m intervals starting from the property line: <ul style="list-style-type: none"> • along all street frontages, • along all open space frontages and • along all public walkways, excluding driveways and easements.^{5,6} 			
	AQ 4.3 If surface parking is permitted and provided, plant shade trees at a minimum ratio of one tree planted for every <u>five</u> parking spaces supplied. ⁷			



For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development

Development Feature	Required Tier 1	Voluntary Tier 2	Specifications, Definitions and Resources	Potential Strategies
Urban Heat Island Reduction: Roof Reduce ambient surface temperatures on or from rooftops	<p>AQ 5.1 For buildings included in the <u>City of Toronto Green Roof Bylaw</u> install a green roof to meet the requirements of the Bylaw.¹</p> <p>For buildings not covered by the <u>Green Roof Bylaw</u> do one of the following for Available Roof Space:²</p> <p>Install a Green Roof with 50% minimum coverage³</p> <p>OR</p> <p>Use cool roofing materials for 100% of the roof⁴</p> <p>OR</p> <p>Use a combination of both for a minimum of 75% of the roof.</p> <p>For all <u>City-owned buildings</u> and all <u>Agencies, Boards, Commissions, Corporations and Divisions</u>, new buildings will provide a Green Roof with total area coverage equal to at least 50% of the building footprint. Cover the remaining Available Roof Space with cool roofing materials.</p>		<ol style="list-style-type: none"> 1. Where a green roof is required under the City of Toronto Green Roof Bylaw, the Bylaw specifications apply. For more information see: www.toronto.ca/greenroofs. 2. Available Roof Space is defined as the total roof area of the building excluding areas designated for renewable energy devices, private terraces and residential outdoor amenity space to a maximum of 2m² per residential unit. 3. A Green Roof is a roof surface that supports the growth of vegetation over a substantial portion of its area for the purpose of water conservation or energy conservation. A green roof system typically includes: vegetation, growing medium, filter layer, drainage layer, root resistance layer, and waterproof membrane. 4. Cool roofing materials are defined as having high thermal emittance and high solar reflectance properties. Cool roof materials must have a minimum initial reflectance of 0.65 and minimum emittance of 0.90; or an SRI value of 78 for a low-sloped roof and 29 for a steep-sloped roof. Low sloped roofs have a surface slope less than 16.7% (9.5 degrees) and steep sloped roofs have a surface slope greater than 16.7% (9.5 degrees) and less than 41.7% (22.6 degrees). Ballasted roofs with a minimum stone ballast of 83 kg/m² (17 lb/ft²) or 117 kg/m² (23 lb/ft²) pavers will also be accepted. <ul style="list-style-type: none"> • Where a green roof is to be constructed in or abutting the Natural Heritage System (Map 9, Official Plan), consider providing a minimum growing medium depth of 150 mm (6 inches) to accommodate a greater variety of plant species, to promote biodiversity. • Invasive species are discouraged on green roofs. For a list of local invasive species see the Ontario Society for Ecological Restoration: www.serontario.org/pdfs/exotics.pdf. Planting of native or adaptive species from the Southern Ontario area is encouraged. Refer to the Toronto and Region Conservation Authority list of native plants for a green roof environment in Toronto: http://www.toronto.ca/greenroofs/pdf/plant_suggestions2007.pdf. • Where a green roof is constructed on a building that is adjacent to reflective glass; ensure that the glass is treated to a height of at least 12m above the level of the green roof to prevent potentially fatal bird collisions with windows. 	<p>Cool Roof Rating Council (CRRC) rated cool roof coatings and single ply membranes for low-sloped applications</p> <p>Green roof types include: complete and modular systems and pre-cultivated vegetation blankets</p>

GREENHOUSE GAS EMISSIONS/ENERGY EFFICIENCY



For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development

Development Feature	Required Tier 1	Voluntary Tier 2	Specifications, Definitions and Resources	Potential Strategies
Minimum Energy Performance Minimize demand for energy through efficient building design and encourage renewable energy production	GHG 1.1 Design the building(s) to achieve at least 25% efficiency improvement over the Model National Energy Code for Buildings (MNECB) or 13% over the Ontario Building Code. ^{1,2}	GHG 1.2 Design and construct the building(s) to achieve at least 35% efficiency improvement over the MNECB. ^{1,2} GHG 1.3 Install certified in-suite smart meters in all residential units. ³	<p>1. Energy Modeling may be performed with EE4, DOE2 or EQuest or other models approved by the City of Toronto Energy Efficiency Office. See the Better Buildings Partnership New Construction Program (BBP-NC) for details on energy simulation and the Design Assistance Incentive: http://bbptoronto.ca.</p> <p>2. Buildings with a total Gross Floor Area under 2000m² may meet this target by designing the building in accordance with the specifications contained in the City of Toronto Small Buildings Checklist at: www.toronto.ca/planning/environment/greendevdevelopment.htm#bbp.</p> <p>The Small Buildings Checklist must be completed along with Natural Resources Canada's Screening Tool for New Building Design found at http://screen.nrcan.gc.ca.</p> <p>3. All in-suite meters must meet Measurement Canada Type Approval and should comply with CSA standard CAN3-C17-M84 (R2008), Alternating-Current Electricity Metering.</p> <ul style="list-style-type: none"> Model National Energy Code for Buildings: http://oee.nrcan.gc.ca/commercial/newbuildings/mnecb.cfm?attr=20. In 2012, the Ontario Building Code (2006) will require new buildings to meet standards 25 per cent higher than the Model National Energy Code for Buildings. Window and glazing thermal performance can be determined by measured ratings www.nfrc.org or using a verified rating tool, such as FRAMETMplus Online http://canmetenergy-canmetenergie.nrcan-nrcan.gc.ca/eng/software_tools/frameplus.html. Buildings are encouraged to connect to existing district energy systems where the capacity exists to supply the heating and cooling demands of the building. 	BBP-NC Design Assistance Incentive Less than 50% glazing of the exterior wall area High efficiency fixtures, appliances and pumps Variable speed drives on fans and pumps Low-flow hot water fixtures and appliances Heat Recovery Ventilation Demand Control Ventilation Drain water heat recovery Passive solar day lighting Shade south- and west-facing windows with awnings or shade trees Connect to a District Energy System

GREENHOUSE GAS EMISSIONS/ENERGY EFFICIENCY



For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development

Development Feature	Required Tier 1	Voluntary Tier 2	Specifications, Definitions and Resources	Potential Strategies
Systems Commissioning Ensure building systems function properly		GHG 2.1 Commission the project using best practice commissioning. ^{1,2}	<ol style="list-style-type: none"> 1. Refer to LEED-NC Energy & Atmosphere Prerequisite 1-Fundamental Building Commissioning for building commissioning standard: www.cagbc.org/leed/systems/new_construction/documents.php. 2. Commissioning of a building is a systematic process that documents and verifies that all the facility's energy related systems perform interactively in accordance with the design documentation and intent, and according to the owner's operational requirements from the design phase through to at least one-year post construction. <ul style="list-style-type: none"> • For more information on commissioning, see <i>The Building Commissioning Guide</i>: www.wbdg.org/ccb/GSAMAN/buildingcommissioningguide.pdf. • For strategies to implement, see the <i>International Performance Measurement and Verification Protocol Volume I</i>: www.evo-world.org. 	Engage a 3rd party commissioning authority

WATER QUALITY, QUANTITY AND EFFICIENCY



For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development

Development Feature	Required Tier 1	Voluntary Tier 2	Specifications, Definitions and Resources	Potential Strategies
Construction Activity Ensure protection of water quality during construction and demolition	WQ 1.1 Follow the <i>Erosion and Sediment Control Guidelines for Urban Construction</i> (Greater Golden Horseshoe Conservation Authorities, December 2006) during construction and demolition activities. ¹		1. Refer to the Greater Golden Horseshoe Area Conservation Authorities <i>Erosion and Sediment Control Guidelines for Urban Construction</i> : www.sustainabletechnologies.ca/Portals/_Rainbow/Documents/ESC%20Guideline%20-%20December%202006.pdf .	Erosion and sediment control plan Silt fencing, sediment traps, sediment basins
Stormwater Retention (Water Balance) Minimize stormwater that leaves the site	WQ 2.1 Retain stormwater on-site to the same level of annual volume of overland runoff allowable under pre-development conditions. ¹ WQ 2.2 Retain at least the first 5 mm from each rainfall through rainwater reuse, on-site infiltration, and evapotranspiration ^{1,2} OR Ensure that the maximum allowable annual runoff volume from the development site is no more than 50% of the total average annual rainfall depth.	WQ 2.3 Retain 25mm from a 24 hour rainfall event for rainwater reuse, on-site infiltration and/or evapotranspiration. ³	1. See <i>Wet Weather Flow Management (WWFM) Guidelines</i> Table 7 for summary of required stormwater management targets: www.toronto.ca/water/protecting_quality/wwfmm/pdf/wwfm_guidelines_2006-11.pdf . 2. Use tree and shrub planting, green roofs and other landscaping, to increase evapotranspiration from the site, and to increase the amount of permeable surfacing on site. 3. The facility must be capable of retaining subsequent rainfall events up to 5 mm within 72 hours without overflow. The maximum resident time of the retained run-off must not exceed 28 days. • These measures come from the WWFM Guidelines which provide stormwater practices so that source control is undertaken as a priority to the extent physical factors allow. When source control practices are exhausted, the WWFM Guidelines provide conveyance and end of pipe practices.	Green roofs Rain water harvesting Permeable pavers, permeable asphalt, permeable concrete for hard surfaces Greening of impervious areas such as alleyways, fire lanes and parking lots using permeable paving materials, trees and vegetation Downspout disconnection Infiltration trenches Rain gardens/absorbent landscaping

WATER QUALITY, QUANTITY, AND EFFICIENCY

For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development



Development Feature	Required Tier 1	Voluntary Tier 2	Specifications, Definitions and Resources	Potential Strategies
Water Quality-Stormwater Run-Off Manage and clean stormwater that leaves the site	WQ 3.1 Remove 80% of total suspended solids (TSS) on an annual loading basis from all runoff leaving the site based on the post-development level of imperviousness. ¹ WQ 3.2 Control the amount of E. Coli directly entering Lake Ontario and waterfront areas as identified in the <i>Wet Weather Flow Management Guidelines</i> . ²		1. Strategies for TSS removal include green streets, stormwater ponds, oil-grit separators, bioswales, filters and others. See: www.toronto.ca/water/protecting_quality/wwfmmp/pdf/wwfm_guidelines_2006-11.pdf . 2. Refer to the Water Quality Targets for E.Coli in the <i>Wet Weather Flow Management Guidelines</i> : www.toronto.ca/water/protecting_quality/wwfmmp/pdf/wwfm_guidelines_2006-11.pdf . • These measures come from the <i>Wet Weather Flow Management Guidelines</i> . The guidelines provide stormwater practices so that source control is undertaken as a priority to the extent physical factors allow. When source control practices are exhausted, the WWFM Guidelines provide conveyance and end of pipe practices.	Mechanical or natural treatment systems such as: vegetated filter strips, bio-swales, sediment traps, oil/grit separators

WATER QUALITY, QUANTITY AND EFFICIENCY

For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development



Development Feature	Required Tier 1	Voluntary Tier 2	Specifications, Definitions and Resources	Potential Strategies
Water Efficiency Reduce demand for potable water through greater efficiencies and by the use of non-potable water	WQ 4.1 Use water efficient plant material for at least 50% of landscaped area (including vegetated roofs and walls). ^{1,2}	WQ 4.2 Install water fixtures and appliances that achieve at least a 30% reduction in potable water consumption for the building (not including irrigation) over the baseline water fixtures and appliances. ^{3,4} WQ 4.3 Where soft landscaping exists on the site, reduce potable water use for irrigation by 50 percent. ⁵	1. Refer to the City of Toronto preferred plant list www.toronto.ca/planning/pdf/water_efficient_plant_list.pdf and the Native Tree list www.toronto.ca/trees/pdfs/Tree_List.pdf . 2. If potable water is not used for soft landscape irrigation, this target is not applicable. 3. Excluding commercial dishwashers, clothes washers and icemakers. 4. Calculations will be based on occupant usage and baseline fixtures including: toilets, urinals, faucets, shower heads. Baseline fixtures include the following: toilets (6.0L), urinals (3.8L) faucets (8.3 LPM), shower heads (9.5LPM). 5. Methods to reduce potable water use for irrigation include: plant species appropriate to local conditions, high efficiency irrigation, use of captured rainwater and use of recycled wastewater. • Toronto Water's Water Saver program assists major ICI sector water users to reduce water use www.toronto.ca/watereff/ici_water_saver.htm . • High efficiency hot water fixtures and appliances reduce the amount of energy consumed for hot water heating. For more information on ENERGY STAR refer to: http://www.cee.nrcan.gc.ca/energystar/index.html .	Dual flush toilets Waterless Urinals Drought tolerant native species Water efficient plants/ landscaping Rain sensors for irrigation systems Rainwater irrigation system Grey water irrigation Drip irrigation



For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development

Development Feature	Required Tier 1	Voluntary Tier 2	Specifications, Definitions and Resources	Potential Strategies
Urban Forest: Tree Protection Preserve the urban forest	<p>EC 1.1 Adhere to the Tree Protection Policy and standards for tree protection barriers during construction according to Specifications for Construction Near Trees.¹</p> <p>EC 1.2 Retain all trees that are 30cm or more DBH (diameter at breast height) in accordance with the City of Toronto Private Tree Protection Bylaw.²</p> <p>EC 1.3 Where property is located within a Ravine Protected Area retain trees of all diameters.³</p> <p>EC 1.4 Where applicable, protect and retain trees of all diameters adjacent to City of Toronto streets and roadways and City-owned Parkland in accordance with the Trees on City Streets and Parkland Bylaws.^{4,5}</p>		<ol style="list-style-type: none"> 1. Refer to the City of Toronto Tree Protection Policy and Specifications for Construction Near Trees: www.toronto.ca/trees/pdfs/TreeProtSpecs.pdf. 2. Tree injury or removal of trees measuring 30cm in diameter or larger, is prohibited on private property, except where a permit is issued, in accordance with Bylaw City of Toronto Municipal Code Chapter 813, Private Tree Protection: www.toronto.ca/legdocs/municode/1184_813.pdf. 3. Tree injury or removal of trees of all diameters within a Ravine Protected Area property is prohibited, except where a permit is issued, in accordance with the City of Toronto Municipal Code Chapter 658, Ravine and Natural Feature Protection: www.toronto.ca/legdocs/municode/1184_658.pdf. 4. Trees of all diameters on City property adjacent to City of Toronto streets and roadways, are protected under the City of Toronto Municipal Code Chapter 813, Trees on City Streets: www.toronto.ca/legdocs/municode/1184_813.pdf. 5. Trees of all diameters on City-owned Parkland are protected under the City of Toronto Municipal Code Chapter 608, Parks: www.toronto.ca/legdocs/municode/1184_608.pdf. <ul style="list-style-type: none"> • Privately-owned trees that were planted as a condition of site plan approval and incorporated into a site plan agreement registered on title, that do not qualify for protection under the private tree or the Ravine and Natural Feature protection bylaw are required to be maintained substantially in conformity with the approved drawings. 	<p>Establish tree protection zones during construction</p> <p>Include details on tree protection on site and/or landscape plans</p>



For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development

Development Feature	Required Tier 1	Voluntary Tier 2	Specifications, Definitions and Resources	Potential Strategies
Urban Forest: Encourage Tree Growth Enhance the urban forest	<p>EC 2.1 Plant a minimum of one tree on-site for every 30m² of post development site area covered by soft landscaping.^{1,2}</p> <p>EC 2.2 Trees in hardscaping (hard landscaping): For 2 or more trees planted in primarily hardscaped areas, provide a minimum volume of 15m³ of high quality soil per tree. A single tree planted in hardscape requires a minimum volume of 30m³ of soil.³</p> <p>EC 2.3 Trees in softscaping (soft landscaping): Provide trees planted in softscaping with a minimum volume of 30m³ of high quality soil.⁴</p> <p>EC 2.4 Provide a watering program for trees for the first 2 years after planting.⁵</p>		<ol style="list-style-type: none"> Soft landscaping should contain well drained, uncompacted, permeable growing medium at-grade, with a minimum depth of 50cm, that can support plants and trees and that may be covered by planted ground cover. It may also be covered by decorative stones on an uncompacted sub surface. Soft landscaping does not include decorative stonework, retaining walls, walkways, or similar landscape architectural elements over a compacted surface. Included softscape area must be within the site boundary. Trees must be planted within the site boundary. Areas dedicated for playing fields and sustainable local food production are excluded from the calculation of softscape area. The soil volumes of 15m³ and 30m³ respectively, should be based on a minimum soil depth of 0.8m and a maximum of 1.2m of high quality soil above a well drained sub soil or drainage layer. Ensure that groups of trees planted in hardscape can share soil volume, for example, through the use of continuous soil planters. If trees can share soil, providing at least 15m³ per tree ensures that each tree actually has access to closer to 30m³. The use of soil cells is also encouraged. The soil volume of 30m³ should be based on a soil depth of a minimum of 0.8m and a maximum of 1.2m of high quality soil above a well drained sub soil or drainage layer. The objective for trees in softscaping is to achieve species maturity and a higher soil volume is specified. The lower volume for hardscaped areas recognizes species maturity may not be possible in confined conditions, but still allows reasonable growth. Non-potable water for the tree watering program is preferred. <ul style="list-style-type: none"> Large growing, native trees are preferred: www.toronto.ca/trees/pdfs/Tree_List.pdf. 	Soil cells Continuous soil planters Rainwater harvesting irrigation system



For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development

Development Feature	Required Tier 1	Voluntary Tier 2	Specifications, Definitions and Resources	Potential Strategies
Natural Heritage: Site Protect, restore and enhance the natural heritage system and increase biodiversity	EC 3.1 Ensure that at least 50% of vegetation species used in landscaping are native. ^{1,2,3} EC 3.2 Do not plant any invasive species on properties along streets abutting ravines and natural areas. ⁴ EC 3.3 Where a development setback from the top-of-bank of a valley, ravine or bluff or a buffer area is required by the City, all plants must be native species. ^{5,6}	EC 3.4 100% of tree species planted must be native species on properties or streets abutting ravines and natural areas. ⁵ EC 3.5 Where a setback from top-of-bank is required, the setback must be planted and all plants must be native species. ^{6,7}	1. Landscaping is defined as at-grade trees, plants, decorative stone-work, retaining walls, walkways, or other landscape-architectural elements. 2. Native plant species are defined as plants that live or grow naturally in a region without direct or indirect human intervention. Refer to the City of Toronto Native Plant Lists and fact sheets for lists of plant species native to the Toronto Region: www.toronto.ca/trees/ravines.htm . 3. In choosing tree species, preference should always be given to those native to the area. Where it can be clearly demonstrated that the planting of native tree species would not be appropriate due to site constraints often encountered in urban settings, Urban Forestry may accept non-native, non-invasive species better suited to the particular site. 4. Invasive species are species that reproduce aggressively and become established in a natural area by displacing native species. Invasive species are predominantly non-native species that do not naturally occur in an area. They are introduced through a number of means, most often through intentional or accidental human activity. The proliferation of invasive species is often facilitated by site and environmental disturbances that disrupt natural forest systems, including compaction, trampling, drought, pollution, poor soils, heat, and disease. For examples of invasive species in Southern Ontario see the Ontario Society for Ecological Restoration: www.serontario.org/pdfs/exotics.pdf . 5. Ravine and natural areas are defined in accordance with the City of Toronto Ravine and Natural Feature Protection bylaw: www.toronto.ca/legdocs/municode/1184_658.pdf . 6. A development setback is defined in section 3.4.8a) of the City's Official Plan as 10 metres from the top-of-bank of a valley, ravine or bluff. Buffer areas are addressed under section 3.4.12d). Where the top-of-bank is unstable, minimum setbacks may be greater than 10m. 7. Naturalized setbacks and buffers should provide species and structural diversity with native trees (both small and large growing trees), shrubs and ground layer species. <ul style="list-style-type: none"> Refer to the Toronto Green Standard Water section for details on drought tolerant species. Minimum buffer widths may be greater than 10m for significant features such as Provincially Significant Wetlands, life science ANSIs and ESAs. 	Identify habitats that could be sustained on-site Limit monocultures across large areas Plant a diversity of native species Locate constructed features to leave as much contiguous vegetated area as possible to minimize habitat fragmentation



For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development

Development Feature	Required Tier 1	Voluntary Tier 2	Specifications, Definitions and Resources	Potential Strategies
Soil Quality and Planting Conditions: Provide growing conditions to support long-term plant survival and growth	EC 4.1 Retain and reuse all uncontaminated on-site soil in areas not covered by the building and parking footprint or hard surfaces. OR Adjust or replace with soil of equal or better quality. ¹		1. Refer to soil specifications from Forestry. Specifications for planting should indicate soils that are fertile and friable, obtained from well-drained, arable land. They should be free of calcium carbonate, subsoil, refuse, heavy clay, noxious weed seeds, large debris, and other deleterious substances. <ul style="list-style-type: none"> For planting details refer to: www.toronto.ca/trees/pdfs/DetailPD101binturf.pdf. For information on soil compaction during construction refer to the tree protection policy and specifications for construction near trees: www.toronto.ca/trees/pdfs/TreeProtSpecs.pdf. Continuous soil trenches are encouraged for shrub beds and trees planted within hard and softscaping. 	Develop a soil protection plan and specifications Limit areas impacted by construction Use compost to increase soil organic matter, increase water retention Mulch tree or planting beds



For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development

Development Feature	Required Tier 1	Voluntary Tier 2	Specifications, Definitions and Resources	Potential Strategies
Glass and Other Design Features for Migratory Birds: Ensure that design features minimize the risk for migratory bird collisions	<p>EC 5.1 Treat glass with a density pattern between 10-28cm apart for a minimum of the first 10-12m of a building above grade.^{1,2,3}</p> <p>OR</p> <p>Mute reflections for a minimum of the first 10-12m of a building above grade.⁴</p> <p>EC 5.2 Where a green roof is constructed that is adjacent to glass surfaces; ensure that the glass is treated to a height of at least 12m above the level of the green roof to prevent potentially fatal collisions with windows.</p> <p>EC 5.3 Ensure ground level ventilation grates have a porosity of less than 2cm X 2cm.</p>	<p>EC 5.4 Apply glass treatment to supplementary building and glass features on-site.</p>	<ol style="list-style-type: none"> Density patterns and multiple paned glass provides the best visual markers for birds to reduce collisions with windows. Visual markers must be applied to the exterior surface of the glass. The denser the pattern the more visible and the more effective. If the site is adjacent to a natural area such as a ravine or woodlot or other natural feature, glass must be treated with a density pattern to the first 12m of the building or to the height of the top of the surrounding tree canopy at maturity. Visual markers consist of points (or alternative pattern) etched into or applied onto the exterior surface of the glass and must have a minimum diameter of 5mm. Strategies to mute reflections include angled glass panes at a minimum angle of 20 degrees, awnings and overhangs and external sunshades. Awnings should provide muted reflection to the base of the window. <ul style="list-style-type: none"> As birds migrate, they are disoriented by and drawn towards light pollution escaping from urban areas, which often leads to their collision with buildings resulting in injury or death. For details on ways to make buildings better for birds including glass treatments, lighting, building operations and site management, refer to the <i>Bird-Friendly Development Guidelines</i> www.toronto.ca/lightsoout/guidelines.htm. 	Decals Window frames Grilles and Louvres Angled glass Awnings/Overhangs Sunshades Fritted glass Window films Fenestration patterns



For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development

Development Feature	Required Tier 1	Voluntary Tier 2	Specifications, Definitions and Resources	Potential Strategies
Light Pollution Reduce nighttime glare and light trespass from the building and the site	EC 6.1 Install exterior light fixtures that are shielded to prevent glare and/or light trespass onto any neighbouring properties. ^{1,2,3} EC 6.2 No up-lighting from exterior light fixtures unless otherwise permitted through a heritage designation. ⁴	EC 6.3 Eliminate all spotlighting and rooftop Vanity lighting on the building. ⁴ EC 6.4 In Commercial/Institutional buildings, install an automatic device that reduces the outward spillage of internal light by: Reducing the input power to lighting fixtures by at least 50% between the hours of 11 PM and 5 AM ⁵ OR Shielding all openings in the envelope with a direct line of sight to any non-emergency light fixture between the hours of 11 PM and 5 AM. ⁶	1. All exteriorlight fixtures should be efficient while providing minimum illumination levels sufficient for personal safety and security. Safety and security lighting should minimize glare and/or light trespass. Refer to the Illuminating Engineering Society of North America (IESNA) Recommended Practice Manual: Lighting for Exterior Environments for requirements to partially of fully shield exterior lighting www.iesna.org . 2. Light trespass is unwanted stray light shining across property boundaries. Any light fixture installed on a property must direct and shield light coming from the fixture so that the light source is not directly visible from any adjacent property. Lighting must focus downward, eliminating direct upward light and reducing spill light. 3. Glare is the physical sensation caused by artificial light that is brighter than one's adapted surroundings. Glare is produced by a bare light shining directly into the eyes of the observer. 4. Excessive rooftop lighting that contributes to light pollution is not permitted. Architectural illumination may be permitted in accordance with the following performance specifications: <ul style="list-style-type: none"> • Shield exterior light fixtures to prevent light trespass • Architectural illumination is turned off year-round from 11pm - 5am using an automatic device. 5. After hours override may be provided by a manual or occupant sensing device provided that the override lasts no more than 30 minutes. 6. Openings in the building envelope, transparent or translucent, include all fenestration (windows, doors, skylights, curtain walls). Provide shielding with less than 10% transmittance overnight. <ul style="list-style-type: none"> • For details on ways to make buildings better for birds including lighting, building operations and site management, refer to the <i>Bird-Friendly Development Guidelines</i>: www.toronto.ca/lightsoout/guidelines.htm. 	No vanity lighting Fixtures that effectively project light downwards Occupancy sensors in parking structures Building automation systems Use motion sensor lighting

SOLID WASTE



For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development

Development Feature	Required Tier 1	Voluntary Tier 2	Specifications, Definitions and Resources	Potential Strategies
Storage and Collection of Recycling and Organic Waste Facilitate waste reduction and efficient processing	<p>SW 1.1 Provide a dedicated area or areas within or attached to the building for the collection and storage of recycling and organic waste.¹</p> <p>SW 1.2 If a separate recycling room is required, provide a recycling room with an area of at least 10m² for the first 40 residential units and 5m² for each additional 40 residential units in the building.</p>	<p>SW 1.3 For residential buildings, provide recycling containers with the capacity of 8 cubic yards per 100 residential units per week.</p>	<p>1. Dedicated areas are within a short walking distance of users and are equally as convenient as garbage storage areas. Provide well-lit access to storage areas.</p>	<p>Three chute system</p>
Reuse of Building Materials Reduce demand for new materials and reduce waste going to landfill		<p>SW 2.1 Ensure that at least 5% of a project's materials (based on value) comprise salvaged, refurbished or reused materials.</p>	<ul style="list-style-type: none"> Material costs exclude installation expenses (e.g. labour and equipment) and transportation costs. This target may be met through the reuse of various building components, including but not limited to, structural steel, timbers, a building facade and/or existing concrete structures. Materials must also satisfy the requirements of the Ontario Building Code, or any other Applicable Standard (such as CSA certification), as well as the requirements of TARIION Home Warranty Program. 	<p>Integrate existing structures into site design</p> <p>Salvaged beams, posts, flooring, paneling, doors, frames, cabinetry, furniture, bricks and detailing</p> <p>Reuse trees removed from the site as timber for terracing and erosion control</p>

SOLID WASTE



For New Mid to High-Rise Residential and Industrial, Commercial and Institutional (ICI) Development

Development Feature	Required Tier 1	Voluntary Tier 2	Specifications, Definitions and Resources	Potential Strategies
Use of Recycled Materials Reduce demand for new materials and increase market for recycled materials		SW 3.1 Ensure that at least 15% of a project's construction materials (based on value) comprise recycled content. ^{1,2}	1. Recycled content is defined by CAN/CSA-ISO 14021-00 Environmental Labeling and Advertising Guidelines. 2. Recycled materials include both post-industrial (pre-consumer) and post-consumer materials. However, post-industrial materials are assigned half the value of post-consumer materials in the calculation of the percentage of recycled construction materials. <ul style="list-style-type: none"> Material costs exclude installation expenses (e.g. labour and equipment) and transportation costs. Materials must also satisfy the requirements of the Ontario Building Code, or any other applicable standard (such as CSA certification), as well as the requirements of TARIION Home Warranty Program. 	Specify recycled content for outdoor structures and landscaping, building envelope and interior finishing materials such as plastic lumber, recycled ceramic tiles Identify recycled materials suppliers Require manufacturer documentation Recycled paints
Construction and Demolition Waste Management Reduce waste going to landfill		SW 4.1 Recycle at least 75% of non-hazardous construction and demolition debris. ¹	1. Recycling involves breaking down and reprocessing materials. This is different from reuse, in which whole components are reused. For this target, materials salvaged for reuse can be included.	Develop a construction waste management plan Designated area on-site for recyclable materials Recycle trees removed from the site through tree salvage companies

CONDOMINIUM PROCESS STREAMLINED



BILD PRESENTATION
DEVELOPING TORONTO
KAREN MCNABNEY
SEPTEMBER 2012

CONCERNS WITH EXISTING PROCESS

- the overlap in conditions from one planning process to another
- the length of time it was taking to get to registration
- the lengthy list of conditions of draft approval that did not relate to division of the lands

CURRENT PROCESS FROM APPLICATION IN TO REGISTRATION IS ...



REBUILDING IT

Staff from Planning, Development Engineering and Legal reviewed the existing Condominium Process from receipt of application to release of the condominium plan for registration

Explored the background and history behind why we do what we do and what it all means



CURRENT PROCESS

- Site Plan is tied to the Condo process through a draft plan condition
- Clearing the site plan conditions involves signing off on the site plan process by carrying out a number of inspections
- Certification for Stormwater Management Facilities and Site Servicing and Grading are required by Development Engineering before sign off on site plan is provided
- Site Plan process is loose and in some cases staff are encouraged by the Applicant to defer conditions to be completed at Condo registration
- Staff use Condo registration as an opportunity to catch all that may have been missed at Site Plan Approval and to ensure Site Plan conditions have been fulfilled

COMPLETE ALL SITE PLAN MATTERS

One of the standard draft plan conditions for a Condominium Approval provided that the Owner complete all site plan matters or provide financial security to guarantee completion of the site works

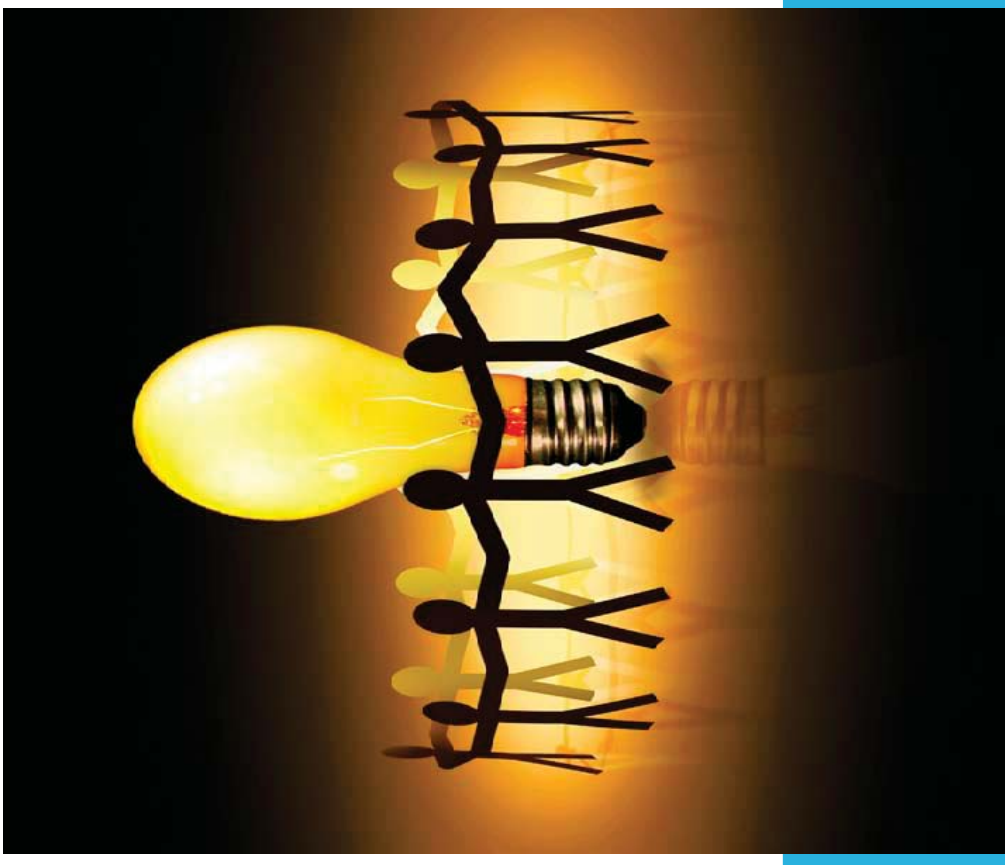
EVOLUTION OF THE STANDARD CONDITION



The Site Plan draft Condo condition was being used by staff as a tool to make sure everything that was committed to at the site plan stage and in the site plan agreement was completed or financially secured prior to registration of the condominium

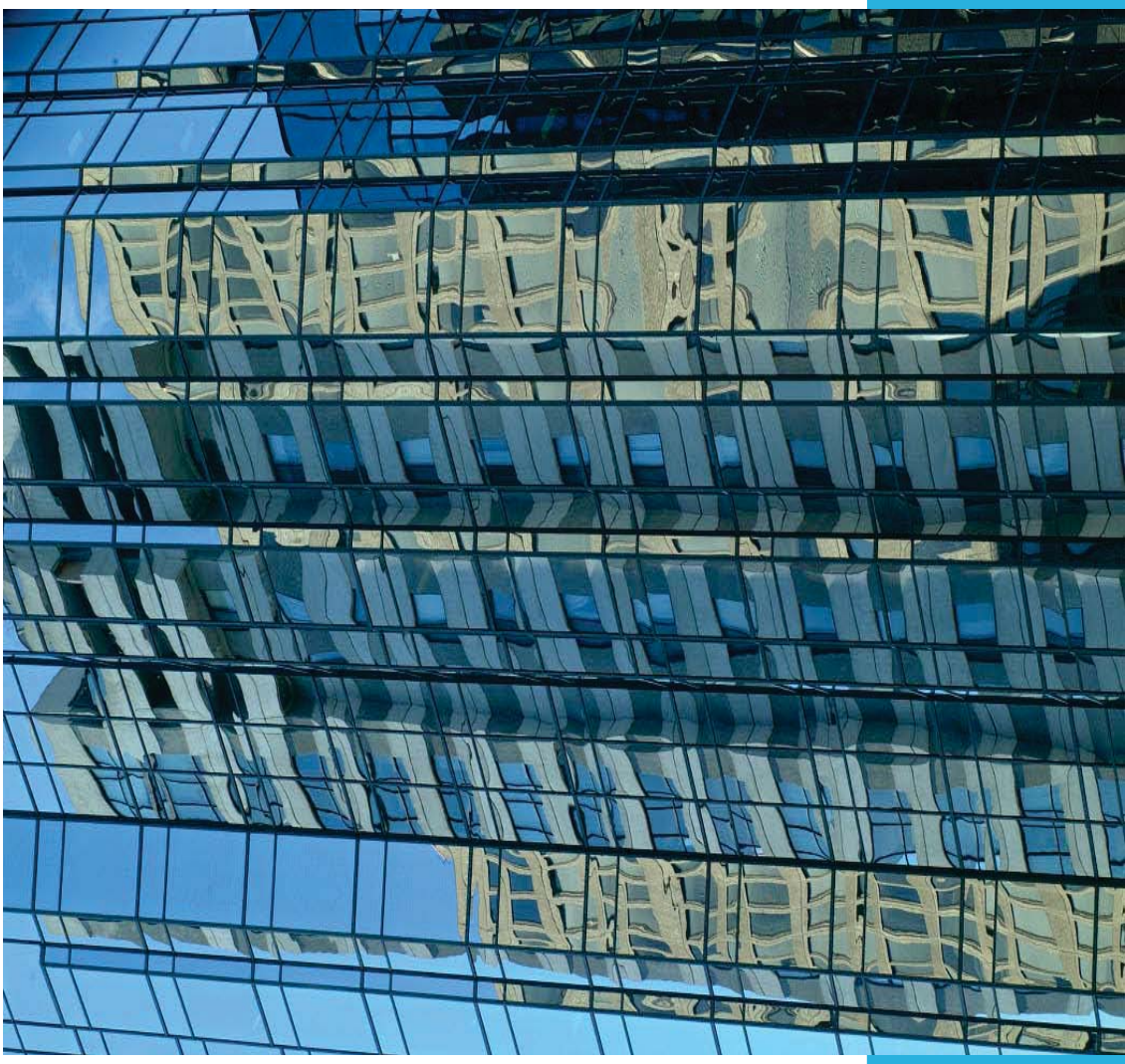
DECISIONS MADE

Separate the site plan process
from the condominium process
so that both processes work
independently



CONDOMINIUM PROCESS

Changes include



APPLICATION REVIEW PROCESS APPLIES TO

Standard Condominium

Common Elements



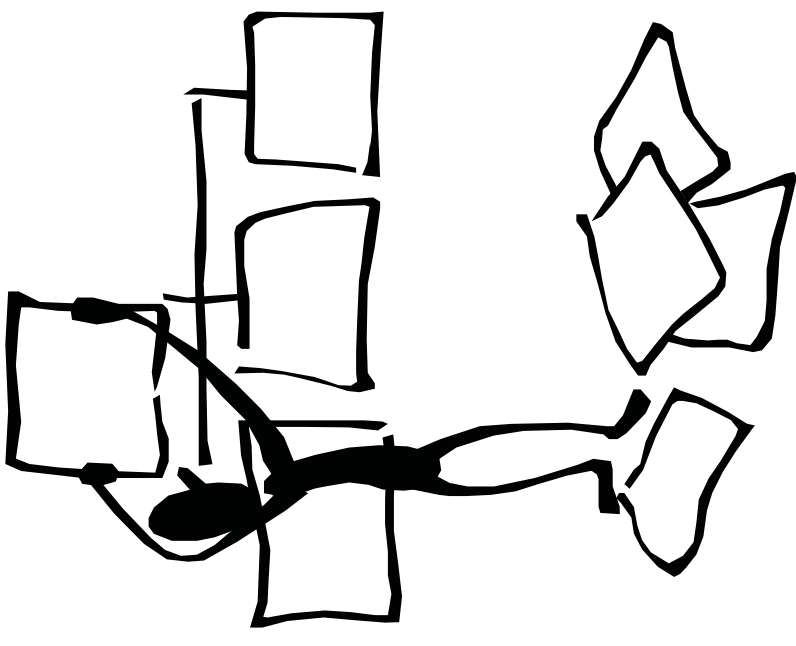
WHAT'S CHANGED?

The draft plan condition requiring all site plan matters be completed or financially secured has been removed from the picklist and is no longer an option

Inspection of work by City Staff will no longer take place

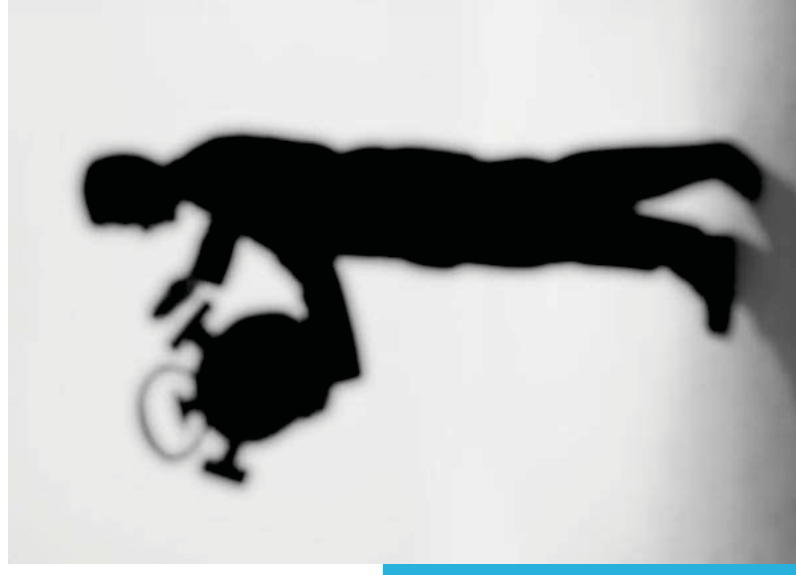
City will accept certification that construction was completed in accordance with the approved site plans and drawings for

- Stormwater Management facilities,
- Site Servicing and Grading, and
- Solid Waste facilities



TIMING OF CERTIFICATION

- Certification for items mentioned is required prior to Occupancy
- Occupancy was selected because it typically occurs before registration of the plan
- Confirms the intent that the City is looking for the certification from Owner (Applicant) rather than the individual unit owners
- The standard picklist of conditions for site plan have been amended to add prior to occupancy as the timing for certification

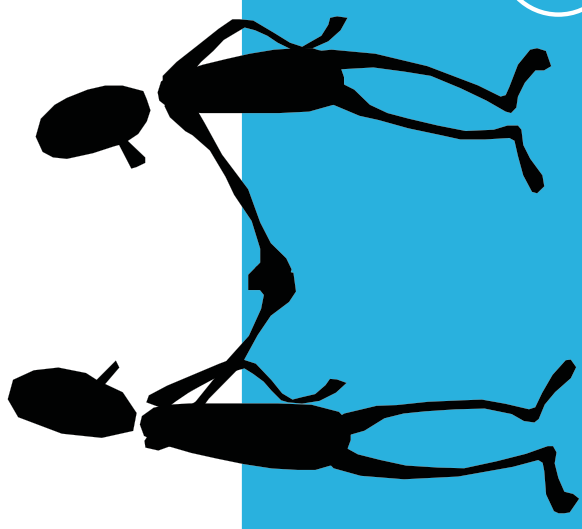


A stylized illustration of a woman in a green dress sitting on a red and black diamond-patterned rug. She is surrounded by various electronic devices and accessories, including a laptop, a tablet, a smartphone, a camera, and a pair of headphones. The background is a solid blue color.

[illegible]

WE PROMISED

- De-clutter the list of Condominium Draft Plan conditions list
- Not to re-iterate the conditions from earlier approvals/agreement(s)



WE EXPECT/ YOUR ROLE

You to review your site plan agreement and ensure that conditions to be completed prior to registration of the condominium are completed prior to requesting that the plan be released for registration



MESSAGE TO STAFF

In an effort to de-clutter the condominium approval conditions the City will not re-iterate conditions from previous agreements

That even though previous approval conditions are not included in the draft plan conditions, they must still be satisfied to release the plan for registration

Not to entertain the argument that the conditions of draft approval do not include previous conditions , therefore the City must release the plan for registration



SITE PLAN APPROVAL PROCESS TIGHTENED UP

Staff will be discouraged from setting conditions to be completed prior to condominium registration



EXCEPTIONS

We recognize that
every development
approval is not the
same and that we will
have to make
exceptions along the
way



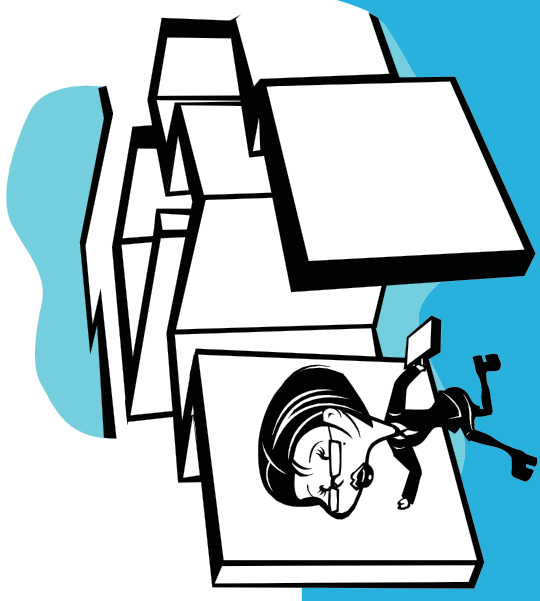
MESSAGE TO STAFF

Conditions will not be deferred
for completion at the condo
registration stage unless there
is no alternative



OPENING LINES OF COMMUNICATION

An information sheet will be attached to the Notice of Approval for the Condominium, setting out who to contact and what is required to clear the draft plan conditions for registration



RELEASING THE CONDOMINIUM PLAN REGISTRATION

Conditions from the Site Plan, Section 37 and Subdivision Agreements to be satisfied prior to registration of the Condominium must be completed prior to the City releasing the condominium plan for registration

PLAN REGISTRATION

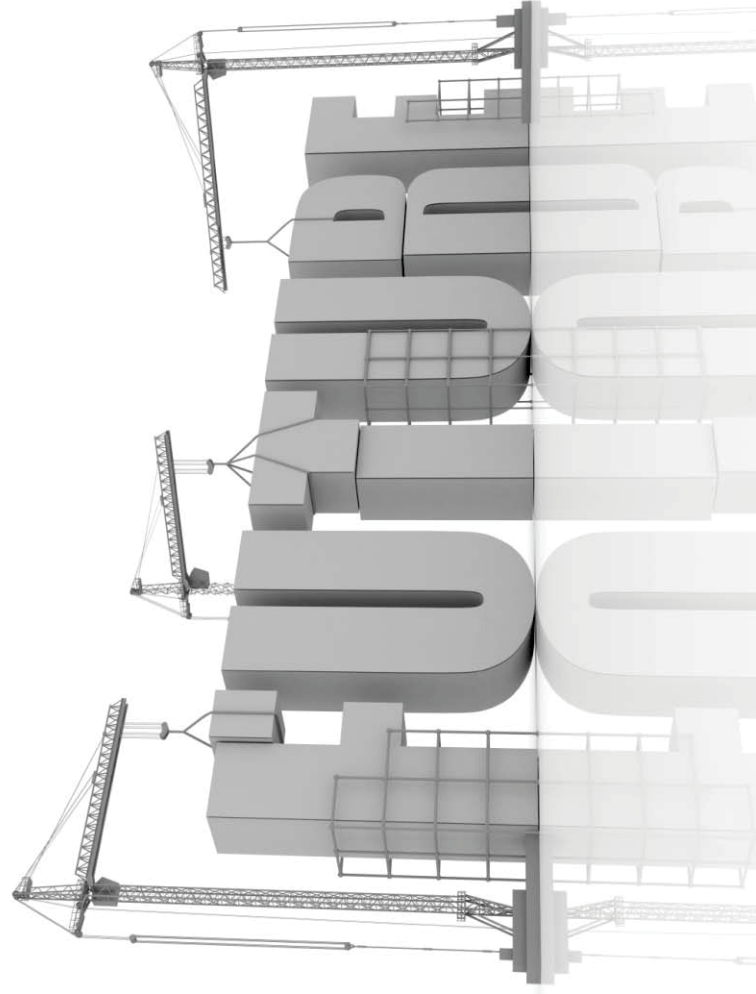
Once all draft plan conditions and any outstanding conditions from previous approvals have been satisfied, you should contact the Planner who will case manage the process to release the Plan for registration

Planning staff will work with other City divisions to ensure that all draft plan conditions have been met as well as any outstanding conditions from site plan or other previous approvals



Changes

SITE PLAN PROCESS



NEW

In order to sign off on the Site Plan process Technical Services will accept certification from the Consulting Engineer/Architect that the Stormwater Management Facility, Site Servicing and Grading and Solid Waste Facility were constructed in accordance with the approved site plans and drawings

NEW

- Staff will no longer inspect Solid Waste Facilities (in the case of City pick up) prior to registration of the condominium plan
- City will rely on certification from the Consulting Engineer confirming that the Solid Waste Facility was constructed in accordance with the approved site plans and drawings
- The site plan picklist has been amended to add a condition requiring the Owner to submit the required certification for the Solid Waste facility prior to occupancy and commencement of City pick up

MESSAGE TO STAFF

- certification for the items listed must be submitted prior to occupancy and that we are relying on the Owner (Applicant) to ensure that timing is met
- Technical Services are to check on status of certification submission and advise the Planner what is outstanding, if any, as part of their comments on circulation of the condo application



FINANCIAL SECURITY

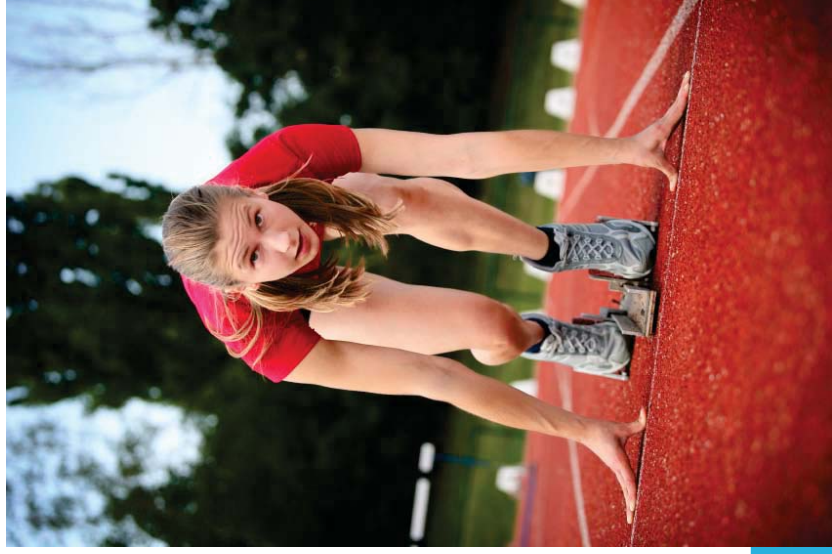
City staff will release financial security when we are satisfied that all obligations of the Site Plan Agreement have been met



NEW

- Site Plan process and Condo process no longer linked
- Site Plan condition in draft Condo approval has been deleted
- City staff will no longer inspect Solid Waste Facilities
- Certification will be accepted for Solid Waste facilities
- Certification will no longer be tied to or hold up Condo Registration
- Certification is required prior to occupancy
- Technical Services will notify the Planner on circulation of the Condo application the status of Certification
- Site Plan Technician will not reduce or release the letter of credit until all obligations of the Site Plan agreement have been met

IMPLEMENTATION THE NEW PROCESS BEGINS NOW



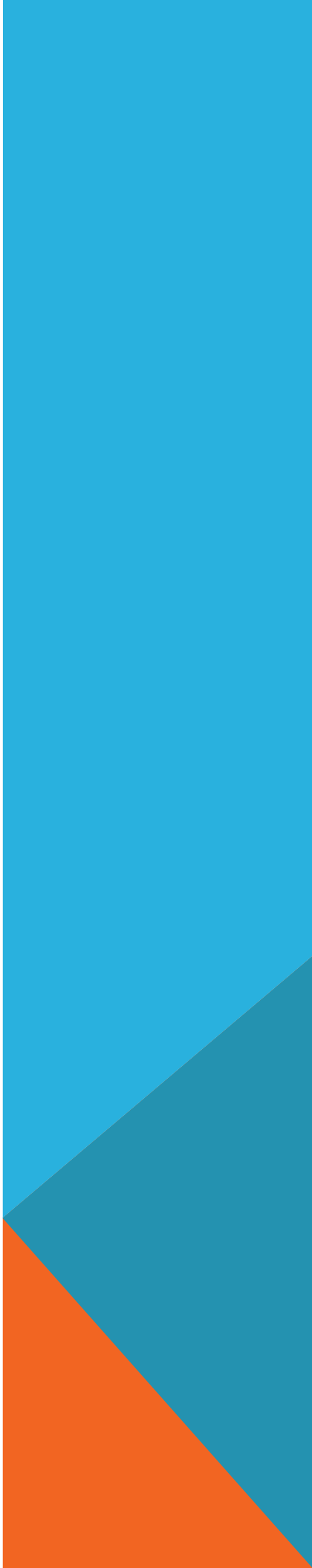
WE BELIEVE

Success depends on **teamwork**

Success is a consequence of **teamwork**

We considered **you** as part of the **team**
necessary to see this change in process succeed

Everyone has a role to carry out and must
commit to that role as we move forward and
improve our processes





SITE PLAN AGREEMENT made this [date].

08/13

Date to Planner

B E T W E E N:

[NAME OF OWNER]

(the "Owner")

- and -

CITY OF TORONTO

(the "City")

WHEREAS:

- (A) The Owner is the owner of the land known as [municipal address], in the City of Toronto, more particularly described in Schedule "A" to this Agreement (the "Land");
- (B) Pursuant to Subsection 114(12) of the City of Toronto Act, 2006, S.O. Chapter 11, Schedule A, the Council for the City of Toronto by enactment of By-law No. 774-2012 designated the City of Toronto as a site plan control area;
- (C) The Owner has applied to the City under Section 41 of the *Planning Act* and Section 114 of the *City of Toronto Act, 2006*, for site plan approval in respect of its development for a [description of project] (the "Project");
- (D) Section 114(17)(b) of the *City of Toronto Act, 2006*, states that the City may by by-law delegate any of the City of Toronto's powers or authority in Section 114 to an appointed official;
- (E) Article 415-19 of the Toronto Municipal Code delegates the powers and authority granted to Council with respect to site plan approval, to the Chief Planner or his/her designates, the Directors of Community Planning;
- (F) The Director of Community Planning, [] District, (the "Director") on [date], issued Notice of Approval Conditions with respect to application no. _____, wherein the Director indicated that he/she would be in a position to issue the Statement of Approval with respect to the Plans and Drawings listed in Schedule "B" to this Agreement (the "Plans and Drawings") once the Owner has satisfied all of the pre-approval conditions set out in the Notice of Approval Conditions, including the entering into of this Agreement;
- (G) Subsection 114(14) of the *City of Toronto Act, 2006*, provides that an agreement entered into to secure the provision of facilities, works or matters may be registered on the title of the land to which it applies.

IN CONSIDERATION of the premises and other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties agree as follows:

DEVELOPMENT OF PROJECT

1. The Owner agrees to develop the Land and construct the Project in substantial conformity with the Plans and Drawings and in accordance with the conditions set out in Schedule "C" to this Agreement, including, without limiting the generality of the foregoing, those Plans and Drawings setting out the approved exterior design and sustainable design features of the Project.

2. The Owner acknowledges and agrees that minor variations from the requirements of this Agreement including the Plans and Drawings may be consented to by the Chief Building Official for the City on amendments necessary to satisfy the requirements of the Ontario Building Code, or in other cases by the Chief Planner or designate, provided that in the opinion of the said Official, the general intent and purpose of this Agreement is maintained.

MAINTENANCE OF THE PROJECT

3. The Owner agrees to maintain the Project in substantial conformity with the Plans and Drawings and in accordance with the conditions set out in Schedule "C" to this Agreement, in default of which the Owner acknowledges that the City may exercise its rights set out in this Agreement.

COMPLETION OF THE PROJECT

4. The Owner agrees to complete the Project as set out in this Agreement within ***** years from the date of issuance of the Statement of Approval failing which this approval shall require an extension by the Director prior to the issuance of any building permit and the City may exercise the other remedies set out in this Agreement.

SECURITY FOR PERFORMANCE OF OBLIGATIONS

5. Upon execution of this Agreement, the Owner shall, if required in Schedule "C" of this Agreement, submit to the City a letter of credit or cash deposit in an amount satisfactory to the Director to secure the Owner's obligations (the "Security"). Any letter of credit shall be provided in a format acceptable to the City Treasurer and Chief Financial Officer. The Owner acknowledges and agrees security submitted in the form of a cash deposit when returned will not include interest.
6. Where required by Schedule "C" to this Agreement, the Owner agrees to guarantee the performance of the Owner's obligations to the satisfaction of the Director. The City may in its sole discretion reduce the Security and retain the balance until the conclusion of the guarantee period, if required by Schedule "C", and the Owner has completed its obligations to the satisfaction of the City.
7. The Security, or such remaining balance, shall be returned upon the satisfactory completion of the Owner's obligations under this Agreement. If the security is submitted to the City in the form of a cash deposit, it shall be returned to the person or Company having submitted the security, unless a signed Direction is provided to the City indicating otherwise. If the security is submitted in the form of a letter of credit, it will be returned to the Financial Institution.

RIGHT TO ENTER

8. The Owner acknowledges and agrees that the City may enter onto the Land at any time to inspect the Project to ensure substantial conformity with the Plans and Drawings and compliance with the obligations of this Agreement.

NON-COMPLETION

9. If in the opinion of the City, the Project is not being completed within the specified time or not in accordance with the approved Plans and Drawings, or should the Owner neglect or abandon the Project before completion or unreasonably delay the same so that the conditions of this Agreement are being violated, or should the Owner, in any manner, in the opinion of the City, default in the performance of any of the terms of this Agreement, then in such case, the City shall notify the Owner by prepaid registered mail in writing, specifying with reasonable particularity the nature of such default or neglect and require the Owner to remedy the same.

10. If such default or neglect is not remedied within ten (10) working days after such notice or within such greater time period as may be specified by the City, the City thereupon shall have full authority and power immediately to draw on the Financial Security to purchase such materials, tools and machinery and to employ such people as in the City's opinion shall be required for the proper completion of the outstanding obligations in this Agreement.
11. The cost of completion of any outstanding obligations of the Project shall be calculated by the City whose decision shall be final and such costs may be deducted from the Letter of Credit or other Financial Securities provided herein. In the event that the said Letter of Credit or other securities are insufficient to reimburse the City for all expenses incurred by the City to carry out the terms and obligations of this Agreement, then the Owner agrees to pay to the City such additional costs forthwith upon demand and the provisions of Section 386 of the *City of Toronto Act 2006, c.11* as amended, shall apply.

REMEDIES OF CITY

12. The Owner agrees that the City may recover the total cost of all labour and materials in carrying out and completing the obligations of the Owner as set out in this Agreement, plus a management fee equal to 15% of the costs and to do so, may from time to time draw without notice on the Security, in whole or in part, and retain the money secured by the Security.

ADJACENT MUNICIPAL PROPERTY

13. The Owner shall rectify, restore and repair any adjacent municipal property damaged in implementing this Agreement.

INDEMNITY

14. The Owner agrees to defend, indemnify and save the City harmless from and against all claims, demands, losses, costs, charges, expenses, actions and other proceedings made, brought against, suffered by or imposed on the City in respect of any failure by the Owner to fulfill any of its obligations (including the failure to maintain) under this Agreement.
15. The Owner agrees to pay to the City on demand, any loss, costs, or damages which may be sustained, incurred or paid by the City in consequence of the Owner's failure to fulfill any of its obligations (including the failure to maintain) under this Agreement.

NO OBLIGATION TO INSPECT

16. Nothing in this Agreement imposes upon the City any duty or obligation to inspect or examine the Land for compliance, or non-compliance or to provide an opinion or view respecting any condition of development or to request or require compliance with the conditions of this Agreement.

WAIVER

17. The waiver by the City of any provision of this Agreement in one instance shall not constitute a waiver of any other instance and any waiver shall be in writing.
18. No delay or omission by the City in exercising any right or remedy shall operate as a waiver of the right or remedy or of any other right or remedy.

REGISTRATION OF AGREEMENT

19. The Owner consents to the registration of this Agreement against the title of the Land and agrees to pay all of the City's costs with respect to the registration of this Agreement and any other required documents, including but not limited to any applicable subsearch, execution search and registration fees.

NOTICE

20. Any notice given by the City to the Owner pursuant to this Agreement is sufficiently given if sent by prepaid first class mail (addressed to the Owner at the address shown for the Owner on the assessment rolls of the City or on any application for building permit) or by means of facsimile transmission. The notice shall be conclusively deemed to have been received on the third business day following mailing or respectively, the date of transmission contained on the facsimile confirmation printout.

VALIDITY

21. The invalidity of any particular provision of this Agreement shall not affect any other provision, but this Agreement shall be construed as if the invalid provision had been omitted.

SUCCESSORS, ASSIGNS

22. This Agreement enures to the benefit of the City and is binding upon the Owner and its successors and assigns. Notwithstanding anything in this Agreement to the contrary, in the event that the City acquires any part of the Land for any municipal purpose, including a road widening, the City shall not be bound by this Agreement as an Owner.

INTERPRETATION

23. This Agreement is to be read with all changes in gender or number as required by the context.
24. Schedules "A", "B" and "C" shall form part of this Agreement.
25. Notwithstanding anything in this Agreement to the contrary, in the event the City acquires any part of the Land for any municipal purpose, including streets, pedestrian walkways or connections and parks, or for the purposes of any of its boards, commissions, authorities, or agencies, the City shall not be bound by this Agreement as an Owner.
26. The Owner acknowledges that the entering into of this Agreement does not in itself constitute the approval of the Plans and Drawings under Section 114 of the *City of Toronto Act*.

IN WITNESS WHEREOF the Owner and the City have executed this document under the hands of their officers duly authorized in that behalf.

[NAME OF OWNER]

Per: _____
Name:
Title:

Per: _____
Name:
Title:

I/We have the authority to bind the Corporation

CITY OF TORONTO

[Name of Director], Director
Community Planning, [] District

I have authority to bind the Corporation

SCHEDULE "A"

DESCRIPTION OF LAND

MUNICIPAL ADDRESS:

LEGAL DESCRIPTION:

P.I.N.:

SCHEDULE "C"

SITE SPECIFIC CONDITIONS