

SUMMARY: The City of Toronto CITY PLANNING COMMISSION (CPC) Process

1. The City Planning Commission (the “Commission”) shall be responsible for oversight and implementation of the Toronto Official Plan and conduct of urban planning relating to the orderly growth, improvement and future development of the city, including adequate and appropriate resources for the housing, business, industry, transportation, distribution, recreation, culture, comfort, convenience, health and welfare of its population, in compliance with all Ontario Provincial Acts and regulations.
2. The role of the Commission is to ensure full legal compliance by the City of Toronto with all mandated planning requirements, policies and legislation in the public interest.
3. The Commission of nine members will be chaired by the qualified Chief Planner of the City of Toronto, with four qualified members to be appointed by City Council and four qualified members to be appointed by the Province of Ontario.
4. Members of the Commission, except for the Chair, will not be considered regular employees of the City of Toronto. The role served by the members of the Commission shall be deemed to be both the Commission and the Department of City Planning.
5. Salaries of the members of the Commission shall be included and paid under the City of Toronto budget for the Department of City Planning.
6. City Council will delegate all planning decisions to the Commission, as the independent and impartial body to oversee and direct City planning matters.
7. Because City Councillors are not certified as knowledgeable or competent with respect to planning matters, the delegation of such responsibility to this planning body will avoid the considerable time spent by Councillors and Councillors’ staff reviewing complex details of development applications and similar planning matters.
8. Having delegated planning decisions to the Commission, City Councillors will have no need to meet with development application Lobbyists, which include Solicitors/Lawyers and Professional Planners, who often request to meet with Councillors to lobby on behalf of their development applicant clients.
9. The Commission will receive written recommendations on planning applications and other planning matters from the affected Resident Community Board¹ and Community Council.

¹ Resident Community Boards are to be created to formalize and legislate public consultation and democratic input into government decisions. A detailed proposal has been previously submitted to the Premier of Ontario.

10. The Commission will conduct a public meeting for review of development applications which are certified as complete by the Department of City Planning, and other planning matters, as necessary. The public meetings will be video-recorded and a written report documenting the proceedings will be made available to the public within 15 days.
11. The reports and decisions of the Commission will address all the concerns and points raised by the Resident Community Board and Community Council.
12. The decisions of the Commission will be transparent and accountable to the residents of the City of Toronto, to the City and the Province of Ontario.
13. The public review by the Commission is not litigation before a tribunal. The Commission reviews the facts of the application with regard to the applicable law, and may approve, approve with modifications, or disapprove an application according to requirements for compliance.
14. Quorum for the Commission will be not less than five members, and final actions of the Commission will be made by an affirmative vote of not less than five members.
15. The decision of the CPC will be final, unless the Community Council requests a review of the decision by City Council.
16. Community Council may request a review of a decision for a development application or other planning matter only when the Resident Community Board¹ and Community Council do not recommend approval “no” (2 no’s), and the CPC decision is “yes” to approve.
17. City Council will have the right to overturn any Commission decision with a two-thirds vote.
18. The planning process for each development application certified as complete by the City Planning Department will take a maximum of five months, or 150 days, unless a review is undertaken by City Council.
19. If after six months the City Planning Department has not certified a development application as complete, the applicant may appeal directly to the Commission for certification.
20. The members of the Commission shall perform their duties according to the requirements of the Public Service Act, Province of Ontario.
21. No “lobbying” of members of the Commission by residents, applicants, Council or any person or party shall be permitted. Any reported transgressions shall be investigated by the Integrity Commissioner. The professional independence and impartiality of the members of the Commission is paramount.

TORONTO OFFICIAL PLAN—Section 5.5.—The Planning Process—Policy 5.5.2—Complete Applications.

Applications to amend the Official Plan, to amend the Zoning By-law and applications for Plan of Subdivision, Plan of Condominium or Consent to Sever will comply with the statutory complete application submission requirements of the *Planning Act* and the requirements identified in Schedule 3.

DEPARTMENT OF CITY PLANNING (DCP) Application and Pre-Certification	RESIDENT- BASED COMMUNITY BOARD (RCB)	CHAIR FOR COMMUNITY COUNCIL (CC)	CITY PLANNING COMMISSION (CPC)
<ul style="list-style-type: none"> Receives application and related documents. Forwards application and documents within 5 days to RCB, Chair of the CC, and CPC. Certifies application when it is complete. 	<ul style="list-style-type: none"> Notifies public the application is complete. Holds public hearing. Submits recommendation report to CPC, Chair of CC. 	<ul style="list-style-type: none"> Chair submits recommendation of CC to CPC, or waives right to do so If the project affects more than one RCB, the Chair may hold a public hearing and submit recommendation report to CPC or waive right to do so. 	<ul style="list-style-type: none"> Holds a public meeting Approves, modifies or disapproves application. Files approvals and approvals with modifications with City Council. Disapprovals are final.
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No specific time limit (after 6 months applicant may appeal to CPC for certification if all documentation is submitted).	60 DAYS	30 DAYS	60 DAYS
TOTAL DAYS TO REVIEW AN APPLICATION	60 DAYS	90 DAYS	150 DAYS

AFTER CPC APPROVES APPLICATION

TRIPLE “NO” - AUTOMATIC REVIEW BY CITY COUNCIL:

- RCB recommended disapproval (No #1)
- Chair of CC recommended disapproval (No #2)
- Chair of CC files objection with City Council and CPC within 5 days of CPC approval (No #3)

CITY COUNCIL

- Can review application, hold a public hearing, and vote to approve, approve with modifications, or disapprove.
- Refers any proposed modifications to CPC for an additional 15-day review.
- If City Council does not act (or does not assume jurisdiction on items it must elect to review), CPC decision is final.
- Must assume jurisdiction within 20 days, requires majority vote, completed within 50 days (excluding 15-day review).**
- 2/3 vote required to overturn CPC decision.**

IF CPC DISAPPROVES APPLICATION, THE DECISION IS FINAL; UNLESS

- Action requires 2/3 vote. Action is final.
- Jurisdiction, 20 days; completion 50 days.