

## Toolkit - Toronto

# Development Applications: How to be Heard by the City

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## 1. Know Your Rights as a Tenant:

FMTA's fantastic [Tenants Right Guide](#) is a great resource to get informed on your rights under the Ontario Residential Tenancies Act.

## 2. How to Create a Tenant Association:

Forming a Tenant Association is a great way to empower all tenants, bring together resources for the group to share, help build a sense of community, strengthen your rights as tenants, and combine tenant's strengths for group actions.

FMTA's awesome [Tenant Association Toolkit](#) & [Tenant Organizing Manual](#) provide terrific guides on how to start a Tenant Association.

## 3. How to Lookup Toronto Development Applications, Access Supporting Materials, and Have Your Comments Recorded on Them:

First go to the City's *Application Information Centre* [webpage](#) then type in the address or use the map to locate the property.

- a) Next either click on a coloured dot on the map and then click the hyperlinked Application Details button or alternatively scroll to the bottom of the page and select Show Results button then from the dropdown list of addresses click the hyperlinked application number for each listed address.
- b) If the development application is accepting comments from the public you will see the option at the bottom of the Application Details screen under the Public Consultation tab once you hit the "I agree" button.
- c) Alternatively, you can simply email the City's planner listed on the application, or better yet flood their inbox by creating a one-click template letter email for your friends, family, and supporters to use to amplify your comments (#5 covers this).
- d) Under the Supporting Documentation tab you will find all the submitted materials by the applicant.
- e) To find a staff report, if one exists, try a Google search using the application file number + "staff report" and look in the returned results for a PDF (should be first or second web link in the returned results).

## 4. How to Find Toronto City Council and Committee Meeting Dates, Agendas, and How to Register to Have Your Comments - Verbal or Written - Heard:

First go to the *City's Council & Committee Meetings* [webpage](#) then click the *View Meeting Schedule, Agendas and Minutes* button, but keep in mind that agendas often aren't posted until about a week or so before the meeting.

- a) If you only know the date of the meeting you're after, click the Schedule button and then click the meeting listed under the calendar date.
- b) If you only know the Committee the meeting is being conducted by clicking the Committees button then either use the search tool using the Committees name or select a Committee listed in the dropdown menus.
- c) Once you've clicked on a meeting which has a published agenda you will see a list of the Items that will be heard at the meeting.
- d) Once you click on one of the Items you will see a new page with a Submit Comments button and a Request to Speak button near the top. Choose whichever format you would like to be heard through.
- e) The rules and procedures for public submissions - written or verbal - can be found [here](#).

## 5. How to Create a One-Click Template Letter Email for Allies to Send to Whoever's in Your Crosshairs:

The clickable link you create can be shared in a PDF newsletter, an email to friends & family, or allies on your group's emailing list.

- a) Go to <https://www.rapidtables.com/web/html/mailto.html#generator>
- b) Fill in the To, CC, BCC, subject text, and body text.
- c) Click the Generate mailto code button.
- d) Highlight and copy the code in between the quotation marks.
- e) Use the copied code to embed into a word or phrase to create the hyperlink.
- f) Once someone clicks the hyperlink an email will automatically be created and all they'll have to do is type their name at the end of the letter and hit send.

## **6. How to Find Toronto City Planning Consultations And Register to Attend Them:**

First go to the City's *City Planning Consultations* [webpage](#).

- a) If you click on the address from the list shown you will be brought to the development application portal from which you will be able to find any materials submitted by the applicant of the development application (see #1 for further details on this).
- b) If you click the Register button you will be able to register to attend virtually.
- c) To obtain a staff report, if one exists, try a google search using the application file number + "staff report" and look in the returned results for a PDF (should be first or second web link in results).

## **7. How to Get on the Interested Party List to Be Notified by the City of Toronto When Public Meetings Are Set for an Application:**

Email [clerk@toronto.ca](mailto:clerk@toronto.ca) and ask to be added to the Interested Parties List by listing your name, contact information, and development application file number (see #1 for how to find this number).

## **8. How Zoning By-law Amendment and Official Plan Amendment Applications Proceed:**

If a proposed development is not permitted in a zone or does not meet the permitted uses in that zone, a Zoning By-law may need to be changed or "amended." A public meeting is required and the Zoning By-law Amendment must be passed by City Council.

An Official Plan Amendment is a formal document that changes a municipality's Official Plan. Changes may be needed because of new circumstances in the community or because of requests made by property owners. Both applications are processed the same:

- a) Pre-consultation meeting.
- b) Applicant submits Development Application.

- c) Circulation: Planning Staff circulates the Notice of Public Meeting to City Departments, relevant agencies and all assessed property owners within 120 metres of the application property.
- d) Development notice sign posted.
- e) Open House (informal meeting to allow dialogue between applicant, City staff and interested parties).
- f) Staff review comments from agencies/departments and interested parties received as a result of the notice circulation.
- g) Submission of staff information report and Statutory Public Meeting (where anyone wishing to comment on the application is able to do so).
- h) Staff review all comments received and work with the applicant to address them, as required.
- i) Submission of staff recommendation report for Committee and Council consideration (anyone wishing to speak to this report can do so but must first register as a delegation with the Clerks Department).
- j) Council decision and subsequent 20-day appeal period.
- k) If no appeals received during the 20 days, the application is considered approved and a Notice indicating such is circulated to interested parties.

## **9. How to Find Your City Councilor:**

Go to the City's *Members of Council* [webpage](#) and type in your address.

## **10. How to Find Your Member of Provincial Parliament (MPP):**

Go [here](#) and type in your postal code.

## **11. How to Find Your Member of Parliament (MP):**

Go [here](#) and type in your postal code.

## 12. List of Community Legal Clinics:

Rexdale Community Legal Clinic  
Rexdale Community Hub,  
21 Panorama Court, Suite 24, M9V 4E3  
416-741-5201  
[www.rexdalecommunitylegalclinic.ca](http://www.rexdalecommunitylegalclinic.ca)

Willowdale Community Legal Services  
245 Fairview Mall Dr., Suite 106, M2J 4T1  
416-492-2437  
[www.willowdalelegal.com](http://www.willowdalelegal.com)

Parkdale Community Legal Services  
Mailing address:  
c/o Parkdale Community Health Centre  
1299 Queen St. W., M6K 1L2  
416-531-2411  
[www.parkdalelegal.org](http://www.parkdalelegal.org)

South Etobicoke Community Legal Services  
5353 Dundas St. W., Suite 210, M9B 6H8  
416-252-7218  
[www.southetobicokelegal.ca](http://www.southetobicokelegal.ca)

Unison Health and Community Services  
Keele-Rogers Site  
1651 Keele St., M6M 3W2  
416-653-5400 ext.1244  
[www.unisonhcs.org](http://www.unisonhcs.org)

West Toronto Community Legal Services  
1032 Bloor St. W., M6H 1M2  
416-531-7376  
[www.wtcls.org](http://www.wtcls.org)