

# **PUBLIC CONSULTATION PLAN**

Zoning By-law Amendment  
Application

1637-1645 Bathurst Street  
City of Toronto

Prepared for:  
Starlight Group Property  
Holdings Inc.

February 2018

17.531

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## 1 Introduction

Walker, Nott, Dragicevic Associates Limited (“WND Associates”) has been retained as the planning consultants for Starlight Group Property Holdings Inc. (“the Owner”) with respect to the application for a Zoning By-law Amendment for the lands municipally known as 1637-1645 Bathurst Street, in the Forest Hill neighbourhood of the City of Toronto (“the Subject Site”). The Subject Site is located on the east side of Bathurst Street, between Ardmore Road and Burton Road (generally between Eglinton Avenue West and St. Clair Avenue).

The Subject Site is currently occupied by five 3-storey residential rental apartment buildings with 25 units. The buildings share a driveway (with access off Bathurst Street between 1643 and 1645 Bathurst Street) and a rear parking area. There is also an existing easement (benefiting properties abutting the Subject Site to the east) for right-of-way access from Bathurst Street to the rear of the Subject Site.

An application for Zoning By-law Amendment is being submitted to facilitate the development of a 4-storey residential rental apartment building, with 67 units (“the Proposed Development”). The existing buildings on the Subject Site are proposed to be demolished and the existing 25 rental units will be replaced in the Proposed Development as per the City’s rental housing replacement policies. Landscaping is proposed along Bathurst Street, with indoor and outdoor amenity spaces for residents. Parking is proposed within the building at a parking level for residents, and on the surface in the rear (for visitors), with access from a driveway off Bathurst Street to be located in the same location as the existing driveway.

The total proposed residential gross floor area is 8,190 square metres and the total floor space index is 1.97 times the area of the lot. A total of 67 residential rental units are proposed, inclusive of 25 rental replacement units. The proposed residential unit mix includes 9 one-bedroom suites, 22 two-bedroom suites, and 36 three-bedroom suites.

The purpose of this report is to provide a Public Consultation Plan for the Zoning By-law Amendment application. Given that terms of reference for this Public Consultation Plan are not available from the City, at this time we have endeavoured to provide an appropriate public consultation process on the basis of standard practice and experience in the City of Toronto.

## 2 Planning Policy Framework

In addition to the statutory requirements in the *Planning Act*, Section 5.5 (The Planning Process) of the City of Toronto Official Plan provides policies related to the public consultation process.

The introductory text provides that applicants are “encouraged, not required, to consult with the Ward Councillor, City Planning staff and local community prior to formal submission of a planning application”.

With respect to public involvement, Policy 5.5.1 states that “a fair, open and accessible public process for amending, implementing and reviewing this Plan will be achieved by:

- a) encouraging participation by all segments of the population, recognizing the ethno-racial diversity of the community and with special consideration to the needs of individuals of all ages and abilities;

- b) promoting community awareness of planning issues and decisions, through use of clear, understandable language and employing innovative processes to inform the public, including the use of traditional and electronic media; and
- c) providing adequate and various opportunities for those affected by planning decisions to be informed and contribute to planning processes, including:
  - i) encouraging pre-application community consultation;
  - ii) holding at least one community meeting in the affected area, in addition to the minimum statutory meeting requirements of the Planning Act, for proposed Official Plan and/or Zoning By-law amendments prior to approval;
  - iii) ensuring that information and materials submitted to the City as part of an application during the course of its processing are made available to the public; and
  - iv) endeavouring to make draft Zoning By-law amendments available to the public for review at least ten days prior to statutory public meetings, and if the draft amendments are substantively modified, further endeavouring to make the modified amendments publicly available at least five days prior to consideration by Council.”

In order to implement the Proposal, Zoning By-law Amendments are required to the Former City of Toronto Zoning By-law 438-86 and the City of Toronto Zoning By-law 569-2013. No Official Plan Amendment is required.

The Owner and their representatives attended pre-application consultation meetings with City Planning staff on May 25, 2017 to discuss the Proposed Development for the Subject Site, the appropriate planning application requirements, and the Zoning By-law Amendment application process.

The Owner also met with the Ward Councillor, Joe Mihevc, and City Planning staff on 13 July 2017 to discuss the Proposed Development.

As described in more detail below, the Owner will cooperate and coordinate with the City to ensure that the principles of the process outlined in Policy 5.5.1 are adhered to by: holding a community meeting in the affected area; ensuring all information submitted as part of the applications is publicly available through the City’s website and upon request; and, making the draft Zoning By-law Amendments publicly available in a timely manner.

### 3 Stakeholders

The Owner is a committed community partner and it is the Owner’s intention to undertake the appropriate scale of public consultation for the Proposed Development with the identified stakeholders in the local area.

Stakeholders within the general vicinity of the Subject Site include:

- Existing tenants;
- Owners and/or tenants of adjacent and nearby buildings within 120 metres of the Subject Site (which comprise a broad range of residential building types); and
- South Forest Hill Residents Association.

Additional stakeholders are identified as:

- Ward 22 Councillor Joe Mihevc; and
- City Planning staff and other municipal agencies/organizations involved in the review process.

The proposed role of the Owner will be to listen to comments and questions from the various stakeholders and respond accordingly. This could be in the form of providing additional information regarding the Proposal, or making revisions to the Proposal itself, if warranted.

The role and responsibility of City Planning staff and the local Ward Councillor will be to assist in the facilitation of active public engagement and to assist with interpreting comments received from stakeholders.

#### 4 Proposed Public Consultation Strategy

An information meeting will be held with existing tenants to review the Proposed Development and provide information regarding the City's rental housing replacement requirements pertaining to appropriate tenant relocation and assistance plan for current residents. A fulsome and complete communication strategy with respect to tenant relocation will also be designed through the application review process, in consultation with City staff.

An information meeting for the residents of the immediately adjacent neighbouring properties on Richview Avenue will be scheduled by the Owner and take place at a location in the neighbourhood. The information meeting will provide residents with information regarding the Proposal, with the Owner and their representatives available to answer questions and receive community feedback.

The proposed strategy for consulting with the public with respect to the application will follow the requirements of the *Planning Act* for statutory meetings, the above noted Official Plan policies, and the City of Toronto's standard practices for community meetings, namely:

- One (1) community consultation meeting organized cooperatively by the applicant and City Planning staff in line with standard practices, with respect to the Owner's Zoning By-law Amendment application. This community meeting will comprise a presentation regarding the proposal by City Planning staff and the Owner, followed by an open house and/or public question and answer period. The timing and location of the community consultation meeting will be discussed and agreed with City Planning staff and the Ward Councillor.
- Additional community consultation meetings and/or tenant consultation meetings can be organized, as required and as agreed with City Planning staff and the Ward Councillor where necessary.
- The statutory public meeting under the *Planning Act* will be hosted by the City of Toronto as part of a Toronto and East York Community Council meeting, in line with standard practice for planning applications in the City of Toronto.

An appropriately-sized sign will be posted at the Subject Site by the Owner to accurately and succinctly reflect the Zoning By-law Amendment application. The detailed content of the sign will be developed in consultation with City Planning staff, as will the location of the sign's placement on the Bathurst Street frontage of the Subject Site.

Notice of the applications, community consultation meeting and statutory public meeting will be provided in accordance with applicable *Planning Act* regulations, which include:

- Notice mailed to all landowners and residents within 120 metres of the Subject Site; and
- Notices published in local newspapers (at the discretion of City Planning staff and the Ward Councillor).

## 5 Communication

Communication regarding the community consultation meeting will be made through the on-site notice sign and mailed public notices as noted above. Notice can also be provided through communication and direct correspondence between the Owner and the stakeholders noted in this report above, as appropriate, with particular focus on existing tenants.

When notification regarding community consultation meetings is provided to the public and other stakeholders, there will be a clear indication in the notice that all public information regarding the development application for the Subject Site will be available on the City's Application Information Centre website.

The City may also provide contact information for the Owner and its representatives, in addition to the assigned contact at City Planning, should the public require further detail or information regarding the Proposal.

## 6 Methodology and Summary

In order to ensure that comments from the public and other stakeholders are accurately interpreted, weighed and evaluated, the following proposed methodology for the review of comments received during the public consultation will be utilized:

- The Owner and their representatives will ensure that diligent and accurate notes are taken during all stakeholder consultations and community consultation meetings;
- Comment sheets will be provided by City Planning staff at community consultation meetings to capture the as-written comments from the public and stakeholders, in order to ensure that comments are correctly interpreted;
- All comments provided by the public and stakeholders through the various means of communication will be catalogued; and
- Comments will be reviewed with the applicant, its representatives, City Planning staff, and with stakeholders should clarification of comments be needed.

This Public Consultation Plan has been prepared for the Zoning By-law Amendment application to allow for the Proposed Development of a 4-storey residential rental building.

The identification of stakeholders, strategy for public consultation, methods of communication and methodology for the review of comments have all been prepared by taking into consideration the scope of the Proposed Development and the Official Plan policies with respect to public engagement.