



**(Important message enclosed)**

Toronto Planning Review Panel, 392a King Street East, Toronto, ON, M5A 1K9

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**Only 12,000 households in Toronto have been randomly selected to receive this invitation**

We need you to volunteer for the City of Toronto's new Planning Review Panel

**Deadline  
October 6  
Respond Today**





September 4, 2015

Dear Toronto Resident,

The City's Planning Division needs your help to make sure we are creating a city that is prosperous, livable, equitable, and environmentally responsible.

**This letter is a special invitation to apply to be part of the new Planning Review Panel, and to add your voice to Toronto's planning process.** If you are 18 years of age or older and live in Toronto, you can apply — no experience is necessary.

Whether you're new to Toronto or a long-time resident, you know the city is changing fast.

New buildings and infrastructure are being constructed to meet the needs of the 20,000 net new residents who each year decide to make Toronto their home. This makes Toronto one of the fastest-growing and most dynamic cities in North America.

The City's Planning Division is responsible for ensuring that this growth enhances the city we share — from Steeles Avenue to the waterfront, and from Rouge River to Etobicoke Creek.

This means thinking about the long-term impacts of growth, while balancing the different interests, needs, and priorities of the city's 2.8 million residents. **We need your help to get this balance right.**

The Planning Review Panel is a new way for City Planning to hear the perspectives of Torontonians like you. As a member of the Panel, you will learn about your city and provide input and local expertise on important planning issues shaping Toronto. These issues could relate to transportation, zoning for new homes and businesses, neighbourhood density and character, historic buildings, and the locations of libraries, community centres, parks, and other neighbourhood amenities.

Membership on the panel is open to any Toronto resident who receives this letter and is 18 years of age or older. From among the pool of applicants, 28 members will be randomly selected to ensure broad representation from across the city. You do not need to be a Canadian citizen, and there is no cost to participate.

The Planning Review Panel will meet six times each year, following a special orientation program this fall. Each member will serve on the Panel for two years.

Joining the Panel is a great way to:

- Learn first-hand about your city and the planning process;
- Contribute your perspective and learn about the views of other Toronto residents; and
- Provide insight to the Planning Division concerning important issues shaping the city.

**You do not need to be an expert to participate.** It's your perspective as a Toronto resident that matters most.

Please turn over 

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Members of the Planning Review Panel will meet from 9:30 a.m. – 4:00 p.m. on the following Saturdays this fall. You must be able to attend each of the sessions, as well as 10 of 12 additional meetings that will occur over the next two years (see the *Frequently Asked Questions* sheet for further details).

Saturday, October 17, 2015

Saturday, November 14, 2015

Saturday, October 31, 2015

Saturday, November 28, 2015

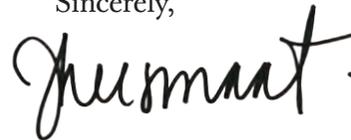
**To volunteer for the Planning Review Panel, please phone 1-844-711-8186, mail in the enclosed form, or register online at [www.toronto.ca/planning/tprp](http://www.toronto.ca/planning/tprp) by Tuesday, October 6, 2015.**

I believe our City's planning process will be strengthened by creating new ways for Torontonians to learn and contribute to the decisions that affect them.

Toronto is an exciting place to live, and it's important that we all have a hand in shaping it.

Whether you are new to Toronto or a long-time resident, I sincerely hope you will volunteer to serve on Toronto's first Planning Review Panel.

Sincerely,



Jennifer Keesmaat

Chief Planner and Executive Director  
Planning Division  
City of Toronto



**A MESSAGE FROM THE MAYOR OF TORONTO, JOHN TORY:**

"We are all passionate about the city we live in and want the best for Toronto. The City is looking at more and better ways of bringing you to the table when making decisions that affect you and your family. The Planning Review Panel is an excellent, thoughtful and direct way for you to give City Hall the advice we need to make good choices about the future of our city. Whether you just moved to the city or have lived here your entire life, I encourage you to volunteer. Let's work together to turn a good city into a truly great one."

## How to register as a volunteer for the Toronto Planning Review Panel:

There are three quick and easy ways you can register:

1. Phone 1-844-711-8186 to register by phone (or ask questions about the selection process);
2. Complete the enclosed Candidate Response Card and mail it back using the enclosed envelope; or
3. Register securely online at [www.toronto.ca/planning/tprp](http://www.toronto.ca/planning/tprp)

Please ensure you register in one of the above ways by Tuesday, October 6, 2015. If you are selected for the Panel, you can expect a phone call on the evening of Wednesday, Oct 7, 2015.

The Planning Review Panel will meet on the following dates between 9:30 a.m. and 4:00 p.m.: October 17 and 31, and November 14 and 28. You must be able to attend all of the sessions above and 10 of the 12 additional meetings held from January 23, 2016 to November 18, 2017 (see the *Frequently Asked Questions* sheet for further details). Please check and hold all dates until the evening of Wednesday, October 7, 2015, when the members of the Panel will be notified.

If you are unable to participate, please encourage members of your household 18 years of age or older to volunteer.

# Frequently Asked Questions

## Toronto Planning Review Panel



### What is a Planning Review Panel?

A Planning Review Panel is a group of residents brought together to learn about, discuss, and provide input to City Planning staff on important city planning issues. Twenty-eight randomly selected Torontonians will be appointed to the Panel as volunteers for two years. The Panel will develop its input as a group and will work to reflect the interests of all Torontonians.

### Why have a Planning Review Panel in Toronto?

Toronto is changing fast. Each year 20,000 net new residents make Toronto their home, and they all need places to live, work, and play. This means we need to build or upgrade new and existing buildings, public spaces and infrastructure to meet the city's changing needs. The Planning Review Panel will be a new way for residents to share their perspectives on how best to direct this growth and change. The City of Toronto's Planning Division believes the input of residents like you, and the expert knowledge you have about the communities you live in, is essential for good decision-making. The insights and local expertise of the Panel will complement other forms of community consultation and help to ensure that growth occurs in ways that reflect the values and priorities of Toronto's residents.

### But I am not an expert — can I still be involved?

Absolutely. We do not expect you to have any specialized knowledge about city planning. Your perspective and experience as a Toronto resident is what matters most. Each member will have enough time to learn everything they need to make an informed contribution to the Planning Review Panel.

### What is the City of Toronto's Planning Division?

The City Planning Division provides advice to City Council that helps guide growth in neighbourhoods across Toronto. We shape how the city looks and feels, and develop plans that ensure residents can work, live, play, and move throughout the city. We review applications for new buildings; promote well-designed streets, parks and open spaces; guide how buildings are located, organized, and shaped; plan transportation; work to transform Toronto's waterfront; and undertake in-depth research used by other City Divisions on land use, housing, community services, and the environment.

### What would be my role as a member of the Planning Review Panel?

Between October 2015 and November 2017, members of the Planning Review Panel will meet 16 times. As a member of the Panel you will:

- Learn first-hand about the city and its planning process from independent experts as well as City staff;
- Contribute your perspective and learn about the views of others; and
- Provide input to the Planning Division on important issues shaping the city.

The Planning Division will request input from the Planning Review Panel on issues such as transportation plans, the desired density and character of different neighbourhoods, the importance of historic buildings and public art, and the location of new community amenities like parks, libraries, and community centres.

### What will be done with the Panel's input?

The Planning Review Panel is intended to be an influential body and an important source of input that will help the Planning Division provide effective advice to City Council. The panel's perspectives, insights, and priorities will be referenced in reports to Council and published on the City of Toronto's website.

### How was I selected to receive this invitation?

Your address was one of 12,000 households across Toronto randomly selected by Canada Post to receive this invitation.

### Who is eligible to serve on the Planning Review Panel?

To be a member of the Planning Review Panel you must be 18 years of age or older and a current resident of a household that received this letter. You do not need to be a Canadian citizen to participate. Only one volunteer per household will be eligible for membership on the Planning Review Panel. Employees of the City of Toronto, contractors working for the Planning Division, members of other official City of Toronto Advisory Bodies, as well as elected municipal, provincial, and federal officials are ineligible to serve as members of the Planning Review Panel.

Please turn over 

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### Can anyone from my household volunteer?

Yes. This invitation is transferable to anyone living in your household. If you are unavailable, please pass this invitation to any member of your household who is 18 years of age or older.

### How will the members of the Planning Review Panel be selected?

Members will be chosen by randomly selecting names from among the pool of volunteers who respond to this letter — a process we call a Civic Lottery. We will make sure the panel is as diverse as Toronto itself, with equal representation of both men and women, as well as people of all ages, homeowners and renters, and people who identify as visible minorities. The Panel will also include at least one Aboriginal member.

### How do I become a member of the Planning Review Panel?

First, you must respond to this invitation no later than Tuesday, October 6, 2015. You can register over the phone at 1-844-711-8186, online at [toronto.ca/planning/tprp](http://toronto.ca/planning/tprp) or by using the enclosed prepaid envelope. Then, on Wednesday, October 7, 2015, we will randomly select members of the Planning Review Panel from among those who have registered as volunteers. If you are selected, you will be notified by phone.

### I am unsure whether I can attend all sixteen meetings, can I still volunteer?

It is very important that all members of the Planning Review Panel attend each meeting. We realize, however, that this is a significant commitment. At minimum, members must attend the four orientation sessions this fall, and ten of the twelve meetings in 2016 and 2017. Please consider and confirm your ability to participate before volunteering.

The four Saturday orientation sessions will run from 9:30 a.m. to 4:00 p.m. on the following dates. You must be able to attend all four of these sessions:

October 17, 2015	November 14, 2015
October 31, 2015	November 28, 2015

The twelve additional meetings of the Planning Review Panel will run from 11:30 a.m. to 4:30 p.m. on the following Saturdays.

You must be able to attend, at minimum, ten of the twelve meetings:

<b>2016 Meetings:</b>	<b>2017 Meetings:</b>
January 23, 2016	January 14, 2017
April 2, 2016	March 4, 2017
May 14, 2016	April 22, 2017
September 10, 2016	June 10, 2017
October 15, 2016	September 16, 2017
November 26, 2016	November 18, 2017

### Will I get paid to serve on the Planning Review Panel?

We are asking you to donate your time and volunteer as a member of the Panel. Lunches and snacks will be provided, and basic travel costs, including parking, will be reimbursed. Childcare and eldercare will be made available (or an equivalent subsidy) if requested. However, we do not provide an honorarium or any additional compensation. There is no cost to participate.

### Will the Planning Review Panel have translation services?

The Panel's meetings will be in English and simultaneous translation will not be available.

### I have a physical disability. Can you assist me in participating?

If you would like to be a member of the Planning Review Panel, but are concerned about potential barriers to participating, please call 1-844-711-8186. We are committed to assisting all members of the Planning Review Panel so that they can participate successfully, and will do our best to accommodate your needs.

### If I do not get chosen for the Planning Review Panel, can I still be involved in city government?

Absolutely. The City of Toronto hosts a variety of public consultations each year on a range of local and city-wide subjects. A list of upcoming consultations can be found by visiting [www.toronto.ca/involved](http://www.toronto.ca/involved) and clicking on "Consultations."

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If you are unable to participate, please encourage members of your household 18 years of age or older to volunteer.



Please complete your candidate card by checking all that apply:

- 1)  I own my home       I rent my home
- 2) I identify as:  Aboriginal       Visible Minority
- 3) I am available to attend all four orientation sessions of the Panel:  Yes     No  
*October 17, 2015      October 31, 2015      November 14, 2015      November 28, 2015*
- 4) I am available to attend at least 10 of the 12 subsequent meetings of the Panel in 2016 and 2017.  
*Please refer to the enclosed Frequently Asked Questions sheet for the list of subsequent meeting dates.*
- Yes, I've read the list of dates and can attend       No, I've read the list of dates and cannot attend

**NOTICE OF COLLECTION:** The personal information requested here is collected under the legal authority of the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s.136 (b) & (c) and the Planning Act, R.S.O. 1990, Chapter P.13.

Your personal information will be used for the purpose of forming the Toronto Planning Review panel and will not be shared with any other parties or for any other purpose than the creation of this panel. Questions about this collection can be directed to the Coordinator Stakeholder Engagement & Special Projects in the Office of the Chief Planner by calling 416-392-3812, or by e-mail at [dfusca@toronto.ca](mailto:dfusca@toronto.ca).



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October 6  
Respond Today**



## Return Address

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**Response required by:  
Tuesday, October 6, 2015**

Registering online ensures your  
response is received by the deadline

**[www.toronto.ca/tprp](http://www.toronto.ca/tprp)**



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TORONTO ON M5A 9Z9