



How to make a submission to City Council and Committees

Three Easy Steps or One Quick Step

Hello Resident:

We have had many questions related to how to make a submission to the scheduled meetings for Canada Square. Council and committee meetings are scheduled with a system called TMMIS that can be found on the City's website or just type 'TMMIS' into Google search.

1. Finding a Scheduled Meeting

Here is what the main TMMIS screen looks like.

The screenshot displays the Toronto City Council and Committees website. At the top, there is a dark blue navigation bar with the Toronto logo and several menu items: Services & Payments, Community & People, Business & Economy, Explore & Enjoy, City Government, and a HELP button. Below this is a banner for 'Toronto City Council and Committees' with a background image of city buildings.

The main content area has a secondary navigation bar with 'Home', 'Meeting Schedule', 'Committees', and 'Search Items'. A search icon is visible on the right. The 'Home' page features several informational tiles:

- Welcome to the website for Meetings, Agendas and Minutes**: A tile with a building icon and text stating it's the legislative website for managing meetings, agendas, and minutes.
- Registry of Declared Interests**: A tile with a folder icon and text about browsing or searching the record of interests declared by Council members.
- Subscribe to Council and Committee e-updates**: A tile with an '@' icon and text about subscribing to announcements.
- Watch Toronto City Council Live on YouTube**: A tile with a YouTube icon and text about live-streaming meetings.

On the right side, there are two sections:

- Schedule of Meetings**: A calendar view showing meeting dates and times. A red arrow points to a specific meeting entry in the calendar.
- Upcoming Meetings**: A list of upcoming meetings, including:
 - 2021-06-22 - Etobicoke York Community Council - Meeting 25
 - 2021-06-22 - Lesbian, Gay, Bisexual, Transgender, Queer and Two-Spirit Advisory Committee - Meeting 2

You can find a scheduled meeting using the calendar on the right side or using the search items screen. The calendar is usually the quickest method.

2. Finding an Agenda Item

Once you find the scheduled meeting, the agenda will show all of the agenda items. The Canada Square item is PH25.7

June 28, 2021 - 9:30 AM - Meeting 25 - Scheduled (Preview)

Planning and Housing Committee

Video Conference Agenda Published 

[Agenda](#) [Meeting Monitor](#) [Print List](#) [Map](#) [Select Items](#) [Filter Items](#)

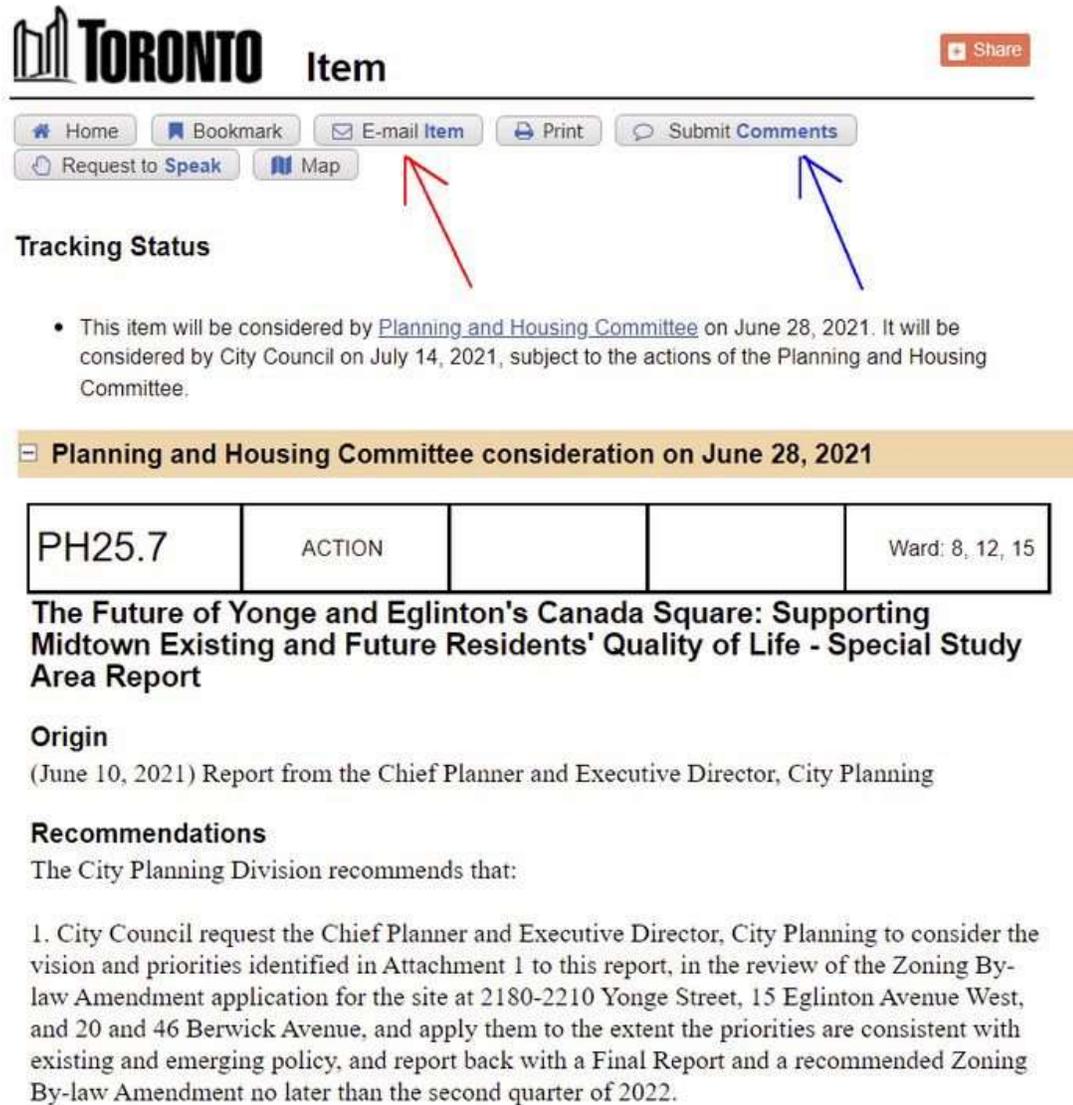
[Bookmark](#)

PH25.1	(9:30 AM) Technical Amendments to Zoning By-law 569-2013 and Former City of North York Zoning By-law 7625 relating to 32x and 34 Woolton Crescent (Ward 5 - Statutory: Planning Act, RSO 1990)
PH25.2	(9:30 AM) Housing Now - Bloor-Kipling (Six Points) Block Context Plan and Blocks 1, 2 and 5 City-Initiated Zoning By-law Amendment - Final Report (Ward 3 - Statutory: Planning Act, RSO 1990)
PH25.3	(9:30 AM) Housing Now - 405 Sherbourne Street - Zoning Amendment - Final Report (Ward 13 - Statutory: Planning Act, RSO 1990)
PH25.4	Alterations to a Heritage Property Designated under Part V of the Ontario Heritage Act - 405 Sherbourne Street (Ward 13)
PH25.5	(10:30 AM) Zoning Conformity for Official Plan Employment Areas - Phase 1 Final Report and Phase 2 Update (Ward All - Statutory: Planning Act, RSO 1990)
PH25.6	2180-2210 Yonge Street, 15 Eglinton Avenue West, and 20 and 46 Berwick Avenue Zoning Amendment Application - Preliminary Report (Ward 12)
PH25.7	The Future of Yonge and Eglinton's Canada Square: Supporting Midtown Existing and Future Residents' Quality of Life - Special Study Area Report (Ward 8, 12, 15)
PH25.8	Our Plan Toronto: Keele-St. Clair Local Area Study - Directions Report (Ward 5, 9)

Click on the underscored item number MM31.27 to go the item.

3. Filing a submission for an Item

When you open an item, you will see a menu bar at the top. Hit the 'Email item' to email a document or 'Submit comments' to send an email.



The screenshot shows the top navigation bar of the City of Toronto Item page. The 'E-mail Item' button is highlighted with a red arrow, and the 'Submit Comments' button is highlighted with a blue arrow. Below the navigation bar, the 'Tracking Status' section contains a bullet point indicating the item will be considered by the Planning and Housing Committee on June 28, 2021, and by City Council on July 14, 2021. A yellow banner below the tracking status reads 'Planning and Housing Committee consideration on June 28, 2021'. Below the banner is a table with the following content:

PH25.7	ACTION			Ward: 8, 12, 15
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The title of the item is 'The Future of Yonge and Eglinton's Canada Square: Supporting Midtown Existing and Future Residents' Quality of Life - Special Study Area Report'. The origin is '(June 10, 2021) Report from the Chief Planner and Executive Director, City Planning'. The recommendations section states: 'The City Planning Division recommends that: 1. City Council request the Chief Planner and Executive Director, City Planning to consider the vision and priorities identified in Attachment 1 to this report, in the review of the Zoning By-law Amendment application for the site at 2180-2210 Yonge Street, 15 Eglinton Avenue West, and 20 and 46 Berwick Avenue, and apply them to the extent the priorities are consistent with existing and emerging policy, and report back with a Final Report and a recommended Zoning By-law Amendment no later than the second quarter of 2022.'

The red arrow shows the button to hit to send an email item to the phc@toronto.ca address. When you hit this button you will need to attach the document item to the email. The blue arrows show the button to hit to send a simple email comment to the phc@toronto.ca address.

In some cases, your system may not be properly configured to respond to the button. If this happens simply send an email to phc@toronto.ca and take care to include the agenda item of PH25.7 and the agenda description as the subject title of the email message.

One Step - Quick link to the Agenda Item

Our Call to Action news blast for this item included a quick link to the TMMIS agenda system. If you hit the red button on the news blast, you will automatically go to '3. Filing a submission for an Item' as shown above.

How to send your email or letter

Use this button below to go directly to item PH25.7 on the City website. You can either 'Email a Item' to post written document or 'Submit your Contents' to type in an email message. Either method will work fine.

SUBMIT YOUR EMAIL NOW!

As always ... we are here to help

If you have any questions, do not hesitate to contact us at serra@southeqlinton.ca ... Please forward this email to your friends and neighbours who may be interested in this important new development.

And just as a reminder, please take a moment to become a member of SERRA and consider a generous donation to our legal fund

Andy Gort, President SERRA